



CITY of CALABASAS
**Architectural Review Panel
Action Agenda
Special Meeting**

Friday, December 5, 2014, 2:30 P.M.
Conference Room 3, City Hall
100 Civic Center Way, Calabasas
www.cityofcalabasas.com

The starting times listed for each agenda item should be considered a guideline only. 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.

Opening Matters – 2:30 P.M.:

- Call to Order (2:30pm) ARP members in attendance: Jeff Cooper, Mark Handel, Will Shepphird, Ken Stockton and Jim Surdyk. Staff members in attendance: Maureen Tamuri, Community Development Director (for general discussion, only), Glenn Michitsch, Senior Planner and Andy Cohen-Cutler, Associate Planner.
- General Discussion: Community Development Director Tamuri discussed the Planning Commission's discussion from December 4, 2014 meeting regarding modifying the Municipal Code relating to the ARP's administration to add a chair and vice chair to the panel as well as other administrative functions such as attendance and membership requirements.

Continued Item(s) – 2:40 P.M.

1. **File No. 140000549.** A request for a Wireless Telecommunication Permit, Administrative Plan Review and a Scenic Corridor Permit to upgrade an existing Wireless Telecommunication Facility on the roof of 4937 Las Virgenes Road within the Commercial Retail (CR) zoning district and the Las Virgenes Road Scenic Corridor (SC).

Submitted by:
Planner:

Caltrop Inc. on behalf of AT&T
Andrew Cohen-Cutler
(818) 224-1704
acutler@cityofcalabasas.com

Review Item(s) – 3:00 P.M.

The project was described by Associate Planner Cohen-Cutler, after which he introduced the project applicants Tiffany Chen, Myrna Carbajal, and Cindy Kieu representing CalTrop on behalf of AT&T. The Panel recommends approval of the design as proposed.

- 2. File No. 140001320.** A request for a Site Plan Review to construct an 834 sq-ft addition, a 347 sq-ft solid roof patio cover with an outdoor fireplace and a 320 sq-ft open lattice patio cover at 25304 Prado de la Luna, within the Residential Single-Family (RS) zoning district. APN: 2069-085-033.

Submitted by: Mark McCarter
Planner: Andrew Cohen-Cutler
(818) 224-1704
acutler@cityofcalabasas.com

The project was described by Associate Planner Cohen-Cutler. The project owner and/or applicant did not attend the meeting. The Panel expressed concern with the conflicting roof pitches between the addition (3:12), outdoor patio (4:12) and the existing residence (8:12). The addition looks like it is incongruous with the existing residence. The Panel was also concerned about the drainage issues between the intersection of the roof valley with the existing walls. The Panel's recommendation is to increase the roof pitches of the addition to match the roof pitches of the existing residence. This will create a mansard. The Panel also noted that the 9 foot 10 inch plate height could be lowered slightly in order gain more clearance between the new roof and the second story windows. The Panel provided sketches for the applicant as a suggestion to consider. The Panel suggested that the applicant bring back a revised plan to the next meeting.

Adjournment:

Adjournment to the Architectural Review Panel Meeting of January 23, 2014 at 2:30 P.M., City Hall, Conference Room #3, 100 Civic Center Way.

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.

If, due to disability, you require special accommodations to attend or participate in an Architectural Review Panel meeting, please contact the Community Development Department, (818) 224-1600, at least one business day prior to the scheduled meeting so staff may assist you.

Respectfully Submitted by:



Glenn Michitsch, Senior Planner

*On December 5, 2014 these **Action Minutes** were APPROVED by an affirmative vote of the members present.*



Jeff Cooper, Minute Keeper