

# 2018 - 2019 Annual Report

Certified Local Government Program

City of Calabasas  
Community Development Department  
100 Civic Center Way  
Calabasas, Ca 91302  
T: (818)224 1600  
F: (818)225-7329

[www.cityofcalabasas.com](http://www.cityofcalabasas.com)

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

**INSTRUCTIONS:** This a Word form with expanding text fields and check boxes. It will probably open as Read-Only. Save it to your computer before you begin entering data. This form can be saved and reopened.

Because this is a WORD form, it will behave generally like a regular Word document except that the font, size, and color are set by the text field.

- Start typing where indicated to provide the requested information.
- Click on the check box to mark either yes or no.
- To enter more than one item in a particular text box, just insert an extra line (Enter) between the items.

Save completed form and email as an attachment to [Lucinda.Woodward@parks.ca.gov](mailto:Lucinda.Woodward@parks.ca.gov). You can also convert it to a PDF and send as an email attachment. Use the Acrobat tab in WORD and select Create and Attach to Email. You can then attach the required documents to that email. If the attachments are too large (greater than 10mb total), you will need to send them in a second or third email.

## Name of CLG

City of Calabasas

**Report Prepared by:** Tom Bartlett

**Date of commission/board review:** TBD

## MINIMUM REQUIREMENTS FOR CERTIFICATION

### I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

#### A. Preservation Laws

1. What amendments or revisions, if any, are you considering to the certified ordinance? Please forward drafts or proposals.

**REMINDER:** Pursuant to the CLG Agreement, OHP must have the opportunity to review and comment on ordinance changes prior to adoption. Changes that do not meet the CLG requirements could affect certification status.

The City's Ordinance Chapter 17.36 was not revised this year and no revisions are presently contemplated.

2. Provide an electronic link to your ordinance or appropriate section(s) of the municipal/zoning code.

[https://library.municode.com/ca/city\\_of\\_calabasas/codes/code\\_of\\_ordinances?nodeId=TIT17LAUSDE\\_ARTIISIPLPRDE\\_ST\\_CH17.36HIPROR](https://library.municode.com/ca/city_of_calabasas/codes/code_of_ordinances?nodeId=TIT17LAUSDE_ARTIISIPLPRDE_ST_CH17.36HIPROR)

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

## B. New Local Landmark Designations (Comprehensive list of properties/districts designated under local ordinance, HPOZ, etc.)

1. During the reporting period, October 1, 2018 – September 30, 2019, what properties/districts have been locally designated?

Property Name/Address	Date Designated	If a district, number of contributors	Date Recorded by County Recorder
None	Type here.	Type here.	Type here.

**REMINDER:** Pursuant to California Government Code § 27288.2, “the county recorder shall record a certified resolution establishing an historical resources designation issued by the State Historical Resources Commission or a local agency, or unit thereof.”

2. What properties/districts have been de-designated this past year? For districts, include the total number of resource contributors?

Property Name/Address	Date Removed	Reason
None	Click or tap here to enter text.	Click or tap here to enter text.

## C. Historic Preservation Element/Plan

1. Do you address historic preservation in your general plan?
  - Yes, in a separate historic preservation element.
  - No
  - Yes, it is included in another element.

Provide an electronic link to the historic preservation section(s) of the General Plan or to the separate historic preservation element. <http://www.cityofcalabasas.com/pdf/documents/gpac/CalabasasFinalGeneralPlan.pdf>

## D. Review Responsibilities

1. Who takes responsibility for design review or Certificates of Appropriateness?

- All projects subject to design review go the commission.

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

Some projects are reviewed at the staff level without commission review. What is the threshold between staff-only review and full-commission review? Minor projects that are consistent with the guidelines set forth in Section 17.36.090(G) of the Calabasas Municipal Code are reviewed by staff and a waiver is issued by the City's Historic Preservation Officer. Major work or work that is determined not to be consistent requires a certificate of appropriateness from the Historic Preservation Commission. The threshold between the two processes is a determination as to whether the proposed project is consistent with the guidelines and the type of work being proposed.

## 2. California Environmental Quality Act

- What is the role of the staff and commission in *providing input* to CEQA documents prepared for or by the local government? Staff is actively involved in the CEQA process. As a small jurisdiction, staff is able to provide input to the project planner on potential CEQA issues concerning historic resources. Input from the Commission is sought and obtained as appropriate regarding any potentially significant impacts to any resources in the City.

What is the role of the staff and commission in *reviewing* CEQA documents for projects that are proposed within the jurisdiction of the local government? All CEQA documents are reviewed during the administrative draft stage prior to releasing the document to the public to ensure that any potential impacts are adequately addressed. Furthermore, input from the Commission is sought and obtained as appropriate regarding any potentially significant impacts to any resources in the City.

## 3. Section 106 of the National Historic Preservation Act

- What is the role of the staff and commission in *providing input* to Section 106 documents prepared for or by; the local government? The local government has not prepared any Section 106 documents at this time.
- What is the role of the staff and commission in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government? The local government has not prepared any Section 106 documents at this time.

## II. Establish an Adequate and Qualified Historic Preservation Review Commission by State or Local Legislation.

### A. Commission Membership

## Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Lynne Tracy	Owner/Counselor	12/2015	11/2020	<a href="mailto:lynnetracy@sbcglobal.net">lynnetracy@sbcglobal.net</a>
Alan R. Ross	Capital Equipment Financing	4/2011	11/2020	<a href="mailto:Arross200@sbcglobal.net">Arross200@sbcglobal.net</a>
Marty Fadaei	Real Estate Broker	1/2019	11/2020	<a href="mailto:martyfadaei@mac.com">martyfadaei@mac.com</a>
Judy Jordan	Retired Educator	3/2008	11/2020	<a href="mailto:judyjordan@charter.net">judyjordan@charter.net</a>
Carol Steffen	Real Estate/Finance	1/2019	11/2020	<a href="mailto:Cs22620@gmail.com">Cs22620@gmail.com</a>
Martha Sweeney	Realtor	4/2015	11/2020	<a href="mailto:Mduley26@sbcglobal.net">Mduley26@sbcglobal.net</a>
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.
Type here.	Type here.	Type here.	Type here.	Type here.

Attach resumes and Statement of Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications not been met and how professional expertise is otherwise being provided. *The City Council chooses members who have an interest in, or experience with historic preservation. While our current Commission members are not practicing professionals in the discipline of historic preservation or related field, they have read through literature with a focus on historic preservation throughout their service as a commissioner. Professional expertise is provided by staff or other qualified professionals contracted with the City to provide expertise in areas where staff cannot advise the Commission (such as archeology).*
2. If all positions are not currently filled, why is there a vacancy, and when will the position will be filled? *N/A*

### B. Staff to the Commission/CLG staff

1. Is the staff to your commission the same as your CLG coordinator?  Yes     No    If not, who serves as staff? Click or tap here to enter text.
2. If the position(s) is not currently filled, why is there a vacancy? *N/A*

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Tom Bartlett/ AICP City Planner	Historic Preservation, Planning	Community Development	<a href="mailto:tbartlett@cityofcalabasas.com">tbartlett@cityofcalabasas.com</a>

### C. Attendance Record

Please complete attendance chart for each commissioner and staff member. Commissions are required to meet four times a year, at a minimum. If you haven't met at least four times, explain why not.

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Lynne Tracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alan R. Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marty Fadaei	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judy Jordan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carol Steffen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Martha Sweeney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Bartlett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krystin Rice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type here.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement is that all commissioners and staff to the commission attend at least one training program relevant to your commission each year. It is up to the CLG to determine the relevancy of the training.

## Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Lynne Tracy	N/A	Type here.	Type here.	Type here.
Alan R. Ross	N/A	Type here.	Type here.	Type here.
Marty Fadaei	N/A	Type here.	Type here.	Type here.
Judy Jordan	N/A	Type here.	Type here.	Type here.
Carol Steffen	N/A	Type here.	Type here.	Type here.
Martha Sweeney	N/A	Type here.	Type here.	Type here.
Tom Bartlett	N/A	Type here.	Type here.	Type here.
Krystin Rice	N/A	Type here.	Type here.	Type here.

### **III. Maintain a System for the Survey and Inventory of Properties that Furthers the Purposes of the National Historic Preservation Act**

#### **A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by OHP)**

**NOTE:** California CLG procedures require CLGs to submit survey results, including historic contexts, to OHP. (If you have not done so, submit an electronic copy or link if available online with this report.)

Context Name	Description	How it is Being Used	Date Submitted to OHP
<b>None</b>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

## B. New Surveys or Survey Updates (excluding those funded by OHP)

**NOTE:** The evaluation of a single property is not a survey. Also, material changes to a property that is included in a survey, is not a change to the survey and should not be reported here.

Survey Area	Context Based-yes/no	Level: Reconnaissance or Intensive	Acreage	# of Properties Surveyed	Date Completed	Date Submitted to OHP
None	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

How are you using the survey data? N/A

## IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

### A. Public Education

What public outreach, training, or publications programs has the CLG undertaken? How were the commissioners and staff involved? Please provide an electronic link to all publications or other products not previously provided to OHP.

Item or Event	Description	Date
None	Type here.	Type here.

## ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS



# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

**NOTE: OHP will forward this information to NPS on your behalf. Please read “Guidance for completing the Annual Products Report for CLGs” located at [http://www.nps.gov/clg/2015CLG\\_GPRA/FY2013\\_BaselineQuestionnaireGuidance-May2015.docx](http://www.nps.gov/clg/2015CLG_GPRA/FY2013_BaselineQuestionnaireGuidance-May2015.docx).**

## A. CLG Inventory Program

During the reporting period (October 1, 2018-September 30, 2019) how many historic properties did your local government **add** to the CLG inventory? This is the total number of historic properties and contributors to districts (or your best estimate of the number) added to your inventory **from all programs**, local, state, and Federal, during the reporting year. These might include National Register, California Register, California Historic Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
Local	None

## B. Local Register (i.e., Local Landmarks and Historic Districts) Program

- During the reporting period (October 1, 2018-September 30, 2019) did you have a local register program to create local landmarks and/or local districts (or a similar list of designations) created by local law?  Yes  No
- If the answer is yes, then how many properties have been added to your register or designated from October 1, 2018 to September 30, 2019? Registered properties remains at seven.

## C. Local Tax Incentives Program

- During the reporting period (October 1, 2018-September 30, 2019) did you have a Local Tax Incentives Program, such as the Mills Act?  Yes  No
- If the answer is yes, how many properties have been added to this program from October 1, 2018 to September 30, 2019? None

Name of Program	Number of Properties Added During 2018-2019	Total Number of Properties Benefiting From Program
Mills Act	None	<i>Click or tap here to enter text.</i>

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

## D. Local “bricks and mortar” grants/loan program

1. During the reporting period (October 1, 2018-September 30, 2019) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties?    Yes    No
  
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2018 to September 30, 2019? Type here.

Name of Program	Number of Properties that have Benefited
Type here.	Type here.

## E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2018-September 30, 2019) did your local government have a historic preservation regulatory law(s) (e.g., an ordinance) authorizing Commission and/or staff review of local government projects or impacts on historic properties?     Yes     No
  
2. If the answer is yes, how many historic properties did your local government review for compliance with your local government’s historic preservation regulatory law(s) from October 1, 2018 to September 30, 2019? None

## F. Local Property Acquisition Program

1. During the reporting period (October 1, 2018-September 30, 2019) did you have a local program to acquire (or help to acquire) historic properties in whole or in part through purchase, donation, or other means?    Yes     No
  
2. If the answer is yes, then how many properties have been assisted under the program(s) from October 1, 2018 to September 30, 2019? Type here.

Name of Program	Number of Properties that have Benefited
Type here.	Type here.

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

## IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN A SUMMARY OF LOCAL PRESERVATION PROGRAMS

- A. What are your most critical preservation planning issues? **Our most critical preservation planning issue is that there's a lack of interest by property owners to designate their properties.**
- B. What is the single accomplishment of your local government this year that has done the most to further preservation in your community? **During an increase in residential construction we insured the integrity of our historic landmark "Old Topanga Canyon Road" while paving and utility relocation took place. The landmark was closely monitored during adjacent construction.**
- C. What recognition are you providing for successful preservation projects or programs? **The City Council approved the design of historic plaques to be installed at the landmarks within the City. The City also maintains a webpage on the City's website dedicated to historic preservation, which contains information and handouts on each local historic landmark.**
- D. What are your local historic preservation goals for 2019-2020? **Goals for the following year include: 1.) Prepare a partial update of the current City survey focusing strictly on those properties which the City has not yet designated but were deemed "eligible" by the survey. 2.) Document and research the "Cattle Under-Crossing" structure for possible future listing. 3.) Confer with property owners of the Warner Ranch Stables (a previously surveyed resource which was deemed eligible) to explore preservation options for listing the structure.**
- E. So that we may better serve you in the future, are there specific areas and/or issues with which you could use technical assistance from OHP? **None**
- F. In what subject areas would you like to see training provided by the OHP? How you like would to see the training delivered (workshops, online, technical assistance bulletins, etc.)?

Training Needed or Desired	Desired Delivery Format
Common mistakes in design review with good and bad examples.	Webinars, online, workshops or bulletins.

- G. Would you be willing to host a training working workshop in cooperation with OHP?  Yes  No

# Certified Local Government Program -- 2018-2019 Annual Report

(Reporting period is from October 1, 2018 through September 30, 2019)

H. Is there anything else you would like to share with OHP? No.

## **XII Attachments (electronic)**

- Resumes and Statement of Qualifications forms for **all** commission members/alternatives and staff
- Minutes from commission meetings
- Drafts of proposed changes to the ordinance
- Drafts of proposed changes to the General Plan
- Public outreach publications

Email to [Lucinda.Woodward@parks.ca.gov](mailto:Lucinda.Woodward@parks.ca.gov)

# Commissioner Resumes

2018 - 2019 CLG ANNUAL REPORT

**Statement of Qualifications**  
**for**  
**Certified Local Governments Commissioners**

Local Government City of Calabasas

Name of Commissioner Alan Ross

Date of Appointment: April 2011

Date Term Expires: November 2020

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. Commission membership may also include lay members who have demonstrated special interests, competence, experience, 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.

Are you a professional in one of the disciplines associated with historic preservation?

Yes  No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

# Alan R. Ross

Commissioner

## APPOINTED

April 27, 2011

## QUALIFICATIONS

As a long-time resident, Commissioner Ross has seen the development of Calabasas over time and its impact of Calabasas' historic resources. His experience in the business world provides a unique understanding on the impacts of preservation to the business community.

## EDUCATION

### **Masters of Business Administration**

University of California, Los Angeles

### **Bachelor of Science, Business**

University of California, Los Angeles

## OCCUPATION

Capital Equipment Financing

## OTHER ORGANIZATIONS INVOLVED WITH

Calabasas Historic Society

American Institute of Certified Public Accountants

## CONFERENCES / TRAINING ATTENDED

### **Calabasas Historic Preservation Commission**

Historic Preservation Education, Calabasas, CA (2018)

### **Office of Historic Preservation**

Preservation Education Workshop (2015)

### **California Preservation Foundation**

Modernism 2 – Preserving Modern Resources Webinar (2014)

### **Calabasas Historic Preservation Commission**

Overview of Historic Preservation (2013)

Design Review and the Secretary's Standards (November 2011)

Archaeology Basics (July 2011)

**Statement of Qualifications**  
**for**  
**Certified Local Governments Commissioners**

Local Government City of Calabasas

Name of Commissioner Judy Jordan

Date of Appointment: March 2008

Date Term Expires: November 2020

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. Commission membership may also include lay members who have demonstrated special interests, competence, experience, 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.

Are you a professional in one of the disciplines associated with historic preservation?

Yes  No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.



# Judy Jordan

Commissioner

## APPOINTED

March 5, 2008

## QUALIFICATIONS

Commissioner Jordan is a retired teacher who also spent 16 years as a member of the Las Virgenes Unified School District Board of Education. She has also been on the Board of the Calabasas Historical Society. Her experience in education and historic preservation is invaluable for providing public education and outreach for Calabasas' historic preservation program.

## EDUCATION

### **Master of Arts, Education**

Stanford University, Palo Alto, CA

### **Bachelor of Arts, History**

University of Illinois, Champaign, IL

## OCCUPATION

Retired Educator

## OTHER ORGANIZATIONS INVOLVED WITH

Calabasas Historical Society  
Assistance League of the San Fernando Valley  
Conejo-Las Virgenes Future Foundation Board  
League of Women Voters

## CONFERENCES / TRAINING ATTENDED

### **Calabasas Historic Preservation Commission**

Historic Preservation Education, Calabasas, CA (2018)

### **Office of Historic Preservation**

Preservation Education Workshop, Ojai, CA (2015)

### **California Preservation Foundation**

Modernism 2 – Preserving Modern Resources Webinar (2014)

### **Calabasas Historic Preservation Commission**

Overview of Historic Preservation (2013)

Design Review and the Secretary's Standards (November (2011)

Archaeology Basics (July 2011)

Cultural Landscapes Training, Galvin Preservation Associates (February 2010)

Preservation Technology (January 2009)

Historic Green: Preservation and Green Buildings (January 2009)

Design Review 101 (November 2008)

Planning for Preservation (June 2008)

Incentives and the Mills Act (June 2008)

Preservation Coordination – The California Office of Historic Preservation (June 2008)

Historic Contexts and Historic Resource Surveys (April 2008)

**Statement of Qualifications**  
**for**  
**Certified Local Governments Commissioners**

Local Government City of Calabasas

Name of Commissioner Lynne Tracy

Date of Appointment: December 2015

Date Term Expires: November 2020

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. Commission membership may also include lay members who have demonstrated special interests, competence, experience, 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.

Are you a professional in one of the disciplines associated with historic preservation?

Yes  No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

# Lynne Tracy

Commissioner

## **APPOINTED**

December, 2015

## **QUALIFICATIONS**

Commissioner Tracy has been involved for numerous years, previously as a member of the Calabasas Environmental Commission. She has interests in historic preservation, architecture, and environmental preservation and is committed to serving the community.

## **EDUCATION**

**Master of Arts, Marriage & Family Counseling**

Azusa Pacific University

**Bachelor of Arts, Psychology**

University of California, Los Angeles, CA

## **OCCUPATION**

Owner/Counselor

## **OTHER ORGANIZATIONS INVOLVED WITH**

Calabasas Environmental Commissioner 2009-2013

President, International Association of Rehabilitation Counselors 2013-2015

## **CONFERENCES / TRAINING ATTENDED**

**Calabasas Historic Preservation Commission**

Historic Preservation Education, Calabasas, CA (2018)

**Statement of Qualifications**  
**for**  
**Certified Local Governments Commissioners**

Local Government City of Calabasas

Name of Commissioner Martha Sweeney-Duley

Date of Appointment: April 2015

Date Term Expires: November 2020

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. Commission membership may also include lay members who have demonstrated special interests, competence, experience, 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.

Are you a professional in one of the disciplines associated with historic preservation?

Yes  No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

# Martha Sweeney-Duley

Commissioner/Calabasas - Las Virgenes Historical Society Representative

## APPOINTED

April, 2015

## QUALIFICATIONS

Commissioner Sweeney-Duley serves as the Calabasas – Las Virgenes Historical Society representative on the Historic Preservation Commission and has been a board member of the Historical Society since 2010. She is originally from Calabasas and her parents were founding persons in the community, actively involved in organizations, such as the Las Virgenes Municipal Water District and co-founders of the Las Virgenes Enterprise. Her knowledge of Calabasas history is invaluable to the Historic Preservation Program.

## EDUCATION

Cuesta Community College, San Luis Obispo, CA

## OCCUPATION

Realtor

## OTHER ORGANIZATIONS INVOLVED WITH

Calabasas - Las Virgenes Historical Society  
West Valley Garden Club  
Daughters of the American Revolution  
Prince of Peace Episcopal Church

## CONFERENCES / TRAINING ATTENDED

### **Calabasas Historic Preservation Commission**

Historic Preservation Education, Calabasas, CA (2018)

### **Office of Historic Preservation**

Preservation Education Workshop, Ojai, CA (2015)

### **Docent Training**

Malibu Creek State Park, (2009)

**Statement of Qualifications**  
**for**  
**Certified Local Governments Commissioners**

Local Government City of Calabasas

Name of Commissioner Carol Steffen

Date of Appointment: January 2019

Date Term Expires: November 2020

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. Commission membership may also include lay members who have demonstrated special interests, competence, experience, 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.

Are you a professional in one of the disciplines associated with historic preservation?

Yes  No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

# Carol Steffen

Commissioner

## **APPOINTED**

January 23, 2019

## **QUALIFICATIONS**

Commissioner Steffen has been an active participant in discussions involving the overseeing of one of our registered historical sites in Calabasas. The tenants of the Masson house property will be operating a natural education center and Carol has been a part of the discussion for potential grant funding with the property. Her background in finance will give the commission a unique view on the possible cost benefit analysis of registering new properties within Calabasas.

## **EDUCATION**

**Master of Business Administration, Finance and Accounting**

University of California - Anderson School, Los Angeles

**Bachelor of Science, Electrical Engineering**

Oregon State University, Corvallis OR

## **OCCUPATION**

Broker Assistant – Sterling Financial

## **OTHER ORGANIZATIONS INVOLVED WITH**

Calabasas Historical Society

Los Angeles City Learning Lunch Program for the Homeless

San Fernando Valley Homeless Housing Group

## **CONFERENCES / TRAINING ATTENDED**

**Calabasas Historic Preservation Commission**

Historic Preservation Education, Calabasas, CA (2018)



**Statement of Qualifications**  
**for**  
**Certified Local Governments Commissioners**

Local Government City of Calabasas

Name of Commissioner Marty Fadai

Date of Appointment: January 2019

Date Term Expires: November 2020

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. Commission membership may also include lay members who have demonstrated special interests, competence, experience, 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.

Are you a professional in one of the disciplines associated with historic preservation?

Yes  No

Summarize your qualifying education, professional experience, and any appropriate licenses or certificates. Attach a resume.

# Marty Fadai

Commissioner

## **APPOINTED**

January 23, 2019

## **QUALIFICATIONS**

Commissioner Fadai is a long-standing active resident of the Calabasas community both as a mortgage broker for the City citizens and as a community member watching the natural growth of the City. He has interests in historic preservation and aspirations of contributing to the City by sharing local historical knowledge with the community.

## **EDUCATION**

### **Associates in Arts Degree**

Austin Community College, Austin Texas

### **Auto CAD Programming Certification, Austin Texas**

Capital City Trade and Technical School, Austin Texas

## **OCCUPATION**

Real Estate & Mortgage Broker

## **OTHER ORGANIZATIONS INVOLVED WITH**

International Rotary Club of Calabasas

## **CONFERENCES / TRAINING ATTENDED**

### **Calabasas Historic Preservation Commission**

Historic Preservation Education, Calabasas, CA (2018)

# Staff Resumes

2018 - 2019 CLG ANNUAL REPORT

# Tom Bartlett, AICP

City Planner / Historic Preservation Officer / Certified Local Government Coordinator

## QUALIFICATIONS

Mr. Bartlett has over thirty years of increasingly responsible professional planning and management experience in the public sector, including twenty years as a department director or administrator. He has a broad range of municipal planning experience, including department administration, budgeting and grant writing, comprehensive land use planning, annexation planning and implementation, military base reuse planning, historic preservation planning, urban redevelopment, groundwater protection planning and zoning, housing policy development, zoning ordinance writing and administration, and environmental impact review.

## EDUCATION

### **Master of Urban Planning**

University of Illinois, Urbana – Champaign, Department of Urban Regional Planning; Whetmore Fellow Award, 1987

### **Bachelor of Arts, Geography (Environmental Management)**

Indiana University, College of Arts & Sciences, Geography Department, 1984

## RELEVANT EMPLOYMENT

### **City Planner, City of Calabasas, CA 2004 - PRESENT**

Manage day-to-day operation of the Planning Division. Supervised staff and contract planners (6 to 10 FTE's); reviewed project plans, staff reports, and CEQA documents; prepared and administered annual budget; directed preparation of a comprehensive General Plan update, two updates to the Housing Element, a comprehensively revised Development Code (including an entirely new historic preservation ordinance and a substantially rewritten wireless telecommunication facilities ordinance), and three municipal annexations; was the hearing officer for administrative public hearings; presented staff reports at Planning Commission and City Council Meetings.

### **Planning Director, City of Santa Paula, CA 2000 - 2004**

Managed day-to-day operation of the Planning Department. Supervised staff and contract planners (3 to 5 FTE); reviewed project plans, staff reports, and CEQA documents; served as staff to the City's Historic Preservation and Architectural Review Panel; prepared and administered annual budget; directed preparation of revised Housing Element and revised Development Code; served as hearing officer for Administrative Clearance public hearings; presented staff reports at Planning Commission and City Council meetings.

### **Planning Administrator, City of Indianapolis, IN 1997-2000**

Managed the long-range planning and policy analysis arm of the consolidated city-county Department of Metropolitan Development. Supervised 25 professional planners plus support staff; directed and administered work programs covering county-wide land use planning, neighborhood and corridor planning (to include historic districts), environmental protection planning, transportation systems planning for the eight-county region (as MPO), military base reuse planning, redevelopment area planning, regional center (downtown) planning, and housing policy analysis. Also was Mayor's liaison on a multi-jurisdictional project team overseeing the \$112 million, award-winning Central Indianapolis Waterfront Project. (Avg. annual budget: \$4.3 million.)

**Principal Planner, Special Projects & Military Base Reuse, City of Indianapolis, IN 1995-1997**

Spearheaded the development and implementation of military base reuse plans for Fort Benjamin Harrison (closed US Army base), and the Naval Air Warfare Center (closed US Navy facility), reporting directly to Mayor's office for both installations; prepared and administered successful federal planning grant applications; established base reuse planning authorities in accordance with federal, state, and local statutes; served as Indianapolis staff liaison and provided technical support. The Fort Harrison Base Reuse Plan incorporated adaptive reuse strategies for a wide variety of buildings and sites, including preservation of the historic Lawton Loop, a 75-acre area which included the nearly 100-year-old parade grounds and surrounding officer's quarters (at first eligible, and subsequently listed as a historic district on the National Register of Historic Places).

**Senior Planner, Comprehensive Planning, City of Indianapolis, IN 1992-1995**

Managed countywide land use planning section; supervised five full-time planners, directed annual work program, prepared and administered annual budget; directed township-based plans and corridor plans; worked with City water utility on planning studies and zoning for groundwater protection; initiated military base reuse planning for 2500-acre US Army base set for closure under 1991 BRAC.

**Senior Planner, City of Indianapolis, IN 1987-1992**

Developed and carried out a complete rewrite of the Comprehensive Land Use Plan for Indianapolis-Marion County; conducted county-wide background studies and reports, prepared focused area planning reports, and conducted citizen outreach meetings; coordinated reviews of re-zoning practices against adopted long-range plans for purpose of assuring land use decision-making conformity to comprehensive plan policies.

**PROFESSIONAL AFFILIATIONS**

American Planning Association

**OTHER QUALIFICATIONS**

Meets the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) in History. (See Attached Qualifications Form)

**CONFERENCES / TRAINING ATTENDED**

**Office of Historic Preservation**

Preservation Education Workshop, Ojai, CA (2015)

## PROFESSIONAL QUALIFICATION STANDARDS

### History

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.**

<b>Alternative A</b>	<b>Alternative B</b>	<b>Alternative C</b>
<hr/> MA or PhD in History or MA/MS or PhD in History, Historic Preservation or CRF <hr/> (specify field) and Coursework in American Architectural History (list courses or attach listing)	<hr/> BA in History or <input checked="" type="checkbox"/> BA in Art History, Historic Preservation or CRF <hr/> BACHELOR OF ARTS IN GEOGRAPHY <hr/> (specify field) And <input checked="" type="checkbox"/> Two years full time experience in American architectural history or restoration  <input checked="" type="checkbox"/> With a professional institution <hr/> CITY OF CALABASAS <hr/> (specify institution)  <input type="checkbox"/> academic institution <input checked="" type="checkbox"/> historical org./agency <input type="checkbox"/> museum <input type="checkbox"/> other (specify) <hr/>	<hr/> BA in Architectural History or BA in Art History, Historic Preservation or CRF <hr/> (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. 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.

**Alternative B Explanation**

Mr. Bartlett has over thirty years of increasingly responsible professional planning experience, including work and education in historic preservation. He directed preparation of a comprehensively revised Development Code, including an entirely new Historic Preservation Ordinance for the City of Calabasas.

# Krystin Rice

Planner

## QUALIFICATIONS

Ms. Rice became involved in Historic Preservation beginning in 2008. She assisted in the preparation of the City of Calabasas Historic Context and Survey project and the Historic Landscapes Context and Survey project. She has also prepared nominations for the first two landmarks listed on the Calabasas Register of Historic Places, which included the oldest remaining homestead within Calabasas and a single-family residence designed by Frank Gehry. She was also the project manager for the preparation of a Historic Structures Report for the William C. Masson homestead house, which involved preparing the Request for Proposal, conducting interviews for potential candidates and managing the contract with chosen consultant, Historic Resources Group.

## EDUCATION

### **Master of Public Administration**

California State University, Northridge 2011

### **Bachelor of Arts, Urban Studies and Planning**

California State University, Northridge, 2006

## RELEVANT EMPLOYMENT

### **Planner**

Community Development Department, City of Calabasas, Calabasas, CA  
August 2017 - 2019

### **Associate Planner**

Community Development Department, City of Calabasas, Calabasas, CA  
April 2013 – August 2017

### **Planning Assistant**

Community Development Department, City of Calabasas, Calabasas, CA  
January 2007 – April 2013

### **Planning Intern**

Community Development Department, City of Calabasas, Calabasas, CA  
April 2006 – January 2007

### **Planning Intern**

Planning Department, City of Los Angeles, Los Angeles, CA  
March 2006 – April 2006

## AWARDS

**2011 Governor's Historic Preservation Award, Masson House Historic Structures Report, Calabasas Office of Historic Preservation**

## PROFESSIONAL AFFILIATIONS



American Planning Association

## **OTHER QUALIFICATIONS**

Meets the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) in History and Architectural History. (See Attached Qualifications Forms)

## **CONFERENCES / TRAINING ATTENDED**

### **Office of Historic Preservation**

Preservation Education Workshop, Ojai, CA (2015)

### **California Preservation Foundation**

Modernism 2 – Preserving Modern Resources (2014)

2013 California Preservation Conference, Santa Ana, CA (May 2013)

Advanced CEQA Issues Workshop, Ventura, CA (August 2009)

2009 California Preservation Conference, Palm Springs, CA (April 2009)

### **American Planning Association**

2010 National Planning Conference, New Orleans, LA (April 2010)

### **Calabasas Historic Preservation Commission**

Overview of Historic Preservation (2013)

Design Review and the Secretary's Standards (November 2011)

Archaeology Basics (July 2011)

Cultural Landscapes Training, Galvin Preservation Associates (February 2010)

Preservation Technology (January 2009)

Historic Green: Preservation and Green Buildings (January 2009)

Design Review 101 (November 2008)

## PROFESSIONAL QUALIFICATION STANDARDS

### Architectural History

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	Alternative B1	Alternative B2
<p>_____ MA or PhD in Architectural History</p> <p style="text-align: center;">or</p> <p>_____ MA/MS or PhD in Art History, Historic Preservation or CRF</p> <p>_____</p> <p style="text-align: center;">(specify field)</p> <p style="text-align: center;">and</p> <p>_____ Coursework in American Architectural History (list courses or attach listing)</p>	<p>_____ BA in Architectural History</p> <p style="text-align: center;">or</p> <p><input checked="" type="checkbox"/> BA in Art History, Historic Preservation or CRF</p> <p>_____ <b>URBAN STUDIES AND PLANNING</b></p> <p>_____</p> <p style="text-align: center;">(specify field)</p> <p style="text-align: center;">And</p> <p><input checked="" type="checkbox"/> Two years full time experience in American architectural history or restoration (check appropriate boxes below and attach explanation and dates)</p> <p>_____ <input checked="" type="checkbox"/> With a professional institution</p> <p>_____ <b>CITY OF CALABASAS</b></p> <p>_____</p> <p style="text-align: center;">(specify institution)</p> <p>_____ academic institution</p> <p><input checked="" type="checkbox"/> _____ historical org./agency</p> <p>_____ museum</p> <p>_____ other (specify)</p> <p>_____</p>	<p>_____ BA in Architectural History</p> <p style="text-align: center;">or</p> <p>_____ BA in Art History, Historic Preservation or CRF</p> <p>_____</p> <p style="text-align: center;">(specify field)</p> <p style="text-align: center;">and</p> <p>_____ Substantial contribution through research and publication to body of scholarly knowledge in history (attach explanation)</p>

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.

**Alternative B1 Explanation**

Ms. Rice led the effort to prepare an Historic Structures Report for the William C. Masson Residence, the City of Calabasas' oldest home and last remaining homestead house. She was responsible for reviewing all aspects of the report, including existing conditions assessments, and restoration recommendations.

## PROFESSIONAL QUALIFICATION STANDARDS

### History

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

**GEOGRAPHY**

\_\_\_\_\_  
(specify field)

And

Two years full time experience in history.

With a professional institution

**CITY OF CALABASAS**

\_\_\_\_\_  
(specify institution)

\_\_\_\_ academic institution

historical org./agency

\_\_\_\_ museum

\_\_\_\_ other (specify)

#### Alternative B2

\_\_\_\_ BA in Architectural 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. 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.

**Alternative B1 Explanation**

Ms. Rice has been responsible for evaluating and designating several properties. She assisted in the development of the City's historic context statement, submitted the National register Nomination for the William C. Masson Residence, the City of Calabasas' oldest house and the last remaining homestead house. Ms. Rice has also been involved with the surveying of over 200 properties.

# Commission Minutes

2018 - 2019 CLG ANNUAL REPORT



CITY of CALABASAS

**Historic Preservation Commission Agenda  
Special Meeting  
Minutes**

Wednesday, January 16, 2019  
Council Chambers, City Hall  
100 Civic Center Way, Calabasas  
[www.cityofcalabasas.com](http://www.cityofcalabasas.com)

**7:00 P.M. – Opening Matters:**

- Call to Order / Roll Call of Commission Members  
***Chair Ross called the meeting to order at 7:03pm***  
***Present: Chair Ross, Commissioners Jordan, Sweeney, and Tracy***  
***Staff: Bartlett, Rice, and Gilli***  
***Absent: Commissioners Soriano and Ghaffari***
- Pledge of Allegiance  
***Commissioner Sweeney led the Pledge of Allegiance***
- Approval of Agenda  
***Commissioner Tracy moved to approve the agenda. Commissioner Judy seconded the motion.***  
***Motion Approved 4-0***
- Announcements and Introductions  
**Commissioner Jordan announced that it was the 40<sup>th</sup> anniversary of the Historical Society or preservation program(?) and will be having a celebration in June.**

**7:05 P.M. – Oral Communications – Public Comment:**

For citizens wishing to address the Commission on matters not on the agenda.

Carol Steffen spoke regarding her desire to be appointed to the HPC. City Planner Bartlett reminded the Commission that this matter is not on the agenda tonight.

**7:07 P.M. – Consent Items:**

1. Approval of Minutes: September 5, 2018  
***Commission Tracy moved to approved the minutes and Commission Jordan seconded the motion.***  
***Motion Approved 4-0***

**7:08 P.M. – New Business Items:**

2. (7:08 PM) **File No. 180001384.** A request for a sign permit to allow a 10 square-foot wall mounted sign with exterior lighting on the front facade of the existing building located at 23538 Calabasas Road within the Commercial, Old Town (CT) zoning district and Scenic Corridor (SC) overlay zone.

Submitted by: Calabasas Property LLC, Bernard Rosenson  
Planner: Judie Gilli  
(818) 224-1712  
[jgilli@cityofcalabasas.com](mailto:jgilli@cityofcalabasas.com)

*City Planner Bartlett discussed the Commission’s review and authority applicable to this permit. Associate Planner Gilli presented the project to the Commission. The Commission asked questions of staff. The Commission opened the public hearing at 7:18pm. The Applicant Marty Powell and Jonathan Rosenon spoke in favor of the project and answered questions from the Commission. Commissioner Tracy moved to recommend approval of the project to the Community Development Director. Commissioner Jordan seconded the motion, with an amendment to require the lettering will be treated black color.*

*Motion Approved 4-0*

3. (7:23 PM) Review of Certified Local Government 2017 – 2018 annual report for submittal to the California State Office of Historic Preservation.

*Planner Rice made a presentation to the Commission. Staff answered questions of the Commission. Commissioner Tracy motioned to approve the report and Commissioner Jordan seconded the motion.*

*Motion Approved 4-0*

**Discussion Item(s):**

4. (7:30 PM) Continued Discussion of Park History Markers.

**7:37 P.M. – Future Agenda Items and Reports:**

Report on future agenda items

Chair Ross asked questions of staff regarding Commissioner reappointments and staff instructed the Commission to contact the City Clerk.

**7:42 P.M. – Adjournment:**

Commissioner Tracy motioned to adjourn the meeting.



**Adjournment to the regular Historic Preservation Commission meeting of Wednesday, April 3, 2019 at 7:00 P.M. at City Hall.**

Any person wishing to appeal any decision of the Historic Preservation Commission must do so within ten (10) days of the Historic Preservation Commission action. Please contact the Community Development Department for information regarding the appeal process. If you challenge any action of the Historic Preservation Commission in court, you may be limited to raising only those issues you or someone else raised at the Commission meeting, or in written correspondence delivered to the Historic Preservation Commission at, or prior to, the Commission meeting. A copy of the Historic Preservation Commission agenda packet, staff reports and supporting documents and any materials related to an item on this Agenda submitted to the Historic Preservation Commission after distribution of the agenda packet are available for review by the public in the Community Development Department located at Calabasas City Hall, 100 Civic Center Way. City Hall Office hours are 7:30 a.m. to 5:30 p.m., Monday through Thursday and 7:30 a.m. - 2:00 p.m. every Friday. If you have any questions regarding a particular project or item please contact the project planner. If, due to disability, you require special accommodations to attend or participate in a Historic Preservation Commission meeting, please contact the Community Development Department, (818) 224-1600, at least one business day prior to the scheduled meeting so staff may make arrangements to assist you.



CITY of CALABASAS

**Historic Preservation Commission Agenda  
Special Meeting  
Minutes**

Tuesday, March 26, 2019 7:00 P.M.  
Council Chambers, City Hall  
100 Civic Center Way, Calabasas  
[www.cityofcalabasas.com](http://www.cityofcalabasas.com)

**7:00 P.M. – Opening Matters:**

- Call to Order / Roll Call of Commission Members  
*Chair Ross called the meeting to order at 7:01pm*  
*Present: Chair Ross, Commissioners Jordan, Steffen, Tracy, Fadaei*  
*Staff: Tamuri and Rice*  
*Absent: Commissioner Sweeney*
- Pledge of Allegiance  
*Commissioner Fadaei led the Pledge of Allegiance*
- Approval of Agenda  
*Commissioner Tracy moved to approve the agenda. Commissioner Jordan seconded the motion.*
- Announcements and Introductions  
*Newly appointed Commissioners Fadaei and Steffen introduced themselves.*  
*Commissioner Jordan announced that it was the 40<sup>th</sup> anniversary of the Calabasas – Las Virgenes Historical Society. Future events include their annual meeting on April 25, 2019 at the Calabasas Library, which will include a speaker from the Leonis Adobe; Arts Festival on May 4, 2019; and a Walk in the Bird Streets on June 2, 2019.*

**7:05 P.M. – Oral Communications – Public Comment:**

For citizens wishing to address the Commission on matters not on the agenda.

**7:10 P.M. – Consent Items:**

1. Approval of Minutes: January 16, 2019  
*Commissioner Tracy moved to approve the minutes and Commissioner Jordan seconded the motion.*

**7:15 P.M. – New Business Items:**

2. (7:15 PM) Welcome to new Historic Preservation Commission Members  
***Chair Ross welcomed the new Historic Preservation Commissioners and staff presented the Commissioners with updated Historic Preservation Program Training binders.***

3. (7:30 PM) Reorganization

***After some discussion, Commissioner Steffen motioned for Commissioner Tracy to become the Chair of the Commission and Commissioner Jordan seconded the motion. Motion Approved 4-0***

***Commissioner Jordan motioned for Commissioner Ross to become Vice Chair and Commissioner Steffen seconded the motion. Motion Approved 4-0***

4. (7:45 PM) A request for a recommendation to the Community Development Director to approve a 10 square-foot, non-illuminated wall sign for Calabasas Pediatrics, a medical office occupying tenant space within an existing commercial office building located at 23586 Calabasas Road, within the Commercial, Old Town (CT) zoning district. (APN: 2068-004-062).

***Planner Rice presented the project to the Commission and the Commission asked questions of staff. Commissioner Ross moved to recommend approval of the project to the Community Development Director. Commissioner Jordan seconded the motion. Motion Approved 4-0***

**8:15 P.M. – Future Agenda Items and Reports:**

Report on future agenda items

***Director Tamuri informed the Commission of the status of various projects in Old Town Calabasas.***

**8:30 P.M. – Adjournment:**

Adjournment to the regular Historic Preservation Commission meeting of Wednesday, July 3, 2019 at 7:00 P.M. at City Hall.

Any person wishing to appeal any decision of the Historic Preservation Commission must do so within ten (10) days of the Historic Preservation Commission action. Please contact the Community Development Department for information regarding the appeal process. If you challenge any action of the Historic Preservation Commission in court, you may be limited to raising only those issues you or someone else raised at the Commission meeting, or in written correspondence delivered to the Historic Preservation Commission at, or prior to, the Commission meeting. A copy of the Historic Preservation Commission agenda packet, staff reports and supporting documents and any materials related to an item on this Agenda submitted to the Historic Preservation Commission after distribution of the agenda packet are available for review by the public in the Community Development Department located at Calabasas City Hall, 100 Civic Center Way. City Hall Office hours are 7:30 a.m. to 5:30 p.m., Monday through Thursday and 7:30 a.m. - 2:00 p.m. every Friday. If you have any questions regarding a particular project or item please contact the project planner. If, due to disability, you require special accommodations to attend or participate in a Historic Preservation Commission meeting,

Historic Preservation Commission Agenda  
March 22, 2019

please contact the Community Development Department, (818) 224-1600, at least one business day prior to the scheduled meeting so staff may make arrangements to assist you.