



CITY of CALABASAS

**Special Meeting**

**Historic Preservation Commission Meeting Minutes**

**Video/Telephone Conference**

Wednesday, June 2, 2021 6:00 P.M.

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

**MEETING MINUTES**

**Opening Matters:**

- Call to Order / Roll Call of Commission Members  
*With Chair Tracy absent, and at the request of Vice-chair Jordan, Staff member Bartlett called meeting to order at 6:10 p.m.  
HPC members present: Chair Tracy, Vice Chair Jordan; Commissioners Silverman, Steffen, and Fadaei.  
Staff present: City Planner Bartlett, Assistant City Engineer Holden, and Assistant Planner Pacyna.*
- Pledge of Allegiance  
*Commission members, staff, and meeting attendees joined in reciting the pledge.*
- Approval of Agenda  
*Motion made by Vice-Chair Jordan to approve the meeting agenda. Seconded by Commissioner Silverman. The meeting agenda was approved by unanimous vote.*
- Announcements and Introductions  
*(None.)*

**Oral Communications – Public Comment:**

For citizens wishing to address the Commission on matters not on the agenda.  
*(None.)*

**Consent Items:**

1. Approval of Minutes: March 30, 2021  
*Commissioner Steffen moved to approve the meeting minutes for the HPC meeting of March 30, 2021; Vice-Chair Jordan seconded the motion. The meeting minutes were approved by a 5 – 0 vote.*

**New Business:**

2. Old Town Sidewalk Renovation discussion.

*Staff member Bartlett presented to the Commission the overall scope and the various components of the Public Works improvement project within Old Town Calabasas. Tatiana Holden, Assistant City Engineer, responded to questions from Commission members regarding project.*

**Discussion and Informational Items:**

3. Updates to Historic Preservation Commission webpage to include new preservation resource links.

*Staff members Bartlett and Pacyna informed commissioners that City website under Historic Preservation Commission, now has resource links to all documents included in HPC binders.*

4. Updates to property records in City permitting software to identify and flag designated and eligible historic properties for City staff.

*Staff member Pacyna reported to the Commission that all properties within City limits that are deemed eligible or that are listed as historic, have now been flagged using the Community Development Department's permit software for internal notifications.*

5. Training for Members of the Historic Preservation Commission. **Training Module #2: Overview of Architectural Styles.**

*Staff member Bartlett presented to the Commission members Training Module #2 highlighting a variety of different architectural styles and periods, and identifying the key design elements pertinent to the various architectural styles.*

**Future Agenda Items and Reports:**

*Mr. Bartlett informed the Commission members of several potential items for consideration by the Commission at the next regular meeting. Staff member Bartlett notified Commissioners that inquiries regarding a memorial bench in Grape Arbor Park were made by several parties, but no official application has been made. Staff member Pacyna informed commissioners on the status of efforts to prepare an updated Historic Masson House Structural Conditions Report.*

**Adjournment:**

At 9:00 p.m. Chair Tracy adjourned the meeting to the next scheduled regular Historic Preservation Commission meeting of Wednesday, July 7, 2021 at 7:00 P.M.