

City of Culver City, California  
**City Council Agenda Item Report**

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| Meeting Date: 08/18/08                                                                                                                                                                                                              |  | Item Number: <u>J-1</u>                                                                           |  |
| <b>AGENDA ITEM: JOINT ITEM – (1) Release of a Request for Proposals (RFP) for Completion of a Citywide Historic Resources Inventory Update and (2) Establishment of the Ad-Hoc Historic Resources Inventory Advisory Committee.</b> |  |                                                                                                   |  |
| Contact Person/Dept.: B. Christine Byers/<br>Cultural Affairs                                                                                                                                                                       |  | Phone Number: (310) 253-5776                                                                      |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                  |  | General Fund: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                 |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                            |  | Action Item: <input checked="" type="checkbox"/> Attachments: <input checked="" type="checkbox"/> |  |
| Public Notification: Master Notification List: Master E-Mail Notification List (08/13/08); Meetings and Agendas - Cultural Affairs (08/13/08); Culver City Historical Society (08/13/08)                                            |  |                                                                                                   |  |
| Department Approval:<br>Sol Blumenfeld (08/05/08)                                                                                                                                                                                   |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (08/13/08)                                  |  |
| Chief Financial Officer Approval:<br>Jeff Muir (by N. Kimball) (08/13/08)                                                                                                                                                           |  | City Manager Approval:<br>Jerry B. Fulwood (08/13/08)                                             |  |

**RECOMMENDATION:**

Staff recommends the City Council and the Redevelopment Agency (1) authorize the release of a Request for Proposals (RFP) for completion of a Citywide Historic Resources Inventory Update, and (2) establish a 13-member Advisory Committee who will assist with the survey process.

**BACKGROUND:**

In May 2008, staff prepared an informational memorandum (Memorandum) for the City Council outlining the legal necessity, process and estimated timeline for an updated citywide historic resources (also referred to as historic structures) inventory survey.

The memorandum addressed certain California and Federal legal requirements (e.g., the California Environmental Quality Act ("CEQA") and Section 106 of the National Historic Preservation Act of 1966) for maintaining an updated inventory of historic resources which involves completing surveys every 5 – 10 years. Also included in the Memorandum was discussion pertaining to an Advisory Committee comprised primarily of community members who would work with staff and the consultant during the survey process and assist with wider outreach.

Culver City's last survey was completed in 1987 and includes structures with dates up to approximately 1940. In order to remain compliant with CEQA and for staff to be able to complete the required environmental review for historical resources as

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defined by CEQA, an updated survey at this juncture includes an assessment of all properties with structures built in 1963 or earlier.

**DISCUSSION:**

**Request for Proposals**

Research pertaining specifically to RFP language and the survey process included gathering information from staff at the cities of West Hollywood and Santa Monica where citywide historic structures surveys are currently underway. Guidelines were also reviewed at length with staff at the State of California's Office of Historic Preservation.

Staff prepared a draft RFP based on best-practices provided from various sources, including those mentioned above. This document was distributed for review and comment to the CAC Historic Preservation Sub-Committee (Commissioners Koosed and Hanami), City Historian Julie Lugo Cerra, Culver City Historical Society President Stu Freeman, and Community Development and Redevelopment Agency staff. A copy was also forwarded to staff at the California Office of Historic Preservation for comment.

The Cultural Affairs Commission reviewed the final draft RFP at its meeting on July 8, 2008 and unanimously recommend to the City Council and Redevelopment Agency that it be approved and staff be authorized to release the RFP.

Staff is recommending that the due date for submitting proposals be one month from the RFP's release date. Copies will be sent to eligible firms in California, including but not limited to:

- Architectural Resources Group
- ASM Affiliates
- Chattel Architecture, Planning & Preservation, Inc.
- Christopher A. Joseph & Associates, Inc.
- EDAW, Inc.
- Galvin Preservation Associates, Inc.
- Historic Preservation Partners
- Historic Resources Group
- ICF Jones & Stokes
- JM Research & Consulting
- John Ash Group Architects
- PCR Services Corporation
- Sapphos Environmental, Inc.

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**Advisory Committee**

Historic resource surveys demand considerable community outreach and involvement. Typically an Advisory Committee, comprised primarily of community representatives, is formed to help with outreach, to serve as liaisons, and to provide input at significant junctures during the process. Significant junctures include involvement in the selection of a consultant team, review and certification of the context statement, review and certification of the survey results, and designation nominations at the local, state or national levels. Final decisions at these junctures would always rest with the City Council and the Redevelopment Agency, but the Advisory Committee provides input during the process. In 1989, the City of Culver City formed a "Historic Preservation Advisory Committee" to review the results of the 1987 historic structures survey, establish designation criteria and make recommendations to the City Council for historic designation at the local level.

Staff recommends that the City Council create a Community Advisory Committee with 13 members which includes representatives from:

- The City's two main movie studio lots (1 each – total 2)
- The three currently designated historical residential districts (Braddock, Lafayette & McConnell Historic Districts) (1 each – total 3)
- Culver City Historical Society (1 representative)
- Culver City Chamber of Commerce (1 representative)
- Downtown Business Association (1 representative)
- Culver City Unified School District (1 representative)
- Two Culver City civic organizations/clubs (2 total)
- A representative from the City's Planning and Cultural Affairs Commissions (1 each – total 2)

It is recommended that the Advisory Committee will involve the work of the Committee Members and staff (approximately 16 individuals), so as to ensure a manageable sized group but one that is representative of the majority of residential and business-based associations and entities within the City. However, community outreach at the beginning and during the survey process will include extensive citywide public noticing and a number of public meetings.

Staff recommends contacting each of the above-referenced entities and asking for nominations of individuals to represent them, including persons who have a background in design, urban planning or preservation. Staff would then return to the City Council and the Redevelopment Agency in September with a list of names for further consideration.

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Staff recommends the approval of the list of Advisory Committee members by end of September / early October so that two or three individuals from that group can participate in the interviews of the short-listed consultants who have submitted an RFP to perform the survey.

Per Sections 15.05 et seq. of the Culver City Municipal Code, the Cultural Affairs Commission ("CAC") is the appointed body that is most closely tied with the overall administration of the City's Historic Preservation program.

At their meeting of August 12, 2008, the Cultural Affairs Commission considered this item. Their recommendations are included for City Council consideration as Attachment 2.

**FISCAL ANALYSIS:**

The total amount available in the FY 2008 – 09 budget for a citywide historic structures survey is \$200,000, which includes \$165,000 that has been appropriated from the Art Fund (41300877) and \$35,000 in the Redevelopment Agency (55094470). The allocation in Redevelopment Agency's budget is proportional to the number of properties included in the survey that fall within Redevelopment Project Areas.

**ATTACHMENTS:**

1. Draft Request for Proposals for Citywide Historic Resources Inventory Update.
2. Comments from the Cultural Affairs Commission of August 12, 2008

**MOTION:**

That the Culver City City Council and the Culver City Redevelopment Agency:

1. Authorize the release of the Request for Proposals for a Consultant to Perform a Citywide Historic Resources Inventory Update; and,

That the City Council:

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2. Approve the formation of an Ad-Hoc Historic Resources Inventory Advisory Committee consisting of 13 members; and,
3. Authorize staff to proceed with the advertisement for applicants to the Advisory Committee; and,

EITHER

4. a. Direct staff to present the list of applicants to the Cultural Affairs Commission for recommendation prior to submission of the applicants to the City Council;

OR

4. b. Direct staff to present the list of applicants directly to the City Council for further consideration of appointments to the Committee by the City Council and the Redevelopment Agency at a future City Council/Agency Meeting.