



Culver CITY

MIKE BALKMAN COUNCIL CHAMBERS
9770 CULVER BOULEVARD
CULVER CITY, CALIFORNIA 90232-0507
CITY HALL Tel. (310) 253-5776
FAX (310) 253-5779

GAYLE SMASHEY, Chair
MARLA KOOSSED, , Vice Chair
CLEMENT HANAMI, Commissioner
LUTHER HENDERSON, III, Commissioner
RONNIE JAYNE, Commissioner

CULTURAL AFFAIRS COMMISSION MEETING AGENDA TUESDAY, March 10, 2009

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.



Culver CITY

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

AGENDA

Cultural Affairs Commission

March 10, 2009

7:00 p.m.

Mike Balkman Council Chambers – Meeting

CALL TO ORDER & ROLL CALL:

Chair Gayle Smashey
Vice Chair Marla Koosed
Commissioner Clement Hanami
Commissioner Luther Henderson, III
Commissioner Ronnie Jayne

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 the February 10, 2009 Regular Meeting. ***Approve minutes.***

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

A-1. Consideration of Qualifications and Changes to the Application for Cultural Affairs Commissioner. ***Make Recommendations.***

A-2. Report and Discussion of Commission Subcommittee Meeting with Council Subcommittee on Commissions. ***Provide report and make comments.***

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
April 14, 2009
7:00 PM**

Upcoming Public Meeting Tentative Schedule —March, 2009

Date	Day	Time	Location
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City Council

<i>March - 9</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
<i>March - 23</i>	<i>Monday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>

Redevelopment Agency

<i>March 16</i>	<i>Tuesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
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Parks and Recreation Commission

<i>March 3</i>	<i>Thursday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
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Planning Commission

<i>March 11</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
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Civil Service Commission

<i>March - 4</i>	<i>Wednesday</i>	<i>7:00 PM</i>	<i>Council Chambers</i>
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- *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: March 10, 2009		Item Number: <u>A-1</u>	
AGENDA ITEM: Consideration of Qualifications and Changes to the Application for Cultural Affairs Commissioner.			
Contact Person: B. 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 (03/05/2009)			
Department Approval: Sol Blumenfeld		City Manager Approval: N/A	
<u>RECOMMENDATION:</u> That the Cultural Affairs Commission ("CAC") make recommendations regarding the qualifications and application for Cultural Affairs Commissioner. <u>BACKGROUND/ DISCUSSION:</u> At the February 10, 2009 CAC meeting, agenda item A-4 (Report and Discussion of Commission Subcommittee Meeting with City Council ("Council") Subcommittee on Commissions) generated discussion regarding the qualifications and application process for Cultural Affairs Commissioner. Comments from the CAC were then presented and discussed further at the February 19, 2009 follow-up meeting between the CAC Sub-Committee and Council Sub-Committee on Commissions. At the February 19, 2009 follow-up meeting, it was decided that the CAC shall provide comments on qualifications and application questions, which would then be forwarded to the City Manager's office. It is anticipated that similar input will be obtained from the other City commissions and then forwarded to the City Council for consideration. Any changes to the current Commission application form would not be implemented in time for the next annual application cycle which is scheduled for April/May 2009.			

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

As the CAC considers its recommendations, please keep the following in mind:

- It has been suggested that there be a supplemental list of questions specifically tailored to each Commission, Board or Advisory Committee that accompanies a standard application form.
- There is currently no City residency requirement for Cultural Affairs Commissioner.
- The staggering of commissioner terms was discussed at the February 19, 2009 follow-up meeting. For the CAC, term expirations are currently staggered as follows:

Chair Smashey	June 30, 2009
Vice Chair Koosed	June 30, 2011
Commissioner Jayne	June 30, 2012
Commissioner Henderson	June 30, 2009
Commissioner Hanami	June 30, 2010

- Consider the CAC's purview over a grant program, an art in public places program, and certain performing arts and cultural events.
- Many communities with a historic preservation program have a separately appointed commission that handles preservation issues only. In Culver City, the CAC also has primary purview over the City's Historic Preservation Program. Consider the qualifications for commissioners per the California Office of Historic Preservation's Certified Local Government Program. Also consider the Secretary of the Interior's Professional Qualification Standards (attached) for professionals working in the field of archeology and historic preservation.

FISCAL ANALYSIS:

There is no fiscal impact associated with this action at this time.

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

ATTACHMENTS:

1. City of Culver City Application and Biographical Data for Commission, Board or Advisory Committee Membership
2. City of Santa Monica Arts Commission Application Form
3. Excerpted pages from California OHP's Certified Local Government Program Application & Procedures
4. Secretary of the Interior's Professional Qualifications Standards for History, Archaeology, Architectural History, Architecture, and Historic Architecture

MOTION:

That the Cultural Affairs Commission:

1. Provide suggestions and comments for future Cultural Affairs Commissioner qualifications and application.

MEETING DATE: March 10, 2009

AGENDA ITEM: Consideration of Qualifications and Changes to the
Application for Cultural Affairs Commissioner

ATTACHMENTS

	<u>Pages</u>
1. City of Culver City Application and Biographical Data for Commission, Board or Advisory Committee Membership	1 - 4
2. City of Santa Monica Arts Commission Application Form	5 - 6
3. Excerpted pages from California OHP's Certified Local Government Program Application & Procedures	7 - 15
4. Secretary of the Interior's Professional Qualifications Standards for History, Archaeology, Architectural History, Architecture, and Historic Architecture	16 -18

ATTACHMENT 1



CITY OF CULVER CITY

9770 CULVER BOULEVARD P.O. BOX 507, CULVER CITY, CA. 90232-0507

APPLICATION AND BIOGRAPHICAL DATA FOR COMMISSION, BOARD OR ADVISORY COMMITTEE MEMBERSHIP

(please type or print)

The information contained on this form is for the use of the City Council in order to fill vacancies on City Commissions, Boards, Advisory Committees or Task Forces. However, all information on this form will become a public record and be available for public inspection or duplication as authorized by law.

Separate applications *must* be submitted for each body to which application is being made.

General Information

1. Identify the Commission, Advisory Committee or Task Force to which appointment is desired:

2. If applying for a position on the Landlord/Tenant Mediation Board, indicate whether you are applying as a tenant representative (____), landlord representative (____) or member at-large representative (____).

Call the Housing Division at (310) 253-5780 if you have any questions regarding eligibility for Landlord/Tenant Mediation Board positions.

3. Name: _____ Telephone () _____

Address: _____ Zip _____

Business: _____ Telephone () _____

Address: _____ Zip _____

E-mail address: _____

Answer the following: (Use additional sheets if necessary)

4. **Community Service**

(List boards, commissions, committees and organizations on which you have served or currently serve; offices held and in what city.)

5. Employment

(Title and duties, current and past.)

6. Education

(Include professional or vocational licenses and certificates.)

Personal

7. Are you a U.S. citizen? YES_____ NO_____
8. Are you registered to vote in Culver City? YES_____ NO_____
9. Have you ever been convicted, fined, imprisoned, or placed on probation for a felony or for a misdemeanor involving fraud? YES_____ NO_____
10. Have you ever worked for the City of Culver City? (If yes, list dates and names of departments.) YES_____ NO_____
11. Are you related to any current City employees or appointees of the City of Culver City? (If yes, indicate name and relationship.) YES_____ NO_____
12. Are you aware that financial disclosure may be required annually? (e.g. sources of income, loans and gifts, investments, interests in real property.) YES_____ NO_____
13. Rules or law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the body to which you seek appointment? (If yes, please indicate any potential conflicts.) YES_____ NO_____
14. Have there been, or are there now, any business circumstances which YES_____ NO_____

might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?

15. How many meetings of the Commission, Board or Committee to which you are interested in being appointed have you attended in the last year? _____
16. How much time, on a monthly basis, do you anticipate spending on preparation for and attendance at meetings of the body to which you desire appointment?
17. Why are you interested in appointment to a City Commission, Board, Committee or Task Force?
18. What is there specifically in your background, training, education or interests which qualifies you as an appointee?
19. What do you see as the objectives and goals of the body to which you seek appointment?
20. How would you recommend the objectives and goals of the body be changed or augmented?
21. How would you help achieve the body's established objectives and goals?

22. What special qualities can you bring to the body to which you seek appointment?

REMINDER: All information on this application will become a public record and be available for public inspection or duplication as authorized by law.

I hereby certify that the foregoing information is correct to the best of my knowledge

Signature: _____ Date: _____

You are invited to attach additional pages, enclose a copy of your resume, or submit supplemental information which you feel may assist the City Council in its evaluation of your application.

Submit application(s) and attachments to: City of Culver City
Attention: City Clerk
9770 Culver Boulevard
Culver City, CA 90232-0507

(310) 253-5851

OPTIONAL

In order to assist the City Council in seeking to balance appointments in terms of geographic location of residence and/or business, ethnicity, gender and age, the following information is desirable but not required for application submission or appointment.

If a City resident, for how long? _____ If a City business owner/operator, for how long? _____

Year of Birth _____ Male _____ Female _____ Ethnicity _____

5/98:jhe

Arts Commission Application

The Oaks Initiative, also known as the "Taxpayer Protection Act," was adopted by Santa Monica voters on November 2000, and amends the City Charter. Its requirements affect all City-elected and appointed officials, including Council-appointed board and commission members. Related litigation on this matter recently concluded, and accordingly, the City is implementing the Initiative. The City Attorney prepared the following information about the Initiative that may affect you if you are appointed to a Santa Monica Board or Commission. Please read it carefully before completing your application. *Select the format you would like to view:* [html](#) | [PDF](#) | [MS-Word](#)

Members must reside or work in the City and shall be actively involved in the arts.

* indicates that input is required

INFORMATION TO BE DISPLAYED ON INTERNET:

Prefix*:

First Name*:

Middle Name:

Last Name*:

Public Address:

City:

State:

Zip:

Phone: *format (xxx) xxx-xxxx*

Fax: *format (xxx) xxx-xxxx*

E-mail:

Reside in Santa Monica*?	Yes	No	No. of years
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Work in Santa Monica*?	Yes	No	No. of years
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Specify current or prior service on City Boards/Commissions:

List Community activities in which you are involved:

Describe your qualifications, experience, and education, and list any technical or professional requirements you have relative to the duties of the Arts Commission.

What are your goals in serving on the Arts Commission?

BUSINESS INFORMATION: **OKAY TO DISPLAY ON INTERNET*?** Yes No

Occupation*:

Bus. name:

Bus. address:

City:

State:

Zip:

Phone: *format (xxx) xxx-xxxx*

Fax: *format (xxx) xxx-xxxx*

FOR CONFIDENTIAL USE ONLY:

Residence Address*:

City*:

State*:

Zip*:

Phone*: *format (xxx) xxx-xxxx*

Cellular: *format (xxx) xxx-xxxx*

ALL INFORMATION, EXCEPT INFORMATION ENTERED IN THE CONFIDENTIAL SECTION, IS PUBLIC AND AVAILABLE FOR VIEWING AT THE CITY CLERK'S OFFICE AND ON THE CITY'S WEB PAGE (EXCEPT AS NOTED ABOVE).

DISABILITY RELATED ASSISTANCE AND ALTERNATE FORMATS OF THIS DOCUMENT ARE AVAILABLE UPON REQUEST BY CALLING (310) 458-8211



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2007

California Office of Historic Preservation
Department of Parks & Recreation
Local Government Assistance



1416 9th St.
Rm 1442-7
Sacramento CA 95814

PO Box 942896
Sacramento CA
94296-0001

phone:
(916) 653-6624
fax:
(916) 653-9824

email:
calshpo@parks.ca.gov
website:
www.ohp.parks.ca.gov



Requirements for Certification

Local governments may be certified to participate in the CLG program by complying with the five minimum responsibilities of a CLG. Local governments must:

- Enforce appropriate state and local legislation for the designation and protection of historic properties;
- Establish an adequate and qualified historic preservation review commission by local law;
- Maintain a system for the survey and inventory of historic properties;
- Provide for adequate public participation in the local historic preservation program, including the process of reviewing and recommending properties for nomination to the National Register of Historic Places; and
- Satisfactorily perform the responsibilities delegated to it by the state.

For more detailed information regarding the requirements and procedures summarized below, please refer to Appendix G: California Certified Local Government Program Guidelines.

Enforce appropriate state and local legislation for the designation and protection of historic properties

Certified Local Governments must enact and enforce a local historic preservation ordinance as well as enforcing the California Environmental Quality Act regulations in relation to historical resources. Additionally, CLGs, along with other local governments, have a role in the environmental review of federally-sponsored projects under Section 106 of the National Historic Preservation Act of 1966, as amended.

Establish an adequate and qualified historic preservation review commission by local law

The establishment of a local preservation commission is usually done through the local government's preservation ordinance. CLG preservation commissions must have a minimum of five members with all members having a demonstrated interest, competence or knowledge of historic preservation. Additionally, two members are encouraged to be professionals who meet the qualifications for various disciplines outlined by the Secretary of the Interior (see Appendix C for more information about professional qualifications). Local governments can be certified without this minimum professional qualified membership. The commission must meet a minimum of four times per year and each commissioner must attend at least one training session that is certified as meeting the requirements of the CLG program each year. The commission is the local governmental entity responsible for preparing and submitting an annual report to the OHP each year.

Maintain a system for the survey and inventory of historic properties

Because surveying is one of the cornerstones of any historic preservation program, CLGs must develop or have in place a system for the survey and inventory of historic properties within their

jurisdictions. This system must be coordinated with the OHP's statewide inventory program, use state-approved inventory forms and evaluative criteria consistent with the National Register, and be in line with the Secretary of the Interior's Standards for Identification and Evaluation. Communities which have conducted surveys in the past must update their survey data as new resources become eligible for consideration, or when older surveys warrant re-examination over time.

Provide for adequate public participation in the local historic preservation program

Public participation is an integral feature of any preservation program. All local preservation commission meetings must be open to the public and meet the requirements of open meeting laws. Additionally, the public should be involved in the CLG's survey program, nominations to registration programs, and preservation planning. Surveys must be available to the public as appropriate with the exception of certain archeological information, which must be kept confidential in order to ensure its protection.

Satisfactorily perform the responsibilities delegated to it by the state

CLGs, in consultation with the OHP, can choose to take on additional responsibilities in their preservation programs. These include reviewing and commenting on applications for federal tax incentives for historic preservation and National Register nominations. Additionally, CLGs can take part in state programs such as the Mills Act property tax abatement for historic properties.

Procedures for Certification

An application must be submitted by the chief elected official of the local government applying for CLG status and must include all the information requested in the application and checklist section of this document. When the OHP receives a completed application, it will respond within 45 days and then forward an OHP recommendation for certification to the National Park Service who makes the final certification decision. After the National Park Service agrees with the OHP's recommendation, a certification agreement will be prepared and signed by both the OHP and the local government, at which time the local government is considered formally certified.

Certified Local Government Professional Qualifications (36 CFR Part 61): History Professional Qualifications

Local Government _____

Name _____ Commissioner ☐ Staff ☐
(Name of Commissioner or Staff)

Date of Appointment: _____ Date Term Expires: _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. **In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.**

Alternative A

☐ MA or PhD in
History

or

☐ MA/MS or PhD in
CRF

(specify field)

Alternative B1

☐ BA in History

or

☐ BA in CRF

(specify field)

and

☐ Two years full-time experience in history (check appropriate boxes below and attach explanation and dates)
☐ research
☐ writing
☐ teaching
☐ interpretation
☐ other (specify) _____

☐ With a professional institution

(specify institution)
☐ academic institution
☐ historical org./agency
☐ museum
☐ other (specify) _____

Alternative B2

☐ BA in History

or

☐ BA in CRF

(specify field)

and

☐ Substantial contribution through research and publication to body of scholarly knowledge in history (attach explanation)

To meet the standards in this discipline you must be able to check either a big box or a big circle, and check all the smaller boxes under that alternative. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period. CRF = Closely Related Field; field closely related to this or other discipline in historic preservation (Urban or Regional Planning, American Studies, Historic Preservation, Art History, Architecture, Material Culture, Landscape Architecture, or Folklore). Coursework should be evaluated if discipline itself is not always or obviously related.

**Certified Local Government Professional Qualifications (36 CFR Part 61):
Architectural History Professional Qualifications**

Local Government _____

Name _____ Commissioner ☐ Staff ☐
(Name of Commissioner or Staff)

Date of Appointment: _____ Date Term Expires: _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. **In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.**

Alternative A

- ☐ MA or PhD in Architectural History
- or
- ☐ MA/MS or PhD in Art History, Historic Preservation or CRF
- _____
(specify field)

and

- ☐ Coursework in American Architectural History (list courses or attach listing)
- _____
- _____
- _____
- _____

Alternative B1

- ☐ BA in Architectural History
- or
- ☐ BA in Art History, Historic Preservation or CRF
- _____
(specify field)

and

- ☐ Two years full-time experience in American architectural history or restoration (check appropriate boxes below and attach explanation and dates)
- ☐ With a professional institution
- _____
(specify institution)
- ____ academic institution
- ____ historical org./agency
- ____ museum
- ____ other (specify) _____

Alternative B2

- ☐ BA in Architectural History
- or
- ☐ BA in Art History, Historic Preservation or CRF
- _____
(specify field)

and

- ☐ Substantial contribution through research and publication to body of scholarly knowledge in American architectural history (attach explanation)

To meet the standards in this discipline you must be able to check either a big box or a big circle, and check all the smaller boxes under that alternative. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period. CRF = Closely Related Field; field closely related to this or other discipline in historic preservation (Urban or Regional Planning, American Studies, Historic Preservation, Art History, Architecture, Material Culture, Landscape Architecture, or Folklore). Coursework should be evaluated if discipline itself is not always or obviously related. In addition, note that Alternative A requires the advanced degree in architectural history or a closely related field and coursework in American architectural history. Alternatives B1 and B2 require the work experience or publications (in lieu of a graduate degree) to be in American architectural history.

Certified Local Government Professional Qualifications (36 CFR Part 61):
Architecture Professional Qualifications

Local Government _____

Name _____ Commissioner ☐ Staff ☐
(Name of Commissioner or Staff)

Date of Appointment: _____ Date Term Expires: _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. **In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.**

Alternative A

- ☐ Professional degree in Architecture
and
- ☐ At least two years full-time professional experience in
architecture (attach explanation)

Alternative B

- ☐ State license to practice architecture

(specify state(s))

To meet the standards in this discipline you must be able to check both boxes under Alternative A or the box under Alternative B. Note that professional degree means a five-year or graduate degree. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period.

Certified Local Government Professional Qualifications (36 CFR Part 61):
Historic Architecture Professional Qualifications

Local Government _____

Name _____ Commissioner ☐ Staff ☐
(Name of Commissioner or Staff)

Date of Appointment: _____ Date Term Expires: _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. **In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.**

Alternative A1

- ☐ Professional degree in Architecture
and
☐ At least one year of graduate study in Architectural Preservation, American Architectural History, Preservation Planning, or CRF

(specify field)

Alternative A2

- ☐ Professional degree in Architecture
and
☐ At least one year of full-time professional experience in historic preservation projects, including detailed investigations of historic structures, preparation of historic structures research reports, preparation of plans and specifications for preservation projects (attach explanation)

Alternative B1

- ☐ State license to practice architecture

(specify state(s))
and
☐ At least one year of graduate study in Architectural Preservation, American Architectural History, Preservation Planning, or CRF

(specify field)

Alternative B2

- ☐ State license to practice architecture

(specify state(s))
and
☐ At least one year of full-time professional experience in historic preservation projects, including detailed investigations of historic structures, preparations of historic structures research reports, preparation of plans and specifications for preservation projects (attach explanation)

To meet the standards in this discipline you must be able to check all the boxes under one of the alternatives. Note that a professional degree means a five-year or graduate degree. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period. CRF = Closely Related Field; field closely related to this or other discipline in historic preservation (Urban or Regional Planning, American Studies, Historic Preservation, Art History, Architecture, Material Culture, Landscape Architecture, or Folklore). Coursework should be evaluated if discipline itself is not always or obviously related.

Certified Local Government Professional Qualifications (36 CFR Part 61):
Prehistoric Archeology Qualifications

Local Government _____

Name _____ Commissioner ☐ Staff ☐
(Name of Commissioner or Staff)

Date of Appointment: _____ Date Term Expires: _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, prehistoric and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. **In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.**

Alternative A

☐ MA/MS or PhD in Archeology or Anthropology or CRF

(specify field)

and

☐ At least one year full-time professional experience or equivalent specialized training in archeological research, administration, or management (attach explanation)

and

☐ At least four months of supervised field and analytic experience in general North American archeology (attach explanation)

and

☐ Demonstrated ability to carry research to completion (attach explanation)

and

☐ At least one year of full-time experience at a supervisory level in the study of archeological resources of the prehistoric period (attach explanation)

To meet the standards in this discipline you must be able to check all the boxes above. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period. CRF = Closely Related Field; field closely related to this or other discipline in historic preservation (Urban or Regional Planning, American Studies, Historic Preservation, Art History, Architecture, Material Culture, Landscape Architecture, or Folklore). Coursework should be evaluated if discipline itself is not always or obviously related.

Certified Local Government Professional Qualifications (36 CFR Part 61):
Historic Archeology Qualifications

Local Government _____

Name _____ Commissioner ☐ Staff ☐
(Name of Commissioner or Staff)

Date of Appointment: _____ Date Term Expires: _____

Certified Local Government procedures require local commissions to meet specific professional requirements. The commission shall include a minimum membership of five individuals with all members having demonstrated interest, competence, or knowledge in historic preservation. At least two Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, pre-historic and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, such as urban planning, American studies, American civilization, or cultural geography, to the extent that such professionals are available in the community. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. **In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.**

Alternative A

☐ MA/MS or PhD in Archeology or Anthropology or CRF

(specify field)

and

☐ At least one year full-time professional experience or equivalent specialized training in archeological research, administration, or management (attach explanation)

and

☐ At least four months of supervised field and analytic experience in general North American archeology (attach explanation)

and

☐ Demonstrated ability to carry research to completion (attach explanation)

and

☐ At least one year of full-time experience at a supervisory level in the study of archeological resources of the historic period (attach explanation)

To meet the standards in this discipline you must be able to check all the boxes above. One year = 12 months. Full-time = 35-40 hours per week. A year of professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent period. CRF = Closely Related Field; field closely related to this or other discipline in historic preservation (Urban or Regional Planning, American Studies, Historic Preservation, Art History, Architecture, Material Culture, Landscape Architecture, or Folklore). Coursework should be evaluated if discipline itself is not always or obviously related.

ATTACHMENT 4

ARCHEOLOGY AND HISTORIC PRESERVATION:

Secretary of the Interior's Standards and Guidelines

[As Amended and Annotated]

Contents Standards & Guidelines for:

[Introduction](#)
[Preservation Planning](#)
[Identification](#)
[Evaluation](#)
[Registration](#)
[Note on Documentation and
Treatment of Hist. Properties](#)
[Historical Documentation](#)
[Architectural and Engineering
Documentation](#)
[Archeological Documentation](#)
[Historic Preservation Projects](#)
[Qualification Standards](#)
[Preservation Terminology](#)
[print](#)

Professional Qualifications Standards

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and

3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations

of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

<< [Hist. Preserv. Projects](#) | [Intro](#) | [Preserv. Terms](#) >>

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

Meeting Date: March 10, 2009		Item Number: <u>A-2</u>	
AGENDA ITEM: Report and Discussion of Commission Subcommittee Meeting with Council Subcommittee on Commissions.			
Contact Person: Christine Byers, Cultural Affairs Susan Obrow, Cultural Affairs		Phone Number: (310) 253-5776 (310) 253-5762	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: Cultural Affairs Master Notification List (3/5/2009);			
Department Approval: Sol Blumenfeld		City Manager:	
<u>RECOMMENDATION:</u> That the Cultural Affairs Commission ("CAC") provide comments on the CAC Subcommittee meeting with the City Council ("Council") Subcommittee on Commissions. <u>BACKGROUND & DISCUSSION:</u> The first Cultural Affairs Commission Subcommittee meeting with the Council Subcommittee on Commissions occurred on Tuesday, January 27, 2009. At the February 10, 2009 Cultural Affairs Commission meeting, the Cultural Affairs Commission Subcommittee (Commissioners Jayne and Henderson) summarized the discussion points of the meeting on January 27. This resulted in a motion to direct the Commission members to bring back the following subjects for discussion to the next meeting of the two sub-committees: 1) the new City Charter and the role of Commissioners; 2) the application process for Cultural Affairs Commissioner; and, 3) a request to require that Cultural Affairs Commission applicants be interviewed, reside in Culver City, and state their professional expertise as it applies to the purview of the CAC in order be eligible for appointment. The second Cultural Affairs Commission Subcommittee meeting with the Council Subcommittee on Commissions was held on February 19, 2009. Commissioners Jayne and Henderson presented the above-referenced items for discussion. It was determined at this meeting that a third meeting would not be required.			

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

FISCAL ANALYSIS:

There is no fiscal impact.

ATTACHMENTS:

None.

MOTION:

That the Cultural Affairs Commission:

Discuss and Provide comments on the Commission Subcommittee Meeting with the Council Subcommittee on Commissions.