

**CITY OF BEVERLY HILLS
CULTURAL HERITAGE COMMISSION
APPLICATION**

Dear Applicant,

Thank you for your interest in the Cultural Heritage Commission. Prior to completing the application, please carefully read pages 1-3 to learn about the roles and responsibilities of the Cultural Heritage Commission and the expectations for Commissioners.

Serving on the Beverly Hills Cultural Heritage Commission

The Cultural Heritage Commission is one of twelve (12) Commissions appointed by the City Council to carry out a variety of delegated functions. The City Manager, Department heads, and other City staff who work for the City Council provide staff support to the Commissions. The Community Development Department provides primary staff support to the Commission, although depending on the issues, other Departments provide support as well. The Community Development Department also provides primary support to the City's Planning, Architectural, Design Review, and Rent Stabilization Commissions, and as with the other Departments, provides support to other Commissions and to the City Council.

There are five Cultural Heritage Commission positions serving staggered, two-year terms with a single, four-year reappointment possible. Commissioners generally serve until their replacements are appointed. It is recommended that those seeking appointment attend at least two Cultural Heritage Commission meetings to familiarize themselves with some of the current issues and to see how the meetings are conducted.

When there is an anticipated vacancy, the City Council announces and advertises the upcoming vacancy and invites interested persons to submit application forms. A subcommittee of City Council and Cultural Heritage Commission members will interview all interested candidates and will make recommendations to the full City Council. The City Council makes its final selection and appointment at a formal public meeting. The City Clerk swears in the new Cultural Heritage Commissioners sometime before their first meeting, generally immediately prior to their first meeting.

Legal Authorities and Responsibilities

The Beverly Hills Municipal Code sets out the areas over which the Cultural Heritage Commission has authority, either as a decision-making body or advisory to the City Council. Some of the Commission's responsibilities include, but are not limited to: inspecting, investigating, and recommending the designation of Local Landmarks, nomination of sites for the Golden Shield Cultural Recognition program, reviewing potential Historic Districts I; reviewing and recommending Mills Act contracts to the City

Council; reviewing historic resource survey documentation; compiling and maintaining the City's List of Master Architects and listing of eligible historic resources; providing recommendations to the City Council regarding the utilization and promotion of incentives and grants to advance the preservation of Historic Resources in the City; participating, promoting, and conducting public information, educational, and interpretive programs pertaining to the Historic Resources in the City; and developing a program to celebrate Historic Resources, and recognizing outstanding maintenance, rehabilitation, and preservation of Local Landmarks, Historic Districts, and Contributing Properties.

Operation, Staffing, and Time Commitment

Service on any City Commission is a responsibility, which may involve a significant time commitment and should not be undertaken lightly. In order to demonstrate their commitment to serving the public, Commissioners are expected to attend meetings in person. Aside from attending regularly scheduled meetings, preparation for regular and special meetings sometimes warrants an additional time commitment, especially when serving as Chair or Vice Chair. Commissioners may also be requested to attend certain City Council meetings, community meetings, and/or other City functions, such as Team Beverly Hills.

The Cultural Heritage Commission meets the second Wednesday of each quarter, with additional meetings as necessary. Meetings are open to the public and are held in Room 280A, which is adjacent to the City Council Chamber on the second floor of Beverly Hills City Hall. Meetings begin at 1:30 p.m. and typically end by 5:30 p.m.; however, depending on the number of agenda items and their related scopes of work, a meeting may run into the mid-evening hours. The meetings are conducted by the Chair, or in their absence, the Vice Chair. Commissioners may also serve on Ad Hoc or Subcommittees of two members appointed by the Chair to study particular issues and make recommendations to the full Commission. The Chair and Vice Chair positions are rotated on an annual basis. On those occasions where a Commission decision is appealed to the City Council, the Chair or Vice Chair represents the Commission at the hearing by the City Council.

Approximately one week before each meeting, Commissioners receive an agenda packet of staff reports to be reviewed by the Commission. Depending on the length and complexity of the agenda, Commissioners can expect to spend between two and five hours reading the reports and visiting sites in advance of the meeting. The average agenda has approximately 4-6 new or continued items for discussion, plus minutes and other study items brought by staff. Generally, in months during which a meeting will be held, Commissioners can expect to spend approximately 10 hours on meetings and related preparation.

The presence of at least three Commissioners constitutes a quorum. The Commission must conduct its meetings and formulate its decisions in accordance with its Rules of Procedure and with State law ("Brown Act"), which requires all meetings to be open to the public. All meetings of the Cultural Heritage Commission are video recorded and available for viewing on the City's website. Minutes of the meetings are taken by a staff recording secretary.

State law requires compliance with conflict of interest requirements, which involve filing a financial disclosure form with the City Clerk, which is available to the public to inspect. Interested persons may contact the City Clerk's office to inspect a sample report. A Commissioner may not deliberate or participate in any case in which that Commissioner has an interest. The City Attorney's office, which also provides staff support to the Commission, can provide guidance to individual Commissioners who may have questions on a case-by-case basis.

Commissioners are required to attend at least one informational or educational meeting, seminar, workshop, or conference per year.

Background Check

Please be advised that as part of the Commissioner recruitment process, finalists will be required to undergo a background check. The background check is intended to ensure that the City's Commissioners meet the highest standards and represent the City in a positive manner. As part of the background check, the following areas will be reviewed:

- Criminal Convictions
- Bankruptcies
- Lawsuits
- Suspended or Revoked Professional Licenses
- Disciplinary Actions from Professional Boards or Licensing Agencies
- Social Media Posts and Affiliations

Although unfavorable information related to one or more of the above areas will not serve as grounds for automatic disqualification, any unfavorable information will be provided to the selection committee and may be relied upon in the selection process. By filing this application, you are consenting to a background check. If you do not consent to a background check, please do not file an application.

Resources

- Beverly Hills Municipal Code
- City Commissioners' Handbook
- Cultural Heritage Commissioners' Handbook

Community Development staff provides each new Commissioner with a thorough briefing and copies of the above materials.

TO: HONORABLE MAYOR AND CITY COUNCIL

I am a resident of the City of Beverly Hills and am interested in being considered for an appointment to the Cultural Heritage Commission.

Name: _____ Email Address: _____

Residence Address (**required**): _____ Zip code: _____

Mailing Address (optional): _____ Zip Code: _____

Home Phone: _____ Work/cell Phone: _____

Fax: _____

How long have you resided in Beverly Hills? _____ (Applicant should be a resident of the City for a minimum of two years prior to filing an application.)

All Commission members shall have a demonstrated interest in, competence in, or knowledge of historic preservation.

To the extent that these professionals are available in the community, at least **two** Commission members should be professionals who meet the qualifications for certain professional disciplines including those outlined by the U.S. Secretary of the Interior, Code of Federal Regulations, 36 CFR Part 61. These professional disciplines include **history, architecture, architectural history, planning, pre-historic and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture, or related disciplines such as urban planning, American studies, American civilization, or cultural geography.**

Of the **five** Commission members, at least **one** should be a **licensed architect, licensed contractor, or a California real estate licensee.**

Occupation: _____

Have you ever been a paid lobbyist/legislative advocate? If so, when and before which Commission(s)? _____

Have you ever applied to the Team Beverly Hills Program? _____

Are you a member or alumnus of the Team Beverly Hills Program? _____

Have you previously applied for a commission appointment? If so, which commission(s)?

1. Do you have a demonstrated interest in, competence in, or knowledge of historic preservation: Yes [] No [] if yes, please explain.

2. Please describe any technical expertise (architecture, building, construction management, planning, real estate, or landscaping) or other background information you may have, that might be useful to you as a Cultural Heritage Commissioner:

3. Have you attended one or more full Cultural Heritage Commission meetings within the last 12 months (in-person or virtually)? Please comment on your reactions.

4. Please indicate if you have experience in any of the following areas:

- | | |
|---|---------------------------------------|
| Yes [] No [] History | Yes [] No [] Conservation |
| Yes [] No [] Architecture | Yes [] No [] Landscape architecture |
| Yes [] No [] Architectural history | Yes [] No [] Urban planning |
| Yes [] No [] Planning | Yes [] No [] American studies |
| Yes [] No [] Pre-historic & historic
archaeology | Yes [] No [] American civilization |
| Yes [] No [] Folklore | Yes [] No [] Cultural geography |
| Yes [] No [] Cultural anthropology | Yes [] No [] Licensed Contractor |
| Yes [] No [] Curation | Yes [] No [] Real estate licensee |
| | Yes [] No [] Licensed architect |

Note: Please see the attached Appendix A - Professional Qualifications Standards and provide documentation to support qualifications.

5. Please describe in detail the importance of Historic Preservation in our community.

6. Please keep in mind that the Cultural Heritage Commission is scheduled to hold its regular meetings quarterly. However, it is not uncommon for special meetings to be called outside of this schedule. How much time do you envision giving to the Cultural Heritage Commission? How often are you out of town? What other commitments might cause conflicts in your scheduling of commission meetings/activities or conferences?

7. Please describe how you would handle a situation in which a property owner objected to their home being nominated for designation as a Landmark. How would the owner's feelings impact your decision?

8. Why do you wish to be a member of the Cultural Heritage Commission? (Specifically, why have you chosen this form of community service?)

9. By filing this application, you are consenting to a background check. If you do not consent to a background check, please do not file an application.

Please check one:

yes no

Date: _____ Signature _____

Completed applications may be returned to the City Clerk's Office, Room 290, 455 North Rexford Drive, Beverly Hills, CA 90210. If you have any questions, please contact the City Clerk at 310.285.2400.

Thank you.

IMPORTANT NOTICE

So that we may preserve the integrity of the application and interview process, please direct all inquiries to the City Clerk, City Manager or the Director of Community Development. Please DO NOT contact the City Councilmembers or the members of the Cultural Heritage Commission regarding the Commission appointments.

Appendix A Professional Qualifications Standards

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.

(a) 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, 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 history.

(b) 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.

(c) 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.

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

(e) Historic Architecture. The minimum professional qualifications in historic architecture are a professional degree in architecture or 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 specification for preservation projects.