



Culver CITY

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CULTURAL AFFAIRS COMMISSION MEETING AGENDA TUESDAY, MARCH 14, 2006

PUBLIC COMMENT

The Cultural Affairs Commission will listen to the public on any item on the agenda or item of interest that is not on the agenda. The Cultural Affairs Commission cannot legally take action on any item not scheduled on the agenda. Such items may be referred for administrative action or scheduled on a future agenda.

If you wish to speak to the Commission, please complete a Speaker's Card and present it to the Secretary before the agenda item is called. You will be called to the podium by name when it is your turn to speak to the Commission.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Persons wishing to speak on agenda items will be called at the time the agenda item is brought forward. Comments will generally be limited to five minutes per speaker; however, a three-minute limit may be declared by the Chair from time to time for agenda items for which many Speaker Cards have been submitted.

NOTE: AT OR ABOUT 11:00 P.M., COMMISSIONERS WILL DETERMINE WHETHER TO CONTINUE WITH DISCUSSION OF REMAINING ITEMS ON THE AGENDA OR TO CARRY SOME/ALL OF THE ITEMS OVER TO A FUTURE MEETING DATE.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

A total of twenty minutes shall be devoted to audience participation at the beginning of the agenda. Speakers will be called on in the order cards were received by the Secretary. If additional time is needed, the Chair will allow for some at the end of the agenda.

When the Secretary calls your name, please advance to the podium, state your name and city of residence. Speakers must limit their comments to five minutes in length. A three-minute time limit may be declared by the Chair if there are a large number of individuals desiring to address the Commission.

CELL PHONES AND OTHER DISTRACTIONS

Use of cell phones, pagers and other communication devices is prohibited while the Commission meeting is in session. Please turn all devices off or place on a silent alert and leave the Chambers to use. During the meeting, please refrain from applause or other actions that may be disruptive to the speakers and the conduct of City business.

MEETING INFORMATION

Cultural Affairs Commission meetings are regularly scheduled for the second Tuesday of every month. Commission Agenda information is available 72 hours before each meeting.

Cultural Affairs Commission meetings can be viewed live on Channel 35 by most Comcast subscribers. Meetings are also broadcast on the City's Radio Station AM 1690. To view the commission meetings on line please visit <http://www.culvercity.org/webcast>.

ALD

Assisted Listening Devices are available through Cultural Affairs staff



Agendas are
available on the web @
www.culvercity.org

AGENDA

Cultural Affairs Commission

March 14, 2006

7:00 p.m.

Mike Balkman Council Chambers - Meeting

CALL TO ORDER & ROLL CALL:

Chair Ronnie Jayne
Vice Chair Susan Deen
Commissioner Clement Hanami
Commissioner Luther Henderson
Commissioner Gayle Smashey

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT – Items Not On the Agenda

CONSENT CALENDAR *Note: Consent Calendar items are considered to be routine in nature and may be approved by one motion. Public requests to discuss Consent Calendar items must be filed with the Secretary before the Consent Calendar is called.*

C-1. Receive and file Secretary's Report on Posting of Agenda. *Approve report.*

- C-2.** Minutes of January 10, 2006 Town Hall and February 14, 2006 Regular Meeting.
Approve minutes.

ACTION ITEM *Public requests to discuss Action Items must be filed with the Secretary before the item is called.*

- A-1.** Consideration of Certificate of Appropriateness for Tenant Improvements at Helms Bakery Complex. *Approve recommendation.*

- A-2.** Update and Discussion on the Development of a 501(c)(3) for Cultural Affairs.
Discuss item.

PUBLIC COMMENT - Items Not On the Agenda (Continued)

RECEIPT OF CORRESPONDENCE

ITEMS FROM STAFF

ITEMS FROM COMMISSIONERS

ADJOURN

Cultural Affairs Commission Meeting

Mike Balkman Council Chambers

May 9, 2006

7:00 PM

Upcoming Public Meeting Tentative Schedule — March /April 2006

Date	Day	Time	Location
City Council			
March-20	Monday	7:00PM	Council Chambers
March-27	Monday	7:00 PM	Council Chambers
Redevelopment Agency			
March-20	Monday	7:00PM	Council Chambers
April-3	Monday	7:00PM	Council Chambers
Civil Service Commission			
April-5	Wednesday	7:00PM	Council Chambers
Cultural Affairs Commission			
March-14	Tuesday	7:00PM	Council Chambers
Parks & Recreation Commission			
April-4	Tuesday	7:00PM	Council Chambers
Planning Commission			
March-22	Wednesday	7:00PM	Council Chambers
• Times and dates may be changed. • Meetings may be added or changed			

City of Culver City, California
Cultural Affairs Commission Agenda Item Report

Meeting Date: 03/14/2006		Item Number: A-1	
AGENDA ITEM: Consideration and Recommendation to the Planning Commission of a Certificate of Appropriateness for an Exterior Rehabilitation and Alteration to the Washington Boulevard and West Alley façades at the Helms Bakery Complex.			
Contact Person/Dept.: Christine Byers/ Cultural Affairs		Phone Number: (310) 253-5776	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☐
Public Notification: Cultural Affairs Master Notification List (03/09/06)			
Department Approval: Susan Evans		CAO Approval: N/A	
City Controller Approval: N/A			

RECOMMENDATION:

That the Cultural Affairs Commission provide comments and a recommendation to the Planning Commission regarding a Certificate of Appropriateness for exterior rehabilitation and alteration work to the Washington Boulevard and West Alley façades at the Helms Bakery Complex ("Helms Complex").

BACKGROUND:

Pursuant to a city-wide survey completed in 1987 and a subsequent report issued in 1990 by the City Council appointed Historic Preservation Advisory Committee, the Helms Bakery Complex at 8703-8761 Washington Boulevard was given the highest designation – "Landmark" – in Culver City's historic structures register. (The portion of the Helms Bakery Complex bordering Venice Boulevard is within the jurisdiction of the City of Los Angeles and does not have a historic designation in that city.)

Section 15.05.035 of the City's Municipal Code specifies that any structure with either a "Landmark" or "Significant" designation shall require a Certificate of Appropriateness for major exterior alterations prior to issuing any City permit. Major exterior alterations include the addition of or changes to windows and doors such as those proposed for the Washington Boulevard façade in conjunction with proposed interior remodeling to better accommodate new retail tenants (the interior spaces along the Washington Blvd. side of the Helms Bakery Complex are presently used for office, studio, and restaurant use). Further, pursuant to the City's Municipal Code, "The approval of a Certificate of Appropriateness shall be conditioned upon all

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exterior alterations complying with the U.S. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings." Tenant improvement projects such as this one which includes alterations to the exterior, must also adhere to guidelines outlined in the California Environmental Quality Act (CEQA). Section 15064.5 of CEQA, specifies compliance with the U.S. Secretary of the Interior's Standards for projects pertaining to historical resources.

Approval or denial of a Certificate of Appropriateness for major alterations is an action to be taken by the Planning Commission (pursuant to Section 15.05.035 of the City's Municipal Code) but is to include comments from Cultural Affairs. The Planning Commission is scheduled to consider this item at their regular meeting on April 26, 2006 and a recommendation and comments from the Cultural Affairs Commission will be forwarded to the Planning Commission at that time for their consideration.

DISCUSSION:

Cultural Affairs staff have been in discussion with the Helms Bakery Complex property owner (Walter N. Marks III) since last summer to establish the appropriate guidelines and mitigation measures as outlined in Section 15.05.035 of the Culver City Municipal Code and 15064.5 of the California Environmental Quality Act (CEQA) for the proposed exterior changes to the Washington Boulevard and West Alley façades of the Helms Complex. Mr. Jeffrey Samudio of Design Aid Architects served as consultant to Cultural Affairs staff on technical issues.

Of the twenty-six (26) door and window openings on the Washington Boulevard façade, a total of nine openings would be converted from window to either roll-up door or storefront entryway, or from roll-up door or storefront entryway to window. However, of the nine openings that are to be converted to either doorways or windows, three openings (nos. 4, 8 and 9 on the attached elevation drawings) would be *restored* to their original configuration as detailed on the ca. 1940s drawings. In addition, on the West Alley façade (just off Washington Blvd. on the western most corner of the building), the existing roll-up door would be *replaced* with a window (see opening labeled "B" on the West Alley Façade elevation drawings that are attached hereto) which thereby restores this view to a façade that is closer to the original as delineated in the ca. 1940s drawings and also depicted in old photographs.

The proposed façade modifications on both the Washington Boulevard side and the West Alley façade include lowering the window sills by approximately 30" to better accommodate the basic needs of the retailers who are to occupy these spaces. However, the original widow frames, mullions and stops would be retained and

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reused; new hardware would be integrated into the existing to accommodate the lowering of the window sills. Further, single pane, un-tinted glass is to be used to retain the historic integrity of the exterior.

As an additional mitigation measure for the proposed façade alterations, staff proposes that the interpretative display (or “museum”) that is presently installed in the Venice Boulevard-adjacent H.D. Buttercup retail area, become a permanent feature. Staff is also proposing that this display be expanded to a web page for better public outreach. Staff is not requiring that the physical display space remain in its current location and would permit the property owner to move it to another location on the property at any time in the future.

In sum, the proposed façade changes to the Washington Boulevard and the West Alley facades are considered in compliance with the U.S. Secretary of the Interior’s Standards (as required in the Culver City Municipal Code and under CEQA). The overall historic character of the property would be retained as evidenced by the 1940s drawings. Specifically, this is in part achieved by restoring current door openings to what was originally specified on the 1940s drawings, retaining and reusing the original steel window frames, mullions and stops, and incorporating new materials (glazing, new door and window framework) that would be differentiated from the old but not compete with the historic integrity of the original. Further, the already existing interpretative display would be made a permanent addition to the site and is to be expanded in the future to a web site about the Helms Bakery Complex. This would not only ensure reaching a wider audience but would help further enhance the visibility of the Helms Bakery Complex.

The alterations and proposed mitigation measures included above were reviewed and approved by the CAC Historic Preservation sub-committee (Susan Deen and Clement Hanami) on February 27, 2006.

FISCAL ANALYSIS:

There is no fiscal impact.

ATTACHMENTS:

1. The Secretary of the Interior’s Standards for Rehabilitation; and
2. Completed Certificate of Appropriateness Application received January 25, 2006, narrative background and elevation drawings provided by applicant.

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MOTION:

That the Cultural Affairs Commission:

Recommend that the Planning Commission approve the Certificate of Appropriateness for the exterior rehabilitation and alteration along the Washington Boulevard and West Alley facades of the Helms Bakery Complex pursuant to the criteria provided by staff and the drawings provided by the applicant dated March 2006.

**City of Culver City, California
Cultural Affairs Commission Agenda Item Report**

Meeting Date: March 14, 2006		Item Number: A-2	
AGENDA ITEM: Discussion of Board Member Qualifications for Proposed Culver City Cultural Affairs Foundation			
Contact Person/Dept.: Susan Obrow/ Cultural Affairs		Phone Number: 310-253-5762	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Cultural Affairs Master Notification List (03/10/06)			
Department Approval: Susan Evans		CAO Approval: N/A	
City Controller Approval: N/A			
<u>RECOMMENDATION:</u> That the Culver City Cultural Affairs Commission ("CAC") discuss qualifications for Board Members appointed to the proposed Culver City Cultural Affairs Foundation ("Foundation") and return with suggestions for appointments at the May 9, 2006 CAC meeting. <u>BACKGROUND:</u> The proposed Culver City Cultural Affairs Foundation would promote and support the Cultural Affairs Division's work programs of the City of Culver City. This 501(c)(3) will enable the Cultural Affairs Division and its existing programs to be competitive for a wide selection of private foundation grants. The draft Bylaws and Articles of Incorporation for the Culver City Cultural Affairs Foundation state that the purpose of this foundation is: 1) To promote and support historic preservation, public art and cultural programming services in Culver City; and 2) To act as an additional funding source to municipal financing for the public support required for historic preservation, public art and cultural programming services in Culver City; and			

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- 3) To carry out the mission of the Culver City City Council and Cultural Affairs Commission, as it so relates to historic preservation, public art and cultural programming in Culver City; and
- 4) To act as a coordinating organization to foster, promote, encourage and increase the knowledge, appreciation and practice of Cultural Affairs in the City of Culver.

The structure for the Culver City Cultural Affairs Foundation's 501(c)(3) status requires the existence of a Board of Directors:

- 1) The Board will consist of seven (7) members selected as follows:
 - a. Each current member of the Cultural Affairs Commission shall appoint one member to the Board; and
 - b. The then current Chair and Vice-Chair of the Commission shall each serve as a member to the Board.
- 2) The Foundation budget will be reviewed by the Foundation Board of Directors and approved by the City Council.
- 3) There will be two meetings per year in July and January and additional special meetings may be called as needed.

DISCUSSION:

Proposed qualifications for Board Members of the Culver City Cultural Affairs Foundation include:

- 1) Commitment to supporting cultural and historic preservation programs in Culver City.
- 2) Ability to make connections to private foundations for possible grants.
- 3) Experience serving on a Board of Directors for a non-profit, fundraising organization.
- 4) Capacity for cooperation and collaboration to create the most effective working panel possible.

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- 5) Availability to attend semi-annual Board meetings of the Foundation and to accept responsibility for preparation for those meetings.

Appointment to the Foundation Board is an opportunity to include individuals who have otherwise not participated or may not participate in Cultural Affairs. The overall composition of the Board should reflect the diversity of Culver City's larger community. Board members may be residents or business owners in the community.

FISCAL ANALYSIS:

There is no anticipated fiscal impact.

ATTACHMENTS:

None

MOTION:

That the Culver City Cultural Affairs Commission:

Direct staff as deemed appropriate.