



**CITY OF SAN FERNANDO
PLANNING COMMISSION**

**MINUTES OF MARCH 5, 2013 MEETING
AT LOPEZ ADOBE (1100 Pico Street)**

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE PLANNING COMMISSION. AUDIO OF THE ACTUAL MEETING ARE AVAILABLE FOR LISTENING IN THE COMMUNITY DEVELOPMENT DEPARTMENT.

CALL TO ORDER

The meeting was called to order by Chairperson Theale Haupt at 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Chairperson Theale Haupt

ROLL CALL

The following persons were recorded as present:

PRESENT:

Chairperson Theale Haupt, Vice-chair Alvin Durham, Commissioners Kevin Beaulieu, Yvonne Mejia, and Rudy Salinas

ABSENT:

None

ALSO PRESENT:

City Planner Fred Ramirez, Assistant Planner Edgar Arroyo, and Community Development Secretary Michelle De Santiago

APPROVAL OF AGENDA

Vice-chair A. Durham moved to approve the agenda of March 5, 2013. Seconded by T. Haupt, the motion carried with the following vote:

AYES:	A. Durham, T. Haupt, K. Beaulieu, Y. Mejia, and R. Salinas
NOES:	None
ABSENT:	None
ABSTAIN:	None

PUBLIC STATEMENTS:

Esther Schiller from Smokefree Air For Everyone (S.A.F.E.) read a press release from November 2011 and provided the members in attendance with results from a survey conducted in the City of San Fernando.

CONSENT CALENDAR

Vice-chair A. Durham, moved to approve the minutes of the January 8, 2013 meeting. Seconded by Commissioner Y. Mejia, the motion carried with the following vote:

AYES:	A. Durham, Y. Mejia, K. Beaulieu, T. Haupt, and R. Salinas
NOES:	None
ABSENT:	None
ABSTAIN:	None

UNFINISHED BUSINESS

None

PUBLIC HEARING 7A:

Presentation by Art Preservation Associates – 1100 Pico Street, San Fernando, CA 91340 – Staff recommends that the Planning and Preservation Commission provide feedback to planning staff and Art Preservation Associates (city consultant) regarding the archiving and reinstallation of artifacts at the Lopez Adobe house museum.

STAFF PRESENTATION

Cara Varnell, Paul Spitzzeri, Irena Calinescu, and Darrel Maxwell introduced themselves and gave a brief description of what their involvement was at the Lopez Adobe.

Cara Varnell (city consultant) from Art Preservation Associates provided some background information on how they set-up each room and the items displayed within them. The consultant informed the commission that they are trying to stir up interest from the public by using social media sites.

A request from the consultant was made to the Commissioners for specific furniture pieces to be used at the Lopez Adobe. These pieces requested were a wall mirror for the children's bedroom to reflect the image of the entire room and a card table or game table to be used in the library.

F. Ramirez informed the commission that the computer and desk in the one-story adobe portion of the building was intended for future visitors with limited mobility. He also mentioned that audio equipment that still needs to be purchased in order to provide people viewing the tour via the computer with audio.

C. Varnell discussed the general layout of the furnishings as placed within each exhibition room and also mentioned the need for future restoration work on some of the existing furniture pieces be used as part of the house museum exhibits.

COMMISSION DISCUSSION

K. Beaulieu asked if everything was earthquake strapped to the wall.

C. Varnell indicated that the china hutch was not strapped and it is heavy.

F. Ramirez stated that he would look into having Public Works staff secure the furniture.

C. Varnell emphasized that anyone working or volunteering in or on the Lopez Adobe should know what they are doing.

F. Ramirez stated that the city will need to re-establish a relationship with local volunteers to facilitate the ongoing operation of the Lopez Adobe as a house museum. He stated that the city will look into reaching out to the local schools and programs to create some interest in tours and to develop a database of students who may be interested in volunteering.

C. Varnell stated that there are some housekeeping and monitoring issues that need to be addressed. Ms. Varnell commented on the main components of future tours and explained the intent of the exhibition in each room.

K Beaulieu asked if the chase for the fireplace was still intact or damaged by the last earthquake and does it extend to the roof.

F. Ramirez stated that there was some retrofit work that was done and to give an accurate answer he would have to refer to the report of the work that was performed.

K. Beaulieu asked why the wall heater was kept.

F. Ramirez stated that the architects did not address the wall heater since there was a very limited budget, so the focus was on the structural restoration work as well repairing the existing windows to make them functional and installation of flooring that is consistent with the buildings historical period of significance.

T. Haupt stated that the wall heater looked out of place.

C. Varnell stated that there would be a table with some books on the history of the City of San Fernando and a bench in the second floor room adjacent to the easternmost sun room.

P. Spitzzeri informed the commission that the room would be a gathering room with some didactics of the rehabilitation of the Adobe and so information of the Lopez Family.

C. Varnell expressed the need for a marketing concept to create interest in the City.

T. Haupt asked staff to include on the agenda for the upcoming month discussion on the ongoing maintenance needs, touring hours and number of participants per tour of the Lopez Adobe.

F. Ramirez stated that the structural engineer have fastened and strengthened the veranda but did recommend that there be more than 15 people on the veranda at any given time. He indicated that by the end of June the Lopez Adobe will be able to host tours. He noted that the ancillary building will not be completed until the latter part of this year.

Linda Campanella asked about the restroom access.

Commission discussion ensued regarding current restroom facilities and the lack of ADA compliant restrooms as well as possible alternative restroom facilities that may exist in the immediate vicinity of the Lopez Adobe.

C. Varnell stated that the Lopez' grounds are so beautiful and that the space can be utilized by different organizations.

The Commission discussed different special events that may be considered as part of the future operation of the Adobe including: Adobe Day, Founder's Day, Blessing of the Fruits and Flowers, Blessing of the Animals, Dia De Los Muertos, Pancake Breakfast, and Pioneer Days. The Commission felt these types of events will help bring attention to the building and bring the community together.

Y. Mejia asked what was typical for tours on a home such as that of the Lopez Adobe.

P. Spitzzeri stated that it was typical to have tours on the weekends but you may have a tour scheduled for during the week if a class was interested in taking a tour.

F. Ramirez stated that the Planning and Preservation Commission will continue to have oversight over the development of the historic buildings and site as well as provide feed back to the city regarding the ongoing

operation and maintenance of the Adobe as a house museum. He also noted that the Commission may want to begin the process during future meetings to make suggestions on next steps for the development of a work plan for the ongoing operation of the Adobe as a house museum.

T. Haupt asked the consultant if the commission provided enough feedback or questions to allow you to move forward.

C. Varnell invited the commission to see the amount of archived materials that were removed from the Adobe.

F. Ramirez stated that we need to create history of recommendations and well as how items were repaired, modified, and or removed to the structure and the grounds and this will be scheduled for a future commission meeting.

T. Haupt stated that if put in written form it will make sense because of having walked through the Adobe it will be in context.

K. Beaulieu stated the need to earthquake proof as best as possible and as soon as possible.

R. Salinas recommended that when tours commence that a donation box should be made available.

F. Ramirez indicated that he would like to invite the Friends of the Lopez Adobe to the Lopez Adobe house and get their feedback and well as take the opportunity to create dialogue for future tours and volunteers.

STAFF COMMUNICATIONS

None

COMMISSION COMMENTS

None

PUBLIC STATEMENTS

None

ADJOURNMENT

Vice-chair A. Durham moved to adjourn to April 9, 2013. Second by Commissioner Y. Mejia, the motion carried with the following vote:

AYES:	A. Durham, Y. Mejia, T. Haupt, K. Beaulieu, and R. Salinas
NOES:	None
ABSENT:	None
ABSTAIN:	None

8:37 P.M.
Fred Ramirez
Planning Commission Secretary