



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE: DECEMBER 5, 2016**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: TOM BARTLETT, CITY PLANNER *TB***  
**KRYSTIN RICE, ASSOCIATE PLANNER**

**SUBJECT: INTRODUCTION OF ORDINANCE NO. 2016-343 TO AMEND CHAPTER 17.11, TABLE 2.2 OF THE CALABASAS MUNICIPAL CODE (CMC) TO ALLOW "RESEARCH AND DEVELOPMENT SERVICES/LABORATORIES" AS A CONDITIONALLY PERMITTED USE IN THE COMMERCIAL, OFFICE (CO) ZONE, ACCESSORY TO A PRIMARY USE; AND CONSIDERATION OF RESOLUTION NO. 2016-1540 APPROVING FILE NO. 160002778, A REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW FOR RESEARCH AND DEVELOPMENT, TRAINING, AND EDUCATION USES ACCESSORY TO A PRIMARY OFFICE USE, AND AN ADMINISTRATIVE PLAN REVIEW TO OPERATE A 250 SQUARE-FOOT ACCESSORY RETAIL STORE FOR A PROPOSED NEW COSMETICS FIRM HEADQUARTERS TO OCCUPY 97,000 SQUARE-FEET OF AN EXISTING 227,741 SQUARE-FOOT OFFICE BUILDING LOCATED AT 4500 PARK GRANADA, WITHIN THE COMMERCIAL, OFFICE (CO) ZONING DISTRICT. STAFF HAS DETERMINED THAT THE PROJECT IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO SECTIONS 15061(B)(3), 15301, AND 15303 OF THE CEQA GUIDELINES. THE PLANNING COMMISSION RECOMMENDED APPROVAL OF THIS PROJECT VIA ADOPTION OF PLANNING COMMISSION RESOLUTION NO. 2016-628.**

**MEETING DATE: DECEMBER 14, 2016**

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## **SUMMARY RECOMMENDATION:**

That the City Council approve a motion to introduce Ordinance No. 2016-343 (Attachment A) to allow "Research and Development Services/Laboratories" as a conditionally permitted use in the Commercial Office zoning district accessory to a primary use; and adopt City Council Resolution No. 2016-1540 (Attachment B) approving File No. 160002778, consistent with the recommendation of the Planning Commission as presented in Planning Commission Resolution No. 2016-628 (Attachment C).

## **BACKGROUND:**

The subject site is located at 4500 Park Granada (APN: 2069-001-023) within the Commercial, Office (CO) zoning district. The 20.1-acre property was previously developed in 1986 with an approximately 202,182 square-foot, three-story office building surrounding a central open-air atrium and two levels of subterranean parking. A separate 25,559 square-foot, one-story "annex" building is connected to the main building via a basement level. To the north of the annex building is a four-level parking structure, three levels of which are subterranean. A conservation easement restricts development on 9.27 acres of the southern portion of the site. The buildings onsite have historically been used as office space; originally for the Lockheed Corporation, then Countrywide, and most recently, Bank of America.

On August 17, 2016, Tyson Strutzenberg with Rising Realty submitted an application for a Development Code Amendment, Conditional Use Permit, and Administrative Plan Review to allow a cosmetics firm to occupy 97,000 square feet of the existing 227,741 square-foot office building located at 4500 Park Granada, within the Commercial, Office (CO) zoning district. A Notice of Application Incompleteness was sent to the applicant on September 16, 2016. The proposed project was reviewed by the Development Review Committee on September 20, 2016. Project plans were resubmitted by the applicant on September 26, 2016. On October 5, 2016, the project application was deemed complete and the applicant was duly notified.

On October 20, 2016, the Planning Commission reviewed the project at a noticed public hearing. At this hearing, no members of the public spoke regarding the project, other than the project team. After a thorough review and discussion, the Planning Commission unanimously voted to adopt Resolution No. 2016-628, recommending to City Council approval of File No. 160002778.

## **DISCUSSION/ANALYSIS:**

A detailed analysis of the project is provided in the Planning Commission Staff Report, attached as Attachment D. Following is a brief summary of the associated project permits, for which City Council approval is requested.

A **Development Code Amendment** is being requested by the applicant to amend Chapter 17.11, Table 2.2 of the Calabasas Municipal Code (CMC) to allow "Research and Development Services/Laboratories" as a conditionally permitted use in the Commercial, Office (CO) zone. The amendment also includes the addition of a footnote to Table 2.2 requiring the following standards: Research and Development Services/Laboratories are allowed in the CO zone only as accessory to an office use, and as follows: (a) the use shall not exceed ten (10) percent of the total building(s) floor area; and (b) the use shall be limited to properties having a building(s) with a minimum floor area of 100,000 square-feet (Section 17.76.050 of the CMC).

A **Conditional Use Permit** is required to conduct research and development (contingent on whether the City Council approves the proposed Development Code amendment, discussed above), and to allow ancillary customer training/education uses (Section 17.62.060 of the CMC).

An **Administrative Plan Review** permit is required to allow limited retail sales as an accessory ancillary use directly related to, and in support of the primary office use, in the Commercial Office (CO) zoning district (Section 17.12.020 of the CMC).

## **REQUIRED FINDINGS:**

The findings required in 17.76.050(B)(Development Code Amendment) of the CMC are contained in Ordinance No. 2016-343. The findings required in Section 17.62.060(E)(Conditional Use Permit) and Section 17.62.090(Administrative Plan Review) of the CMC, are contained in Resolution No. 2016-1540.

## **ENVIRONMENTAL REVIEW:**

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(B)(3)(Review for Exemption) of the California CEQA Guidelines because the proposed code amendment will not result in additional development opportunities or foreseeable environmental impact, this project is exempt. The project is also exempt from CEQA pursuant to Section 15301 (Existing Facilities) because the project will not add any new building area, and only involves interior alterations of an existing building. Furthermore, the project is exempt from CEQA pursuant to Section 15303 (New Construction or Conversion

of Small Structures) because the proposed project does not substantially alter the use of the existing building.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The processing of this application was paid for by the owner of the property via Planning application fees, as established by the current fee schedule. No negative fiscal impacts or City costs are associated with this project.

**REQUESTED ACTION:**

That the City Council introduce Ordinance No. 2016-343 (Attachment A) and adopt City Council Resolution No. 2016-1540 (Attachment B) approving File No. 160002778, consistent with the recommendation of the Planning Commission as presented in Planning Commission Resolution No. 2016-628 (Attachment C).

**ATTACHMENTS:**

- Attachment A: Ordinance No. 2016-343
- Attachment B: City Council Resolution No. 2016-1540
- Attachment C: Planning Commission Resolution No. 2016-628
- Attachment D: Planning Commission Staff Report
- Attachment E: Site Plans & Floor Plans
- Attachment F: Photographs of Site