

2022-2023 Annual Report

CERTIFIED LOCAL GOVERNMENT PROGRAM

City of Calabasas
Community Development Department
100 Civic Center Way
Calabasas, Ca 91302
T: (818)224 1600
F: (818)225-7329

www.cityofcalabasas.com

Certified Local Government Program -- 2022-2023 Annual Report

(Reporting period is from October 1, 2022, through September 30, 2023)

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. 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:** February 21, 2024

MINIMUM REQUIREMENTS FOR CERTIFICATION

I. Enforce Appropriate State or Local Legislation for the Designation and Protection of Historic Properties.

A. Preservation Laws

1. Are you considering amending or revising your certified ordinance this year?

REMINDER: Pursuant to the CLG Agreement, the Office of Historic Preservation (OHP) must have the opportunity to review and comment on ordinance changes prior to adoption. Please communicate directly with the OHP Local Government Unit staff to coordinate the review. 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_ARTIIISIPRDE_ST_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, 2022 – September 30, 2023, 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.

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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 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 proposed.

2. California Environmental Quality Act (CEQA)

- Explain the historic preservation staff and commission role 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 provides input to the project planner and other City departments on CEQA issues concerning potential impacts to 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.
- Explain the staff and commission role 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

- Explain the staff and commission role 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 prepared six Section 106 documents during the reporting period.
- Explain the staff and commission role in *reviewing* Section 106 documents for projects that are proposed within the jurisdiction of the local government? Section 106 documents are reviewed by the Historic Preservation Officer.

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

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A. Commission Membership

Name	Professional Discipline	Date Appointed	Date Term Ends	Email Address
Mark Silverman	Food Service Sales and Operations Management	2/2021	11/2024	Marksilverman55@gmail.com
Michael Heumann	Art Attorney and Advisor	2/2022	11/2024	michael.heumann.law@gmail.com
Justin Ford	Biotechnology Development Consultant	4/2022	11/2024	iford@outlook.com
Matthew Huzaineh	Attorney	2/2023	11/2024	huzainehm@gmail.com
Carol Steffen	Real Estate/Finance	1/2019	11/2024	cs22620@gmail.com
Lynne Tracy	Owner/Counselor	12/2015	11/2023	lynnetracy@sbcglobal.net
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. 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 fully 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

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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
2. If not, please provide the Commission staff member's contact information. N/A
3. 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, ACIP, City Planner	Historic Preservation, Planning, Planning Administration	Community Development	tbartlett@cityofcalabasas.com

C. Attendance Record

Please complete the commission meeting attendance chart for each commissioner and staff member. Commissions are required to meet a minimum of four times a year. If you haven't met at least four times, explain why not. N/A

Commissioner/Staff	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Mark Silverman	<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"/>	<input type="checkbox"/>
Michael Huemann	<input checked="" 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"/>	<input type="checkbox"/>
Justin Ford	<input checked="" 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"/>	<input type="checkbox"/>
Matthew Huzaineh	<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"/>	<input type="checkbox"/>
Carol Steffen	<input checked="" 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"/>	<input type="checkbox"/>
Tom Bartlett	<input checked="" 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"/>	<input type="checkbox"/>
Teal Pacyna	<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"/>
Savina Johal	<input checked="" 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"/>	<input type="checkbox"/>

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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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type here.	<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"/>

D. Training Received

Please indicate the specific training each commissioner received last year.

Reminder: 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
Michael Huemann	Historic Preservation Bootcamp for Local Government	3hrs	California Preservation Foundation	11/10/2022
Carol Steffen	Historic Preservation Bootcamp for Local Government	3hrs	California Preservation Foundation	11/10/2022
Justin Ford	Historic Preservation Bootcamp for Local Government	3hrs	California Preservation Foundation	11/10/2022
Mark Silverman	Historic Preservation Bootcamp for Local Government (recorded)	3hrs	California Preservation Foundation	11/10/2022
Tom Bartlett	Historic Preservation Bootcamp for Local Government	3hrs	California Preservation Foundation	11/10/2022
Teal Pacyna	Historic Preservation Bootcamp for Local Government	6hrs	California Preservation Foundation	11/10/2022

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Savina Johal	Historic Preservation Bootcamp for Local Government	6hrs	California Preservation Foundation	11/10/2022
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

A. Historical Contexts: initiated, researched, or developed in the reporting year (excluding those funded by the OHP)

Reminder: California CLG procedures require CLGs to submit survey results, including historic contexts, to the 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 the 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 the 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 the OHP
None.	Type here.	Type here.	Type here.	Type here.	Type here.	Type here.

Explain how you are 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.

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IV. Provide for Adequate Public Participation in the Local Historic Preservation Program

A. Public Education

Has your CLG undertaken any public outreach, training, or publications programs this year? How were the commissioners and staff involved? Please provide an electronic link to all publications or other products not previously provided to the OHP.

Item or Event	Description	Date
Old Town Banners – Conceptual Design	Commissioners and Staff collaborated with Public Works to bring attention to the historic landmarks of Calabasas through streetlight City banners.	10/5/2022

ADDITIONAL INFORMATION FOR NATIONAL PARK SERVICE ANNUAL PRODUCTS REPORTS FOR CLGS

During the reporting period (October 1, 2022 – September 30, 2023) 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. This includes the National Register, California Register, California Historical Landmarks, locally funded surveys, CLG surveys, and local designations.

Program area	Number of Properties added
N/A	Type here.

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

1. During the reporting period (October 1, 2022 – September 30, 2023) 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

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2. If yes, how many properties have been added to your register or designated from October 1, 2022, to September 30, 2023? Registered properties remain at seven.

C. Local Property Tax Incentive Program

1. During the reporting period (October 1, 2022 – September 30, 2023) did you have a Mills Act program? Yes No
2. If yes, how many properties entered into a contract from October 1, 2022, to September 30, 2023? N/A

Name of Program	Number of Properties Added During 2022-2023	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, 2022 – September 30, 2023) did you have a local government historic preservation grant and/or loan program for rehabilitating/restoring historic properties? Yes No
2. If yes, how many properties have been assisted under the program(s) from October 1, 2022, to September 30, 2023?

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

E. Design Review/Local Regulatory Program

1. During the reporting period (October 1, 2022 – September 30, 2023) 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 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, 2022, to September 30, 2023? None.

F. Local Property Acquisition Program

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1. During the reporting period (October 1, 2022 – September 30, 2023) 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, 2022, to September 30, 2023? N/A

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

IN ADDITION TO THE MINIMUM CLG REQUIREMENT THE OHP IS INTERESTED IN YOUR TRAINING NEEDS

- Whether or not you were able to participate in any of the free CAMP trainings in 2021, would you like to see the OHP fund CAMPS from the NAPC in the future?
 - Yes.
- What are your top three topics for future training provided by the OHP?
 1. Thresholds for determinations of significant impacts to historic resources.
 2. Contributing factors for historic resource importance and significance as necessary to support listing on local, state, and national registers.

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

Staff Resumes

2022-2023 CLG ANNUAL REPORT

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

California Preservation Foundation

Historic Preservation Bootcamp: Essential Training in Three Sessions, Webinar (2022)

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

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. 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. Commission membership may also include lay members who have demonstrated special interests, competence, experience, or knowledge in historic preservation. **In addition to completing the form below for any commission member or staff who meets the requirements for this profession, please attach a resume for this individual.**

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.

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 19th 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 19th 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

California Preservation Foundation

Historic Preservation Bootcamp: Essential Training in Three Sessions, Webinar (2022)

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.

Commission Minutes

2022-2023 CLG ANNUAL REPORT



CITY of CALABASAS

Historic Preservation Commission Meeting Agenda

Special Meeting

Video/Telephone Conference

Wednesday, February 15, 2023 6:00 P.M.

www.cityofcalabasas.com

MEETING MINUTES

Opening Matters:

- Call to Order / Roll Call of Commission Members
HPC members present: Chair Steffen, Vice Chair Silverman, Commissioners Heumann, Ford and Huzaineh.
Staff Present: City Planner Bartlett
- Pledge of Allegiance: Commissioner Ford led commission members and staff in reciting the pledge
- Approval of Agenda: Commissioner Heumann moved, seconded by Commissioner Huzaineh, to approve the agenda.

Motion Carried: 5/0

- Announcements and Introductions from Commissioners:
City Planner Bartlett introduced the new HPC commissioner, Matthew Huzaineh, to the commission. Mr. Huzaineh, who served on the Traffic and Transportation Commission for several years is a lifelong resident of Calabasas and works as a corporate attorney.

Reorganization of the Commission:

In accordance with Calabasas Municipal Code section 2.30.040 the Historic Preservation Commission “shall elect a chair and vice chair from among its members for a term of one (1) year, at its first regular meeting of each year.” Following the elections of a Commission chair and vice chair, the newly elected chair will preside over the remainder of this meeting.

Vice-Chair Silverman was selected as Chair and Commissioner Heumann was selected to serve as Vice-Chair.

Oral Communications – Public Comment:

For citizens wishing to address the Commission on matters not on the agenda. From the public, Marie Londine and Evelyn Londine had a comment that was not on the agenda.

Consent Items:

1. Approval of Minutes: October 5, 2022

Commissioner Ford motioned to approve the minutes and Commission Heumann seconded the motion to approve the minutes, with two spelling corrections which were highlighted by Commissioner Steffen.

Motion Carried: 4/1.

New Business:

2. Review of the draft Certified Local Government Annual Report.

Staff presented the draft Certified Local Government Annual Report to the Commission.

The Commissioners asked questions of Staff.

(No actions were required of the Commission)

Future Agenda Items and Report from the Historic Preservation Officer

3. Potential Future Agenda Items.

Commissioner Heumann asked if materials could be provided to Commissioners on Westridge tract and responsible architect William Pauli. Staff Bartlett stated that an informational staff memo would be provided to Commissioners via email with all relevant information.

Commissioner Heumann asked if Staff could investigate the possibility of recognizing the oak tree within the Leonis Courtyard Plaza in Old Town Calabasas, and asked that the Commission discuss it at a future meeting.

Commissioner Steffen asked for information on the cattle crossing and National Velvet barn to determine if those sites would benefit from an updated survey. Staff stated that possible resurvey options will be evaluated for some of the historic resources in the City.

Adjournment:

Adjournment to the regular Historic Preservation Commission meeting of Wednesday, April 5, 2023 at 6:00 P.M.



CITY of CALABASAS

Historic Preservation Commission Meeting Agenda

Special Meeting

Video/Telephone Conference

Wednesday, May 17, 2023 6:00 P.M.

www.cityofcalabasas.com

MEETING MINUTES

Opening Matters:

- Call to Order / Roll Call of Commission Members
HPC members present: Chair Silverman, Vice Chair Heumann, Commissioners Steffan, Ford and Huzaineh.
Staff Present: City Planner Bartlett and Assistant Planner Johal
- Pledge of Allegiance: *Commissioner Ford led commission members and staff in reciting the pledge*
- Approval of Agenda: *Commissioner Heumann moved, seconded by Commissioner Ford, to approve the agenda.*
Motion Carried: 5/0
- 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: May 17, 2023

Commissioner Huemann motioned to approve the minutes and Commissioner Ford seconded the motion. The meeting minutes were approved by unanimous vote.

New Business:

2. Investigation of Oak Tree in Old Town for eligibility consideration

City Planner Bartlett presented to the Commission information about the Heritage Oak Tree located at 23556 Calabasas Rd, including its physical characteristics and an estimate of its age.

The Commission asked questions of Staff, and expressed a desire to explore options for installing informational signage in front of the Oak Tree.

(No actions were required of the Commission).

3. Discussion on potential survey of eligible historic properties

City Planner Bartlett presented to the Commission an update to the City's ongoing effort to potentially re-survey eligible historic properties. The presentation included information provided to the City on the scope and cost of the re-survey.

The Commission asked questions of Staff, and discussed the potential re-survey. The Commission expressed interest in reaching a "middle ground" on the scope of the re-survey due to cost and resource investment.

(No actions were required of the Commission).

4. Resolution No. 2023-013 setting the regular meeting dates for the Commission

Assistant Planner Johal presented Resolution No. 2023-013 to the Commission, which would set the regular meeting times of the HPC to the third Wednesday of January, April, July and October to avoid conflicts with City Council meetings and major holidays.

Commissioner Huzaineh motioned to approve the Resolution and Commissioner Steffan seconded the motion. Motion carried 5/0 and the Resolution was adopted.

Future Agenda Items and Report from the Historic Preservation Officer

5. Potential Future Agenda Items.

Commissioner Heumann discussed the potential to place 3 placards on the sidewalk in front of the Oak Tree in Old Town Calabasas. The Commission asked Staff to investigate what potential signage could possibly look like.

Commissioner Huzaineh discussed an idea for a memorial to Kobe Bryant, and there was interest in the idea among the other Commissioners.

Commissioners discussed re-visiting the topic of the Masson House and the potential for using graduate students to assist with cataloguing the contents of the house.

Adjournment:

Adjournment to the regular Historic Preservation Commission meeting of Wednesday, July 19, 2023 at 6:00 P.M.



CITY of CALABASAS

Special Meeting
Historic Preservation Commission
Video/Telephone Conference
Wednesday, July 6, 2022 6:00 P.M.
www.cityofcalabasas.com

MEETING MINUTES

Opening Matters:

- **Call to Order / Roll Call of Commission Members**
HPC members present: Chair Steffen, Vice Chair Silverman, Commissioners Heumann, Ford, and Tracy.
Staff Present: City Planner Bartlett, and Assistant Planner Pacyna.
- **Pledge of Allegiance**
Commissioner Silverman led commission members and staff in reciting the pledge.
- **Approval of Agenda**
Motion made by Commissioner Tracy to approve meeting agenda. Seconded by Commissioner Heumann. 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: April 6, 2022

Commissioner Tracy motioned to approve the meeting minutes and Commissioner Heumann seconded. The meeting minutes were approved by unanimous vote.

New Business:

2. Welcome to new Historic Preservation Commissioner Ford
Commission members Steffen, Silverman, Tracy and Heumann all welcomed Commissioner Ford. Commissioner Ford provided his fellow Commissioners with a brief summary of his background.
3. Resolution No. 2022-012 setting the regular meeting dates and times for Commission
Chair Steffen motioned to adopt Resolution No. 2022.012, to change the start time of Historic Preservation Commission to 6:00 p.m. The Resolution was adopted by unanimous vote.

Discussion and Informational Items:

4. Update on the progress of the Historic Structure Report for Masson House
Assistant Planner Pacyna presented an update on the status of the historic structures report with background included.

Future Agenda Items and Report from the Historic Preservation Officer

5. Potential Future Agenda Items.

Potential future agenda items discussed by members of the Commission included:

- *Status report on Old Town Calabasas Sidewalk improvements;*
- *An update on the Masson House historic structures report;*
- *Discussion of how best to re-survey eligible historic resources and whether to establish a priority landmark designation order as a survey outcome (to include particularly the Park Moderne Pump House); and,*
- *Discussion of preferential curatorial approaches for retelling of Calabasas history within the rehabilitated Masson House (with such re-telling to include local pre-history in addition to the more contemporary history of the city).*

Adjournment:

At 7:23PM Chair Steffen adjourned the meeting to the next regular Historic Preservation Commission meeting of Wednesday, October 5, 2022 at 6:00 P.M.



CITY of CALABASAS

**Historic Preservation Commission
Video/Telephone Conference**

Wednesday, October 5, 2022, 6:00 P.M.

www.cityofcalabasas.com

MEETING MINUTES

Opening Matters:

▪ **Call to Order / Roll Call of Commission Members**

HPC members present: Chair Steffen; Commissioners Ford, Tracy, and Heumann.

Staff Present: City Planner Bartlett, Assistant Planner Pacyna, and Assistant Planner Johal

▪ **Pledge of Allegiance**

Commission members, staff, and meeting attendees joined in reciting the pledge.

▪ **Approval of Agenda**

Motion made by Commissioner Heumann to approve meeting agenda. Seconded by Commissioner Ford. The meeting agenda was approved by unanimous vote.

▪ **Announcements and Introductions from Commissioners**

Chair Steffen noted that she attended the training offered by the California Preservation Foundation in September 2022. City Planner Bartlett introduced Assistant Planner Johal as a new staff liason to the Historic Preservation Commission.

Oral Communications – Public Comment:

For citizens wishing to address the Commission on matters not on the agenda.
(None.)

Consent Items:

1. Approval of Minutes: July 6, 2022

Commissioner Tracy motioned to approve the meeting minutes and Commissioner Heumann seconded. The meeting minutes were approved by unanimous vote.

New Business:

2. Banner Options for Old Town Calabasas. *Assistant Planner Pacyna and City Planner Bartlett presented to the Commissioners the banner options for the Leonis Adobe, Kramer Store, and Welcome Banner for Old Town Calabasas. Commissioners discussed the font and designs presented and chose from the options presented, and offered suggestions for improvements.*

Discussion and Informational Items:

3. Update on the Old Town Calabasas sidewalk improvements project. *Assistant Planner Pacyna presented to the Commission updates and photos of the ongoing Old Town Calabasas sidewalk improvement project, and responded to questions and concerns from the Commissioners.*
4. Update on the progress of the draft Historic Structure Report update for the historic Masson House. *City Planner Bartlett presented to the Commission an update on the Historic Structure Report update prepared for the Masson House, including preliminary estimated costs and substantial issues identified. City Planner Bartlett responded to the Commissioners' questions, and stated that a final report is expected prior to the next Commission meeting.*

Future Agenda Items and Report from the Historic Preservation Officer:

5. CLG Report FY 2021-2022

Adjournment:

Chair Steffen adjourned the meeting to the regular Historic Preservation Commission meeting of Wednesday, January 4, 2023 at 6:00 PM.

Publications

2022-2023 CLG ANNUAL REPORT

Historic Preservation Commission

Street Light Banners

Wednesday October 5, 2022



October 5, 2022

Historic Preservation Commission



CITY of CALABASAS

Old Town Calabasas

- Calabasas Road
- 39 Light Poles
 - 20 poles on north side
 - 19 poles on south side
- Three Final Designs
- Promotion of Old Town Plus Events
 - Pumpkin Festival
 - 4th of July



October 5, 2022

Historic Preservation Commission



CITY of CALABASAS

Banner - Criteria

- Old West Town Theme
 - Dimensions: 24" X 42"
 - Year-round banner designs
 - Historic Calabasas logo
- incorporated into design



October 5, 2022

Historic Preservation Commission



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Design Options – Welcome Banner

Group #1

A



B



October 5, 2022

Historic Preservation Commission



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Design Options – Leonis Adobe

Group #2



A



B

October 5, 2022

Historic Preservation Commission



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Design Options – Kramer Store

Group #3



October 5, 2022

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Design Options – Font



October 5, 2022

Historic Preservation Commission



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