

MEMBERS OF THE PUBLIC MAY PARTICIPATE BEFORE THE MEETING by emailing HistoricPreservationCommission@TorranceCA.Gov and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item with your comments. All comments emailed by 2:00 p.m. on the date of the meeting will be included as a "Supplemental" and uploaded to <https://www.torranceca.gov/government/city-clerk/commissions-and-advisory-boards/historic-preservation-commission/agendas-minutes/-folder-5167>.

Comments received after 2:00 p.m. will be uploaded the following day to the previously noted web address.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

The Historic Preservation Commission is an advisory body to the City Council that meets on the third Thursday of each month at 6:30 P.M.. All meetings are open to the public. Speakers are asked to complete a "Speaker Information" card (available at the meeting) and deposit it in the box at the podium. No new items will be discussed after 11:00 p.m. If there are items remaining, they will be heard at the next regular meeting.

Actions of the Community Development Director or Planning Commission may be appealed by the applicant, City Council, City Manager, or other interested parties by filing a written notice of appeal along with the required appeal fee with the City Clerk within 15 days of the action.

Staff reports are attached to the agenda and available for review online. Questions or concerns may be directed to Commission Liaison, Planning Manager Gregg Lodan, at 310.618.5990. Agendas and Minutes are posted on the City of Torrance Home page www.TorranceCA.gov.

**TORRANCE HISTORIC PRESERVATION COMMISSION AGENDA
WEST ANNEX COMMISSION MEETING ROOM CITY HALL
3031 TORRANCE BOULEVARD
TORRANCE CA 90503
THURSDAY, JUNE 15, 2023
REGULAR MEETING
6:30 PM**

HISTORIC PRESERVATION COMMISSION MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

1. CALL MEETING TO ORDER

ROLL CALL: Commission Members: G. Higginbotham, M. Higginbotham, Kartsonis, O'Donnell, Trivelli, and Chairman Weideman

2. FLAG SALUTE

3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Friday, June 9, 2023.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS #1 (Limited to a 15 minute period)

This portion of the meeting is reserved for comment on items not on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment, but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 1 minute per speaker.

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Councilmember from the Consent Calendar and considered separately.

6A. Approval of Minutes: May 18, 2023

7. ADMINISTRATIVE MATTERS

7A. Presentation - City of Torrance Emergency Operations Center Presentation by Eunique Day, Emergency Services Coordinator, Office of Emergency Services

7B. Appoint Commission Chairperson and Vice Chairperson

8. PUBLIC HEARINGS - NONE

9. COMMISSION ORAL COMMUNICATIONS

10. ADJOURNMENT

10A. Adjournment of Historic Preservation Commission Meeting to Thursday, August 17, 2023, at 6:30 p.m.

May 18, 2023

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE HISTORIC PRESERVATION COMMISSION**

1. CALL MEETING TO ORDER

The Torrance Historic Preservation Commission convened in a regular session at 6:32 p.m. on Thursday, May 18, 2023, in the West Annex Meeting Room.

ROLL CALL

Present: Commissioners G. Higginbotham, M. Higginbotham, Kartsonis, O'Donnell, and Trivelli.

Absent: Chair Weideman.

Also Present: Community Development Manager Gregg Lodan, Senior Planning Associate Carolyn Chun, Community Development Assistant Riley Symons, and Community Development Director Michelle Ramirez.

2. FLAG SALUTE

Commissioner M. Higginbotham led the Pledge of Allegiance.

3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA

Community Development Manager Lodan reported that the agenda was posted on the Public Notice Board at 3031 Torrance Boulevard and on the City's Website on Friday, May 12, 2023.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND / OR SUPPLEMENTAL ITEMS

None.

5. ORAL COMMUNICATIONS

None.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: APRIL 20, 2023

MOTION: Commissioner O'Donnell moved to approve the April 20, 2023, minutes as presented. Commissioner Trivelli seconded the motion; a roll call vote reflected 5-0 approval (Chair Weideman absent).

7. ADMINISTRATIVE MATTERS

7A. DISCUSSION OF CITY YARD OPEN HOUSE, HISTORIC PRESERVATION OUTREACH

Community Development Manager Lodan presented Item 7A:

- Community Development Manager Lodan spoke on potential outreach regarding the City Yard Open House scheduled Saturday, June 10, 2023, from 10:00 a.m. to 2:00 p.m.; the focus at the event will be City Services.
- Informational boards are being investigated that will share processes on how to become a designated landmark as well as information on the Torrance Tract; a survey on the public's awareness will be conducted.
- Staff is following up on social media outreach and working on a flyer for additional access to the public regarding seeking landmark status. Staff is investigating a poster-sized flyer to display at the City Yard Open House and future events.

Members of the Commission spoke.

Commissioner Trivelli requested that the Mills Act and information regarding property taxes be included in the flyer. Community Development Manager Lodan acknowledged the request.

Commissioner Kartsonis requested that a Frequently Asked Questions portion be included on the website. Community Development Manager Lodan acknowledged the request.

Commissioner O'Donnell requested that an announcement be made at City Council that the Historic Preservation Commission will be at the City Yard Open House. Community Development Director Ramirez replied that staff can assist with arrangements regarding the announcement before City Council.

8. PUBLIC HEARINGS

None.

9. COMMISSION AND STAFF ORAL COMMUNICATIONS

Members of the Commission spoke.

Commissioner O'Donnell requested that the video of the Higginbotham Landmark House be brought to a future meeting. Community Development Director Ramirez acknowledged the request stating that staff can investigate bringing the video to a future meeting.

Commissioner M. Higginbotham presented the Proclamation document before the Commission.

Commissioner O'Donnell requested that the Proclamation be on display in City Hall and the Historical Society Museum.

CONCURRENCE: The Commission concurred to have the Proclamation on display in City Hall and the Historical Society Museum; the concurrence reflected a 5-0 approval (Chair Weideman absent).

10. **ADJOURNMENT**

MOTION: At 7:23 p.m., Commissioner O'Donnell moved to adjourn the meeting to Thursday, June 15, 2023, at 6:30 p.m. in the West Annex Meeting Room. Commissioner M. Higginbotham seconded the motion; a roll call vote reflected 5-0 approval (Chair Weideman absent).

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Subject to Approval

Agenda Item: 7A

To: Historic Preservation Commission

From: Gregg Lodan, Planning Manager
Community Development Department (CDD)

Date: June 15, 2023

Subject: Presentation on Emergency Preparedness

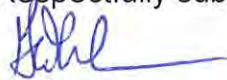
The Office of Emergency Services (OES) has prepared a Community Preparedness Presentation and is sharing it with the City Commissions. There are no two disasters that are the same, but virtually all incidents affect individuals with access and functional needs. The Governor's office of Emergency Services plans to incorporate the needs of those most vulnerable in the Community which includes people with disabilities, older adults, children, limited English proficiency and mobility disadvantaged. The OES staff are here to present and provide information on how to be prepared for a disaster.

Prepared by,



Carolyn Chun
Senior Planning Associate

Respectfully submitted,



Gregg Lodan
Planning Manager

Attachment:
A. Presentation

City of
TORRANCE
California

OFFICE OF EMERGENCY SERVICES

GET A KIT. MAKE A PLAN. BE INFORMED!

Community Preparedness

GET A KIT. MAKE A PLAN. BE INFORMED!

No two disasters are ever the same; yet virtually all incidents disproportionately affect individuals with access and functional needs (AFN).

CalOES (Governor's Office of Emergency Services) plans strategically to incorporate meet the needs of those most vulnerable in the community. AFN includes:

- people with disabilities,
- older adults,
- children,
- limited English proficiency,
- and transportation disadvantaged



Planning | Pre-Disaster

- Eliminate hazards.
- Anchor special equipment such as telephones and life support systems.
- Keep a list of medications, allergies, special equipment, names and numbers of doctors, pharmacists and family members
- Prepare to be self-sufficient for at least three to seven days.
- Keep an extra pair of eyeglasses and any medications with emergency supplies.

Planning | Pre-Disaster

- Keep any mobility devices and walking aids near you at all times.
- Put a security light in each room. These lights plug into any outlet and light up automatically if there is a loss of electricity.
- Make sure you have a whistle to signal for help.
- Keep extra batteries with your emergency supplies.
- Keep extra emergency supplies throughout your home near exits, and at your bedside.
- Find two people you trust who will check on you after a disaster. Tell them if anyone in your home requires special assistance in an emergency.

Planning | Home Safety Plan

- Individuals and families are strongly encouraged to develop a plan to ensure their safety in times of emergency.
- Incorporate into that plan an effective means of communication,
- Prepare a portable reserve of emergency supplies that will last at least five days
- Take a proactive stance to learn more about the types of emergencies or hazards that they might encounter where they live and work.

Planning | Pets and Emergency Preparedness

Your pets are an important member of your family, so they need to be included in your family's emergency plan.

To prepare for the unexpected, follow these tips with your pets in mind:

- Make a plan.
- Build an emergency kit.
- Stay informed.

During and After Disaster | Sheltering in Place

- If you are in bed or sitting down during an earthquake, do not get up.
- If you are standing during an earthquake, duck and cover or sit down.
- Turn on your portable radio for instructions and news reports.
- Check your email, phone, and mobile devices for TorranceAlerts.
- In an Earthquake, prepare for aftershocks.
- If you evacuate, leave a message at your home telling family members and others where you can be found.



During and After an Disaster | Sheltering in Place

EARTHQUAKES

Everyone, everywhere, should know how to protect themselves during earthquakes.

Drop (or Lock), Cover, and Hold On!

- This includes taking cover beneath a sturdy table or desk or dropping to the floor near an interior wall and covering your head with your hands and arms.
- Stay away from windows, and shelves with heavy objects.
- If in a wheelchair, lock the wheels, and protect the back of your head and neck.

IF IN A VEHICLE

PARKED:

- DO NOT START the engine!



- Close windows, turn off air conditioner or heater, and close vents.



- Without starting your engine, tune to CitiSOUNDS at 1620AM for updates or follow @TorranceAlerts on Twitter.



DRIVING:

- Continue driving unless directed otherwise by emergency personnel or traffic authority.
- Close windows, turn off air conditioner or heater, and close vents.
- Tune to CitiSOUNDS at 1620AM for updates.

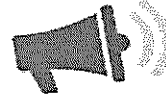
IF AT SCHOOL

- Activate the school's emergency plan.

NOTIFICATIONS

You will be notified of a serious hazardous material emergency by the following methods:

COMMUNITY WARNING SIRENS:



RADIO: CitiSOUNDS at 1620AM



TELEVISION: CitiCABLE 3 (TW), 31 (FIOS) and KNET 25.2 (Antenna)



MASS NOTIFICATION SYSTEM: TorranceAlerts
To register for Torrance Alerts visit:
www.TorranceCA.Gov/TorranceAlerts

SOCIAL MEDIA: Torrance Alerts and TorranceOES on Facebook and Twitter

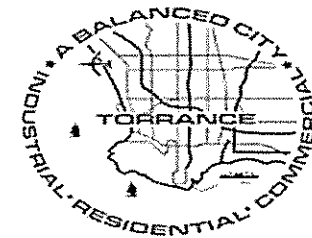


For questions about Shelter-In-Place, email:
OES@TorranceCa.Gov



"Shelter-In-Place" is a safety response procedure designed to protect the community from airborne hazardous materials.

It means taking shelter inside your home, workplace, school, vehicle or a nearby building until the danger has passed.



Questions?

Eunique Day, MPP

Emergency Services Coordinator

EDay@TorranceCA.Gov

(310) 781-7523 Office | (310) 781-0500 Mobile

Agenda Item No. 7B

To: Members of the Historic Preservation Commission
From: Community Development Department
Date: June 15, 2023
Subject: Appoint Commission Chairperson and Vice Chairperson

Section 13.21.060 of the Torrance Municipal Code provides that, "At the first meeting of the Commission and at the first meeting of the Commission in every fiscal year thereafter, the members shall appoint one (1) of their number as Chairperson who shall hold office for one (1) year and until the successor is appointed."

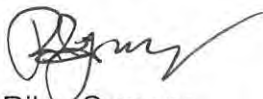
Additionally, the Historic Preservation Commission Rules of Order was adopted on October 17, 2019. Article 10, Section 10.1 of the Rules of Order provides that, "The Chairperson and Vice Chairperson shall be selected by a majority vote." Section 10.2 provides that, "At the first meeting of the Commission and at the first meeting of the Commission in every fiscal year, thereafter, the members shall select a Chairperson and Vice Chairperson who shall hold office for one year until a successor is selected."

It is the practice of several other City Commissions that the Vice Chairperson of the previous term is selected to be the Chairperson for the subsequent term; however, there are no rules that require this practice.

The Commission meeting of July 20, 2023 is scheduled to be cancelled and would have been the first meeting of the 2023 - 2024 Fiscal Year. As such, staff has placed an item in this agenda for selection of a Chairperson and Vice Chairperson. The electees appointments will take effect at the following meeting, August 17th, as it will be the first meeting of the fiscal year.

On August 18, 2022, the Historic Preservation Commission appointed Kurt Weideman as Chairperson and Gene Higginbotham as Vice Chairperson. Staff respectfully recommends that a Chairperson and Vice Chairperson are appointed at this time.

Prepared by,



Riley Symons
Planning Assistant

Respectfully submitted,



Gregg Lodan
Planning Manager