

Certified Local Government Program -- 2019-2020 Annual Report

(Reporting period is from October 1, 2019 through September 30, 2020)

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. 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: March 30, 2021

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_ARTIIISIPLPR_DE_ST_CH17.36HIPROR

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

1. During the reporting period, October 1, 2019 – September 30, 2020, 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.

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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 designated or eligible 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 designated or eligible 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 City of Calabasas 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? No Section 106 documents have been submitted to the City of Calabasas for review at this time.

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

A. Commission Membership

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Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Lynne Tracy	Owner/Counselor	12/2015	11/2021	lynnetracy@sbcglobal.net
Alan Ross	Capital Equipment Financing	4/2011	11/2020	Arross200@sbcglobal.net
Marty Fadaei	Real Estate Broker	1/2019	11/2021	martyfadaei@mac.com
Judy Jordan	Retired Educator	3/2008	11/2021	judyjordan@charter.net
Carol Steffen	Real Estate/Finance	1/2019	11/2021	Cs22620@gmail.com
Marth Sweeney	Realtor	4/2015	11/2021	Mduley26@sbcglobal.net
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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*

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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	tbartlett@cityofcalabasas.com

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alan Ross	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marty Fadaei	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
Judy Jordan	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carol Steffen	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Martha Sweeney	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Bartlett	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teal Pacyna	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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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.

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Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Judy Jordan	Effective Main Street Programs: What Works and What Doesn't Work	1 hour	California Preservation Foundation	5/20/2020
Carol Steffen	Building a Bullet-Proof Case for the Economic Benefits of Historic Preservation	1.5	California Preservation Foundation	10/12/2020
Teal Pacyna	Building a Bullet-Proof Case for the Economic Benefits of Historic Preservation	1.5	California Preservation Foundation	9/22/2020
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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.

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.)

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

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
Completed installation of bronze markers at all seven designated historic landmarks.	The City completed the installation of all seven historic markers at all of the designated historic landmarks within the City. Each site now has an informational plaque with the landmark name and brief history of the site.	07/01/2020

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ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

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.

A. CLG Inventory Program

During the reporting period (October 1, 2019-September 30, 2020) 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

1. During the reporting period (October 1, 2019-September 30, 2020) 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
2. 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

1. During the reporting period (October 1, 2019-September 30, 2020) did you have a Local Tax Incentives Program, such as the Mills Act? Yes No
2. 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 2019-2020	Total Number of Properties Benefiting From Program
Mills Act	None	<i>Click or tap here to enter text.</i>

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

1. During the reporting period (October 1, 2019-September 30, 2020) 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, 2019 to September 30, 2020? 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, 2019-September 30, 2020) 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, 2019 to September 30, 2020? None.

F. Local Property Acquisition Program

1. During the reporting period (October 1, 2019-September 30, 2020) 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, 2019 to September 30, 2020? Type here.

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

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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 remains to be 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? **We successfully completed the installation of all of our historic landmark plaques at all seven historic sites.**
- 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 2020-2021? **Our goals for the upcoming year are the following: 1.) Conduct an update to the historic resources survey, concentrating on previously identified sites noted as having significant potential. 2.) Perform a condition assessment and grant funding potential of the Masson House, a current historic site, in preparation for future renovations/repairs. 3.) Prepare nomination documents for consideration of the "Black Velvet" barn property, an eligible property, as a locally designated historic site. Lack of funding is a major constraint in accomplishing our goals for the next fiscal year but we will be actively looking for grant opportunities in order to reach our goals.**
- 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? **Grant funding and assistance with accomplishing our goals to resurvey our eligible properties and plan for repairs on a listed property .**
- 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
All the benefits that a property owner can expect for listing the property as historic beyond preserving the historic nature of the site.	Webinars, workshops or articles.

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

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