

# 2020-2021 Annual Report

CERTIFIED LOCAL GOVERNMENT PROGRAM

City of Calabasas  
Community Development Department  
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Calabasas, Ca 91302  
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[www.cityofcalabasas.com](http://www.cityofcalabasas.com)

# Certified Local Government Program -- 2020-2021 Annual Report

(Reporting period is from October 1, 2020 through September 30, 2021)

**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 [info.calshpo@parks.ca.gov](mailto:info.calshpo@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:** April 6, 2022

## 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\\_ARTIIISIPLRDE\\_ST\\_CH17.36HIPROR](https://library.municode.com/ca/city_of_calabasas/codes/code_of_ordinances?nodeId=TIT17LAUSDE_ARTIIISIPLRDE_ST_CH17.36HIPROR)

#### B. New Local Landmark Designations (Comprehensive list of properties/districts designated during the reporting.

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1. During the reporting period, October 1, 2020 – September 30, 2021, 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?  No  Yes, in a separate historic preservation element.  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. <https://www.cityofcalabasas.com/home/showpublisheddocument/2689/637775783982970000>

## D. Review Responsibilities

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

- All projects subject to design review go the commission.
- 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

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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 historic preservation 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 can 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? When appropriate and necessary, section 106 documents are prepared by contracted experts in historic preservation, with input and review by, the Historic Preservation Officer. The City of Calabasas did not prepare any Section 106 documents during the reporting period.
- 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 prepared by, or 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	11/2022	<a href="mailto:lynnetracy@sbcglobal.net">lynnetracy@sbcglobal.net</a>
Marty Fadaei	Real Estate Broker	1/2019	1/2022	<a href="mailto:martyfadaei@mac.com">martyfadaei@mac.com</a>
Judy Jordan	Retired Educator	3/2008	11/2022	<a href="mailto:judyjordan7466@icloud.com">judyjordan7466@icloud.com</a>
Carol Steffen	Real Estate/ Finance	1/2019	11/2022	<a href="mailto:Cs22620@gmail.com">Cs22620@gmail.com</a>
Mark Silverman	Food Service Sales and Operations Management	2/2021	11/2022	<a href="mailto:Marksilverman55@gmail.com">Marksilverman55@gmail.com</a>
Alan Ross	Capital Equipment Financing	4/2011	1/2021	<a href="mailto:Arross200@sbcglobal.net">Arross200@sbcglobal.net</a>
Martha Sweeney	Realtor	4/2015	3/2021	<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.

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, knowledge of, 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 and received annual training 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

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## 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

Attach resumes and Statement of Qualifications forms for staff.

Name/Title	Discipline	Dept. Affiliation	Email Address
Tom Bartlett, AICP, City Planner	Historic Preservation, Planning, Planning Administration	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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marty Fadaei	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judy Jordan	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carol Steffen	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mark Silverman	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alan Ross	<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"/>
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Bartlett	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Teal Pacyna	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Commissioner/Staff Name	Training Title & Description (including method presentation, e.g., webinar, workshop)	Duration of Training	Training Provider	Date
Lynne Tracy	Introduction to Historic Preservation – Modules 1 & 2	3 hours	CLG Coordinator	3/30/21, 6/2/21
Marty Fadaei	Introduction to Historic Preservation – Modules 1 & 2	3 hours	CLG Coordinator	3/30/21, 6/2/21
Judy Jordan	Introduction to Historic Preservation – Modules 1 & 2	3 hours	CLG Coordinator	3/30/21, 6/2/21
Carol Steffen	Introduction to Historic Preservation – Modules 1 & 2	3 hours	CLG Coordinator	3/30/21, 6/2/21
Mark Silverman	Introduction to Historic Preservation – Modules 1 & 2	3 hours	CLG Coordinator	3/30/21, 6/2/21
Teal Pacyna	ArcGIS for Cultural Resources: An introduction and both Training Modules 1 & 2	4 hours	National Preservation Institute	3/16/21, 3/30/21, 6/2/21
Tom Bartlett	Introduction to Historic Preservation – Modules 1 & 2	6 hours	Training Provider	3/30/21, 6/2/21
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

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## 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
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? No new surveys or survey updates; existing survey is referenced regularly in regard to nearby development projects and potential impacts to identified eligible resources.

## 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.



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Item or Event	Description	Date
<a href="#">Updated existing Historic Preservation Commission homepage</a>  <a href="#">City Council's approval of Policies &amp; Procedures for Review and Acceptance of Donated Monuments, Memorials, Markers and Plaques.</a>	Historic Preservation Commission website was updated to include an organized list for current resources and links.  Establishing these policies and procedures provided City Council, City Staff, the Historical Preservation Commission (HPC) and the public with guidance for determinations of appropriateness, acceptance, placement, and maintenance of monuments, memorials, markers, and plaques proposed by outside entities or persons for placement on City property. (Relevance and significance to City's history a primary focus.)	6/2/2021  3/24/2021
<a href="#">Training Module 1: Introduction to Historic Preservation</a>  <a href="#">Training Module 2: Overview of Architectural Styles</a>	Training modules provided to commissioners on a televised and archived zoom meeting. The training modules were geared toward the basic concept of historic preservation, the purpose and function of the HPC, and focusing on the Secretary of the Interior's Standards and guidelines.	3/30/21, 6/2/21

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

### NOTE: OHP will forward this information to NPS on your behalf. CLG Inventory Program

During the reporting period (October 1, 2020-September 30, 2021) 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
None.	None.

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## A. 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 remain at seven.

## C. Local Tax Incentives Program

1. During the reporting period (October 1, 2020-September 30, 2021) 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, 2020 to September 30, 2021? N/A

Name of Program	Number of Properties Added During 2020-2021	Total Number of Properties Benefiting From Program
Mills Act	None	<i>Click or tap here to enter text.</i>

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

1. During the reporting period (October 1, 2020-September 30, 2021) 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, 2020 to September 30, 2021? N/A

Name of Program	Number of Properties that have Benefited
N/A	<i>Type here.</i>

## E. Design Review/Local Regulatory Program

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1. During the reporting period (October 1, 2020-September 30, 2021) 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, 2020 to September 30, 2021? None.

## F. Local Property Acquisition Program

1. During the reporting period (October 1, 2020--September 30, 2021) 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, 2020 to September 30, 2021 N/A

Name of Program	Number of Properties that have Benefited
N/A	Type here.

## **IN ADDITION TO THE MINIMUM CLG REQUIREMENTS, OHP IS INTERESTED IN YOUR FEEDBACK ABOUT THE RECENT CAMP TRAINING**

- Did anyone from your local government participate in the free CAMP training opportunities in Fall 2021? No.
- If yes, which training session(s) did you find the most informative and useful? N/A
- Whether or not you were able to take advantage of any of the CAMP trainings in 2021, would you like to see OHP to provide free additional CAMPs in the future? Yes, our Commissioners and staff would love to see more downloadable trainings available that can be accessed for free from home.

## **XII Attachments (electronic)**

## **Certified Local Government Program -- 2020-2021 Annual Report**

(Reporting period is from October 1, 2020 through September 30, 2021)

- 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: [info.calshpo@parks.ca.gov](mailto:info.calshpo@parks.ca.gov)

# Commissioner Resumes

2020-2021 CLG ANNUAL REPORT

# Alan R. Ross

Historic Preservation 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 (2019)

### **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 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.

# Carol Steffen

Historic Preservation Commissioner

## **A P P O I N T E D**

January 23, 2019

## **Q U A L I F I C A T I O N S**

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.

## **E D U C A T I O N**

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

University of California - Anderson School, Los Angeles

### **Bachelor of Science, Electrical Engineering**

Oregon State University, Corvallis OR

## **O C C U P A T I O N**

Broker Assistant – Sterling Financial

## **O T H E R O R G A N I Z A T I O N S I N V O L V E D W I T H**

Calabasas Historical Society

Los Angeles City Learning Lunch Program for the Homeless

San Fernando Valley Homeless Housing Group

## **C O N F E R E N C E S / T R A I N I N G A T T E N D E D**

### **Calabasas Historic Preservation Commission**

#### **Training Module 1: Introduction to Historic Preservation**

Historic Preservation Education, Calabasas, CA (March 2021)

#### **Training Module 2: Overview of Architectural Styles**

Historic Preservation Education, Calabasas, CA (June 2021)



**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 2022

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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

Historic Preservation 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**

#### **Training Module 1: Introduction to Historic Preservation**

Historic Preservation Education, Calabasas, CA (March 2021)

#### **Training Module 2: Overview of Architectural Styles**

Historic Preservation Education, Calabasas, CA (June 2021)

### **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)

**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.

# Lynne Tracy

Historic Preservation Commissioner

## **A P P O I N T E D**

December, 2015

## **Q U A L I F I C A T I O N S**

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.

## **E D U C A T I O N**

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

Azusa Pacific University

**Bachelor of Arts, Psychology**

University of California, Los Angeles, CA

## **O C C U P A T I O N**

Owner/Counselor

## **O T H E R O R G A N I Z A T I O N S I N V O L V E D W I T H**

Calabasas Environmental Commissioner 2009-2013

President, International Association of Rehabilitation Counselors 2013-2015

## **C O N F E R E N C E S / T R A I N I N G A T T E N D E D**

**Calabasas Historic Preservation Commission**

**Training Module 1: Introduction to Historic Preservation**

Historic Preservation Education, Calabasas, CA (March 2021)

**Training Module 2: Overview of Architectural Styles**

Historic Preservation Education, Calabasas, CA (June 2021)

**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 2022

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.

# Mark Silverman

Historic Preservation Commissioner

## APPOINTED

February 3, 2021

## QUALIFICATIONS

Commissioner Silverman is a 50-year and multi-generational member of the Calabasas community, and he regularly serves as a volunteer for the LA County Sheriff's Department. He has interests in historic preservation and hopes to combine his knowledge of public safety with local historical knowledge within the community.

## EDUCATION

### **Business Administration**

Pierce College, Woodland Hills, CA

### **Technology for Allied Personnel Certification**

American Institute of Baking, Manhattan, Kansas Baking

## OCCUPATION

Food Service Associate, Amazon Fresh

## OTHER ORGANIZATIONS INVOLVED WITH

Los Angeles County Sheriff Department – Volunteer

Families of Children with Autism and Special Needs – Member & Advocate

## CONFERENCES/TRAINING ATTENDED

### **Calabasas Historic Preservation Commission**

#### **Training Module 1: Introduction to Historic Preservation**

Historic Preservation Education, Calabasas, CA (March 2021)

#### **Training Module 2: Overview of Architectural Styles**

Historic Preservation Education, Calabasas, CA (June 2021)

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

Local Government City of Calabasas

Name of Commissioner Mark Silverman

Date of Appointment: February 2021

Date Term Expires: November 2022

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.

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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.

**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.

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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

Historic Preservation 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

#### **Training Module 1: Introduction to Historic Preservation**

Historic Preservation Education, Calabasas, CA (March 2021)

#### **Training Module 2: Overview of Architectural Styles**

Historic Preservation Education, Calabasas, CA (June 2021)

### **Office of Historic Preservation**

Preservation Education Workshop, Ojai, CA (2015)

### **Docent Training**

Malibu Creek State Park, (2009)

# Marty Fadai

Historic Preservation Commissioner

## **A P P O I N T E D**

January 23, 2019

## **Q U A L I F I C A T I O N S**

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.

## **E D U C A T I O N**

### **Associates in Arts Degree**

Austin Community College, Austin Texas

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

Capital City Trade and Technical School, Austin Texas

## **O C C U P A T I O N**

Real Estate & Mortgage Broker

## **O T H E R O R G A N I Z A T I O N S I N V O L V E D W I T H**

International Rotary Club of Calabasas

## **C O N F E R E N C E S / T R A I N I N G A T T E N D E D**

### **Calabasas Historic Preservation Commission**

#### **Training Module 1: Introduction to Historic Preservation**

Historic Preservation Education, Calabasas, CA (March 2021)

#### **Training Module 2: Overview of Architectural Styles**

Historic Preservation Education, Calabasas, CA (June 2021)

**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 2022

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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.

# Staff Resumes

2020-2021 CLG ANNUAL REPORT

# Teal Pacyna

Assistant Planner / Certified Local Government Support Staff

## QUALIFICATIONS

Ms. Pacyna became involved in Historic Preservation for the City of Calabasas beginning in 2019. Since 2019, she has been assisting the current Historic Preservation Officer and coordinator of the City of Calabasas with survey reviews, report updates, commission reports, and commission meeting minutes. She has experience doing preservation in the field from an internship in 2011 rehabilitating 19<sup>th</sup> century Cowell Lime Works worker cabins on UC Santa Cruz campus. She also has experience in the research field from a research project in 2012 on the importance of monuments, statues and memorials during modern German era during the 19<sup>th</sup> century.

## EDUCATION

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

University of California, Santa Cruz 2012

### **Bachelor of Arts, Environmental Science**

University of California, Santa Cruz 2012

## RELEVANT EMPLOYMENT

### **Planning Assistant (Consultant)**

**Community Development Department, City of Calabasas, Calabasas, CA**

January 2019 – Present

### **Permit Technician (Consultant)**

Community Development Department, City of Calabasas, Calabasas, CA

January 2017 – Present

## PROFESSIONAL AFFILIATIONS

American Historical Association

## OTHER QUALIFICATIONS

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

## CONFERENCES / TRAINING ATTENDED

### **National Preservation Institute**

ArcGIS for Cultural Resources: An Introduction (2021)

# PROFESSIONAL QUALIFICATION STANDARDS

Certified Local Government Professional Qualifications (36 CFR Part 61):

## HISTORY PROFESSIONAL QUALIFICATIONS

Local Government City of Calabasas

Name Teal Pacyna  
(Name of Commissioner or Staff)

Commissioner  Staff

Date of Appointment: 4/01/2019

Date Term Expires: N/A

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### 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

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

and

Two years full-time experience in history (check appropriate boxes below and attach explanation and dates)

research

writing

teaching

interpretation

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

With a professional institution

City of Calabasas

(specify institution)

academic institution

historical org./agency

museum

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

### Alternative B2

BA in 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.

# Teal Pacyna

Assistant Planner / Certified Local Government Support Staff

## **Alternative B1 Explanation**

Ms. Pacyna has been responsible for updating and collecting all the information for the required Certified Local Government (CLG) annual report. She assisted in the development of the Historic Preservation Commission (HPC) goals, a collection of resources for the HPC website and training materials each year.

# Tom Bartlett, AICP

City Planner / Historic Preservation Officer / Certified Local Government Coordinator

## QUALIFICATIONS

Mr. Bartlett has over thirty years of 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 (Principle Concentration: Land Use Planning; Minor Concentration: Historic Preservation)

### **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. (Avg. annual budget: \$4.3 million.) Supervised 25 professional planners and 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. Served as Mayor's liaison on a multi-jurisdictional project team overseeing the \$112 million, award-winning Central Indianapolis Waterfront Project.



**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 multiple successful federal planning grants; 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.

**Associate 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  
American Institute of Certified Planners

**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**

Certified Local Government Professional Qualifications (36 CFR Part 61):

**History Professional Qualifications**

Local Government City of Calabasas

Name Tom Bartlett Commissioner  Staff   
 (Name of Commissioner or Staff)

Date of Appointment: 4/01/2019 Date Term Expires: N/A

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Alternative A

MA or PhD in History

or

MA/MS or PhD in CRF  
Urban Planning  
 (specify field)

Alternative B1

BA in History

or

BA in CRF  
 \_\_\_\_\_  
 (specify field)

and

Two years full-time experience in history (check appropriate boxes below and attach explanation and dates)  
 \_\_\_ research  
 \_\_\_ writing  
 \_\_\_ teaching  
 \_\_\_ interpretation  
 \_\_\_ other (specify) \_\_\_\_\_

With a professional institution  
 \_\_\_\_\_  
 (specify institution)  
 \_\_\_ academic institution  
 \_\_\_ historical org./agency  
 \_\_\_ museum  
 \_\_\_ other (specify) \_\_\_\_\_

Alternative B2

BA in 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.

# Commission Minutes

2020-2021 CLG ANNUAL REPORT



CITY of CALABASAS

**Historic Preservation Commission Meeting Minutes**  
**Special Meeting**  
**Video/Telephone Conference**  
Wednesday, October 7, 6:00 P.M.  
[www.cityofcalabasas.com](http://www.cityofcalabasas.com)

**IMPORTANT NOTICE**  
**REGARDING THE HISTORIC PRESERVATION COMMISSION MEETING**

This meeting was conducted utilizing teleconferencing and electronic means consistent with Governor Newsom's Executive Order N-29-20, regarding the COVID-19 pandemic. The recording of the meeting may be viewed on the City's Granicus system: [http://calabasas.granicus.com/MediaPlayer.php?publish\\_id=44](http://calabasas.granicus.com/MediaPlayer.php?publish_id=44). In accordance with the Governor's Executive Order, the public was afforded the opportunity to participate in the meeting using the following steps:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89410947199?pwd=R0E2L3NNbFJUcUZpQWN3MzZXcmJ1UT09>

**Webinar ID: 859 5429 5960**

**Password: 021599**

Or iPhone one-tap :

US: +16699009128,,89410947199# or +13462487799,,89410947199#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799

International numbers available: <https://us02web.zoom.us/j/89410947199?pwd=R0E2L3NNbFJUcUZpQWN3MzZXcmJ1UT09>

**MEETING AGENDA**

**Opening Matters:**

- Call to Order / Roll Call of Commission Members  
*Chair Tracy called the meeting to order at 6:01 p.m.*  
*HPC members present: Chair Tracy; Commissioners Ross, Jordan, Fadaei, and Steffen. Absent: Commissioner Sweeney (excused).*  
*Staff present: City Planner Bartlett, Assistant Planner Pacyna.*

- Pledge of Allegiance  
*Commissioner Steffen lead her fellow commissioners and meeting attendees in the Pledge of Allegiance.*
- Approval of Agenda  
*Motion made by Commissioner Steffen to approve the meeting agenda. Seconded by Commissioner Ross. 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: August 25, 2020.  
*Commissiner Ross moved to approve the meeting minutes for the HPC meeting of August 25, 2020; Commissioner Jordan seconded the motion. The meeting minutes were approved by a 5 – 0 vote.*

**Discussion Items:**

2. (6:15 PM) Discussion of Goals for Next Certified Local Government Program Report.  
*Staff presented to the Commission members several possible goals for the FY 2020 – 2021 CLG period. The Commission members asked questions of staff and discussed the ideas and options.*
3. (6:45 PM) Report and discussion regarding two recently stolen historic site markers.  
*City Planner Bartlett reported to the Commission the unfortunate circumstance that within the first month of installation two of the nine new historic site markers had been removed – the upper Old Topanga Canyon Road marker was stolen, and the Bensoin House marker was removed and damaged (likely on purpose). Mr. Bartlett further explained that staff recommends not re-installing the upper Old Topanga Canyon Road marker due to the high probability of theft again. He reminded the Commission members that a lower Old Topanga Canyon Road marker still sits in City Hall, awaiting final approval and construction of the Wild Walnut Park renovation project, within which that marker will eventually be placed. He also*

*recommended that the Benson House marker be reinstalled in the same location, but in a manner that will be far more secure. By consensus the Commission members indicated agreement with staff's recommended approach.*

**Future Agenda Items and Reports:**

*Mr. Bartlett advised the Commission members of several potential items for consideration by the Commission at the next regular meeting.*

**Adjournment:**

At 7:39 p.m. Chair Tracy adjourned the meeting to the regular Historic Preservation Commission meeting of Wednesday, January 6, 2021 at 7:00 P.M. .



CITY of CALABASAS

**Special Meeting**

**Historic Preservation Commission Meeting Agenda**

**Video/Telephone Conference**

Tuesday, March 30, 2021 7:00 P.M.

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

**IMPORTANT NOTICE REGARDING THE MARCH 30, 2021  
HISTORIC PRESERVATION COMMISSION MEETING**

This meeting is being conducted utilizing teleconferencing and electronic means consistent with Governor Newsom's Executive Order N-29-20, regarding the COVID-19 pandemic. The live stream of the meeting may be viewed on the City's CTV Channel 3 and/or online at <http://www.cityofcalabasas.com/>. In accordance with the Governor's Executive Order, the public may participate in the meeting using the following steps:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85084171634?pwd=ZHc4YUkxeEhVbkV4b1VUY0JaMEtLUT09>

**WebID: 850 8417 1634**

**Passcode: 330265**

Or iPhone one-tap :

US: +16699009128,,85084171634# or +12532158782,,85084171634#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

International numbers available: <https://us02web.zoom.us/j/85084171634?pwd=ZHc4YUkxeEhVbkV4b1VUY0JaMEtLUT09>

**Please access a [Guide to Virtual Meeting Participation](#) (click on this link) for more information on how to join City Council or Commission meetings.**

Please press "Raise Hand" if you are joining via Zoom. Please press \*9 to raise your hand if you are joining via telephone.

## MEETING AGENDA

### Opening Matters:

- Call to Order / Roll Call of Commission Members  
*Staff member Bartlett called meeting to order at 7:10 p.m.*  
*HPC members present: Vice Chair Jordan; Commissioners Silverman, Steffen, and Fadaei. Absent: Commissioner Tracy (excused).*  
*Staff present: City planner Bartlett, Assistant Planner Pacyna.*
- Pledge of allegiance  
*Staff member Pacyna lead the commissioners and meeting attendees in the pledge.*
- Approval of Agenda  
*Motion made by commissioner 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.

### Consent Items:

1. Approval of Minutes: October 7, 2020  
*Commissioner Steffen moved to approve the meeting minutes for the HPC meeting of October 7, 2020; Commissioner Jordan seconded the motion. The meeting minutes were approved by a 3 – 0 vote.*

### New Business:

2. (7:15 PM) Review final draft of Certified Local Government (CLG) Program Annual Report for Federal FY 2019-20.  
*Commissioners had no comments.*
3. (7:45 PM) Introduction to Historic Preservation – Training Module 1.  
*Commissioners had no questions or comments.*
4. (8:15 PM) Updated Calabasas Historic Preservation Commission Handbook & Reference Guide  
*Commissioners had no questions regarding materials.*

### Discussion:

5. (8:20 PM) Discussion of Ideas for celebrating Calabasas' 30th Anniversary



*Commissioners gave several suggestions for historic related 30<sup>th</sup> anniversary ideas. Ideas included a historic landmark passport for the public, Geocaching at historic sites, location dependent walking audio tour of the historic sites in the City, and a historic photo contest.*

**Future Agenda Items and Reports:**

*Mr. Bartlett advised the Commission members of several potential items for consideration by the Commission at the next regular meeting. Next April meeting was cancelled. Staff member Bartlett notified Commissioners that policies and procedures for review and acceptance of Monuments, memorials, markers and plaques was approved by City Council on March 24, 2021.*

**Adjournment:**

At 8:39 p.m. Vice Chair Jordan adjourned the meeting to the regular Historic Preservation Commission meeting of Tuesday, March 30, 2021 at 7:00 P.M. .

Any person wishing to appeal a decision of the Historic Preservation Commission must do so within ten (10) days of the Commission action. Please contact the Community Development Department for information regarding the appeal process. If you challenge an 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. Please call or email the staff identified above, at least one (1) business day in advance to view project files. Files are not available for review the day of the hearing. Please note that all written correspondence submitted to the Department or Commission become City property and will not be returned. 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

**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  
*Chair Tracy, called meeting to order at 6:03 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.



CITY of CALABASAS

**Special Meeting**

**Historic Preservation Commission Meeting Minutes**

**Video/Telephone Conference**

Wednesday, September 22, 2021 6:00 P.M.

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

**MEETING MINUTES**

**Opening Matters:**

- Call to Order / Roll Call of Commission Members  
*HPC members present: Chair Tracy, Vice Chair Jordan; Commissioners Silverman, and Steffen.*  
*Staff Present: City Planner Bartlett, 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 meeting agenda. Seconded by Commissioner Silverman. The meeting agenda was approved by unanimous vote.*
- Announcements and Introductions from Commissioners  
*(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: June 2, 2021  
*Chair Tracy requested a correction on attendance to the last minutes in the call to order. Her name was added. Commissioner Silverman motioned to approve with correction and Commissioner Jordan seconded. The modified meeting agenda was approved by unanimous vote*

**New Business:**

2. Report on "National Velvet" Barn site visit by staff to document condition of the structure and speak with owner regarding possible listing of the structure as a local historic landmark.

*Staff Pacyna presented an update on the status of the National Velvet Barn site with a PowerPoint.*

### **Discussion and Informational Items:**

3. Update on Masson House rehabilitation efforts.

*Staff Pacyna presented an update on the Masson House structure. PowerPoint depicted a visual representation of the current condition of the structure and an explanation of details regarding an updated Historic Structures Report.*

4. Training for Members of the Historic Preservation Commission. **Commission Assistance and Mentoring Program (CAMP)** interactive online training offered through **California Office of Historic Preservation**.

*Staff Bartlett introduced the topic to the Commission and Staff Pacyna presented the various training opportunities available online.*

5. Inquiry received by staff on possible new restaurant use in Old Town Calabasas

*Staff Bartlett informed the Commission of a possible new tenant in Old Town Calabasas.*

### **Future Agenda Items:**

6. CLG Report FY 2020-2021 goals
7. CLG Report FY 2021-2022 upcoming goals

*Staff Bartlett informed the commission members that the next meeting was going to highlight the discussion of goals for the next CLG reporting period FY 2021-2022.*

### **Adjournment:**

Adjournment of the regular Historic Preservation Commission meeting of Wednesday, September 22, 2021 at 6:53 P.M.