



CITY of CALABASAS

**MINUTES OF A REGULAR MEETING OF THE  
PLANNING COMMISSION OF THE CITY OF CALABASAS  
CALIFORNIA, HELD THURSDAY APRIL 18, 2024 AT 6:00PM**

**Opening Matters:**

**Call to Order/Roll Call of the Commissioners**

Chair Fassberg called the meeting to order at 6:00 PM in the City Council Chambers, 100 Civic Center Way, Calabasas, CA.

Present: Chair Fassberg, Vice Chair Harrison, Commissioners Washburn, Lia, and Huzaineh.

Absent: Alternate Commissioner Mueller

Staff: Michael Klein, Community Development Director; Tom Bartlett, City Planner; Glenn Michitsch, Senior Planner; Joel Hayes, Associate Planner; and Vernetra Gavin, Assistant City Attorney.

Mayors Youth Council Liaisons: Noah Weintraub

**Pledge of Allegiance**

The Pledge of Allegiance was led by Vice Chair Harrison.

**Approval of Agenda**

Commissioner Washburn moved to approve the meeting agenda of April 18, 2024; Vice Chair Harrison, seconded the motion.

Ayes: Chair Fassberg, Vice Chair Harrison, Commissioners Lia, Huzaineh and Washburn

Noes: None

Absent: Commissioner Mueller

Abstained: None  
Motion Carried: 5/0

**Announcements and Introductions:**

Vice Chair Harrison wished those that celebrate a Happy Passover. Commissioner Washburn wished everyone a Happy Earth Day and Commissioner Huzaineh welcomed Assistant City Attorney Gavin back to the Planning Commission following her leave.

**Oral Communications Public Comment:**

For persons wishing to address the Planning Commission on matters applicable to the Commission but not on the agenda.

None

**Consent Items:**

1. Approval of meeting minutes: March 21, 2024.

Following discussion, Commissioner Huzaineh moved to approve the March 21, 2024 minutes, Commissioner Washburn seconded the motion.

Ayes: Chair Fassberg, Vice Chair Harrison, Commissioners Lia, Huzaineh and Washburn  
Noes: None  
Absent: Commissioner Mueller  
Abstained: None  
Motion Carried: 5/0

**Public Hearing Item(s):**

2. **File No(s): SPR-2023-016 and OTP-2024-004:** Request for a Site Plan Review and Oak Tree Permit for a new 2,268 square-foot two-story single-family home with an attached garage, maximum 6-foot-high retaining walls, hardscape and landscape, located at 23616 Valley View, in the Rural Community-Calabasas Highlands (RC-CH) zoning district

Senior Planner Michitsch made a Power Point presentation on the project.

The Commission asked questions of Senior Planner Michitsch.

At 6:29 PM Chair Fassberg opened the public hearing.

Speakers: Will Shepphird, Project Architect. The Commission directed questions to Mr. Shepphird and he addressed issues such as the location of trash bins, disturbance to oak trees, easements and parking for construction activities.

Additional speakers: Patricia Vetter and Joanna Gaye Polak.

At 7:11 PM Chair Fassberg closed the public hearing.

Following further discussion, Vice Chair Harrison moved to approve the project, inclusive of Mr. Shepphird's agreement to change the placement of the trash enclosure and the rain water cistern.

At 7:16 PM, Chair Fassberg reopened the public hearing in order to further discuss the location of the project cistern. It was suggested that language be included in the resolution which states: "to the extent feasible, the cistern should be located outside the canopy of oaks trees remaining on the site".

At 7:18 PM, Chair Fassberg closed the public hearing.

Following discussion with Staff, Director Klein indicated that in the resolution of approval, final conditions would be drafted adding provisions to include moving the trash enclosure to the east, and relocating the cistern outside of the canopy of oak trees.

Commissioner Washburn, seconded the motion of approval.

Ayes: Chair Fassberg, Vice Chair Harrison, Commissioners Huzaineh, Washburn and Lia

Noes: None

Absent: Commissioner Mueller

Abstained: None

Motion carried: 5/0

**Discussion Item(s):**

Discuss and Provide Recommendations for consideration by the City Council regarding the following General Plan Housing Element Implementation Programs: 1) Pre-Approved plans for Accessory Dwelling Units; 2) Objective design standards for residential development projects; and, 3) Standards and processing requirements for adaptive reuse projects.

City Planner Bartlett made a Power Point presentation to the Commission, highlighting 3 housing programs, the City committed to as part of the City of Calabasas General Plan 2021-2029:

- 1) Pre-approved ADU plans
- 2) Objective design standards for residential projects
- 3) Adaptive Reuse Standards

The Commission asked questions of City Planner Bartlett and Community Development Director Klein.

Following discussion, the Commission found the approach used by the City of Agoura for pre-approved ADU plans made available to residents at no cost, to be the best example to adapt for use in the City of Calabasas. The City of Agoura provides ADU plans that designers can use to plot them onsite.

The Commission excluded JADU plans due to the complexity, considering that JADU's must share a common wall with the main residence.

The Commission moved on to discuss objective design standards for Residential multi-family and mixed-use projects.

They identified the design standards of the City of Agoura, City of San Mateo and City of Los Gatos as framework to use in creation of a hybrid model customized to the City of Calabasas.

The Commission continued the discussion of the objective design standards to May 2, 2024, to discuss the components in more detail and in conjunction to adaptive reuse standards.

**Reports by the Director and Planning Commission:**

3. Director's Report: Director Klein stated that the Housing Programs discussion would be continued to the May 2<sup>nd</sup> Commission meeting, as well as a resolution of approval for the project at 23616 Valley View.

Additionally, he introduced Joel Hayes to the Commission. Mr. Hayes is the new Associate Planner in the Community Development Department.

4. Reports from Members of the Planning Commission: Commissioner Washburn mentioned that there is a manufactured home convention in Texas in May. He mentioned it may be of interest in case future manufactured home projects are presented to the Commission.

**Adjournment:**

Commissioner Washburn moved to adjourn and Commissioner Lia, seconded the motion.

At 8:46 PM, Chair Fassberg adjourned to the next regularly scheduled meeting of the Planning Commission on May 2, 2024.

*These minutes reflect the actions taken by the Planning Commission at its meeting of April 18, 2024. For more information, or to view the meeting in its entirety, please select the website link below:*

[https://calabasas.granicus.com/MediaPlayer.php?view\\_id=4&clip\\_id=7683](https://calabasas.granicus.com/MediaPlayer.php?view_id=4&clip_id=7683)