



CITY of CALABASAS

HISTORIC PRESERVATION COMMISSION AGENDA REPORT
MAY 17, 2023

TO: Members of the Historic Preservation Commission

FROM: Savina Johal, Assistant Planner

SUBJECT: Adoption of Resolution No. 2023-013, setting the regular meeting dates and times for the Commission

RECOMMENDATION: Adopt Resolution No. 2023-013, setting regular meetings of the Commission to occur at 6:00 p.m. on the third Wednesday of the month in January, April, July, and October of each year.

BACKGROUND:

The Calabasas Municipal Code Section 2.30.060 establishes the regular meeting dates of the Historic Preservation Commission (HPC) to be the second Wednesday of January, April, July, and October of each year. However, due to conflict with City Council Meetings also occurring on the second Wednesday of each month, HPC meetings have frequently been held on the first Wednesday, with such meetings noticed as “special meetings” (e.g., non-regular). Unfortunately, the first Wednesdays schedule has in turn coincided with many major holidays, often creating conflicts for most HPC meetings and resulting in the need to frequently reschedule the HPC meeting dates.

DISCUSSION/ANALYSIS:

On March 23, 2022, and notwithstanding the provisions in CMC section 2.30.060, the Calabasas City Council passed and approved Resolution No. 2022-1769, which establishes that City commission meetings shall not begin earlier than 6:00 p.m.; that commission meetings shall end no later than 10:00 p.m.; and otherwise establishing protocols and procedures for the conduct of commission meetings. The resolution of the City Council further stipulated that each City commission shall establish its own meeting schedule by resolution.

Therefore, with the intent to avoid conflicts with City Council meeting dates, as well as to avoid overlaps with major holidays, Staff proposes that the Commission consider a meeting schedule whereby regular meetings would occur quarterly (in the months of January, April,

July, and October of each year) on the third Wednesday of the month, at 6:00 p.m.

Accordingly, and consistent with the policies and direction provided by the City Council, the attached resolution will establish the dates and times for the Historic Preservation Commission regular meetings to occur quarterly on the third Wednesday of the month, at 6:00 p.m. in January, April, July, and October of each year, in the City Council Chambers at City Hall, 100 Civic Center Way.

RECOMMENDED ACTION BY THE COMMISSION:

Staff recommends that the historic Preservation Commission adopt Resolution No. 2023-013 to set the regular meeting dates and times for Commission meetings, as explained herein.

ATTACHMENTS:

Exhibit A: Resolution No. 2023-013