



CITY of CALABASAS

Architectural Review Panel – Meeting Minutes

Friday, June 28, 2024 at 2:30 PM

100 Civic Center Way

Calabasas, CA 91302

www.cityofcalabasas.com

The Architectural Review Panel reserves the right to alter the order of discussion in order to run an effective meeting. If you wish to assure yourself of hearing a particular discussion, please attend the entire meeting. Any written materials submitted to the Architectural Review Panel are public record under the California Public Records Act, unless otherwise prevented under federal law.

Opening Matters:

- Call to Order: Chair Shepphird called the meeting to order at 2:31 PM. Present were Chair Shepphird, Vice Chair Mugrdechian-Armen and Panel member Moradi. Absent were Panel members Kulkarni and Dabach. Staff present ,Planner Rackerby and Assistant Planner Zadikov.
- Announcements and Introductions: None

Oral Communication – Public Comment:

Consent Items:

1. Approval of the Minutes: May 24, 2024

Chair Shepphird moved to approve the minutes and Panel member Moradi seconded the motion. The minutes were approved 3-0.

Review Item(s):

2. **File No: SPR-2024-006, OTP-2024-007, VAR-2024-002:** Request for a Site Plan Review, Oak Tree Permit, and Variance to construct a 6,098 square-foot accessory structure in the rear yard, construct additions to the basement and second floor of the main residence, and to construct a new guard house, for a total of 8,151 square feet at an existing 15,244 square-foot single-family residence located at 25344 Prado de la Felicidad, within the Residential Single-Family zoning district.

The project also involves encroachment into the protected zone of one Heritage oak tree in the front yard of the property, for construction of the new guard house.

Assistant Planner Zadikov provided an overview of the project. Additional information on the project was provided by the applicant, David Forrest, and project architects Robert Adler and Suzanne Shepela.

After discussion, the Panel recommended approval of the project as proposed, noting that they appreciate the thinness of the roof structure. Further, the Panel noted that the guard post lighting should be studied to be respectful of the neighborhood.

Vice Chair Murgdechian-Armen moved to approve the project as proposed and Panelist Moradi seconded the motion. The motion carried 3-0.

3. **File No: SPR-2024-004:** Request for a Site Plan Review to construct additions totaling 957 square feet to an existing split-level single-family residence located at 4053 Schuylkill Dr (APN: 2079-018-018) within the Residential Single-Family (RS) zoning district.

Planner Rackerby provided an overview of the project. Additional information was provided by the architect, Roodbeh Mirzaei.

The Panel recommended to the Planning Commission approval of the project, with the following recommendations:

- Study the roof material – it may not be building code compliant and is not consistent with the residence’s architectural design.
- Add detail and sloped roof between the garage and second floor.
- Add taller windows at front façade, raise and add trim element below and improve window symmetry.
- Add eave detail.
- Add window to east elevation to improve light in the 1st floor rear bedroom.
- Set windows deeper into walls to create shadow lines.
- Enhance entry feature by raising height.
- Add chimney shroud (spark arrestor) and use a different color/material to improve flatness of east elevation.
- Provide accurate colors and materials board for PC plan set.

Chair Shepphird moved to approve the project with the above recommendations

to modify the architecture. Panelist Moradi seconded the motion. The motion carried 3-0.

4. **File No. SPR-2023-017, OTP-2024-009:** Request for a Site Plan Review and an Oak Tree Permit for construction of a new 5,224 square-foot single-family residence, 3-car garage, detached ADU, and accessory features including landscape, hardscape, a pool, etc. located at 4440 Park Aurora (APN: 2068-019-022) within the Residential Single-Family (RS) zoning district. The project also involves encroachment into the protected zone of one on-site oak trees, for construction of a wood fence along the rear property line.

Planner Rackerby provided an overview of the project.

The Panel recommended to the Planning Commission approval of the project, with the following considerations::

- At the front elevation, adjust the tower element to differentiate the two areas.
- Add a taller window at the front tower element to better balance the space
- Consider opening the roof at covered front entry
- Consider adding a water element at the front courtyard area, if possible
- Improve window placement and mullions on north elevation facing Park Sienna
- Consider adding balcony to the south elevation to break up the blank side of the residence.
- Provide separation between 1st and 2nd floors on the south elevation

Vice Chair Mugrdechian-Armen moved to approve the project with the considerations, and Chair Shepphird seconded the motion. The motion carried 3-0.

At 4:38 PM Chair Shepphird adjourned to the next regular meeting of the Architectural Review Panel on July 26, 2024 at 2:30 P.M., City Hall, Council Chambers, 100 Civic Center Way.

Any legal action by an applicant, appellant, or other person, seeking to obtain judicial review of any Architectural Review Panel decisions may be subject to the 90-

day filing period of, and governed by, Code of Civil Procedure sections 1094.5 and 1094.6.

A copy of the Architectural Review Panel agenda packet, staff reports and supporting documents and any materials related to an item on this Agenda submitted to the Architectural Review Panel after distribution of the agenda packet are available for review by the public in the Community Development Department located at Calabasas City Hall, 100 Civic Center Way. City Hall office hours are 7:30 a.m. to 5:30 p.m., Monday through Thursday and 7:30 a.m. - 2:00 p.m. every Friday. If you have any questions regarding a particular project please contact the project planner.