



CITY of CALABASAS

**Architectural Review Panel  
Meeting Minutes**

Thursday, July 14, 2022, 3:00 P.M

Meeting Conducted Via Video/Teleconference  
[www.cityofcalabasas.com](http://www.cityofcalabasas.com)

Pursuant to Assembly Bill 361 and Government Code Section 54953, this meeting was conducted utilizing teleconferencing and electronic means. Consistent with the law, members of the Panel teleconferenced into the meeting without noticing each teleconference location from which a member participated in the meeting. Attending members of the public joined the meeting via Zoom teleconference using steps listed below:

**Opening Matters:**

- Call to Order:

Panel Chair Will Shepphird called the meeting to order at 3:06 P.M. Panel members in attendance included Camille Mugrdechian-Armen, Supriya Kulkarni, Sheida Moradi, Alan Dabach, and Chair Shepphird. Staff in attendance included City Planner Bartlett, Associate Planner Carr, and Associate Planner Rackerby.

- General Discussion: (None.)

**Review Item(s):**

1. **File No. APR-2021-018 (Continued from June 24, 2022):** Request for an Administrative Plan Review to remove the existing 245 SF wood trellis and replace with 560 SF Alumawood trellis for Rosti Tuscan Kitchen, located at 23663 Calabasas Rd (APN: 2068-002-025) within the Commercial Mixed Use (CMU) zoning district and Scenic Corridor (-SC) overlay zone.

Submitted by: George Boules  
Planner: Jaclyn Rackerby, Associate Planner  
(818) 224-1705  
[jrackerby@cityofcalabasas.com](mailto:jrackerby@cityofcalabasas.com)

Associate Planner Rackerby presented the revised project plans to the Panel. Members of the Panel asked questions of Ms. Rackerby, to which she provided responses. Members of the Panel asked questions of the applicant, Mr. Boules, to which he provided responses. Chair Shepphird requested a vote by the Panel members as to whether the project was suitable for proceeding to the Planning Commission; a unanimous favorable vote followed.

2. **File No. APR-2022-004, SGN-2022-011 (Continued from May 27, 2022):** Request for an Administrative Plan Review and Sign Permit for a new exterior awning and new signage located at 4776 Commons Way Suite A (APN:2068-003-023) within the Commercial, Mixed Use (CMU) zoning district.

Submitted by: Samira Squires (Applicant)  
Planner: Ryan Carr, Associate Planner  
(818) 224-1709  
[rcarr@cityofcalabasas.com](mailto:rcarr@cityofcalabasas.com)

Associate Planner Carr presented the revised project plans to the Panel. Members of the Panel asked questions of Mr. Carr, to which he provided responses. Members of the Panel asked questions of the applicant, Ms. Squires, as well as to other persons in attendance on behalf of the applicant (including Rob Cutbirth, Peg O'Brien, and Chris Robertson), all of whom provided responses. Chair Shepphird and other members of the Panel voiced continued concerns about the size and shape of the proposed awning – that even after the revisions made, the awning still appeared to be too bulky. The applicant agreed to further diminish the horizontal dimension of the awning so as to reduce the perceived bulkiness. Chair Shepphird requested a vote by the Panel members as to whether the project was suitable to proceed to the Planning Commission, provided that a final design would first be confirmed by a panel subcommittee of Ms. Mugrdechian-Armen and himself; a unanimous favorable vote followed.

**Adjournment:** At 5:08 P.M. Chair Shepphird adjourned the meeting to the Regular Meeting of the Architectural Review Panel on July 24, 2022 at 2:30 P.M., City Hall, Council Chambers, 100 Civic Center Way, or via teleconferencing as may be necessary due to on-going COVID-19 protocol.

Respectfully Submitted by:   
Tom Bartlett, City Planner

On September 23, 2022 these **Minutes** were APPROVED by an affirmative vote of the members present.



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Will Sheppard, Acting Chair

