



CITY of CALABASAS

**Architectural Review Panel - Meeting Minutes**

Friday, August 25, 2023 at 2:30 PM

100 Civic Center Way

Calabasas, CA 91302

Hybrid Zoom Teleconference

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**Opening Matters:**

- Call to Order: Vice-Chair Mugerdechian-Armen called the meeting to order at 2:30 p.m. Present were Panel members Moradi and Dabach, and Vice-Chair Mugerdechian-Armen. Absent (excused) were Chair Shepphird and Panel member Kulkarni. Staff present included Director Klein and Planner Jaclyn Rackerby.
- Announcements and Introductions: Director Klein reminded the Panel members that all of their terms expire on October 30, 2023.

**Oral Communication – Public Comment:** None.

**Consent Items:**

1. Approval of the Minutes: June 23, 2023  
Vice-Chair Mugerdechian-Armen moved for approval; Panel member Dabach seconded the motion. Minutes were approved by a 3 – 0 vote.

**Review Item(s):**

2. **File No. SPR-2020-002:** Application for a Site Plan Review to allow for construction of a new 1,470 square-foot single-family dwelling and attached 799 square-foot Accessory Dwelling Unit on a vacant 4,906 square-foot legal lot located at 3462 Lilac Trail, in the Rural Residential (RR) zoning district and the Calabasas Highlands (CH) overlay zoning district.

Submitted by: Norman Dornfest, Property Owner  
Planner: Thomas Bartlett, AICP, City Planner

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Director Klein provided an overview of the Site Plan Review findings, as stipulated in the Municipal Code. Project Architect Jeff Sheldon presented the project to the ARP. The Panel members asked questions of Mr. Sheldon, and the property owner, Norman Dornfest. Issues discussed included fire access, landscaping, roof lines, and color selection. The Panel noted that the neighborhood is made up of one-story to three-story homes and that the proposed project is consistent with the neighborhood. A motion was made by Panel member Dabach, seconded by Panel member Moradi, to recommend approval of the project as being compatible with the surrounding neighborhood, subject to the following requests and revisions:

1. Provide the Planning Commission with a 3-dimensional massing model, with details (not merely a block diagram).
2. Review the proposed roof profile, and seek a way to balance all sides of the building, possibly by changing to a double-hipped profile, or by adding a dormer.
3. Warm up the colors for the stucco walls, similar to the colors shown on the front façade rendering.
4. Provide additional cross-sections that depict the proposed structure profile in relation to adjacent properties and structures.
5. Provide details and/or specifications for windows and the garage door.
6. Vice-Chair Mugardechian-Armen shall review the amended plans to confirm incorporation of the revisions requested by the Panel.

Based on the foregoing, the Panel voted 3 – 0 to recommend the project for Planning Commission review and approval.

**Adjournment.** At 3:45 p.m. Vice-Chair Mugardechian-Armen adjourned the meeting to the Regular Meeting of the Architectural Review Panel on September 22, 2023 at 2:30 P.M., City Hall, Council Chambers, 100 Civic Center Way.