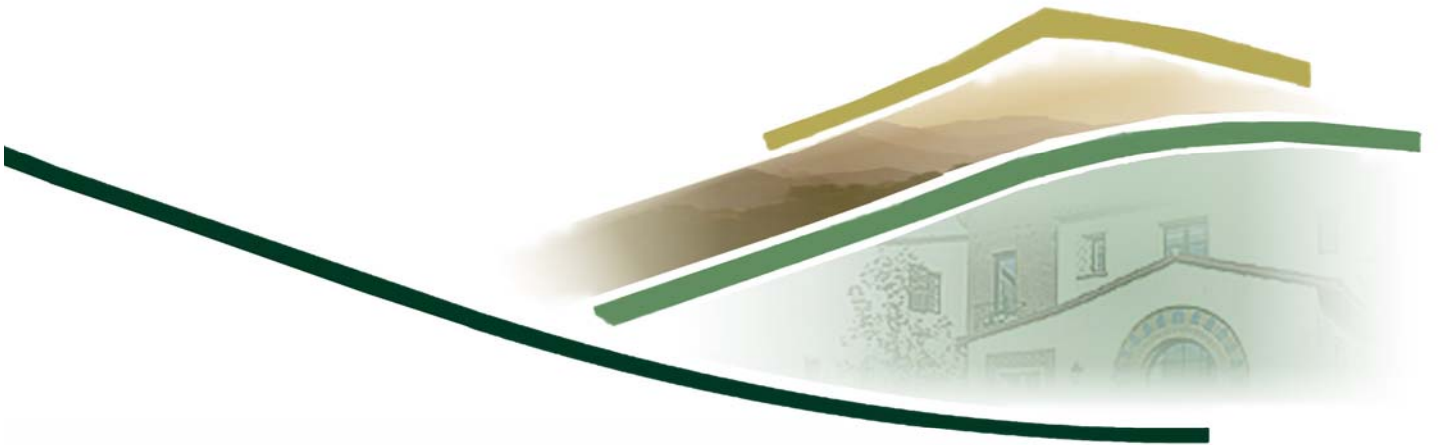




CITY of CALABASAS

Community Development Department Annual Report — Fiscal Year 2004-2005





Annual Report

Fiscal Year 2004-2005

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September 8, 2005



State of California Reporting Requirements

This Report is intended to comply with the requirements for the City to submit to the Governor's Office of Planning Research (OPR) and the Department of Housing and Community Development (HCD) a General Plan Annual Progress Report as stipulated in California Government Code Section 65400(b).

The General Plan Progress report section is contained within the Planning Division section of this annual report, beginning on page 16.

This report was presented to and accepted by the Calabasas City Council on September 21, 2005



Table of Contents

Letter from the Director	9
Planning Division	11
Building & Safety Division	21
Civic Center	23
Commissions & Boards	25
Special Events	27
Organizational Changes	29
A Look Ahead: Fiscal Year 2005-06	31
Development Summary	33
Credits	37



Letter from the Director

The Community Development Department of the City of Calabasas experienced a significant transformation over the past year – one that has yielded numerous benefits to residents and businesses. Because each project we process influences our community, we promoted positive development by increasing staff and recruiting a top line of planning and building and safety professionals. Based on your feedback – we are moving this City in the right direction.

Investment in Calabasas is strong. Last year, we processed over 530 planning entitlements, 2,746 building permits and conducted 12,024 inspections. This volume of applications through our public counter represents a construction valuation of over \$150,000,000.00 – a 336% increase over the previous fiscal year.

We have remained true to the founding ideals of the City and expanded opportunities for public participation in the development process. For the first time in the City's history, we initiated a Director level public hearing for smaller projects that were previously processed absent an opportunity for community involvement.

In support of our approximately 54 Homeowner Associations, the City initiated a telephone survey to determine if our development activities were focused on issues of community importance. Of the 586 residents we contacted, 80% stated they were very satisfied with their neighborhood in general, and 84% expressed satisfaction with our residential zoning policies and standards.

We stepped up our zoning and land use code enforcement activities by hiring new staff and aggressively pursuing un-permitted activities. We initiated weekend and off-hour code enforcement officer coverage to discourage illegal construction which harms property values and damages the environment.

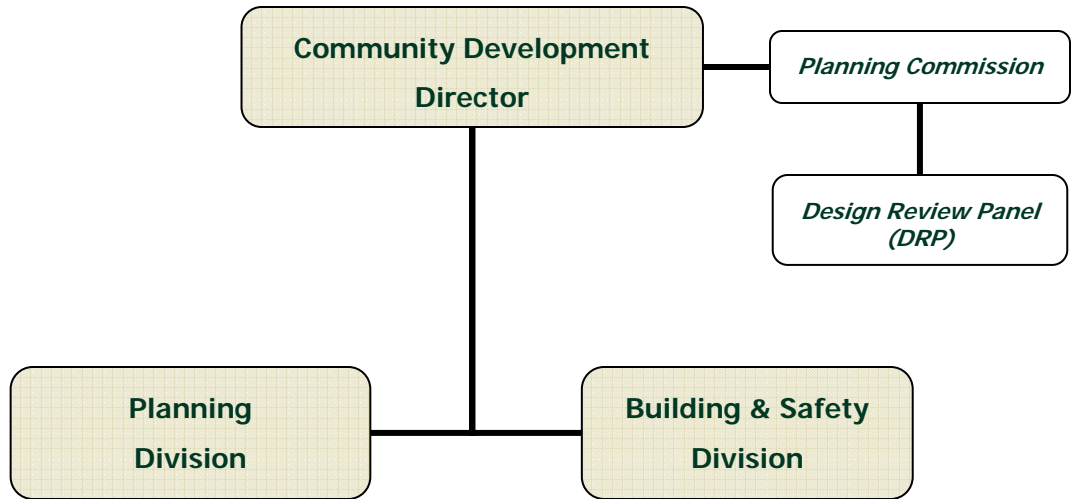
For the first time, we comprehensively cataloged the open space and parks owned by the City or non-profit agencies like the Mountains restoration Trust. Over 2,942 acres of land is designated under the General Plan as open space – approximately 35% of the entire City. We request applicants to dedicate excess land and thus control long term growth on every large project we process.

By far our largest effort has been on the development of the new City Hall and State Library. Located next door to the Commons, the long awaited facility is nearing design completion, and will be ready for construction in early 2006. The magnificent design by Robert M. Stern captures the essence of Calabasas – refinement, quality and beauty – in a striking Tuscan styled campus set in a public garden.

We will look to continue the contributions of this year into the next, and will continue to focus in on community involvement, developing thoughtful long range plans and ordinances and streamlining our public permitting process.

On behalf of the Planning and Building and Safety Staff, I wish to thank our Development Review Committee, Design Review Panel, former Tree Board, Environmental Commission, Planning Commission and Council for their support and confidence. It is a pleasure to work with you in our mutual efforts to serve the citizens of this City and maintain the quality of life this community so deeply cherishes.

Department Organizational Chart



Responsibilities

- General Plan
- Specific Plans
- Zoning Administration
- Code Interpretations
- Housing Policy & Programs
- Community Development Block Grant (CDBG) Administration
- California Environmental Quality Act (CEQA) Compliance

Responsibilities

- Construction Plan Review
- Permit Issuance
- Construction Inspection
- Code Enforcement

The Planning Division processed a total of 530 applications in Fiscal Year 2004-05. This report highlights a few of the major projects processed during the year. For more details regarding the number and types of applications, please refer to the Development Summary section of the report.

Malibu Valley Inn & Spa

Mulholland Highway & Stokes Canyon Road



Malibu Valley Inn & Spa - Site Plan

The Malibu Valley Inn & Spa project was first submitted to the Planning Division in 2003. The project involves the proposed annexation of 152 acres of land in unincorporated Los Angeles County, south of the city limits and development of an equestrian themed resort hotel on approximately 141 acres. Residential accommodations would include a total of 203 guest units, and five custom single-family homes. The nonresidential components of the project would include: a swimming and tennis club; spa and fitness center; a fine dining restaurant; a small demonstration winery with wine tasting; and boutique retail, a casual restaurant, and meeting rooms specifically associated with the resort hotel facility.



Malibu Valley Inn & Spa - Rendering of Guest Suites

A Draft Environmental Impact Report (DEIR) was prepared and released for public review on March 10, 2005. Public hearings were held regarding the DEIR and the Oak Tree Report in the first week in April. At those two meetings a total of 77 people spoke on the merits of the project. In addition, over 50 different individuals, groups, and agencies submitted written comments on the DEIR. Staff and our consultant, Christopher A. Joseph and Associates, still need to complete the Response to Comments and the Final Environmental Impact Report (FEIR). Once the FEIR is complete, hearings will be held before the Planning Commission and the City Council to certify the EIR and approve or deny the project.

The Oaks at Calabasas

Parkway Calabasas



The Oaks of Calabasas - View of Homes Under Construction

Located at the southern terminus of Parkway Calabasas, The Oaks at Calabasas is the newest master-planned community in the City. New Millennium Homes, John Laing Luxury Homes, and Vintage Communities are the three principal developers of the luxury homes within The Oaks. Custom homes are being built on lots within a portion of the community known as "The Estates at the Oaks." In the past year, many of the Site Plan Reviews processed by Planning staff were for these custom homes. The homes continue to be constructed, and final inspections are being issued as each home is completed.

In addition, New Millennium Homes (NMH) requested to add seven (7) additional lots to their existing 550 lot subdivision. The City Council approved an amendment to their Vesting Tract Map and Development Agreement to increase the density from 550 residential units to 557 residential units.

The seven new lots will be located on an eight (8) acre graded pad that was previously planned as a park/school site. NMH, Las Virgenes Unified School District (LVUSD), and the City agreed to relocate the proposed school to another site outside of The Oaks development. NMH entered into an agreement with the LVUSD and the City of Calabasas to fund a portion of the cost of acquiring another site for the school outside the project to be chosen by the City and the LVUSD. As a condition of project approval, the applicant was required to enter into an agreement or Memorandum of Understanding (MOU) with the LVUSD and the City of Calabasas to provide a portion of the funding for another site for the proposed school, prior to final tract map approval.



The Oaks of Calabasas - View of Homes Under Construction

Calabasas Volvo

■ ■ ■ ■
24400 Calabasas Road

Volvo is the fourth car dealership to be built in the City of Calabasas along the Calabasas Road corridor. The dealership is uniquely designed to maximize space and minimize environmental and scenic impacts. The exceptionally compact form of the project reduces the amount of outside parking space necessary for a typical auto dealership. Instead of storing cars on an outside lot, the majority of Volvo's inventory will be stored out of public sight, inside the building and on the roof. Furthermore, the compactness of the design allowed the building site to encompass only 2.8 acres of the 27 acre project site. As a result, there will be over 24 acres of land within the subject property that will remain undisturbed. Additionally, the Volvo dealership will participate in a new assessment district created to provide funding for street improvements along Calabasas Road. The new facility was expected to open in late summer, 2005.



Calabasas Volvo— View of Monument Sign under Construction



Calabasas Volvo— Front Elevation of Building



Calabasas Volvo— View from Calabasas Road



Shea Homes—Site Plan

Shea Homes



4700 Las Virgenes Road

The Shea homes project has been under construction during the last fiscal year. The grading, utilities, and retaining walls are nearly complete. Several factors delayed construction on the project over the last year, including the large amount of rainfall this past year. The project consists of the development of 48 detached condominium units on 11.63 acres of property and is located within the Las Virgenes Gateway Specific Plan Area and Scenic Corridor. The project is also utilizing an engineered soil retention system that can be landscaped to create the residential pads that will help lessen visual impacts of development.



Standard Pacific - Computer Simulation of site looking north on Las Virgenes

Standard Pacific Homes



Las Virgenes Road

Standard Pacific Homes project site is located on Las Virgenes Road immediately south of the Shea Homes site. Standard Pacific Homes is proposing the development of 40 single family homes on 9 acres with an additional 12 acres being dedicated as permanent open space. An Environmental Impact Report (EIR) for the project was prepared during the 2003-2004 Fiscal Year and the Final EIR was certified by the City Council in December. The City is currently waiting for the applicant to submit a revised project, based on the EIR, for review. The planning phase of this project should be completed this fall. Assuming the project is approved, construction is anticipated to begin sometime early in 2006.



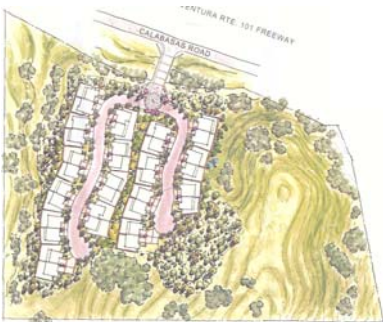
Standard Pacific— Site Plan

Lincoln Properties



25260 Calabasas Road

Lincoln Properties has proposed a 34 unit (17 duplex) residential condominium project on a 14.42 acre parcel of land located at 25260 Calabasas Road and near the western terminus of Calabasas Road. The 34 units will be arranged as 17 duplexes and located in the western portion of the parcel. The proposal includes approximately 7.5 acres of dedicated open space. Although the application is still incomplete, staff has been working with the applicant on the design of the condominiums, and the project has been reviewed three times by the City's Design Review Panel.



Lincoln Properties—Site Plan

First City Funding Mixed Use



Parkway Calabasas & Calabasas Road

First City Funding has received approvals for the construction of a 13,089 square foot mixed use office and residential complex that will include 6,882 square feet of office use and four residential units. Final approval for this plan was granted in February 2003. Currently, the project is under construction, and completion is anticipated in April of 2006. Staff is currently working with the applicant on condition compliance items.



*First City Funding—
Computer simulation of building*

Taco Bell



4955 Las Virgenes Road

Demolition and reconstruction has been completed for a 2,400 square foot Taco Bell fast food restaurant located at 4955 Las Virgenes Canyon Road within the Las Virgenes Gateway Specific Plan area and Scenic Corridor. The new structure has been constructed using “Monterey” style architecture and includes the use of decorative tile signage and increased landscaping areas for visual enhancement.



Taco Bell—

Mountains Restoration Trust (MRT) Management Agreement



NW Corner Mulholland Highway and Old Topanga Canyon Road

Ownership of the 12-acre land base for the Headwaters Corner Interpretive Center located at the northwest corner of Mulholland Highway and Old Topanga Canyon Road was transferred to the City by Mountains Restoration Trust (MRT). The Interpretive Center properties include (1) a historic 100 year old single-family structure located on the Miller property; (2) a single family home built in the 1950's on the Bartelle property; (3) .25 miles of Dry Canyon Creek, a perennial headwater to the Los Angeles River; and (4) a critical segment of the Henry Ridge Calabasas Trail, a regionally significant trail linking Old Town Calabasas to the Santa Monica Mountains National Recreation Area; and (5) representative examples of five ecosystems. MRT currently has their offices in the Bartelle House.

The City entered into a Lease and Management Agreement with MRT to lease the Bartelle property from the City for use as offices for the Trust. The Lease and Management Agreement provides the details of the lease and how the remaining Headwaters Corner properties will be managed. The remaining properties (Goldstein-O'Hare, Miller, Biaba, and Rufeh) will be developed and managed by MRT with oversight by the City. It is the intent of the City and MRT to restore and develop the property as a regional historical and interpretive and ecological demonstration center and to maintain the properties for open space and educational purposes.

Juan Bautista De Anza/El Camino Real Trail Project



Calabasas Road



Aerial view showing trail route

Several years ago the City secured a \$150,000 grant from the California Department of Parks and Recreation to construct the Juan Bautista De Anza/El Camino Real Trail. The design and construction of the 1.4 mile trail and trail head located at the western terminus of Calabasas Road was completed in 2005 by Mountains Restoration Trust on behalf of the City. The trail will be located on the south side and parallel to H-101 and will connect the western terminus of Calabasas Road to Las Virgenes Road. A trail head for the trail with informational panels, native landscaping and Chumash ceremonial poles was also constructed at the terminus of Calabasas Road.

Viewpoint School



23620 Mulholland Highway



Viewpoint School— View of Performing Arts Center under construction

In 2003, Viewpoint School received approval for its Campus Master Plan and Phase I of the Viewpoint School Modernization Project (Conditional Use Permit No. 00-17). The Master Plan will be implemented in three phases over a 10-12 year period. Phase I generally consists of infrastructure and utilities development, reconfiguration of the parking areas and internal access road, redevelopment of the administration and upper school buildings, the kitchen, the athletic field, performing arts rooms, the library and theater. Due to funding constraints, Phase I is being built in three sub-phases (Phase 1A, 1B and 1C). Phase 1A which consists of everything except the athletic field and administration/library building is currently under construction. Phase 1B which will consist of construction of the athletic field is anticipated to start in June 2006. The start date for Phase 1C for the administration/library building is undetermined at this time but would most likely occur in 2007.

Phase 1A is nearing completion and in April of 2004, the school received permission from the Planning Commission to extend their hours of construction until 8:00 p.m. during the week in order to complete the project before the start of the school year.

Viewpoint School agreed to provide an on-site monitor at the site between the hours of 6:00 a.m. and 7:00 a.m. Monday through Friday and 7:00 a.m. to 8:00 a.m. Saturday to ensure compliance with all conditions of approval. Viewpoint also agreed to meet with residents of Calabasas Highlands as requested and to provide a verbal report to the Commission on a monthly basis regarding the status of construction and any construction related complaints.

Neighborhood Survey

The Community Development Department is considering the creation of a Neighborhood Preservation Overlay Zone(s) in an effort to address residents' concerns regarding scale, views, mass and bulk of new development within the City. In order to determine the views and concerns of the residents of Calabasas, the Community Development Department commissioned a City-wide survey to determine the residents' views. The survey was conducted over a two week period and the results have been recently submitted to the City for review and staff will present the results of the survey to the Planning Commission to determine if a City-wide Neighborhood Preservation Overlay Zone will be established or if one will be established to specific neighborhoods within the City. If it is determined that an overlay zone is needed, staff is prepared to conduct community outreach programs to educate and establish design guidelines that will meet the goals and views of specific neighborhoods.

Sign Ordinance

The City Council adopted a comprehensive revision to the City's Sign Ordinance last fall. The ordinance serves to enhance the City's regulations with respect to the design, location, materials, construction and maintenance of signs within the City and provides improved procedures for the processing of signage applications.

New Application Forms

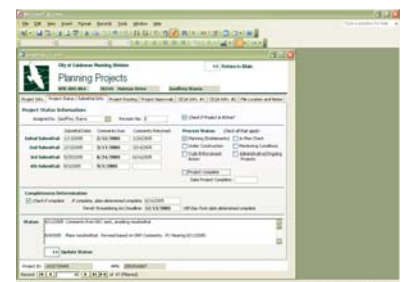
In order to improve the quality of application submittals and thereby reduce the overall length of time it takes to process an application, the Planning Division revised their application forms. Each application now contains a checklist that details the items that need to be submitted with the application. There is also a plan preparation guide that provides detailed guidance in preparation of plans. This should assist applicants in preparing complete applications.

Project Tracking Database

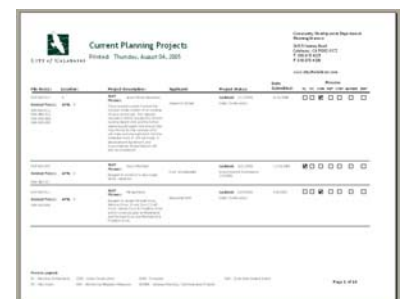
To improve the reliability of project information and to enable the staff to better serve the public, the Planning Division created a project tracking database to track all the important aspects of a project, including important dates, statutory deadlines, status of projects, and environmental reviews. Several commonly used forms are generated from this database, including the Development Review Committee (DRC) Routing form. In addition, a current projects report is generated each month. That report is made available to the public on the City of Calabasas' web site.



*New Application Forms-
General Land Use & Development*

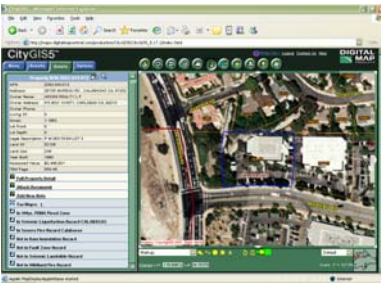


*Project Tracking Database -
Project Submittal Information*



*Project Tracking Database -
Current Projects List*

Internet Based Geographic Information System (GIS)



*Internet Based GIS -
View of CityGIS5 program*

The City of Calabasas contracted with Digital Map Products to provide a service subscription and sublicense agreement for the creation of an internet based Geographic Information System (GIS) using CityGIS5. CityGIS5 is a web based GIS service which can provide the city with up-to-date data, mapping, and aerial photography for the purpose of research and mapping. The Community Development coordinated with the Public Works and Transportation/Intergovernmental Relations Departments to ensure that the product meet the needs of all three departments. Software installation and implementation of this new GIS service will take place in the first quarter of Fiscal Year 2005-06.

Planning Application File Reorganization

The Planning Division Staff has initiated a reorganization of archived planning files in anticipation of completion of the new Civic Center. This reorganization involves organizing archived files located on-site and off-site through our contract with Iron Mountain, and creation of a database that can be cross referenced with both the Planning Project Tracking Database and the Building Permit Database. This project is expected to be complete during Fiscal Year 2005-06.

General Plan Implementation

On October 1st of each year, the City is required to submit to the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD) a General Plan Annual Progress Report as required in California Government Code Section 65400(b). This section of the annual report is intended to comply with those requirements.

The City is also preparing to conduct a comprehensive general plan update which will be a multi-year process. This process should begin sometime during the next fiscal year.

General Plan Amendments

The City of Calabasas had one General Plan Amendment approved during the last fiscal year which amended the Land Use Element (see below). There are several amendment applications currently in process that should be decided in the next fiscal year.

File Nos. GPA-005-004, ZCA-005-001, LLA-005-002: A request for a General Plan Amendment to the General Plan Land Use Element Map from OS-RP (Open Space-Resource Protection) to R-SF (Residential-Single Family) and a Zone Change from OS-DR (Open Space-Development Restricted) to RS (Residential Single Family), and a Lot Line Adjustment

for property located at 23815 Park Belmonte. This change was requested because a portion of a backyard pool was built across property lines on property designated for open space and owned by the local Homeowner's Association. The improvements were constructed legally and prior to the creation of the open space designation on the general plan and, in fact, prior to the incorporation of the City. The requested change would allow the owner to legally make rear yard improvements to his property (once the lot line adjustment is completed). This amendment (Ordinance No. 2005-205) was approved by the City Council on June 1, 2005.

Housing Programs

Affordable housing is an important issue for the City of Calabasas. As reported in our 2004 General Plan Annual Progress Report, the City has a Regional Housing Needs Assessment (RHNA) of zero, meaning the City does not have an obligation to provide more housing. Nevertheless, the City has issued permits for 275 new dwellings during Fiscal Year 2004-05.

The high cost of land combined with the limited supply of developable land has made providing affordable housing difficult. In an effort to address the increasing need of affordable housing and to implement the City's housing element, the City has taken the following measures over the last fiscal year:

- **Rental Registration Ordinance:** In August the City adopted a Rental Registration Ordinance, which requires property owners of four or more rental units to register their units with the City annually. Furthermore, the Ordinance requires the property owners to notify the City of any rental rate increase in excess of 5% within a 12-month period. Within the fiscal year, the City registered 1,341 apartment units, 210 manufactured community spaces, and 16 condominium units. A total of 53 rental increases over 5% were reported to staff.
- **Senior Rental Voucher Fund:** Staff continued to implement the Senior Rental Voucher Fund which provides rental subsidies to qualifying senior and disabled residents at the Calabasas Village manufactured community.
- **Rental Assistance Program:** In May the City Council allocated \$50,000 to expand the current rental assistance program from September 2005 to June 2007 to include qualifying senior and disabled residents throughout the City.
- **Housing In-lieu Fee Update:** In May the City Council allocated money to hire a housing consultant to update the City's housing in-lieu fee for residential and commercial development. Staff sent out a request for proposal in June 2005 and will be working in the next fiscal year to complete

the update process.

- **Rental Housing Complaint Investigation:** This past spring staff completed an extensive investigation of tenant complaints regarding two apartment complexes in the City.
- **Residential Rehabilitation Program:** The City continues to implement the Residential Rehabilitation Program and has provided \$5,000 grants and/or \$10,000 loans to 13 Calabasas households in the 2004/2005 fiscal year.
- **Affordable Housing Trust Fund – Phase I/II:** In October, 2004, the City Council received a report that presented program options and recommendations for expenditure of the City's Affordable Housing Trust Fund. Upon receipt of direction from Council, Phase 2 of the effort was begun to provide greater detail of those program recommendations endorsed by Council. In May, 2005, the City Council received a report concerning options for Phase II including an update of the City's residential in-lieu fees (discussed above) and other housing programs. The initial step in Phase 2 will be to host a community workshop which is scheduled for the latter part of 2005. The purpose of the workshop will be both to educate the community about local affordable housing issues, and to further explore the Housing Trust Fund options.



Building & Safety Division

The Building & Safety Division issued a total of 2,746 permits, reviewed 432 plan checks and conducted 12,024 inspections in Fiscal Year 2004-05. This report highlights a few of the major projects completed during the year. For more details regarding the number and types of permits, plan checks and inspections, please refer to the Development Summary section of the report. In addition, to handle the increased work load, we have increased our inspection staff with a new full time combination building inspector/code enforcement officer, a new full time code enforcement officer, and a thousand hour part time building inspector. More details on staffing can be found in the Organizational Changes section of the report.

New Building & Safety Division Web Site



Building Division web site—Main Page

The Building & Safety Division's web site was completely revised and updated to provide better customer service and guidance to the division's services. The web site includes information on the plan check process, submittal requirements, inspection requests, code enforcement, and general questions and helpful tips. Users can also download division applications and handouts, and find out how to request a permit by fax.

24 Hour Code Enforcement Hotline

In March the division started a 24 hour hotline to provide the public a way of reporting violations of the Municipal Code during non-business hours. Calls to the hotline are handled in an appropriate time frame but in no case later than the next business morning.

Fee Study

Calabasas charges applicants a variety of fees to process development plans. These include planning application fees, building plan check and permit fees, and development impact fees. The fees charged by the City have not been updated in many years. Most of them have not been updated since the City was incorporated in 1991. At the same time, costs over the last 15 years have dramatically increased. The Building & Safety Division has hired Public Resource Management Group to conduct a fee study for the City to determine what fees should be revised so that the costs of providing development services is paid for by those that use those services and not the taxpayers of Calabasas.

Building Plan Archiving



The Building & Safety division is required to keep as permanent record every permit issued and many of the plans for buildings in the City. Keeping all of these plans and permits requires a very large storage area and as development activity has increased, so does the volume of plans and permits that must be stored. In order to meet the legal requirements and future space limitations, the Building & Safety Division has gone through all of the existing plans and permit files to prepare them for archiving and conversion to a digital format prior to moving into the new Civic Center. This digital conversion is expected to occur over the next couple of years prior to the expected move to the new Civic Center in December of 2007.



*Building Plan Archiving—
Views of Storage Room*





Civic Center

100 & 200 Civic Center Way

The new Calabasas Civic Center is located on a 7.7 acre site adjacent to the Commons on Park Sorrento. The campus consists of a 22,997 square foot Public Library with an Assembly Hall of approximately 3,099 square feet; a two-story 27,517 square foot City Hall; an underground 121 car parking facility; a public garden with features such as fountains and monuments; an outdoor amphitheater; 63 surface parking stalls and site work and pathways that will allow pedestrian access to the adjacent developments.



Aerial of the Civic Center Site

The Civic Center Architect is Robert M. Stern of New York City, who has teamed with Fields and Devereaux Associates, Los Angeles. The design is reminiscent of the classic Spanish Colonial Revival and Mediterranean Revival styles that dominated California Architecture in the 1920's and 1930's. The buildings will have Gladden-McBean blended roof tiles with a Franciscan color and Italian pan with Cordova cover shape. There will be white stucco walls with midsummer night trim and Lafayette green wainscoting in the arcades.

The City Hall will have a Grand Lobby and a Council Chamber Vestibule for public gatherings and meetings. The Public Library will have reading areas with comfortable seating, a fireplace, skylights and Youth and Children's areas specially designed to engage young readers. The Civic Plaza will feature public gardens with drought tolerant native and Mediterranean plantings to achieve the project's sustainability goals, including a Rose Garden, an Olive grove, and strolling paths. A gracious outdoor amphitheater and assembly hall are included, and will provide a forum for arts and cultural programming.



Artist's Rendering of the New Civic Center

The Civic Center will also be a “Green” building. Continuing with the City’s environmentally sensitive policies, the Calabasas Civic Center is being designed to meet the U.S. Building Council’s LEED Gold standard, the second highest level possible. Calabasas will be the first City in the nation to have a Civic Center which meets this voluntary, consensus-based national standard for a high-performance, sustainable building.



Model of Civic Center— City Hall in foreground with Library behind.

During this past fiscal year, the project has remained on time and has progressed through a conceptual, schematic and design development phase through the guidance of the Civic Center Task Force. The project has been presented and reviewed by Council on 5 occasions through out the year, where it has received unanimous support. To date, the project is on budget and scheduled for groundbreaking in the spring of 2006.



Site Plan of the New Civic Center



Commissions & Boards



Planning Commission listens to a presentation by staff.

Planning Commission

The Planning Commission consists of five residents of the City of Calabasas whose members are appointed by the City Council for a term of 2 years. Along with all the powers, duties, rights, privileges and authorities provided for by the law of the State of California, the Commission also:

- Prepares and recommends to the City Council a comprehensive long-term General Plan and amendments and make reasonable and practical means for putting into effect the General Plan;
- Hears and makes recommendations to the City Council on any proposed zoning ordinance or amendment;
- Hears and decides applications for conditional use or other permits and applications for exceptions or variances from the terms of the zoning ordinance; and
- Considers tentative maps of proposed subdivisions of land and makes recommendations to City Council.

The Planning Commission also saw some change this past spring. Commissioner Jonathon Wolfson was elected to the City Council in March. The vacancy created by his election was filled when Mark Sikand was appointed by the City Council in April. In addition, the City Council expanded the membership of the Commission to include a sixth, alternate member on June 1, 2005. The new alternate member position was created to aid the Commission in meeting quorum requirements at times when absences or conflicts occur. John Mueller was appointed to fill this position in July of 2005.

The Commission also provided input in developing the department's work plan for the fiscal years of 2004-2006. The work plan incorporates recommendations made by the Planning Commission while adhering to budgetary and staffing constraints.

The Commission reviewed 76 projects at their 17 regular meetings during the last fiscal year. In addition they held a special hearing to provide the public the opportunity to speak on the Draft Environmental Impact Report for the Malibu Valley Inn & Spa Project.

Environmental Commission / Tree Board

In March, the City Council combined the functions of the City's Environmental Commission and Tree Board. This new

commission combines the related functions of both the Tree Board and Environmental Commission while creating a more efficient and focused organization to advise the Community Development and Public Works Departments.

This new commission is composed of a diverse group of volunteers who contribute their time and energy to work as a team to continuously monitor and improve the quality of life for all species and the quality of resources by providing ideas and information that advocate the community's vision for Calabasas, Los Angeles County and the State of California.

The Commission advocates sound environmental policy and action in the areas of air quality, land use, water quality, waste management, flora and fauna and resources (water & energy). This commission meets monthly on the first Tuesday of the month based on an agenda prepared in advance, focused discussion, teamwork and where possible, the use of total quality management concepts.

The Commission provides assistance to the Community Development Department and City Council by reviewing and commenting on City ordinances and state mandates and identifies important environmental goals for the City and estimates resources needed to accomplish these goals.

Design Review Panel (DRP)

The Design Review Panel is made up of three members and one alternate member appointed by the Planning Commission. The purpose of the panel is to make advisory recommendations to the planning commission and the city council in all matters pertaining to site plan reviews, and evaluating architectural designs of buildings and other structures, landscape plans and other site features. The DRP reviewed 27 projects at their 10 regular meetings during the last fiscal year.

The Development Review Committee (DRC)

The DRC consists of members of each of the City's departments and other agencies involved with the physical development of the City (i.e. Water District, Fire Department). The DRC was created to review development/improvement proposals from a design perspective, provide applicants with appropriate design comments, and make recommendations to the Director, and/or the Planning Commission, as provided by the development code.

Any member of the public is invited to attend the DRC meetings to observe the planning process at work, and to ask technical questions regarding a project (every DRC is advertised via public notice). The DRC reviewed 58 projects at their 19 regular meetings during the last fiscal year.



Special Events

"Investing in Calabasas" – The Library Grant Presentation

The Community Development Department, as part of the Civic Center project, was responsible for the planning of the Library Grant Presentation event on February 18, 2005. California State Treasurer Phil Angelides presented the first installment of the \$8.2 million grant to the City of Calabasas to help build a new Library as part of the Calabasas Civic Center Project. The theme of the event was "Investing in Calabasas" and Treasurer Angelides presented a check for \$796,015 to members of the Calabasas City Council and other City officials.

"Libraries are a vital asset for our communities, providing learning opportunities for children and adults alike, a civic gathering place, and a reminder of the value of knowledge in a democratic society," said State Treasurer Angelides, a member of the California Public Library Construction and Renovation Board that awarded the library funds. "I commend the Calabasas community for recognizing the importance of investing in the future and the new Calabasas library."

Mayor Michael Harrison presided over the ceremony which closed with Treasurer Angelides' remarks and the official check presentation. Other speakers at the event included Mayor Pro Tem Barry Groveman, Councilmember James Bozajian, Councilmember Lesley Devine, Councilmember Dennis Washburn, former Calabasas Library Commission President Fred Gaines, Las Virgenes Unified School District Vice President Cindy Iser and Chief Architect Peter Devereaux.

"Diggin the Trees" – Arbor Day 2005

The Planning Division and the Tree Board planned the annual Arbor Day Event. This year's event was held at Gates Canyon Park on April 17, 2005. Festivities included a tree planting ceremony, presentations by the Planning Department, LA County Fire Department Forestry Division, and City Council members Jonathan Wolfson and Dennis Washburn. The event also included arts and crafts and the planting of 15 native California Sycamore trees. Approximately 100 people attended the event.

"Stream to Sea" – Earth Day 2005

The Planning Division along with the Environmental Services Division of the Public Works Department and the Mountains Restoration Trust, were responsible for planning the annual Earth Day Event. This year's event was held on June 25, 2005 at the Headwaters Corner Interpretive Center. The event was co-sponsored by the City of Calabasas and the Mountains Restoration Trust and was entitled "Stream to Sea". Some of the featured activities were The River Project, which shared the significance of the Los Angeles River in our environment, a presentation by Captain Charles Moore of Algalita Marine Research Foundation, who explained the travels of trash from Dry Canyon Creek into the Pacific Ocean, Nature of Wildworks showcased critters that live in streams, and Pepperdine University's Natural Sciences Division exhibited invasive critters that live by them. In addition, Calabasas High School students created a mosaic trash sculpture, Heal the Bay demonstrated water quality sampling, and the Cold Creek Docents provided a lesson on how watersheds work.



Organizational Changes

From a staffing standpoint, the Community Development Department has undergone dramatic changes in the past year, most notably in the Planning Division. At the beginning of the fiscal year the Planning Division consisted of six people, and by the end of the fiscal year totaled 10.

Planning Division

In July, Erica Roess was hired as an Associate Planner. She had previously work for the City of Seaside. In August, Planner Dustin Woomer left for a job with Diamond West Engineering, and Planning Assistant Isidro Figueroa left for the City of Carpinteria. Later that month, Michael Klein was hired as a Planning Intern and Elizabeth Parker join the department as an Executive Assistant.

In November, Geoffrey Starns and Alex Farassati joined the Department. Geoff joined us from the City of Ontario and filled the Senior Planner position while Alex joined us from the City of Culver City to fill the Planner position.

In January, Executive Assistant Mary Trudeau left the Department after 12 years of service. Janie Barber was hired to replace her. She previously worked for the City of Thousand Oaks. In addition, Greg Stones and Talyn Mirzakhian were hired as Planning Assistants and Michael Klein was promoted to Planning Assistant. Greg joined us from the County of Ventura and Talyn from BonTerra Consulting.

In February, Associate Planner Adrian Fernandez resigned to take a job for Forecast Homes. In March, we were fortunate to have Isidro Figueroa rejoin the City as an Associate Planner. Finally, in April, Planner Alex Farassati transferred to the Public Works Department to become Environmental Services Manager and Associate Planner Erica Roess was promoted to Planner.

Building & Safety Division

The Building & Safety Division also had its fair share of changes. In September, Alex Savala was hired as a Code Enforcement Officer. He joined us from the Valley Crest Companies. In January, Monica Shinder was promoted from Executive Assistant to Building Assistant and Jan Silver transferred to the Building & Safety Division from the Public Works Department as an Executive Assistant. Sue Liebling was hired as a building inspector. Finally, in May, Jon Edmonson was promoted to Senior Building Inspector.





A Look Ahead:

Fiscal Year 2005-06

The Community Development Department is looking forward to the next year. The Planning Division will be embarking on several important Planning Efforts. Work will begin on the creation of a West Calabasas Road Specific Plan. This portion of Calabasas Road is located within the Ventura Freeway Scenic Corridor, is a very visible and highly traveled corridor, and the adjacent properties are abutting a significant ridgeline. The specific plan will create identify appropriate use, and create development standards and design guidelines for this unique portion of Calabasas Road, which is located between Parkway Calabasas and the western terminus of the Road at the Juan Bautista De Anza/El Camino Real Trail.

The Planning Division will also begin undertaking a comprehensive update of City's General Plan. Adopted in 1995, the General Plan is the blueprint for development in Calabasas. With the various changes that have taken place in Calabasas since its adoption, the City will be examining the issues, goals, and policies of the General Plan and revising those areas of the document that are no longer relevant or applicable to ensure that it continues to appropriately guide the future development of the City.

Several other projects included on the Department's work plan for the next fiscal year include a comprehensive revision to the Division's web site, updating the City's Land Use and Development Code to remove inconsistencies in the code and to simplify the process will ensuring our high standards, creation of an Historic Preservation Ordinance, creation of design guidelines for second story additions, and revision of the City's Oak Tree Ordinance and guidelines.

Development Projects such as the Malibu Valley Inn & Spa and Standard Pacific Homes should have completed the planning process during the next fiscal year.

The Building Division is expecting the large volume of permits, plan check, and inspections to continue in the next year as we see major projects like the Oaks at Calabasas and the Shea Homes projects near completion. The potential of other large projects, such as the Malibu Valley Inn & Spa and Standard Pacific Homes, moving from the planning to permitting process will also contribute to the expected high volume.

Finally, the Department is looking forward to the groundbreaking and construction of the new Civic Center next spring. This project will take the time and effort of both divisions to shepherd the project through to completion.



Development Summary

Development Activity



Planning Division

348 Zoning Clearances
182 Other Applications
530 Total Applications

Average of **44** applications per month

Building Division

2,746 Total Permits
Average of **229** permits per month

432 Total Plan Checks
Average of **36** plan checks per month

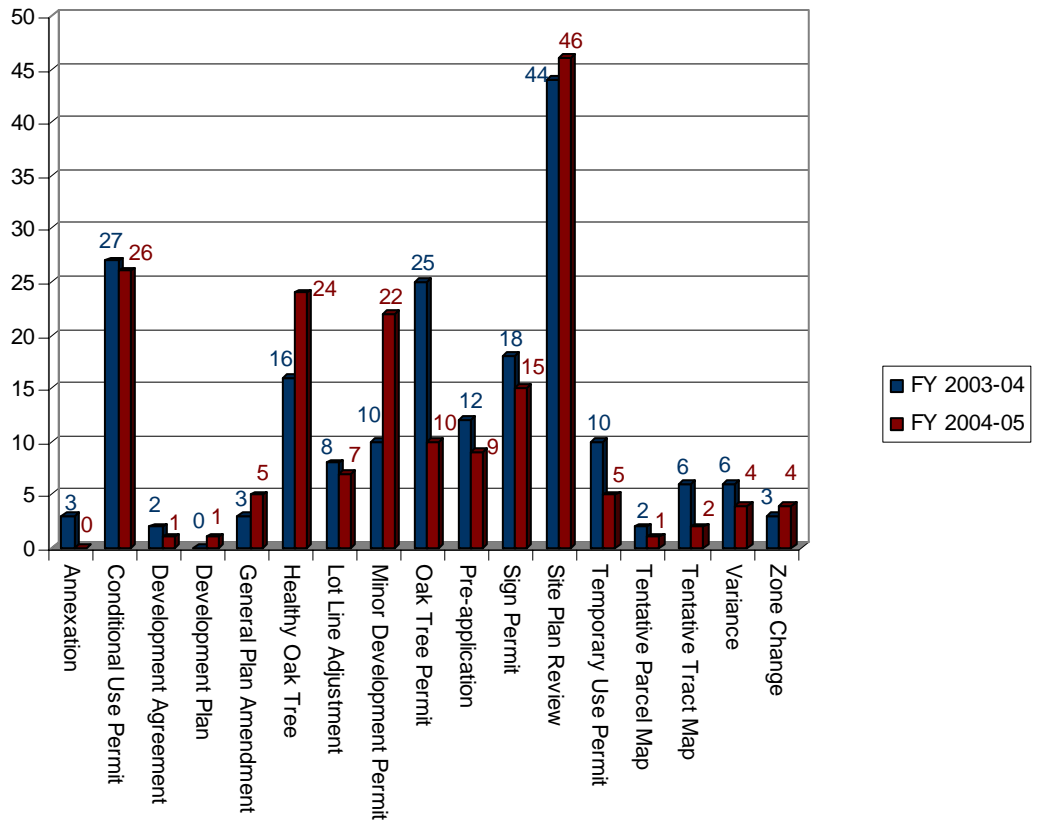
12,024 Total Inspections
Average of **1,002** inspections per month

\$150,136,170.00
Total Construction Valuation

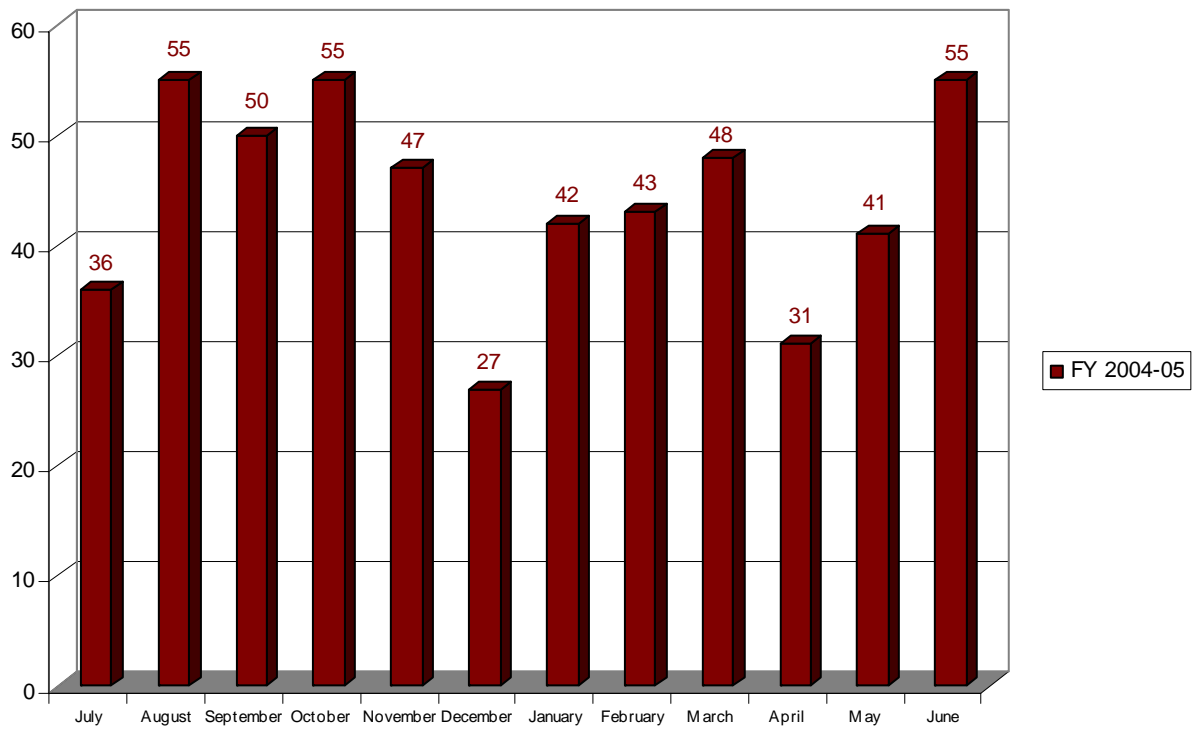
The Planning Division had a total of 530 applications submitted in Fiscal Year 2004-05. There were 348 Zoning Clearances, which typically can be handled over-the-counter or at least within a few days. The other 182 projects typically require a more extensive review by staff and possibly the Planning Commission. The Planning Division averaged 15 projects per month excluding Zoning Clearances, 29 Zoning Clearances per month for a total of 44 projects per month. A high of 55 applications were submitted in August, October, and June while December was the lowest month with only 27 applications submitted.

Comparing the number of applications to fiscal year 2003-2004, the number of total applications increased by 24%, zoning clearances increased by 50% and other discretionary applications decreased by 7%. Most application types only varied by one or two applications, but there were several noticeable differences. Healthy Oak Tree Permits and Minor Development Permits showed the greatest increase in the number of applications, 8 and 12 applications respectively, while the greatest decrease was Oak Tree Permits, with a 15 application decrease. These numbers show a strong overall growth, but that discretionary projects were relatively flat. The large increase in Zoning Clearances combined with the slight decrease for other applications shows that the majority of projects were small additions and other similar projects that meet our zoning requirements and do not require discretionary action.

Approximately 25% of the 182 discretionary projects were Site Plan reviews. A large number of these projects are located in the Oaks at Calabasas. Conditional Use Permits (CUP) comprised 14% of the total. The most common reasons for a CUP are that an addition is being proposed for a property that is either located within a scenic corridor or considered legal nonconforming. The top five application types were rounded out with Healthy Oak Tree permits (13%), Minor Development Permits (12%), and Sign Permits (8%).



Planning Application Comparison—By Application Type

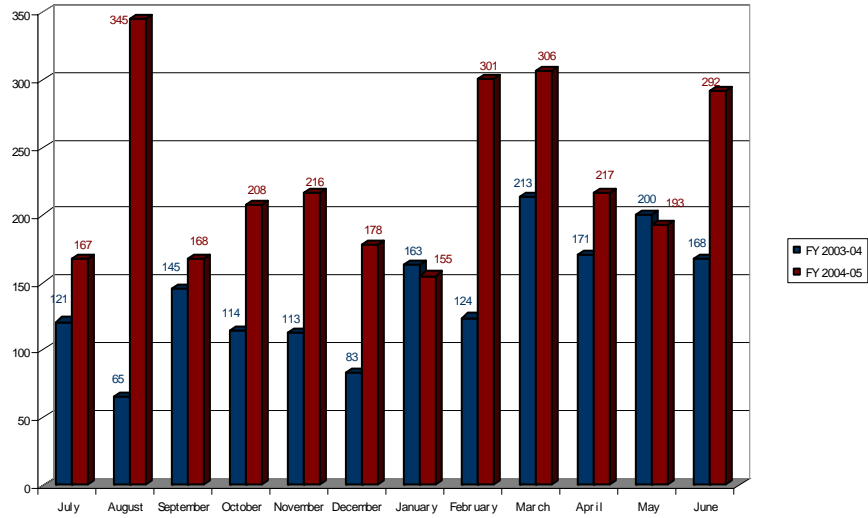


2004-05 Planning Application Totals - By Month

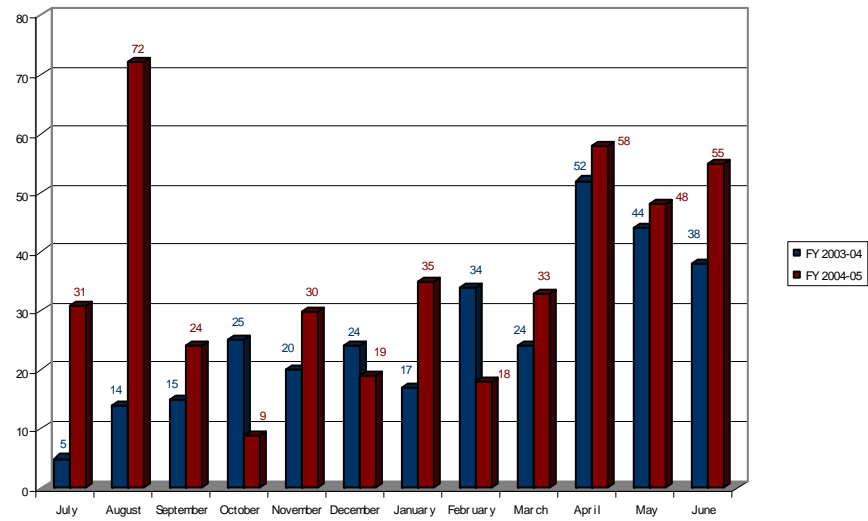
The Building Division issued a total of 2,746 permits during the Fiscal Year. This includes 270 new dwellings, 116 residential additions, and 52 non-residential additions. The total construction valuation of the permits issued was \$150,136,170.00. The division issued an average of 229 permits per month and averaged a total construction valuation of \$12,511,347.50 each month. The busiest month was August when 345 permits were issued and July was the slowest month with only 167 permits being issued. Compared to Fiscal Year 2003-04, the number of permits issued increased 63% and construction valuation increased 336%.

The number of plan checks also increased during the fiscal year. A total of 432 plan checks were submitted during the year, which is an increase of 38%. August saw a high of 72 plan checks submitted and October had the low with only 9 plan checks.

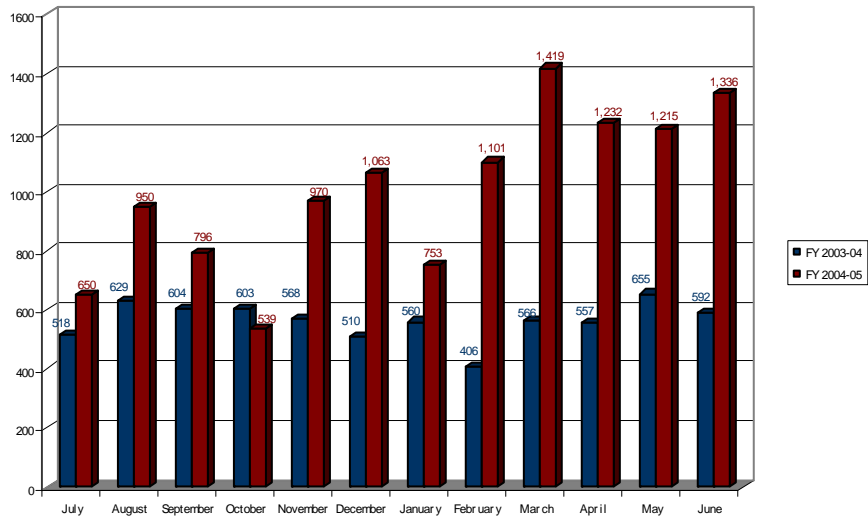
This high volume of plan checks and permits caused a dramatic increase in the number of inspections performed during the year. There were a total of 12,024 inspections during the year which is an average of 1,002 inspections per month. March was the busiest month for inspections with 1,419 and October was the lowest with only 539 inspections. The number of inspections increased 78%. The record amount of rain this past season did not seem to deter construction much. There was only a slight decrease in the number of inspections from November through February with an average of 971 inspections occurring.



Building Permit Comparison—By Month



Building Plan Check Comparison—By Month



Building Inspection Comparison—By Month

City Council

- Barry Groveman, Mayor
- Dennis Washburn, Mayor Pro Tem
- James Bozajian, Councilmember
- Mary Sue Maurer, Councilmember
- Jonathon Wolfson, Councilmember

Planning Commission

- Gary S. Klein, Chairman
- Jack Solomon, Vice Chairman
- David Brown, Commissioner
- Martha Fritz, Commissioner
- Mark Sikand, Commissioner
- John Mueller, Alternate Commissioner

Design Review Panel

- Jeff Cooper
- Mark Handel
- Samuel Wacht

Department Administration

- Tony Coroalles, City Manager
- Maureen Tamuri, Community Development Director
- Tom Bartlett, AICP, City Planner
- Dan Salles, Building Official

Department Staff

Planning Division

- Geoffrey Starns, Senior Planner
- Glenn Michitsch, Planner
- Erica Roess, Planner
- Isidro Figueroa, Associate Planner
- Michael Klein, Planning Assistant
- Talyn Mirzakhonian, Planning Assistant
- Greg Stones, Planning Assistant
- Janie Barber, Executive Assistant
- Elizabeth Parker, Executive Assistant
- Amy Ablakat, Planning Intern
- Joyce Parker-Bozylinski, Planning Consultant

Building & Safety Division

- Jon Edmonson, Senior Building Inspector
- Sue Liebling, Building Inspector
- Oris Scarborough, Building Inspector
- Ruben Flores, Code Enforcement Officer/Building Inspector
- Alex Savala, Code Enforcement Officer
- Michelle Ryan, Permit Center Coordinator
- Joan Gilmore, Building Assistant
- Monica Shinder, Building Assistant
- Jan Silver, Executive Assistant
- Steve Widmayer, P.E., Senior Plan Checker
- Johnny Lee, Plan Checker

