



Community Development Department
Annual Report — Fiscal Year 2005-2006



CITY of CALABASAS

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Annual Report — Fiscal Year 2005-2006

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State of California Reporting Requirements

This Annual Report is intended to comply with the requirements for the City to submit to the Governor's Office of Planning Research (OPR) and the Department of Housing and Community Development (HCD) a General Plan Annual Progress Report as stipulated in California Government Code Section 65400(b).

The General Plan Progress report section is contained within the Planning Division section of this report, beginning on page 13.

This report was presented to and accepted by the Calabasas City Council on September 27, 2006



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Letter from the Director

This past fiscal year has been a time of positive growth within the Community Development Department. This growth has served to expand and strengthen our partnership with the Community, the Planning Commission and the City Council. It has been a year marked by individual efforts, innovation and staff initiatives which have added value for businesses, residents and our city family.

The year began with the greatest of threats; a wildfire which came within our borders and threatened numerous structures. From as far away as Pomona, Community Development staff members volunteered to assist in evacuations, staff the Unified Incident Command Center in Thousand Oaks, and answer phones through the night at the Emergency Operations Center. While many of our staff members do not reside in Calabasas, we care deeply about this community. Working for the City of Calabasas is not simply a job. We are totally dedicated to both the City and its residents.

That spirit of commitment and dedication continues in our day to day work efforts. This year we handled record numbers of applications and inspections by putting in extra hours and working on our days off to meet the demand. Improvements in our processing, from the development of on-line forms to simplified document checklists, have assisted applicants in moving their projects ahead in the most expeditious manner possible.

With every project we have moved one step closer to the build-out anticipated by the General Plan adopted in 1995. The near completion of both the Shea Homes and The Oaks of Calabasas communities has added almost 600 new homes to the City. Currently, there are few remaining large sites which do not have either an application or a pending application in process. We are poised to begin the next phase of development – one which will allow us to provide a wider variety of services and environments within our community.

The Community Development Department has carried forward the fifteen year tradition of careful and thorough review of each and every project brought before us. Our efforts assure that Calabasas will remain a visually rich and desirable city in which to live, work and invest. As you read ahead to the many accomplishments of this fiscal year, please note that they remain steadfast to the fundamentals established in the general plan; environmental sensitivity, protection of our special character and development in accordance with local values.



Administration

Permit Tracking System

The Community Development Department has been spearheading an effort to acquire a new permit tracking system to replace our aging HDL system. The new system would link Building and Safety, Planning, Code Enforcement, and Public Works Department into one unified system that can efficiently manage the various tasks of the different departments. Activities such as permit issuance, inspections, and citizen inquiries would all be easily accessible to City staff. The system would also have the capability to allow residents to request inspections, find the status of their project, and other simple tasks on-line. Any on-line requests would then be routed to the proper staff person. This system should dramatically increase the efficiency of the development review and permitting process. Staff plans on bringing a proposal to the City Council in the fall of 2006, with the installation during 2007.

Topanga Fire

September 28 – October 4, 2006

On September 28, 2006 the Topanga Fire broke out in the vicinity of the 118 Freeway in Simi Valley. Strong winds pushed the flames towards Calabasas. In the early morning hours of September 29th the residential neighborhoods fell under a voluntary evacuation which later became mandatory. The fire burned to within several hundred feet of City Hall, but fortunately no structures in Calabasas were destroyed. In addition to our normal work, this incident kept the Community Development Department staff busy for a week. Starting early on September 29th staff began preparing to evacuate City Hall,



Incident Command Post



Las Virgenes Road North of Thousand Oaks Boulevard

including removing important documents from the building. Over the next few days, department staff worked around the clock, either at the City's Emergency Operations Center or at the Incident Command Center in Thousand Oaks. After scorching 24,175 acres the fire ended on October 4, 2006.



Views of the Fire looking north towards Las Virgenes Road and of Mont Calabasas

Comprehensive Secondhand Smoke Control Ordinance

On February 15, 2006 the City Council Unanimously adopted a comprehensive Secondhand Smoke Control Ordinance which went into effect on March 17, 2006. The "Comprehensive Secondhand Smoke Control Ordinance" prohibits smoking in all public places in the City of Calabasas at times when other persons can be exposed to secondhand smoke. These places included indoor and outdoor businesses, hotels, parks, sidewalks, restaurants and bars where people can be reasonably expected to congregate or meet. The Community Development Department was tasked with leading the outreach to the business community. For two weeks, Department staff along with other City staff walked business-to-business giving out information regarding the ordinance. Staff was also responsible for approving "Designated Smoking Areas" and ensuring that they meet the provisions of the ordinance. Staff developed the application and process to ensure that the business community could easily apply for these areas. Staff also held a workshop regarding the ordinance (which is further discussed in the *Special Events* Section). Since the ordinance went into effect, 17 "Designated Smoking Areas" have been approved.



Clean Air Calabasas Logo



Pictures of the "Designated Smoking Area" and "Smoke Free Area" signs. Signs are available for purchase at cost at City Hall.

Fee Study

Calabasas charges applicants a variety of fees to process development plans. These include Planning application fees, building plan check and permit fees, and development impact fees. The fees charged by the City have not been updated in many years. Most of them have not been updated since the City was incorporated in 1991. At the same time, costs over the last 15 years have dramatically increased. Both the Building and Planning Divisions have spearheaded this two year process, working closely with Public Resource Management Group, the consultant hired to conduct a cost allocation study for the City to determine what fees should be revised so that the costs of providing development services is paid for by those that use those services and not the taxpayers of Calabasas.

FY 2006-08 Department Work Plan

Work Plan Statistics

- 3 Administration Projects
- 12 Planning Projects
- 5 Building Projects
- 7 Submitted Major Projects
- 7 Other Significant Tasks

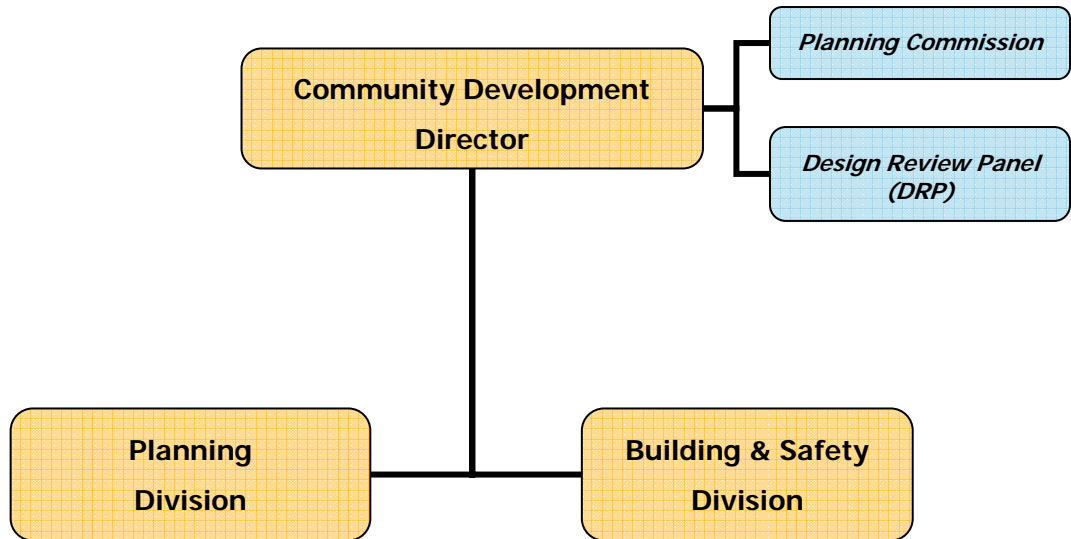
The City Council approved the Department's work plan for the next two years. The work plan focuses on long-range projects for the department which allows the City to better focus staff and monetary resources. The work plan includes such items as a comprehensive update of the General Plan and Development Code, creation of an historic preservation ordinance and survey, completion of the Calabasas Road Master Plan, integration of the Las Virgenes Gateway Master Plan into the Code, inspector cross-training, and completion of the fee study.

Attachment A
Community Development Department
Work Plan FY 2006-2008

| Project | Cost | Notes | Schedule | | | | | | | |
|--|--|--|------------|----|----|----|------------|----|----|----|
| | | | FY 2006-07 | | | | FY 2007-08 | | | |
| | | | 1Q | 2Q | 3Q | 4Q | 1Q | 2Q | 3Q | 4Q |
| Administration | | | | | | | | | | |
| Civic Center Construction | | | | | | | | | | |
| Permit Tracking System Software | \$250,000 - \$600,000 | Implementation of any tracking software would take approximately 6 months. Would be integrated into GIS System. Could also include Public Works Department. Implementation could happen simultaneously. | | | | | | | | |
| Coordinate with LVUSD on new school site | Unknown | | | | | | | | | |
| Planning Division | | | | | | | | | | |
| Comprehensive General Plan Update | \$500,000 - \$1,000,000 over three budget years (\$150,000 already budgeted for FY 2005-06) | The Existing General Plans are 10 years old and Calabasas has changed greatly over those years. Because of these changes, much of the general plan goal and policies have either been achieved or are no longer applicable. Therefore an update to the plan is needed. Included will be a revision to the Routing Element which was carried over from current work plan because the State extended the deadline to July 1, 2006. | | | | | | | | |
| Comprehensive Development Code Update | Only cost of City Attorney's time to review. Propose to complete revisions using existing staff. | As part of an on-going effort to clarify the Code, further revisions are needed to provide a higher level of service to the public. In addition, with the need to update the general plan, potential goal or policies in the new plan could necessitate revising the code. Due to timing, project would probably carry over to next work plan. | | | | | | | | |

[View of Department Work Plan](#)

Department Responsibilities



Responsibilities

- General Plan
- Specific Plans
- Zoning Administration
- Code Interpretations
- Housing Policy & Programs
- Community Development Block Grant (CDBG) Administration
- California Environmental Quality Act (CEQA) Compliance

Responsibilities

- Construction Plan Review
- Permit Issuance
- Construction Inspection
- Code Enforcement

Planning Division

The Planning Division process a total of 541 applications in Fiscal Year 2005-06. This report highlights some of the major projects processed during the year. For more details regarding the number and types of applications, please refer to the Development Summary section of the report.

The Oaks of Calabasas

Parkway Calabasas

Located at the southern terminus of Parkway Calabasas, The Oaks of Calabasas is the newest master-planned community in the City. New Millennium Homes, John Laing Luxury Homes, and Vintage Communities are the three developers of the luxury homes within the Oaks. In the past year, the Planning Division finished processing the site plans for the remaining lots. These last homes are expected to be completed at the end of Fiscal Year 2006-07 or possibly the beginning of Fiscal Year 2007-08.



Entry Gates at the Oaks of Calabasas

Malibu Valley Inn & Spa

Mulholland Highway & Stokes Canyon Road

The Malibu Valley Inn & Spa project was first submitted to the Planning Division in 2003. The project involves the annexation of 152 acres of land in unincorporated Los Angeles County, south of the city limits and development of an equestrian themed resort hotel on approximately 141 acres. Residential accommodations would include a total of 203 guest units, and five custom single-family homes. The non-residential components of the project would include: a swimming and tennis club; spa and fitness center; a fine dining restaurant; a small demonstration winery with wine tasting; and boutique retail, a casual restaurant, and meeting rooms.



The Site of the proposed Malibu Valley Inn and Spa

A Draft Environmental Impact Report was prepared and circulated for review during FY 2004-05. In July, the City Council put a measure on the ballot regarding the Malibu Valley Inn and Spa project. Measure C (as it was known) was an advisory question as to whether or not the City should annex the area and consider the project. The applicant then put the project on hold pending the outcome of Measure C. On November 8, 2005, 56% of the voters voted No on Measure C, indicating they did not want the City to annex the area and consider the project. The applicant never reactivated the project and just after the end of the Fiscal Year, the City deemed the project withdrawn.

The Calabasas Inn

23500 Park Sorrento Drive

The proposed redevelopment of the Calabasas Inn banquet facility would construct 114 residential units, 18,000 sq. ft. retail center, and a Senior Center. This proposal requires a General Plan and Zoning Amendment (from Commercial-Office to Commercial Mixed-use), a Tentative Tract Map, Conditional Use Permit and a Site Plan Review. This application was submitted on March 17, 2006 and reviewed by the Development Review Committee on May 16, 2006 where the applicant was given feedback regarding various technical and Code issues. Subsequently, the City held a preliminary scoping meeting on July 5, 2006 to give the applicant preliminary feedback on the proposal. Since the preliminary scoping meeting, the applicant has informed the City that the plan will be revised consistent with feedback conveyed at the scoping meeting. Staff is currently awaiting the submittal of revised plans.



Entrance to the Calabasas Inn

Malibu Hills Senior Housing Project

26705 Malibu Hills Road

An application was submitted to construct a 60 unit Senior Condominium development, the first in Calabasas. The Spanish Colonial Revival design consisted of a three-story building over a one level subterranean parking structure, with an adjacent one-story community building and pool. The site, located at the eastern terminus of Malibu Hills Road was situated between commercial and residential properties. The project was approved by the Planning Commission in June and by City Council in July, just after the end of the fiscal year.



Front (South) Elevation of Malibu Hills Senior Housing Project

MAIN ENTRY ELEVATION (SOUTH)

Entrada at Malibu Canyon

Las Virgenes Road

The Entrada at Malibu Canyon project site is located on Las Virgenes Road immediately south of the Colony at Calabasas site. The applicant, Standard Pacific Homes, revised their proposal, choosing one of the alternatives in the EIR which calls for the development of approximately 75 multi-family condominiums. The overall footprint of the development is less than the original single-family proposal. A new Mitigated Negative Declaration is being prepared to tier off the existing approved Environmental Impact Report (EIR) to further analyze aspects of this alternative that may differ from the original proposal. The planning phase of this project should be completed this fiscal year. Assuming the project is approved, construction is anticipated to begin sometime in 2008.



Elevation of Proposed Entrada at Malibu Canyon Condominiums

Messenger Development

Las Virgenes Road

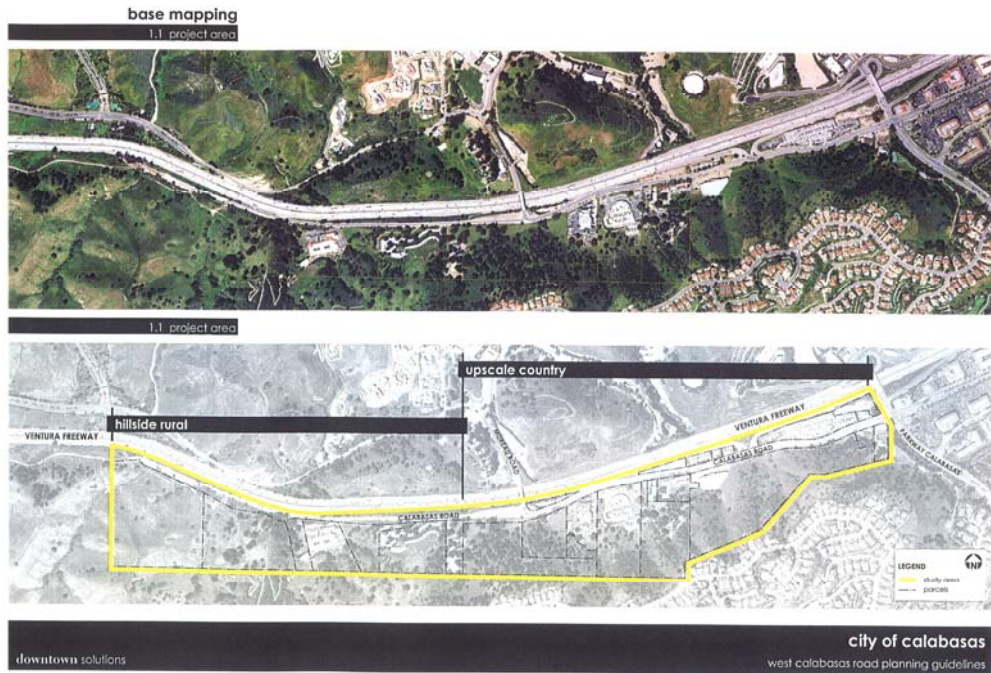


Site of the Proposed Messenger Development Project

The Messenger property is located at the intersection of Agoura Road and Las Virgenes Road. The owners of the property submitted a proposal to construct 53 single-family homes and approximately 60,000 square feet of commercial space, while dedicating approximately half the site as permanent open space. The owners also worked out an agreement with the Archdiocese of Los Angeles to include their adjacent land in the proposal. The project is currently in the beginning stages of the environmental review, with an Environmental Impact Report expected to be completed and available for public review sometime in early to mid 2007.

Calabasas Road Master Plan

The Calabasas Road Master Plan will identify appropriate uses, and create design guidelines for this unique portion of Calabasas Road. This portion of Calabasas Road is located within the Ventura Freeway Scenic Corridor, is a very visible and highly traveled corridor, and the adjacent properties are abutting a significant ridgeline. An administrative draft plan has been prepared and a final plan is expected to be approved sometime in late 2006.



Calabasas Road Master Plan Area

Countrywide Parking Structure

4500 Park Granada

Countrywide has their corporate headquarters in Calabasas. They occupy the building that was originally the corporate headquarters for Lockheed-Martin. When Countrywide took over the building they added an additional parking structure to the property to provide needed parking. It has been determined since that more parking was needed for the site (Code requires 902 parking spaces for the building, but the site only contains 725). As a condition of approval for the first structure, Countrywide was required to create a parking district or propose other means if parking became an issue. Current, Countrywide is proposing to construct an additional subterranean parking structure to address the parking shortage. Staff has conducted several meetings with concerned neighbors about the potential impacts from the project. Processing of this project is expected to be completed in FY 2006-07.



Countrywide Headquarters

Viewpoint School

23620 Mulholland Highway

Viewpoint finished work on and received their Certificate of Occupancy for the theater/class room building (Phase 1A). Phase 1B, which consists of construction of the athletic field is anticipated to be complete by the end of the year or early next year.

In June, the Planning Commission considered a request from Viewpoint to modify the boundaries of the athletic field and relocate the spectator bleachers from the south side of the field to the north side. In addition, staff approved a request from Viewpoint to change the tall (26 feet high) retaining wall located on the south side of the field from standard block wall construction to a soil nail wall that will be rock clad to mimic the surrounding natural environment.



One of the newly constructed buildings at Viewpoint School

Neighborhood Survey

Survey Results

- 98% Satisfied with Existing Neighborhood.
- 91% Satisfied with Backyard Privacy.
- 85% Satisfied with New/Remodeled Homes.
- 98% Feel Residential trends increase their home's value.
- 84% Satisfied with the City's existing zoning policies.
- 67% Feel that the character of the neighborhood should vary from home to home.
- 83% Feel that architecture of newly remodeled homes are excellent or good.

The Community Development Department considered the creation of a Neighborhood Preservation Overlay Zone(s) in an effort to address residents' concerns regarding scale, views, mass and bulk of new development within the City. In order to determine the views and concerns of the residents of Calabasas, the Community Development Department commissioned a City-wide survey to determine the residents' views. The survey was conducted over a two week period and the results shown an overall satisfaction with the direction of the City and its current policies and requirements. Based on the results of the survey, the City determined it was not necessary to create specific Neighborhood Preservation Overlay Zones, but instead will create more general guidelines related to second story additions. That process is expected to begin this fall.

Maddy Estate Property

Southeast Corner of Lost Hills Road and the Ventura (101) Freeway

The Maddy Estate property was acquired for commercial development, with the new owner intent on pursuing a General Plan amendment and zone change to accommodate a new commercial retail center project. The site will be merged with the neighboring vacant corner parcel and the abandoned roadway right-of-way to net roughly 7 acres of total land area. Since February staff has facilitated two community meetings on a pre-application basis to help the developer gauge community interest and expectations for the property and general project design. A formal project application is anticipated in October 2006.



Aerial of Maddy Estate property

Internet-based Geographic Information System (GIS)

The City of Calabasas contracted with Digital Map Products to provide a web based mapping system entitled CityGIS. That system has been operational for a year. CityGIS allow staff to view a variety of data including: aerial photography, parcels, zoning, streets and other types of data. CityGIS allows staff the ability to draw graphics, measure distances and areas, search parcels and addresses, and create list and labels for notification purposes. City staff has had a favorable response to the CityGIS program. The other aspect of CityGIS is Community View. Community View provides access to the public from the City of Calabasas website for the purpose of viewing and searching data. To protect the public, sensitive data such as property owner name and addresses are not accessible through Community View.

Open Space Initiative

An ordinance that could affect potential development in Calabasas was approved by the voters in November. The “Open Space Initiative” (Measure D), as it was known, will protect open space by requiring 2/3-voter approval of any redesignation of open space lands in the City for non-open space use and requires compliance with parkland protection requirements, including requirements for a super-majority vote of the City Council or a vote of the people, before parkland is redesignated for non-open space use.

Measure D prevents the City from amending the General Plan or any specific plan to redesignate land in the City in the OS-R or OS-RP districts for non-open space use without the approval of 2/3 of the City’s voters voting on the question. Any amendment would be evaluated by the City under the California Environmental Quality Act (CEQA) and other laws and then submitted for voter approval. It also prevents the City from amending the General Plan or any specific plan to redesignate parkland in the PF-R planning district without complying with the parkland protection laws. If California laws protecting parks are amended to reduce or eliminate requirements for a supermajority Council vote or a vote of people, then the super-majority Council vote and/or popular vote will still be required. Measure D cannot be amended or repealed without a vote of the people and expires in 2030.

Code Interpretations

Two code interpretations regarding pervious surfaces went into effect during the year. The first clarified that since swimming pools prevent water runoff, they clearly serve the purpose set forth in the General Plan and they should be considered a pervious material for the purposes of calculating the amount of pervious surfaces. The second interpretation corrected incorrect calculation of pervious areas by giving a credit to projects that dedicated land for permanent open space. Projects such as the Oaks of Calabasas were reviewed and complied with the pervious requirements when they were approved. Then when individuals made yard improvements the pervious area was recalculated, without taking into account that the subdivision already complied with the requirements, thereby penalizing the individual homeowners.

General Plan Implementation

On October 1st of each year, the City is required to submit to the Governor's Office of Planning Research (OPR) and the Department of Housing and Community Development (HCD) a General Plan Annual Progress Report as required in California Government Code Section 65400(b). This section of the annual report is intended to comply with those requirements.

The City is also preparing to conduct a comprehensive general plan update which will be a multi-year process. This process should begin sometime during the next fiscal year.

General Plan Amendments

The City of Calabasas had three General Plan Amendments approved during the last fiscal year which amended the Land Use and Community Development Elements and are listed below.

File No. GPA-005-005:

This project was a General Plan Amendment to Chapter VII (Community Development) of the General Plan which removed the June 1997 Parks and Recreation Master Plan and added new policies and a new implementation measure. This project corrected an error when the 1997 Parks and Recreation Master Plan was adopted. The adopting resolution stated that the plan was being adopted as the recreation element to the General Plan.

Master plans are typically considered to be implementing documents similar to the City's Development Code or the Mulholland Highway Master Plan. Master plans are working documents that need to be updated on a regular basis to reflect current conditions and function better as stand alone documents not as an Element of the General Plan.

The Community Services Department updated the Parks and Recreation Master Plan in June 2004. The Plan was approved in concept, but before the new Plan can be formally adopted, the 1997 Parks and Recreation Master Plan had to be removed from the General Plan.

In addition to removing the Master Plan from the General Plan, the Planning Commission recommended the inclusion of text from the Master Plan that provides an inventory of recreational opportunities in the City, several new parks and recreation policies and a new implementation measure. In addition, two new policies would be added to the existing policies in the General Plan which reflect two challenges identified in the new Parks and Recreation Master Plan: the first is the lack of developable land for the construction of new parks and recreational facilities, and the second is the lack of funding.

C.7 – Pursue acquisition and donation of lands that can be transferred to the City from Federal, State, County, and other (including private) ownerships provided that the properties are deemed suitable and needed for public use.

C.8 - Seek State, Federal and local grants, and individual, private and corporate support, to improve City parks and recreation services.

The following implementation program was also added to Chapter VIII General Plan Implementation Programs:

Inventory and map open space land and evaluate for potential parks and recreation uses.

The project was approved October 19, 2005.

**File Nos. GPA-003-003, ZCH-003-003, PM-003-002, CUP-003-024, and OTP-003-025:
(The Wilson Project)**

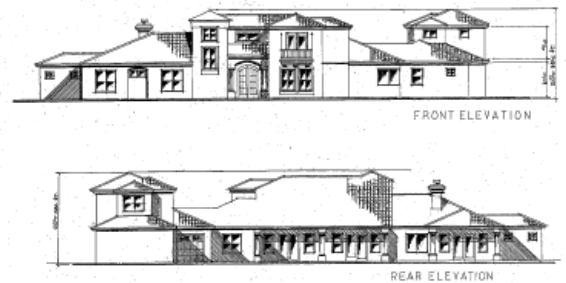
Development of two single-family homes and dedication of 2.26 acres permanent open space on real property located at 24275 and 24277 Dry Canyon Cold Creek Road. This General Plan Amendment to the General Plan Land Use map was required to facilitate the dedication of open space and to realign a public recreation trail. The preferred alignment of the trail by the Mountains Restoration Trust (MRT) would bring the trail onto the applicant's property, and which would likely preclude development of a house at that location. To help meet the needs of MRT (and the City) for an improved trail alignment, the applicant decided to pursue an exchange of open space which would also allow him to build two single-family homes. The General Plan Amendment involved an exchange of property that would be dedicated as permanent open space and required the revisions to areas designated in the Open Space – Resource Protected (OS-RP) land use category, to facilitate this land swap. The project was approved November 16, 2005



Computer rendering of one of the two proposed residences

**File Nos. GPA-004-003, ZCH-004-005, PM-004-001, CUP-004-006, VAR-004-005 and OTP-005-009 :
(The Andy Howard Project)**

A general plan amendment for one parcel; a zone change for one parcel; a “vesting” tentative parcel map to subdivide one parcel into two; a conditional use permit to construct one single-family home in the Scenic Corridor; a variance to reduce the blueline stream setback for both the home site development and horse stable/corral site development; a variance to reduce both the side yard setback and right-of-way setback for the horse stable/corral; an oak tree permit to allow the removal of scrub oak habitat and the dedication of 8.7 acres of permanent open space on the second resulting property for property located at 24135 Mulholland Highway.



Front and rear elevations of the proposed house for the Andy Howard Project

This project subdivided an existing legal lot is divided into two parcels by Dry Canyon Cold Creek Road, a dedicated public roadway, so that two homes could be built. The property also had split Zoning and General Plan Designations. The project also proposed to dedicate land for permanent open space to the City that would also serve to create the last remaining linkage in a connector trail that links the New Millennium Homes Loop Trail to the Secret Trail. The General Plan Amendment to the General Plan Land Use Map facilitated the dedicated of open space and corrected the split land use and zoning designations. This project was approved on April 19, 2006

Housing Programs

Affordable housing is an important issue for the City of Calabasas. As reported in our 2004 General Plan Annual Progress Report, the City has a Regional Housing Needs Assessment (RHNA) of zero, meaning the City does not have an obligation to provide more housing. Even without an obligation to provide housing, however, the City has issued permits for 158 new dwellings during Fiscal Year 2005-06.

The high cost of land combined with the limited supply of developable land has made providing affordable housing difficult. In an effort to address the increasing need of affordable housing and to implement the City's housing element, the City has taken the following measures over the last fiscal year:

- **Rental Registration Ordinance:** In August of 2005, the City adopted a Rental Registration Ordinance, which requires property owners of four or more rental units to register their units with the City annually. Furthermore, the Ordinance requires the property owners to notify the City of any rental rate increase in excess of 5% within a 12-month period. The City has registered 1,341 apartment units, 210 manufactured community spaces, and 16 condominium units. A total of 59 rental increases over 5% have been reported to staff since the implementation of the program.
- **Rental Assistance Program:** In May of 2005 the City Council allocated \$50,000 to expand the current rental assistance program from September 2005 to June 2007 to include qualifying senior and disabled residents throughout the City. Recipients were re-qualified in August of 2006 and will continue to receive assistance until June 2007.
- **Housing In-lieu Fee Update:** In May of 2005, the City Council allocated \$20,000 to hire a housing consultant to update the City's housing in-lieu fee for residential and commercial development. Stanley R. Hoffman Associates, Inc. and Karen Warner Associates were retained to prepare an analysis of the City's In-lieu and mitigation fees, and to develop a report justifying updated fees. The final report was submitted in February, 2006. In April of 2006, staff presented the revised affordable housing in-lieu fees for residential development projects and a revised affordable housing impact fee for commercial development projects to City Council. The item was continued and will be heard in the fall of 2006.
- **Residential Rehabilitation Program:** As of the close of the 2005-2006 CDBG Program Year (June 30, 2006), the City exceeded its Housing Rehabilitation project goals, completing rehabilitation on nine (9) housing units. The annual housing rehabilitation goal had been established at eight (8) housing units for the 2005-2006 CDBG Program Year.
- Of the nine units completed, the City issued nine grants and four deferred, zero percent loans, totaling \$93, 677. Four single family residential homeowners received combined grants and deferred zero percent loans. Five grants were issued to owners of mobile homes.
- **Affordable Housing Trust Fund – Phase I/II:** In October, 2004, the City Council received a report that presented program options and recommendations for expenditure of the City's Affordable Housing Trust Fund. Upon receipt of direction from Council, Phase 2 of the effort was begun to provide greater detail of those program recommendations endorsed by Council. In May, 2005, the City Council received a report concerning options for Phase II including an update of the City's residential in-lieu fees (discussed above) and other housing programs. In October of 2005, the City hosted a community workshop in an effort to educate the community about local affordable housing issues, and to further explore the Housing Trust Fund options. Approximately 50 Calabasas residents attended this workshop and several others completed an on-line survey intended to seek out local housing needs and preferences.

Building & Safety Division

The Colony at Calabasas

4700 Las Virgenes Road

A great deal of effort and staff time was required for the The Colony at Calabasas project, which was developed by Shea Homes and completed during the last fiscal year. The grading, utilities, and retaining walls were nearly complete at the beginning of the fiscal year. With the assistance of a mild winter, the construction of the homes proceeded quickly. The first residents began moving into their homes in The project consists of the development of 48 detached condominium units on 11.63 acres of property and is located within the Las Virgenes Gateway Specific Plan Area and Scenic Corridor. The project is also utilizing an engineered soil retention system that can be landscaped to create the residential pads that will help lessen visual impacts of development.



The Colony at Calabasas

Union 76

24115 Calabasas Road

This past year Unocal 76 gas station and car wash was re-constructed from the ground up. Building inspectors have regularly monitored the progress of construction and has been assisted by the Planning Division to ensure that all conditions of approval have been met. Construction of the facility was completed in December 2005, and the station opened for business in January 2006.



Union 76 Building

First City Funding Mixed-use Building

Parkway Calabasas & Calabasas Road

First City Funding began construction of a 13,089 square-foot mixed-use office and residential complex that will include 6,882 square feet of office use and four residential units. Final approval for this plan was originally granted in February 2003. Currently, the project is under construction, and completion is anticipated in late fall of 2006.



First City Funding Building under construction

Permit Services

To keep up with substantial activity and a demanding work load, a part time Willdan employee was brought onboard to assist at the public counter.

Plan Review Services

Staff performed a record level of over 700 plan reviews nearly doubling last year's numbers. Despite the massive in-flux of workload, the average turn-around-time of reviews was only 7 days. In addition, plan review staff maintained a consistent presence at the counter for over-the-counter reviews and to provide answers to other public inquiries.

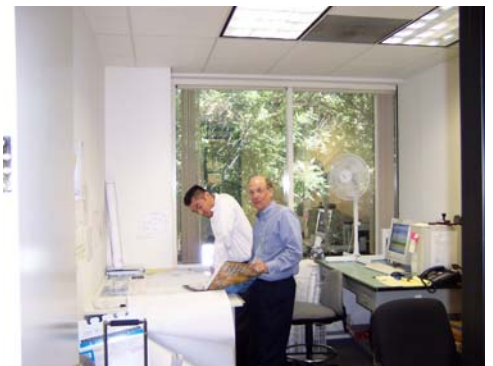
In order to meet deadlines for bid schedule, an expedited original project review as well as the redesign for the Civic Center was performed. Staff worked directly with the architect and engineer to resolve all plan check issues.

Inspection Services

Throughout the year, the Division performed a record number of inspections. During the month of December, over 1,387 inspections were performed, the highest number of monthly inspections to ever occur in the history of the City. To keep up with the demanding work load, a part-time Willdan inspector was brought on-board for assistance.



Staff assists a customer at the public counter



Plan Reviewers Johnny Lee and Steve Widmayer look up a code provision while reviewing a plan.

Code Enforcement

The Code Enforcement staff of the Community Development Department works to ensure that all aspects of the City of Calabasas Municipal Code are adhered to by all homeowners, builders, business owners, etc. Code Enforcement helps to ensure that all construction work is permitted by the City of Calabasas Community Development Department (Planning and Building & Safety Divisions) and that builders are in compliance with all current LA County Building Codes & requirements. Code Enforcement deals with all public nuisances and violations of the Land Use & Development Codes. When the City recognizes a violation, Code Enforcement is sent to address (or abate the violation if possible) often times working hand in hand with the City Prosecutor to gain compliance. Code Enforcement works very closely with all departments in the City (Public Works, Traffic & Transportation, Planning, etc.) to help ensure safe neighborhoods, optimal property values and astatically pleasing places of business.



Illegally cut slope causing a danger to the neighboring property.

This past fiscal year, Code Enforcement workload has also been extremely demanding. From the new Second Hand Smoke Ordinance to the Abatement of Public Nuisances, staff has responded to over 2500 citizen complaints.



Overgrown/ Dilapidated property causing a Public Nuisance.

Administrative Enforcement Ordinance

This ordinance, adopted in October, established a process for enforcement of the Municipal Code. Previously, the only enforcement option was through legal court action. While a threat of legal action prompts some compliance, it is both time consuming and costly with no method for cost recovery. The new process allows for formal action after a reasonable warning period without City Prosecutor involvement.

Through this ordinance, an enforcement officer may issue a notice of violation to a person for a condition or activity on private property that violates the Municipal Code, including uniform codes adopted by reference, other city ordinances, and conditions of permits issued pursuant to a City ordinance. If compliance is not achieved by the deadline stated in the notice of violation, an enforcement officer may issue an administrative citation for \$100 due in 30 calendar days. Further violations within a twelve-month period may result in \$200 and \$500 administrative fines. The ordinance also established a procedure for an administrative hearing and judicial review.



Un-permitted exterior deck/gazebo/lighting encroaching on property lines. Violation of the LACBC, Development Code and Municipal Code.

Abandoned Vehicles

This ordinance, adopted in January, defined and prohibited inoperable or unlicensed vehicles from being parked or stored on private property. Recently some properties with inoperable vehicles have come to the attention of the code enforcement office. While it would not appear to be a concern within the city, most properties that have been declared a public nuisance also have one or more inoperable vehicles stored on the property. There are also property owners within the city that own "hobby cars" that have no concern for the visual blight that storage of their projects bring to the neighborhoods. The ordinance revised the municipal code to allow for formal action against the property owners.



Un-permitted exterior structure (BBQ Grill), violation of the Los Angeles County Building Code & Zoning Code.

Calabasas Civic Center

During the year, significant progress was made on the Civic Center project. At their meeting of June 1, 2005, the City Council authorized staff to enter into final design on the project, a process anticipated to be completed in 6 months.

Beginning in July 2005, a series of contracts were executed by Council which allowed staff to initiate that directive. Three new consultants were added to the City's team: Jones and Jones, a construction management (CM) firm who's proposal included full time site management; Geodynamics, a geotechnical firm who was elected after closure of the City's prior consultant office and EMC Engineers, a LEED consultant.

In September, the task force and selected consultants traveled to New York City for a series of meetings with the architect, and tours of significant library facilities and furniture showrooms. The team made final selections on all interior components of the library and City hall which were to be part of the bid package. The City delegation also met with Robert Stern to discuss his design and the future interiors phase.

In November 2005, pre-qualification of general contractors was completed, and the Council certified the listing of six firms to bid the project.

In December 2005, on schedule, the architects submitted their 100% final design drawings, and reviews of the documents were made by City staff and consultants. In February 2006, the revised documents were submitted for plan check, and issuance of a building permit was received. The Office of State Library Construction also reviewed the documents for compliance with grant requirements, and the plans were approved for bidding by the State Librarian.



Rendering of the Calabasas Civic Center

In March 2006 the project was released for bidding. Of the six qualified firms, three declined to bid prior to the bid release due to too much work. Of the remaining three, all picked up documents, but only one firm submitted a bid. The bid opening was held on May 9, 2006, and the sole bid was over the City's budget for the work. The City's analysis of the bid showed that additional re-design was required to increase the likelihood of a successful and competitive bid pool.

In, July 2006, the City Council approved a revised contract with the architect to remove the underground parking structure and to re-bid the project. The anticipated timeframe to accomplish this task was estimated at 4 months. No change to the overall project timeframe was anticipated to result from the redesign effort due to shortened construction schedule associated with this revision.

Civic Center Statistics



Site

7.7 acres

Public Library:

One-story
25,700 square feet (approx.) including a
3,000 square foot (approx.) Assembly Hall

City Hall:

Two-story
27,700 square feet (approx.)

Other Features:

Public Plaza with features such as
fountains and monuments

An outdoor amphitheater

Associated landscaping, site work and
pathways that will allow pedestrian access
to the adjacent developments.



Aerial Photo of the Calabasas Civic Center Site

Commissions & Boards

Planning Commission

The Planning Commission consists of six members, five regular and one alternate member, all of whom are residents of the City of Calabasas whose members are appointed by the City Council for a term of 2 years.

The Planning Commission saw a great deal of change this past year as all of the positions were up for appointment. First, in July, John Mueller was appointed to fill the newly created alternate member of the Commission. In October, the Council made its appointments for the Commission for terms to last until March 31, 2007. Commissioners Klein, Fritz, Brown, and Sikand were reappointed to the Commission. Commissioner Mueller was appointed to fill one of the five regular members of the Commission and Commissioner Solomon was not reappointed. These appointments left a vacancy for the alternate member of the Commission. In February, Rick Schumacher was appointed to fill that position. The Commission also elected a Chairperson and Vice-chairperson. Commissioner Klein was elected Chairperson and Commissioner Fritz was elected Vice-chairperson.



Planning Commission hears a presentation by staff during a public hearing

Commission Activity

| | |
|--------------------|----|
| Projects Reviewed | 48 |
| Number of Meetings | 18 |

The Commission also provided input in developing the department's work plan for the fiscal years of 2006-2008 which was adopted by the City Council. The work plan incorporates recommendations made by the Planning Commission while adhering to budgetary and staffing constraints. The Commission also reviewed 48 projects at their 18 regular meetings during the last fiscal year.

The Planning Commission's duties include preparing and recommending to the City Council a comprehensive long-term General Plan and amendments and make reasonable and practical means for putting into effect the General Plan; Hearing and making recommendations to the City Council on any proposed zoning ordinance or amendment; hearing and decides applications for conditional use or other permits and applications for exceptions or variances from the terms of the zoning ordinance; and considering tentative maps of proposed subdivisions of land with recommendations to City Council in addition to the powers, duties, rights, privileges and authorities provided for by the law of the State of California

Design Review Panel (DRP)

The Design Review Panel is made up of three members and one alternate member appointed by the Planning Commission. The purpose of the panel is to make advisory recommendations to the planning commission and the city council in all matters pertaining to site plan reviews, and evaluating architectural designs of buildings and other structures, landscape plans and other site features. The DRP reviewed 22 projects at their 8 regular meetings during the last fiscal year. In addition, Ken Stockton was appointed as an alternate member of the DRP in August. Mr. Stockton is a local architect.

Hearing Body Activity

| | |
|---------------------------|-----------|
| DRP | |
| Projects Reviewed | 22 |
| Number of Meetings | 8 |
| CDD | |
| Projects Reviewed | 16 |
| Number of Meetings | 10 |
| DRC | |
| Projects Reviewed | 58 |
| Number of Meetings | 22 |

Community Development Director (CDD) Hearings

The Community Development Director conducts public hearing for minor projects such as yard improvements and accessory structures in scenic corridors. A total of 16 projects were reviewed at 10 meetings during the year.

The Development Review Committee (DRC)

The DRC consists of members of each of the City's departments and other agencies involved with the physical development of the City. The DRC was created to review development/improvement proposals, provide applicants with appropriate design comments, and make recommendations to the director, and/or the commission, as provided by the development code.

Any member of the public is invited to attend the DRC meetings to observe the planning process at work, and to ask technical questions regarding a project. The DRC reviewed 58 projects at their 22 regular meetings during the last fiscal year.



Special Events

Calabasas Housing Affordability Workshop

The Community Development Department held a public workshop focused on senior and workforce housing needs and opportunities on Saturday, October 1, 2006. Included in the workshop were speakers on topics such as California's affordable housing crisis, the State requirements for General Plan Housing Elements, RHNA (Regional Housing Needs Assessment) requirements, housing challenges and opportunities in Calabasas, and existing quality senior and workforce housing developments. The workshop ended with the City taking suggestions from the public on how the City's Affordable Housing Trust Fund dollars should be spent. Even with the Topanga Fire burning nearby approximately 50 people attended the workshop.

Comprehensive Secondhand Smoke Control Ordinance Public Forum

The City of Calabasas & Calabasas Chamber of Commerce sponsored a public forum regarding the City's Comprehensive Secondhand Smoke Control Ordinance on April 12, 2006. The forum, entitled "Comprehensive Secondhand Smoke Ordinance – What You Need to Know!" provided business owners with information regarding the ordinance and how to get a designated smoking area. The forum ended with a question and answer session regarding the ordinance. The event was attended by approximately 40 people.



Organizational Changes

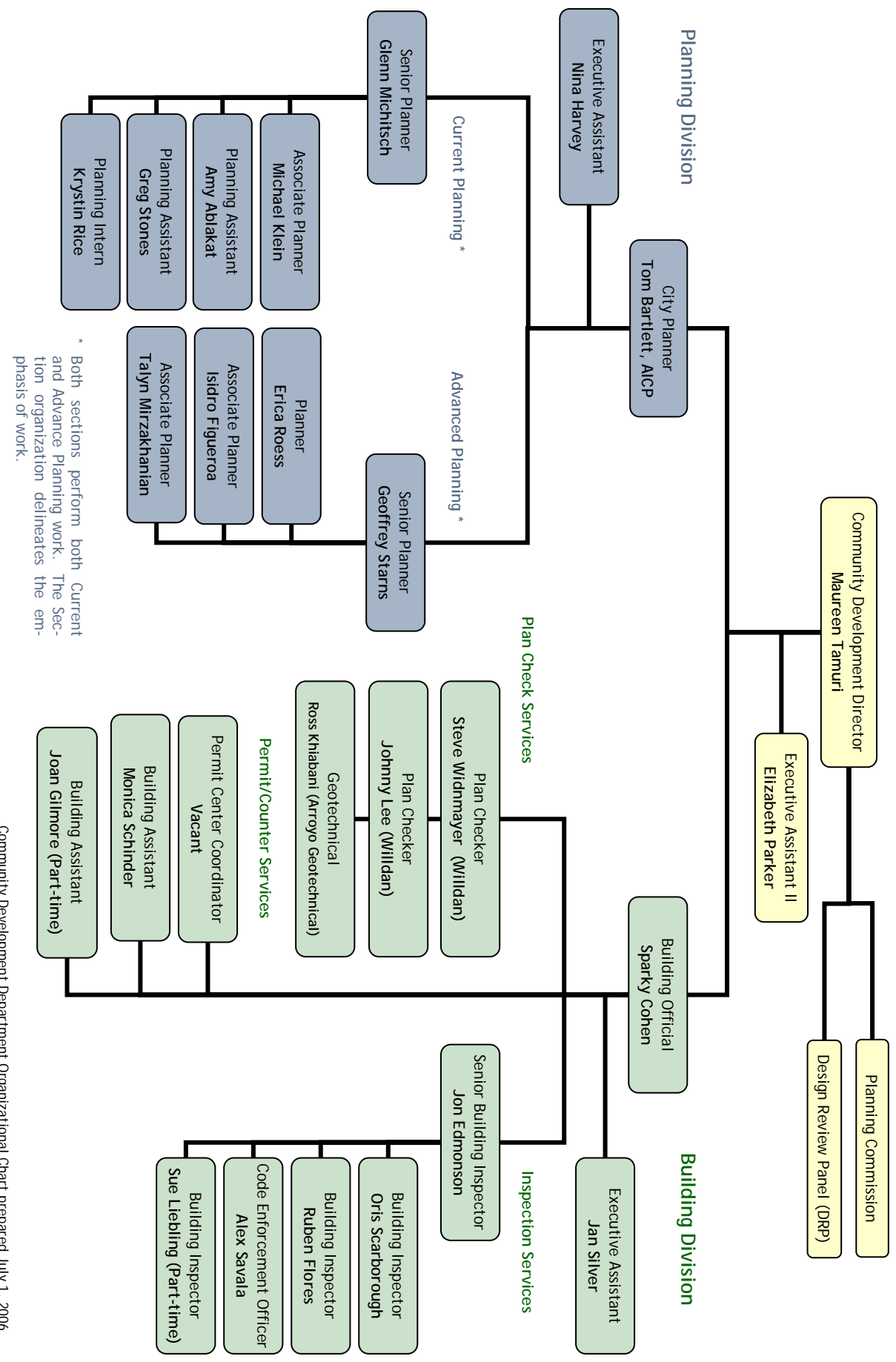
The changes in the organization that started last year continued. In July, Amy Ablakat was hired as an Intern. In September, Dan Salles retired from his position as Building Official, and Jon Edmonson, Senior Building Inspector, became Interim Building Official.

In January, Executive Assistant Janie Barber left the City. In May, Elizabeth Parker was promoted to Executive Assistant II to fill Janie's position. In addition, Erica Roess went on maternity leave and in February gave birth to twin sons. In March, Amy Ablakat was promoted to Planning Assistant. In May, Sparky Cohen was hired as the new Building Official. Sparky joined us from the City of Simi Valley where he had been a building inspector for 17 years.

In June, Talyn Mirzakhanian and Michael Klein were each promoted to Associate Planner, and Glenn Michitsch was promoted to Senior Planner.

Finally, in June, the Planning Division became fully staffed when Nina Harvey, the City Hall receptionist, was promoted to Executive Assistant to fill the vacancy created by Elizabeth Parker's promotion.

(The Department's Organizational Chart is on the following page)



* Both sections perform both Current and Advance Planning work. The Section organization delineates the emphasis of work.

Community Development Department Organizational Chart prepared July 1, 2006.

Organizational Changes



A Look Ahead: Fiscal Year 2006-07

The Community Development Department is preparing for a busy next couple of years. The Planning Division will be embarking on several important planning efforts. Staff has started the process to complete a comprehensive update of City's General Plan and Development Code. Adopted in 1995, the General Plan is the blueprint for development in Calabasas. With the various changes that have taken place in Calabasas since its adoption, the City will be examining the issues, goals, and policies of the General Plan and revising those areas of the document that are no longer relevant or applicable to ensure that it continues to appropriately guide the future development of the City. The Development Code, adopted in 1998, will be updated to ensure that it is consistent with the new General Plan. Staff is hopeful that the new code will also simplify the development process while ensuring our high standards and public process. The planning process is expected to take between 18 and 24 months.

Several other projects included on the Department's work plan for the next fiscal year include a comprehensive revision to the Division's web site, updating the City's Land Use and Development Code to remove inconsistencies in the code and, creation of an Historic Preservation Ordinance and conducting an historic resources survey, creation of design guidelines for second story additions, and revision of the City's Oak Tree Ordinance and guidelines.

Staff also looks forward to the processing of the Entrada at Malibu Canyon, Messenger, and Maddy Estate projects.

The Building Division is expecting the large volume of permits, plan checks, and inspections to continue in the next year as we see major projects like the Oaks at Calabasas build out. The potential of other large projects, such as Entrada at Malibu Canyon is also expected to contribute to the expected high volume.

Finally, the Department is looking forward to the groundbreaking and construction of the new Civic Center next spring. This project will take the time and effort of both divisions to shepherd the project through to completion.



Development Summary

Planning Division

The Planning Division set a record with a total of 541 applications submitted during the Fiscal Year (See Figure 4). It surpassed the record of 530 set last year. There was an average of 45 applications submitted each month. The busiest months were April and May with 60 and 61 applications respectively. The slowest months were October and November with 37 and 32 applications respectively (See Figure 2). Also, the Months of July, December, February, and April each set records for the number of applications submitted for those months, and May set a record for the number of applications submitted in any month.

The largest number of applications (Figure 1) were Zoning Clearances, which are typically handled over-the-counter or within a few days. Zoning Clearances are the lowest level of approval and are typically used for minor improvements for properties not located within a Scenic Corridor. There were 369 Zoning Clearances in FY 2005-06, which was an increase of 6% from FY 2004-05. The Division averaged 30 Zoning Clearances per month. Zoning Clearances made up 68% of all applications. This amount has risen 12% over the last 3 years.

There were 172 non-zoning clearance applications during the fiscal year, which was down 5.5% from FY 2004-05. Site Plan Reviews led the way with 55 applications during the year and comprised 32% of the total non-zoning clearance applications. The next closest was Minor Development Permits with 21 applications (12.2%) followed by Oak Tree Permits (18, 10.5%), Sign Permits (17, 9.8%), Conditional Use Permits (14, 8.1%) and Healthy Oak Tree Permits (13, 7.6%). There were not any applications submitted for General Plan Amendments or Zone Changes. However there was one zone change that was processed that does not show up in the application numbers. This change was initiated by staff, because a property was rezoned to Open Space Development Restricted (OS-DR) by mistake several years ago. This property was rezoned back to its original zoning of Open Space (OS).

Healthy Oak Tree permits and Conditional Use Permits had the greatest decrease in the number of applications compared to FY 2004-05, with a decrease of 11 and 12 applications respectively. The largest increases were in Site Plan Reviews and Oak Tree Permits with 9 and 8 respectively.

Contributing to the increase in projects is the continued build out of the Oaks at Calabasas, which is shown through the large number of site plan reviews. The decrease in Conditional Use Permits and Minor Development Permits and coincidental increase in zoning clearances suggest a trend toward more applications for smaller improvement projects such as yard improvements, swimming pools, or smaller home additions. Also the lack of General Plan Amendments or Zone Change applications suggests that development in the City is progressing as planned for in the General Plan and that the

Development Activity

Planning Division

369 Zoning Clearances
182 Other Applications
541 Total Applications

Average of **45** applications per month

Building Division

2,683 Total Permits
Average of **224** permits per month

703 Total Plan Checks
Average of **59** plan checks per month

14,464 Total Inspections
Average of **1,205** inspections per month

\$102,450,620.00
Total Construction Valuation

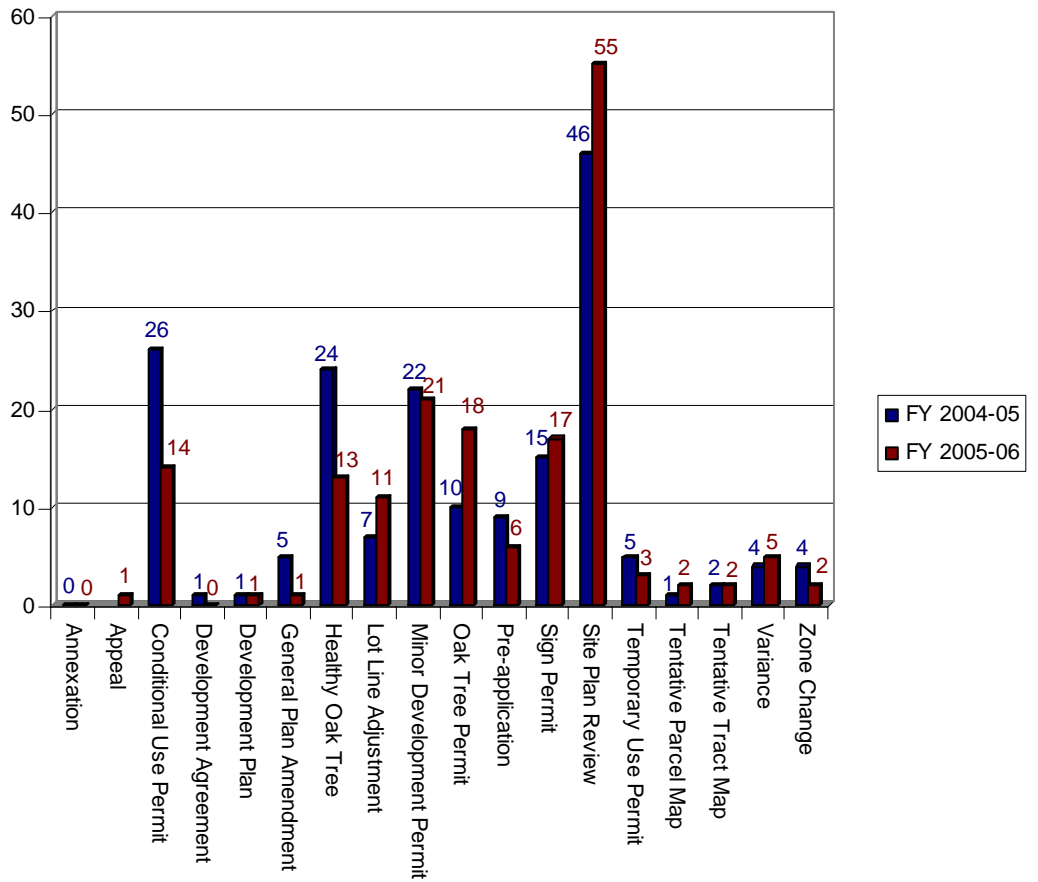


Figure 1: Planning Application Comparison—By Application Type

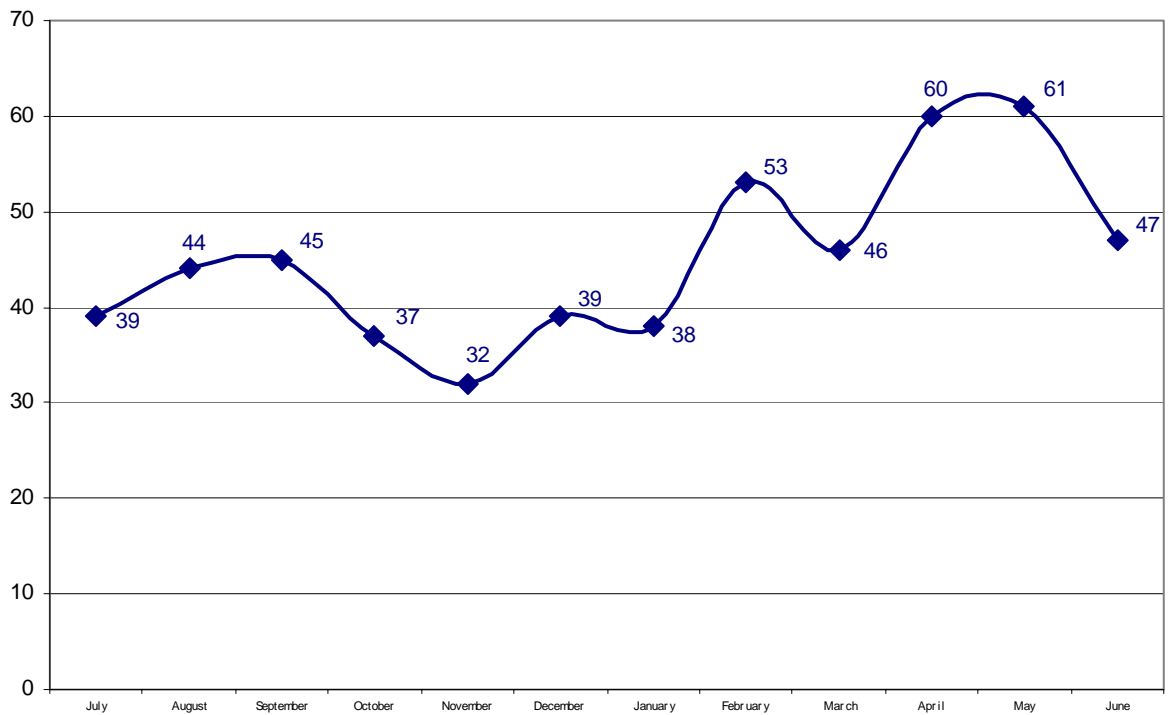


Figure 2: 2004-05 Planning Application Totals - By Month

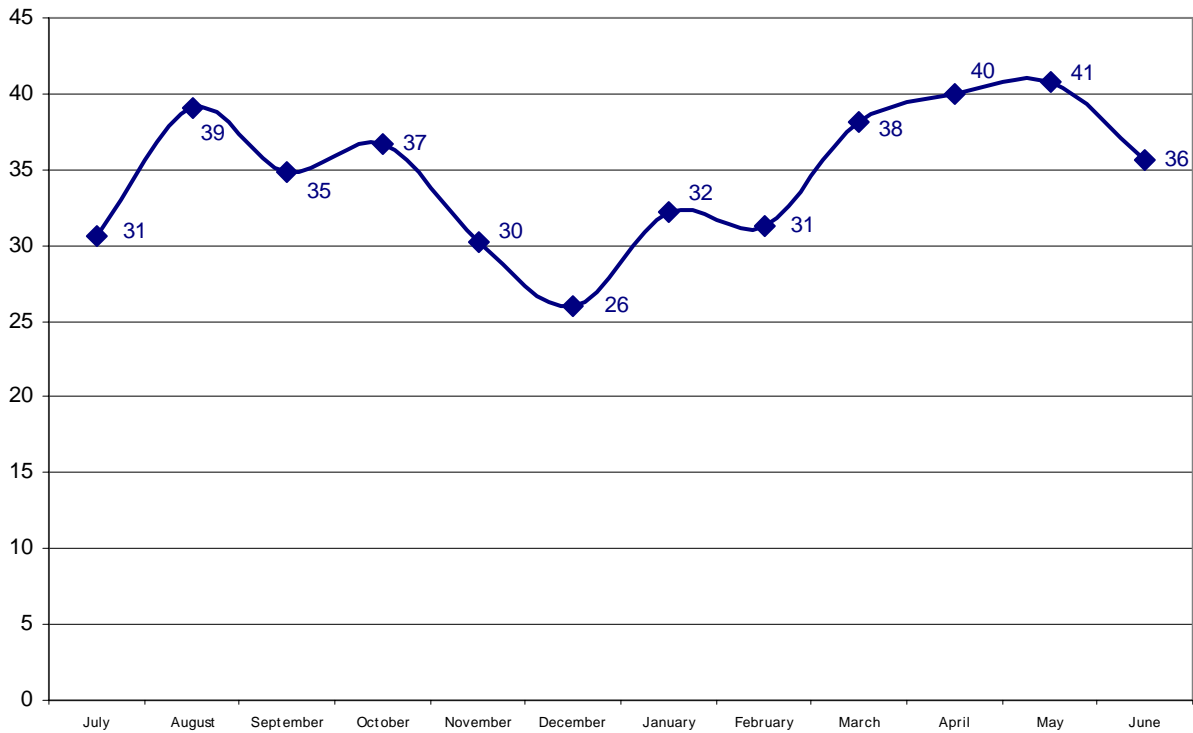


Figure 3: Average Planning Application Per Month
(FY 2000-01 to FY 2005-06)

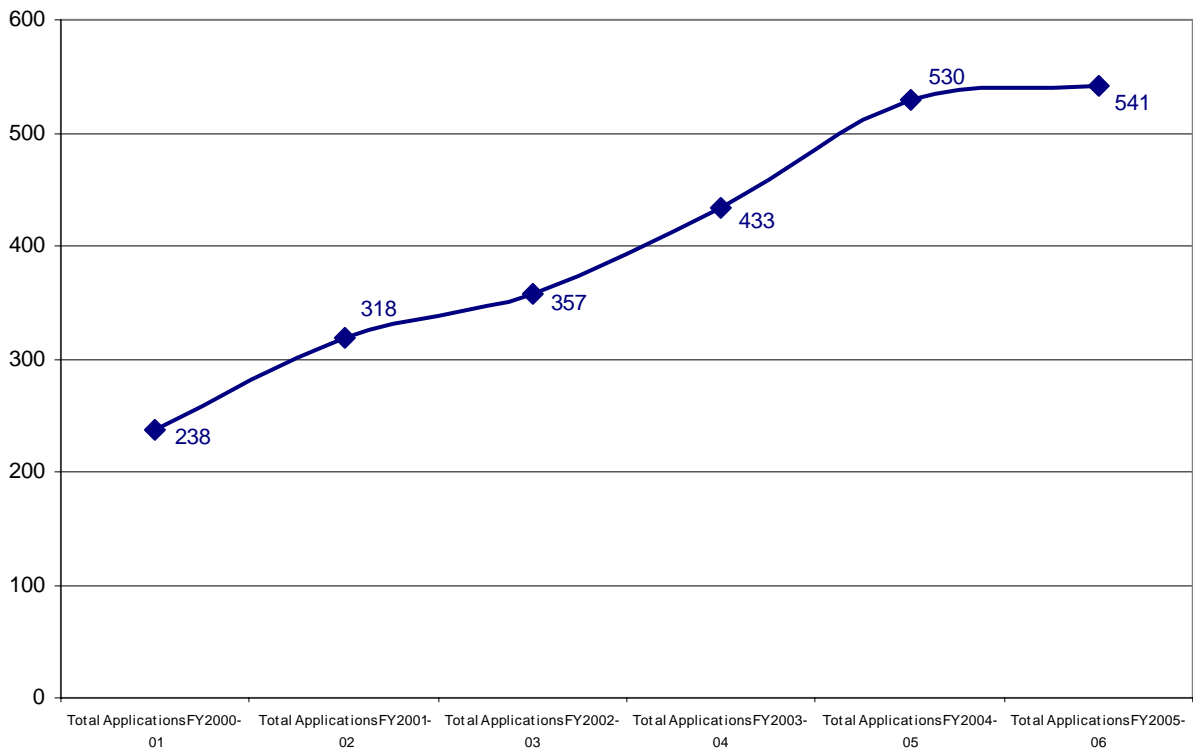


Figure 4: Total Planning Applications Per Year
(FY 2000-01 to FY 2005-06)

land use policies of the City are working as intended.

During the fiscal year the department was also able to research application data back to FY 2000-01, which allowed us to see historical trends in application submittals. In analyzing the submittal data a pattern was found. Submittals tend to peak in August, then trend downward, until bottoming out in December. Activity then picks back up, peaking in May, before decreasing again in June and July (See Figure 3).

In addition, in comparing the submittal activity to the Southern California real estate market and the national economy there is an apparent correlation. There has been a steady increase in applications since 2000 with less of an increase during FY 2001-02, which corresponds with the recession of 2001. There has also been less of an increase this fiscal year, which corresponds to the rise in interest rates and the cooling housing market.

Looking ahead, the Department expects to see a continuing decrease in applications generally, with the rate of increase in number of zoning clearances flattening out. In FY 2006-07 the total number of applications is expected to be in the same range as this year as the Oaks at Calabasas completes it's build-out.

Building Division

The Building Division issued 2,683 permits this fiscal year, which represents a decrease of 2.3% from last year (See Figure 11). There was an average of 224 permits submitted each month. The busiest months were August and May with 294 and 341 permits respectively. The slowest months were December and April with 104 and 165 permits respectively (See Figure 5). The months of July, September, January, and May each set records for the number of permits issued for those months. The permit totals included a total of 158 new housing units and 120 residential additions. Plumbing permits comprised 23.9% of the total permits issued and was the largest single category. Following closely was Miscellaneous Permits for items such as fences and signs at 20.3%. The total construction valuation was \$102,450,620.00 which was a decrease of 31.8%.

Plan checks totaled (703) for the year and broke the old mark of 562 set in FY 1998-99 (See Figure 12). This represents an increase of 67.3% from last year. There was an average of 59 plan checks submitted each month. The most plan checks were submitted in May and June, with 94 and 81 respectively (See Figure 6). July and December were the slowest with 36 and 32 respectively. Also, August, January and February each set records for the number of plan checks submitted for those respective months and May set the record for number of plan checks submitted in any given month.

Inspections also had a record year, breaking the record of 11,984 set last fiscal year (See Figure 13). There were a total of 14,464 inspections during the year, which is a 20.7% increase over last year and an average of 1,205 inspections each month. December was the busiest month with 1,387 inspections and April was the slowest with 979 inspections (See Figure 7). The total number of inspections in each month from July to February set a new record for their respective months and March was just below the record level set in FY 2004-05. December also set the record for number of inspections in any given month. Going back to last fiscal year, records were set for 16 straight months, from November 2004 through February 2006.

During the fiscal year we were able to also research prior permit and inspection data back to FY 1993-94, and plan check data back to FY 1996-97, which allowed us to see trends in permits, plan checks, and inspections. In analyzing the data a pattern was found similar to the one found for planning applications. All three tend to peak in August, then trend downward, until they bottom out in January. Inspection and plan check activity pick back up, peaking in the spring, before flattening out (See Figures 9 and 10). By Comparison, permits peak in March, recede in April, then rebound in May and June (See Figure 8).

In addition, the permit, plan check, and inspection numbers were compared to the Southern California real estate market and the economy. Once again an apparent correlation was noted. There was a low level of permit and inspection activity that corresponds to the end of the last housing cycle. There was

also a steady increase since mid 2000 with a slight decrease during FY 2001-02, which correspond with the recession of 2001. Finally there was a slight decrease in permits this fiscal year, which corresponds to the rise in interest rates and the cooling housing market (See Figures 10, 11 and 12).

Looking ahead for FY2006-07, the Department expects to see a continuing slight decrease in the number of permits as happened this year. The completion of large projects such as the Oaks of Calabasas and the Colony at Calabasas will be offset slightly by several other recently approved projects and the continued increase in small home improvement projects, which tend to increase as the housing market softens. This off-set will minimize the decrease in building permits but is not expected to contribute significantly to construction valuation, which is expected to decline further. This in turn affects the amount of fees collected for permits and plan check since fees are tied to construction valuation.

A slight decrease in plan checks is also expected, since many home improvement projects require permits but not necessarily plan check submittal. In addition, with the rise in interest rates, fewer people are taking out loans to do home improvement projects. Also as the Oaks at Calabasas builds out there will be fewer plan checks for accessory residential structures such as pools, outdoor fireplaces, etc. While we expect the activity at the Oaks to continue for several years the number will slowly start to drop. The development of the Oaks has contributed greatly to the increase in plan checks. In addition, due to the cooling housing market it does not seem likely that plan checks can continue at their record levels.

A time delay typically occurs between a decrease in permits and a decrease in inspections due to the timing of construction after permits are issued. Also the type of permit will affect the number of inspections required. Both of these factors, as well as the cooling housing market, make it more difficult to predict inspection numbers for the coming year. Total inspections may decrease slightly, or the number could easily meet or surpass this year's levels. There will continue to be a large amount of inspections at the Oaks at Calabasas until it is complete and completion of that project will not likely happen until late in the fiscal year. Therefore, any impact to inspection numbers is not expected to be seen until next fiscal year. However, the smaller the Colony at Calabasas project is complete and will impact totals for this coming year.

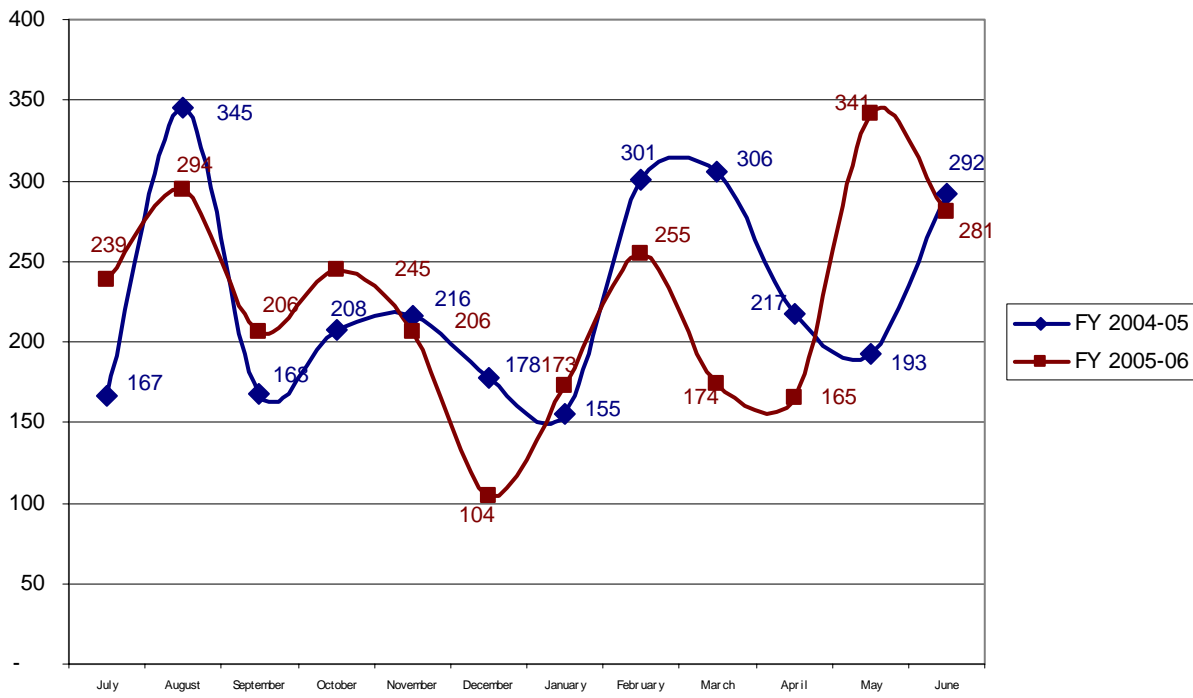


Figure 5: Building Permit Comparison—By Month

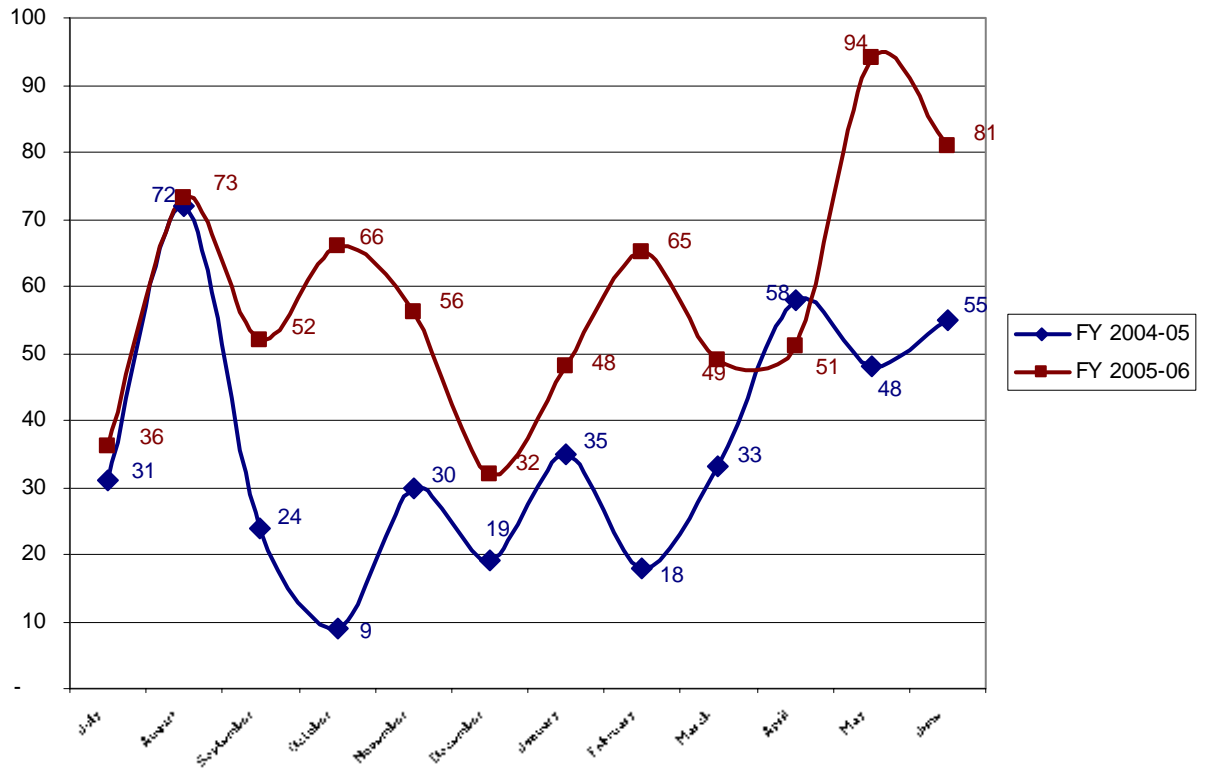


Figure 6: Building Plan Check Comparison—By Month

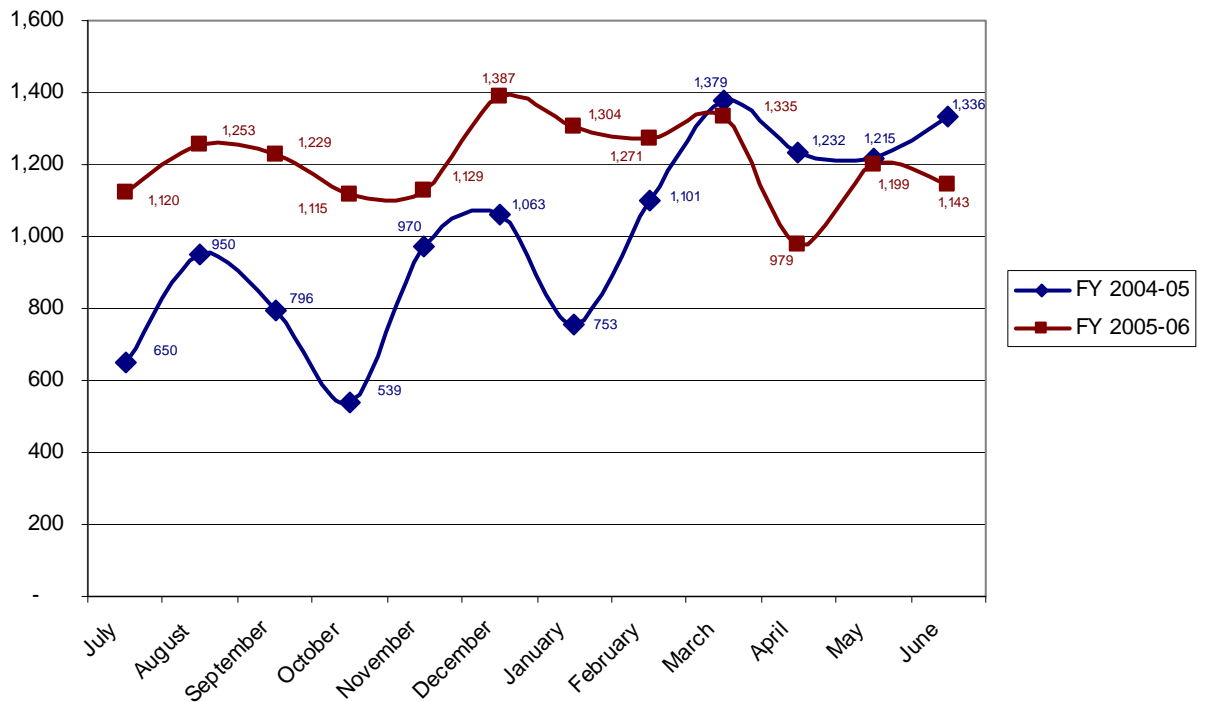


Figure 7: Building Inspection Comparison—By Month

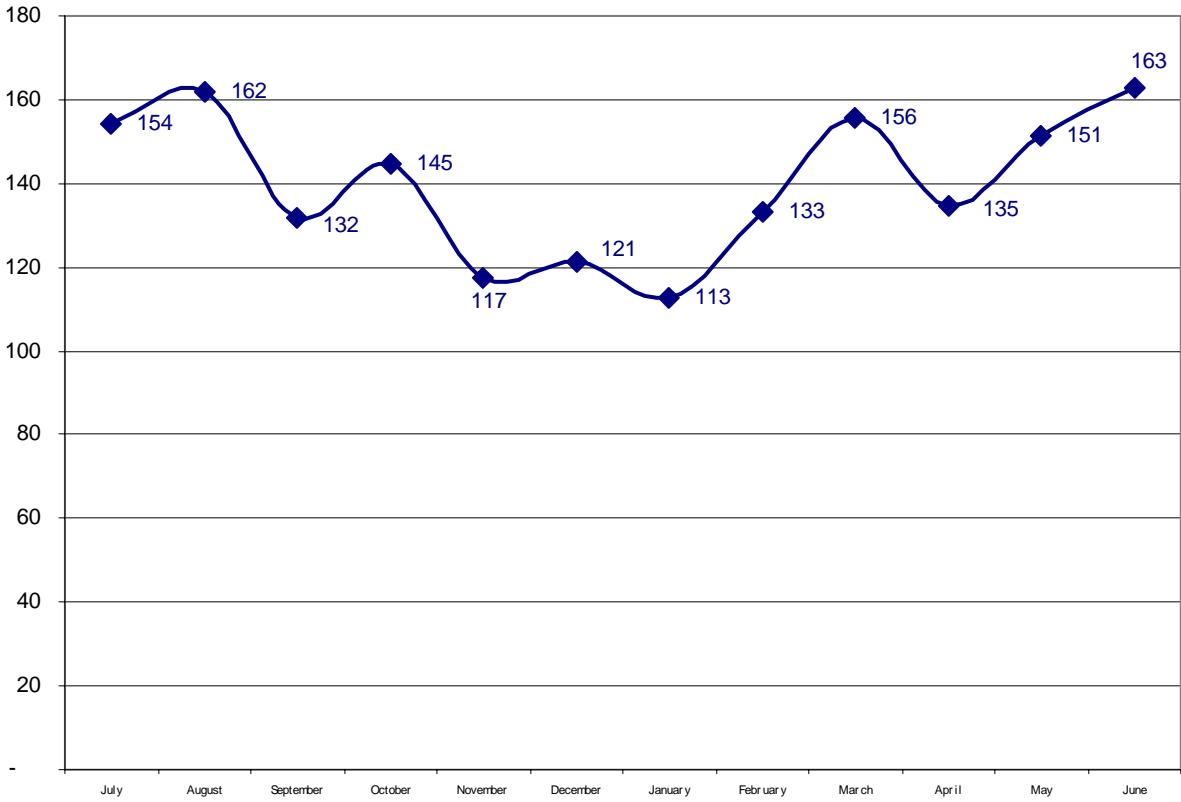


Figure 8: Average Permits Per Month (FY 1993-94 to FY 2005-06)

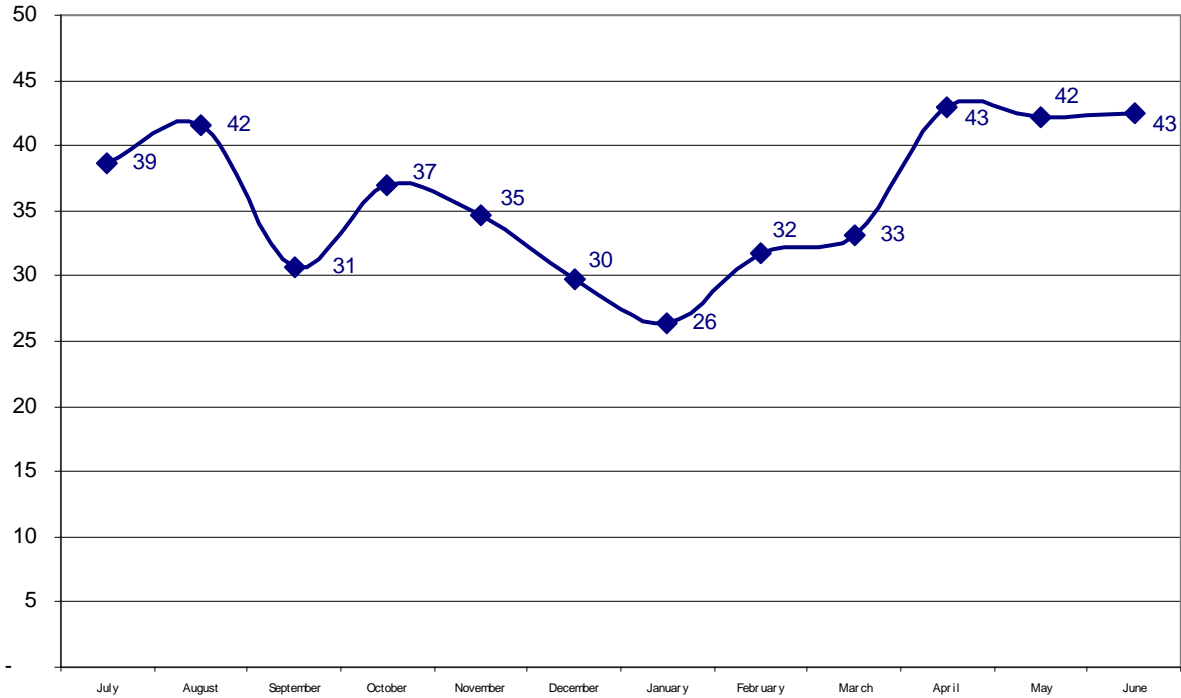


Figure 9: Average Plan Checks Per Month (FY 1996-97 to FY 2005-06)

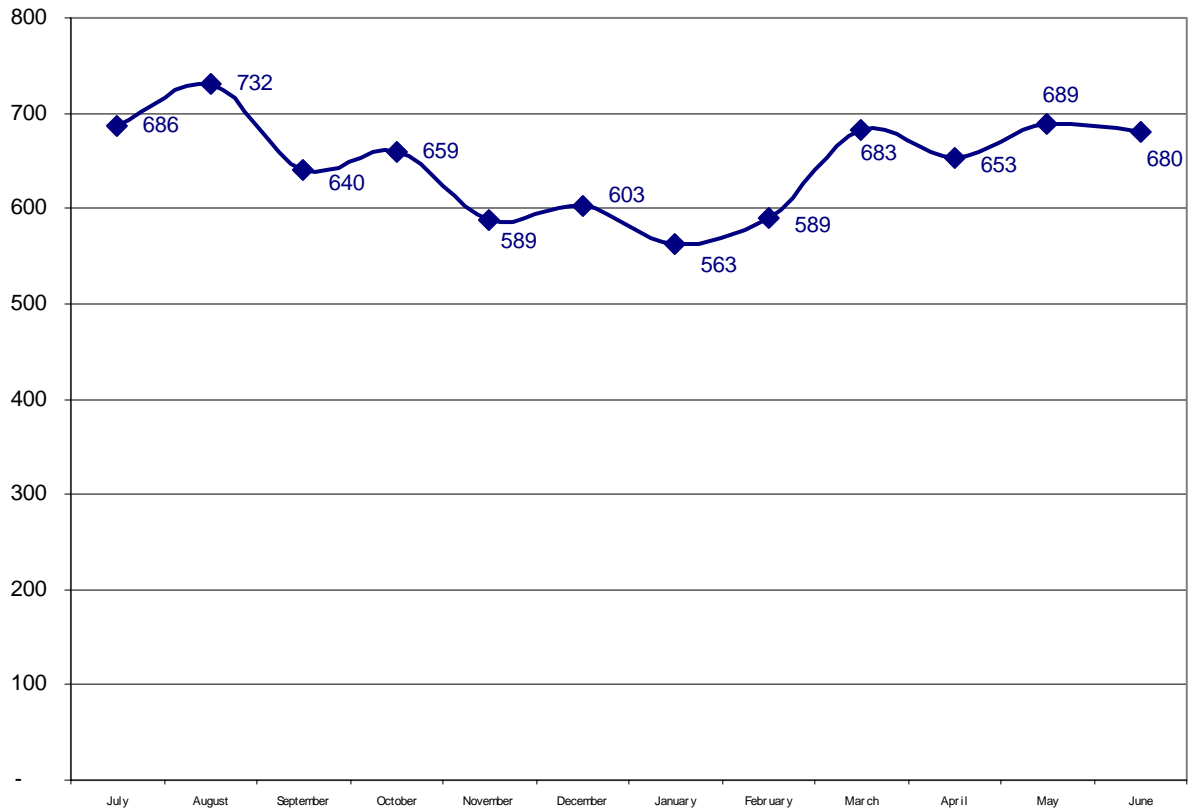


Figure 10: Average Inspections Per Month
(FY 1993-94 to FY 2005-06)

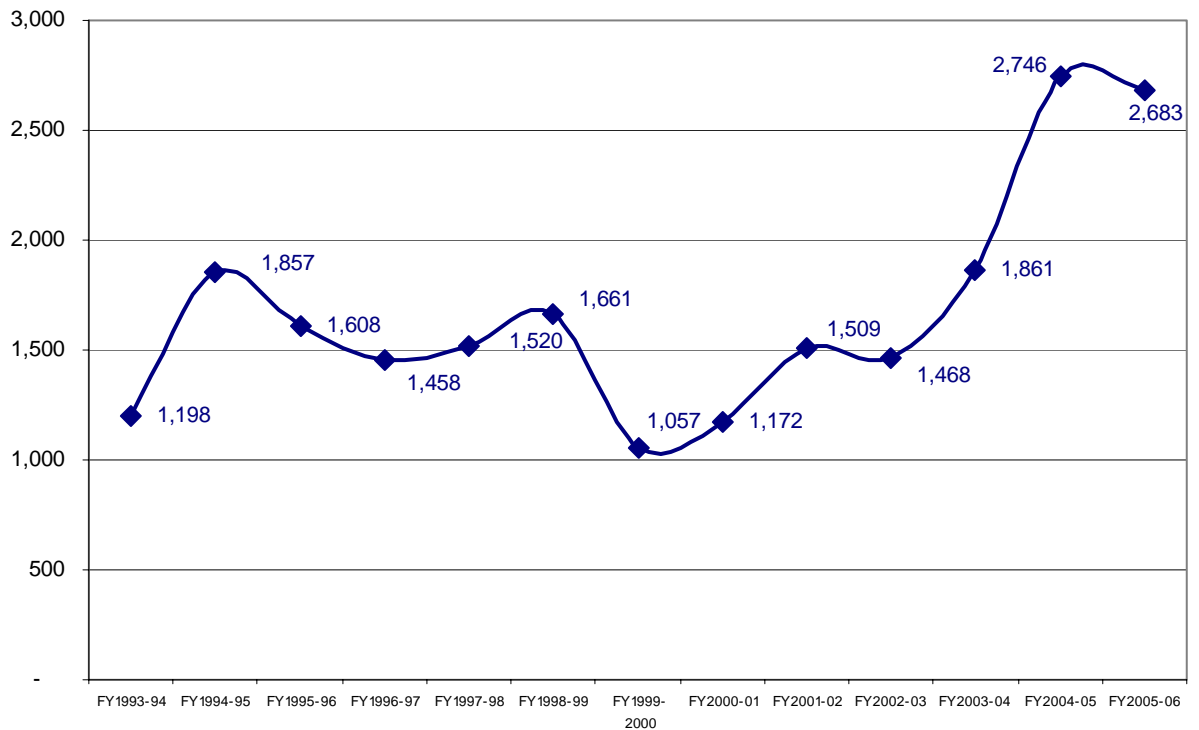


Figure 11: Total Permits Per Year
(FY 1993-94 to FY 2005-06)

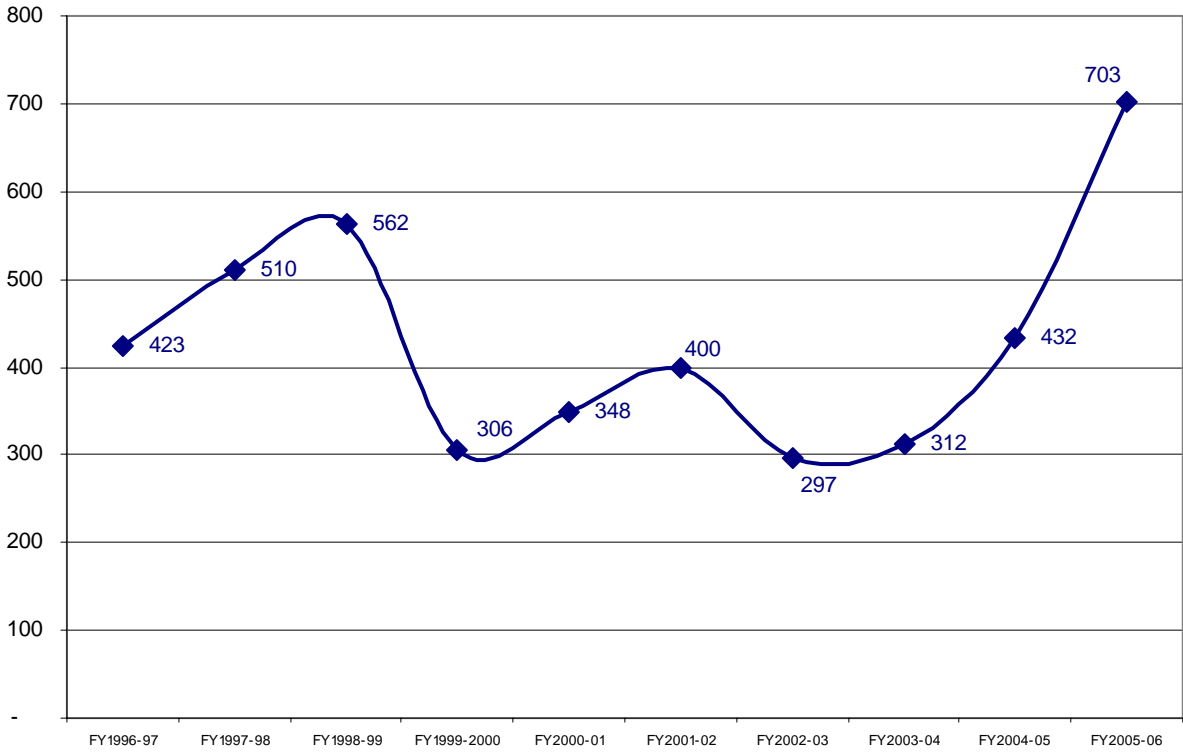


Figure 12: Total Plan Checks Per Year (FY 1996-97 to FY 2005-06)

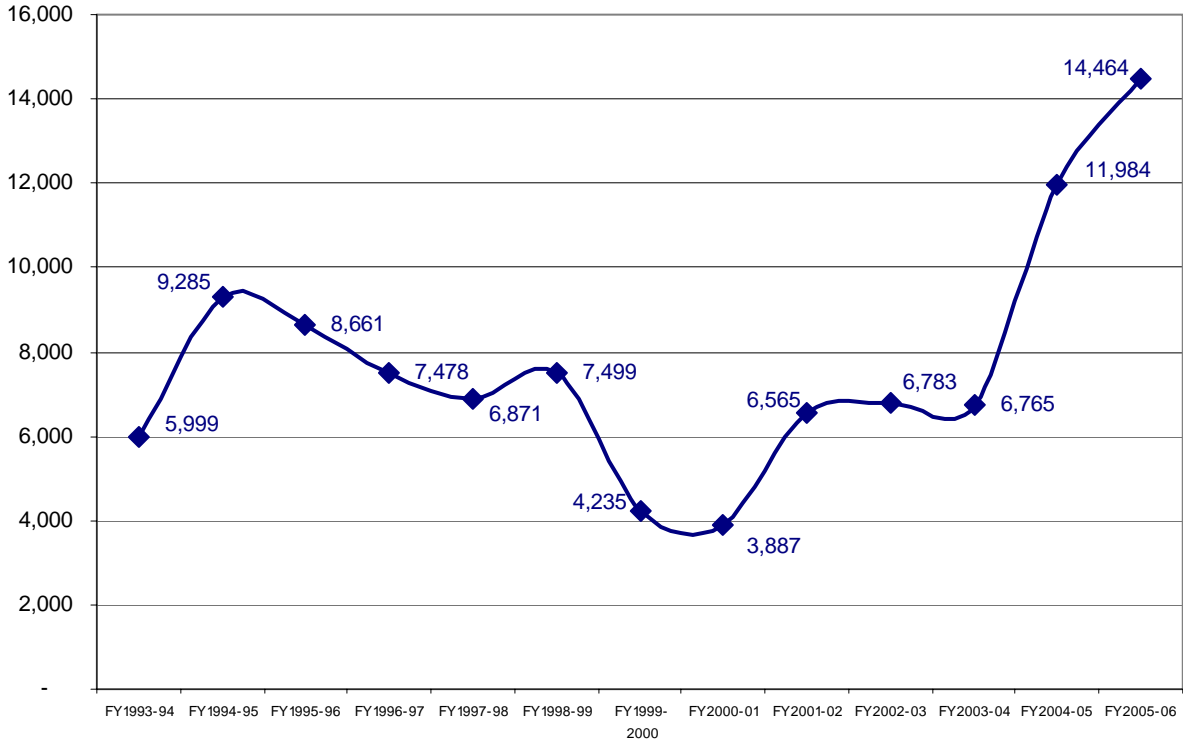


Figure 13: Total Inspections Per Year (FY 1993-94 to FY 2005-06)



Credits

City Council

Dennis Washburn, Mayor
James Bozajian, Mayor Pro Tem
Barry Groveman, Councilmember
Mary Sue Maurer, Councilmember
Jonathon Wolfson, Councilmember

Planning Commission

Gary S. Klein, Chairman
Martha Fritz, Vice Chairman
David Brown, Commissioner
John Mueller, Commissioner
Mark Sikand, Commissioner
Rick Schumacher, Alternate Commissioner

Design Review Panel

Jeff Cooper
Mark Handel
Ken Stockton
Samuel Wacht

Department Administration

Tony Coroalles, City Manager
Maureen Tamuri, Community Development Director
Tom Bartlett, AICP, City Planner
Sparky Cohen, Building Official

Department Staff

Planning Division

Glenn Michitsch, Senior Planner
Geoffrey Starns, Senior Planner
Erica Roess, Planner
Isidro Figueroa, Associate Planner
Michael Klein, Associate Planner
Talyn Mirzakhanian, Associate Planner
Amy Ablakat, Planning Assistant
Greg Stones, Planning Assistant
Elizabeth Parker, Executive Assistant II
Nina Harvey, Executive Assistant
Krystin Rice, Planning Intern
Joyce Parker-Bozylinski, Planning Consultant

Building & Safety Division

Jon Edmonson, Senior Building Inspector
Sue Liebling, Building Inspector
Oris Scarborough, Building Inspector
Ruben Flores, Code Enforcement Officer/Building Inspector
Alex Savala, Code Enforcement Officer
Raymond Soria, Code Enforcement Officer
Joan Gilmore, Building Assistant
Monica Shinder, Permit Center Coordinator
Jan Silver, Executive Assistant
Steve Widmayer, P.E., Senior Plan Checker
Johnny Lee, Plan Checker

