



"We're Developing Community"

of CALABASAS

The Community Development Department
Annual Report FY2006-2007



of ALABAMA



“We’re Developing Community”

The Community Development Department
Annual Report Fiscal Year 2006-2007

Prepared For:

Calabasas City Council
Calabasas Planning Commission
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of CALABASAS

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July 1, 2008

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 Annual Progress report is contained within the General Plan Update section, beginning on page 25.

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Letter from the Director

This past year marked the close of a chapter in the history of our City. We processed the last of the projects to be developed under the guidance of the City's first 1995 General Plan, and worked with the community to envision future growth and development through the year 2020. Through numerous surveys, workshops and discussions, we learned that residents of Calabasas share a core respect for the beauty of the open hillsides surrounding them, and want their community to be built and developed with land stewardship and excellent design at its core.

Not only did we work on envisioning a new future for the City, but we also worked on building a new home - our Civic Center. The City Hall and Library under construction will be a source of civic pride and a reflection of the core values of our community - excellent design, and sustainable design.

Staff has met the challenges of the year and its heavy workload - I applaud them for their efforts at providing applicants and residents a fair and predictable process on every application which comes through our doors, and for the thorough review and professionalism they bring to each project. The City's successful defense a legal challenge to our processing confirms that we are diligent in applying and following the law and do so impartially.

The City's Planning Commission is to be commended for their activities, which included their additional focus and participation as members and leaders of the general Plan Advisory Council (GPAC). Their diligence and detail in reviewing each project has been exemplary, as has their guidance in crafting the next General Plan's vision for development. The City is enriched for their countless hours of service, care and dedication. I remained honored to serve this community, and continue to be inspired by residents and Council members in their daily efforts to improve the City. Along with my team, we pledge our best in meeting and exceeding their goals for a beautiful community and continued high quality of life.



Alan Tam

Letter from the Director

Administration

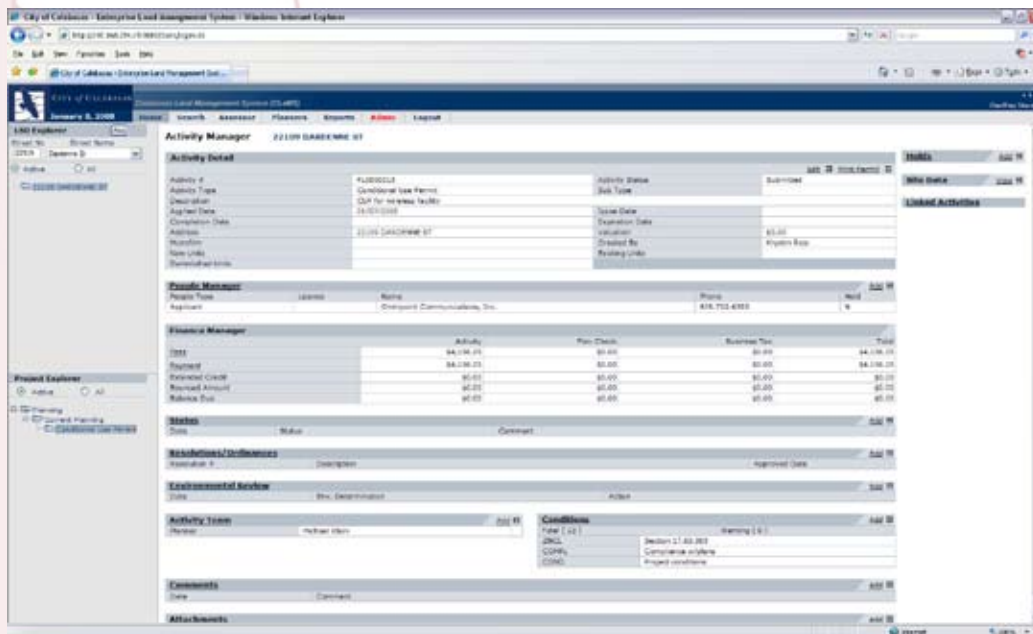
The Administration section of the Department prepares and administers of the department's work plan, the annual budget, and meeting the various legal requirement for our Commission meetings. The section is also responsible for coordinating activities between the Building and Safety and Planning Divisions.

Calabasas Land Management System

The existing permit tracking software in use by the City was not able to keep up with the city's needs. The need to better track code enforcement cases, planning applications, and inquiries forced the City to develop separate MS Access based databases for these functions. Unfortunately, this separate development resulted in several different sources of information located in different places, with frequent cross-communication difficulties.

To solve this issue and to make the development process more efficient, the Community Development Department spearheaded an effort to acquire a new permit tracking system. The new system should dramatically increase the efficiency of the development process. The City has contracted with Edgesoft, Inc., a leading provider of quality government software solutions. This will transform the way our City responds to the needs of the public and fulfill the need for an interconnected citywide system that will help to eliminate redundant procedures.

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 be routed to the proper staff person. This new application has been nicknamed "CLaMS" and will be installed in phases. Phase I, which includes the Planning and Building & Safety Divisions, is set to "go live" for January 1, 2008. Phase II will add Public Works and Code Enforcement, with a potential Phase III to develop wireless applications for inspectors and a disaster response program.



Planning Activity Manager in CLaMS

Department Work Plan for Fiscal Years 2006-2008

The City Council approved the Department's workplan for the in the spring of 2006. The workplan focuses on long-range projects for the department which allows the City to better focus staff and monetary resources. The workplan included 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.

Halfway through the workplan, staff has accomplished much of the workplan. The Historic Preservation Ordinance is being drafted and will go to City Council this fall, and the General plan and Development Code update are well underway. The West Calabasas Road Master Plan was completed and adopted by the City Council. The department expects to complete the program by the end of next fiscal year.

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 FY2005-06)	The Existing General Plan is over 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 Housing Element which was carried over from current work plan because the State extended the deadline to July 1, 2008.									
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.									

A page from the Department Workplan

Planning Division

The Planning Division is responsible for implementing the City's General Plan, Development Code, and other development related regulations and reviewing all proposed development in Calabasas to ensure it conforms to the general plan and other regulations. The Planning Division performs current and long range planning, enforces zoning and land use regulations, reviews site and development plans, provides technical support to City departments, including the City's Planning Commission and other committees and boards and implements activities relating to the enhancement of the community's economic base.

The Planning Division processed a total of 516 applications in Fiscal Year 2006-07. 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.

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Village at Calabasas

Proposed redevelopment of the Calabasas Inn Banquet facility into a 174,413 square foot Santa Barbara-Mediterranean-style mixed-use facility. The project is specifically comprised of 79 condominiums and approximately 13,000 sq. ft. of retail and restaurant area including outdoor seating areas. The development includes both surface and subterranean parking, and a series of walkways throughout the facility for residents, visitors and a possible future link to Old Town Calabasas. During FY 2006-2007, the project was re-designed and downsized several times because of Code related issues. The project was reviewed by the City's Design Review Panel on June 22, 2007 and given feedback regarding architecture and design issues. In FY 2007-2008, it is expected that the project will be deemed complete for filing, undergo environmental review pursuant to the California Environmental Quality Act, and continue through public hearing processes at both the Planning Commission and City Council for entitlements.



Existing Calabasas Inn building

Project Details

Project Size

Total Square Feet (SF):	174,413
Condominiums:	79
Commercial:	13,000 SF
Lot Size:	5.4 Acres
Environmental Review:	EIR



Artist's rendering of the project

Entrada at Malibu Canyon

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, and proposed an 86 unit condominium project (one of the alternatives in the original EIR was for a 95 unit condominium development). The overall footprint of the development is significantly less than the original single-family proposal and it now includes 9 affordable units. It also includes dedicating 16 acres of land as open space. A Mitigated Negative Declaration (MND) was prepared to further analyze aspects of this alternative that may differ from the original proposal. After 2 planning commission hearings, a City Council Hearing and numerous written comments and public speakers, the project was approved in Summer 2007. Construction is anticipated to begin sometime mid to late 2008.



Photo-simulations of approved project

The Project will also benefit the City by completing the planned roadway improvements for Las Virgenes Road, which include widening to 4 lanes, a landscaped median, traffic signal, and a slight straightening of the roadway alignment.



Landscaped site plan of approved project

Project Details

Project Size	
Condominiums:	86
Open Space:	16 acres
Lot Size:	21 Acres
Environmental Review:	MND

Messenger

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 total project site is now over 70 acres in size. After staff expressed concerns regarding the amount of grading and visual impacts, the applicant is currently revising the proposal to provide a more compact mixed-use project on the site. The applicant plans on submitting a revised project sometime in 2008 following completion of the general plan update.



View of the Messenger site from Agoura Road

West Calabasas Road Master Plan

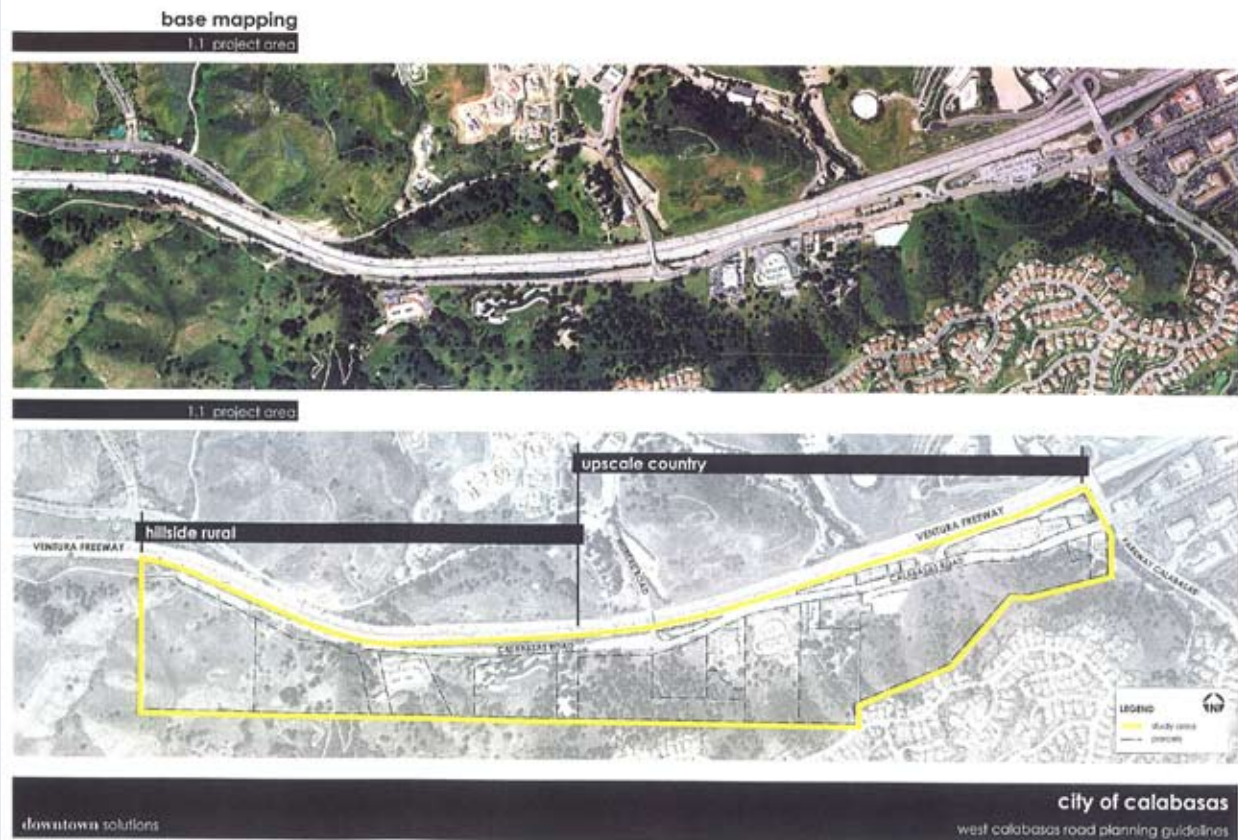
The Calabasas Road Master Plan covers the westernmost segment of Calabasas Road (approximately 1.3 miles), from Parkway Calabasas to its western terminus. The West Calabasas Road Master Plan was adopted by the City Council on December 6, 2006 under Resolution 2006-1058 after being reviewed by the Planning Commission on November 9th and November 30th, 2006. The West Calabasas Road Master Plan (WCRMP) area consists of approximately 120 acres of land and includes all properties abutting Calabasas Road between Parkway Calabasas and the western terminus of Calabasas Road.

Project Details

Project Size

Road length (approx.): 1.3 miles
Area Covered: 140.3 acres
Adopted: December 6, 2006

The WCRMP guidelines are intended to create a comprehensive plan for the Calabasas Road Corridor. Commensurate with the City's General Plan, the Master Plan identifies the location and intensity of land uses, plans for infrastructure and community service needs, formulates financing and implementations programs, and determines the phasing of the plan elements. Most important, the plan establishes an overall vision and guidelines for future development which is critical since this portion of Calabasas Road is located within the Ventura Freeway Scenic Corridor, is a highly visible and traveled corridor, and the adjacent properties abut a significant ridgeline. The Master Plan fully conforms to the overarching policies of the City's General Plan, and does not contradict or seek modifications of the underlying zoning. The Master Plan is therefore a fine-tuning document with the expressed purpose of facilitating implementation of the General Plan and zoning.



A page from the West Calabasas Road Master Plan showing the plan area

Summit at Calabasas

In early 2006, the Annalisa T. Maddy Estate was acquired by Dollinger Properties, LLC 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 Summit at Calabasas. 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. A formal application was submitted to the City on November 13, 2006. Staff facilitated three community meetings and the owner and his group have held focused group meetings with several members of adjacent neighborhoods. These meetings were held to help the developer gauge community interest and expectations for the property, and to modify the general project design accordingly. The project will be the first commercial building to be fully LEED (Leadership in Energy and Environmental Design) compliant since the City adopted its Green Building Ordinance.



Aerial photo of the Summit at Calabasas site

Project Details

Project Size	
Total Square Feet (SF):	70,100
Lot Size:	7.2 Acres
Environmental Review:	EIR

The project has been reviewed by the Development Review Committee (DRC) and Design Review Panel (DRP). Additionally, the project has gone before the Traffic and Transportation Committee, and the Committee has recommended approval of the traffic design to the Planning Commission. All of the meetings referenced above were publically noticed and the public was invited to participate.

Staff conducted an Initial Study which determined that an Environmental Impact Report (EIR) was required for this project based on the California Environmental Quality Act (CEQA) guidelines. The City retained the services of Rincon Consultants, Inc. to manage the EIR process. A Notice of Preparation/ Initial Study was prepared on July 20th and circulated for 30 days. A scoping meeting was conducted on August 6th of this year, which the public was invited to participate. On November 2, 2007, the EIR was circulated for the required 45 day public review period. The project is expected to be reviewed by both the Planning Commission and City Council in early 2008.



Photo-simulations of the Summit at Calabasas project

Horizons at Calabasas

An application was submitted to construct a 60 unit senior condominium development, the first senior-only housing project 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, is situated between commercial and residential properties. The project was approved by the Planning Commission in June 2006, and subsequently by the City Council in July 2006, at the beginning of the fiscal year. The project was submitted for plan check in spring 2007 and is currently completing plan check review. Construction is expected to begin in mid 2008.



Vicinity map

Project Details

Project Size	
Condominiums:	60
Lot Size:	2.77 Acres
Environmental Review:	Neg. Dec.



MAIN ENTRY ELEVATION (SOUTH)

Approved front elevation



Approved site plan

Countrywide

Countrywide has their corporate headquarters in Calabasas. They occupy a 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 additional needed parking. It has more recently been determined that still more additional parking is needed for the site. As a condition of approval for the first structure, Countrywide was required to create a parking district or propose other means of accommodating employees and visitors if parking became an issue. Current Code requires 902 parking spaces for the building, but the site only contains 725. Countrywide is proposing to construct an additional subterranean parking structure to address this 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 2007-08.

Project Details

Project Size

Total # of levels (subterranean):	3
Total # of Parking Spaces:	239
Lot Size:	10 Acres
Environmental Review:	ND



View of the Countrywide Building

Farmer Property

The project proposes 75 units of affordable senior housing on a 42,176 square-foot (0.96 acres) parcel at 4803 El Canon Avenue in the Commercial, Old Town (CT) zoning district. Development would include construction of two, three-story buildings and a subterranean garage with 76 parking spaces. Seventy-four of the units will be one bedroom units, and one will be a two-bedroom unit intended to house the on-site manager.

Given that this project proposes affordable senior housing, the applicant is eligible for a 35% density bonus over the 1.0 maximum floor area ratio (FAR) in addition to three concessions to the City Code per Senate Bill 1818. The three concessions the applicant has requested are an increased slope for the garage ramp, decreased pervious surface requirement, and decreased private and common open space requirement. A Draft Mitigated Negative Declaration has been prepared for the project, for which there will be a 30-day public review period. The project and the environmental document will be reviewed by the Planning Commission and the City Council in late 2007 or early 2008.



View of existing site

Project Details

Project Size

Number of units: 75

Affordable units: 75

Lot Size: 0.96 Acres

Environmental Review: MND



Aerial view showing project



Project site plan

On June 28, 2007, the Planning Commission approved a conditional use permit for the remodel of the Valero Gas Station. The proposed remodel includes the addition of 496 square feet to the existing building, conversion of the existing auto repair shop to a convenience store / food mart, and the construction of a new canopy over the existing fuel dispensers. Because the Valero Gas Station is located within the Las Virgenes Gateway Master Plan area, as well as a designated scenic corridor, the building and canopy were re-designed to meet the design guidelines of the Master Plan. As a result, the remodeled Monterey style gas station will be architecturally compatible with newer buildings and gas stations along Las Virgenes Road. Furthermore, the applicant is proposing to install new landscaping, signage and lighting to meet current code standards. Thus, upon completion, the existing legal non-conforming gas station will be brought into conformance with the Calabasas Municipal Code, Las Virgenes Gateway Master Plan and the Scenic Corridor Guidelines.



Top & Above: Views of the existing service station

Project Details

Project Size	
Total Addition:	496 SF
Lot Size:	0.55 Acres
Environmental Review:	Exempt



Front elevation of proposed new service station

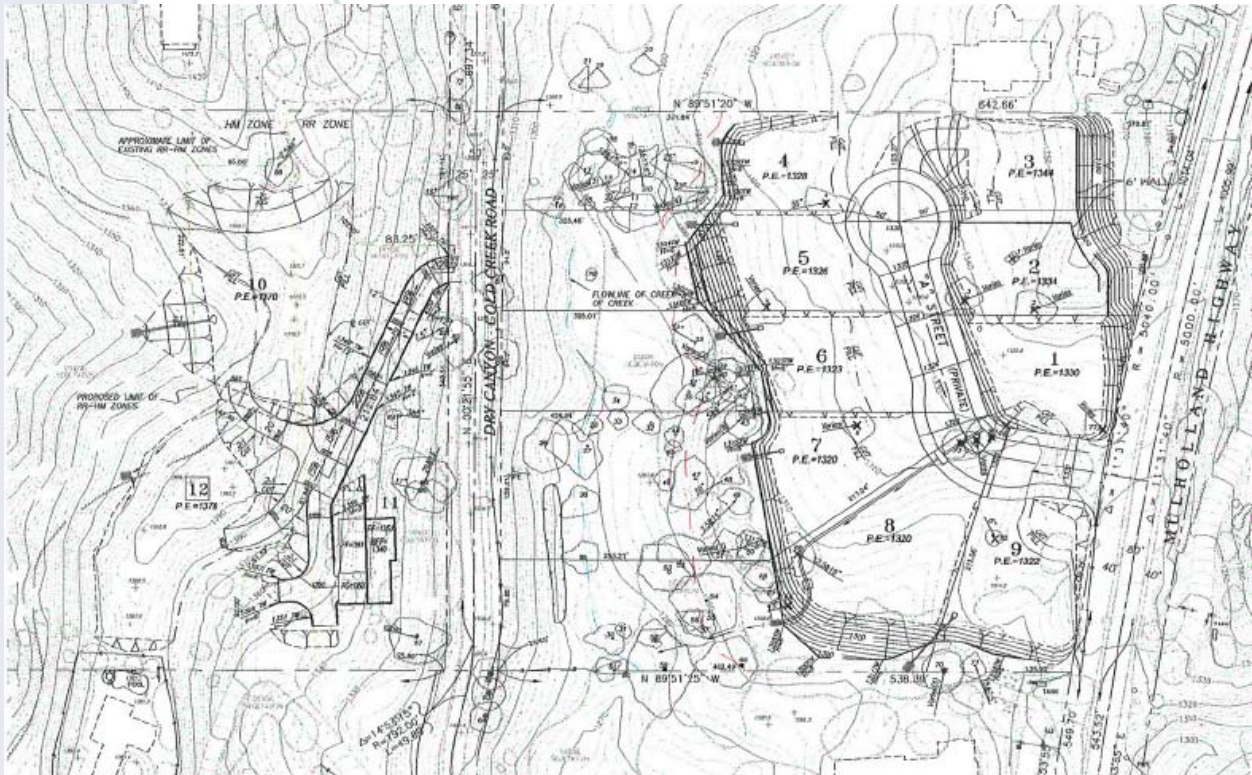
Mulholland Highway Subdivision

The original project, submitted on June 14, 2006, proposed a subdivision of the property at 24415 Mulholland Highway into two parcels. The 27.7 acre property has a dual zoning of Hillside Mountainous and Rural Residential and is located within the Mulholland Highway Scenic Corridor. Revised plans, submitted on February 28, 2007, request a 12-lot subdivision, a General Plan Amendment, and a Zone Change. The application is currently incomplete, based on staff's review.

A revised project plan is expected to be submitted in late 2007, at which time (and if the application and plans are deemed complete), an Environmental Impact Report (EIR) is expected to be prepared.

Project Details

Project Size	
New Lots:	12
Property Size:	27.7 Acres
Environmental Review:	EIR



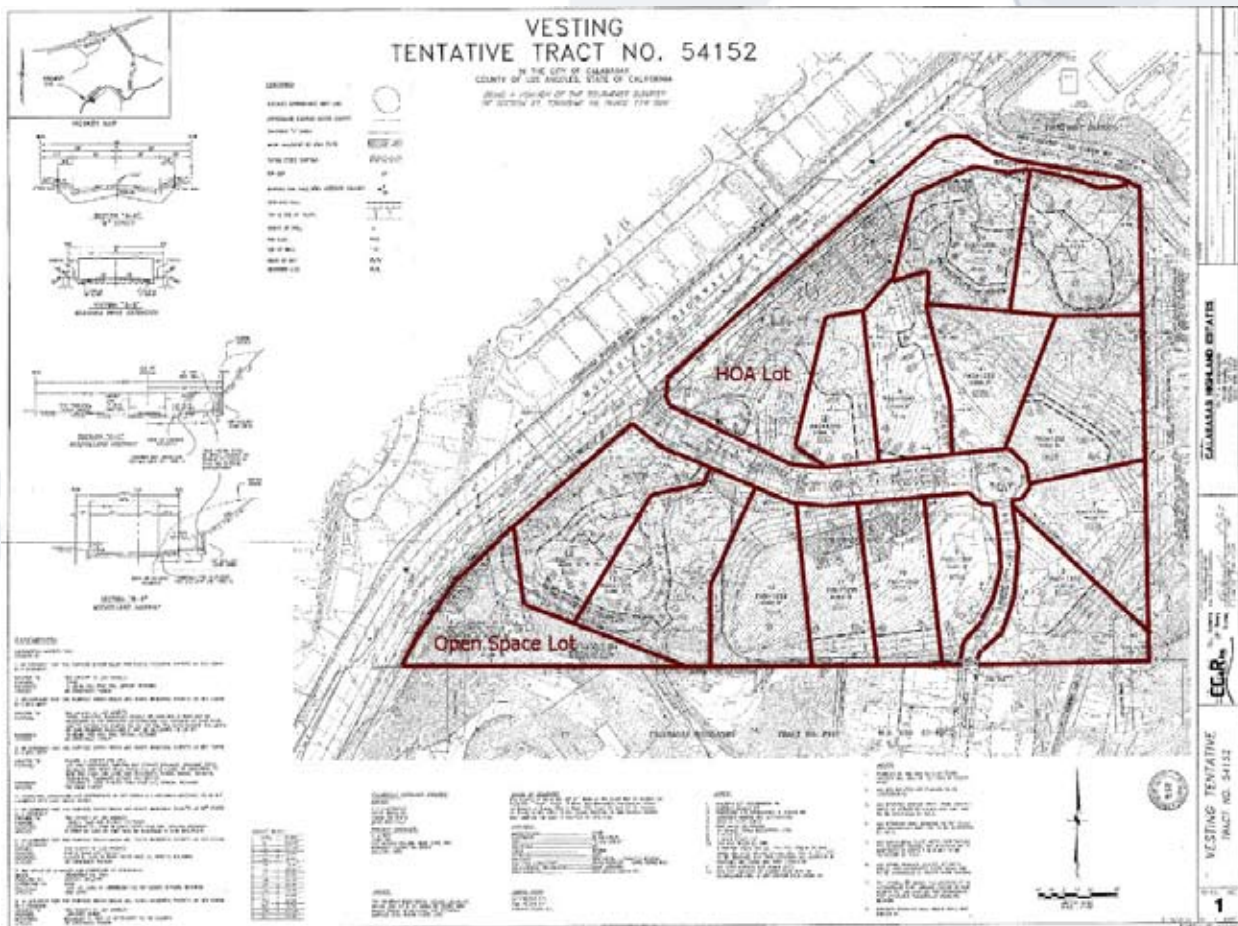
Site plan of the proposed subdivision

Calabasas Highland Estates

The Calabasas Highlands Estates project is a proposed subdivision of a 14.56 acre lot into 14 individual lots. Originally submitted on December 15, 2003, the project has been through many design-related reviews, and many revisions were submitted to the Planning Department. During the past year, the applicant and staff spent time working out various planning and engineering feasibility issues. The project is now feasible as engineered, and compliant with appropriate sections of the City's subdivision design standards. Preparation of an Environmental Impact Report (EIR) in compliance with the California Environmental Quality Act (CEQA) will take place in late 2007 through early 2008.

Project Details

Project Size	
New Residential Lots:	14
Open Space/other lots:	2
Property Size:	14.56 Acres
Environmental Review:	EIR



The proposed tract map for the Calabasas Highlands Estates project

Dornfest Residences

On October 12, 2006, the Planning Commission reviewed and approved Conditional Use Permit 004-018 and Conditional Use Permit 005-010, two individual applications to construct two new single-family residences on existing legal lots located at 3460 and 3462 Lilac Trail, within the RC zoning district and the Scenic Corridor Overlay Zone. On October 23, 2006 the decision was appealed by Mrs. Marion Smith, one of the neighbors opposed to the project.

On November 15, 2006, the City Council held a public hearing which focused on several key issues pertaining to the project (the City Council simultaneously reviewed Conditional Use Permit 004-018 and Conditional Use Permit 005-010), which included CEQA applicability to the projects, geology, hydrology and biology. With one council member absent and a tie vote of 2-2 after the public hearing had concluded, the matter carried over to March 2007.

On March 7, 2007, staff brought back both CUP's for consideration in order for the City Council to cast a majority vote on the appeal filed by Mrs. Smith. Staff addressed all of the points raised in the appeal. After the public hearing was closed and the Council deliberated, all five members voted on the matter, which resulted in a 3-2 majority to approve the projects. Currently the project plans are being reviewed by Building and Safety for issuance of a building permit.

A lawsuit has been filed by the appellant claiming the City failed to comply with CEQA. The matter is pending.

Project Details

Project Size

New Residences:	2
Existing Lots:	2
Environmental Review:	Exempt

Malamut/Vintage Car Museum

The Malamut site is a small triangular-shaped parcel located at 24439 Calabasas Road, which is currently being used by Bob Smith's BMW auto-dealership to store its inventory. The owner of the property submitted a Conditional Use Permit application proposing an approximately 44,000 square-foot vintage auto-dealership, which includes a café, bookstore, apparel, and underground parking. A Mediterranean architectural-style is being proposed for the multi-story building. Currently, the application is incomplete and the owner has changed architects and will bring a new concept to the City for review. Additionally, the proposed project shall be in conformance with the West Calabasas Road Master Plan.

Project Details

Project Size	
Total Square Feet (SF):	44,000
Lot Size:	0.56 Acres
Environmental Review:	TBD



CALABASAS

Viewpoint School

In September 2003, the City Council approved a Conditional Use Permit for the Viewpoint School Campus Master Plan and Phase I of the Viewpoint School Modernization Project. The Master Plan will be implemented in three phases over a 12 year period. Phase I generally consisted of infrastructure and utilities development, reconfiguration of the parking areas and internal access road, redevelopment of the administration and upper school buildings, the athletic field, performing arts rooms, the library and the theater. Phase I is being built in three sub-phases (1A, 1B, and 1C). Phase 1A, which consists of utilities, infrastructure and internal access roads, was completed in 2006. Phase 1B, which consists of the athletic field, adjacent parking lots, performing arts room, theater, and school building, was near completion by the summer of 2007, and scheduled to open for the 2007-2008 academic year. With seating for approximately 400 people, the new theater features state of the art lighting and acoustical equipment. The new athletic field is made out of 100% synthetic turf, which is environmentally friendly by reducing water consumption and chemical runoff. The start date for Phase 1C, which will consist of the construction of the administration building and library, is anticipated to begin the summer of 2008.



New Viewpoint School building



New Viewpoint School football field

Telecommunications Projects

Technology is in a constant state of fluctuation, and wireless telecommunications is no exception. With an increase in available features, and a strong demand from consumers to be able to use their cell phones everywhere, existing wireless carriers are upgrading and expanding their networks, while newcomers to the market are establishing their presence in the City of Calabasas. This year the City permitted six (6) new wireless telecommunication facilities and one (1) upgrade to an existing facility. Five (5) of the permitted facilities have been installed and are currently operational. Furthermore, the City has twelve (12) pending applications for new wireless telecommunication facilities.

Due to the City's unique topography, the majority of wireless facility applications are requests to install a new facility within the public right-of-way. When the opportunity is available, carriers will seek approval to install a facility on an existing commercial building or private property. Regardless of the location, the City has strict standards for all wireless facilities to be designed as stealth facilities, using a variety of methods to screen equipment and antennas from public view.



Example of utility pole mounted cell site

Project Details

Approved:

AT&T / Cingular, 23741 Mulholland Hwy
T-Mobile, Paul Reveré and Bon Homme

Approved and Under Construction:

Metro PCS, 5230 Las Virgenes Road
Next G, 24381 Mulholland Hwy
Next G, 22580 Mulholland Hwy
Sprint / Nextel, Cordillera Water Tank
Sprint / Nextel, 5230 Las Virgenes Road

Pending Applications:

Conditional Use Permits (CUP):

T-Mobile, 22231 Mulholland Hwy
T-Mobile, 22855 Mulholland Hwy
(Calabasas High School)
T-Mobile, 4029 Las Virgenes Road
(A E Wright Middle School)

Zoning Clearances:

T-Mobile, 24580 Parkway Calabasas
T-Mobile, Park Helena and Park Hacienda
Verizon, 23625 Mulholland Hwy
Verizon, 22899 Mulholland Hwy
Verizon, 24000 Mulholland Hwy
Verizon, 24417 Mulholland Hwy
Verizon, 23707 Mulholland Hwy
Verizon, 22233 Mulholland Hwy
Verizon, 22532 Mulholland Hwy

Ordinances and Guidelines

The Planning Division had several ordinances and guidelines that were prepared during the fiscal year. A summary of them follows:

Historic Preservation Ordinance

The City is preparing its first historic preservation ordinance. The ordinance will provide the framework for identifying and evaluating potentially historic properties. The Ordinance is the first step in creating a comprehensive historic preservation program. The ordinance is expected to be reviewed by the Planning Commission and City Council in late 2007.

Second Story Addition Design Guidelines

Staff is creating design guidelines for second-story additions within the Residential, Single-family zoning district. The goal of the guidelines is to limit the unintentional consequences of mansionization and ensure additions are appropriately scaled for maximum compatibility within their surrounding neighborhoods. A summary of principles, which include addressing scale, mass, bulk and architectural features and basis for evaluation, will be incorporated. The guidelines will be used to promote quality design while still allowing for the diversity of architectural styles.

Density Bonus / Inclusionary Housing Ordinance Update

In 2005, the California legislature passed several bills which amended the Planning and Zoning Laws for the State of California, requiring cities to accommodate affordable housing via density bonuses in the manner discussed below. Ordinance No. 2006-224 was approved and adopted by City Council on November 15, 2006, bring the City's Affordable Housing provisions in the Development Code into conformance with the new State law.

The new density bonus provisions allows granting of various density bonus options based upon the number of affordable housing units and the level of affordability proposed by developers of housing projects involving at least five new housing units. Also, some projects can now qualify for up to a 35% density bonus under certain circumstances. Another key aspect of the Ordinance (and of the new State law) is that the City must offer at least three development concessions or incentives to housing developers seeking a density bonus. These development concessions or incentives include such things as reduced building setbacks, reduced floor area ratio restrictions, fewer required off-street parking spaces, lower lot coverage limits, etc.

Approved Zone Changes / General Plan Amendments

File No. ZCH-006-003. This zoning amendment corrected an error in the official zoning map by changing the zoning from open space - development restricted (OS-DR) to open space (OS), for the parcel located at 23961 Park Belmonte (APN 2069-015-021).

File Nos. GPA-007-000 and ZCH-007-001. This general plan and zoning amendments corrected an error in the official zoning map and the City's General Plan Land Use Map that failed to accurately reflect an action taken by the City Council in 2001. The correction reconfigures a zoning boundary line between the Open Space (OS) and Residential Single-Family (RS) zoning designations on an existing legal lot located at the western terminus of Parksouth Street (APN: 2069-013-029), and limits the RS zoned portion of lot to the already-graded building pad area.

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 had a Regional Housing Needs Assessment (RHNA) of zero, and was not obligated to produce new housing units through December 31, 2005. However, as of January 1, 2006, the City is required to produce a total of 521 new housing units by 2014. The City has issued permits for 159 new dwellings during Fiscal Year 2006-07.

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

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 continued to register rent prices and rent increases over 5% for rental units within the City throughout this fiscal year. The City has registered 1,342 apartment units, 210 manufactured community spaces, and 27 condominium units. Between 2005 and 2006, the average increase in rent was 7.55%.

Rental Assistance

Through July 31, 2007, 34 recipients of the rental subsidy throughout the City continued receiving a \$75.00/month subsidy for their rent. The two-year term of the program ended on July 31st, 2007, at which point, the City Council extended the program for another two years. In August 2007, the Council elected to expand the program to include approximately 40 recipients at \$125.00/month. Staff re-qualified the individuals who were already in the program and welcomed new applications. There are currently 41 individuals in the program and five individuals on the waitlist.

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.

On November 1, 2006, approved and adopted Resolution No. 2006-1014, which established revised affordable housing in-lieu and impact fees. The new fees were established as follows:

1. In-lieu fee of \$17,713.00 per unit for qualifying new multi-family apartment housing projects;
2. In-lieu fee of \$44,947.00 per unit for qualifying new townhome/condominium housing projects;
3. In-lieu fee of \$62,500.00 per unit for qualifying new single-family housing projects;
4. Affordable housing impact mitigation fee of \$1.80 per square foot for new retail commercial uses, and \$3.00 per square foot for new office and research/development uses.

Workforce Housing

On June 13, 2007, staff presented City Council with a report about a potential workforce housing program. The anticipated program for the City of Calabasas would be intended to assist households in Calabasas with at least one wage-earner who works within the City, and which have a total household income that does not exceed 120% of the median family income for Los Angeles County (e.g., Moderate Income). The qualifying income limits would be adjusted for household size and updated annually.

The housing affordability gap in Calabasas is exceptionally large. A workforce housing program could effectively fill this gap by providing a deferred interest loan in an amount up to forty percent (40%) of the property valuation, but not to exceed \$200,000 per applicant. The loan would be secondary to the primary loan, and the borrower/applicant would be obligated to repay the City the principal amount plus interest at the time he/she sells, conveys, or otherwise disposes of the property. The City would also be repaid upon any refinance activity which has the effect of diminishing the City's loan to value ratio or reduces the applicant/borrower's equity to an amount or percentage below the program limits. Staff also presented the various challenges that would come along with implementing such a program.

City Council had a discussion on the item and then directed staff to continue working on the details of the program and return at a later time with an updated report.

Affordable Housing Trust Fund

There is currently a balance of more than \$1,900,000 in the Affordable Housing Trust Fund. In January 2006, Thomas Safran Associates, developer of the senior affordable housing project at 4803 El Canon Avenue, requested \$1.5 million in assistance from the City. Although the City did have the money available in the Trust Fund, the project at that point had several significant issues of concern. City Council denied the request and asked the applicant to return upon submittal of revised project plan. The funds remain unused.

CDBG One-time Dollar Exchange

On January 11, 2006, the City Council authorized staff to proceed with identifying an interested participating city under the Los Angeles Urban County's Community Development Block Grant (CDBG) Program to begin negotiations for the exchange of the City's unallocated CDBG funds totaling \$85,000, to establish a mutually agreeable exchange rate generally between \$0.55 to \$0.60 for every Calabasas CDBG dollar exchanged, and to return to the City Council by March 1, 2006 with a resolution authorizing the exchange of CDBG funds. The exchange of CDBG funds creates a pool of unrestricted funding necessary to support other City programs, such as Calabasas' Community Service Grants.

Staff solicited offers from all participating cities through the Los Angeles County Community Development Commission. One viable offer was received from the Los Angeles County Community Development Commission (on behalf of the First Supervisorial District). The offer was an exchange rate of \$0.65 of General Fund Revenue for every CDBG dollar, for a total of \$55,250.

On March 1, 2006, staff returned to City Council with Resolution 2006-101, at which time the Council voted to exchange \$85,000 of its FY 2005-2006 CDBG funds for \$55,250 of General Funds with the Los Angeles County Community Development Commission (CDC). Funds were exchanged, and the City received \$55,250.00 for their General Fund.

CDBG Administration

In June 2006, the Administrative Services Department hired John Bingham for the newly created position of Senior Management Analyst. By July of 2006, in-house responsibilities for the CDBG program were transferred from planning staff to the Senior Management Analyst. The program is still overseen by the Community Development Director, but project-related responsibilities are conducted by the Senior Management Analyst.

General Plan Update

The City of Calabasas is in the process of updating its General Plan. The City's first General Plan was created after incorporation and adopted in 1995. That plan is now 11 years old, and many of the goals of the plan have been achieved. The City is updating the plan to guide the city for the next 20 years.

Approval of the Work Plan

On May 3, 2006 the City Council approved a departmental work plan, which included an update of the City's General Plan; and on June 21, 2006 the Council approved a departmental budget which included funding necessary for the preparation of a new General Plan, Development Code, and EIR. On September 13, 2006 the Council authorized staff to seek a qualified planning consulting firm to prepare the updates to the City's General Plan, Development Code, and EIR, in accordance with an approved preliminary work plan.

Selection of Consultant/RFP Process

A Request for Proposals was issued on October 5, 2006 for preparation of the General Plan Update, Development Code Update, and Environmental Impact Report. Six firms responded. On December 6, 2006 the City Council approved staff's selection of Rincon Consultants, out of Ventura, CA. The PSA was executed and Rincon began preparatory work in December 2006.



RHNA Process

Under California Law (65583 et. seq. of the California Government Code), each city and county in the state shall be allocated a share of the statewide and regional housing need (Regional Housing Needs Allocation or RHNA), as determined by the regional unit of government, which for Calabasas is the Southern California Association of Governments (SCAG). For the past year or so SCAG has been administering a process for determining allocations for individual cities and counties in the region for the current General Plan Housing Element update cycle. During this time, the City of Calabasas was originally allocated 870 new housing units for the planning period, which is 2006 through 2014. In response to objections voiced by Calabasas Planning Division staff, and based upon supporting data, SCAG lowered the City's overall allocation to 516 units. This number was also appealed, culminating in a public hearing at the SCAG offices on April 26th. Staff sought a further reduction to 250 new housing units through written appeal materials and an oral presentation before the RHNA Appeals Board. The Board denied the appeal at the public hearing, and the upheld the 516 units allocated to the City. In 2007, the City received the final approved allocation numbers. Per the final approval of the RHNA, for the 2006-2014 Reporting Cycle, the City of Calabasas is required to demonstrate in its General Plan adequate sites and zoning to accommodate at least 521 new housing units, to include 137 Very Low Income housing units, 86 Low Income housing units, 93 Moderate Income housing units, and 205 Upper income housing units.



Member of the GPAC and Public listen to a presentation by the City's Consultants

The General Plan Advisory Committee (GPAC)

Between November and December 2006 the City Council appointed twenty citizens to a General Plan Advisory Committee (GPAC). The GPAC is charged with steering the general plan update process, with a particular emphasis on bringing local citizen views into the planning process. Orientation of the GPAC, to include ethics training, was accomplished in January 2007. Following are the GPAC members as of July 2007:

Gary Klein, Chair
Dana Ashton, Vice Chair
Britt Aaronson
Lisa Brackelmanns-Wilder
David Brown
Michael Friedman
Amber Gendein
Alan Horwitz
Michael Kaplan
Peter Kraut
Kim Lamorie
Robert Lia
Marvin Lopata
Mirielle Neuman
Robert Odello
Jolie Pfahler
Robert Pope
Mark Shear
Peter Valk
Candice Weber

Summary of GPAC Meetings

At the conclusion of the fiscal year (June 30, 2007), the GPAC had convened on four occasions and discussed the following:

January 18, 2007:	Project Kick-off and Orientation
February 15, 2007:	Review of City's Current Plan, and Assignments
March 15, 2007:	GPAC workshop (Issue identification & brainstorming)
April 19, 2007:	Preparation for public workshop



Members of the public listen to a presentation at one of the public workshops



Members of the public discussing the City's existing general plan at one of the public workshops

Work-to-date

Work on the update of the City's General Plan and Development Code commenced in January 2007, with the first GPAC meeting taking place on January 18, 2007. Following are the milestone accomplishments for the project through June 2007:

- A web site was created and was populated with background information. The site was periodically updated based upon new information and GPAC meetings.
- A statistically valid survey of Calabasas citizens was conducted (by telephone) in February 2007.
- Stakeholder interviews were conducted March 21 through March 29.
- An evening public workshop was conducted on March 29th.
- A two-day community planning charrette was conducted May 17-18, 2007 at the Community Center.
- Issue papers were prepared on the following topics:
 - Affordable Housing
 - Technology & Infrastructure
 - Traffic & Circulation
 - Economic Development
 - Open Space
 - Recreation Facilities
 - Urban Design
 - Retail Commerce
 - Greenhouse Gases and Global Climate Change
 - Sustainability



A station at one of the Public Workshops



Members of the public participating at one of the public workshops



Members of the public participating in one of the public workshops

Building Division

The Building and Safety Division is responsible for ensuring that new and remodel construction adheres to state and local laws for building, electrical, mechanical, and plumbing codes. The Building & Safety division promotes and insures that all new development in Calabasas is constructed in accordance with the highest standards of safety and that all existing structures are maintained in a safe condition.

The Building & Safety Division achieves this goal by issuing permits and conducting field inspections of construction work for compliance with those codes.

This program is also responsible for enforcing various requirements associated with planning, zoning, and property maintenance as outlined in the City's Municipal Code. This is achieved through the Building & Safety's Code Enforcement Section.

The Building Department is also responsible for the preparation and implementation of the City's emergency response plan.



The 3 primary Building Division functions are permit issuance, plan check and inspections

The Oaks of Calabasas

Located at the southern terminus of Parkway Calabasas, The Oaks of Calabasas is nearing completion of this master-planned community. New Millennium Homes, John Laing Luxury Homes, and Vintage Communities are the three developers of the luxury homes being built within the Oaks. In addition, the last of the custom lots within this community should be sold by the end of 2007. Now that most of the homes have been sold we have been busy processing landscape applications which include pools, pool houses, patios, gazebos, outdoor fireplaces and barbeques.



Views of the Oaks at Calabasas

Colony at Calabasas

This 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. These homes have all been sold and we have received many landscape applications for BBQs & patios.



Looking at the Colony at Calabasas from the Intersection of Las Virgenes and Agoura Roads

MRL Headwaters Corner Vehicular and Pedestrian Bridges

Building Inspectors performed inspections of two new bridges that span the headwaters thereby allowing vehicular and pedestrian access to the facility.



Two new bridges at headwater's Corner were constructed, a pedestrian bridge (above) and a vehicular bridge (below)



Line 6 Studios

Located at 26580 Agoura Road, Line 6 Studios is a cutting edge manufacture of high-end electric guitars and amplifiers. Their tenant improvements consisted of the complete interior demolition of an existing office building, remodeled into 44,782 square feet of sound studios and offices.

Countrywide Secondary Markets and Training Center

The national headquarters increased its size with a tenant improvement to the Secondary Market division. The vacant portion of an existing secondary building was improved to create an employee training center. They also remodeled the "test kitchen" in their corporate office. Additionally the vacant second floor of the office building was completed into offices and meeting spaces.

First City Funding Building

First City Funding is in the final stages of construction of a 13,089 square-foot mixed-use office and residential complex that includes 6,882 square feet of office use and four residential units. Completion is anticipated in late fall of 2007.



Views during the framing (top) and near completion of the project

Code Enforcement

The City's Code Enforcement officers are responsible for ensuring that the City's ordinances and standards are complied with and ensuring properties throughout the City are properly maintained so that they do not become nuisances and dangerous.

Recreational Vehicle Storage Task Force

Staff continues to enforce the Recreational Vehicle Ordinance by monitoring the city, which has resulted in the issuance of numerous Administrative Citations. Additionally, staff regularly informs the general public about regulations specified in the Recreational Vehicle Ordinance at the public counter, on-site and through the Code Enforcement Hotline.

Waste Container Task Force

Code Enforcement staff continues to coordinate efforts to ensure that residents comply with regulates pertaining to the time and placement of waste containers on residential property. The majority of these violations result from CE staff routinely monitoring the city.



Waste containers out for pick-up. They must be removed by 8pm the on the day of pick-up



ASAS

Sign Ordinance Task Force

Un-permitted signs of various types are removed by Code Enforcement on a daily basis. Over 130 signs have been brought into conformity this fiscal year, although the majority of illegal signs are permanently removed from the public right-of-way, over 30 Notices of Violation have been issued to business owners regarding illuminated window mounted signs and signage exceeding 20% of total window area.



Only 20% of a business' window are can be covered with signage

Second Hand Smoke Control Ordinance

Violations of the Second Hand Smoke Control Ordinance have diminished significantly since the introduction of the ordinance. This fiscal year, staff responds to approximately 2 referrals a week and routinely monitors the city for ongoing compliance with the ordinance, including on weekends.



Staff assisted property owners with establishing designated smoking areas, and obtaining proper signage

Dekalb Street

The property owner constructed a wood deck with a large canvas gazebo at the top of a slope adjacent his side yard property line. Code Enforcement staff diligently pursued the case. Upon securing an Abatement Warrant, the property finally gave in and demolished the structure on his own.



View of the illegal deck and Gazebo

Dantes View Drive

The property at Dantes view has a myriad of serious issues. The property owner illegally backfilled a swimming pool with dirt and then built a room addition on top of it. The room addition is also too close to a substantial slope. The owner had also converted the interior of the single family dwelling into a three separate rental units.



View of the illegal room addition

Calipatria Drive

This case involved pack rat conditions with overgrown vegetation and stored junk. Code Enforcement was granted an abatement warrant and the property was forcefully brought into compliance.



Before and after photos of the front yard

Eddingham Avenue

The property at Dantes view has a myriad of serious issues. The property owner illegally backfilled a swimming pool with dirt and then built a room addition on top of it. The room addition is also too close to a substantial slope. The owner had also converted the interior of the single family dwelling into a three separate rental units.



Before and after photos of the house on Eddingham



Calabasas Civic Center

Design, Bid and Contract Awards

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.



Artist's Rendering of the Civic Center

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.



Aerial showing location of the 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.

In November 2006, the City council awarded the construction contract to Bernards of San Fernando, California. A groundbreaking was held at the site on January 6, 2007 and work officially began on January 8, 2007.



Site prior to grading

Grading

The initial efforts at the site consisted of grading the 1 ½ acre lot to eliminate the 11 foot slope from street level to the back of the property. Crews spent almost 6 weeks removing excess dirt and remixing the variety of soils on site to a uniform compacted building pad. During that time, it was determined that excessive expansive soils found would necessitate a re-design of foundation elements to accommodate the heaving (lift) anticipated when soils become saturated.



Site during grading



Grading included removing expansive soils from the site



Site during grading



Grading occurring on the site

Foundations

Work on the building foundations was initiated in February of 2007, beginning with the library building, then moving to the city hall and perimeter site work. The foundations were cut an average of 3 ½ feet deep into the compacted soils for both structures. Due to the well compacted soils conditions and the absence of spring rains, no formwork was required, allowing the construction team to gain valuable days in the schedule.



Site at beginning of foundation work



Crew checks reinforcing bar in foundation



Crews pour the building foundations



Site during foundation work

Wall Construction

The civic center buildings are primarily of exterior bearing wall construction with steel interior framing. Work on the exterior walls, which are concrete block, began in March 2007 and concluded in late July of 2008. At times, the crew size was over 50 persons. The height of the block in areas of the library reaches over 25 ft; at the city hall, the main entry tower of concrete block is approximately 50 feet in height. Crews paid special attention during this phase to recycling of masonry and reinforcing bar leftover materials; the City has committed to a 75% waste diversion goal for the project as part of their LEED goals.



Site at beginning of wall construction



Crane lifting concrete block into location



Walls of the new City Council Chambers



Site during wall construction



Construction of City Hall Walls



Crew begins construction of City Hall walls (library in background)



Crew checks wall reinforcing bars



forms for poured in place site wall

Steel Construction

Steel work was initiated in July of 2007 and was quickly concluded by the end of August. Steelworkers used a 100ft tall crane to erect columns and beams for both buildings. The primary attachment system were large 1 ½ inch diameter bolts, which allowed the crew to move quickly and maintain the project schedule. A topping off ceremony was held in early August and the steel for the city hall tower was hoisted 58ft above the plaza floor below. A full 100% of the steel used on the project is from recycled sources, such as automobiles, wire, refrigerators and even cat food cans.



Site during steel construction



Crew lifts beam into location



Crew secures beam in place



Steel for Civic Center being prepared at factory



Steel for Civic Center at factory



Steel for Civic Center at factory

TAMCO Steel

One unique source of steel is from the Los Angeles County Sheriff's department annual gun melt down known as "Project Isaiah". Guns and other confiscated weapons are brought to the Tamco Steel mill where they are melted and made into reinforcing bar. In September 2007, the City was joined by representatives from the Sheriff's department who assisted the crew in setting the reinforcing bar into place. It now rests below the lobby floor of City Hall at the entrance to the Council Chambers.



Annual gun destruction at TAMCO Steel



Sheriff Lee Baca at TAMCO Steel



Truck drops off guns to be destroyed



Guns to be destroyed



Guns being melted into molten steel



Melted guns being formed into reinforcing bar



reinforcing bar made from melted guns

Commissions & Boards

The Community Development Department is the staff to 4 different review and approval bodies. Typically this means that staff is involved with 7 different public meetings in addition to the 2 City Council meetings each month. The Planning Commission, Community Development Director Hearing, and the Development Review Committee (DRC) typically meet twice a month. The Design Review Panel usually meets once a month. Combined these 4 bodies reviewed 177 projects at 66 meetings. That is an average 2.7 projects per meeting. Staff also attended an average of 1.27 meetings per week during the fiscal year. Staff also spent approximately 119 hours at these meetings during the fiscal year.

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'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

The Planning Commission reorganized in November. The Commission elected Commissioner Sikand to replace Commissioner Klein as Chairperson and Commissioner Mueller to replace Commissioner Fritz as Vice-chairperson. The Commission also selected two Commissioners to serve on the General Plan Advisory Committee (GPAC). Commissioners Brown and Klein were chosen to represent the Commission on the GPAC, and Commissioner Klein was chosen to Chair the Committee.

Review Activity

Planning Commission	
Projects Reviewed	63
Number of Meetings	20
DRP	
Projects Reviewed	27
Number of Meetings	10
CDD	
Projects Reviewed	23
Number of Meetings	15
DRC	
Projects Reviewed	64
Number of Meetings	21
Summary	
Total Meetings	66
Total Projects Reviewed	177
Projects per Meeting	2.7
Time Required	
Meetings per Week	1.27
Total Meeting Time	119 Hours
Average Meeting Length	1 hr. 48 min.



The Planning Commission listens to a staff presentation

The Commission also reviewed numerous high profile projects including the Entrada at Malibu Canyon project and the Dornfest project. A total of 63 projects were reviewed at their 20 meetings during the last fiscal year. The 63 projects was an increase of 50 percent over last year's total of 42 projects (which were reviewed at 18 meetings).



The Planning Commission discusses a development project

Design Review Panel

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 27 projects at their 10 meetings during the last fiscal year. The 27 projects is a 22.7 percent increase over last year (22 projects).

Community Development Director Hearings

The Community Development Director conducts public hearing for minor projects such as yard improvements and accessory structures in scenic corridors. A total of 23 projects were reviewed at 15 meetings during the year. There number of projects reviewed (23) increased 43.8 percent over last year (16). There were also 5 more meetings than last year.

Development Review Committee

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 64 projects at their 21 meetings during the last fiscal year. The number of projects reviewed (64) increased 10.3 percent from last year (58 projects) even though the DRC have one fewer meeting (21) than last year.

Special Events - Community Outreach

The Community Development Department prides itself on involving the community in the development process. The meetings of the Development Review Committee (DRC), the Design Review Panel (DRP), The Community Development Director's Hearing and the Planning Commission meetings are all open to the public. That provides 7 meetings a month where the public may attend, ask questions and have their concerns heard. In addition, to posting all meeting agendas (as required by law) the Department mails out all agendas of these meetings to every HOA in Calabasas and also e-mails agendas to concerned citizens that have requested to be notified.

In addition, for large and potentially controversial projects, staff has set-up community meetings to get public input throughout the review process. Staff also regularly suggests that applicants discuss their projects with neighboring property owners and any local HOAs.

During the last year, staff has also reached out to the community through the General Plan update process. Whether through community surveys, workshops, or the monthly GPAC (General Plan Advisory Committee) meetings, staff has attempted to solicit as much public input as has been feasible throughout the update process.

Finally, staff also reaches out to the public during the environmental review process. This starts at the beginning of the review process at scoping meetings for Environmental Impact Reports (EIRs) or through their accompanying Notices of Preparation, where the public can submit written comments. Once a draft EIR is complete it is circulated for review and comments received are reviewed, answered, and incorporated into the Final EIR document.

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American Planning Association Awards - Los Angeles Section



Commissioner Dave Brown was the recipient of the Distinguished Leadership Award, Citizen Planner from the Los Angeles Section of the American Planning Association.

Commissioner Brown was recognized for his lifetime of service to the planning field. He has provided 31 years of documented service to organizations working to preserve the Santa Monica Mountains of Los Angeles County.

Commissioner Brown has held numerous appointments, but it is his tenure in the role which is impressive. Highlights of his service include 12 years on the Santa Monica Mountains Conservancy (SMMC) Trails Council, a 6 year chairmanship of the Sierra Club's Santa Monica Mountains Task Force and 22 years on the SMMC Advisory Committee. He has served as a Planning Commissioner for the City of Calabasas for 15 years.

Commissioner Brown has also maintained memberships in numerous organizations such as Audubon Society, Sierra Club, the Santa Monica Mountains Docents, and local and regional Home Owner Associations. His three decades of service and leadership have earned him numerous recognition awards from many of organizations he has served.

Commissioner Brown tirelessly encourages residents, HOA's, clubs and associations to attend planning workshops and public hearings. He makes personal phone calls and sends emails in order to promote planning efforts to his friends and neighbors.

He understands and promotes the sharing of information critical to the planning process.

He is affectionately referred to as "the Historian" by City of Calabasas staff, as he willingly shares his library of regional planning documents and records of past projects under other jurisdictions. It is no surprise that he was elected by his colleagues to serve as a General Plan Advisory Committee member for a second time due to his invaluable insight, regional knowledge and work ethic.

As a recipient of this award, Commissioner Brown became eligible to receive the award for the California Chapter of the American Planning Association. At the beginning of July, 2007, we also received word that Commissioner Brown was also selected to receive the award from the California Chapter. He has also been nominated for the award for the entire American Planning Association.



The reception at the Los Angeles Section APA Awards



Commissioner Dave Brown accepts his Award



Commissioner Dave Brown accepts his Award

Building and Safety Week

To help raise awareness of building safety, the City of Calabasas celebrated Building Safety Week, May 6 through May 12, 2007 to promote the use, enforcement, and understanding of building safety to protect lives and property. "Building Smarter...for Disasters and Everyday Life" was the theme of Building Safety Week 2007. In celebration, the City hosted an open house with members of the Building & Safety Division on Thursday, May 10, 2007 at the public counter. The permit coordinator, building inspectors, plan examiners, code enforcement officers, and the building official, were on hand to answer questions and explain the importance of permits, inspections, and building codes to ensure safe construction.

"The importance of regulating and enforcing building codes is often overlooked until a catastrophic event occurs," said City of Calabasas, Building Official, Sparky Cohen. Inspecting buildings during and after construction help to ensure that buildings in the community are safe places in which to live, work, play, and learn. Building codes in the City of Calabasas help ensure that buildings are as safe as possible. Codes address all aspects of construction including structural integrity, electrical, mechanical, and plumbing systems, energy efficiency, and property maintenance. Effective code enforcement requires the support of homeowners, architects, builders, engineers, and others in the construction industry. Building Safety Week recognizes the important professionals who make sure the buildings in our community are safe. "Public safety is our number one concern," said Cohen. Building inspectors are available to assist the public and help them understand building safety issues. In this age of do-it-yourselfers it is extremely important for homeowners to work with the City to make sure their residences fully comply with building safety codes.

Building Safety Week, first observed in 1980, is sponsored by the International Code Council Foundation, an organization dedicated to changing the devastating effects of natural disasters and other building tragedies. City of Calabasas is an active member of the International Code Council, a membership organization dedicated to building safety and fire prevention.

of CALABASAS

Conferences / Training attended

The Community Development Department prides itself on vast amount of education and experience of its employees. The department encourages its employees to continue their education and training by attending seminars, and conferences. The Department's staff attended 27 different classes, seminars, and conferences last year. The list of training is as follows:

Planning Division

September

- JPIA management training, Oxnard
- New Horizons Word 2003 class, Oxnard

October

- CCAPA (California Chapter of the American Planning Association) Annual Conference, Garden Grove

November

- Greenbuild International Green Building Conference, Denver.
- Subdivision Map Act Seminar, Los Angeles.

January

- Land Use & Planning Law conference

February

- The Nuts and Bolts of CEQA, Los Angeles

March

- Effective Zoning Policies, Pasadena.

April

- Wireless Telecommunication Symposium, Cal Poly Pomona

May

- 32nd Annual California Preservation Conference, Hollywood
- ESRI GIS training, Redlands.
- 7th Annual Regional Housing Summit, Los Angeles.
- Advanced CEQA Seminar, Los Angeles

June

- Legal Aspects of Condominium and Homeowners' Associations, in Los Angeles

Building Division

November

- 2003 IBC Wood Framing
- CALBO Training, Ontario (Included classes in the following areas)
Fire Resistive Assemblies, Commercial Kitchens, Plan Check I, Diffusing Difficult Situations, Combination Inspection 1, Case Preparation/Expert Witness, Plumbing Code, Load Path & Wood Frame Const., Mechanical Code, and Post-disaster Safety Assessment Program Evaluator Training

February

- P. C. 832 Course Arrest, Whittier

March

- P. C. 832 Course Arrest, Whittier

Organizational Changes

The Fiscal Year started and ended with staff changes to the department. In July, we found out that Planner Erica Roess would be leaving us to spend more time at home with her twins that had been born in February. Monica Shinder was also promoted from Building Assistant to Permit Center Supervisor in July.

In September the Planning Division suffered another loss when Assistant Planner Amy Ablakat decided to return to school to pursue a Master's Degree. The Building Division also suffered a loss when Jon Edmonson left to work for Los Angeles County. Ruben Flores was promoted from Building Inspector to Senior Building Inspector, filling Jon Edmonson's position. Alex Savala was then promoted from Code Enforcement Officer to Building Inspector to take Ruben's old position.

In October, Ray Soria was hired as a Code Enforcement Intern. By the end of October, Ray was hired full time to the Code Enforcement Officer position vacated when Alex Savala was promoted. In November, Valeri Mervyn was hired to take Monica's Vacant Building Assistant position. Then in December, Talyn Mirzakhianian was promoted from Associate Planner to Planner and filled Erica Roess' position.

The new year started with several people being hired. First, we were able to hire our intern, Krystin Rice, who graduated with a Bachelor's Degree in Planning from Cal State Northridge in December, as a Planning Assistant. Then we hired Armando Saavedra as our Code Enforcement Intern. Right on the heels of Krystin's promotion, the Planning Division suffered its third loss of the year when Assistant Planner Greg Stones left for a job with the City of Santa Maria. To fill the gap in staffing, the Planning Division hired two interns, Bridgett Mills and Jordan Gecht.

In March, the Building division lost another employee when Valeri Mervyn decided she needed to stay home to take care of her grandmother and resigned. In April, Danielle Carignan was hired as our new Planning Assistant and Andrew Cohen-Cutler was hired as an Associate Planner.

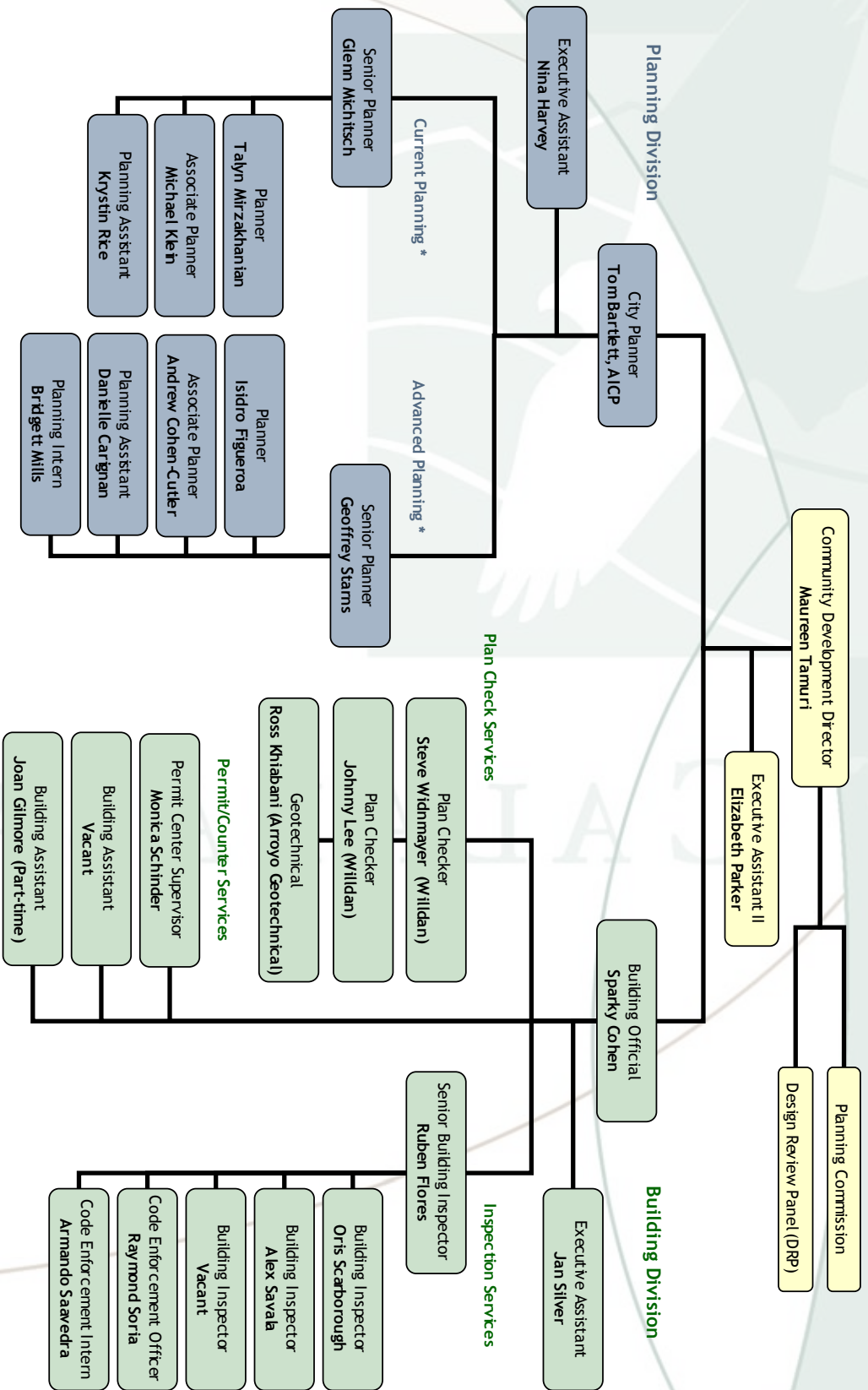
Finally, the department finished off the year with two more losses. First, Sue Liebling, one of building inspectors resigned and moved to the Seattle area. Second, planning intern Jordan Gecht graduated with his Bachelor's in Planning from Cal State Northridge in May and left us in June for a full time job with a consulting firm.

In summary, during the fiscal year, the department lost 7 employees, was able to promote 6 employees and hired 7 employees.

Department Staffing Levels

Administration	
Community Development Director	1
Executive Assistant II	1
Subtotal	2
Planning Division	
City Planner	1
Senior Planner	2
Planner	2
Associate Planner	2
Planning Assistant	2
Executive Assistant	1
Planning Intern	1
Subtotal	11
Building Division	
Building Official	1
Senior Building Inspector	1
Permit Center Supervisor	1
Building Inspector	2
Code Enforcement Officer	1
Building Assistant (part time)	1
Executive Assistant	1
Code Enforcement Intern	1
Subtotal	9
Vacant Positions	
Building Inspector	1
Building Assistant	1
Subtotal	2
Total Department Positions	24

Community Development Organizational Chart



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

Community Development Department Organizational Chart prepared June 30, 2007.

Development Summary

Several outside forces had a definitive impact on development this past year. The completion of the Oaks of Calabasas project and the slowdown in the housing market had a large impact on the amount and type of development that occurred this year. Both the Planning and Building Divisions saw decreased activity levels this year. The slowdown and the completion of the Oaks also affected the types of projects that were submitted. The large development projects of past years are being replaced with smaller projects, but at the same time, the simple residential improvement projects (i.e. new pools, etc.) are also suffering from the credit crunch. This was evident in the Planning Division where the amount of Zoning Clearances, as a percentage of total applications dropped 8%. The Building division saw a similar change with the freefall in construction valuation compared to last year. Construction Valuation actually fell 65.6% from last year.

Development Activity

Planning Division
 312 Zoning Clearances
 204 Other Applications
 516 Total Applications

Average of **43** applications per month

Building Division
 2,183 Total Permits
 Average of **182** permits per month

595 Total Plan Checks
 Average of **50** plan checks per month

9,637 Total Inspections
 Average of **803** inspections per month

\$35,238,878.00
 Total Construction Valuation

Planning Division

The Planning Division had a total of 516 applications submitted during the Fiscal Year (See Figure 4). The total represents a decrease of 4.6% from the record of 541 applications set last year. There was an average of 43 applications submitted each month. The busiest months were November and February with 56 and 53 applications respectively. The slowest months were January and June with 35 and 32 applications respectively (See Figure 2). Also, the Months of November and December

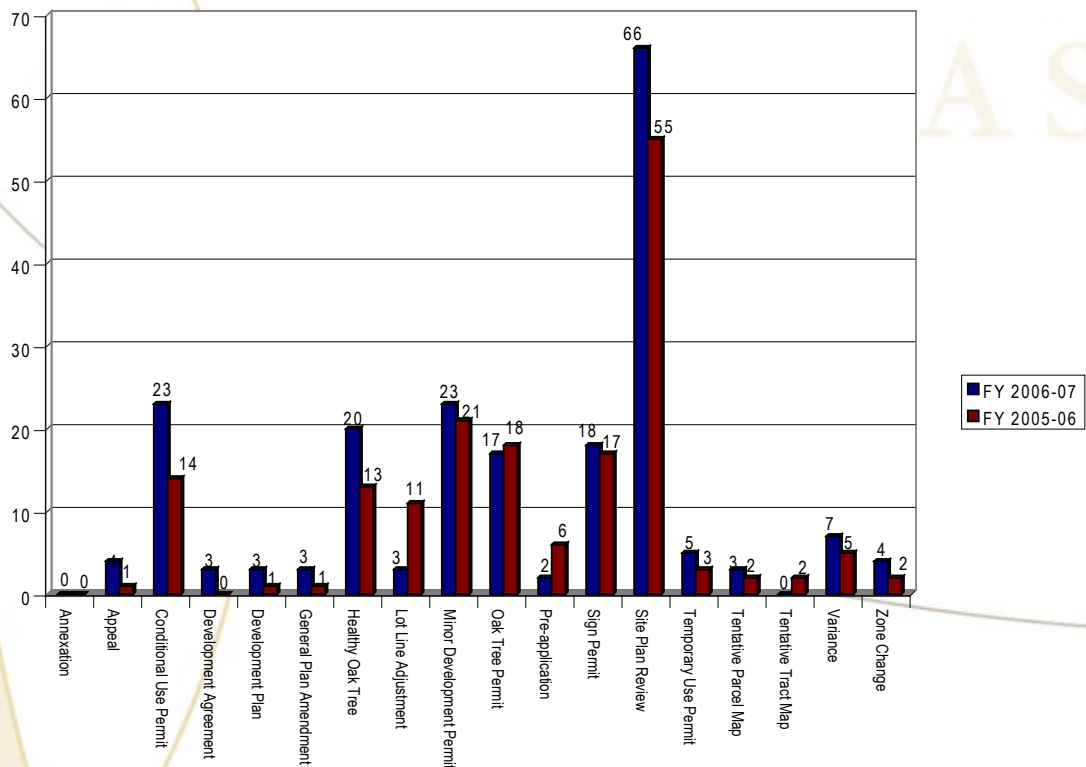


Figure 1: Planning Application Comparison - By Application Type

set records for the number of applications submitted for those months.

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 312 Zoning Clearances in FY 2006-07, which was a decrease of 15.4% from FY 2005-06. The Division averaged 26 Zoning Clearances per month. Zoning Clearances made up 60% of all applications, which was down from 68% last year. This amount represented the first drop in the overall percentage of applications in 3 years. The credit crunch and the completion of the Oaks appear to be the reason for this sudden drop.

There were 204 non-zoning clearance applications during the fiscal year, which was up 18.6% from FY 2005-06. Site Plan Reviews led the way with 66 applications during the year and comprised 32% of the total non-zoning clearance applications. The next closest was Minor Development Permits and Conditional Use Permits with 23 applications each (11.3%) followed by Healthy Oak Tree Permits (20, 9.8%), Sign Permits (18, 8.8%), and Oak Tree Permits (17, 8.3%). There were also 3 applications submitted for General Plan Amendments and 4 applications for Zone Changes.

Lot Line Adjustments had the greatest decrease in the number of applications compared to FY 2005-06, with a decrease of 8 applications. The largest increases were in Site Plan Reviews and Conditional Use Permits with 11 and 9 respectively.

We continued to look at historical trends in application submittals this year. The pattern continues to hold relatively well. Submittals tend to peak in August, then trend downward, until it bottoms out in December. Activity then picks back up, peaking in May, before decreasing again in June and July (See Figure 3).

The work started last year to compare submittal activity to the Southern California real estate market and the economy continues to show a correlation in the amount of applications submitted. The smaller increase last fiscal year corresponds to the rise in interest rates and the cooling housing market, which has turned into declines as the housing market and sub-prime loan market busted (See Figure 4).

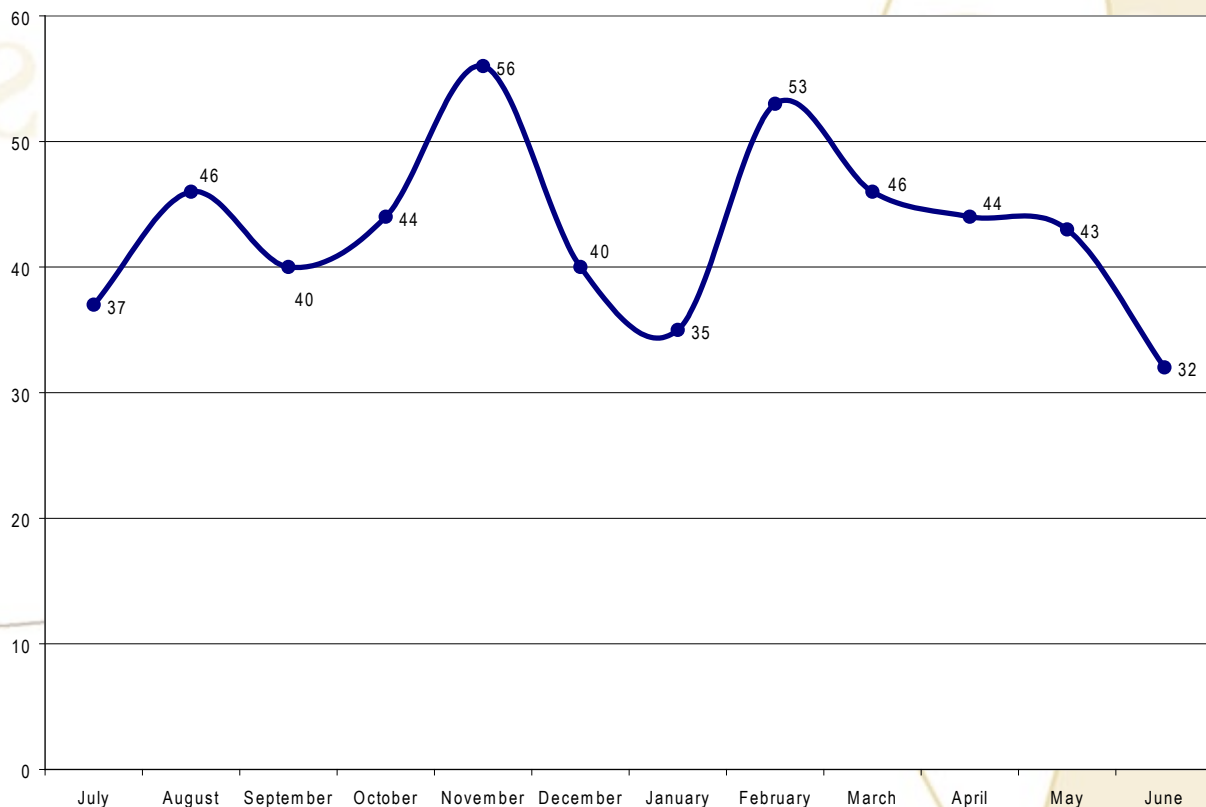


Figure 2: FY 2006-07 Planning Application Totals - Per Month

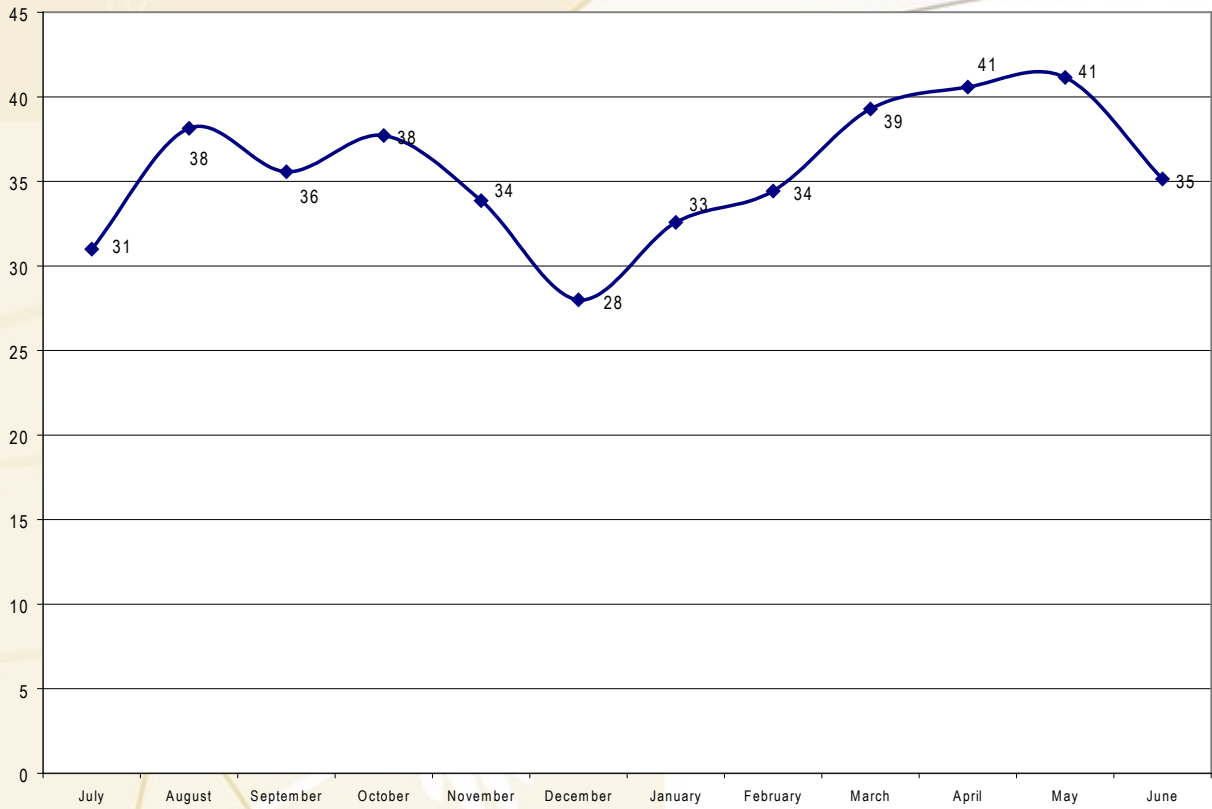


Figure 3: Average Planning Application Per Month
(FY 2000-01 to FY 2006-07)

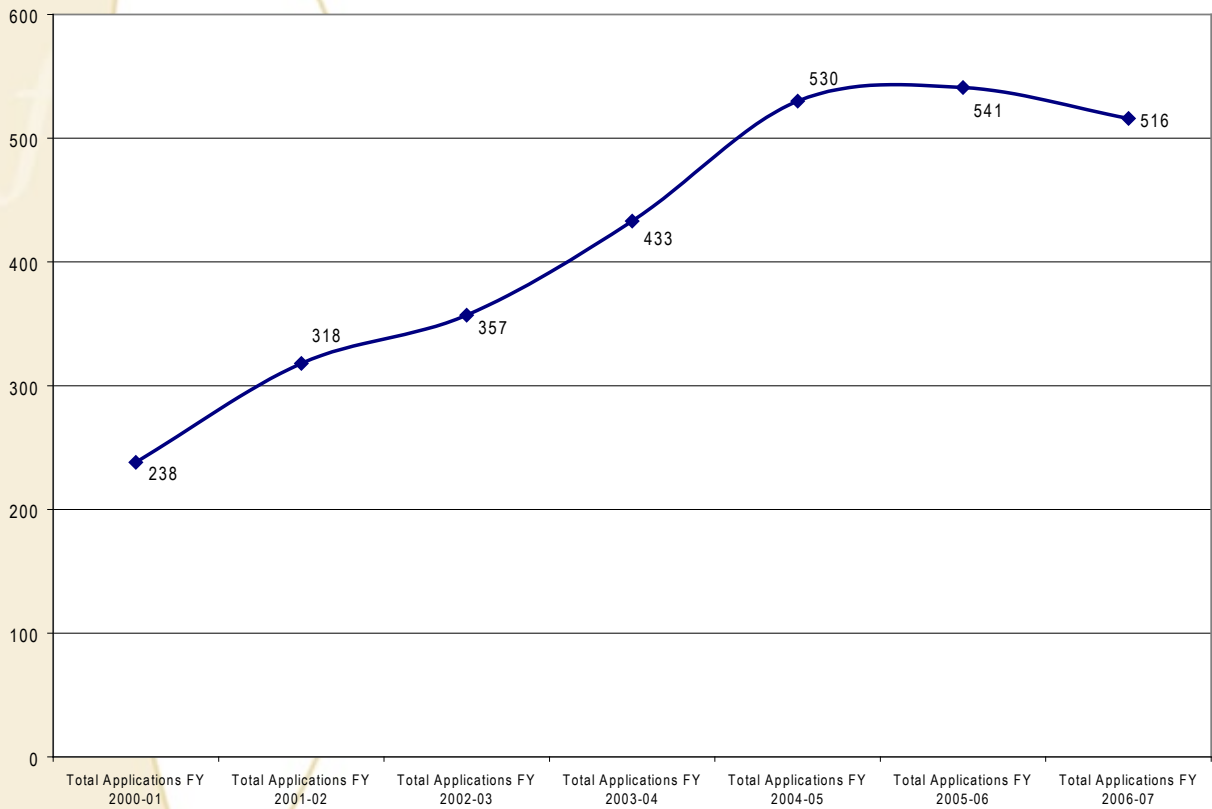


Figure 4: Total Planning Application Per Year
(FY 2000-01 to FY 2006-07)

Building Division

The Building Division issued 2,183 permits this fiscal year, which represents a decrease of 18.2% from last year (See Figure 11). There was an average of 182 permits submitted each month. The busiest months were July and August with 222 and 225 permits respectively. The slowest month was June with 133 permits (See Figure 5). The month of January set a record for the number of permits issued for a January. The permit totals included a total of 15 new housing units (158 new units last year) and 78 residential additions (120 additions last year). Permit for miscellaneous structures, such as fences and pools comprised 34.3% of the total permits issued and was the largest single category. Plumbing Permits were the second largest category at 21.8%.

Construction Valuation, which measures the total estimated value of construction activity had the greatest decline of any category and best reflects the current economic conditions. The total construction valuation was \$35,238,878.00 which was a decrease of 65.6% from last year's figure of \$102,450,620.00. Over the past two years, construction valuation has declined from \$150,136,170.00 or 76.5%. This decline also represents an impact to the City's budget since Building Permit fees are tied directly to construction valuation.

Plan checks totaled (595) for the year and was the second highest number on record. (See Figure 12). This represents a decrease of 15.4% from last year's record of 703. There was an average of 50 plan checks submitted each month. The most plan checks were submitted in May and July, with 61 and 58 respectively (See Figure 6). June and December were the slowest with 41 and 44 respectively.

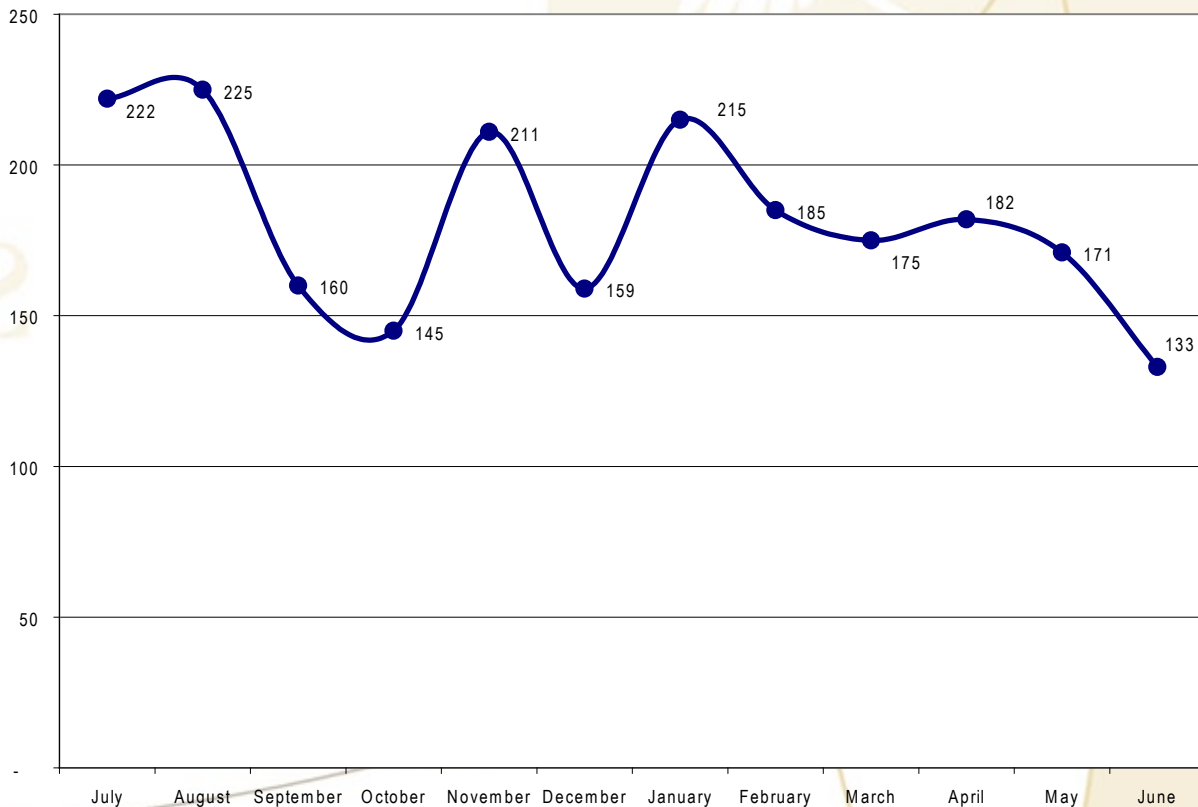


Figure 5: FY 2006-07 Permit Totals - Per Month

Inspections also pulled back from their two straight record years (See Figure 13). There were a total of 9,637 inspections during the year, which is a 33.4% decrease over last year and an average of 803 inspections each month. July and August were the busiest months with 1,141 and 1,130 inspections respectively and June was the slowest with 551 inspections (See Figure 7). The month of July set a record for the number of inspections conducted for a July.

We also continued to analyze trends by examining the historical data for permits, plan checks, and inspections, work which began last year. The pattern identified last year continued to hold true. 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). Permits though, peak in March, recede in April, then rebound in May and June (See Figure 8).

Once again permit, plan check, and inspection numbers were compared to the Southern California real estate market and the economy and the data continues to show a correlation. The slight decrease in permits last fiscal year and the rapid decline this year corresponds to the rise in interest rates, end of the housing boom and the sub-prime loan market bust and resulting tightening credit conditions. (See Figures 10, 11 and 12).

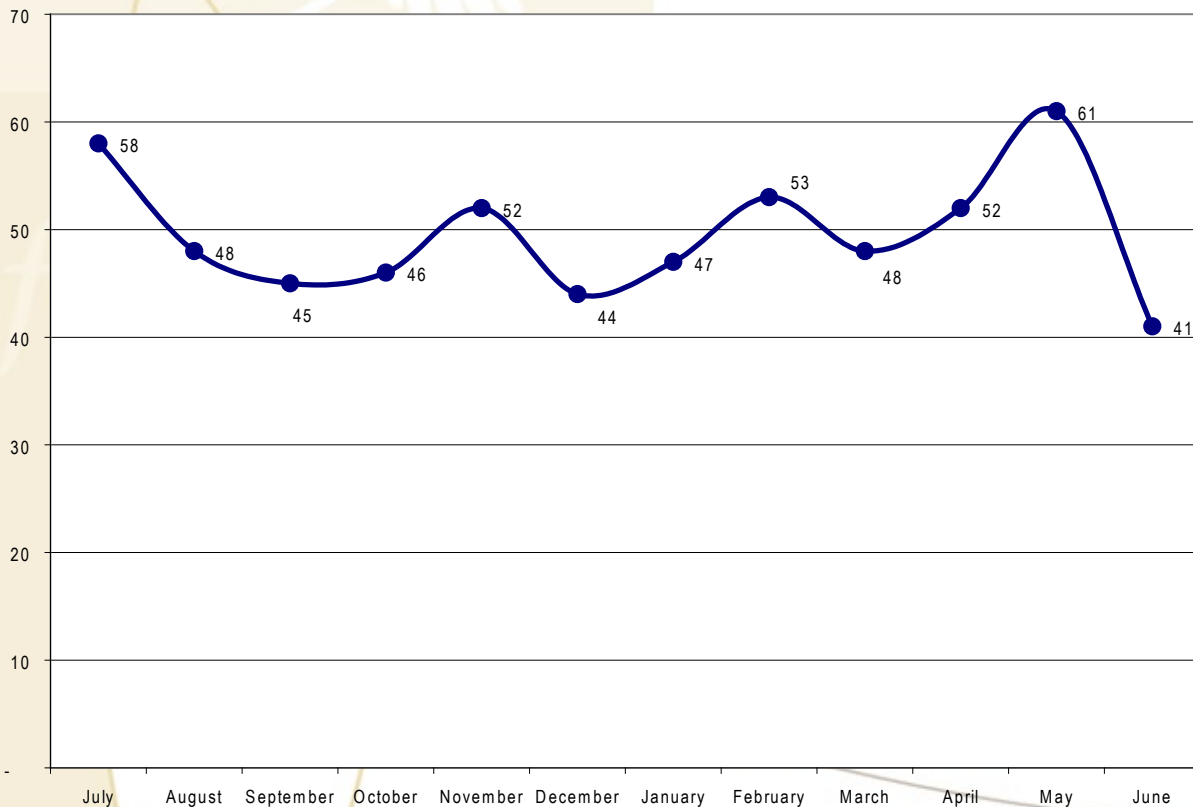


Figure 6: FY 2006-07 Plan Check Totals - Per Month

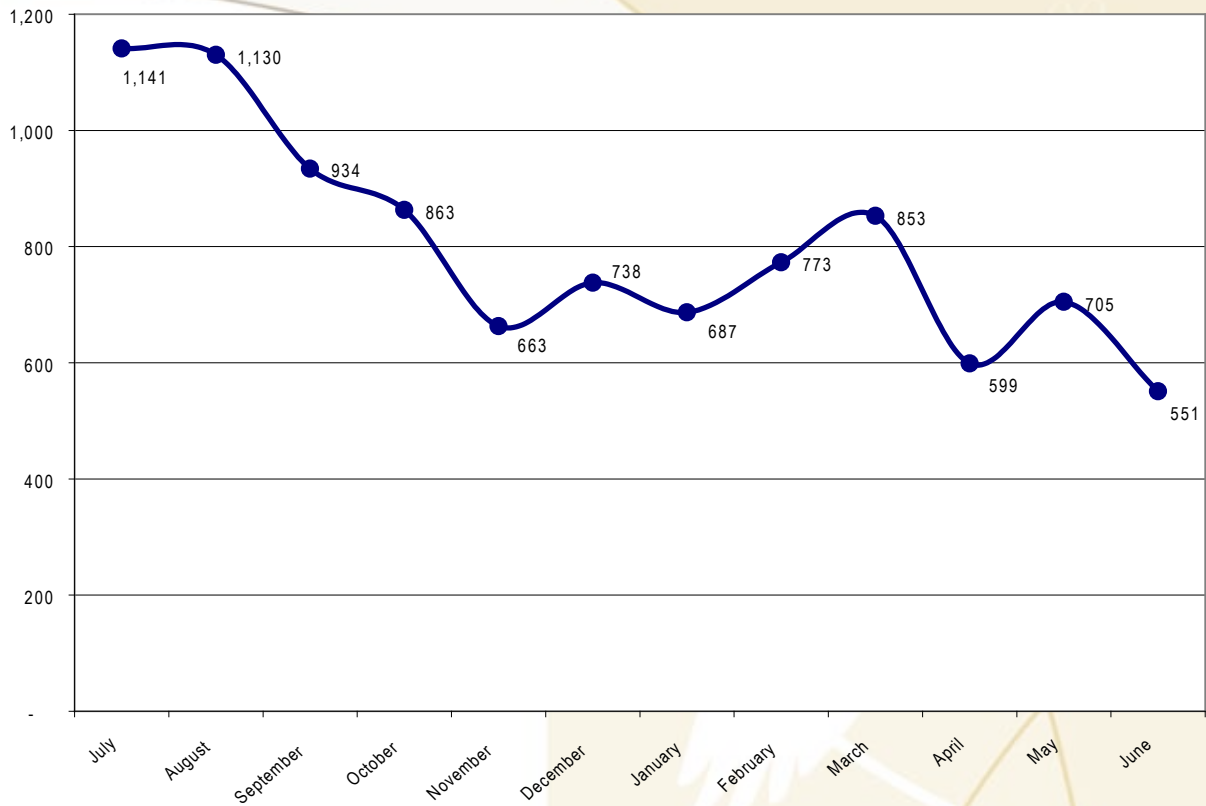
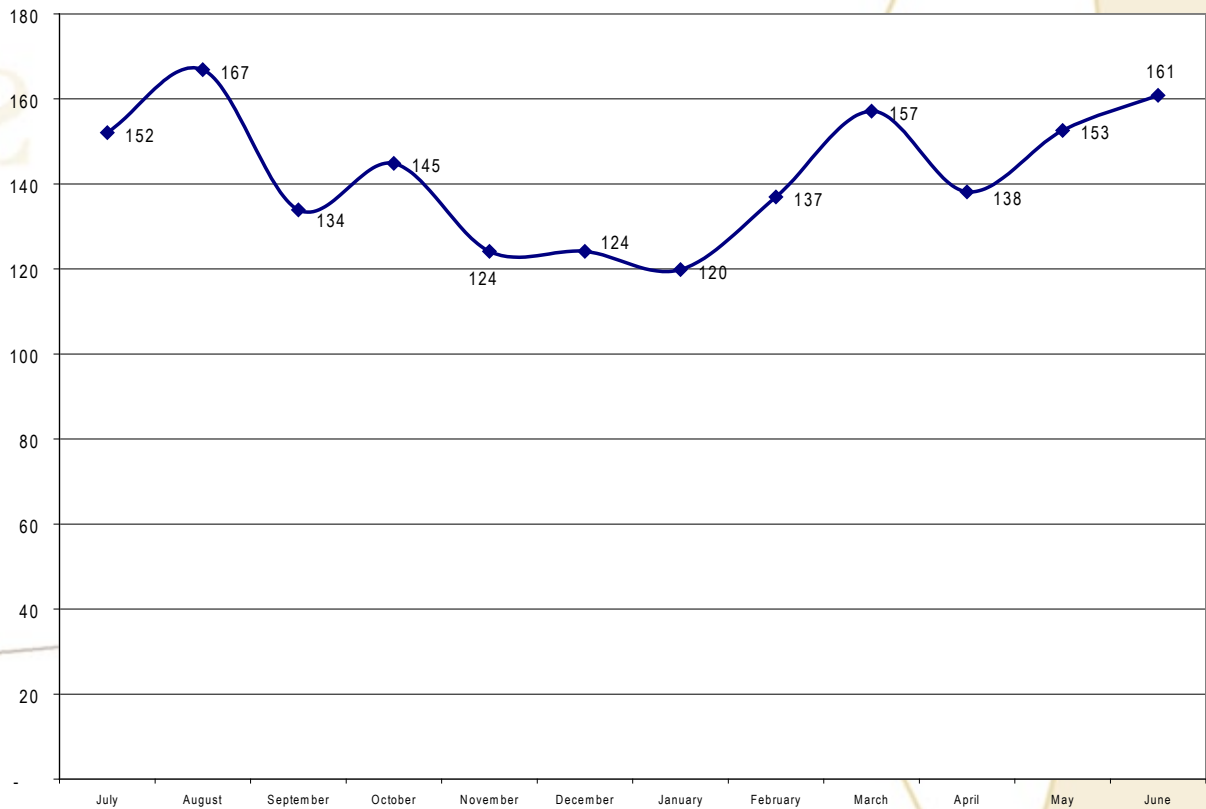


Figure 7: FY 2006-07 Inspection Totals - Per Month



**Figure 8: Average Permits Per Month
(FY 1993-94 to FY 2006-07)**

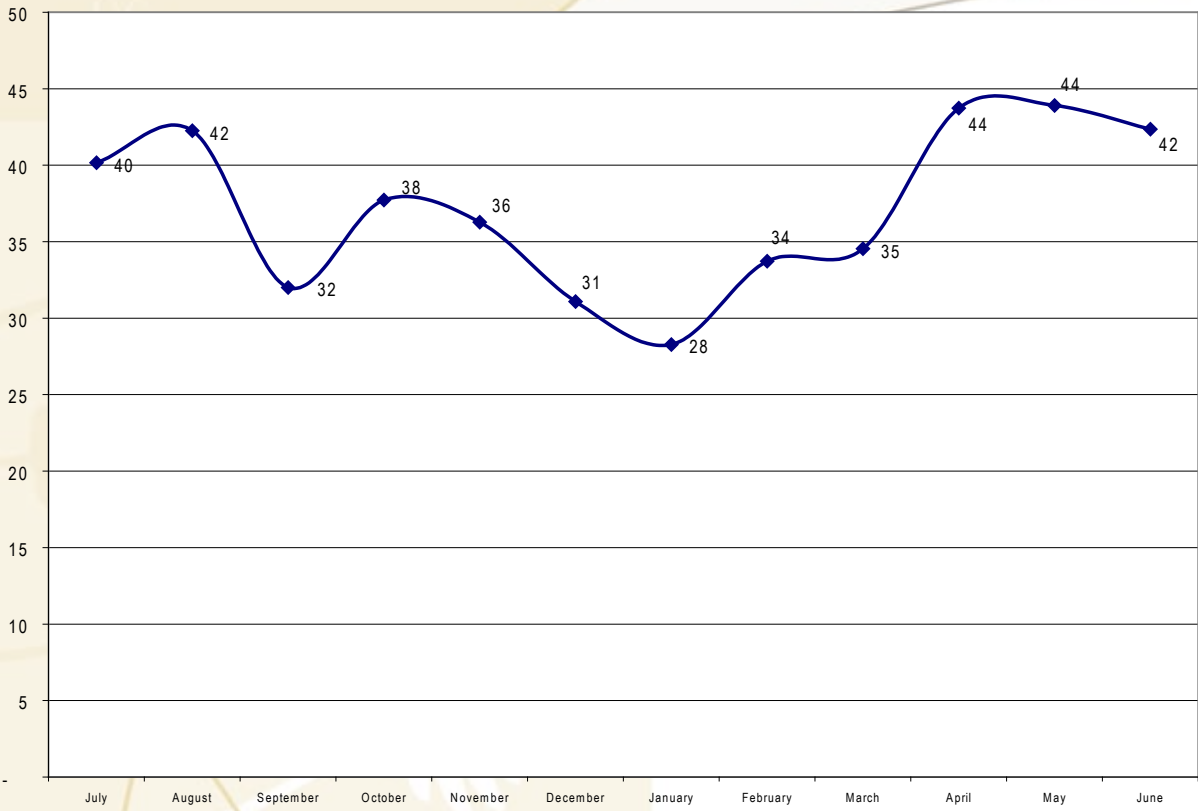


Figure 9: Average Plan Checks Per Month
(FY 1996-97 to FY 2006-07)

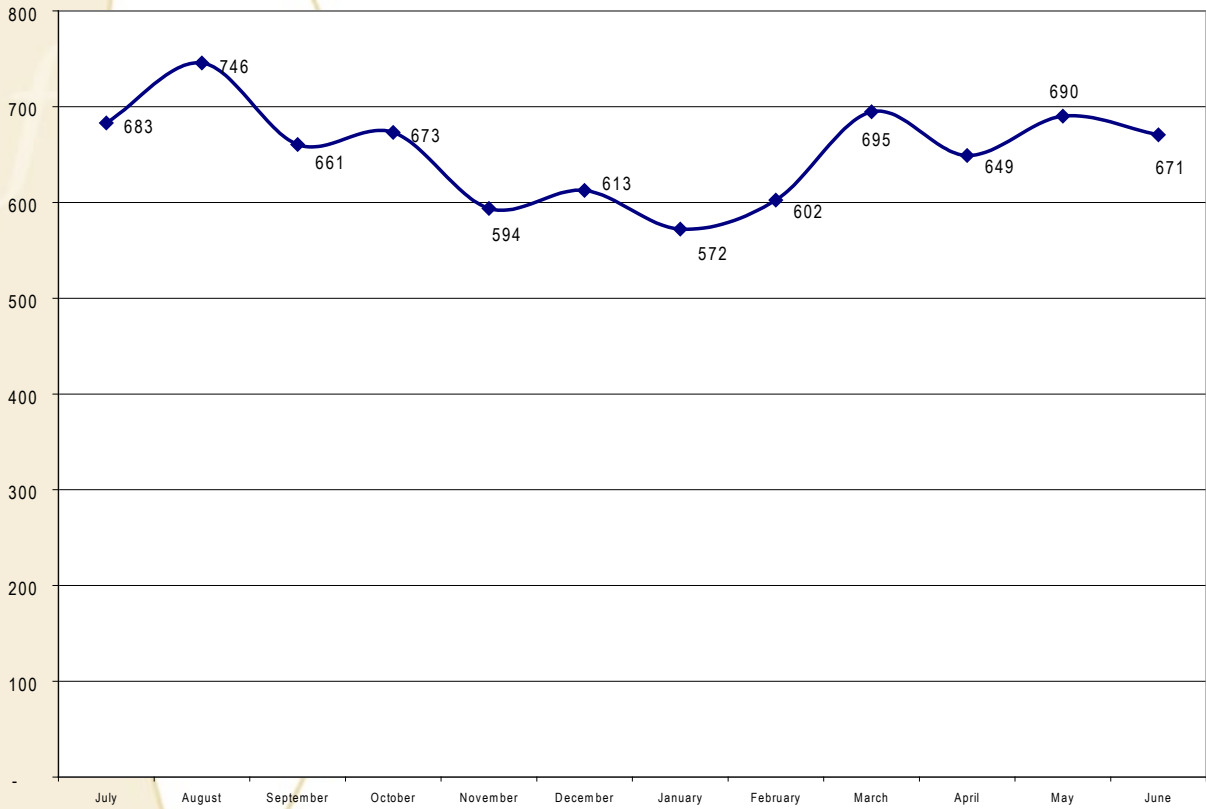


Figure 10: Average Inspections Per Month
(FY 1993-94 to FY 2006-07)

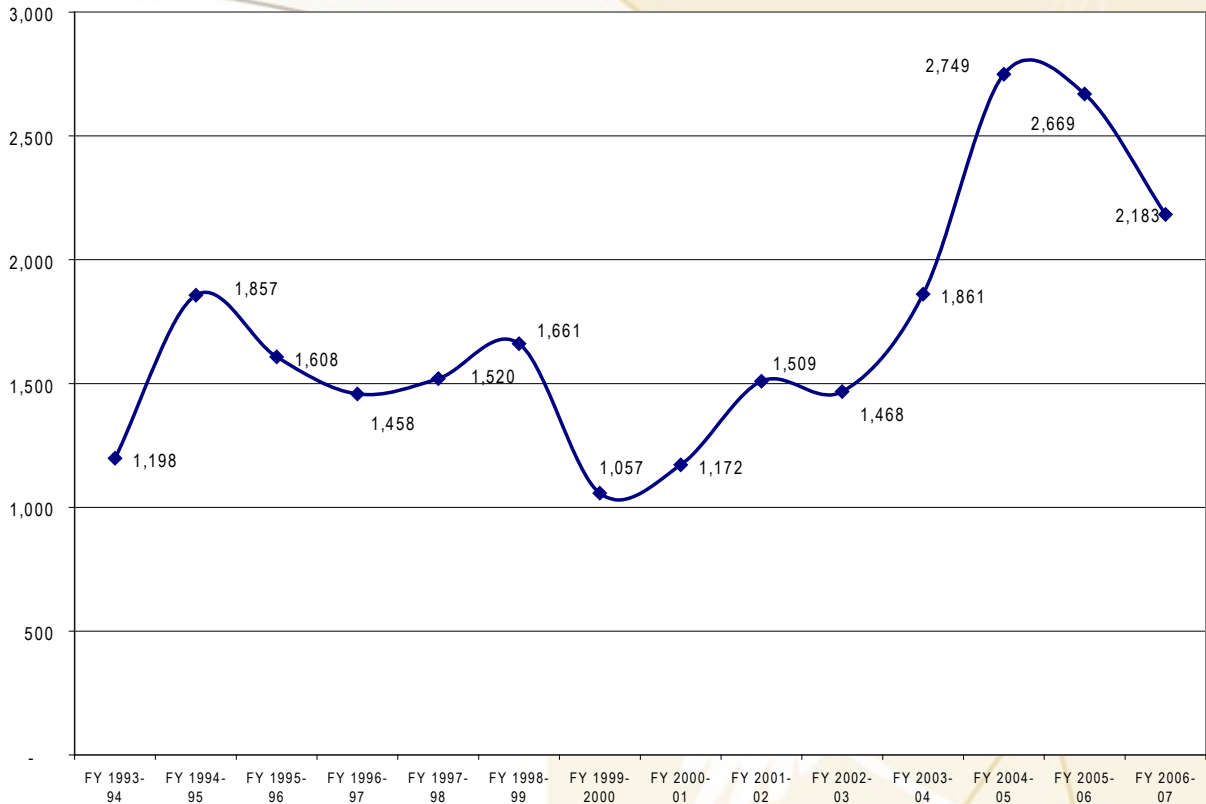


Figure 11: Total Permits Per Year
(FY 1993-94 to FY 2006-07)

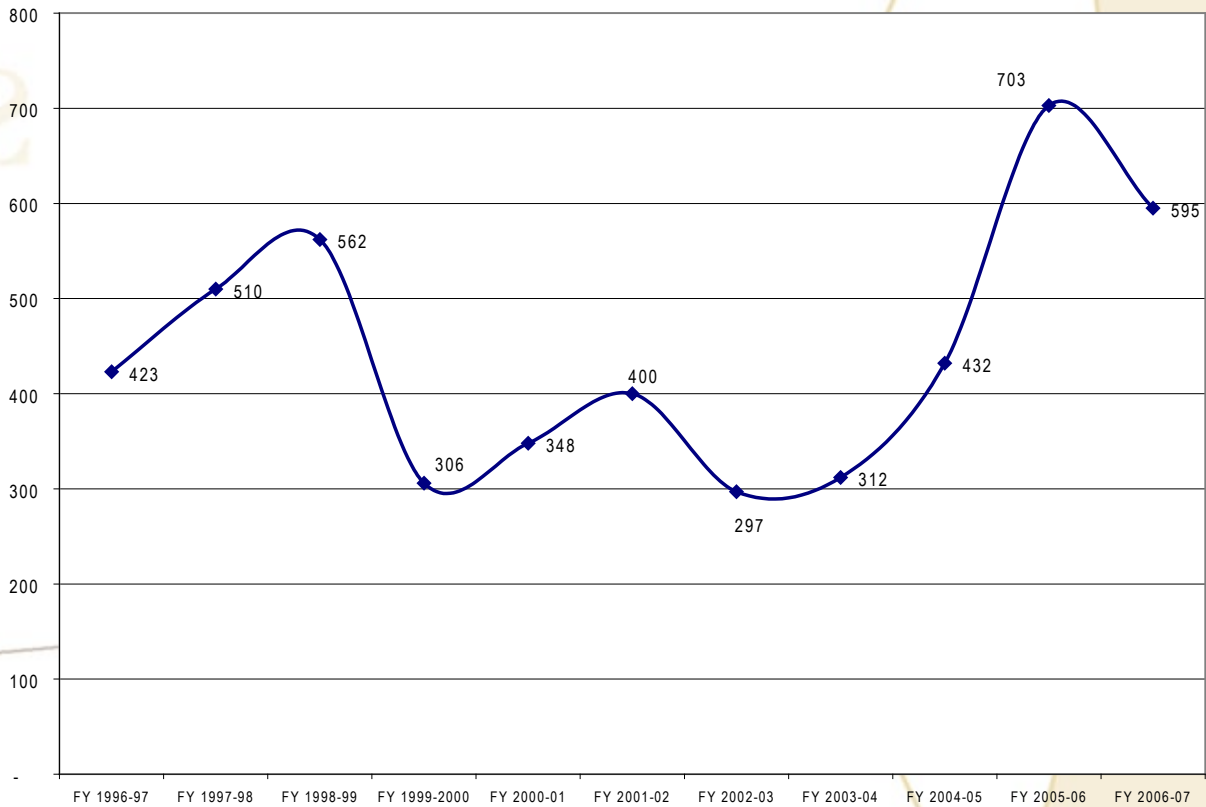


Figure 12: Total Plan Checks Per Year
(FY 1996-97 to FY 2006-07)

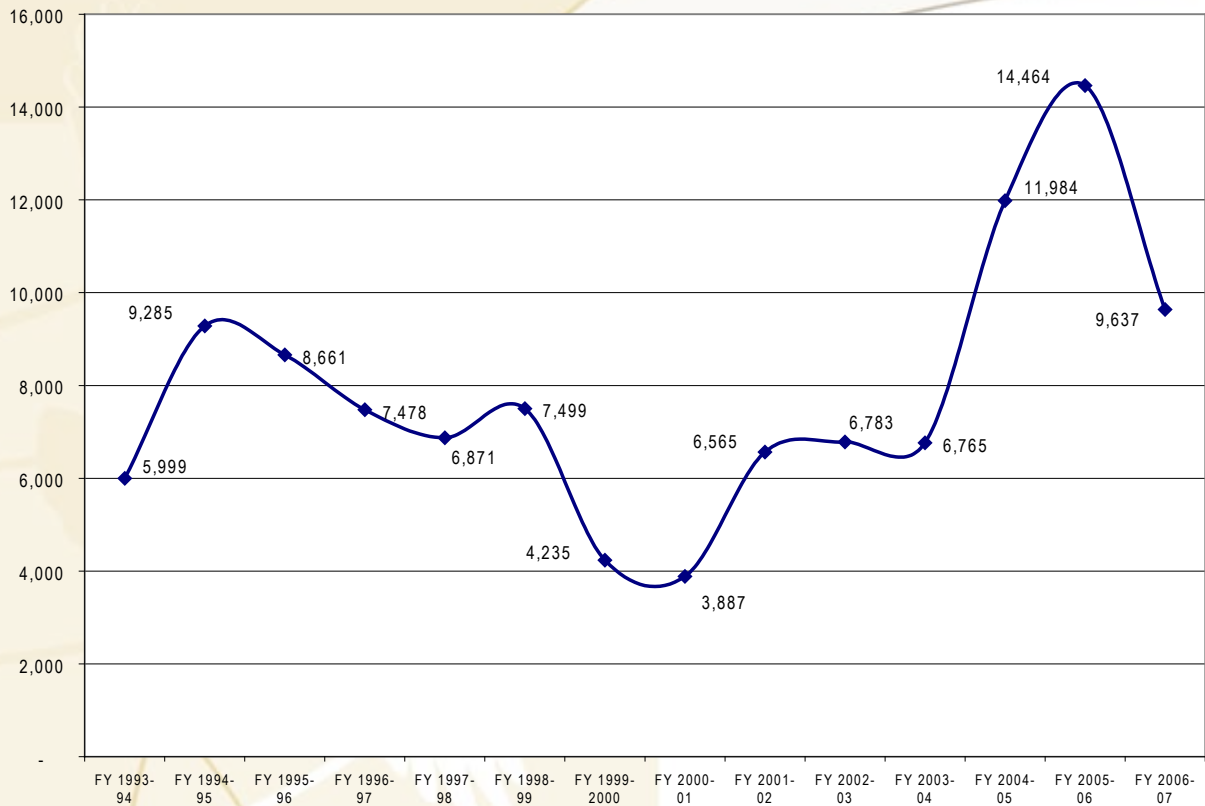


Figure 13: Total Inspections Per Year
(FY 1993-94 to FY 2006-07)

of CALABASAS

A Look Ahead: FY 2007-2008

The Community Development Department is continuing on several major projects that should be completed by the end of the next fiscal year. The change in submitted workload will allow the department to complete these important tasks. The first and most important project is the completion of the Calabasas Civic Center. Not only is department staff overseeing the construction of the buildings, staff is also preparing to move the department once the buildings are complete. This work includes organization of the numerous projects and files, to allow for a smooth transition to the new building while having the least amount of service disruption possible. The other project that will assist the department in preparation of the move to the Civic Center is the completion of the Calabasas Land Management System. The new permit tracking system, purchased from Edgesoft, Inc. is currently testing the building and Planning Division portions (Phase I) and will be complete the Code Enforcement and Public Works modules this next fiscal year.

Development Projections

FY 2007-08

Planning Applications	Down 20%
Building Permits	Down 15%
Plan Checks	Down 5-10%
Inspections	Down 15%
Construction Valuation	Down 5-10%

Planning Division

The single biggest project will be the completion of the General Plan and Development Code updates. The General Plan amendment and EIR are expected to be complete in June, with the development code update being completed in fall 2008. The Division will continue to update the Division's web site to provide better information to the public. The Division will also be completing the creation of an Historic Preservation Ordinance and conducting the City's first historic resources survey.

Other projects include completion of design guidelines for second story additions, and revision of the City's Oak Tree Ordinance and guidelines.

Staff also looks forward to completing the processing of the Messenger, Farmer Property, Summit at Calabasas, and Village at Calabasas projects.

Building Division

There are several large projects that received entitlements that the division will be seeing through the plan check and construction process. Those projects include the Horizons at Calabasas and the Entrada at Malibu Canyon projects. Other projects such as the Farmer property and the Summit at Calabasas projects may also be submitted for plan check next fiscal year (provided they are approved and receive their entitlements)

Development Activity

During the next fiscal year we are expecting to see a continued decrease in the level of development activity. For the Planning Division, the historical average for new applications in a year is approximately 400 applications which is approximately 22 percent below this year's 516 applications. Before the collapse of the housing and sub-prime loan markets, it appeared that it would take 2-3 years to fall back to those levels. That would mean a 7-10 percent drop each of the next 2-3 years. After the collapse of the housing and sub-prime loan markets we have seen a more rapid decline of new application submittals. With the first 2 months of the new fiscal year complete (at the time this was written) it appears that we will see most, if not all of the 22 percent drop this fiscal year. Looking beyond FY 2007-08, the biggest question mark for development activity potential is the General Plan update. What land use intensities are ultimately approved as part of the update will drive what type of future activity we can expect.

For the Building Division, we expect to see a continuing decrease in the number of permits as happened this year. The historical average for permits is approximately 21 percent below current levels. The expected decrease will be offset slightly by several recently approved projects. This off-set will reduce the decrease in building permits but not eliminate the decrease. For FY 2007-08 we would expect to see an approximately 15 percent decrease in building permit activity. Construction valuation has decreased to almost historical levels. With the market conditions as they are a continued decrease in construction valuation is possible, but we would look for that decrease to be between 5 and 10 percent. These two factors should lead to a decline in the revenue generated from building fees since the amount of fees collected for permits and plan check since fees are tied to construction valuation, not just number of permits.

Plan Checks dropped a large amount last year after a record year in FY 2004-05. Even with the slowdown in other areas, plan check numbers remained fairly strong. The activity has not seen the declines of other areas as market conditions became worse. Looking ahead, we would expect the slowdown to continue for plan checks, but not as severely as in other areas. A drop of between 5 and 10 percent is likely unless market conditions improve.

Inspections also saw a dramatic decrease last year. However, the record set in FY 2004-05 was 83 percent above the historical average. Even though inspections decreased 33 percent last year, they are still 22.5 percent above the historical average. Because of the continued decrease in permit activity expected, we would also expect a similar decrease in inspections. While a further 15 percent decrease would seem to be concern, the decrease will actually provide inspectors to devote more time to some of the larger projects that are expected to start construction this year. They will also allow provide additional support for the Department's code enforcement activities.

Trying to forecast beyond FY 2007-08 is not currently reliable because of the uncertainties with future city policies as they relate to development due to the general plan update and state mandates, as well as the unpredictable nature of the current housing and home loans markets. Changing conditions could trigger either a further, quicker decline in activity or could increase activity. Until the market conditions stabilize and current issues are worked out, it is impossible to know the full effect on development activity. However, if the development activity slowdown remains for another one or two years beyond FY 2007-08, we may have to look at how the slowdown will impact Department operations, both financially and operationally.

Credits

City Council

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

Planning Commission

Mark Sikand, Chairman
John Mueller, Vice Chairman
David Brown, Commissioner
Martha Fritz, Commissioner
Gary S. Klein, 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
Isidro Figueroa, Planner
Talyn Mirzakhanian, Planner
Andrew Cohen-Cutler, Associate Planner
Michael Klein, Associate Planner
Danielle Carignan, Planning Assistant
Krystin Rice, Planning Assistant
Elizabeth Parker, Executive Assistant II
Nina Harvey, Executive Assistant
Bridgett Mills, Planning Intern
Joyce Parker-Bozylinski, Planning Consultant

Building & Safety Division

Ruben Flores, Senior Building Inspector
Jason Reithoffer, Building Inspector
Alex Savala, Building Inspector
Oris Scarborough, Building Inspector
Armando Saavedra, Code Enforcement Officer
Raymond Soria, Code Enforcement Officer
Monica Shinder, Permit Center Supervisor
Joan Gilmore, Building Assistant
Joseph Munoz, Building Assistant
Jan Silver, Executive Assistant
Steve Widmayer, P.E., Senior Plan Checker
Johnny Lee, Plan Checker





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