

Chapter 2.28 - PLANNING COMMISSION<sup>[2]</sup>

**Sections:**

Footnotes:

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Prior ordinance history: Ords. 92-26, 95-92, 95-101 and 2002-174.

2.28.010 - Creation.

The planning commission of the City of Calabasas is established in accordance with the provisions of Government Code Section 65100, et seq.

(Ord. 2005-207 § 1 (part), 2005)

( [Ord. No. 2015-321, § 2](#), 4-8-2015)

2.28.020 - Membership.

- A. The commission shall consist of five (5) members and one (1) alternate, who shall be lawful residents of the city and electors during their respective terms of office. The city council shall appoint the alternate. The city council may reappoint the alternate to an unlimited number of terms.
- B. Commissioners nominated by individual councilmembers shall have a term lasting for the lesser of two (2) years or until the expiration of the term of the councilmember who nominated him or her. The alternate shall have a term lasting two (2) years. Notwithstanding the expiration of a term, a commissioner or alternate shall continue until his or her successor has been appointed.
- C. If a vacancy shall occur other than by expiration of a term, a new commissioner shall be appointed in the manner as set forth above and shall serve the unexpired portion of the term.
- D. The alternate may participate in deliberations, but shall not vote unless at least one (1) commissioner is absent or abstains from a matter due to an actual or potential conflict of interest.

(Ord. 2006-215 § 1, 2006; Ord. 2005-207 § 1 (part), 2005)

(Ord. No. 2010-274, § 1, 4-28-2010; [Ord. No. 2015-320, § 3](#), 2-11-2015; [Ord. No. 2015-321, § 2](#), 4-8-2015))

2.28.030 - Organization.

- A. The commission shall elect a chair and a vice chair from among its members, each for a term of one (1) year, at its first regular meeting of each year. No person shall serve more than two (2) successive terms in either office. The chair, or in the absence of the chair, the vice chair, shall preside over the meetings of the commission.
- B. The commission may appoint standing or ad hoc subcommittees from its membership and, with the consent of city council, may appoint advisory committees comprised of noncommissioners.
- C. With the consent of the city council, the commission may adopt rules and regulations for the transactions of its business.

- D. The community development director, or such other person as is designated by the city manager to do so, shall serve as secretary of the commission.

(Ord. 2005-207 § 1 (part), 2005)

( [Ord. No. 2015-321, § 2](#), 4-8-2015)

#### 2.28.040 - Duties.

The commission shall have the power and duty, except as otherwise provided by law, to:

- A. Prepare and recommend to the city council a comprehensive long-term general plan and amendments to that plan for the physical development of the city and of any land outside its boundaries which in the commission's judgment bears relation to the city's planning;
- B. Investigate and make recommendations to the city council regarding reasonable and practical means for effectuating the General Plan to guide the orderly growth and development of the city, and as a basis for the efficient expenditure of capital improvement funds relating to the subjects of the General Plan;
- C. Render an annual report to the city council on the status of the General Plan and progress in its application consistently with Government Code Section 65400;
- D. Review proposals for acquisition of property for street, park or other public purposes and report to the city council regarding the conformity of such acquisitions with the General Plan as required by Government Code Section 65402;
- E. Make recommendations to the city council regarding the adoption and amendment of specific plans;
- F. Hold public hearings on any proposed amendment to the city's zoning ordinance and render written recommendations to the city council;
- G. Hear and approve, conditionally approve or deny applications for conditional use, variances, subdivisions or other permits and approvals provided by the zoning and subdivision ordinances of the city, subject to appeal to the city council if and as authorized by this Code; and
- H. Perform other functions as provided by state law, this Code, or city council direction.

(Ord. 2005-207 § 1 (part), 2005)

( [Ord. No. 2015-321, § 2](#), 4-8-2015)

#### 2.28.050 - Regular meetings.

Regular meetings of the commission shall be held on the second and fourth Thursday of each month, or the next succeeding day which is not a holiday, at seven p.m., or at such other time as the commission may recommend and the city council may establish by resolution.

(Ord. 2005-207 § 1 (part), 2005)

( [Ord. No. 2015-321, § 2](#), 4-8-2015)

#### 2.28.060 - Reserved.

**Editor's note**— [Ord. No. 2015-321](#), § 2 adopted April 8, 2015, repealed § 2.28.060, which pertained to absence from meetings and derived from Ord. No. 2005-207, § 1(part), adopted in 2005.

2.28.070 - Compensation and expenses.

Each commissioner shall receive compensation in the amount of fifty dollars (\$50.00) for each commission meeting attended or such other amount as may be established by resolution of the city council. No additional compensation shall be paid to commissioners, but commissioners 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 commission or any commissioner, unless first authorized and approved by the city council.

(Ord. 2005-207 § 1 (part), 2005)

( [Ord. No. 2015-321, § 2](#), 4-8-2015)

2.28.080 - Appeal from commission decision.

- A. Commission decisions from which an appeal may be taken under this Code become final at five p.m. on the tenth business day after the decision unless, prior to that time, an appeal or call for review by the city council is filed in writing in the office of the city clerk, as provided for in this Chapter 2.28 and by Chapter 17.74. Nonappealable decisions are final when rendered.
- B. Appeals. Appeals may be initiated by:
  - 1. The applicant;
  - 2. An owner of real property, any part of which is located within five hundred (500) feet of the external boundaries of the subject property; or
  - 3. An individual who or organization that presented written or oral testimony to the commission at a public hearing on the matter from which the appeal is taken.
- C. Call for Review. As an additional safeguard to avoid results inconsistent with the purposes of this Code, any order, requirement, decision, determination, interpretation or ruling of the planning commission may be called up for city council review upon the written request of any two (2) members of the city council. A call for review for the purpose of waiving or reducing a fee is not an appropriate basis for making or granting a call for review.
- D. A timely appeal or call for review shall stay the decision and no permit may issue with respect to that decision until the city council has acted on the matter.
- E. The fee for an appeal of a commission decision shall be established from time to time by city council resolution.

(Ord. 2005-207 § 1 (part), 2005)

(Ord. No. 2010-265, § 1, 1-27-2010; [Ord. No. 2015-321, § 2](#), 4-8-2015; [Ord. No. 2016-334, § 1](#), 4-13-2016)