



## CITY *of* CALABASAS

**CITY COUNCIL AGENDA  
REGULAR MEETING – WEDNESDAY, AUGUST 22, 2018  
CITY HALL COUNCIL CHAMBERS  
100 CIVIC CENTER WAY, CALABASAS  
[www.cityofcalabasas.com](http://www.cityofcalabasas.com)**

The starting times listed for each agenda item should be considered as a guide only. The City Council reserves the right to alter the order of the agenda to allow for an effective meeting. Attendance at the entire meeting may be necessary to ensure interested parties hear a particular item. The public may speak on a closed session item prior to Council's discussion. To do so, a speaker card must be submitted to the City Clerk at least five minutes prior to the start of closed session. The City values and invites written comments from residents on matters set for Council consideration. **In order to provide councilmembers ample time to review all correspondence, any written communication must be submitted to the City Clerk's office before 5:00 p.m. on the Monday prior to the meeting.**

### **OPENING MATTERS – 7:00 P.M.**

Call to Order/Roll Call of Councilmembers  
Pledge of Allegiance by Boy Scout Troop 642  
Approval of Agenda

### **ANNOUNCEMENTS/INTRODUCTIONS – 7:10 P.M.**

➤ Adjourn in Memory

### **ORAL COMMUNICATION – PUBLIC COMMENT – 7:20 P.M.**

### **CONSENT ITEMS – 7:30 P.M.**

1. [Approval of meeting minutes from August 8, 2018](#)
2. [Sheriff's Crime Report](#)

**PUBLIC HEARING – 7:45 P.M.**

3. Introduction of Ordinance No. 2018-367, to amend Chapter 17.62 of the Calabasas Municipal Code to modify the thresholds, which determine review bodies for Site Plan Reviews and Administrative Plan Reviews for residential home additions and other development projects

**OLD BUSINESS – 8:00 P.M.**

4. Adoption of Resolution 2018-1594, denying File No. 170001064, a Site Plan Review, Scenic Corridor Permit, Oak Tree Permit and Zoning Clearance to convert an existing one-story commercial building (formerly a restaurant) into a child day care center. The subject site is located at 4895 Las Virgenes Road within the Commercial Retail (CR) Zoning District, Scenic Corridor (SC) Overlay Zone and Las Virgenes Gateway Master Plan

**NEW BUSINESS – 8:15 P.M.**

5. Contractual Services Review

**INFORMATIONAL REPORTS – 8:40 P.M.**

6. Check Register for the period of July 30-August 7, 2018

**TASK FORCE REPORTS – 8:45 P.M.**

**CITY MANAGER’S REPORT – 8:50 P.M.**

**TENTATIVE FUTURE AGENDA ITEMS – 8:55 P.M.**

**ADJOURN – 9:00 P.M.**

The City Council will adjourn in memory of Howard Somberg to their next regular meeting scheduled on Wednesday, September 26, 2018, at 7:00 p.m.

**MINUTES OF A REGULAR MEETING OF  
THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA  
HELD WEDNESDAY, AUGUST 8, 2018**

Mayor Gaines called the Closed Session to order at 6:05 p.m. in the Council Conference Room, 100 Civic Center Way, Calabasas, CA.

Present: Mayor Gaines, Mayor pro Tem Shapiro, Councilmembers Bozajian, Maurer and Weintraub

**CLOSED SESSION**

1. Public employee appointment – City Manager

The Council convened to Open Session in the Council Chambers at 7:04 p.m.

**ROLL CALL**

Present: Mayor Gaines, Mayor pro Tem Shapiro, Councilmembers Bozajian, Maurer and Weintraub

Absent: None

Staff: Barancik, Bartlett, Cohen, Estrada, Henry, Hernandez, Howard, Jordan, Klein, Koeppe, Lysik, Mair, McConville, Pelka, Petros, Rubin, Steller, Tamuri, Tijerino and Yalda.

Mr. Howard announced that there were no reportable actions from Closed Session Item No.1.

**PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was led by Carson Lysik.

**APPROVAL OF AGENDA**

**Councilmember Maurer moved, seconded by Councilmember Weintraub to approve the agenda. MOTION CARRIED 5/0 as follows:**

AYES: Mayor Gaines, Mayor pro Tem Shapiro, Councilmembers Bozajian, Maurer and Weintraub

**AGENDA ITEM NO. 1**

## **SPECIAL ITEM**

1. Consideration of employment agreement for City Manager. Oath of Office for City Manager

Mayor pro Tem Shapiro administered the Oath of Office to Dr. Lysik.

Dennis Washburn, Richard Sherman, Sue Somberg and Alex Lovi spoke on Item No. 1.

Members of the Council congratulated Dr. Lysik.

Dr. Lysik expressed appreciation for the opportunity to serve in his new capacity.

**Mayor pro Tem Shapiro moved, seconded by Councilmember Weintraub to approve Special Item No.1 MOTION CARRIED 5/0 as follows:**

AYES: Mayor Gaines, Mayor pro Tem Shapiro, Councilmembers Bozajian, Maurer and Weintraub

## **ANNOUNCEMENTS/INTRODUCTIONS**

Members of the Council made the following announcements:

Councilmember Bozajian:

- Welcomed everyone back from summer recess and extended an invitation to a back to school pool party on August 10 at the Tennis & Swim Center.

Councilmember Maurer:

- Announced that new fall classes are available at the Senior Center and extended an invitation to an Ice Cream Social on August 10.
- Encouraged young artists to participate in the upcoming Environmental Recycling Calendar contest.

Councilmember Weintraub:

- Announced that an E-waste roundup for electronic waste will be held on August 18 at the El Camino Shopping Center.
- Extended an invitation to the last Summer Sunset Concert Series on August 26 at the Calabasas Lake.
- Wished students best of luck returning to school and encouraged everyone to drive with caution.

Mayor pro Tem Shapiro:

- Thanked staff for a successful Fourth of July celebration.
- Announced his attendance with Mayor Gaines and Councilmember Weintraub to the LVMWD 60<sup>th</sup> year celebration festivities.
- Congratulated Mayor Gaines for his recognition as most influential in the San Fernando Valley amongst 200 leaders.

Mayor Gaines:

- Extended an invitation to the San Fernando Valley Economic Alliance GALA on September 7.
- Extended an invitation to the State of City Address on September 20 in conjunction with the City's 10<sup>th</sup> Anniversary of the Civic Center.
- Encouraged everyone to drive with caution as the new school session begins.
- Extended an invitation to the CHS Football season kick off games on August 24 and August 31.
- Encouraged everyone to register to vote for the upcoming November 6 election.

➤ Adjourn in memory

Mayor Gaines announced that the meeting would be adjourned in memory of Judge Richard G. Kolostian, Sr. and Mark Malter.

Members of the Council expressed condolences to the Kolostian and Malter families.

Richard Kolostian, Jr. expressed appreciation for honoring his father.

### **ORAL COMMUNICATIONS – PUBLIC COMMENT**

Joe Fries spoke during public comment.

### **CONSENT ITEMS**

2. Approval of meeting minutes from June 26, June 27 and July 3, 2018
3. Adoption of Resolution No. 2018-1598, designating Mayor Gaines as the voting delegate and Mayor pro Tem Shapiro as the alternate voting delegate for the League of California Cities Annual meeting, September 14, 2018
4. Adoption of Resolution No. 2018-1596, rescinding Resolution No. 2017-1558 and approving a salary schedule for permanent employees

5. Authorization of a \$5,000 reward for information leading to the apprehension, identification, arrest and conviction of the individual(s) responsible for the murder of Tristan Beaudette
6. Approval of exception to the hiring freeze to hire a Building Inspector position in the Community Development Department

**Mayor pro Tem Shapiro moved, seconded by Councilmember Maurer to approve Consent Item Nos. 2-6. MOTION CARRIED 5/0 as follows:**

**AYES:** Mayor Gaines, Mayor pro Tem Shapiro, Councilmembers Bozajian, Maurer and Weintraub

Mayor Gaines announced that with the City's \$5,000 approval, a total of \$35,000 reward has now been established to help bring to justice the individual(s) responsible for the murder of Tristan Beaudette.

### **PUBLIC HEARING**

7. Consideration of Resolution No. 2018-1594, affirming Planning Commission approval of File No 170001064: A Site Plan Review, Scenic Corridor Permit, Oak Tree Permit and Zoning Clearance to convert an existing one-story commercial building (formerly a restaurant) into a child day care center on property located at 4895 Las Virgenes Road within the Commercial Retail (CR) zoning district, Scenic Corridor Overlay (SC) zone and Las Virgenes Gateway Master Plan

Mayor Gaines opened the public hearing.

Mr. Klein presented the report.

Carol Ehrlich, Joe Chilco, Priscilla Lee, Joanne Suwara, John Suwara, Luresa Byrne, R L Embree, Michael Brockman, Bishan Seneviratne, Greg Byrre and Larry Hamer spoke on Item No. 7.

Mayor Gaines closed the public hearing.

The meeting recessed at 8:49 p.m.

The meeting reconvened at 9:01 p.m.

**After discussion, Councilmember Weintraub moved, seconded by Councilmember Maurer to deny the site plan review under Item No. 7. MOTION CARRIED 4/1 as follows:**

AYES: Mayor pro Tem Shapiro, Councilmembers Bozajian, Maurer and Weintraub

NOES: Mayor Gaines

8. Adoption of Resolution No. 2018-1599, approving the operating and capital improvement budgets for July 1, 2018 through June 30, 2020, providing for the appropriations and expenditures for all sums set forth in said budget; and adoption of Resolution No. 2018-1600, establishing the appropriations limit for Fiscal Year 2018-2019

Mayor Gaines opened the public hearing.

Mark Levinson spoke on Item No. 8

Mayor Gaines closed the public hearing.

**Mayor pro Tem Shapiro moved, seconded by Councilmember Weintraub to approve Item No. 8. MOTION CARRIED 5/0 as follows:**

AYES: Mayor Gaines, Mayor pro Tem Shapiro, Councilmembers Bozajian, Maurer and Weintraub

### **NEW BUSINESS**

9. Adoption of Resolution No. 2018-1602, a Joint Resolution of the Board of Supervisors of the County of Los Angeles and the City Council of the City of Calabasas, approving the negotiated exchange of property tax revenue resulting from the annexation of territory known as Annexation 2014-04 (West Agoura Road) to the City of Calabasas, withdrawal from County Lighting Maintenance District 1687, transfer of jurisdiction over and accepting the negotiated exchange of benefit assessment proceeds for County Lighting and Landscaping Act District #2-32 from the County to the City, detachment from County Road District No. 3, withdrawal from the County Public Library System, and approving an agreement for sharing City sales tax revenues pursuant to Annexation 2014-04

Ms. Holly Whatley of Colantouno Highsmith & Whatley presented the report.

**Mayor Gaines moved, seconded by Councilmember Bozajian to approve Item No. 9. MOTION CARRIED 5/0 as follows:**

AYES: Mayor Gaines, Mayor pro Tem Shapiro, Councilmembers Bozajian, Maurer and Weintraub

10. Discussion of Resolutions before the League of California Cities (League) Annual Meeting on Friday, September 14, 2018

**After discussion, Councilmember Maurer moved, seconded by Mayor pro Tem Shapiro to approved direction provided to the delegates. MOTION CARRIED 5/0 as follows:**

**AYES:** Mayor Gaines, Mayor pro Tem Shapiro, Councilmembers Bozajian, Maurer and Weintraub

### **INFORMATIONAL REPORTS**

11. Check Register for the period of June 19-July 25, 2018

**No action was taken on this item.**

### **TASK FORCE REPORTS**

None.

### **CITY MANAGER'S REPORT**

Dr. Lysik encouraged citizens to interface with the City and download the Connect with Calabasas app.

### **TENTATIVE FUTURE AGENDA ITEMS**

Mayor pro Tem Shapiro requested a future discussion regarding Title 8 of the Health and Safety Code.

Councilmember Maurer requested a future discussion regarding and overview of contractual services.

### **ADJOURN**

The City Council adjourned at 11:15 p.m. in memory of Judge Richard G. Kolostian, Sr. and Mark Malter to their next regular meeting scheduled on Wednesday, August 22, 2018, at 7:00 p.m.

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Maricela Hernandez, MMC  
City Clerk





# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

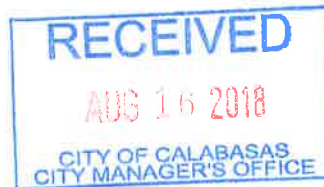
JIM McDONNELL, SHERIFF

(818) 878-1808



August 8, 2018

Anthony Coroalles, City Manager  
City of Calabasas  
100 Civic Center Way  
Calabasas, CA 91302



Dear Mr. Coroalles:

Listed below are the year-to-date crime statistic comparisons for the City of Calabasas for the month of July 2018.

**I. CRIME STATISTICS**

CRIME	CURRENT MTH	YTD 2018	YTD 2017	CHANGE
Homicide	0	0	0	0
Rape	0	4	2	2
<b>Robbery</b>				
Armed	0	1	3	-2
Strong-Arm	0	0	2	-2
Assault	0	8	1	7
<b>Burglary</b>				
Residential	5	23	24	-1
Business	2	5	15	-10
Garage/Out-Building	0	7	3	4
Vehicle (locked)	3	48	39	9
<b>Theft</b>				
Grand (\$950 +)	3	23	21	2
Petty	6	53	47	6
Vehicle (unlocked)	4	46	52	-6
Grand Theft Vehicle	1	9	14	-5
Arson	0	0	0	0
Domestic Violence Felony	1	2	2	0
<b>Total Part I Crimes</b>	<b>25</b>	<b>229</b>	<b>225</b>	<b>+4</b>
<b>Percent Change</b>				<b>+1.8%</b>
Domestic Violence Misdemeanor	1	11	7	4
Swatting	0	0	0	0

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

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— Since 1850 —

## II. NOTEWORTHY INCIDENTS

An attempt residential burglary occurred in the 6000 block of Las Virgenes Road. The victim was awakened by a noise at his front window. The victim saw two male Whites, medium build, with something covering their hair and wearing gloves attempting to open the window after removing the screen. The victim yelled at the suspects and they fled in an older model dark sedan. (18-04393)

A resident was arrested for felony domestic violence in the 3900 block of Ceanothus Place. The suspect assaulted her boyfriend for unknown reasons. (18-04366)

An attempt commercial burglary was reported in the 4700 block of Park Granada. Video surveillance showed two suspects, a male White and a female White, both 25 years of age, using a ladder to climb onto the roof of the building which gave access to the balcony of the business. They attempted to make entry via a sliding glass door. No entry was made. (18-04101)

Two incidents of theft of a wallet occurred this month. One incident occurred in the 4700 block of Commons Way while the victim was having lunch at the location. The victim hung her purse on the back of the chair and later realized that her wallet had been stolen from inside her purse. The victim believed that the two females seated near her were responsible. The subjects were described as two Persian females in their 20's and one had a nose ring. The victim's stolen credit cards were used by unknown suspect(s) at the Thousand Oaks mall Apple Store and at Victoria Secret. The other incident was reported in the 22000 block of Mulholland Highway. The victim was shopping at the location and had left her purse in the top basket of the shopping cart. She later realized that her wallet was missing from her purse. One of the victim's stolen credit card was used by unknown suspect(s) at the Woodland Hills Westfield Topanga shopping center at the Nordstrom's and Target. (18-04044, 04113)

## III. TRAFFIC

See attached.

## IV. AGENDIZED CAR

See attached

## V. CRIME PREVENTION

See attached

## VI. JUVENILE INTERVENTION TEAM

See attached.

**VII. ARREST STATISTICS**

The numbers of arrests listed below are the most current available.

	YEAR TO DATE 2018		CURRENT MONTH JULY	
	ADULT	JUVENILE	ADULT	JUVENILE
Criminal Homicide	0	0	0	0
Forcible Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	4	1	0	0
Burglary	2	0	0	0
Larceny Theft	7	1	0	0
Grand Theft Auto	1	0	0	0
Arson	0	0	0	0
Forgery	2	0	1	0
Fraud and NSF checks	3	1	0	0
Sex Offenses, Felonies	0	0	0	0
Sex Offenses, Misdemeanors	0	1	0	0
Non-Aggravated Assaults	6	3	3	1
Domestic Violence, Felony	1	0	1	0
Domestic Violence, Misd.	8	0	2	0
Weapon Laws	7	0	2	0
Offenses Against Family	0	0	0	0
Narcotics	31	0	3	0
Liquor Laws	0	0	0	0
Drunk/Alcohol/Drugs	12	0	3	0
Disorderly Conduct	0	0	0	0
Vagrancy	0	0	0	0
Gambling	0	0	0	0
Drunk Driving Vehicle/Boat	11	0	2	0
Vehicle/Boating Laws	39	0	6	0
Vandalism	1	0	0	0
Warrants	54	0	7	0
Receiving Stolen Property	2	0	0	0
Federal Offenses W/O Money	1	0	1	0
Federal Offenses With Money	0	0	0	0
Felonies, Miscellaneous	1	1	0	0
Misdemeanors, Miscellaneous	15	0	1	0
<b>ARREST TOTALS</b>	<b>208</b>	<b>8</b>	<b>32</b>	<b>1</b>

Sincerely,

JIM McDONNELL, SHERIFF

Joshua W. Thai, Captain  
Malibu/Lost Hills Station

**LOST HILLS JUVENILE INTERVENTION UNIT  
ACTIVITY REPORT FOR JULY 2018  
CALABASAS**

**A. SCHOOL ISSUES**

Arrested a Calabasas High student for fighting with her mother. Transported her to Sylmar.

Took a female juvenile from a Topanga residential clinic to Olive View Hospital for a mental evaluation.

Spoke to Calabasas High freshman summer school classes re: Juvenile Intervention.

Attended a lunch sponsored by Muse School for the entire station.

**B. INTERVENTIONS**

No interventions were held this month.

**C. COMMUNITY / CRIMINAL ISSUES**

1. We conducted a monthly parental resource class at Lost Hills Sheriff's Station. This program was developed by our unit and is designed to educate parents about: 1) The current trends in juvenile behavior and delinquency, 2) Alcohol/narcotic awareness and recognition, 3) School policy and campus issues, 4) Gang awareness and negative peer relations, 5) Parental rights and responsibilities and, 6) Parental responses to incorrigible and/or delinquent behavior. We also address the specific concerns relating to the minor's behavior. We educate the minor and their parents of possible criminal behavior and the legal consequences. We offer suggestions and make recommendations to improve the minor's quality of life.

2. Spoke with numerous citizens and parents who called to question various juvenile concerns and issues in the community. We also provide the parents with various juvenile resource programs within our community.

3. We met with the Sylmar Juvenile Court District Attorney regarding the investigation and filing of criminal charges against juvenile offenders.

4. Met with Captain Josh Thai throughout the month in order to keep him up to date regarding our unit's investigations and current juvenile issues within our city.

5. Entered juveniles into the Juvenile Automated Index system for various violations.

6. Made court appearances to testify as witnesses on the part of the People of the State of California and attended court proceedings in cases generated from the City of Calabasas. We also investigated, prepared, and filed cases with the District Attorney's office. We additionally

assisted other investigators in the preparation of cases for court.

7. We met with station narcotic detectives on a regular basis to exchange information regarding juvenile and drug related issues. We have worked with the narcotic detectives on several narcotic cases directly and indirectly involving juveniles.

8. Handled the processing and follow-up of various juvenile referrals brought to the attention of this unit (i.e., Juvenile Information Forms, Field Interview Cards, Juvenile Automated Index, and citations for various juvenile contacts with uniform personnel).

9. Conducted our normal checks of juvenile problem areas in the city during weekend evenings and responded to juvenile related calls for service.

10. Updated the Gang Book and briefed the captain on criminal activity trends.

11. Registered 2 sexual predators.



<b>COLLISION SUMMARY*</b>	<b>This Month</b>	<b>Month Year Prior</b>	<b>Total YTD</b>	<b>Total Prior YTD</b>	<b>Change +/-</b>
<b>Total Collisions - Excluding Private Property</b>	13	21	125	135	-10
Fatal Collisions	0	0	0	0	0
Injury Collisions	2	5	37	43	-6
Property Collisions	11	16	88	91	-3
Private Property Collisions	3	7	22	26	-4
DUI Collisions with Injuries	0	0	2	2	0
DUI Collisions with Property Damage	1	0	3	2	+1
<b>Total Pedestrian Collisions</b>	0	1	5	4	+1
Pedestrians Killed	0	0	0	0	0
Pedestrians Injured	0	1	5	5	0
<b>Total Hit &amp; Run Collisions</b>	2	10	18	27	-9
Hit & Run Fatalities	0	0	0	0	0
Hit & Run Injuries	0	0	3	0	+3
Hit & Run Property Only	2	10	15	27	-12
<b>CITATION SUMMARY*</b>	<b>This Month</b>	<b>Month Year Prior</b>	<b>Total YTD</b>	<b>Total Prior YTD</b>	<b>Change +/-</b>
<b>Traffic Total</b>	206	361	2041	2194	-153
Hazardous Violations	116	198	987	1241	-254
Non-Hazardous Violations	18	59	295	329	-34
Parking Violations	71	101	748	610	+138
DUI Arrests	1	3	11	14	-3

\*Collision Summary and Citation Summary does not reflect all collisions and citations which were not entered into the database.

COUNTY OF LOS ANGELES  
**SHERIFF'S DEPARTMENT**  
"A Tradition of Service"  
OFFICE CORRESPONDENCE

DATE: 08-10-18

FROM: David Huelsen, Traffic Investigator TO: Joshua W. Thai, Captain  
Malibu/Lost Hills Station Malibu/Lost Hills Station

SUBJECT: July Motor Activity Report City of Calabasas

During the month of July the the motorcycle officers wrote 77 citations.  
The citations break down into the following categories:

Unsafe Speed	22
Other Hazard	39
Other Non-Hazard	6
Signs and Signals	5
Fail to Yield	2
Unsafe Turning	1
Safety Belt	1
Ped Violation	1

DHH:

**L.A. County Sheriff's Department  
Lost Hills & Malibu Station  
Monthly Traffic Safety Management Report**

*City of CALABASAS*

*Date Range Reported: 7/1/2018 to 7/31/2018*

**Total No. of Collisions: 13 Injury: 2 Non-Injury: 11 Fatal: 0 Private Property: 3**

**Total No. of Citations: 134 Hazardous Cites: 116 Non-Hazardous Cites: 18**

**Collisions by Reporting Districts**

<u>Reporting District</u>	<u>No.</u>	<u>Location</u>
2241	2	at Separate Locations
2242	3	at Separate Locations
2243	1	at Las Virgenes Rd and Rt 101 Sboff/R
2245	4	at Separate Locations
2246	2	at Separate Locations
2248	1	at Mulholland Dr and Mulholland Hwy

**Collision Occurred Most Frequently On:**

<u>Street Name</u>	<u>Number of Collisions</u>
<b>Calabasas Rd</b>	<b>4</b>
2 at Parkway Calabasas	
2 at at Separate Locations	
<b>Agoura Rd</b>	<b>1</b>
1 at Las Virgenes Rd	
<b>Las Virgenes Rd</b>	<b>1</b>
1 at Rt 101 Sboff/R	
<b>Lost Hills Rd</b>	<b>1</b>
1 at Malibu Hills Rd	
<b>Malibu Hills Rd</b>	<b>1</b>
1 at Lost Hills Rd	
<b>Mulholland Hwy</b>	<b>1</b>
1 at Mulholland Dr	
<b>Parkway Calabasas</b>	<b>1</b>
1 at Park Granada	



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**Primary Collision Factors:**

<u>Violations</u>	<u>Description</u>	<u>Number of Collisions</u>
		4
21801(a)	Left Turns Or U-Turns Yield To Other Vehicles	3
22350	Unsafe Speed	2
23152(a)	Dui; Alcohol	1
22106	Unsafe Start Or Backing	1
22101(d)	Req'd Or Prohibited Turn; Fail To Obey Sign	1
21802(a)	Failure To Yield After Stopping For Stop Sign	1

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**Violations Most Frequently Cited:**

<u>Violations</u>	<u>Description</u>	<u>Number of Citations</u>
22350	Unsafe Speed	34
23123.5(a)	Texting While Driving	25
22450(a)	Failure To Stop For Posted Stop Sign	18
23123(a)	Using Wireless Hand Held Phone While Driving	14
4000(a)(1)	Vehicle Registration Required	11
12500(a)	Unlicensed Driver	6
16028(a)	Proof Of Financial Liability-Traffic Accident	6
14601.1(a)	Driving With Suspended License	5
21461(a)	Obey Traffic Control Sign	3
22349(a)	Speeding, Excess Of 65 Mph	3
24252(a)	Maintain Required Lighting	3
21658(a)	Lane Straddling; Unsafe Lane Change	2
21950(a)	Yield To Pedestrian In Crosswalk	2
5200(a)	License Plates, Two On A Vehicle Front/Rear	2
14600(a)	Change Of Address Notification To Dmv Required	1
20002(a)	Hit-Run Property Damage	1
21460(a)	Double Yellow Lines; Drive To The Left Of	1
21461.5	Pedestrian Fail To Obey Sign Or Signal	1
22100(a)	Right Turn At Intersection, Improper Position	1
22101(d)	Req'd Or Prohibited Turn; Fail To Obey Sign	1
22102	Violation U-Turn; Business District	1
22107	Unsafe Turning Movement	1
22348(b)	Speeding; Excess Of 100 Mph	1
23136(a)	Minor Driving; Bac .01% Or Greater	1
23152(a)	Dui; Alcohol	1
24600(e)	Taillamps Red Vis 1000' (Mfr Post-1968)	1
26708(a)(		1
26708.5	Application Of Transparent Material To Windows	1
27315(d)(		1
5204(a)	Current Month And Year Tabs Attached	1

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***Collisions Involving Pedestrians: 0***

**Most Frequent Violations**

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***Collisions Involving Bicyclists: 0***

**Most Frequent Violations**

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**L.A. County Sheriff's Department  
Lost Hills & Malibu Station**

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**Monthly Traffic Collision Report**

**8/15/2018**     *City of CALABASAS*

**Date Range Reported: 7/1/2018 to 7/31/2018**

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**Collisions**

Total Non-Injury Collisions	11
Total Injury and Fatal Collisions	2
Total Collisions (Injury + Non-Injury)	13

**DUI Collisions**

Number of DUI Collisions with Fatalities	0
Number of DUI Collisions with Injuries	0
Number of DUI Collisions Involving Property Damage	1
Total Number of DUI Collision Deaths	0
Total Number of DUI Collision injuries	0
Total Number of DUI Collisions	1
Total Actual Number of DUI Arrests	1

**Non-DUI Collisions**

Number of Non-DUI Collisions with Fatalities	0
Number of Non-DUI Collisions with Injuries	2
Number of Non-DUI Collisions Involving Property Damage	10
Total Number of Non-DUI Collision Deaths	0
Total Number of Non-DUI Collision injuries	2

**Vehicle/Pedestrian Collisions**

Number of Vehicle/Pedestrian Collisions with Fatalities	0
Number of Vehicle/Pedestrian Collisions with Injuries	0
Total Number of Pedestrian Fatalities	0
Total Number of Pedestrian Injuries	0

**Vehicle/Bicycle Collisions**

Number of Vehicle/Bicycle Collisions with Fatalities	0
Number of Vehicle/Bicycle Collisions with Injuries	0
Total Number of Vehicle/Bicycle Collision Fatalities	0
Total Number of Vehicle/Bicycle Collision Injuries	0

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**Hit & Run Collisions**

Total Number of Hit & Run Fatalities	0
Total Number of Hit & Run Injuries	0
Total Number of PDO Hit & Run Collisions	2

**Traffic Citations**

Total Number of Radar Citations Issued	4
Total Number of Bicycle Citations Issued	0
Total Number of Pedestrian Citations Issued	1
Total Number of Safety Belt Citations Issued	1
Total Number of Child Restraint Citations Issued	0
Total Number of Financial Responsibility Citations Issued	6
Total Number of Hazardous Citations Issued	116
Total Number of Non-Hazardous Citations Issued	18
Total Number of Citations Issued	134

**Parking Citations**

Total Number of Parking Citations Issued	0
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**Miscellaneous**

Child in Passenger Seat or Belts, Number of Fatalities	
Child in Passenger Seat or Belts, Number of Injuries	
Child Not in Passenger Seat or Belts, Number of Fatalities	
Child Not in Passenger Seat or Belts, Number of Injuries	
Number of Code 3 or Pursuit Collision Fatalities	
Number of Code 3 or Pursuit Collision Injuries	
Number of Patrol Vehicle Rear-End Collisions with Amber On	

**Enforcement Index**

Enforcement Index	58.0
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**L.A. County Sheriff's Department  
Lost Hills & Malibu Station**

**From 7/1/2018 to 7/31/2018**

**Total Collisions: 13**

**Injury Collisions: 2**

**Fatal Collisions: 0**

**Collision Summary Report**

**8/15/18**

**Page 1 of 3**

<b>918-03897-2246-145</b>	<b>7/1/2018</b>	<b>03:41</b>	Sunday	CALABASAS RD - MUREAU RD	0'	Direction: Not Stated	Dark - Street Lig	Clear	Pty at Fault:1
	Hit Object		Fixed Object	Driving Under Influence	23152(a)	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	West	Stopped In Road	Female Age: 21	2006 TOYOTA COROLLA	Passenger Car, Station Wagon, Jeep		No Injury	
	Veh Type: Passenger Car		Sobriety: HBD Under Influenc	Assoc Factor: Violation	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>918-03900-2248-472</b>	<b>7/1/2018</b>	<b>10:17</b>	Sunday	MULHOLLAND HWY - MULHOLLAND DR	560'	Direction: West	Daylight	Clear	Pty at Fault:1
	Broadside		Other Motor Vehicle	Auto R/W Violation	21801(a)	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	East	Making Left Turn	Female Age: 68	2015 AUDI A5	Passenger Car, Station Wagon, Jeep		No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD	Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>Party 2</b>	Driver	West	Proceeding Straight	Male Age: 32	2006 MERCEDES-BENZ C55	Passenger Car, Station Wagon, Jeep		No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD	Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>918-03971-2241-471</b>	<b>7/4/2018</b>	<b>22:48</b>	Wednesday	LOST HILLS RD - MALIBU HILLS RD	0'	Direction: Not Stated	Dark - Street Lig	Clear	Pty at Fault:1
	Broadside		Other Motor Vehicle	Auto R/W Violation	21802(a)	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	East	Making Left Turn	Female Age: 24	2014 MAZDA SEDAN	Passenger Car, Station Wagon, Jeep		No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD	Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>Party 2</b>	Driver	South	Proceeding Straight	Male Age: 86	2016 KIA SEDAN	Passenger Car, Station Wagon, Jeep		No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD	Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>918-80013-2243-472</b>	<b>7/9/2018</b>	<b>08:33</b>	Monday	LAS VIRGENES RD - RT 101 SBOFF/R	0'	Direction: Not Stated	Daylight	Clear	Pty at Fault:1
	Rear-End		Other Motor Vehicle	Unsafe Starting or Backing	22106	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	South	Backing	Female Age: 61	2004 FORD VAN	Mini Van		No Injury	
	Veh Type: Passenger Car		Sobriety: Not Applicable	Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>Party 2</b>	Driver	South	Stopped In Road	Male Age: 49	2017 INFINITI UNK	Passenger Car, Station Wagon, Jeep		No Injury	
	Veh Type: Passenger Car		Sobriety: Not Applicable	Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>918-04097-2246-472</b>	<b>7/11/2018</b>	<b>18:15</b>	Wednesday	CALABASAS RD - PARKWAY CALABASAS	211'	Direction: West	Daylight	Clear	Pty at Fault:1
	Rear-End		Other Motor Vehicle	Unsafe Speed	22350	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	East	Proceeding Straight	Female Age: 24	2012 CHEVROLET MALIBU	Passenger Car, Station Wagon, Jeep		No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD	Assoc Factor: Stop and Go Traffi	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>Party 2</b>	Driver	East	Slowing/Stopping	Female Age: 26	2015 MITSUBISHI MIRAGE	Passenger Car, Station Wagon, Jeep		No Injury	
	Veh Type: Passenger Car		Sobriety: HNBD	Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>918-04160-2245-471</b>	<b>7/13/2018</b>	<b>19:20</b>	Friday	PARKWAY CALABASAS - PARK GRANADA	37'	Direction: North	Dusk - Dawn	Clear	Pty at Fault:1
	Broadside		Other Motor Vehicle	Auto R/W Violation	21801(a)	Hit & Run: No	Complaint of Pain	# Inj: 1	# Killed: 0
<b>Party 1</b>	Driver	South	Making Left Turn	Male Age: 28	2003 THOMAS BUS	School Bus Public Type I		No Injury	
	Veh Type: School Bus		Sobriety: HNBD	Assoc Factor: Inattention	Lap/Shoulder Harness Used	Cell Phone Not In Use			

<b>Party 2</b>	Driver	North	Proceeding Straight	Male	Age: 42	2017 MERCEDES-BENZ G550	Sport Utility Vehicle		Complaint of Pain		
	Veh Type: Passenger Car		Sobriety: HNBD			Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>918-04166-2245-471</b>	<b>7/14/2018</b>	<b>23:00</b>	Saturday			CALABASAS RD - PARKWAY CALABASAS	1100'	Direction: West	Dark - Street Lig	Clear	Pty at Fault:1
	Broadside		Other Motor Vehicle		Unsafe Speed		22350	Hit & Run: No	Complaint of Pain	# Inj: 1	# Killed: 0
<b>Party 1</b>	Driver	West	Proceeding Straight	Female	Age: 41	2006 JEEP	COMANCHE	Sport Utility Vehicle	Complaint of Pain		
	Veh Type: Passenger Car		Sobriety: HNBD			Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>Party 2</b>	Driver	East	Backing	Male	Age: 26	2017 FREIGHTLINER	CASCADIA	Three or More Axle Truck	No Injury		
	Veh Type: Truck		Sobriety: HNBD			Assoc Factor: None Apparent	Lap/Shoulder Harness Used	32 Ft Trailer Combo			
<b>918-04295-2242-250</b>	<b>7/21/2018</b>	<b>19:00</b>	Saturday			AGOURA RD - LAS VIRGENES RD	493'	Direction: West	Dusk - Dawn	Clear	Pty at Fault:1
	Sideswipe		Other Motor Vehicle		Traffic Signals and Signs		22101(d)	Hit & Run: Misde	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	West	Making Left Turn	Male	Age: 41	2012 AUDI	S4	Passenger Car, Station Wagon, Jeep	No Injury		
	Veh Type: Passenger Car		Sobriety: HNBD			Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>Party 2</b>	Driver	East	Making Left Turn	Male	Age: 19	2014 MAZDA	3	Passenger Car, Station Wagon, Jeep	No Injury		
	Veh Type: Passenger Car		Sobriety: HBD Under Influenca			Assoc Factor: Violation	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>918-04344-2242-472</b>	<b>7/23/2018</b>	<b>21:02</b>	Monday			27050 AGOURA RD - PRIVATE PROPERTY	'	Direction:	Dark - Street Lig	Clear	Pty at Fault:1
	Sideswipe		Parked Motor Vehicle		Other Improper Driving			Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	West	Making Right Turn	Male	Age: 41	2011 FORD	CROWN VICTO	Police Car	No Injury		
	Veh Type: Emergency Vehicle		Sobriety: HNBD			Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>Party 2</b>	Parked Vehicle	West	Parked		Age:	2010 FORD	CROWN VICTO	Police Car	No Injury		
	Veh Type: Emergency Vehicle		Sobriety: Not Applicable			Assoc Factor: None Apparent		Cell Phone Not In Use			
<b>918-04391-2245-472</b>	<b>7/26/2018</b>	<b>14:50</b>	Thursday			CALABASAS RD - RT 101 SBOFF/R	0'	Direction: Not Stated	Daylight	Clear	Pty at Fault:1
	Head-On		Other Motor Vehicle		Auto R/W Violation		21801(a)	Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	East	Making Left Turn	Male	Age: 18	2002 SAAB	95	Passenger Car, Station Wagon, Jeep	No Injury		
	Veh Type: Passenger Car		Sobriety: HNBD			Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>Party 2</b>	Driver	West	Proceeding Straight	Male	Age: 45	2015 CADILLAC	XTS	Passenger Car, Station Wagon, Jeep	No Injury		
	Veh Type: Passenger Car		Sobriety: HNBD			Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>918-04412-2241-255</b>	<b>7/27/2018</b>		Friday			26557 AGOURA RD - PRIVATE PROPERTY	'	Direction:	Dark - Street Lig	Clear	Pty at Fault:1
	Broadside		Other Motor Vehicle		Other Improper Driving			Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver	West	Parking Maneuver	Female	Age: 55	2004 CHEVROLET	TAHOE	Sport Utility Vehicle	No Injury		
	Veh Type: Passenger Car		Sobriety: Impairment Not Kno			Assoc Factor: None Apparent	Lap/Shoulder Harness Used	Cell Phone Not In Use			
<b>Party 2</b>	Parked Vehicle	West	Parked		Age:	2010 NISSAN	ALTIMA	Passenger Car, Station Wagon, Jeep	No Injury		
	Veh Type: Passenger Car		Sobriety: Not Applicable			Assoc Factor: None Apparent		Cell Phone Not In Use			
<b>918-04449-2242-250</b>	<b>7/28/2018</b>	<b>22:05</b>	Saturday			MALIBU HILLS RD - LOST HILLS RD	528'	Direction: East	Dark - Street Lig	Clear	Pty at Fault:1
	Sideswipe		Parked Motor Vehicle		Unknown			Hit & Run: Misde	Property Damage Only	# Inj: 0	# Killed: 0
<b>Party 1</b>	Driver		Other		Age:				No Injury		
	Veh Type:		Sobriety: Impairment Not Kno			Assoc Factor: Violation		Cell Phone Not In Use			
<b>Party 2</b>	Parked Vehicle	East	Parked		Age:	2013 MERCEDES-BENZ	C250	Passenger Car, Station Wagon, Jeep	No Injury		
	Veh Type: Passenger Car		Sobriety: HNBD			Assoc Factor: None Apparent		Cell Phone Not In Use			
<b>918-04464-2245-472</b>	<b>7/30/2018</b>	<b>11:32</b>	Monday			4474 PARK GRANADA - PRIVATE PROPERTY	'	Direction:	Daylight	Clear	Pty at Fault:1
	Sideswipe		Other Motor Vehicle		Other Improper Driving			Hit & Run: No	Property Damage Only	# Inj: 0	# Killed: 0

<b>Party 1</b> Driver	East	Parking Maneuver	Female	Age: 39	2001 FORD	EXCURSION	Passenger Car, Station Wagon, Jeep	No Injury
Veh Type: Passenger Car		Sobriety: HNBD	Assoc Factor: None Apparent			Lap/Shoulder Harness Used	Cell Phone Not In Use	
<b>Party 2</b> Parked Vehicle		Parked	Age:	2013 MERCEDES-BENZ	C250		Passenger Car, Station Wagon, Jeep	No Injury
Veh Type: Passenger Car		Sobriety: HNBD	Assoc Factor: None Apparent				Cell Phone Not In Use	

**Settings for Query:**

**City: CALABASAS**  
**Sorted By: Date and Time**




**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE:** AUGUST 13, 2017

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** GLENN MICHITSCH, SENIOR PLANNER 

**SUBJECT:** INTRODUCTION OF ORDINANCE NO. 2018-367, AN ORDINANCE TO AMEND CHAPTER 17.62 OF THE CALABASAS MUNICIPAL CODE TO MODIFY THE THRESHOLDS WHICH DETERMINE REVIEW BODIES FOR SITE PLAN REVIEWS AND ADMINISTRATIVE PLAN REVIEWS FOR RESIDENTIAL HOME ADDITIONS AND OTHER DEVELOPMENT PROJECTS.

**MEETING DATE:** AUGUST 22, 2018

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**SUMMARY RECOMMENDATION:**

That the City Council approve a motion to introduce Ordinance No. 2018-367 (Attachment A) amending Chapter 17.62 of the City of Calabasas Municipal Code to modify the thresholds which determine review bodies for Site Plan Reviews (Section 17.62.020) and Administrative Plan Reviews (17.62.090) for residential home additions and other development projects.

**BACKGROUND:**

Following discussions by the Planning Commission on February 15, 2018 and April 26, 2018, and by the City Council on May 1, 2018, the Council directed staff to amend Chapter 17.62 of the Calabasas Municipal Code to modify the thresholds which determine the review bodies for Site Plan Reviews and Administrative Plan Reviews as follows:

- Require small residential additions up to 400 square feet to be processed via



- a Zoning Clearance (ministerial);
- Require moderately sized residential additions between 401 square feet and 1,200 square feet to be processed via an Administrative Plan Review (Community Development Director hearing);
- Require larger residential additions over 1,200 square feet to be processed via a Site Plan Review (Planning Commission hearing); and
- Include provisions such that residential home additions (pertaining to the above-mentioned thresholds) which exceed 20% of the existing structure(s) gross floor area would require review at the next higher level.

On July 12, 2018, the Planning Commission held a public hearing and voted 5-0 to approve Planning Commission Resolution No. 2018-672 (Attachment D), which recommends to the City Council approval of Ordinance 2018-367, amending Chapter 17.62 of the Municipal Code (Title 17 – Land Use and Development) to accomplish the stated goals above. The approval included a few minor language edits, but did not modify the stated goals.

#### **DISCUSSION/ANALYSIS:**

Attachments B and C include the actual proposed new Code language which accomplishes the above-stated goals, both in red-line format (showing amendments via ~~strikeout~~ and underline), and as a clean copy respectively. No significant modifications arose from the Planning Commission’s July 12, 2018 hearing; only minor edits.

Meanwhile, and as is common when amending Code, staff identified the following additional language modifications (not previously discussed) that will make the language more easily understood and consistently applied:

- 1) A clarification that the regulations apply only to “legally permitted” structures [Attachment B, Section 17.62.020(B)(3)].
- 2) A clarification that the thresholds apply to the cumulative sum of all legally permitted structures on-site [Attachment B, Section 17.62.020(C) and Section 17.62.090(B)(1)(b)].
- 3) Align processing requirements for both new single-family and multifamily residences and additions to new single-family and multifamily residences [Attachment B, Section 17.62.020(B)(3) and Section 17.62.090(B)(1)(a)]

Additionally, staff recommends the following three amendments as clean-up items that have needed amending either due to changes in State law, or items which,

throughout the course of applying the Code, staff has noticed can be made clearer. Those recommended changes are as follows:

- 1) *Clarification that additions of up to 5,000 square feet to structures on all commercially zoned properties require an Administrative Plan Review.* Previous language was unclear as to if additions to mixed-use (residential and commercial together), institutional, and industrial developments were included in this processing requirement. The language proposed in Attachment B, Section 17.62.090(B)(2) aligns the Code with the intent of processing additions of up to 5,000 square feet to structures on all commercially zoned parcels as Administrative Plan Reviews.
- 2) *Elimination of a requirement in Chapter 17.62 to process Accessory Dwelling Units (ADUs) as Administrative Plan Reviews.* Current state law is clear that ADUs must be processed administratively (via a Zoning Clearance). This reference should have been deleted at the time the ADU Ordinance was adopted in February 2017. [Attachment B, Section 17.62.090(B)(11)]
- 3) *Align processing requirements for a new residential structure to be the same as the processing requirements (Site Plan Review) for a 1,201 square foot or greater addition to a residential structure.* This disparity has been in the Code for quite some time, and even with the proposed modification of the thresholds, still needs to be fixed. Without this modification, a residence not within a scenic corridor would be required to process a 1,201 square foot addition as a Site Plan Review (Planning Commission hearing), but a proposed entirely new residence, also not within a scenic corridor, would require only an Administrative Plan Review (Director's hearing). [Attachment B, Section 17.62.020(B)(2)]

#### **REQUIRED FINDINGS:**

The findings required in 17.76.050(B) (Development Code Amendments) of the CMC are contained in Ordinance No. 2018-367 (Attachment A).

#### **ENVIRONMENTAL REVIEW:**

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) [General Rule Exemption] of the California CEQA Guidelines because staff found that the proposed amendment have no potential to cause a significant impact on the environment. A draft Notice of Exemption has been prepared and is attached as Attachment J.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The requested amendments to the Development Code are City-initiated. The proposed amendments to the City’s Development Code alter only processing requirements for development applications, which are funded by project applicants. Therefore, no fiscal impact to the City is expected.

**REQUESTED ACTION:**

That the City Council approve a motion to introduce Ordinance No. 2018-367 (Attachment A) amending Chapter 17.62 of the City of Calabasas Municipal Code to modify the thresholds which determine review bodies for Site Plan Reviews (Section 17.62.020) and Administrative Plan Reviews (17.62.090) for residential home additions and other development projects.

**ATTACHMENTS:**

- Attachment A: Ordinance No. 2018-367
- Attachment B: Code Amendments – Redline
- Attachment C: Code Amendments – Clean Copy
- Attachment D: Planning Commission Resolution No. 2018-672
- Attachment E: Staff Report from Planning Commission Meeting of July 12, 2018
- Attachment F: Planning Commission Minutes of July 12, 2018
- Attachment G: Staff Report from Planning Commission Meeting of February 15, 2018
- Attachment H: Staff Report from Planning Commission Meeting of April 26, 2018
- Attachment I: Staff Report from City Council Meeting of May 1, 2018
- Attachment J: Draft Notice of Exemption

**ORDINANCE NO. 2018-367**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA, AMENDING CHAPTER 17.62, TO MODIFY THE THRESHOLDS WHICH DETERMINE REVIEW BODIES FOR BOTH SITE PLAN REVIEWS (SECTION 17.62.020) AND ADMINISTRATIVE PLAN REVIEWS (SECTION 17.62.090) FOR RESIDENTIAL HOME ADDITIONS AND OTHER DEVELOPMENT PROJECTS.**

**WHEREAS**, the City Council of the City of Calabasas, California (“the City Council”) has considered all of the evidence including, but not limited to, the Planning Commission Resolution, Planning Division staff reports and attachments, and public testimony from the Planning Commission meeting held on July 12, 2018, and City Council meeting on August 22, 2018; and

**WHEREAS**, the City Council finds that the Land Use and Development Code Amendments are consistent with the goals, policies, and actions of the General Plan and will not conflict with the General Plan; and

**WHEREAS**, the City Council finds that the Land Use and Development Code Amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City; and

**WHEREAS**, the proposed actions are in compliance with the provisions of the California Environmental Quality Act (CEQA) because the project is exempt from the provisions of the California Environmental Quality Act [California Code of Regulations Title 14 §15061(b)(3)]; and

**WHEREAS**, the City Council finds that the Land Use and Development Code Amendments are internally consistent with other applicable provisions of the Land Use and Development Code; and

**WHEREAS**, the Land Use and Development Code Amendment reflects the input of residents, stakeholders, and public officials, and implements the General Plan’s visions and desire for the community, is adopted in the public’s interest, and is otherwise consistent with federal and state law.

**NOW THEREFORE THE CITY COUNCIL OF THE CITY OF CALABASAS DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** Based upon the foregoing the City Council finds:

1. Following a public hearing held on July 12, 2018, the Planning Commission adopted Resolution No. 2018-672 recommending to the City Council adoption of Ordinance 2018-367, amending Chapter 17.62 to modify the thresholds which determine review bodies for Site Plan Reviews (Section 17.62.020) and Administrative Plan Reviews (Section 17.62.090).
2. Notice of the August 22, 2018, City Council public hearing was posted at Juan de Bautista Park, the Calabasas Tennis and Swim Center, the Agoura Hills/Calabasas Community Center, Gelson's Market and at Calabasas City Hall.
3. Notice of the August 22, 2018, City Council public hearing was posted in The Enterprise at least ten (10) days prior to the hearing.
4. Notice of the August 22, 2018, City Council public hearing included the information set forth in Government Code Section 65009 (b)(2).

**SECTION 2.** In view of all the evidence and based on the foregoing findings and conclusions, the City Council hereby approves amendments to the City's Land Use and Development Code, specifically amending Chapter 17.62 of the City's Land Use and Development Code to modify the thresholds which determine review bodies for both site plan reviews (Section 17.62.020) and Administrative Plan Reviews (Section 17.62.090) for residential home additions and other development projects.

Section 17.76.050(B) Calabasas Municipal Code allows the Planning Commission to recommend and the City Council to approve amendments to the City's Development Code provided that the following findings are made:

1. *The proposed amendment is consistent with the goals, policies, and actions of the General Plan;*

The proposed amendments are consistent with the goals, policies and actions of the General Plan because even with the proposed minor alteration of the thresholds that determine the review bodies for site plan reviews and administrative plan reviews, development projects are still required to be consistent with all the applicable goals, policies and actions of the General Plan. Furthermore, the proposed Code amendments continue to promote the General Plan's implementation goals of involving citizens in the decision making process by preserving the public hearing process which allows an opportunity for members of the public to comment on development projects at a public hearing. For these reasons, the project meets this finding.

2. *The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City;*

The proposed code amendments would not be detrimental to the public interest, health, safety, convenience, or welfare of the City because, although the thresholds that determine the review and decision making body are modified, all required findings for site plan reviews and administrative plan reviews will remain the same, and be necessary to be made to justify project approvals. The findings include justifications to ensure projects are consistent with all the policies, goals, actions, and provisions of both the City's General Plan and Municipal Code, including findings that require development to be compatible in design and appearance and scale with the surrounding area, findings that the project site is adequate in area to accommodate development features, and findings that the project respects and integrates into the surrounding natural environment.

*3. The proposed amendment is in compliance with the provisions of the California Environmental Quality Act (CEQA);*

The proposed ordinance is exempt from CEQA review pursuant to State Guidelines Section 15061(b)(3) as a project that has no potential to cause a significant effect on the environment. The proposed text amendments change the decision-maker for certain residential and other development projects, but do not change the allowed land uses or projects within the City nor the substantive requirements governing each type of development project. A Notice of Exemption will be filed.

*4. The proposed amendment is internally consistent with other applicable provisions of the Development Code.*

The proposed amendments consist of modifying the current thresholds which determine review bodies for both site plan reviews and administrative plan reviews as they pertain to residential development projects. The modifications apply only to process, and are structured in a way as to not affect any of the development standards contained in the Code. Furthermore, the development standards and substantive requirements for residential and other development projects relating to hillside development, oak tree protection, scenic corridor protection, dark skies protection, water-efficient landscaping, green buildings, off-street parking and loading, and all other applicable provisions of the Development Code all still apply. For these reasons, the amendments meet this finding.

**SECTION 3. CODE AMENDMENT.** Section 17.62.020 of the Calabasas Municipal Code is hereby amended to read as follows:

Section 17.62.020 – Site plan review.

A. Purpose. Site plan review is a discretionary land use permit required for certain proposed land uses that involve new construction. The site plan review process

is intended to promote comprehensive design and planning for orderly and compatible development, and ensure that site development, the exterior appearance of structures, landscaping, grading, signs and other improvements are designed to minimize adverse aesthetic and environmental impacts on the site and its surroundings.

- B. Applicability. Site plan review is required for all land uses identified by this title as allowable subject to site plan review, and the following:
1. New site development, or new construction and additions to existing buildings over five thousand (5,000) square feet in commercial and special purpose zoning districts;
  2. Construction of new residential single-family, multifamily housing, or mixed use residential projects;
  3. Residential home additions to existing legally permitted single-family or multifamily housing or structures, where the cumulative square footage of the addition, plus the square footage(s) of any legally permitted addition(s) accomplished within the previous five-year period, meets or exceeds any of the following thresholds:
    - a) Additions of over four hundred (400) square feet to existing legally permitted single-family or multifamily housing or structures where the gross floor area of the addition is 20 percent or greater than the gross floor area of the existing legally permitted home or structures, except in the Old Topanga and Calabasas Highlands Overlay Districts;
    - b) Additions over one thousand, two hundred (1,200) square feet to existing legally permitted single-family or multifamily housing or structures, except in the Old Topanga and Calabasas Highlands Overlay Districts; or
    - c) Additions over two hundred and fifty (250) square feet to existing legally permitted single-family housing on properties located in the Old Topanga or Calabasas Highlands Overlay Districts.
  4. New single family homes in the Old Topanga and Calabasas Highlands Overlay Districts except for items for which the director is the review authority pursuant to Section 17.62.050 (C)(2); and
  5. For new site development or construction in the scenic corridor except for items for which the director is the review authority pursuant to Section 17.62.050 (C)(2).
- C. Where used in subsection B above, "Residential home addition" means the construction of any new or expanded, fully enclosed structure, on a property with existing, legally permitted, single-family or multifamily housing.
- D. Application Filing and Processing. An application for site plan review shall be filed and processed in compliance with Chapter 17.60.

- E. Project Review, Notice and Hearing. Each site plan review application shall be analyzed to ensure that the proposed development complies with all applicable provisions of this development code. Each application for new structures or site plan modifications shall be reviewed by the commission. The commission shall hold a public hearing in compliance with Chapter 17.78 for all projects requiring site plan review.
  
- F. Findings, Decision and Conditions. After a public hearing, the review authority shall record the decision and the findings upon which the decision is based. The review authority may approve a site plan review application with or without conditions, if all of the following findings are made:
  - 1. The proposed project complies with all applicable provisions of this development code;
  - 2. The proposed project is consistent with the General Plan, any applicable specific plan, and any special design theme adopted by the city for the site and vicinity;
  - 3. The approval of the site plan review is in compliance with the California Environmental Quality Act (CEQA);
  - 4. The proposed structures, signs, site development, grading and/or landscaping are compatible in design, appearance and scale, with existing uses, development, signs, structures and landscaping for the surrounding area;
  - 5. The site is adequate in size and shape to accommodate the proposed structures, yards, walls, fences, parking, landscaping, and other development features; and
  - 6. The proposed project is designed to respect and integrate with the existing surrounding natural environment to the maximum extent feasible.
  
- G. Expiration. A site plan review shall be exercised within one year from the date of approval or the permit shall become void, unless an extension is approved by the director in compliance with Chapter 17.64.

**SECTION 4. CODE AMENDMENT.** Section 17.62.090 of the Calabasas Municipal Code is hereby amended to read as follows:

17.62.090 - Administrative plan review.

- A. Purpose. Administrative plan review is a discretionary land use permit required for certain proposed land uses that involve new construction. The administrative plan review process is intended to promote comprehensive design and planning for orderly and compatible development, and ensure that site development, the exterior appearance of structures, landscaping, grading, signs and other improvements are designed to minimize adverse aesthetic and environmental impacts on the site and its surroundings.



- B. Applicability. Administrative plan review is required for all land uses identified by this title as allowable subject to administrative plan review including the following:
1. Construction in residential zoning districts as provided below, unless located in a scenic corridor;
    - a. Residential home additions to existing legally permitted single-family or multifamily housing or structures, where the cumulative square footage of the addition, plus the square footage(s) of any legally permitted addition(s) accomplished within the previous five-year period, meets or exceeds any of the following thresholds:
      1. Additions of up to four hundred (400) square feet to existing legally permitted single-family or multifamily housing or structures where the gross floor area of the addition is 20 percent or greater than the gross floor area of the existing legally permitted home or structures, except in the Old Topanga and Calabasas Highlands Overlay Districts;
      2. Additions of over four hundred (400) square feet, and up to a maximum of one thousand, two hundred (1,200) square feet, to existing legally permitted single-family or multifamily housing or structures where the gross floor area of the addition is less than 20 percent of the gross floor area of the existing legally permitted home or structures, except in the Old Topanga and Calabasas Highlands Overlay Districts;
      3. Additions of two hundred fifty (250) square feet or less to existing legally permitted single-family homes or structures on properties located in the Old Topanga or Calabasas Highlands Overlay Districts.
    - b. Where used in subsection (B)(1)(a) above, "Residential home addition" means the construction of any new or expanded, fully enclosed structure, on a property with existing legally permitted single-family or multifamily housing.
  2. Exterior modifications to buildings or site plans in non-residential zones;
  3. Fences in all zoning districts except residential zoning districts. Fences for residential properties located in the scenic corridor overlay district shall require a minor scenic corridor permit;
  4. Flags higher than the height of a building;
  5. Pole mounted flags in the RS, RC, RR and OS zones;
  6. Pool and spa with reduced setback from rear of side property line adjacent to dedicated open space (Section 17.12.165(H)(5));
  7. Satellite antenna larger than one meter unless located in the scenic corridor overlay district;
  8. Reverse vending machines (up to five machines); and
  9. Tennis and other recreational fencing over six feet in height.

**SECTION 5. SEVERABILITY.** Should any provision, section, paragraph, sentence or word of this Ordinance be rendered or declared invalid by any court of competent jurisdiction or by reason of any preemptive legislation, the remaining

provisions, sections, paragraphs, sentences or words of this Ordinance shall remain in full force and effect and, to that end, the provisions hereof are declared to be severable.

**SECTION 6. EFFECTIVE DATE.** This Ordinance shall take effect thirty days after its adoption pursuant to California Government Code section 36937.

**SECTION 7. CERTIFICATION.** The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted according to law.

**PASSED, APPROVED AND ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Fred Gaines, Mayor

ATTEST:

\_\_\_\_\_  
Maricela Hernandez, MMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott H. Howard  
Colantuono, Highsmith & Whatley, PC  
City Attorney

## Chapter 17.62 - PERMIT APPROVAL OR DISAPPROVAL

**Sections:**

This chapter provides standards for the final review, and approval or disapproval of the land use permit applications established by this development code. Procedures and standards for the review and approval of subdivision maps are found in Article IV. Where applicable, the procedures of this chapter are carried out after those described in Chapter 17.60 for each application.

Land uses not listed in this chapter shall be subject to the provisions of Section 17.11.020 E-Applicable Standards and Permit Requirements.

(Ord. No. 2010-265, § 3, 1-27-2010)

## 17.62.020 - Site plan review.

- A. Purpose. Site plan review is a discretionary land use permit required for certain proposed land uses that involve new construction. The site plan review process is intended to promote comprehensive design and planning for orderly and compatible development, and ensure that site development, the exterior appearance of structures, landscaping, grading, signs and other improvements are designed to minimize adverse aesthetic and environmental impacts on the site and its surroundings.
- B. Applicability. Site plan review is required for all land uses identified by this title as allowable subject to site plan review, and the following:
1. New site development, or new construction and additions to existing buildings over five thousand (5,000) square feet in commercial and special purpose zoning districts;
  2. Construction of new residential single-family, multifamily housing, or mixed-use residential projects;
  3. Residential home additions to existing legally permitted single-family or multifamily housing or structures, where the cumulative square footage of the addition, plus the square footage(s) of any legally permitted addition(s) accomplished within the previous five-year period, meets or exceeds any of the following thresholds:
    - a) Additions of over four hundred (400) square feet to existing legally permitted single-family or multifamily housing or structures where the gross floor area of the addition is 20 percent or greater than the gross floor area of the existing legally permitted home or structures, except in the Old Topanga and Calabasas Highlands Overlay Districts;
    - b) Additions over one thousand, two hundred (1,200) square feet to existing legally permitted single-family or multifamily housing or structures, except in the Old Topanga and Calabasas Highlands Overlay Districts; or
    - c) Additions over two hundred and fifty (250) square feet to existing legally permitted single-family housing on properties located in the Old Topanga or Calabasas Highlands Overlay Districts.
  2. ~~Additions over five hundred (500) square feet to existing single-family homes, cumulative in any five-year period, except in Old Topanga and Calabasas Highlands Overlay Districts.~~
  3. ~~Additions over two hundred fifty (250) square feet to existing single-family homes, cumulative in any five-year period, in Old Topanga and Calabasas Highlands Overlay Districts.~~
  4. New single family homes in the Old Topanga and Calabasas Highlands Overlay Districts except for items for which the director is the review authority pursuant to Section 17.62.050 (C)(2); and
  5. For new site development or construction in the scenic corridor except for items for which the director is the review authority pursuant to Section 17.62.050 (C)(2).

C. Where used in subsection B above, "Residential home addition" means the construction of any new or expanded, fully enclosed structure, on a property with existing, legally permitted, single-family or multifamily housing.

- C. Application Filing and Processing. An application for site plan review shall be filed and processed in compliance with Chapter 17.60.
- D. Project Review, Notice and Hearing. Each site plan review application shall be analyzed to ensure that the proposed development complies with all applicable provisions of this development code. Each application for new structures or site plan modifications shall be reviewed by the commission. The commission shall hold a public hearing in compliance with Chapter 17.78 for all projects requiring site plan review.
- E. Findings, Decision and Conditions. After a public hearing, the review authority shall record the decision and the findings upon which the decision is based. The review authority may approve a site plan review application with or without conditions, if all of the following findings are made:
1. The proposed project complies with all applicable provisions of this development code;
  2. The proposed project is consistent with the General Plan, any applicable specific plan, and any special design theme adopted by the city for the site and vicinity;
  3. The approval of the site plan review is in compliance with the California Environmental Quality Act (CEQA);
  4. The proposed structures, signs, site development, grading and/or landscaping are compatible in design, appearance and scale, with existing uses, development, signs, structures and landscaping for the surrounding area;
  5. The site is adequate in size and shape to accommodate the proposed structures, yards, walls, fences, parking, landscaping, and other development features; and
  6. The proposed project is designed to respect and integrate with the existing surrounding natural environment to the maximum extent feasible.
- F. Expiration. A site plan review shall be exercised within one year from the date of approval or the permit shall become void, unless an extension is approved by the director in compliance with Chapter 17.64.

(Ord. No. 2010-265, § 3, 1-27-2010)

#### 17.62.030 - Temporary use permit.

- A. Purpose. A temporary use permit allows short-term activities that might not meet the normal development or use standards of the applicable zoning district, but may be acceptable because of their temporary nature. This section provides a process for reviewing a proposed use to ensure basic public health, safety and welfare standards are met, and approving suitable temporary uses with the minimum necessary conditions or limitations consistent with the temporary nature of the use.
- B. Permitted Temporary Uses and Events. The following temporary uses and events may be permitted, subject to the issuance of a temporary use permit. Uses that do not fall within the categories defined below shall instead comply with the use and development restrictions and permit requirements that otherwise apply to the property.
1. Construction Yards. Off-site contractors' construction yards in conjunction with an approved construction project.
  2. Location Filming. Location filming is subject to Municipal Code Chapter 5.04.

3. Seasonal Sales Lots. Christmas tree sales lots or the sale of other seasonal products (e.g., pumpkins), and temporary residence/security trailers. A permit shall not be required when the sales are in conjunction with an established commercial business holding a valid business license, provided the activity does not consume more than fifteen (15) percent of the total parking spaces on the site and does not impair emergency vehicle access.
  4. Special Events. Art and craft fairs, carnivals, circuses, ethnic celebrations, festivals and other similar special events. These may be approved in commercial districts provided that they do not continue for more than five consecutive days.
  5. Temporary Offices and Work Trailers. A trailer, coach or mobilehome as a temporary office facility, or work site for employees of a business (not including temporary construction trailers, see Section 17.02.020(B)):
    - a. During construction or remodeling of a permanent commercial or industrial structure when a valid building permit is in force; or
    - b. Upon demonstration by the applicant that this temporary facility is a short-term necessity while a permanent facility is being obtained or constructed.

The permit may be granted for up to one year. An extension may be authorized by the commission through conditional use permit approval.
  6. Storage—Temporary portable structures subject to the standards in Section 17.12.220.
  7. Temporary signs and banners pursuant to Section 17.30.080(A).
  8. Similar Temporary Uses. Similar temporary uses which, in the opinion of the director, are compatible with the zoning district and surrounding land uses.
- C. Development Standards. Standards for structure setbacks, heights, floor areas, parking and landscaping areas and other structure and property development standards that apply to the type of use or the zoning district of the site shall be used as a guide for determining the appropriate development standards for temporary uses. However, the temporary use permit may authorize variation from the specific requirements as may be appropriate.
- D. Application. A temporary use permit application shall be made on a form prescribed by the director and filed with the department. The application shall be accompanied by the following:
1. Illustrations. Sketches or drawings of sufficient size and clarity to show without further explanation the following: size and location of the property, location of the adjacent street, location and size of all structures on the site, location of structures on adjacent lots, location and number of parking spaces, and location of any temporary fences, signs, or structures to be installed as part of the temporary use;
  2. Statement of Operations. Letter describing the hours of operation, days that the temporary use will be on the site, number of people staffing the use during operation, anticipated number of people using the facility during commercial operation, and other information about the operation of the use that pertains to the impact of the use on the community or on adjacent uses; and
  3. Letters from Abutting Property Owners. For uses proposed to last more than thirty-five (35) consecutive days per calendar year (where listed as allowable uses in the applicable zoning district by Article II) letters signed by the property owners of each lot abutting the site on which the temporary use is proposed to be located. The letters shall acknowledge the proposed use, dates and times of operation, and state the abutting property owner's agreement to the operation of the temporary use as described. Applications for which the applicant is unable to obtain these letters may be converted to a standard conditional use permit where the use is allowed with conditional use permit approval by the applicable zoning district.
- E. Project Review. A temporary use permit may be approved, modified, conditioned or disapproved by the director. At the discretion of the director, a temporary use permit may be referred to the commission for a hearing and decision. A temporary use permit shall be reviewed by the

development review committee for recommendations on approval, modification, conditions or disapproval prior to approval by the director or commission.

- F. Findings. The review authority may approve or conditionally approve a temporary use permit application, only if all the following findings are made:
1. That the establishment, maintenance or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood of the proposed use; and
  2. The use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city.
- In making these determinations, the review authority shall take into consideration the short time period of the proposed use.
- G. Conditions of Approval. In approving an application for a temporary use permit, the review authority may impose conditions deemed necessary to ensure that the permit will be in compliance with the findings required by subsection (F) of this section.
- H. Condition of Site Following Temporary Use. Each site occupied by a temporary use shall be cleaned of debris, litter or any other evidence of the temporary use upon completion or removal of the use, and shall thereafter be used in compliance with the provisions of this development code. A bond may be required prior to initiation of the use to ensure cleanup after the use is finished.

(Ord. No. 2010-265, § 3, 1-27-2010)

#### 17.62.040 - Minor use permits.

- A. Purpose. A minor use permit is a discretionary administrative review process that allows for the review and approval of minor use applications as required by this Title.
- B. Applicability. A minor use permit is required for all land uses identified by this Title as allowable subject to minor use permit approval including hobby farms and large farm animals as an accessory use.
- C. Application Filing and Processing. An application for minor use permit shall be filed and processed in compliance with Chapter 17.60 (Application Filing and Processing).
- D. Project Review, Notice and Hearing. Each minor use permit application shall be analyzed to ensure that the proposed use complies with all applicable provisions of this development code. Each application for new structures or site plan modifications shall be reviewed by the director. The director shall hold a public hearing in compliance with Chapter 17.78 (Public Hearings).
- E. Findings, Decision, Conditions. After a public hearing, the director shall record the decision and the findings upon which the decision is based. The director may approve a minor use permit application with or without conditions, if all of the findings are made:
1. The proposed use is permitted within the applicable zoning district and complies with all applicable provisions of this development code;
  2. The proposed use is consistent with the General Plan, any applicable specific plan, any special design theme adopted by the city for the site and vicinity;
  3. The approval of the minor use permit for the proposed use is in compliance with the California Environmental Quality Act (CEQA);
  4. The proposed structures, signs, site development, grading, and/or landscaping related to the proposed use are compatible in design, appearance, and scale, with existing uses, development, signs, structures, and landscaping for the surrounding area;

5. The site is adequate in size and shape to accommodate the proposed structures, yards, walls, fences, parking, landscaping, and other development features related to the proposed use; and
  6. The proposed use is designed to respect and integrate with the existing surrounding natural environment to the maximum extent feasible;
- F. Expiration. A minor use permit shall be exercised within one year from the date of approval or the permit shall become void, unless an extension is approved by the director in compliance with Chapter 17.64.

(Ord. No. 2010-265, § 3, 1-27-2010)

17.62.050 - Scenic corridor permits.

- A. Purpose. A scenic corridor permit is a discretionary review process that allows for the review and approval of development applications within the -SC (scenic corridor) overlay zoning district (Section 17.18.040),
- B. Applicability. All development within the -SC overlay zoning district shall receive land use permit approval in compliance with this subsection in addition to the permit normally required by the development code, except for:
1. Interior tenant improvements for residential, commercial, office or industrial projects;
  2. Ministerial projects as defined in Section 15268 of the California CEQA Guidelines and/or the city's CEQA Guidelines;
  3. Where it is determined by the director that the project will not be visible from the designated scenic corridor; and
  4. Where a project is exempt per Section 17.02.020.
- C. Project Review, Notice and Hearing. Each scenic corridor permit application shall be analyzed to ensure that the application is consistent with all applicable provisions of this development code. A public hearing shall be required in compliance with Chapter 17.78.
1. Scenic Corridor Permit. The commission shall be the review authority for any new construction or site development within the scenic corridor overlay zone except as provided in subsection (C)(2) of this section.
  2. Minor scenic corridor permit. The director shall be the review authority for the following:
    - a. Residential Accessory Structures. Residential accessory structures, including decks, gazebos and patio covers, and fences and walls not exceeding six feet in height;
    - b. Residential Additions. All ground floor additions to single-family homes and additions above the ground floor not exceeding five hundred (500) square feet;
    - c. Signs. Individual, freestanding or wall-mounted signs in compliance with Chapter 17.30; and
    - d. Tennis Courts. Tennis courts without night lighting.
- D. Required Findings. Approval of development within an -SC overlay district shall require that the review authority make following findings, in addition to the findings required by a site plan review.
1. The proposed project design complies with the scenic corridor development guidelines adopted by the council;
  2. The proposed project incorporates design measures to ensure maximum compatibility with and enhancement of the scenic corridor;

3. The proposed project is within an urban scenic corridor designated by the General Plan, and includes adequate design and landscaping, which serves to enhance and beautify the scenic corridor; or
4. The proposed project is within a rural or semi-rural scenic corridor designated by the General Plan, and is designed to ensure the continuing preservation of the character of the surrounding area.
5. The proposed structures, signs, site development, grading, and/or landscaping related to the proposed use are compatible in design, appearance, and scale, with existing uses, development, signs, structures, and landscaping of the surrounding area;

(Ord. No. 2010-265, § 3, 1-27-2010; Ord. No. 2014-310, § 1(Att. A), 2-12-2014)

17.62.060 - Conditional use permit.

- A. Purpose. Conditional use permits are intended to allow for activities and uses that are unique and whose effect on the surrounding environment cannot be determined prior to being proposed for a particular location. At the time of application, a review of the location, design, configuration and potential impact of the proposed use shall be conducted by comparing it to established development standards and design guidelines.
- B. Applicability. Conditional use permit approval is required for all land uses identified by Article II as allowable subject to conditional use permit approval.
- C. Application Filing and Processing. An application for a conditional use permit shall be filed and processed in compliance with Chapter 17.60.
- D. Project Review, Notice and Hearing. Each conditional use permit application shall be analyzed to ensure that the application is consistent with all applicable provisions of this development code. Each application shall be reviewed by the director, who shall make a recommendation to the commission. The commission shall hold a public hearing in compliance with Chapter 17.78, and may approve or disapprove the conditional use permit in compliance with this section.
- E. Findings, Decision and Conditions. Following a public hearing, the commission shall record the decision and the findings upon which the decision is based. The commission may approve a conditional use permit application with or without conditions, if all of the following findings are made:
  1. The proposed use is conditionally permitted within the subject zoning district and complies with all of the applicable provisions of this development code;
  2. The proposed use is consistent with the General Plan and any applicable specific plan or master plan;
  3. The approval of the conditional use permit for the proposed use is in compliance with the California Environmental Quality Act (CEQA); and
  4. The location and operating characteristics of the proposed use are compatible with the existing and anticipated future land uses in the vicinity.
- F. Expiration. A conditional use permit shall be exercised within one year from the date of approval or the permit shall become void, unless an extension is approved by the director in compliance with Chapter 17.64.

(Ord. No. 2010-265, § 3, 1-27-2010)

17.62.070 - Development plan.



- A. Purpose and Applicability. The purpose of a development plan permit is to permit greater flexibility and creativity in order to allow land uses and development that is superior to those attainable under existing zoning district standards. Development plan approval is required for the following: (i) all development proposed on a site that is subject to a development plan DP overlay zoning district, (ii) all development proposed within the PD zoning district, (iii) to establish setbacks for projects in the PF, REC and OS zoning districts, (iv) to modify the standards for multi-family projects pursuant to Section 17.12.145, (v) to increase the allowed height in the CR zones, (vi) to establish a parcel width and depth less than required by Section 17.46.070 and (vii) subdivisions that propose a cluster development project pursuant to 17.18.030(F). Development plans may also be utilized to modify development standards as set forth in this Title.
- B. Application Filing and Processing. An application for a development plan shall be filed and processed in compliance with Chapter 17.60.
- C. Project Review, Notice and Hearing. Each development plan application shall be analyzed to ensure that the application is consistent with all applicable provisions of this development code. Each application shall be reviewed by the development review committee and the director, who shall make a recommendation to the commission. The commission shall hold a public hearing in compliance with Chapter 17.78, and shall make a recommendation to the council. The council may approve or disapprove a development plan in compliance with this section.
- D. Findings, Decision and Conditions. Following a public hearing, the council shall record the decision and the findings upon which the decision is based. The council may approve a development plan application with or without conditions, if all of the following findings are made:
  - 1. The proposed use is conditionally permitted within the subject zoning district and complies with all of the applicable provisions of this development code;
  - 2. The proposed use is consistent with the General Plan and any applicable specific plan or master plan;
  - 3. The approval of the development plan for the proposed use is in compliance with the California Environmental Quality Act (CEQA); and
  - 4. The location, design, scale and operating characteristics of the proposed use are compatible with the existing and anticipated future land uses in the vicinity.
- E. Expiration. A development plan shall be exercised within one year from the date of approval or the permit shall become void, unless an extension is approved by the director in compliance with Chapter 17.64.

(Ord. No. 2010-265, § 3, 1-27-2010)

#### 17.62.080 - Variance.

- A. Purpose. The provisions of this section allow for variance from the development standards of this development code only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of this development code denies the property owner privileges enjoyed by other property owners in the vicinity and in identical zoning districts.
- B. Applicability. The commission may grant a variance from the requirements of this development code governing only the following development standards:
  - 1. Dimensional standards (i.e., distance between structures, parcel area, site coverage, landscape and paving requirements, parcel dimensions, setbacks, and structure heights);
  - 2. Sign regulations (other than prohibited signs); and
  - 3. Number and dimensions of parking areas, loading spaces, landscaping or lighting requirements, except as otherwise provided in this development code. A variance may be granted for a

reduction in the number of parking spaces greater than the reduction allowed pursuant to Section 17.28.50.

Variations shall not be issued to allow deviations from allowed land uses, or residential density regulations.

- C. **Application Requirements.** An application for a variance shall be filed in compliance with Section 17.60.030. It is the responsibility of the applicant to provide evidence in support of the findings required by subsection (E) of this section.
- D. **Project Review, Notice and Hearing.** Each variance application shall be analyzed to ensure that the application is consistent with the purpose and intent of this section. The director shall make a recommendation to the commission, which shall hold a public hearing in compliance with Chapter 17.78.
- E. **Findings and Decision.** Following a public hearing, the commission may approve, approve subject to conditions, or disapprove the variance, and shall record the decision in writing with the findings upon which the decision is based, in compliance with state law (Government Code Section 65906). The commission may approve an application, with or without conditions, only if all of the following findings are made:
  - 1. That there are special circumstances applicable to the property which do not generally apply to other properties in the same zoning district (i.e., size, shape, topography, location or surroundings), such that the strict application of this chapter denies the property owner privileges enjoyed by other property owners in the vicinity and in identical zoning districts;
  - 2. That granting the variance is necessary for the preservation and enjoyment of substantial property rights possessed by other property owners in the same vicinity and zoning district and denied to the property owner for which the variance is sought;
  - 3. That granting the variance would not constitute the granting of a special privilege inconsistent with the limitations of other properties in the same zoning district.
  - 4. That granting the variance will not be detrimental to the public health, safety or welfare, or injurious to property or improvements in the vicinity and zoning district in which the property is located; and
  - 5. That granting the variance is consistent with the General Plan and any applicable specific plan.
- F. **Conditions.** Any variance granted shall be subject to conditions that will ensure that the variance does not grant special privilege(s) inconsistent with the limitations upon other properties in the vicinity and same zoning district.
- G. **Expiration.** A variance shall be exercised within one year from the date of approval, or the variance shall become void, unless an extension is approved by the director in compliance with Chapter 17.64.

(Ord. No. 2010-265, § 3, 1-27-2010; Ord. No. 2012-297, § 1(Att. A), 5-23-2012)

#### 17.62.090 - Administrative plan review.

- A. **Purpose.** Administrative plan review is a discretionary land use permit required for certain proposed land uses that involve new construction. The administrative plan review process is intended to promote comprehensive design and planning for orderly and compatible development, and ensure that site development, the exterior appearance of structures, landscaping, grading, signs and other improvements are designed to minimize adverse aesthetic and environmental impacts on the site and its surroundings.
- B. **Applicability.** Administrative plan review is required for all land uses identified by this title as allowable subject to administrative plan review including the following:

1. ~~New site development or c~~Construction in residential zoning districts as provided below, unless located in a scenic corridor;
    - a. Residential home additions to existing legally permitted single-family or multifamily housing or structures, where the cumulative square footage of the addition, plus the square footage(s) of any legally permitted addition(s) accomplished within the previous five-year period, meets or exceeds any of the following thresholds:
      1. Additions of up to four hundred (400) square feet to existing legally permitted single-family or multifamily housing or structures where the gross floor area of the addition is 20 percent or greater than the gross floor area of the existing legally permitted home or structures, except in the Old Topanga and Calabasas Highlands Overlay Districts;
      2. Additions of over four hundred (400) square feet, and up to a maximum of one thousand, two hundred (1,200) square feet, to existing legally permitted single-family or multifamily housing or structures where the gross floor area of the addition is less than 20 percent of the gross floor area of the existing legally permitted home or structures, except in the Old Topanga and Calabasas Highlands Overlay Districts;
      3. Additions of two hundred fifty (250) square feet or less to existing legally permitted single-family homes or structures on properties located in the Old Topanga or Calabasas Highlands Overlay Districts.
    - b. Where used in subsection (B)(1)(a) above, "Residential home addition" means the construction of any new or expanded, fully enclosed structure, on a property with existing legally permitted single-family or multifamily housing.
  2. ~~Additions of two hundred fifty (250) square feet or less to existing single-family homes, cumulative in any five-year period, in the Old Topanga and Calabasas Highlands Overlay zones;~~
  3. ~~Additions of five hundred (500) square feet or less, cumulative in any five-year period, to existing single-family housing units except in the Old Topanga and Calabasas Highlands Overlay zones;~~
  4. ~~Detached garages over five hundred fifty (550) square feet in size;~~
  - ~~2.5.~~ Exterior modifications to ~~commercial~~ buildings or site plans in non-residential zones;
  - ~~3.6.~~ Fences in all zoning districts except residential zoning districts. Fences for residential properties located in the scenic corridor overlay district shall require a minor scenic corridor permit;
  - ~~4.7.~~ Flags higher than the height of a building;
  - ~~5.8.~~ Pole mounted flags in the RS, RC, RR and OS zones;
  - ~~6.9.~~ Pool and spa with reduced setback from rear of side property line adjacent to dedicated open space (Section 17.12.165(H)(5));
  - ~~7.10.~~ Satellite antenna larger than one meter unless located in the scenic corridor overlay district;
  11. ~~Secondary housing units;~~
  - ~~8.12.~~ Reverse vending machines (up to five machines); and
  - ~~9.13.~~ Tennis and other recreational fencing over six feet in height.
- C. Application Filing and Processing. An application for administrative plan review shall be filed and processed in compliance with Chapter 17.60.
  - D. Project Review, Notice, and Hearing. An administrative plan review may be approved, modified, conditioned or disapproved by the director. Each administrative plan review application shall be analyzed to ensure that the proposed project complies with all applicable provisions of this development code. The director shall hold a public hearing in compliance with Chapter 17.78.

At the discretion of the director, an administrative plan review application may instead be referred to the commission for a hearing and decision in compliance with this section.

- E. Findings, Decision and Conditions. The review authority shall record the decision and the findings upon which the decision is based. The review authority may approve an administrative plan review application with or without conditions, if all of the following findings are made:
1. The proposed project complies with all applicable provisions of this development code;
  2. The proposed project is consistent with the General Plan, any applicable specific plan, and any special design theme adopted by the city for the site and vicinity;
  3. The approval of the administrative plan review is in compliance with the California Environmental Quality Act (CEQA);
  4. The proposed structures, signs, site development, grading and/or landscaping are compatible in design, appearance and scale, with existing uses, development, signs, structures and landscaping for the surrounding area;
  5. The site is adequate in size and shape to accommodate the proposed structures, yards, walls, fences, parking, landscaping, and other development features; and
  6. The proposed project is designed to respect and integrate with the existing surrounding natural environment to the maximum extent feasible.
- F. Expiration. An administrative plan review shall be exercised within one year from the date of approval or the permit shall become void, unless an extension is approved by the director in compliance with Chapter 17.64.

(Ord. No. 2010-265, § 3, 1-27-2010; Ord. No. 2012-297, § 1(Att. A), 5-23-2012)

#### 17.62.100 - Home occupation permit.

- A. Purpose. A home occupation permit is established to allow home occupations to exist, provided the residential character of residential neighborhoods is maintained and provided safeguards are established to prevent the use of home occupations from transforming the use of a residence into a commercial use or a residential neighborhood into a commercial one.
- B. Project Review. An application for a home occupation permit must be submitted to the city on forms supplied by the department. The applicant must provide information required by the application and any additional information requested by the city to assist in the review of the permit request.
- C. Decision. The director shall issue the home occupation permit after determining that the request complies with Section 17.12.115 and all other Code provisions applicable to the proposed use.

(Ord. No. 2010-265, § 3, 1-27-2010)

#### 17.62.110 - Zoning clearance.

- A. Purpose. Zoning clearance is the procedure used by the city to verify that a proposed structure or land use complies with (i) the permitted list of activities allowed in the applicable zoning district, and (ii) the development standards applicable to the type of use. Where Article II requires zoning clearance as a prerequisite to establishing a land use, the director shall evaluate the proposed use to determine whether the clearance may be granted in compliance with this section.
- B. Applicability. A zoning clearance shall be required at the time of department review of any building, grading or other construction permit, or other authorization required by this development code for the proposed use. Where no other authorization is required, a request for zoning clearance shall be filed with and as required by the department.

- C. Criteria for Clearance. The director shall issue the zoning clearance after determining that the request complies with all development code provisions applicable to the proposed project.
- D. A zoning clearance is not required for projects that have been approved under another permit process identified in this chapter.

(Ord. No. 2010-265, § 3, 1-27-2010)

## Chapter 17.62 - PERMIT APPROVAL OR DISAPPROVAL

**Sections:**

This chapter provides standards for the final review, and approval or disapproval of the land use permit applications established by this development code. Procedures and standards for the review and approval of subdivision maps are found in Article IV. Where applicable, the procedures of this chapter are carried out after those described in Chapter 17.60 for each application.

Land uses not listed in this chapter shall be subject to the provisions of Section 17.11.020 E-Applicable Standards and Permit Requirements.

(Ord. No. 2010-265, § 3, 1-27-2010)

## 17.62.020 - Site plan review.

- A. Purpose. Site plan review is a discretionary land use permit required for certain proposed land uses that involve new construction. The site plan review process is intended to promote comprehensive design and planning for orderly and compatible development, and ensure that site development, the exterior appearance of structures, landscaping, grading, signs and other improvements are designed to minimize adverse aesthetic and environmental impacts on the site and its surroundings.
- B. Applicability. Site plan review is required for all land uses identified by this title as allowable subject to site plan review, and the following:
1. New site development, or new construction and additions to existing buildings over five thousand (5,000) square feet in commercial and special purpose zoning districts;
  2. Construction of new residential single-family, multifamily housing, or mixed use residential projects;
  3. Residential home additions to existing legally permitted single-family or multifamily housing or structures, where the cumulative square footage of the addition, plus the square footage(s) of any legally permitted addition(s) accomplished within the previous five-year period, meets or exceeds any of the following thresholds:
    - a) Additions of over four hundred (400) square feet to existing legally permitted single-family or multifamily housing or structures where the gross floor area of the addition is 20 percent or greater than the gross floor area of the existing legally permitted home or structures, except in the Old Topanga and Calabasas Highlands Overlay Districts;
    - b) Additions over one thousand, two hundred (1,200) square feet to existing legally permitted single-family or multifamily housing or structures, except in the Old Topanga and Calabasas Highlands Overlay Districts; or
    - c) Additions over two hundred and fifty (250) square feet to existing legally permitted single-family housing on properties located in the Old Topanga or Calabasas Highlands Overlay Districts.
  4. New single family homes in the Old Topanga and Calabasas Highlands Overlay Districts except for items for which the director is the review authority pursuant to Section 17.62.050 (C)(2); and
  5. For new site development or construction in the scenic corridor except for items for which the director is the review authority pursuant to Section 17.62.050 (C)(2).

- C. Where used in subsection B above, "Residential home addition" means the construction of any new or expanded, fully enclosed structure, on a property with existing, legally permitted, single-family or multifamily housing.
- C. Application Filing and Processing. An application for site plan review shall be filed and processed in compliance with Chapter 17.60.
- D. Project Review, Notice and Hearing. Each site plan review application shall be analyzed to ensure that the proposed development complies with all applicable provisions of this development code. Each application for new structures or site plan modifications shall be reviewed by the commission. The commission shall hold a public hearing in compliance with Chapter 17.78 for all projects requiring site plan review.
- E. Findings, Decision and Conditions. After a public hearing, the review authority shall record the decision and the findings upon which the decision is based. The review authority may approve a site plan review application with or without conditions, if all of the following findings are made:
  - 1. The proposed project complies with all applicable provisions of this development code;
  - 2. The proposed project is consistent with the General Plan, any applicable specific plan, and any special design theme adopted by the city for the site and vicinity;
  - 3. The approval of the site plan review is in compliance with the California Environmental Quality Act (CEQA);
  - 4. The proposed structures, signs, site development, grading and/or landscaping are compatible in design, appearance and scale, with existing uses, development, signs, structures and landscaping for the surrounding area;
  - 5. The site is adequate in size and shape to accommodate the proposed structures, yards, walls, fences, parking, landscaping, and other development features; and
  - 6. The proposed project is designed to respect and integrate with the existing surrounding natural environment to the maximum extent feasible.
- F. Expiration. A site plan review shall be exercised within one year from the date of approval or the permit shall become void, unless an extension is approved by the director in compliance with Chapter 17.64.

(Ord. No. 2010-265, § 3, 1-27-2010)

17.62.030 - Temporary use permit.

- A. Purpose. A temporary use permit allows short-term activities that might not meet the normal development or use standards of the applicable zoning district, but may be acceptable because of their temporary nature. This section provides a process for reviewing a proposed use to ensure basic public health, safety and welfare standards are met, and approving suitable temporary uses with the minimum necessary conditions or limitations consistent with the temporary nature of the use.
- B. Permitted Temporary Uses and Events. The following temporary uses and events may be permitted, subject to the issuance of a temporary use permit. Uses that do not fall within the categories defined below shall instead comply with the use and development restrictions and permit requirements that otherwise apply to the property.
  - 1. Construction Yards. Off-site contractors' construction yards in conjunction with an approved construction project.
  - 2. Location Filming. Location filming is subject to Municipal Code Chapter 5.04.

3. Seasonal Sales Lots. Christmas tree sales lots or the sale of other seasonal products (e.g., pumpkins), and temporary residence/security trailers. A permit shall not be required when the sales are in conjunction with an established commercial business holding a valid business license, provided the activity does not consume more than fifteen (15) percent of the total parking spaces on the site and does not impair emergency vehicle access.
  4. Special Events. Art and craft fairs, carnivals, circuses, ethnic celebrations, festivals and other similar special events. These may be approved in commercial districts provided that they do not continue for more than five consecutive days.
  5. Temporary Offices and Work Trailers. A trailer, coach or mobilehome as a temporary office facility, or work site for employees of a business (not including temporary construction trailers, see Section 17.02.020(B)):
    - a. During construction or remodeling of a permanent commercial or industrial structure when a valid building permit is in force; or
    - b. Upon demonstration by the applicant that this temporary facility is a short-term necessity while a permanent facility is being obtained or constructed.

The permit may be granted for up to one year. An extension may be authorized by the commission through conditional use permit approval.
  6. Storage—Temporary portable structures subject to the standards in Section 17.12.220.
  7. Temporary signs and banners pursuant to Section 17.30.080(A).
  8. Similar Temporary Uses. Similar temporary uses which, in the opinion of the director, are compatible with the zoning district and surrounding land uses.
- C. Development Standards. Standards for structure setbacks, heights, floor areas, parking and landscaping areas and other structure and property development standards that apply to the type of use or the zoning district of the site shall be used as a guide for determining the appropriate development standards for temporary uses. However, the temporary use permit may authorize variation from the specific requirements as may be appropriate.
- D. Application. A temporary use permit application shall be made on a form prescribed by the director and filed with the department. The application shall be accompanied by the following:
1. Illustrations. Sketches or drawings of sufficient size and clarity to show without further explanation the following: size and location of the property, location of the adjacent street, location and size of all structures on the site, location of structures on adjacent lots, location and number of parking spaces, and location of any temporary fences, signs, or structures to be installed as part of the temporary use;
  2. Statement of Operations. Letter describing the hours of operation, days that the temporary use will be on the site, number of people staffing the use during operation, anticipated number of people using the facility during commercial operation, and other information about the operation of the use that pertains to the impact of the use on the community or on adjacent uses; and
  3. Letters from Abutting Property Owners. For uses proposed to last more than thirty-five (35) consecutive days per calendar year (where listed as allowable uses in the applicable zoning district by Article II) letters signed by the property owners of each lot abutting the site on which the temporary use is proposed to be located. The letters shall acknowledge the proposed use, dates and times of operation, and state the abutting property owner's agreement to the operation of the temporary use as described. Applications for which the applicant is unable to obtain these letters may be converted to a standard conditional use permit where the use is allowed with conditional use permit approval by the applicable zoning district.
- E. Project Review. A temporary use permit may be approved, modified, conditioned or disapproved by the director. At the discretion of the director, a temporary use permit may be referred to the commission for a hearing and decision. A temporary use permit shall be reviewed by the



development review committee for recommendations on approval, modification, conditions or disapproval prior to approval by the director or commission.

- F. Findings. The review authority may approve or conditionally approve a temporary use permit application, only if all the following findings are made:
1. That the establishment, maintenance or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety or general welfare of persons residing or working in the neighborhood of the proposed use; and
  2. The use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city.
- In making these determinations, the review authority shall take into consideration the short time period of the proposed use.
- G. Conditions of Approval. In approving an application for a temporary use permit, the review authority may impose conditions deemed necessary to ensure that the permit will be in compliance with the findings required by subsection (F) of this section.
- H. Condition of Site Following Temporary Use. Each site occupied by a temporary use shall be cleaned of debris, litter or any other evidence of the temporary use upon completion or removal of the use, and shall thereafter be used in compliance with the provisions of this development code. A bond may be required prior to initiation of the use to ensure cleanup after the use is finished.

(Ord. No. 2010-265, § 3, 1-27-2010)

#### 17.62.040 - Minor use permits.

- A. Purpose. A minor use permit is a discretionary administrative review process that allows for the review and approval of minor use applications as required by this Title.
- B. Applicability. A minor use permit is required for all land uses identified by this Title as allowable subject to minor use permit approval including hobby farms and large farm animals as an accessory use.
- C. Application Filing and Processing. An application for minor use permit shall be filed and processed in compliance with Chapter 17.60 (Application Filing and Processing).
- D. Project Review, Notice and Hearing. Each minor use permit application shall be analyzed to ensure that the proposed use complies with all applicable provisions of this development code. Each application for new structures or site plan modifications shall be reviewed by the director. The director shall hold a public hearing in compliance with Chapter 17.78 (Public Hearings).
- E. Findings, Decision, Conditions. After a public hearing, the director shall record the decision and the findings upon which the decision is based. The director may approve a minor use permit application with or without conditions, if all of the findings are made:
1. The proposed use is permitted within the applicable zoning district and complies with all applicable provisions of this development code;
  2. The proposed use is consistent with the General Plan, any applicable specific plan, any special design theme adopted by the city for the site and vicinity;
  3. The approval of the minor use permit for the proposed use is in compliance with the California Environmental Quality Act (CEQA);
  4. The proposed structures, signs, site development, grading, and/or landscaping related to the proposed use are compatible in design, appearance, and scale, with existing uses, development, signs, structures, and landscaping for the surrounding area;

5. The site is adequate in size and shape to accommodate the proposed structures, yards, walls, fences, parking, landscaping, and other development features related to the proposed use; and
  6. The proposed use is designed to respect and integrate with the existing surrounding natural environment to the maximum extent feasible;
- F. Expiration. A minor use permit shall be exercised within one year from the date of approval or the permit shall become void, unless an extension is approved by the director in compliance with Chapter 17.64.

(Ord. No. 2010-265, § 3, 1-27-2010)

17.62.050 - Scenic corridor permits.

- A. Purpose. A scenic corridor permit is a discretionary review process that allows for the review and approval of development applications within the -SC (scenic corridor) overlay zoning district (Section 17.18.040),
- B. Applicability. All development within the -SC overlay zoning district shall receive land use permit approval in compliance with this subsection in addition to the permit normally required by the development code, except for:
  1. Interior tenant improvements for residential, commercial, office or industrial projects;
  2. Ministerial projects as defined in Section 15268 of the California CEQA Guidelines and/or the city's CEQA Guidelines;
  3. Where it is determined by the director that the project will not be visible from the designated scenic corridor; and
  4. Where a project is exempt per Section 17.02.020.
- C. Project Review, Notice and Hearing. Each scenic corridor permit application shall be analyzed to ensure that the application is consistent with all applicable provisions of this development code. A public hearing shall be required in compliance with Chapter 17.78.
  1. Scenic Corridor Permit. The commission shall be the review authority for any new construction or site development within the scenic corridor overlay zone except as provided in subsection (C)(2) of this section.
  2. Minor scenic corridor permit. The director shall be the review authority for the following:
    - a. Residential Accessory Structures. Residential accessory structures, including decks, gazebos and patio covers, and fences and walls not exceeding six feet in height;
    - b. Residential Additions. All ground floor additions to single-family homes and additions above the ground floor not exceeding five hundred (500) square feet;
    - c. Signs. Individual, freestanding or wall-mounted signs in compliance with Chapter 17.30; and
    - d. Tennis Courts. Tennis courts without night lighting.
- D. Required Findings. Approval of development within an -SC overlay district shall require that the review authority make following findings, in addition to the findings required by a site plan review.
  1. The proposed project design complies with the scenic corridor development guidelines adopted by the council;
  2. The proposed project incorporates design measures to ensure maximum compatibility with and enhancement of the scenic corridor;

3. The proposed project is within an urban scenic corridor designated by the General Plan, and includes adequate design and landscaping, which serves to enhance and beautify the scenic corridor; or
4. The proposed project is within a rural or semi-rural scenic corridor designated by the General Plan, and is designed to ensure the continuing preservation of the character of the surrounding area.
5. The proposed structures, signs, site development, grading, and/or landscaping related to the proposed use are compatible in design, appearance, and scale, with existing uses, development, signs, structures, and landscaping of the surrounding area;

(Ord. No. 2010-265, § 3, 1-27-2010; Ord. No. 2014-310, § 1(Att. A), 2-12-2014)

17.62.060 - Conditional use permit.

- A. Purpose. Conditional use permits are intended to allow for activities and uses that are unique and whose effect on the surrounding environment cannot be determined prior to being proposed for a particular location. At the time of application, a review of the location, design, configuration and potential impact of the proposed use shall be conducted by comparing it to established development standards and design guidelines.
- B. Applicability. Conditional use permit approval is required for all land uses identified by Article II as allowable subject to conditional use permit approval.
- C. Application Filing and Processing. An application for a conditional use permit shall be filed and processed in compliance with Chapter 17.60.
- D. Project Review, Notice and Hearing. Each conditional use permit application shall be analyzed to ensure that the application is consistent with all applicable provisions of this development code. Each application shall be reviewed by the director, who shall make a recommendation to the commission. The commission shall hold a public hearing in compliance with Chapter 17.78, and may approve or disapprove the conditional use permit in compliance with this section.
- E. Findings, Decision and Conditions. Following a public hearing, the commission shall record the decision and the findings upon which the decision is based. The commission may approve a conditional use permit application with or without conditions, if all of the following findings are made:
  1. The proposed use is conditionally permitted within the subject zoning district and complies with all of the applicable provisions of this development code;
  2. The proposed use is consistent with the General Plan and any applicable specific plan or master plan;
  3. The approval of the conditional use permit for the proposed use is in compliance with the California Environmental Quality Act (CEQA); and
  4. The location and operating characteristics of the proposed use are compatible with the existing and anticipated future land uses in the vicinity.
- F. Expiration. A conditional use permit shall be exercised within one year from the date of approval or the permit shall become void, unless an extension is approved by the director in compliance with Chapter 17.64.

(Ord. No. 2010-265, § 3, 1-27-2010)

17.62.070 - Development plan.

- A. Purpose and Applicability. The purpose of a development plan permit is to permit greater flexibility and creativity in order to allow land uses and development that is superior to those attainable under existing zoning district standards. Development plan approval is required for the following: (i) all development proposed on a site that is subject to a development plan DP overlay zoning district, (ii) all development proposed within the PD zoning district, (iii) to establish setbacks for projects in the PF, REC and OS zoning districts, (iv) to modify the standards for multi-family projects pursuant to Section 17.12.145, (v) to increase the allowed height in the CR zones, (vi) to establish a parcel width and depth less than required by Section 17.46.070 and (vii) subdivisions that propose a cluster development project pursuant to 17.18.030(F). Development plans may also be utilized to modify development standards as set forth in this Title.
- B. Application Filing and Processing. An application for a development plan shall be filed and processed in compliance with Chapter 17.60.
- C. Project Review, Notice and Hearing. Each development plan application shall be analyzed to ensure that the application is consistent with all applicable provisions of this development code. Each application shall be reviewed by the development review committee and the director, who shall make a recommendation to the commission. The commission shall hold a public hearing in compliance with Chapter 17.78, and shall make a recommendation to the council. The council may approve or disapprove a development plan in compliance with this section.
- D. Findings, Decision and Conditions. Following a public hearing, the council shall record the decision and the findings upon which the decision is based. The council may approve a development plan application with or without conditions, if all of the following findings are made:
  - 1. The proposed use is conditionally permitted within the subject zoning district and complies with all of the applicable provisions of this development code;
  - 2. The proposed use is consistent with the General Plan and any applicable specific plan or master plan;
  - 3. The approval of the development plan for the proposed use is in compliance with the California Environmental Quality Act (CEQA); and
  - 4. The location, design, scale and operating characteristics of the proposed use are compatible with the existing and anticipated future land uses in the vicinity.
- E. Expiration. A development plan shall be exercised within one year from the date of approval or the permit shall become void, unless an extension is approved by the director in compliance with Chapter 17.64.

(Ord. No. 2010-265, § 3, 1-27-2010)

#### 17.62.080 - Variance.

- A. Purpose. The provisions of this section allow for variance from the development standards of this development code only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of this development code denies the property owner privileges enjoyed by other property owners in the vicinity and in identical zoning districts.
- B. Applicability. The commission may grant a variance from the requirements of this development code governing only the following development standards:
  - 1. Dimensional standards (i.e., distance between structures, parcel area, site coverage, landscape and paving requirements, parcel dimensions, setbacks, and structure heights);
  - 2. Sign regulations (other than prohibited signs); and
  - 3. Number and dimensions of parking areas, loading spaces, landscaping or lighting requirements, except as otherwise provided in this development code. A variance may be granted for a

reduction in the number of parking spaces greater than the reduction allowed pursuant to Section 17.28.50.

Variances shall not be issued to allow deviations from allowed land uses, or residential density regulations.

- C. **Application Requirements.** An application for a variance shall be filed in compliance with Section 17.60.030. It is the responsibility of the applicant to provide evidence in support of the findings required by subsection (E) of this section.
- D. **Project Review, Notice and Hearing.** Each variance application shall be analyzed to ensure that the application is consistent with the purpose and intent of this section. The director shall make a recommendation to the commission, which shall hold a public hearing in compliance with Chapter 17.78.
- E. **Findings and Decision.** Following a public hearing, the commission may approve, approve subject to conditions, or disapprove the variance, and shall record the decision in writing with the findings upon which the decision is based, in compliance with state law (Government Code Section 65906). The commission may approve an application, with or without conditions, only if all of the following findings are made:
  - 1. That there are special circumstances applicable to the property which do not generally apply to other properties in the same zoning district (i.e., size, shape, topography, location or surroundings), such that the strict application of this chapter denies the property owner privileges enjoyed by other property owners in the vicinity and in identical zoning districts;
  - 2. That granting the variance is necessary for the preservation and enjoyment of substantial property rights possessed by other property owners in the same vicinity and zoning district and denied to the property owner for which the variance is sought;
  - 3. That granting the variance would not constitute the granting of a special privilege inconsistent with the limitations of other properties in the same zoning district.
  - 4. That granting the variance will not be detrimental to the public health, safety or welfare, or injurious to property or improvements in the vicinity and zoning district in which the property is located; and
  - 5. That granting the variance is consistent with the General Plan and any applicable specific plan.
- F. **Conditions.** Any variance granted shall be subject to conditions that will ensure that the variance does not grant special privilege(s) inconsistent with the limitations upon other properties in the vicinity and same zoning district.
- G. **Expiration.** A variance shall be exercised within one year from the date of approval, or the variance shall become void, unless an extension is approved by the director in compliance with Chapter 17.64.

(Ord. No. 2010-265, § 3, 1-27-2010; Ord. No. 2012-297, § 1(Att. A), 5-23-2012)

#### 17.62.090 - Administrative plan review.

- A. **Purpose.** Administrative plan review is a discretionary land use permit required for certain proposed land uses that involve new construction. The administrative plan review process is intended to promote comprehensive design and planning for orderly and compatible development, and ensure that site development, the exterior appearance of structures, landscaping, grading, signs and other improvements are designed to minimize adverse aesthetic and environmental impacts on the site and its surroundings.
- B. **Applicability.** Administrative plan review is required for all land uses identified by this title as allowable subject to administrative plan review including the following:

1. Construction in residential zoning districts as provided below, unless located in a scenic corridor;
  - a. Residential home additions to existing legally permitted single-family or multifamily housing or structures, where the cumulative square footage of the addition, plus the square footage(s) of any legally permitted addition(s) accomplished within the previous five-year period, meets or exceeds any of the following thresholds:
    1. Additions of up to four hundred (400) square feet to existing legally permitted single-family or multifamily housing or structures where the gross floor area of the addition is 20 percent or greater than the gross floor area of the existing legally permitted home or structures, except in the Old Topanga and Calabasas Highlands Overlay Districts;
    2. Additions of over four hundred (400) square feet, and up to a maximum of one thousand, two hundred (1,200) square feet, to existing legally permitted single-family or multifamily housing or structures where the gross floor area of the addition is less than 20 percent of the gross floor area of the existing legally permitted home or structures, except in the Old Topanga and Calabasas Highlands Overlay Districts;
    3. Additions of two hundred fifty (250) square feet or less to existing legally permitted single-family homes or structures on properties located in the Old Topanga or Calabasas Highlands Overlay Districts.
  - b. Where used in subsection (B)(1)(a) above, "Residential home addition" means the construction of any new or expanded, fully enclosed structure, on a property with existing legally permitted single-family or multifamily housing.
2. Exterior modifications to buildings or site plans in non-residential zones;
3. Fences in all zoning districts except residential zoning districts. Fences for residential properties located in the scenic corridor overlay district shall require a minor scenic corridor permit;
4. Flags higher than the height of a building;
5. Pole mounted flags in the RS, RC, RR and OS zones;
6. Pool and spa with reduced setback from rear of side property line adjacent to dedicated open space (Section 17.12.165(H)(5));
7. Satellite antenna larger than one meter unless located in the scenic corridor overlay district;
8. Reverse vending machines (up to five machines); and
9. Tennis and other recreational fencing over six feet in height.
- C. Application Filing and Processing. An application for administrative plan review shall be filed and processed in compliance with Chapter 17.60.
- D. Project Review, Notice, and Hearing. An administrative plan review may be approved, modified, conditioned or disapproved by the director. Each administrative plan review application shall be analyzed to ensure that the proposed project complies with all applicable provisions of this development code. The director shall hold a public hearing in compliance with Chapter 17.78.  
 At the discretion of the director, an administrative plan review application may instead be referred to the commission for a hearing and decision in compliance with this section.
- E. Findings, Decision and Conditions. The review authority shall record the decision and the findings upon which the decision is based. The review authority may approve an administrative plan review application with or without conditions, if all of the following findings are made:
  1. The proposed project complies with all applicable provisions of this development code;
  2. The proposed project is consistent with the General Plan, any applicable specific plan, and any special design theme adopted by the city for the site and vicinity;

3. The approval of the administrative plan review is in compliance with the California Environmental Quality Act (CEQA);
  4. The proposed structures, signs, site development, grading and/or landscaping are compatible in design, appearance and scale, with existing uses, development, signs, structures and landscaping for the surrounding area;
  5. The site is adequate in size and shape to accommodate the proposed structures, yards, walls, fences, parking, landscaping, and other development features; and
  6. The proposed project is designed to respect and integrate with the existing surrounding natural environment to the maximum extent feasible.
- F. Expiration. An administrative plan review shall be exercised within one year from the date of approval or the permit shall become void, unless an extension is approved by the director in compliance with Chapter 17.64.

(Ord. No. 2010-265, § 3, 1-27-2010; Ord. No. 2012-297, § 1(Att. A), 5-23-2012)

17.62.100 - Home occupation permit.

- A. Purpose. A home occupation permit is established to allow home occupations to exist, provided the residential character of residential neighborhoods is maintained and provided safeguards are established to prevent the use of home occupations from transforming the use of a residence into a commercial use or a residential neighborhood into a commercial one.
- B. Project Review. An application for a home occupation permit must be submitted to the city on forms supplied by the department. The applicant must provide information required by the application and any additional information requested by the city to assist in the review of the permit request.
- C. Decision. The director shall issue the home occupation permit after determining that the request complies with Section 17.12.115 and all other Code provisions applicable to the proposed use.

(Ord. No. 2010-265, § 3, 1-27-2010)

17.62.110 - Zoning clearance.

- A. Purpose. Zoning clearance is the procedure used by the city to verify that a proposed structure or land use complies with (i) the permitted list of activities allowed in the applicable zoning district, and (ii) the development standards applicable to the type of use. Where Article II requires zoning clearance as a prerequisite to establishing a land use, the director shall evaluate the proposed use to determine whether the clearance may be granted in compliance with this section.
- B. Applicability. A zoning clearance shall be required at the time of department review of any building, grading or other construction permit, or other authorization required by this development code for the proposed use. Where no other authorization is required, a request for zoning clearance shall be filed with and as required by the department.
- C. Criteria for Clearance. The director shall issue the zoning clearance after determining that the request complies with all development code provisions applicable to the proposed project.
- D. A zoning clearance is not required for projects that have been approved under another permit process identified in this chapter.

(Ord. No. 2010-265, § 3, 1-27-2010)

**P.C. RESOLUTION NO. 2018-672**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CALABASAS TO RECOMMEND TO THE CITY COUNCIL ADOPTION OF ORDINANCE NO. 2018-367 TO AMEND CHAPTER 17.62 OF THE CALABASAS MUNICIPAL CODE TO MODIFY THE THRESHOLDS WHICH DETERMINE REVIEW BODIES FOR SITE PLAN REVIEWS AND ADMINISTRATIVE PLAN REVIEWS RESIDENTIAL HOME ADDITIONS AND OTHER SIMILAR RESIDENTIAL DEVELOPMENT PROJECTS.**

**Section 1.** The Planning Commission has considered all of the evidence submitted into the administrative record which includes, but is not limited to:

1. Agenda reports prepared by the Community Development Department.
2. Staff presentation at the public hearing held on July 12, 2018 before the Planning Commission.
3. The City of Calabasas Land Use and Development Code, General Plan, and all other applicable regulations and codes.
4. Public comments, both written and oral, received and/or submitted at or prior to the public hearing, supporting and/or opposing the applicant's request.
5. Testimony and/or comments from the applicant and its representatives submitted to the City in both written and oral form at or prior to the public hearing.
6. All related documents received and/or submitted at or prior to the public hearing.

**Section 2.** Based of the foregoing evidence, the Planning Commission finds that:

1. Notice of the July 12, 2018 Planning Commission public hearing was posted at Juan de Anza Bautista Park, the Calabasas Tennis and Swim Center, Gelson's market and at Calabasas City Hall.
2. Notice of the July 12, 2018 Planning Commission public hearing was published in the *Las Virgenes and Calabasas Enterprise* newspaper at least ten (10) days prior to the hearing date.



3. Notice of Planning Commission public hearing included the notice requirements set forth in Government Code Section 65009 (b)(2).

**Section 3. In view of all of the evidence and based on the foregoing findings, the Planning Commission concludes as follows:**

### **FINDINGS**

Section 17.76.050(B) Calabasas Municipal Code stipulates that prior to consideration by the City Council of a proposed amendment to the Development Code, the Planning Commission shall conduct a public hearing and recommend to the City Council whether to approve the proposed amendment, provided that the following findings are made:

1. *The proposed amendment is consistent with the goals, policies, and actions of the General Plan;*

The proposed amendments are consistent with the goals, policies and actions of the General Plan because even with the proposed minor alteration of the thresholds that determine the review bodies for site plan reviews and administrative plan reviews, development projects are still required to be consistent with all the applicable goals, policies and actions of the General Plan. Furthermore, the proposed Code amendments continue to promote the General Plan's implementation goals of involving citizens in the decision making process by preserving the public hearing process which allows an opportunity for members of the public to comment on development projects at a public hearing. For these reasons, the project meets this finding.

2. *The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City;*

The proposed code amendments would not be detrimental to the public interest health, safety, convenience, or welfare of the City because, although the thresholds that determine the review and decision making body are modified, all required findings for site plan review and administrative plan reviews will remain, and be necessary to be made to justify project approval. The findings include justification to ensure projects are consistent with all the policies, goals, actions, and provisions of both the City's General Plan and Municipal Code, including findings that require development to be compatible in design appearance and scale with the surrounding area, that the project site is adequate in area to accommodate development features, and that the project respects and integrates into the surrounding natural environment.

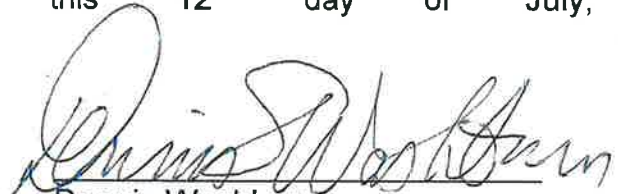
3. *The proposed amendment is in compliance with the provisions of the California Environmental Quality Act (CEQA).*

The proposed ordinance is exempt from CEQA pursuant to State Guidelines section 15061(b)(3) as a project that has no potential to cause a significant effect on the environment. A Notice of Exemption will be filed.

**Section 4.** In view of all of the evidence and based on the foregoing findings and conclusions, the Planning Commission hereby recommends to the City Council adoption of Ordinance No. 2018-367, amending Chapter 17.62 of the Development Code.

**Section 5.** All documents described in Section 1 of PC Resolution No. 2018-672 are deemed incorporated by reference as set forth at length.

PLANNING COMMISSION RESOLUTION NO. 2018-672 PASSED,  
APPROVED AND ADOPTED this 12<sup>th</sup> day of July,  
2018.

  
Dennis Washburn  
Chairperson

ATTEST:

  
Maureen Tamuri  
Community Development Director

APPROVED AS TO FORM:

  
City Attorney

Planning Commission Resolution No. 2018-672, was adopted by the Planning Commission at a special meeting held July 12, 2018, and that it was adopted by the following vote:

**AYES:** Chair Washburn, Commissioners Roseman, Kraut, Fassberg and Mueller

**NOES:** None

**ABSENT:** Commissioner Sikand

**ABSTAINED:** None

“The Secretary of the Planning Commission shall certify the adoption of this Resolution, and transmit copies of this Resolution to the applicant along with proof of mailing in the form required by law and enter a copy of this Resolution in the book of Resolutions of the Planning Commission. Section 1094.6 of the Civil Code of Procedure governs the time in which judicial review of this decision may be sought.”




CITY of CALABASAS

**PLANNING COMMISSION AGENDA REPORT**  
**JULY 12, 2018**

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**TO:** Members of the Planning Commission

**FROM:** Glenn Michitsch, Senior Planner 

**PROPOSAL:** An ordinance to amend Chapter 17.62 of the Calabasas Municipal Code to modify the thresholds which determine review bodies for site plan reviews and administrative plan reviews for residential home additions and other similar residential development projects.

**RECOMMENDATION:** Adopt Resolution No. 2018-672 recommending that the City Council introduce and adopt an ordinance amending Chapter 17.62 of the Municipal Code.

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**BACKGROUND:**

Following discussions by the Planning Commission on February 15, 2018 and April 26, 2018, and by the City Council on May 1, 2018 (Exhibits D-F), the City Council directed staff to amend Chapter 17.62 of the Calabasas Municipal Code as follows:

- Require small residential additions up to 400 square feet to be processed via a Zoning Clearance (ministerial);
- Require moderately sized residential additions between 401 square feet and 1,200 square feet to be processed via an Administrative Plan Review (Community Development Director hearing);
- Require larger residential additions over 1,200 square feet to be processed via a Site Plan Review (Planning Commission hearing); and
- Include provisions such that residential home additions which exceed 20% of the existing structure(s) would require review at the next higher level (e.g. that a 400 square foot addition normally requiring a Zoning Clearance would be required to be processed as an Administrative Plan Review instead, etc.)

The direction to staff stated above by the City Council was based on reconciling a disparity caused when the State adopted legislation for Accessory Dwelling Units (ADUs) mandating that ADUs up to 1,200 square feet in size be processed administratively (via a Zoning Clearance. Implementation of the new statute created situations where an ADU would be

processed administratively, but a similarly sized small residential addition would require a discretionary review process (Administrative Plan Review or Site Plan Review).

**DISCUSSION AND ANALYSIS:**

As mentioned above, the proposed amendments to Chapter 17.62 (Exhibits B and C) involve threshold and procedural changes to how certain residential development proposals are processed, and who the decision making body is. For clarity, Table 1 and Table 2 below compare the existing project size thresholds to the proposed new thresholds.

**Table 1 – Existing Code**

<i>Project Size</i>	<i>Review Type</i>	<i>Decision Making Body</i>	<i>Noticed Public Hearing?</i>
<b>1 to 500 s.f.</b>	Administrative Plan Review	Director	Yes
<b>501 to 1,200 s.f.</b>	Site Plan Review	Planning Commission	Yes
<b>1,200 s.f. +</b>	Site Plan Review	Planning Commission	Yes

**Table 2 – Proposed Code Amendments**

<i>Project Size</i>	<i>Review Type</i>	<i>Decision Making Body</i>	<i>Noticed Public Hearing?</i>
<b>1 to 400 s.f.</b>	Zoning Clearance	Ministerial (1)	No
<b>401 to 1,200 s.f.</b>	Administrative Plan Review	Director (2)	Yes
<b>1,200 s.f. +</b>	Site Plan Review	Planning Commission	Yes

(1) If the proposed additional square footage exceeds 20% of the of the cumulative square footage of the existing dwelling and structures on-site, then an Administrative Plan Review shall be required.

(2) If the proposed additional square footage exceeds 20% of the of the cumulative square footage of the existing dwelling and structures on-site, then a Site Plan Review shall be required.

In addition to the recommended threshold amendments described above, staff has identified a need for the following additional amendments to CMC Chapter 17.62. The proposed threshold amendments will be more readily understood and consistently applied with the following three additional code changes:

- 1) Clarifications that the regulations apply only to “legally permitted” structures (i.e. non-permitted portions of existing structures shall not count toward thresholds) [Exhibit B, Section 17.62.020(B)(3) and Section 17.62.090(B)(1)(a)].
- 2) Clarifications that the thresholds apply to the cumulative sum of all permitted structures on-site (e.g. an existing 1,200 s.f. dwelling plus an existing 300 s.f. pool house equals a total existing base development total of 1,500 s.f.), AND that any added square footage includes additions to the primary dwelling and any accessory structures on-site [Exhibit B, Section 17.62.020(B)(3)(c) and Section 17.62.090(B)(1)(a)(4)].
- 3) Aligns processing requirements for both new single-family and multifamily residences and additions to new single-family and multifamily residences [Exhibit B, Section 17.62.020(B)(3) and Section 17.62.090(B)(1)(a)]

Lastly, another group of clean-up amendments are proposed which are not directly related to the proposed threshold changes:

- 1) Existing code language is unclear on how additions over 5,000 s.f. to existing mixed-use (residential and commercial together), institutional, and industrial developments are to be processed. Currently, the Code only lists exterior modifications to commercial buildings and site plans as requiring an Administrative Plan Review. The intent of the code is for all non-residential exterior modifications and additions over 5,000 s.f. to be processed as Administrative Plan Reviews subject to a Director hearing. To address this, staff has included the proposed amended language in Exhibit B, Section 17.62.090(B)(2).
- 2) The next recommendation is to correct an oversight that should have been corrected when the ADU Ordinance was adopted. Currently, the Code lists “Secondary Housing Units” (now called ADUs by State Law) as requiring Administrative Plan Reviews, which is a discretionary permit. State law is clear that ADUs must be processed administratively (via a Zoning Clearance). The proposed correction as listed in Exhibit B, Section 17.62.090(B)(11) eliminates the reference to Secondary Housing Units.
- 3) The final recommendation proposes to correct a disparity that has existed in the Code for quite some time, and needs to be corrected. The issue is that even with the proposed modifications directed by Council, a situation would still exist where a residence not within a scenic corridor would be required to process a 1,201 sq. ft. or

greater addition as a Site Plan Review application requiring a Planning Commission decision, but an entirely new home would be processed as an Administrative Plan Review, and therefore only needing a Director-level decision. To this end, the proposed amendment located in Exhibit B, Section 17.62.020(B)(2) adds language to require new single-family and multifamily housing to be processed as a Site Plan Review requiring a Planning Commission hearing, identical to residential additions of 1,201 s.f. or greater.

**REQUESTED COMMISSION ACTION:**

That the Planning Commission adopt Resolution No. 2018-672 recommending that the City Council introduce and adopt an ordinance amending Chapter 17.62 of the City's Municipal Code to modify the thresholds which determine review bodies for site plan reviews and administrative plan reviews for residential home additions and other similar residential development projects.

**ENVIRONMENTAL REVIEW:**

This project is Exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the California CEQA Guidelines. A Notice of Exemption has been prepared and is attached as Exhibit G.

**ATTACHMENTS:**

- Exhibit A: Draft Planning Commission Resolution No. 2018-672
- Exhibit B: Code Amendments - Redline
- Exhibit C: Code Amendments – Clean Copy
- Exhibit D: Staff Report from Planning Commission meeting of Feb. 15, 2018
- Exhibit E: Staff Report from Planning Commission meeting of Feb. April 26, 2018
- Exhibit F: Staff Report from City Council meeting of May 1, 2018
- Exhibit G: Draft Notice of Exemption



CITY of CALABASAS

**MINUTES OF A SPECIAL MEETING OF THE  
PLANNING COMMISSION OF THE CITY OF CALABASAS  
CALIFORNIA, HELD THURSDAY JULY 12, 2018**

**Opening Matters:**

Call to Order/Roll Call of the Commissioners

Chair Washburn called the meeting to order at 7:00P.M. in the City Council Chambers, Calabasas City Hall, 100 Civic Center Way, Calabasas, California.

Present: Chair Washburn, Vice-Chair Kraut; Commissioners Fassberg, Mueller and Roseman.

Absent: Commissioner Sikand (excused)

Staff: Assistant City Attorney Summers, Assistant City Attorney Giragosian, City Planner Bartlett, and Senior Planner Michitsch

Pledge of Allegiance

The Pledge of Allegiance was led by Senior Planner Michitsch.

Approval of Agenda

Commissioner Kraut moved, seconded by Commissioner Fassberg, to approve the Planning Commission Agenda of July 12, 2018.

MOTION CARRIED: 5 / 0

Announcements and Introductions

None

Oral Communications – Public Comment None.

**Consent Items(s):**

1. (7:15 PM) Approval of Minutes: May 17, 2018



Commissioner Mueller moved, seconded by Commissioner Roseman, to approve the minutes of the May 17th meeting.

Motion Carried: 5 / 0

**Public Hearing Item(s):**

2. An ordinance to amend Chapter 17.62 of the Calabasas Municipal Code to modify the thresholds which determine review bodies for site plan reviews and administrative plan reviews for residential home additions and other similar residential development projects. The proposed ordinance is exempt from environmental impact review under the California Environmental Quality Act, as provided by Title 14, Section 15061 (b)(3) of the California Code of Regulations.

A presentation was made by Senior Planner Michitsch. Mr. Michitsch began by pointing out one minor correction to the draft ordinance, and one minor correction to page three of his written staff report. The Commission directed questions concerning the proposal to Senior Planner Michitsch and City Planner Bartlett.

Chair Washburn opened and closed the public hearing at 7:25P.M. (there were no speakers)

Commissioners asked additional questions of staff.

Commissioner Mueller moved, seconded by Commissioner Fassberg, to adopt Resolution No. 2018-672.

Several corrections were recommended by members of the Commission for the draft ordinance to eliminate typographical errors and to improve readability. Vice Chair Kraut also identified a correction needed for the last page of the Commission Resolution. All commissioners were amenable to all recommended corrections.

Chair Washburn asked for a vote on the item, as amended.

Motion Carried: 5 / 0

**Future Agenda Items and Reports:**

3. Director's Report. The July 19 commission meeting has been cancelled. The next meeting therefore will be August 2, 2018 where one public hearing will occur for consideration of a Scenic Corridor Permit to allow for construction of a new single-family home on a vacant lot located on Dry Canyon Cold Creek Road. City Planner Bartlett pointed out that story poles are in place on the property. Mr. Bartlett also mentioned that depending upon a determination of application completeness, a second item for the August 2 commission meeting might be a CUP amendment to allow for modification of conditions associated with an existing CUP for a business located in the Courtyard at the Commons shopping center.

4. Reports from the Planning Commission. None.

**Adjournment:**

At 7:35 P.M., Chair Washburn adjourned the meeting to the regular meeting of the Planning Commission on August 2, 2018 at 7:00 P.M. in Council Chambers, City Hall, 100 Civic Center Way. The adjournment was in memory of Judge Richard Kolostian.



CITY of CALABASAS

**PLANNING COMMISSION AGENDA REPORT  
FEBRUARY 15, 2018**

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**TO:** Members of the Planning Commission

**FROM:** Tom Bartlett, AICP, City Planner

**PROPOSAL:** Discussion of Small Project Reviews

**RECOMMENDATION:** That the Planning Commission receive the staff report and discuss the process for reviews and approvals of small scale development projects.

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**STAFF RECOMMENDATION:**

That the Planning Commission receive the staff report and discuss the process for reviews and approvals of small scale development projects.

**BACKGROUND:**

On February 22, 2017 the City Council adopted Ordinance No. 2017-347, which modified and updated the City's standards and development review process for ADUs to bring them into conformance with State law (see Exhibit A, CMC 17.12.170). Under California law any proposed new accessory dwelling unit (ADU) which does not exceed 1,200 square feet in size must be reviewed and approved by the local agency via a ministerial and non-discretionary process, meaning without a public hearing and no CUP. Furthermore, staff must limit its review to only a determination of fundamental zoning standard compliance, consistent with the standards applicable to the primary dwelling unit (see Exhibit B, Cal. Gov. Code section 65852.2).

Under Municipal Code Section 17.62.020 (Exhibit C), any proposed addition to an existing single-family residence where the new building area equals or exceeds 500 square feet (or multiple additions over a five-year period with a cumulative area exceeding 500 square feet) is to be reviewed and considered at a noticed public hearing by the Planning Commission. Within either Old Topanga or the Calabasas Highlands the threshold for a Site Plan Review is 250 square feet. Meanwhile, proposed additions to existing single-family residences where the new building area is less than these thresholds are reviewed and considered at a noticed public hearing by the Community Development Director (per

CMC 17.62.090, see Exhibit D).

### **DISCUSSION AND ANALYSIS:**

As a result, the City administers two significantly different review processes for additions to existing single-family dwellings: one process based upon whether the addition will accommodate residential habitation by an independent person or household within an ADU, and another process to accommodate expanded living space for ongoing residential habitation by the primary resident(s). Below is a comparison summary.

<b>Review Parameter</b>	<b>ADU Project</b>	<b>Small SFR Addition</b>	<b>Large SFR Addition</b>
Project Size Threshold:	Up to 1,200 s.f.	Up to 500 s.f.	500 s.f. +
Planning Permit Type:	Zoning Clearance	Admin. Plan Review	Site Plan Review
Review Body:	Staff (ministerial)	Director (discretionary)	P. C. (discretionary)
Public Hearing Required?	No	Yes	Yes
Noticing Required?	No	Yes – 500 ft. radius	Yes – 500 ft. radius
Additional Conditions?	No	Yes	Yes
Typical Processing Time:	1 – 2 Weeks	2 – 3 Months	3 – 4 Months
Ave. / Typical Fees:	\$153	\$1,100	\$2,150

In all cases the proposed addition must comply with the various yard setback standards, maximum building height, pervious surface area, and site coverage standards applicable to the zone, and staff conducts the plan review to assure full compliance prior to the decision.

To illustrate by example, consider a proposed 900 square-foot ADU which is to be constructed as an addition to an existing single-family home owned and occupied by Mr. Smith. The project would be reviewed at a staff level only, would be approved in two weeks or less, and cost Mr. Smith approximately \$153 in fees. Meanwhile, suppose Mr. Smith's next-door neighbor, Ms. Jones, wishes to add 900 s.f. to her home to accommodate an expanded kitchen, sunroom, and master suite. Ms. Jones must secure a Site Plan Review approval from the Planning Commission, involving a public hearing, with as much as four months review and approval time, and fees totaling approximately \$2,150. Furthermore, Ms. Jones' home addition project may be opposed by neighbors at the hearing (because of course the neighbors received the public notice), and the Commission is obligated to consider all public testimony, including positions and statements of opposition, regardless of the fact that the proposed addition fully complies with the zoning standards. In fact, even her next-door neighbor, Mr. Smith, could offer testimony opposing her project.

To add further confusion to this issue, any proposed detached accessory structure (including sheds, barns, detached garages, gazebos, pools and spas, built-in BBQs, pool cabanas &/or "guest houses") requires only a Zoning Clearance review by staff (no public hearing), regardless of the size of the proposed accessory structure.

In the past small additions to single-family homes (up to 500 sq. ft.) were reviewed and approved by a Zoning Clearance or other minor development permit needing only a

ministerial level of review by staff, and no public hearing. The requirement for all proposed single-family home additions to go to a public hearing came about when the Development Code was updated in 2010.

**REQUESTED COMMISSION ACTION:**

A lack of fairness now exists between the review and approval process for single-family home additions and the review and approval process for ADUs. Meanwhile, and attendant to the lack of fairness issue, concern has been expressed to the Commission and to the City Council by property owners about an overly burdensome process for small home additions. As documented in the preceding table, property owners seeking to add a modest amount of new living space to their home, where the addition has been designed to fully comply with the City's codes, nonetheless face a discretionary public hearing involving substantial public noticing, a significant monetary expense, and several months of extra processing time (delay).

During the Planning Commission meeting of April 27, 2017, Commission members expressed general support for future consideration of possible amendments to the Development Code to address the following:

- a) The lack of procedural "fairness" generated by the new State-mandated ADU exempted planning approval process as compared to the CMC planning review and approval process for single-family home additions; and,
- b) The current burdensome public hearing process and notification requirements for small home additions, and associated monetary expense, and substantial processing time.

Accordingly, Staff invites the Commission members to consider and discuss the following suggested changes:

1. Process via **Zoning Clearance** any proposed addition to an existing single-family home where the addition does not exceed 450 sq. ft. This staff review, requiring no public notice or hearing, would involve examining plans for conformance to the applicable zoning standards and project approval when determining that the design is 100% code compliant. The 450 sq. ft. recommended addition threshold comes from the size of a typical 2-car garage space (often 22' x 20.5'), which is the most common type of ADU project (convert old garage to living space and add a new attached garage).
2. Process via **Administrative Plan Review** (Director's Public Hearing) any proposed addition to an existing single-family home where the addition falls between 451 sq. ft. and 1,200 sq. ft. (the ADU state exemption square-footage threshold). This is a discretionary review whereby staff and the Director examine the plans for

conformance to the applicable zoning standards and the Director approves the project only when determining that the design is 100% conformant, and only following a noticed public hearing. Reduce the notice to owners of neighboring properties from 500sf to 300sf -- consistent with State Law, and require that a notice of public hearing (e.g., a sign) be placed on the property. Appeals of the Director's decision would be heard by the Planning Commission.

3. Process via **Site Plan Review** any proposed addition to an existing single-family home where the addition equals or exceeds 1,201 sq. ft. This is a discretionary review whereby staff and the Planning Commission examine the plans for conformance to the applicable zoning standards and compatibility with applicable design standards, and the Commission approves the project only after determining that the design is 100% conformant with hard, numeric standards and is compatible with the area's existing development and land uses, and only following a noticed public hearing. Noticing for the public hearing would remain as-is, a 500ft radius mailing to neighboring property owners.
4. Require the same level of review, same noticing, and the same square footage thresholds for any proposed new detached accessory structures as for new attached additions to existing dwellings (except in-ground pools and spas). This would reconcile the procedural discrepancy discussed earlier in this report.

#### **ENVIRONMENTAL REVIEW:**

This is a discussion item, and does not constitute a project under the California Environmental Quality Act (CEQA). Accordingly, no CEQA review is warranted,

#### **ATTACHMENTS:**

- Exhibit A: CMC 17.12.170
- Exhibit B: Cal. Gov. Code section 65852.2
- Exhibit C: CMC 17.62.020
- Exhibit D: CMC 17.62.090



CITY of CALABASAS

**PLANNING COMMISSION AGENDA REPORT**

APRIL 26, 2018

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**TO:** Members of the Planning Commission

**FROM:** Tom Bartlett, AICP, City Planner

**PROPOSAL:** Continued Discussion of Review and Approval Process for Small-scale Development Projects

**RECOMMENDATION:** That the Planning Commission continue its discussion of the process for reviews and approvals of small scale development projects, and that the Commission arrive at a consensus on recommended modifications to the process.

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**BACKGROUND:**

On February 15, 2018 Staff presented to the Planning Commission for discussion several suggestions for modifying the process for review and approval of small-scale development projects, particularly additions to existing single-family homes. The written staff report for that discussion outlined the issue and offered a detailed background regarding current review and approval processes, as well as recent changes in state law that have altered the process for certain types of projects, particularly Accessory Dwelling Units (ADUs). The February 15 staff report is attached as Exhibit A; thus, the background information is not repeated here.

During the discussion the Commission provided feedback to Staff regarding four suggested procedural modifications outlined in the February 15<sup>th</sup> staff report. The four suggested procedural modifications, as amended by the Commission via the discussion, are presented in the following section of this report.

**DISCUSSION AND ANALYSIS:**

There are several reasons why it would be beneficial to modify the project review thresholds in the manner suggested by staff and as discussed thus far by the Planning Commission:

- Review thresholds, and the resultant review processes, will be made more

consistent between similarly scaled home addition projects, such as Accessory Dwelling Unit (ADU) additions as compared to non-ADU additions;

- Homeowners attempting to accomplish truly minor modifications to their homes (400 s.f. or smaller) will face a less costly and less complicated process, while continuing to benefit from a comprehensive review for full zoning code compliance;
- Neighborhoods will continue to benefit from having uniform standards applied to all new construction projects;

The four suggested modifications to the review and approval process which Staff presented to the Commission were adjusted on the basis of the Commission discussion, and the revised versions are reflected below (new or modified text is shown as underlined, while deleted text is shown as ~~strikethrough~~):

1. Process via **Zoning Clearance** any proposed addition to an existing single-family home where the addition does not exceed 400 sq. ft. or 20% of the existing square footage of the home. This staff review, requiring no public notice or hearing, would involve examining plans for conformance to the applicable zoning standards and project approval when determining that the design is 100% code compliant. The 400 sq. ft. recommended addition threshold comes from the size of a typical 2-car garage space (often 22' x 20.5'), which is the most common type of ADU project (convert old garage to living space and add a new attached garage).
2. Process via **Administrative Plan Review** (Director's Public Hearing) any proposed addition to an existing single-family home where the addition falls between 401 sq. ft. and 1,200 sq. ft. (the ADU state exemption square-footage threshold). This is a discretionary review whereby staff and the Director examine the plans for conformance to the applicable zoning standards and the Director approves the project only when determining that the design is 100% conformant, and only following a noticed public hearing. ~~Reduce the notice to owners of neighboring properties from 500sf to 300sf — consistent with State Law, and require that a notice of public hearing (e.g., a sign) be placed on the property.~~ Noticing for the public hearing would remain as-is, a 500ft radius mailing to neighboring property owners. Appeals of the Director's decision would be heard by the Planning Commission.
3. Process via **Site Plan Review** any proposed addition to an existing single-family home where the addition equals or exceeds 1,201 sq. ft. This is a discretionary review whereby staff and the Planning Commission examine the plans for conformance to the applicable zoning standards and compatibility with applicable design standards, and the Commission approves the project only after determining that the design is 100% conformant with hard, numeric standards and is compatible with the area's existing development and land uses,



and only following a noticed public hearing. Noticing for the public hearing would remain as-is, a 500ft radius mailing to neighboring property owners.

4. Require the same level of review, same noticing, and the same square footage thresholds for any proposed new detached accessory structures as for new attached additions to existing dwellings (except in-ground pools and spas). This would reconcile the procedural discrepancy discussed earlier in this report.

An issue which remains for consideration is whether to add a percentage of floor area threshold (see paragraph number 1, above regarding Zoning Clearance reviews) to the review thresholds for Administrative Plan Reviews and Site Plan Reviews.

Also, there was some related discussion by some commission members about the broader question of appropriate building design (building scale, height, mass, and architectural style) in the context of the surrounding properties and/or neighborhood. At the meeting Staff will review with the Commission (using photographs, plan diagrams and other illustrations in a Power-point presentation) the design standards and guidelines, as well as the design review process, employed by the City under current regulations.

#### **REQUESTED COMMISSION ACTION:**

That the Planning Commission continue its discussion of the process for reviews and approvals of small scale development projects, and that the Commission arrive at a consensus on a set of recommended modifications to the process, which Staff will then carry forward to the City Council on May 9, 2018 for Council input and direction.

#### **ENVIRONMENTAL REVIEW:**

This is a discussion item, and does not constitute a project under the California Environmental Quality Act (CEQA). Accordingly, no CEQA review is warranted,

#### **ATTACHMENTS:**

- Exhibit A: Staff Report from Planning Commission meeting of Feb. 15, 2018
- Exhibit B: CMC 17.12.170
- Exhibit C: Cal. Gov. Code section 65852.2
- Exhibit D: CMC 17.62.020
- Exhibit E: CMC 17.62.090







CITY of CALABASAS

**CITY COUNCIL AGENDA REPORT**

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**DATE:** MAY 1, 2018

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** MAUREEN TAMURI, AIA, AICP,  
COMMUNITY DEVELOPMENT DEPARTMENT DIRECTOR   
TOM BARTLETT, AICP, CITY PLANNER 

**SUBJECT:** DISCUSSION OF THE PLANNING COMMISSION  
RECOMMENDATION REGARDING THE REVIEW AND APPROVAL  
PROCESS FOR SMALL-SCALE DEVELOPMENT PROJECTS, AND  
DIRECTION TO STAFF

**MEETING DATE:** MAY 9, 2018

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**RECOMMENDATION:**

That the City Council discusses the Planning Commission recommendation regarding the review and approval process for small-scale development projects, and provides direction to Staff.

**BACKGROUND:**

On February 22, 2017 the City Council adopted Ordinance No. 2017-347, which modified and updated the City's standards and development review process for Accessory Dwelling Units (ADUs) to bring them into conformance with State law. Under California law any proposed new accessory dwelling unit (ADU) which does not exceed 1,200 square feet must be reviewed and approved by the local agency via a ministerial non-discretionary process, meaning without a public hearing and no CUP.

At the time, Staff noted a processing disparity which the new State laws created. Any addition to a home in Calabasas is required to conduct a noticed public hearing, while property owners seeking to build an ADU would be exempt and receive an "over

the counter” permit. The Council acknowledged Staff’s concern regarding the new State exemption, and endorsed discussion with the Planning Commission on the subject of entitlement processing.

On April 27, 2017, Staff provided a report to the Planning Commission regarding the processing of small projects within the City. The report also looked at the practices of neighboring jurisdictions in comparison to the City’s entitlement process, which was enacted in 2010 as part of the new Development Code. A copy of the presentation is provided as Attachment B.

The City administers two significantly different review processes for additions to existing single-family dwellings: one process based upon whether the addition will accommodate residential habitation by an independent person or household within an ADU, and another to accommodate expanded living space for ongoing residential habitation by the primary resident(s). Below is a comparison summary:

<b>Review Parameter</b>	<b>ADU Project</b>	<b>Small SFR Addition</b>	<b>Large SFR Addition</b>
Project Size Threshold:	Up to 1,200 sf	Up to 500 sf	500 sf +
Planning Permit Type:	Zoning Clearance	Admin. Plan Review	Site Plan Review
Review Body:	Staff (ministerial)	Director (discretionary)	P. C. (discretionary)
Public Hearing Required?	No	Yes	Yes
Noticing Required?	No	Yes – 500 ft. radius	Yes – 500 ft. radius
Additional Conditions?	No	Yes	Yes
Typical Processing Time:	1 – 2 Weeks	2 – 3 Months	3 – 4 Months
Ave. / Typical Fees:	\$153	\$1,100	\$2,150

The Planning Commission acknowledged the disparities in processing, and agreed that additional discussion was warranted regarding small project application processing. They requested staff to return with information concerning three primary aspects:

- a) Further ideas on the “trigger” to when a project should go through a public hearing vs. a ministerial review process;
- b) A default size under which a staff (over the counter) review was appropriate;
- c) The hearing radius and posting requirements on site for public hearing notices.

On February 15, 2018 and April 26, 2018 Staff presented to the Planning Commission for discussion suggestions for modifying the process for review and approval of small

projects. Based on the feedback received by the Planning Commission, especially concerns raised by two Commissioners regarding curtailing public noticing processes, staff proposed a simplified processing effort that maintained public hearings for all home addition projects between 400 s.f. and 1200 s.f. The Commission added to that a proportionality “test” of 20%, whereby any proposed addition which would exceed 20% of the current home square footage would be heard by an approval authority one level above.

The proposal before you reflects this approach, and was unanimously endorsed by all Commissioners as being the Commission’s recommendation to the Council.

**DISCUSSION AND ANALYSIS:**

During the February 15 discussion the Planning Commission provided feedback to Staff regarding several alternative procedural modifications. To assist the Commission in their discussions of April 26, 2018, staff presented an analysis of projects over a 27-month period that either went before a Director public hearing or the Planning Commission, and how each would be modified under a revised permit processing approach. Below is a chart summarizing the 60 cases processed during that time:

<b>Review Threshold</b>	<b>Zone Clearance</b>	<b>Director Hearing</b>	<b>Planning Commission</b>	<b>Total Cases</b>
Current Process	0	43 (74%)	17 (26%)	60
Modified Process 400sf to 1,200 sf	40 (66%)	16 (27%)	4 (7%)	60
Modified Process - 20%	40 (66%)	6 (10%)	14 (24%)	60

After reviewing the above data, the Commission reached a unanimous consensus on a preferred approach. The following chart summarizes the proposed changes:

<b>PROJECT SIZE</b>	<b>New ADU</b>	<b>SFR Addition (Current)</b>	<b>SFR Addition (Recommended)</b>
1 to 400 s.f.	Ministerial	Director Hearing	<b>Ministerial (1)</b>
401 to 500 s.f.	Ministerial	Director Hearing	<b>Director Hearing (2)</b>
501 to 1,200 s.f.	Ministerial	P. Commission	<b>Director Hearing (2)</b>
1,200 s.f. +	P. Commission	P. Commission	<b>P. Commission</b>

*(1) If the proposed additional square footage exceeds 20% of the existing size of the dwelling, the project shall be processed via Administrative Plan Review and a public hearing shall be*

*conducted by the Director.*

*(2) If the proposed additional square footage exceeds 20% of the existing size of the dwelling, the project shall be processed via Site Plan Review and a public hearing shall be conducted by the Planning Commission.*

If the City Council wishes to proceed with the above recommendations, or a version thereof, Staff would prepare new Code language for review and consideration by the Planning Commission at a public hearing, and with a subsequent public hearing before the City Council.

**REQUESTED ACTION:**

That the City Council discusses the Planning Commission recommendation regarding the review and approval process for small-scale development projects, and provides direction to Staff.

**ENVIRONMENTAL REVIEW:**

This is a discussion item, and does not constitute a project under the California Environmental Quality Act (CEQA). Accordingly, no CEQA review is warranted.

**ATTACHMENTS:**

Attachment A: Recommendation from the Planning Commission Regarding Small Project Processing, April 26, 2018

Attachment B: Staff Presentation to the Planning Commission Regarding Small Project Processing, August 27, 2017



CITY of CALABASAS

Community Development Department  
 Planning Division  
 100 Civic Center Way  
 Calabasas, CA 91302  
 T: 818.224.1600

www.cityofcalabasas.com

## Notice of Exemption

To:  County Clerk, County of Los Angeles  
 12400 East Imperial Highway, Room 2001  
 Norwalk, CA 90650

Office of Planning and Research  
 1400 Tenth Street, Room 121  
 Sacramento, California 95814

**SUBJECT: FILING OF NOTICE OF EXEMPTION IN COMPLIANCE WITH SECTION 15062 OF THE PUBLIC RESOURCES CODE**

**Project Title/File No.:** 180000832

**Project Location:** Citywide, in the City of Calabasas, County of Los Angeles.

**Project Description:** Amendment to Chapter 17.62 of the Calabasas Municipal Code to modify review thresholds which determine review bodies for site plan reviews and administrative plan reviews.

**Name of approving public agency:** City of Calabasas City Council

**Project Sponsor:** Glenn Michitsch, 100 Civic Center Way, Calabasas, CA 91302

**Exempt Status:**

Ministerial (Sec. 21080(b)(1); 15268)

Declared Emergency (Sec. 21080(b)(3); 15269(a))

Emergency Project (Sec. 21080(b)(4); 15269(b)(c))

Categorical Exemption—Section 15061(b)(3)

Statutory Exemptions.

**Reason(s) why Project is exempt:** This project is exempt subject to the "General Rule" exemption because all home additions and similarly scaled residential development projects must conform to all applicable zoning standards, regardless of the ultimate decision making body, and the procedural changes proposed by the draft ordinance will not create any new development standards or modify existing standards, and therefore has no possibility to create a physical impact on the environment.

**Lead Agency/Contact Person:** Glenn Michitsch, City of Calabasas Planning Division, 100 Civic Center Way, Calabasas, CA 91302.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Glenn Michitsch

**Title:** Senior Planner

**Phone:** 818-224-1707

**Date received for filing and posting:** \_\_\_\_\_



*CITY of CALABASAS*

CITY COUNCIL AGENDA REPORT

---

**DATE:** AUGUST 13, 2018

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

**FROM:** MICHAEL KLEIN, SENIOR PLANNER *MAK*

**SUBJECT:** ADOPTION OF RESOLUTION NO. 2018-1594, DENYING FILE NO. 170001064, A SITE PLAN REVIEW, SCENIC CORRIDOR PERMIT, OAK TREE PERMIT AND ZONING CLEARANCE TO CONVERT AN EXISTING ONE-STORY COMMERCIAL BUILDING (FORMERLY A RESTAURANT) INTO A CHILD DAY CARE CENTER, THE SUBJECT SITE IS LOCATED AT 4895 LAS VIRGENES ROAD WITHIN THE COMMERCIAL RETAIL (CR) ZONING DISTRICT, SCENIC CORRIDOR (SC) OVERLAY ZONE AND LAS VIRGENES GATEWAY MASTER PLAN.

**MEETING DATE:** AUGUST 22, 2018

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**SUMMARY RECOMMENDATION:**

That the City Council adopt Resolution No. 2018-1594 (Attachment A), denying the Site Plan Review permit associated with File No. 170001064.

**DISCUSSION/ANALYSIS:**

Following a public hearing held on August 8, 2018, the City Council approved a motion to deny the Site Plan Review permit associated with File No. 170001064, and directed staff to draft a revised resolution with the appropriate findings supporting denial of the permit. Resolution No. 2018-1594 (Attachment A)



includes findings for denial of a Site Plan Review permit based upon the evidence in the record.

**ATTACHMENTS:**

Attachment A - Resolution No. 2018-1594

**ITEM 4 ATTACHMENT A  
RESOLUTION NO. 2018-1594**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALABASAS, CALIFORNIA DENYING FILE NO. 170001064, A SITE PLAN REVIEW, SCENIC CORRIDOR PERMIT, OAK TREE PERMIT AND ZONING CLEARANCE TO CONVERT AN EXISTING ONE-STORY COMMERCIAL BUILDING (FORMERLY A RESTAURANT) INTO A CHILD DAY CARE CENTER, THE SUBJECT SITE IS LOCATED AT 4895 LAS VIRGENES ROAD WITHIN THE COMMERCIAL RETAIL (CR) ZONING DISTRICT, SCENIC CORRIDOR (SC) OVERLAY ZONE AND LAS VIRGENES GATEWAY MASTER PLAN.**

**Section 1. The City Council has considered all of the evidence submitted into the administrative record which includes, but is not limited to:**

1. Agenda reports prepared by the Community Development Department.
2. Staff presentation at the public hearing held on August 8, 2018, before the City Council.
3. The City of Calabasas Land Use and Development Code, General Plan, and all other applicable regulations and codes.
4. Public comments, both written and oral, received and/or submitted at or prior to the public hearing and the subsequent August 22, 2018 Council meeting, supporting and/or opposing the applicant's request.
5. Testimony and/or comments from the applicant and its representatives submitted to the City in both written and oral form at or prior to the public hearing and the subsequent August 22, 2018 Council meeting.
6. All related documents received and/or submitted at or prior to the public hearing and the subsequent August 22, 2018 Council meeting.

**Section 2. Based on the foregoing evidence, the City Council finds that:**

1. The applicant submitted an application for File No. 170001064 on September 20, 2017.
2. The application was reviewed by the City's Development Review Committee (DRC) on October 17, 2017. Comments from the DRC meeting were provided to the applicant.
3. On October 18, 2017, the application was deemed incomplete and the applicant was notified.

4. The application was reviewed by the City's Architectural Review Panel (ARP) on October 27, 2017. The ARP recommended approval of the design to the City Council.
5. On December 29, 2017, the application was deemed complete and the applicant was duly notified.
6. On February 1, 2018, the Planning Commission held a public hearing on the matter and continued the item to a date uncertain.
7. On May 17, 2018, the Planning Commission held a public hearing on the matter and adopted Planning Commission Resolution 2018-664 approving File No. 170001064.
8. The matter was called for review by the City Council on June 1, 2018, and scheduled for a public hearing on August 8, 2018.
9. Notice of the August 8, 2018, City Council public hearing was mailed or delivered to owners of properties within 500 feet of the subject property, as shown on the latest equalized assessment roll, at least ten (10) days prior to the hearing.
10. Notice of the August 8, 2018, City Council public hearing was mailed or delivered to the project applicant at least ten (10) days prior to the hearing
11. Notice of the City Council public hearing included the notice requirements set forth in Government Code Section 65009 (b)(2).
12. On August 8, 2018, the City Council held a public hearing on the matter and directed preparation of a resolution denying the project.
13. The subject site zoned Commercial Retail - Scenic Corridor (CR-SC).
14. The land use designation for the subject site under the City's adopted General Plan is Business Retail (B-R).
15. Properties surrounding the project site are zoned CR (north and south) and PF (east); and the Ventura Freeway (U.S. 101) is to the west. Properties surrounding the project site have General Plan land use designations of BR (north and south) and PF-I (east).
16. Review under the California Environmental Quality Act is not required for a denial of a project, under Title 24, Section 15061, subdivision (b)(4) of the CEQA Guidelines.

**Section 3. In view of all of the evidence and based on the foregoing, the City Council concludes as follows:**

### **FINDINGS**

Section 17.62.020 of the Calabasas Municipal Code (CMC) allows the review authority to approve a **Site Plan Review Permit** provided that all findings required by that section are made. The City Council has determined that the following finding cannot be made:

1. *The proposed project is consistent with the General Plan, any applicable specific plan, and any special design theme adopted by the city for the site and vicinity;*

The applicant is proposing to upgrade the exterior façade of the existing one-story building, reconfigure the interior to accommodate a child day care center and preschool, and reconfigure the site to provide adequate parking, drop off and outdoor space for a child day care center preschool use. The subject site is located at 4895 Las Virgenes Road, within the Commercial Retail (CR) zoning district and Scenic Corridor overlay zone, and immediately adjacent to and within 50' of the 101 Freeway. The Calabasas General Plan 's Conservation Element, Policy IV-20 requires projects intending to place sensitive receptors, including pre-school age children, within 500 feet of the 101 Freeway to have adequately mitigated air quality and health risks by demonstrating that health risks relating to diesel particulates would not exceed SCAQMD standards. The proposed project does not meet this policy because the project's outdoor activity areas have no air quality mitigation or harm reduction measures. The applicant's air quality expert's analysis states that outdoor pollutant exposures for the children attending the project's preschool are uncontrolled, meaning that SCAQMD standards cannot be met for the significant time the children spend outside. Indoor air quality mitigation measures do not offset outdoor uncontrolled exposures, particularly as indoor air quality improvements do not remove inhaled pollutants, including diesel particulates, from the project's sensitive receptors. The applicant's air quality analysis is further inadequate to justify making this finding because it fails to account for nearby approved development projects that may adjust local traffic patterns. Similarly, the report fails to account for or analyze existing local traffic patterns, including the fact that the adjacent 101 Freeway curve is well known to the community, as demonstrated by residents' testimony, to have significant stalled or very slow moving traffic during the week-day morning and afternoon rush hours, thus significantly increasing the local hazardous air quality impacts from such traffic. The applicant's air quality analysis further fails to account for anticipated increased pollutant exposures stemming from vehicles idling and moving very slowly on site during the school's morning drop-off and afternoon pick-up periods. Given these analytical deficiencies, the City Council finds that the

evidence before it does not show that the health risks associated with exposure of diesel particulates to the project's sensitive receptors, stemming from the project's proposed site plan, design, and layout, would not exceed SCAQMD standards. For the foregoing reasons, the proposed project is also inconsistent with the Calabasas General Plan because it does not meet the General Plan's special emphasis on protecting sensitive receptors, including pre-school age children, from unacceptable concentrations of air pollutants.

The City Council further finds that the project's proposed siting for the playground and outdoor activity area, immediately adjacent to the 101 Freeway rather than elsewhere on the site, farther from the 101 Freeway, is inconsistent with the Calabasas General Plan's Noise Element, which requires siting sensitive facilities so that unmitigated community noise exposure for playgrounds is less than the approximately 75 decibel noise level of the 101 Freeway and areas immediately adjacent to it. Based on the information above, the proposed project does not meet this finding.

**Section 4.** In view of all of the evidence and based on the foregoing findings and conclusions, the City Council denies File No. 170001064, without prejudice, as it cannot make the General Plan consistency finding required by Calabasas Municipal Code Section 17.62.020 (E)(2) necessary to approve the site plan review required for the project.

**Section 5.** All documents described in Section 1 of CC Resolution No. 2018-1594 are deemed incorporated by reference as set forth at length.

The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

**PASSED, APPROVED AND ADOPTED this 22<sup>nd</sup> day of August, 2018.**

\_\_\_\_\_  
Fred Gaines, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Maricela Hernandez, MMC  
City Clerk

\_\_\_\_\_  
Scott H. Howard  
Colantuono, Highsmith & Whatley  
City Attorney



CITY of CALABASAS



Agenda Item No. 5

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## **Contractual Services Overview (2018)**



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**Contractual Services Overview (2018)**



## Full-time Employees or Contractual Services?



The purpose for utilizing the services of contractors includes the following:

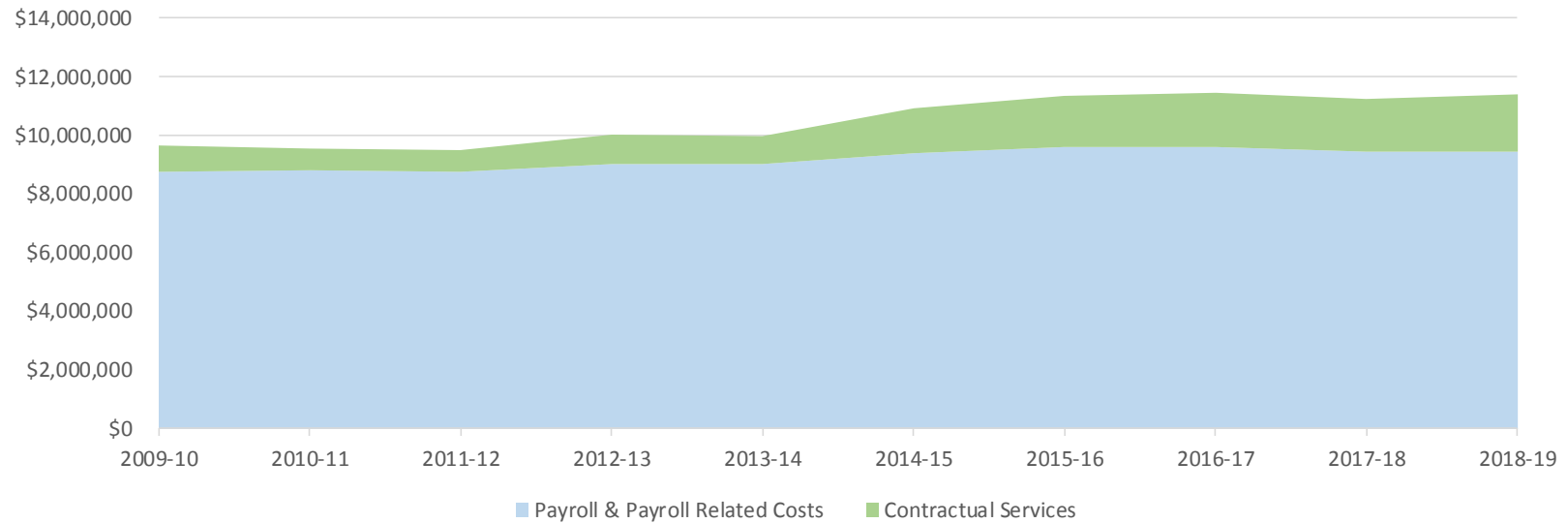
1. Take advantage of expertise not currently held by staff members;
2. Meet immediate need for temporary work-load increases;
3. Shift financial risk to outside the City;
4. Perform work at a cheaper hourly cost due to benefits and other costs;
5. Easier to keep track of work performed for reimbursement processing purposes;
6. No variation in price; and
7. Easier to terminate contractors than full-time employees.





CITY of CALABASAS

# Historical Payroll Costs vs. Contractual Services



Expense Category	2009-10		2010-11		2011-12		2012-13		2013-14		2014-15		2015-16		2016-17		2017-18		2018-19	
Payroll & Payroll Related Costs	8,741,000	91%	8,829,400	92%	8,779,900	93%	9,033,700	90%	9,032,600	91%	9,396,300	86%	9,591,400	84%	9,625,500	84%	9,452,800	84%	9,430,100	83%
Contractual Services	893,500	9%	717,600	8%	694,700	7%	980,600	10%	945,800	9%	1,548,200	14%	1,759,800	16%	1,854,500	16%	1,815,400	16%	1,948,200	17%
<b>TOTAL</b>	<b>9,634,500</b>	<b>100%</b>	<b>9,547,000</b>	<b>100%</b>	<b>9,474,600</b>	<b>100%</b>	<b>10,014,300</b>	<b>100%</b>	<b>9,978,400</b>	<b>100%</b>	<b>10,944,500</b>	<b>100%</b>	<b>11,351,200</b>	<b>100%</b>	<b>11,480,000</b>	<b>100%</b>	<b>11,268,200</b>	<b>100%</b>	<b>11,378,300</b>	<b>100%</b>



## Contractual Services Overview (2018)





CITY of CALABASAS

## Contractual Services by Department (FY 2018)



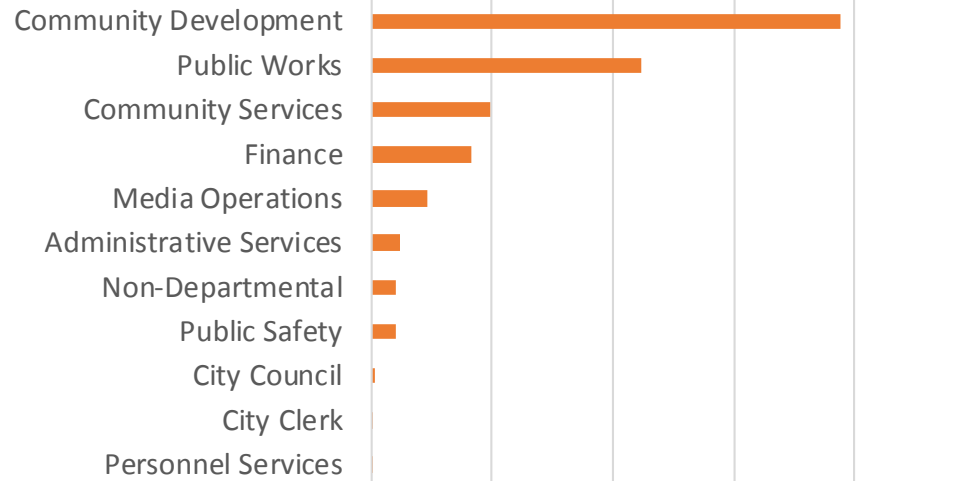
### Department

### Amount

Community Development	774,900
Public Works	447,300
Community Services	197,600
Finance	165,100
Media Operations	92,000
Administrative Services	48,000
Non-Departmental	40,500
Public Safety	39,200
City Council	6,100
City Clerk	3,500
Personnel Services	1,300

### **TOTAL**

**1,815,500**





CITY of CALABASAS

## Top 20 Contractors by Amount (FY 2018)



<u>Vendor Name</u>	<u>Check Description</u>	<u>Department</u>	<u>Amount</u>
M6 CONSULTING, INC.	PLAN CHECK SERVICES	Community Development	736,626.58
CLEANSTREET INC	MONTHLY SVC - STREET SWEEPING	Public Works	85,426.78
ADP, INC	PAYROLL PROCESSING	Finance	67,650.70
MUNISERVICES, LLC	SALES TAX COLLECTION FEE	Finance	60,421.55
CALIFORNIA GREEN CONSULTING	CONSULTING SERVICES	Public Works	57,450.00
SANDSTONE CONSTRUCTION GROUP	STAIR REPAIRS	Administrative Services	47,000.00
WILHELM/RICHARD//	FIELD INVESTIGTN/DRAFTING SVCS	Public Works	41,703.71
L.A. CO. DEPT. OF ANIMAL CARE	ANIMAL HOUSING SVCS- MAY 2018	Public Safety	39,169.96
DOWNSTREAM SVCS, INC.	CDS UNIT MAINTENANCE	Public Works	35,720.00
DUDEK & ASSOCIATES INC	EIR CONSULTING	Community Development	31,325.43
SECURITY PAVING COMPANY INC	LVMWD WATER LINE	Public Works	30,115.18
MOUNTAINS RESTORATION TRUST	HEADWATER CORNER O & M	Non-Departmental	30,000.00
COMMERCIAL MAINTENANCE	JANITORIAL SERVICES	Community Services	27,498.12
JOHN ZGRABLICH CONSTRUCTION	INSPECTION SERVICES	Public Works	25,781.00
MOSS, LEVY & HARTZHEIM	AUDIT WORK TO DATE FY 17/18	Finance	23,249.00
COUNTY OF LOS ANGELES	CONTRACT SERVICES	Community Services	22,596.64
GRANICUS INC.	WEB ARCHIVING SERVICE	Media Operations	22,442.66
L.A. CO. FIRE DEPARTMENT	HAZMAT PROGRAM CUPA# AR0019106	Community Services	21,250.00
GORGIN/KLAYMOND//	CONSULTING SERVICES	Public Works	20,637.43
WILLDAN ASSOCIATES INC.	PUBLIC WORKS SERVICES	Public Works	19,365.32





CITY of CALABASAS

## m6 Consulting, Inc. – Contracted Services



### **Plan Check Services:**

- 60% of project valuation + hourly plan check fees (when over two plan checks)
- Plan check services are required for projects which cannot be issued over the counter permits, such as additions, homes, hotels, office/retail remodeling's, septic systems, townhomes, condos, pools, new switchgear, mechanical, etc.

### **City Staffing Augmentation:**

#### Inspection Services

- Inspector of Record @ \$75.00 per hour
- Sr. Inspector @ \$65.00 per hour

#### Permit Services

- Permit Technician @ \$45.00 per hour

### **Specialty Services:**

Engineering Peer Reviews

Code Enforcement Expert Witness

ADA Consulting





## Contractual Services – Next Steps



Department Heads hire contractors as they see fit to meet the needs for providing services to the community. If either specific skills are not available in current employees, or if the demand for work is higher than current staff can reasonably perform, then contractors are hired to fill the gaps.

Each Department Head will be asked to:

1. Examine their respective department's contractual labor requirements; and
2. Justify the current level and usage of each hired contractor.

Every attempt will be made to reduce the cost of contractual services in the City's budget. An update to the usage of Contractual Services will be provided to Council within a reasonable amount of time.





# Check Register Report

Bank: BANK OF AMERICA - OPERATING  
 Reporting Period: 07/30/2018 to 08/07/2018

Date: 8/13/2018  
 Time: 3:42:41PM  
 Page 1 of 10

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>City Attorney</b>					
102819	7/30/2018	COLANTUONO, HIGHSMITH &	GENERAL SERVICES	18,735.43	City Attorney
102819	7/30/2018	COLANTUONO, HIGHSMITH &	ZEESMAN	7,810.93	City Attorney
102819	7/30/2018	COLANTUONO, HIGHSMITH &	MALIBU CANYON ASSOCIATION	1,750.00	City Attorney
102819	7/30/2018	COLANTUONO, HIGHSMITH &	2015 ANNEXATION	264.00	City Attorney
102819	7/30/2018	COLANTUONO, HIGHSMITH &	MISC SPECIAL COUNSEL PROJ	75.00	City Attorney
102819	7/30/2018	COLANTUONO, HIGHSMITH &	LABOR & EMPLOYMENT	50.00	City Attorney
<b>Total Amount for 6 Line Item(s) from City Attorney</b>				<b>\$28,685.36</b>	
<b>City Clerk</b>					
102902	8/6/2018	VALLEY NEWS GROUP	LEGAL ADVERTISING	90.00	City Clerk
<b>Total Amount for 1 Line Item(s) from City Clerk</b>				<b>\$90.00</b>	
<b>City Council</b>					
102858	8/1/2018	VALLEY ECONOMIC ALLIANCE/THE//	VALLEY OF THE STARS SPONSOR	5,000.00	City Council
<b>Total Amount for 1 Line Item(s) from City Council</b>				<b>\$5,000.00</b>	
<b>Civic Center O&amp;M</b>					
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	10,119.06	Civic Center O&M
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	8,181.38	Civic Center O&M
102915	8/7/2018	CIRCULATING AIR, INC.	HVAC MAINTENANCE	2,087.24	Civic Center O&M
102915	8/7/2018	CIRCULATING AIR, INC.	HVAC MAINTENANCE	2,087.23	Civic Center O&M
102874	8/6/2018	HAYNES BUILDING SERVICES, LLC	JANITORIAL SERVICES	1,845.96	Civic Center O&M
102922	8/7/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	613.98	Civic Center O&M
102915	8/7/2018	CIRCULATING AIR, INC.	HVAC MAINTENANCE	558.50	Civic Center O&M
102915	8/7/2018	CIRCULATING AIR, INC.	HVAC MAINTENANCE	558.50	Civic Center O&M
102872	8/6/2018	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- CITY HALL	500.00	Civic Center O&M
102922	8/7/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	496.41	Civic Center O&M
102897	8/6/2018	SOUTH COAST A.Q.M.D	OPERATING FEE FOR FY 18/19	406.79	Civic Center O&M
102867	8/6/2018	CIRCULATING AIR, INC.	HVAC MAINTENANCE	285.55	Civic Center O&M
102927	8/7/2018	SOUTH COAST A.Q.M.D	EMISSION FEE	131.79	Civic Center O&M
102918	8/7/2018	G & F LIGHTING SUPPLY CO.	LIGHTING SUPPLIES	75.88	Civic Center O&M
102918	8/7/2018	G & F LIGHTING SUPPLY CO.	LIGHTING SUPPLIES	75.87	Civic Center O&M



# Check Register Report

Bank: BANK OF AMERICA - OPERATING  
 Reporting Period: 07/30/2018 to 08/07/2018

Date: 8/13/2018  
 Time: 3:43:03PM  
 Page 2 of 10

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
<b>Total Amount for 15 Line Item(s) from Civic Center O&amp;M</b>				<b>\$28,024.14</b>	
<b><u>Community Development</u></b>					
102818	7/30/2018	CITY OF HIDDEN HILLS	ANNEXATION FEES	11,173.00	Community Development
102868	8/6/2018	CITY OF BURBANK	IT HOSTING/ TECH SUPPORT	2,120.00	Community Development
102860	8/1/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	740.91	Community Development
102860	8/1/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	300.94	Community Development
102839	8/1/2018	CYBERCOPY	COPY/PRINTING SERVICE	91.93	Community Development
102839	8/1/2018	CYBERCOPY	COPY/PRINTING SERVICE	84.02	Community Development
102839	8/1/2018	CYBERCOPY	COPY/PRINTING SERVICE	78.57	Community Development
102839	8/1/2018	CYBERCOPY	COPY/PRINTING SERVICE	76.92	Community Development
102839	8/1/2018	CYBERCOPY	COPY/PRINTING SERVICE	66.19	Community Development
102870	8/6/2018	CYBERCOPY	COPY/PRINTING SERVICE	62.03	Community Development
102839	8/1/2018	CYBERCOPY	COPY/PRINTING SERVICE	59.84	Community Development
102839	8/1/2018	CYBERCOPY	COPY/PRINTING SERVICE	42.98	Community Development
102839	8/1/2018	CYBERCOPY	COPY/PRINTING SERVICE	40.79	Community Development
102839	8/1/2018	CYBERCOPY	COPY/PRINTING SERVICE	37.50	Community Development
102870	8/6/2018	CYBERCOPY	COPY/PRINTING SERVICE	36.68	Community Development
102839	8/1/2018	CYBERCOPY	COPY/PRINTING SERVICE	36.68	Community Development
102839	8/1/2018	CYBERCOPY	COPY/PRINTING SERVICE	31.76	Community Development
102839	8/1/2018	CYBERCOPY	COPY/PRINTING SERVICE	10.95	Community Development
102816	7/30/2018	BARRY KAY ENTERPRISES, INC.	STAFF T-SHIRTS	9.85	Community Development
102904	8/6/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	4.26	Community Development
<b>Total Amount for 20 Line Item(s) from Community Development</b>				<b>\$15,105.80</b>	
<b><u>Community Services</u></b>					
102845	8/1/2018	MAUSER/MATTHEW//	ENTERTAINMENT- CONCERT	5,500.00	Community Services
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	3,229.49	Community Services
102903	8/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	3,158.66	Community Services
102885	8/6/2018	MOMENTUM ACADEMIES	RECREATION INSTRUCTOR	2,922.50	Community Services
102853	8/1/2018	QUALITY PARKING SERVICE, INC	PARKING SERVICE- JULY 4TH	2,310.00	Community Services
102815	7/30/2018	ACORN NEWSPAPER	ARTS FESTIVAL ADVERTISING	2,275.77	Community Services
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	2,197.41	Community Services
102823	7/30/2018	MOMENTUM ACADEMIES	RECREATION INSTRUCTOR	765.72	Community Services
102826	7/30/2018	SO CA MUNI ATHLETIC FEDERATION	CLASS INSURANCE	760.00	Community Services



# Check Register Report

Bank: BANK OF AMERICA - OPERATING  
Reporting Period: 07/30/2018 to 08/07/2018

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
102907	8/6/2018	WEINSTOCK/ARLENE//	RECREATION INSTRUCTOR	630.00	Community Services
102893	8/6/2018	SECURAL SECURITY CORP	SECURITY- JULY 4TH	575.90	Community Services
102879	8/6/2018	JACKMAN/ANITA//	RECREATION INSTRUCTOR	423.50	Community Services
102903	8/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- SCHL	363.00	Community Services
102862	8/1/2018	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	334.66	Community Services
102894	8/6/2018	SENDOWSKI/SHULAMIT//	RECREATION INSTRUCTOR	294.00	Community Services
102886	8/6/2018	MONTGOMERY/MICHAEL//	BASKETBALL OFFICIAL	270.00	Community Services
102877	8/6/2018	IMBER/GIL//	BASKETBALL OFFICIAL	270.00	Community Services
102862	8/1/2018	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	245.16	Community Services
102896	8/6/2018	SIMMONS/NEILL//	RECREATION INSTRUCTOR	231.00	Community Services
102906	8/6/2018	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	229.87	Community Services
102892	8/6/2018	REED/MARCUS//	BASKETBALL OFFICIAL	210.00	Community Services
102922	8/7/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	195.96	Community Services
102872	8/6/2018	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- SR CTR	185.00	Community Services
102917	8/7/2018	EMERALD COAST PLANTSCAPES, INC	PLANT MAINTENANCE- SR CTR	185.00	Community Services
102931	8/7/2018	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	172.37	Community Services
102869	8/6/2018	COOPERSMITH/MADELYNE//	RECREATION INSTRUCTOR	168.00	Community Services
102895	8/6/2018	SHAIFER/KEVIN//	BASKETBALL OFFICIAL	150.00	Community Services
102899	8/6/2018	SUMILANG/MICHAEL//	BASKETBALL OFFICIAL	150.00	Community Services
102875	8/6/2018	HINES/LEONARDO//	BASKETBALL OFFICIAL	150.00	Community Services
102890	8/6/2018	RAMIREZ/MICHAEL//	BASKETBALL OFFICIAL	120.00	Community Services
102837	8/1/2018	CLARK PEST CONTROL	PEST CONTROL SERVICES	105.00	Community Services
102906	8/6/2018	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	103.09	Community Services
102860	8/1/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	91.26	Community Services
102889	8/6/2018	PORT-A-STOR INC.	STORAGE - A E WRIGHT	85.00	Community Services
102880	8/6/2018	KELLER/MICHAEL//	BASKETBALL OFFICIAL	60.00	Community Services
102888	8/6/2018	PATTERSON/DAVE//	BASKETBALL OFFICIAL	60.00	Community Services
102909	8/6/2018	WYMORE/KELLI//	REIMB MILEAGE - JUL 18	20.11	Community Services
102862	8/1/2018	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	17.02	Community Services
<b>Total Amount for 38 Line Item(s) from Community Services</b>				<b>\$29,214.45</b>	

**Finance**

102928	8/7/2018	TYLER TECHNOLOGIES INC	PERVASIVE UPGRADE	2,985.92	Finance
102824	7/30/2018	MUNISERVICES, LLC	SALES TAX COLLECTION FEE	529.50	Finance
102913	8/7/2018	CALIFORNIA STATE CONTROLLER	CONFIRMATION FEE	100.00	Finance
102860	8/1/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	36.84	Finance



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<b>Total Amount for 4 Line Item(s) from Finance</b>				<b>\$3,652.26</b>	
<b><u>Klubhouse Preschool</u></b>					
102844	8/1/2018	LITTLE LEARNERS LLC	CONTRACT SERVICES	3,113.03	Klubhouse Preschool
102931	8/7/2018	WAXIE SANITARY SUPPLY	JANITORIAL SERVICES	402.19	Klubhouse Preschool
102860	8/1/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	212.93	Klubhouse Preschool
<b>Total Amount for 3 Line Item(s) from Klubhouse Preschool</b>				<b>\$3,728.15</b>	
<b><u>Library</u></b>					
102878	8/6/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	754.08	Library
102926	8/7/2018	PENGUIN RANDOM HOUSE, LLC	BOOKS ON CD	741.69	Library
102904	8/6/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	643.18	Library
102911	8/7/2018	AT&T	TELEPHONE SERVICE	187.82	Library
102920	8/7/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	97.77	Library
102891	8/6/2018	RECORDED BOOKS, LLC	BOOKS ON CD	96.07	Library
102891	8/6/2018	RECORDED BOOKS, LLC	E- AUDIO BOOKS	48.02	Library
102836	8/1/2018	CANON SOLUTIONS AMERICA, INC	COPIER SVC PROGRAM- FTG80700	38.10	Library
102920	8/7/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	34.76	Library
102920	8/7/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	24.08	Library
102920	8/7/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	21.22	Library
102920	8/7/2018	INGRAM LIBRARY SERVICES	BOOKS-LIBRARY	18.35	Library
<b>Total Amount for 12 Line Item(s) from Library</b>				<b>\$2,705.14</b>	
<b><u>LMD #22</u></b>					
102827	7/30/2018	THE OAKS OF CALABASAS HOA	LANDSCAPE SERVICES	40,980.00	LMD #22
102903	8/6/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	8,925.55	LMD #22
102929	8/7/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	8,925.55	LMD #22
102835	8/1/2018	CALABASAS PARK ESTATES	LANDSCAPE SERVICES	3,987.00	LMD #22
102922	8/7/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	3,680.67	LMD #22
102849	8/1/2018	PACIFIC COAST FALCONRY INC.	BIRD CONTROL SERVICES	2,900.00	LMD #22
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	1,750.00	LMD #22
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	1,180.60	LMD #22
102833	8/1/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,144.00	LMD #22
102859	8/1/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	1,080.00	LMD #22





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102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	1,036.73	LMD #22
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	969.03	LMD #22
102929	8/7/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	903.00	LMD #22
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	899.20	LMD #22
102929	8/7/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	749.00	LMD #22
102929	8/7/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	748.00	LMD #22
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	567.03	LMD #22
102929	8/7/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	549.00	LMD #22
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	399.88	LMD #22
102929	8/7/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	354.00	LMD #22
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	338.52	LMD #22
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	311.29	LMD #22
102929	8/7/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	307.00	LMD #22
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	253.89	LMD #22
102859	8/1/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	249.00	LMD #22
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	246.93	LMD #22
102859	8/1/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	239.00	LMD #22
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	234.85	LMD #22
102859	8/1/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	216.79	LMD #22
102859	8/1/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	216.00	LMD #22
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	215.81	LMD #22
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	188.30	LMD #22
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	78.28	LMD #22
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	75.81	LMD #22
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	69.82	LMD #22
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	49.91	LMD #22
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	35.97	LMD #22
<b>Total Amount for 37 Line Item(s) from LMD #22</b>				<b>\$85,055.41</b>	

**LMD #24**

102833	8/1/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	2,200.00	LMD #24
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	1,982.50	LMD #24
102833	8/1/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	1,100.00	LMD #24
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	285.58	LMD #24



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<b>Total Amount for 4 Line Item(s) from LMD #24</b>				<b>\$5,568.08</b>	
<b><u>LMD #27</u></b>					
102924	8/7/2018	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	32,770.33	LMD #27
102833	8/1/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	32,220.00	LMD #27
102833	8/1/2018	AZTECA LANDSCAPE	LANDSCAPE MAINTENANCE	15,990.00	LMD #27
102924	8/7/2018	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,369.00	LMD #27
102924	8/7/2018	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,369.00	LMD #27
102924	8/7/2018	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,369.00	LMD #27
102924	8/7/2018	MONT CALABASAS ASSOCIATION	LANDSCAPE MAINTENANCE	14,369.00	LMD #27
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	653.77	LMD #27
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	232.74	LMD #27
<b>Total Amount for 9 Line Item(s) from LMD #27</b>				<b>\$139,342.84</b>	
<b><u>LMD #32</u></b>					
102908	8/6/2018	WILLDAN FINANCIAL SERVICES	ANNUAL LMD REFORMATION	38.08	LMD #32
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	26.30	LMD #32
<b>Total Amount for 2 Line Item(s) from LMD #32</b>				<b>\$64.38</b>	
<b><u>LMD 22 - Common Benefit Area</u></b>					
102859	8/1/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	5,921.00	LMD 22 - Common Benefit Area
102859	8/1/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	793.00	LMD 22 - Common Benefit Area
102859	8/1/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	735.00	LMD 22 - Common Benefit Area
102859	8/1/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- LMD	561.00	LMD 22 - Common Benefit Area
102846	8/1/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	395.00	LMD 22 - Common Benefit Area
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	207.39	LMD 22 - Common Benefit Area
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	53.92	LMD 22 - Common Benefit Area
<b>Total Amount for 7 Line Item(s) from LMD 22 - Common Benefit Area</b>				<b>\$8,666.31</b>	
<b><u>Media Operations</u></b>					
102901	8/6/2018	TIME WARNER CABLE	CABLE MODEM- CITY HALL	1,034.00	Media Operations
102881	8/6/2018	KEY INFORMATION SYSTEMS, INC.	T-1 LINE MONTHLY FEE	578.77	Media Operations



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102925	8/7/2018	NATIONAL CAPTIONING INSTITUTE	CLOSED CAPTIONING SVCS	504.00	Media Operations
102884	8/6/2018	MEGAPATH CLOUD COMPANY	DSL SERVICE	443.65	Media Operations
102930	8/7/2018	WATKINS/THOMAS KEITH//	VIDEO/PHOTOS	150.00	Media Operations
102912	8/7/2018	AT&T MOBILITY	TELEPHONE SERVICE	48.24	Media Operations
<b>Total Amount for 6 Line Item(s) from Media Operations</b>				<b>\$2,758.66</b>	
<b><u>Non-Departmental</u></b>					
102855	8/1/2018	SANDSTONE CONSTRUCTION GROUP	STONE PAVER REPLACEMENT PROJ	16,139.00	Non-Departmental
102865	8/6/2018	ART SOUP LA	ART RENTAL	2,253.53	Non-Departmental
102854	8/1/2018	READYREFRESH BY NESTLE	WATER SERVICE	487.73	Non-Departmental
102866	8/6/2018	CANON FINANCIAL SERVICES INC	CANON COPIER LEASES	445.41	Non-Departmental
102860	8/1/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	350.88	Non-Departmental
102857	8/1/2018	U.S. POSTAL SERVICE	BUS REPLY PERMIT FEE - #55000	225.00	Non-Departmental
102860	8/1/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	116.98	Non-Departmental
102840	8/1/2018	FEDERAL EXPRESS CORP.	COURIER SERVICE	35.97	Non-Departmental
<b>Total Amount for 8 Line Item(s) from Non-Departmental</b>				<b>\$20,054.50</b>	
<b><u>Police / Fire / Safety</u></b>					
102822	7/30/2018	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- THE OAKS	1,646.48	Police / Fire / Safety
102822	7/30/2018	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- VIEWPOINT	1,438.25	Police / Fire / Safety
102822	7/30/2018	L.A. CO. SHERIFF'S DEPT.	SHERIFF SVCS- THE EVENT	1,315.99	Police / Fire / Safety
102883	8/6/2018	KUSTOM SIGNALS, INC.	LASER EQUIPMENT REPAIRS	103.09	Police / Fire / Safety
<b>Total Amount for 4 Line Item(s) from Police / Fire / Safety</b>				<b>\$4,503.81</b>	
<b><u>Public Works</u></b>					
102873	8/6/2018	GMZ ENGINEERING, INC.	CONSULTING SERVICES	258,833.05	Public Works
102859	8/1/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- P.W.	17,750.85	Public Works
102859	8/1/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	15,908.59	Public Works
102846	8/1/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	6,695.00	Public Works
102871	8/6/2018	DLT SOLUTIONS, LLC	AUTOCAD SOFTWARE LICENSE	5,762.40	Public Works
102843	8/1/2018	JOHN ZGRABLICH CONSTRUCTION	INSPECTION SERVICES	3,927.00	Public Works
102922	8/7/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	2,492.87	Public Works
102921	8/7/2018	ISSAKHANI/MARINA//	CONSULTING SERVICES	2,350.00	Public Works
102919	8/7/2018	GREENE TREE CARE	LANDSCAPE SERVICES	2,000.00	Public Works



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102887	8/6/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	1,580.00	Public Works
102859	8/1/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	1,440.00	Public Works
102922	8/7/2018	LAS VIRGENES MUNICIPAL WATER	WATER SERVICE	1,434.48	Public Works
102887	8/6/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	1,395.00	Public Works
102846	8/1/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	1,300.00	Public Works
102828	7/30/2018	WILLDAN ASSOCIATES INC.	GEOTECH REVIEW	950.00	Public Works
102910	8/6/2018	YIN/JULIE//	CONSULTING SERVICES	720.00	Public Works
102831	8/1/2018	ARUCAN/KEVIN//	CONSULTING SERVICES	700.00	Public Works
102831	8/1/2018	ARUCAN/KEVIN//	CONSULTING SERVICES	640.00	Public Works
102828	7/30/2018	WILLDAN ASSOCIATES INC.	GRADING & DRAINAGE REVIEW	572.00	Public Works
102910	8/6/2018	YIN/JULIE//	CONSULTING SERVICES	540.00	Public Works
102846	8/1/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	495.00	Public Works
102846	8/1/2018	NEWBURY PARK TREE SERVICE INC	TREE TRIMMING/REMOVAL SVCS	390.00	Public Works
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	281.93	Public Works
102828	7/30/2018	WILLDAN ASSOCIATES INC.	GRADING & DRAINAGE REVIEW	237.00	Public Works
102851	8/1/2018	POVAH/BRADEN//	CONSULTING SERVICES	186.00	Public Works
102851	8/1/2018	POVAH/BRADEN//	CONSULTING SERVICES	177.00	Public Works
102851	8/1/2018	POVAH/BRADEN//	CONSULTING SERVICES	147.00	Public Works
102828	7/30/2018	WILLDAN ASSOCIATES INC.	CHECK LOT MERGER	146.25	Public Works
102859	8/1/2018	VENCO WESTERN, INC.	LANDSCAPE MAINTENANCE- PARKS	142.00	Public Works
102851	8/1/2018	POVAH/BRADEN//	CONSULTING SERVICES	129.00	Public Works
102860	8/1/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	103.54	Public Works
102830	8/1/2018	ARC DOCUMENT SOLUTIONS, LLC	COPY/PRINTING SERVICE	70.37	Public Works
102904	8/6/2018	WAREHOUSE OFFICE & PAPER PROD.	OFFICE SUPPLIES	12.02	Public Works
<b>Total Amount for 33 Line Item(s) from Public Works</b>				<b>\$329,508.35</b>	

**Recoverable / Refund / Liability**

102848	8/1/2018	P&A ADMINISTRATIVE SVCS INC	FSA-MED CARE REIMBURSEMENT	4,714.92	Recoverable / Refund / Liability
102820	7/30/2018	DUFFEY'S MOBILE HOME SERVICE	CDBG RES REHAB- VANO (RET)	1,552.50	Recoverable / Refund / Liability
102820	7/30/2018	DUFFEY'S MOBILE HOME SERVICE	CDBG RES REHAB- AZOULAY (RET)	1,140.00	Recoverable / Refund / Liability
102817	7/30/2018	CANOGA PARK HEATING & AIR COND	CDBG RES REHAB- HOLLIDAY (RET)	996.14	Recoverable / Refund / Liability
102847	8/1/2018	OLDFIELD/MARGAUX//	RECREATION REFUND	210.00	Recoverable / Refund / Liability
102841	8/1/2018	FRIEDMAN/APRIL//	ICMA REIMBURSEMENT	67.39	Recoverable / Refund / Liability
102898	8/6/2018	STATE DISBURSMENT	WAGE GARNISHMENT- 8/3/18	46.15	Recoverable / Refund / Liability
102842	8/1/2018	HEHIR/PATRICK//	REFUND MEMBERSHIP	31.00	Recoverable / Refund / Liability
102873	8/6/2018	GMZ ENGINEERING, INC.	CONSULTING SERVICES	-12,941.65	Recoverable / Refund / Liability



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<b>Total Amount for 9 Line Item(s) from Recoverable / Refund / Liability</b>				<b>\$-4,183.55</b>	
<b><u>Tennis &amp; Swim Center</u></b>					
102850	8/1/2018	PEAK PROGRAMS	RECREATION INSTRUCTOR	5,050.50	Tennis & Swim Center
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	2,243.75	Tennis & Swim Center
102853	8/1/2018	QUALITY PARKING SERVICE, INC	PARKING SERVICE- FUN RUN	1,045.00	Tennis & Swim Center
102844	8/1/2018	LITTLE LEARNERS LLC	RECREATION INSTRUCTOR	845.00	Tennis & Swim Center
102863	8/1/2018	ZACHARATOS/GERASSIMOS T//	RECREATION INSTRUCTOR	628.95	Tennis & Swim Center
102838	8/1/2018	COMMERCIAL AQUATIC SVCS INC	POOL SERVICE/REPAIR	608.82	Tennis & Swim Center
102861	8/1/2018	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	556.96	Tennis & Swim Center
102914	8/7/2018	CASCIONE/GAYLENE//	RECREATION INSTRUCTOR	551.40	Tennis & Swim Center
102852	8/1/2018	PURE HEALTH SOLUTIONS, INC.	WATER SERVICE	427.06	Tennis & Swim Center
102900	8/6/2018	SWANK-MOTION PICTURES, INC.	MOVIE NIGHT	378.00	Tennis & Swim Center
102829	8/1/2018	AIRGAS- WEST	TC HELIUM	282.81	Tennis & Swim Center
102905	8/6/2018	WATERLINE TECHNOLOGIES INC	POOL CHEMICALS	279.11	Tennis & Swim Center
102882	8/6/2018	KISHIMOTO/RAINE//	REIMB MILEAGE - JUL 18	11.99	Tennis & Swim Center
<b>Total Amount for 13 Line Item(s) from Tennis &amp; Swim Center</b>				<b>\$12,909.35</b>	
<b><u>Transportation</u></b>					
102825	7/30/2018	PARSONS TRANSPORTATION GROUP	LOST HILLS INTERCHANGE	72,495.58	Transportation
102821	7/30/2018	KATO LANDSCAPE, INC.	LANDSCAPE SERVICES	30,804.64	Transportation
102876	8/6/2018	IDEAL GENERAL SERVICES, INC.	DIAL-A-RIDE JUL 2018	9,249.50	Transportation
102923	8/7/2018	MICHAEL BAKER INTERNATIONAL	PROFESSIONAL SERVICES	5,858.94	Transportation
102916	8/7/2018	DURHAM SCHOOL SERVICES	SUMMER BEACH BUS/EXCURSION	5,617.34	Transportation
102916	8/7/2018	DURHAM SCHOOL SERVICES	SUMMER BEACH BUS/EXCURSION	3,067.48	Transportation
102821	7/30/2018	KATO LANDSCAPE, INC.	LANDSCAPE SERVICES	2,035.95	Transportation
102864	8/1/2018	ZAP MANUFACTURING, INC.	TRAFFIC SIGNS	1,768.49	Transportation
102856	8/1/2018	SOUTHERN CALIFORNIA EDISON	ELECTRIC SERVICE	1,420.56	Transportation
102916	8/7/2018	DURHAM SCHOOL SERVICES	SUMMER BEACH BUS/EXCURSION	999.66	Transportation
102832	8/1/2018	AT&T	TELEPHONE SERVICE	96.06	Transportation
102834	8/1/2018	BETKOLIA/BRITTANY//	REIMB MILEAGE - JUL 18	28.78	Transportation
<b>Total Amount for 12 Line Item(s) from Transportation</b>				<b>\$133,442.98</b>	



# Check Register Report

Bank: BANK OF AMERICA - OPERATING  
Reporting Period: 07/30/2018 to 08/07/2018

Date: 8/13/2018  
Time: 3:42:42PM  
Page 10 of 10

Check No.	Check Date	Vendor Name	Check Description	Amount	Department
GRAND TOTAL for 244 Line Items				<u>\$853,896.42</u>	

## TENTATIVE FUTURE AGENDA ITEMS

Department                      Agenda Headings      Agenda Title/Future Agenda

**26-Sep**

CD	Consent	Consideration of refund to LVUSD for Blackbird
CD	Consent	Adoption of Ordinance No. 2018-367, small projects
CS	New Business	PRE recommendations regarding Wild Walnut Park Master Plan

**Future Items**

FIN	Public Hearing	Adoption of revised fee schedule
CC	New Business	COG projects update from Terry Dipple
PW	New Business	DAR needs assessment study
PW	New Business	Environmental Commission to review rodenticides Resolution
PW	New Business	Plastic bag ordinance review by EC, including cost of bags
PW	New Business	Environmental Commission recommendation for outreach plan regarding plastic straws, etc.
CD	New Business	Ridgeline discussion
PS	Consent	Approval of Las Virgenes-Malibu COG Multi-Jurisdictional Hazard Mitigation Plan
MO	New Business	CTC review of AM radio

**2018 Meeting Dates**

10-Oct	28-Nov
24-Oct	12-Dec - Election Certification/Council Reorganization
6-Nov - General Municipal Election	26-Dec - Canceled
14-Nov	