

Chapter 2.40 - ARCHITECTURAL REVIEW PANEL

Sections:

2.40.010 - Architectural review panel creation.

An architectural review panel (ARP) is created in and for the City of Calabasas.

(Ord. 2002-171 § 1 (part), 2002)

(Ord. No. 2010-265, § 2, 1-27-2010; [Ord. No. 2015-321, § 7](#), 4-8-2015)

2.40.020 - Membership.

The architectural review panel shall consist of the following members:

- A. Five (5) members, with two (2) members to serve as alternate members, residing in or near the City of Calabasas or conducting business in the city, at the time of appointment and during their respective terms of office. A majority vote of the entire planning commission is required to appoint members. Each member may serve an unlimited number of terms subject to periodic planning commission reappointment.
 1. At least one (1) member of the architectural review panel shall be a licensed architect.
 2. Other members of the panel shall be persons who, as a result of their training, experience and attainments, are qualified to analyze and interpret architectural and site planning information, including, but not limited to, licensed landscape architects, urban planners, engineers and builders/developers.
 3. A preference shall be given to the appointment of Calabasas residents meeting the panel's qualifications.
- B. Any member of the panel may be removed from office with or without cause by a majority vote of the entire planning commission.
- C. All terms of office shall run for a period of two (2) years. The terms of office for each member shall continue to and include October 30 of the year in which the term shall expire, and thereafter until a successor is appointed.
- D. If a vacancy occurs other than by term expiration, the planning commission shall fill such vacancy by appointment for the unexpired portion of the term.
- E. The alternate members shall attend and participate in meetings of, and deliberate on matters before, the architectural review panel, as necessary to fill in for any absent member(s).

(Ord. 2005-209 §§ 1, 2, 2005; Ord. 2002-171 § 1 (part), 2002)

(Ord. No. 2010-265, § 2, 1-27-2010; Ord. No. 2011-283, § 1, 3-16-2011; [Ord. No. 2015-321, § 7](#), 4-8-2015)

2.40.030 - Organization.

- A. The panel shall elect a chair and a vice chair from among its members, each for a term of one (1) year. No person shall serve more than two (2) successive terms in either position. The chair, or in the absence of the chair, the vice chair, shall preside over the meetings of the panel.
- B. The community development director, or such other person as is designated by the city manager to do so, shall serve as secretary of the panel.

(Ord. 2002-171 § 1 (part), 2002)

(Ord. No. 2010-265, § 2, 1-27-2010; [Ord. No. 2015-321, § 7](#), 4-8-2015)

2.40.040 - Duties.

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. Procedures in this section for site plan reviews, and evaluating architectural designs of buildings and other structures, landscape plans and other site features are established to pursue the following purposes:

- A. To preserve and enhance the beauty of the city's natural and built environment;
- B. To encourage individual building scale and character consistent with the existing community;
- C. To discourage development of individual buildings that dominate the cityscape or attract attention to themselves through inappropriate color, mass, or architectural expression;
- D. To ensure that new development, and the alteration or enlargement of existing development, maintain the attractiveness and character of the city, especially as projects are seen from city streets, freeway and scenic corridors, adjacent properties, and from neighboring communities;
- E. To maintain and improve the quality of, and relationship among, individual buildings, and between structures and their sites, so that groups of structures contribute to neighborhood and community attractiveness;
- F. To ensure that:
 - 1. Site landscaping provides visually pleasing settings for structures,
 - 2. Proposed landscaping blends harmoniously with the natural landscape,
 - 3. Appropriate landscape themes and variations support the design and function of the structures to which they relate,
 - 4. Views of structures from off-site are softened or screened;
- G. To encourage the highest quality of architectural design, energy efficiency, minimal use of toxic materials during construction, maximum use of natural materials, and emphasis on construction methods which are least disruptive to the site and to the community;
- H. To balance private prerogatives and preferences with the public interest and welfare;
- I. In order to achieve these purposes, except for projects zoned Commercial, Old Town (CT), the architectural review panel shall review the architecture and landscape architecture of all commercial projects and signage and residential projects within scenic corridors, Master Plan and the Old Topanga/Highlands Overlay Areas, proposed subdivisions, hillside developments. The architectural review panel may also review other projects the community development director or planning commission deem appropriate for the panel's review, including projects zoned Commercial, Old Town (CT). The panel shall limit its advice to architecture, site planning, landscaping, signage and streetscape design. The panel shall perform such other advisory duties as the planning commission may request from time to time.

(Ord. 2005-201 § 4, 2005: Ord. 2002-171 § 1 (part), 2002)

(Ord. No. 2010-265, § 2, 1-27-2010; Ord. No. 2010-276, § 5, 6-23-2010; [Ord. No. 2015-321, § 7](#), 4-8-2015)

2.40.050 - Regular meetings.

Regular meetings shall be held not less than monthly on a date established from time to time by resolution of the panel.

(Ord. 2006-215 § 6 (part), 2006: Ord. 2002-171 § 1 (part), 2002)

[\(Ord. No. 2015-321, § 7](#), 4-8-2015)

2.40.060 - Absence from meetings.

Notwithstanding any other provisions of this Code, any panelist who absents himself or herself from three (3) regular meetings of the panel in any calendar year, unless excused by the panel by action recorded in its minutes, shall thereby automatically forfeit his or her position. The panel chair or vice chair shall thereupon promptly notify the planning commission, and the former panelist, of the fact of the vacancy.

(Ord. 2006-215 § 6 (part), 2006: Ord. 2002-171 § 1 (part), 2002)

[\(Ord. No. 2015-321, § 7](#), 4-8-2015)

2.40.070 - Reimbursement for expenses.

The panelists shall serve without compensation, but may receive reimbursement for actual and necessary expenses incurred in connection with the performance of their duties. No expense of any kind shall be incurred by the panel or any panelist, unless first authorized and approved by the city council.

(Ord. 2006-215 § 6 (part), 2006: Ord. 2002-171 § 1 (part), 2002)

[\(Ord. No. 2015-321, § 7](#), 4-8-2015)