

# Certified Local Government Program -- 2021-2022 Annual Report

(Reporting period is from October 1, 2021 through September 30, 2022)

**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 5, 2023

## 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., either as part of this report or under separate cover. **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 Historic Preservation Ordinance (Calabasas Municipal Code Chapter 17.36) was not revised this fiscal 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\\_ARTIISIPLRDEST\\_CH17.36HIPROR](https://library.municode.com/ca/city_of_calabasas/codes/code_of_ordinances?nodeId=TIT17LAUSDE_ARTIISIPLRDEST_CH17.36HIPROR)

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

1. During the reporting period, October 1, 2021 – September 30, 2022, 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	<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>

## 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.

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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 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 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 necessary and appropriate, 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.*

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

### A. Commission Membership

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>
Justin Ford	Biotechnology Development Consultant	04/2022	11/2022	<a href="mailto:jtford@outlook.com">jtford@outlook.com</a>
Carol Steffen	Real Estate/Finance	1/2019	11/2022	<a href="mailto:cs22620@gmail.com">cs22620@gmail.com</a>
Michael Heumann	Art Attorney and Advisor	2/2022	11/2022	<a href="mailto:michael.heumann.law@gmail.com">michael.heumann.law@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>
Judy Jordan	Retired Educator	3/2008	04/2022	<a href="mailto:judyjordan7466@icloud.com">judyjordan7466@icloud.com</a>
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.

Attach resumes and Statement of Professional Qualifications forms for all members.

1. If you do not have two qualified professionals on your commission, explain why the professional qualifications have not been met and how professional expertise is otherwise being provided. *Commissioner Michael Heumann is a qualified professional in the field of Art Law and Advisory, with many years of experience in the field and as a member of various organizations including the California Club Art Committee, Ethnic Arts Council, and Century City Arts Council. Additionally, the City Council chooses members who have an interest in, knowledge of, or experience with historic preservation. While some of 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*

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*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 archaeology).*

2. If all positions are not currently filled, why is there a vacancy, and when will the position 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*

Attach resumes and Statement of Professional 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.

*Commission meetings were held on January 5, 2022, April 6, 2022, and July 6, 2022. The regularly scheduled meeting for September 7, 2022 had to be rescheduled to October 5, 2022 due to lack of quorum.*

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 checked="" 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"/>
Justin Ford	<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"/>
Carol Steffen	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Heumann	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Silverman	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Judy Jordan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>
Teal Pacyna	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Bartlett	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

### D. Training Received

Indicate what training each commissioner and staff member has received. Remember it is a CLG requirement 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	Historic Preservation Bootcamp: Essential Training in Three Sessions	2 hours	California Preservation Foundation	9/22/2022
Justin Ford	Historic Preservation Bootcamp: Essential Training in Three Sessions	2 hours	California Preservation Foundation	9/22/2022
Carol Steffan	Historic Preservation Bootcamp: Essential Training in Three Sessions	2 hours	California Preservation Foundation	9/22/2022
Michael Heumann	Historic Preservation Bootcamp: Essential Training in Three Sessions	2 hours	California Preservation Foundation	9/22/2022
Mark Silverman	Historic Preservation Bootcamp: Essential Training in Three Sessions	2 hours	California Preservation Foundation	9/22/2022
Tom Bartlett	Historic Preservation Bootcamp: Essential Training in Three Sessions	2 hours	California Preservation Foundation	9/22/2022
Teal Pacyna	Historic Preservation Bootcamp: Essential Training in Three Sessions	2 hours	California Preservation Foundation	9/22/2022

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### **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.)

Context Name	Description	How it is Being Used	Date Submitted to OHP
None to Report	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 to Report	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

How are you using the survey data? *N/A*

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## 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
Historic Preservation Commission Agenda with Zoom Public Information	Each Historic Preservation Commission meeting had a Zoom link available to the public to join the meetings. Each HPC meeting was also televised.	1/5/22, 4/6/22, 7/6/22, 10/5/22
Old Town Calabasas Sidewalk Replacement Project	The Old Town Calabasas Sidewalk Replacement Project construction began on April 5, 2022, with input from the Historic Preservation Commission. Project page link: <a href="https://www.cityofcalabasas.com/our-city/current-projects/old-town-sidewalk-replacement-project">https://www.cityofcalabasas.com/our-city/current-projects/old-town-sidewalk-replacement-project</a>	4/5/22-9/26/22

## 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, 2021-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.



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Program area	Number of Properties added
None	None

**A. Local Register (i.e., Local Landmarks and Historic Districts) Program**

1. During the reporting period (October 1, 2021-September 30, 2022) 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, 2021 to September 30, 2022? *Registered properties remain at seven.*

**C. Local Tax Incentives Program**

1. During the reporting period (October 1, 2021-September 30, 2022) 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, 2021 to September 30, 2022? *N/A*

Name of Program	Number of Properties Added During 2021-2022	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, 2021-September 30, 2022) 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, 2021 to September 30, 2022? *N/A*

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

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## E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2021-September 30, 2022) 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, 2021--September 30, 2022) 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, 2021 to September 30, 2022? *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.*
  
- 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 like to see more downloadable trainings available that can be accessed for free from their homes or workplaces.*
  
- What are your top three topics for future training? *We would like to see future topics on California Historical Building Code, the Mills Act, and Historic Integrity.*

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