

*The Community Development Department
Annual Report
FY 2007-2008*



CITY of CALABASAS





***The Community Development Department
Annual Report Fiscal Year 2007-2008***

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State of California Reporting Requirements

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

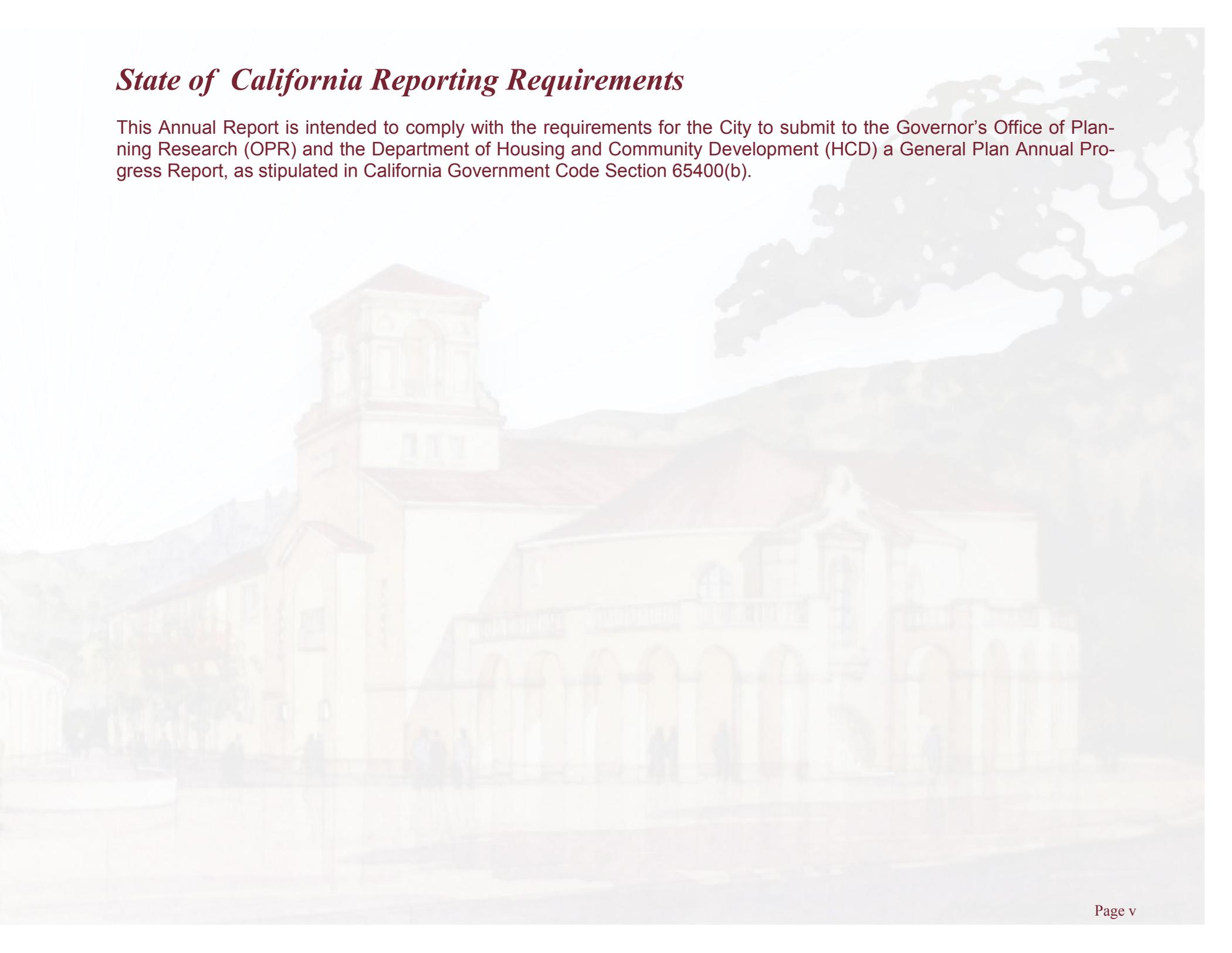


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Letter from the Director

Councilmembers and Community Members,

This begins my fifth year working with the City of Calabasas, and I remain especially impressed with its consistent focus towards sustainable, well thought out development. This year was especially notable, as the City continued its two year effort to capture its vision for a future, and articulate it through the creation of a new general plan. Throughout the long public process, residents from every area of the City consistently and skillfully articulated just how special Calabasas is and how those unique attributes need protection under the general plan and development code.

I believe that all of the staff in Community Development share in the vision for the City's future, and are dedicated stewards of the community's plan. Impartially and painstakingly, every project receives thorough review and inspection, with many applications requiring multiple revisions before they meet code standards. Once approved, inspectors become essential in guarding against owner shortcuts, which would undermine the quality we attempt to add through each project we approve in the City.

This year, the City strengthened its commitment to enforcing our codes and development standards by recruiting a new City Prosecutor to assist in our enforcement activities. While Staff attempts to resolve every code enforcement action by obtaining voluntary compliance, we recognize that there are some cases which require more aggressive action. This partnership, in conjunction with the efforts of the City Attorney, resulted in the successful resolution of over 600 cases ranging from trash can violations to an over \$300,000 settlement involving the willful destruction of oak trees.

As you page through this document, which chronicles a year of activity within our Department, know that each project and every effort by staff is accomplished with Your goal to developing a safe and beautiful community in mind. We thank you for the opportunity to serve, and pledge our professional best efforts as we join you in implementing your new General Plan vision for 2030.

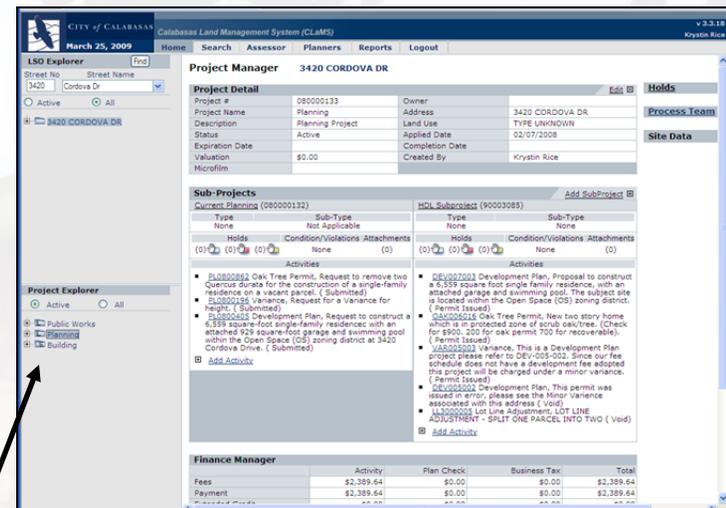


Maureen Tamuri
Community Development Director

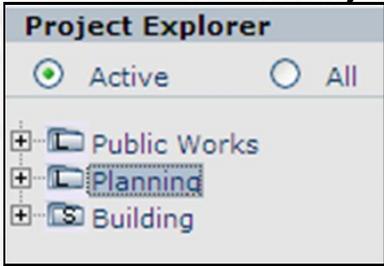
Administration

The Administration division of the Department prepares the Department's Annual Report, the annual budget, and meeting the various legal requirements for our Commission meetings. The Administration is also responsible for coordinating between the Building & Safety Division and Planning Division.

January 2008, marked the go-live date for the implementation of our new Edgesoft permit software (CLaMs). The software enables a "one-stop" ability to view all documents related to a property. Future capacity will enable access to other agency and department records such as the Fire Department, Health Department, utility companies and the like. Phase I of the transition included the Planning Department and Building & Safety Modules. Phase two included Public Works and Code Enforcement Modules. Although adjustments to the software were required after the initial go-live date, the transition overall was very successful. The next step in the changeover was to convert 19,703 existing permits from the previous permit software to the new system. The conversion required an effort from Permit Center staff and the Edgesoft Team. The data conversion enables City staff to view all documents in a consistent format. The process is off to a wonderful start with a long range 3 to 4-year plan that includes allowing the Public to view their permit records and plans online from the convenience of their own home or business.



Calabasas Land Management System (CLaMs)



Public Works, Planning, and Building & Safety now have access to CLaMs.

Planning Division

The Planning Division is responsible for implementing the City's General Plan, Development Code, and other development related 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 351 applications and responded to 2,057 inquiries in Fiscal Year 2007-2008. This report highlights some of the complex projects processed during the year. For more details regarding the number and types of applications, please refer to the Development Summary section of this report (Page 40).



Planners discussing a project at the previous City Hall's public counter.

Farmer Property

On January 3, 2008, the City of Calabasas Planning Commission approved Conditional Use Permit No. 600-025 and Site Plan Review No. 006-101 and adopted the associated Mitigated Negative Declaration (MND) for a 75-unit affordable senior housing project at 4803 El Canon Avenue in the City of Calabasas. The corresponding Oak Tree Permit for this project (OAK- 007-010) was approved by the City Council on January 16, 2008. On that day, the City Council also committed to providing Thomas Safran Associates with \$1,000,000.00 of funding from the City's Affordable Housing Trust Fund in exchange for a residual receipts loan for the approved senior affordable housing project, contingent upon the developer securing his other funding sources.

The approved project proposes 75 units of affordable senior housing on a 42,176 square foot (0.96 acres) parcel in the City's 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 the affordable housing component of the project, the applicant was granted a 35% density bonus over the 1.0 maximum floor area ratio (FAR) in addition to three exceptions to the City Code per State Bill 1818. The three concessions the applicant was granted include: an increased slope for the garage ramp, decreased pervious surface requirement, and decreased private and common open space requirement.



Above: Site Plan
Below: Elevation



Village at Calabasas

The Village at Calabasas is a proposed redevelopment of the Calabasas Inn Banquet facility into a Mediterranean-style mixed-use facility. During FY 07-08, the applicant for the Village at Calabasas was deemed complete for filing. An initial Draft Environmental Impact Report was prepared between December 2007, and April 2008, and then circulated for public review in April 2008. The final EIR was completed in June of 2008. Public Hearings with the Planning Commission are scheduled for mid-August 2008 and with City Council hearings to follow in September 2008.

Mulholland Highway Estates

The subject project (TM7-000-000), submitted on June 14, 2006, proposes a subdivision of the property at 24415 Mulholland Highway. The property has a dual zoning of Hillside Mountainous and Rural Residential and is located within the Mulholland Highway Scenic Corridor. The proposal evolved from a two-lot subdivision, to a twelve-lot subdivision, and later to the most current proposal, which is a nine-lot subdivision. The application is currently incomplete. Environmental review is expected to begin in Spring of 2009, contingent upon receipt of a complete application.



Above & Right: Pictures of the Site

Valero

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, the building and canopy has been 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. Construction for the new gas station began in February of 2008, and is expected to be completed by September 2008.

Viewpoint School

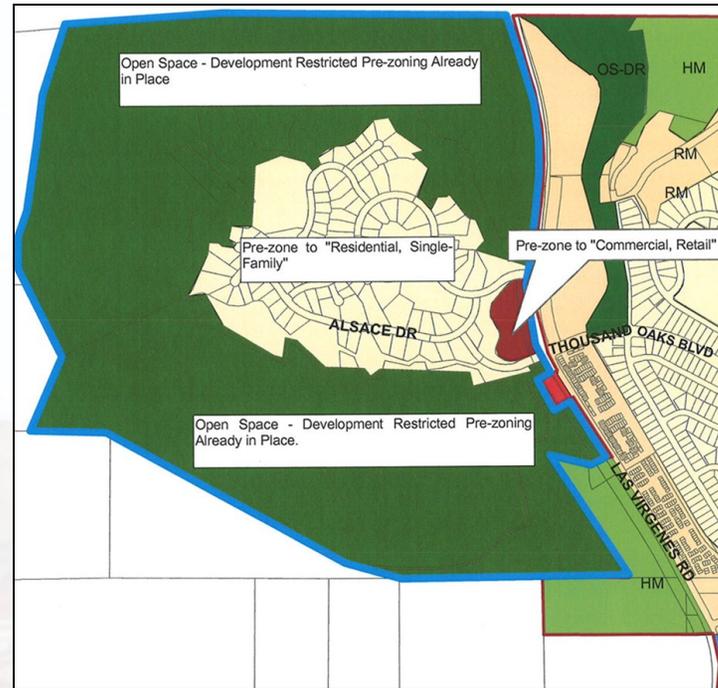
In September 2003, the City Council approved a Conditional Use Permit for the Viewpoint School Campus Master Plan and Phase I of the Viewpoint School Modernization Project. The Master Plan will be implemented in three phases over a 12 year period. Phase I generally consisted of infrastructure and utilities 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 completed by the summer of 2007, and 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. Construction for Phase 1C, which will consist of the administration building and library, is anticipated to begin the summer of 2008.

Fern Trail

Located in the Calabasas Highlands, the project involves merging six (6) existing lots into three (3) lots and constructing three (3) new single-family homes. The three homes will access Summit Trail from a private drive at the south end of the site near the existing Fern Trail right-of-way. Fern Trail is dedicated but currently unimproved adjacent to the property. The site was also designed so that the three houses step up the hill as you travel east, fitting the existing topography. The project required a Mitigated Negative Declaration to address impacts to biological resources, including oak trees and 5 specimens of the Plummers Mariposa Lily found on-site. The project is expected to go before the Planning Commission towards the end of 2008.

Annexation of Mont Calabasas

At the start of the year the City launched an initiative to annex the Mont Calabasas area, which is located along Las Virgenes Road adjacent to the City boundary at the extreme north-western corner of the city. The City Council adopted Resolution No. 2008-1113 to initiate the annexation process, and followed with Ordinance No. 2008-248 which pre-zoned the land, commensurate with the applicable land use policies of the City's General Plan. Afterward, the annexation process stalled for several months due to a mapping error in the General Plan and several unresolved infrastructure issues. The process for completing the annexation of Mont Calabasas is expected to regain momentum in early 2009, and the annexation is expected to be completed before the end of the calendar year.



Boundary of Mont Calabasas is outlined in blue

The Summit

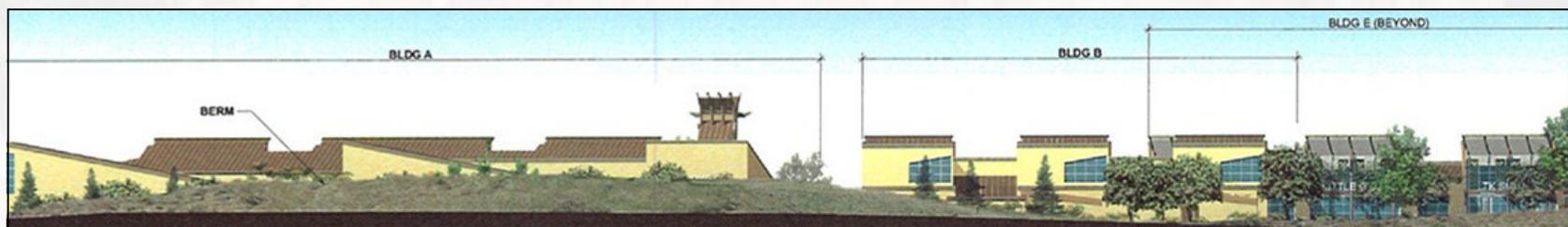
The Summit at Calabasas project was approved by the Planning Commission on February 14, 2008, and by the City Council on March 5, 2008. The project broke ground on November 3, 2008, and is projected to be completed by Spring 2009. The commercial retail center consists of five one-story buildings totaling approximately 70,100 gross square feet of commercial space located on a 7.2 acre site. The five building complex will be the City's first LEED Silver commercial development project since the "Green Buildings" ordinance went into effect 5 years ago. Among the more notable "Green" features of this project are: passive solar design influences, an on-site storm water collection and pre-treatment system, high efficiency HVAC systems. Additionally, two outdoor plazas are included in the project, which include outdoor amenities such as benches, tables, and landscaping. Landscaping on the site will consist of approximately 200 new trees, including 30 oak trees, vines and shrubs. Staff will continue to monitor construction efforts and EIR mitigations.



Site Plan of the Summit Project



Elevation of the Summit



Elevation of the Summit

Dornfest Residences

On March 2007, Marion Smith filed a lawsuit against the City of Calabasas seeking to prevent the lawful construction of two homes adjacent to her property located in the Calabasas Highlands. The two homes were previously approved by the Planning Commission on October 2006, and the Commission decision was upheld by the City Council at an appeal hearing in March of 2007. Mrs. Smith alleged that the City had acted recklessly, and in violation of the California Environmental Quality Act (CEQA) in the granting of a conditional use permit for the construction of the two homes on two existing lots. She also claimed that the project would cause damage to a “native” streambed, and that landslides existed below the properties. A comprehensive study of geotechnical data from every home built in the Highlands since City inception was conducted by the City’s geotechnical consultant. The City concluded that there was no evidence pointing to a large landslide plane below the community, and that these two homes can be constructed safely and without harm to the community. On January 2008, Los Angeles Superior Court Judge David Yaffe ruled for the City and the plan approvals were upheld.



Telecommunication Projects

Technology is in a constant state of fluctuation, and wireless telecommunications is no exception. With increases in available features, and a strong demand from consumers to be able to use their cell phones everywhere, existing wireless carriers continue to upgrade and expand their networks,



Wireless Facility in a public-right-of-way

while newcomers to the market are establishing their presence in the City of Calabasas. This year the City permitted fourteen (14) new wireless telecommunication facilities and upgrades to two (2) existing facilities. Seven (7) of the permitted facilities have been installed and are currently operational. Furthermore, as of the close of the Fiscal Year 2007-2008, the City had five (5) pending applications for new wireless telecommunication facilities.

Due to the City's unique mountainous 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.

Wireless Facilities Projects:

Approved:

T-Mobile, 23521 Mulholland Hwy (upgrade)
T-Mobile, 4260 Valmar (upgrade)
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

Approved and Not Constructed:

T-Mobile, 22231 Mulholland Hwy
T-Mobile, 22855 Mulholland Hwy (Calabasas High School)
T-Mobile, 4029 Las Virgenes Road (AE Wright Middle School)
T-Mobile, 22109 Dardenne
T-Mobile, 23850 Park Sienna
T-Mobile, Paul Revere and Bon Homme (withdrawn)
T-Mobile, 4151 Park Helena (withdrawn)

Pending Applications:

Conditional Use Permits (CUP):
Verizon, 23586 Calabasas Road (upgrade)

Zoning Clearances:

T-Mobile, 4411 Lost Hills Road
T-Mobile, 24301 Mulholland Hwy
AT&T, 23777 Mulholland Hwy
AT&T 3690 Old Topanga

Housing Programs

Affordable housing is an important issue for the City of Calabasas. Per the Southern California Association of Governments' (SCARG's) Regional Housing Needs Assessment (RHNA), the City is required to demonstrate adequate zoning and land capacity for a total of 521 new housing units (137 Very Low Income housing units, 86 Low Income housing units, 93 Moderate Income housing units, and 205 Upper income housing units) between 2006 and 2014. However, the high cost of land combined with the limited supply of developable land has made providing affordable housing difficult. Additionally, to address the increasing need of affordable housing and to implement the City's Housing Element, the City has continued to administer the following programs and funds over the last fiscal year:

Rental Registration Ordinance: In August of 2005, the City adopted a Rental Registration Ordinance, which requires property owners of four or more rental units to register their units with the City annually. Furthermore, the Ordinance requires the property owners to notify the City of any rental rate increase in excess of 5% within a 12-month period. The City has 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 28 condominium units. Between 2007 and 2008, the average increase in rent was 11.3%.

Rental Assistance Program: In August 2007, the City Council elected to expand the Rental Assistance program to include approximately 40 recipients at \$125.00/month. At that time, staff re-qualified the individuals who were already in the program and welcomed new applications. Through the remainder of the fiscal year, 41 qualified recipients received a monthly subsidy of \$125.00. The 41 recipients were residents of Calabasas Village Mobile Home Park, Malibu Canyon Apartments, and Archstone Apartments.

Affordable Housing Trust Fund: On January 16, 2008, the City Council committed to providing Thomas Safran Associates with \$1,000,000.00 of funding from the Affordable Housing Trust Fund in exchange for a residual receipts loan for the approved senior affordable housing project at 4803 El Canon Avenue, contingent upon the developer securing his other funding sources. The funds have not yet been expended. No other funding commitments have been made. The balance of the Trust Fund in June 2008 was \$2,128,196.25.

Historic Preservation

The City Council created the Historic Preservation Program at the beginning of 2008, when they adopted the City's first Historic Preservation Ordinance (No. 2008-241) on January 2, 2008. The Historic Preservation Ordinance established a Historic Preservation Commission and established policies and procedures for the identification, designation, and protection of the City's cultural resources.

The Historic Preservation Commission

The Commission is comprised of five (5), voting members and one (1), non-voting, ex-officio member. The five (5) voting members of the Commission are Calabasas residents and are appointed by individual City Council members to serve a two year term. The non-voting member is nominated by the Calabasas Historical Society and appointed by the City Council as a whole. The Commission meets quarterly on the second Wednesday evening of January, April, July and October, and special meetings can be called as needed.

The Historic Preservation Commission members have elected Taryn Wayne as Chairperson, and Kim Lamorie as Vice Chairperson. The other full voting members are: Jason Peirce and Judy Jordan. The ex-officio member is Debra Bruscher.

The Historical Preservation Commission's main role is to make recommendations to the City Council regarding the designation of properties as local historic landmarks and districts, applications to place landmarks or districts on the National Register of Historical Places or the California Register of Historical Resources, and applications for Mills Act Contracts, which provides tax relief to owners of historic properties who restore and maintain their properties.



The Calabasas Schoolhouse in 1890

During the 2007-2008 fiscal year, the Commission met twice in April. At the first meeting, the Commission was introduced to and recognized by the City Council. During the second meeting, the Commission recommended to City Council a proclamation that the month of May in 2008, be declared Historic Preservation Month within the City of Calabasas. This recommendation was brought before the City Council on May 7, 2008, and was unanimously approved and adopted. The remainder of the second meeting in April was devoted to training so that the Commissioners gained a factual foundation and educational base with which to effectively carry out their duties related to Historic Preservation. Training is expected to continue during the next Fiscal Year.





Leonis Adobe 1929

Historic Context and Survey

On May 21, 2008, after a competitive bid process, the City Council approved a contract that was issued to Christopher Joseph & Associates for the purpose of preparing a Historic Context Statement for the City and to conduct a Historic Resources Survey of sites within the City. An Historic Context provides the background and the basis for evaluating city properties in order to determine their historical significance, and investigates and reports on the histories, architecture, archeology, engineering, culture and paleontology of properties within the City. Based upon preliminary studies, City Planning staff has determined that properties within the City built before 1960's have the most potential for historic designation. Consequently, Staff developed a list of 200 plus properties for Christopher Joseph & Associates to survey and include in the initial Historic Resources Survey. At this time, the Historic Context Statement is nearing Completion with anticipated completion and adoption in January 2009. The survey is ongoing with an anticipated completion by mid 2009. Following adoption of the Historic Context Statement and Historic Resources Survey, the Commission will begin to consider applications to designate properties as historic.

General Plan Update

The City's General Plan Advisory Committee (GPAC) completed the draft General Plan in April and completed input into the draft General Plan EIR in June. Then on June 30, 2008, having completed its charge, the GPAC dissolved (as required under the authorizing City Council resolution). The draft General Plan EIR will be completed and circulated for public review in July 2008. Planning Commission public hearings are scheduled in September to provide a recommendation of the draft General Plan to the City Council.

Public input into the General Plan update was extensive. Including the public hearings and workshops, 16 meetings were conducted throughout the fiscal year.

The GPAC conducted a total of 13 public meetings during the Fiscal Year 2007 - 2008; the staff/consultant team conducted one open public workshop, conducted a statistically valid public opinion survey, maintained a continually updated web page, held an HOA Presidents' briefing in January 2008, and conducted a public scoping meeting for the EIR. When also including the public hearing by the Planning Commission (two meetings in September), and a total of four meetings with the City Council in November and December (the final public hearing was on December 10th), that adds up to 27 public meetings conducted over the course of two years regarding the General Plan update and the EIR.

General Plan Advisory Committee (GPAC) meetings:

During the fiscal year (July 1, 2007 - June 30, 2008), the GPAC had convened on 13 occasions and discussed the following:

GPAC Meetings:

July 25, 2007
September 20, 2007
November 1, 2007
November 15, 2007
December 6, 2007
January 17, 2008
February 17, 2008
February 21, 2008
March 6, 2008
March 20, 2008
April 17, 2008
May 15, 2008
June 19, 2008



Public gathers for General Public Workshop

General Public Workshops:

The third general public workshop was held on August 16, 2007.

Study Session Presentations:

Planning Commission Presentation
– September 27, 2007
Planning Commission Presentation
– October 18, 2007

Building & Safety Division

The Building and Safety Division is responsible for ensuring that new and remodel construction adhere to state and local laws for building, electrical, mechanical, and plumbing codes. The Building and Safety Division promotes and ensures 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 and Safety Division achieves this goal by issuing permits and conducting field inspections of construction work for compliance with these codes. The division 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 and Safety's Code Enforcement Division.

The Permit Center had approximately 3,000 customers during the last fiscal year. Additionally, Building & Safety and Code Enforcement staff fielded approximately 12,000 phone calls and over 30,000 emails. Staff is proud to report that opinion polls reflect an incredible 100% positive rating regarding interaction with the Building & Safety Division and the Building Official. Both divisions were complaint free regarding staff performance for the fiscal year.



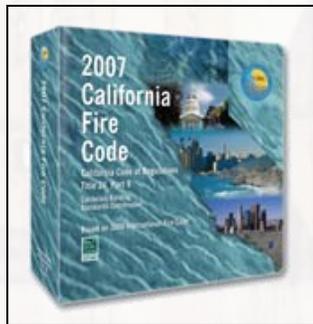
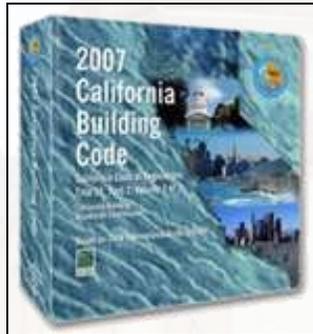
The public counter is used by the Building & Safety, Planning Division and the Public Works Department.



New Building & Fire Code

New Model Building Codes became effective in the City of Calabasas on January 1, 2008. The new codes have been long awaited and completes a ten year effort from California Building Officials, Architects, Engineers, and Contractors. The transition to the new codes was seamless due to the proactive education effort put forward by all staff months prior to the changeover.

The 2008 Consolidated Fire Protection District Code of the County of Los Angeles was officially adopted by the City of Calabasas. The adoption is an historic event as it has created one consistent set of fire codes and regulations for our local geographic area.

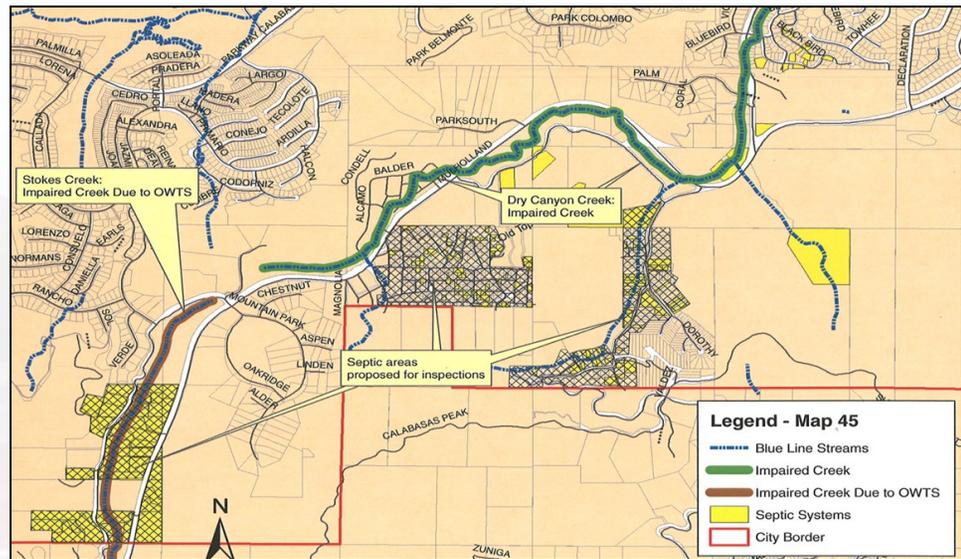


Inspectors working out in the field.

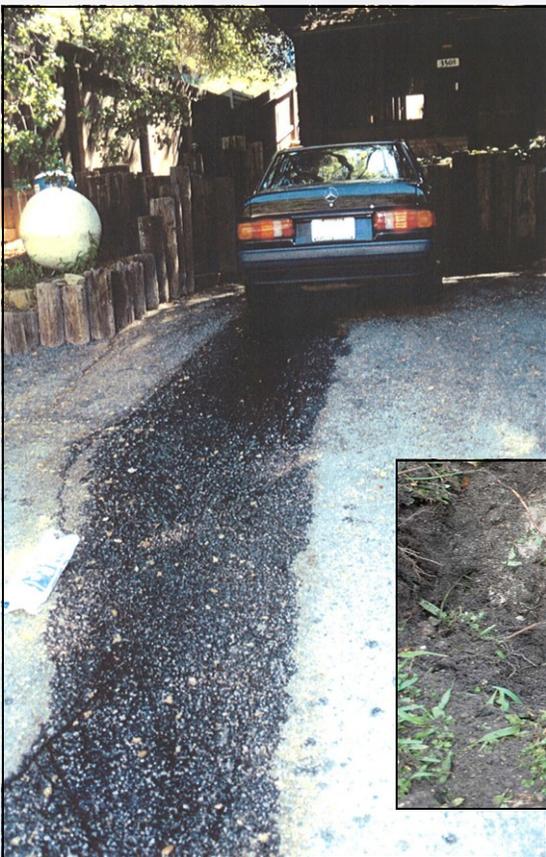


OWTS Draft Ordinance

An Ordinance adopting a comprehensive onsite wastewater treatment system (OWTS) inspection and operating permit program is currently in the draft process. The ordinance will impact roughly 150 residential septic tank systems and will enable staff to identify the type and condition of the sewage systems and any potential health hazards accordingly. The regular renewal of individual OWTS operating permits will be conditioned to the successful completion of an inspection and certification process. Although the program design is not yet complete, staff has spent hundreds of hours during the fiscal year researching the issue and has made great progress.



Above: Locations of Septic Systems



Septic tank overflow and drain or sewage backup

Mixed-Use Building

The first mixed-use building was completed in the City. Located at 24100 Calabasas Road (at the intersection with Calabasas Parkway), the new building replaced an aging gas station. The unique design has second floor residential units above first floor office space and a parking structure below. This type of building/land use provides significant environmental improvements over traditional land uses as it will help reduce traffic, fuel use, carbon emissions and congestion.



View of building from Calabasas Road

Viewpoint School

Viewpoint School completed a temporary stadium and has broke ground on a Library Academic Facility. The Facility is the next phase of the ten year improvement program at the school.



Crews begin work on the site



Illustration of future facility

“The Estates of the Oaks of Calabasas” Construction

The construction of the estate homes require a significant amount of dedicated time from building inspectors for conducting inspections. A total of seven (7) single-family homes received final approvals while another 5 homes are still being constructed. These homes range in size from 7,000 to 12,000 square feet. Some of these homes are shown below.

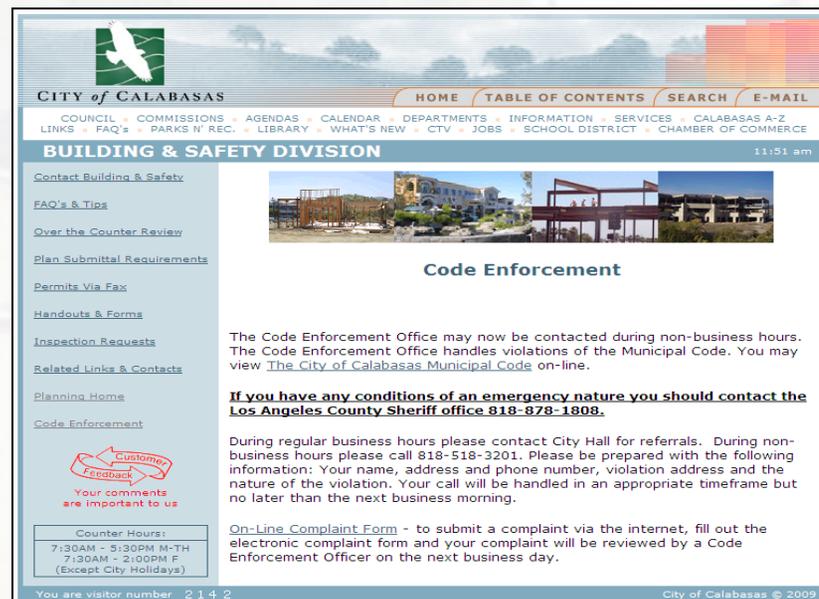


Code Enforcement Section

The City's Code Enforcement Officers are responsible for interpreting, applying, and explaining municipal codes and ordinances in a broad range of areas, including zoning, building, health, and safety. Code Enforcement Officers advise property owners on the requirements for compliance and ensure that properties throughout the City are properly maintained. This fiscal year, the Code Enforcement Section has handled 416 new cases.

Code Enforcement Website

The Code Enforcement Section received its own page on the Building Department website. Most significantly, an online complaint process was initiated. In order to encourage a person who would otherwise not utilize the system if their identities were not left confidential, a provision was provided to leave reporting parties anonymous.



Code Enforcement Website

Code Enforcement Cases

Mesquite Drive



Front of Home



Unpermitted Wall



Rear of Home

Building permits were issued for the construction of a 2,373 square-foot single-family dwelling with an attached 426 square-foot garage. Since the commencement of construction, the property owner failed to comply with the conditions of the Site Plan Review Approval, as well as other applicable regulations in the Calabasas Municipal Code. An inspection of the property revealed that deviations from the construction plans occurred with the addition of over 400 square feet of floor area to the residence. In conjunction with the City Prosecutor, Code Enforcement staff is working with the property owner to legalize the property.

Lost Hills Road

The condominium property located on Lost Hills Road built a side property wall that was over eight feet in height. Code Enforcement staff diligently pursued the case and directed the property's management company to remove the additional masonry block units and restore the property wall to its original condition.



Pictures of the subject property wall



Park Colombo

Code Enforcement Officers were notified that oak trees were removed without a permit on common property owned by the Calabasas Ridge Homeowners Association. Oak tree debris were found discarded in a ravine and throughout the hillside property owned by the Homeowners Association. The total cost of damage to the oak trees, including projected maintenance and monitoring costs, was in excess of \$300,000 and was paid to the Oak Tree Mitigation Fund by the property owner responsible for this action.



Above: Aerial Photo of Site



Above: Photo of an Oak Tree Cut

Below: Photo of an Oak Tree Headed



Second Hand Smoke Control Ordinance

This past year was the first year the Second Hand Smoke Ordinance has been implemented. The focus of enforcement efforts have been to educate business' of their responsibilities as they relate to the ordinance. While it has been commonly referred to as a "smoking ban," the ordinance does not prohibit smoking. It limits the areas where people are allowed to smoke to permitted designated smoking areas, which are located at set distances away from the general public. By adopting and enforcing the ordinance, the City has become a leader in the movement towards smoke free air in public places.



Cigarettes in Planter



Ashtrays in Front of Businesses

Mobile Car Wash Ordinance

Code Enforcement Officers are enforcing the mobile car wash ordinance, which requires mobile car washers to obtain permits from the City before operating their businesses. The run-off generated by the mobile car washing systems is a source of pollution and contamination of the watershed system.



Unpermitted Mobile Car Wash Business

Enforcement of New Ordinances

Recreational Vehicle Ordinance

Code Enforcement staff is enforcing a new recreational vehicle ordinance, which prohibits the parking of recreational vehicles on a public street or highway. The new ordinance allows short-term parking of recreational vehicles on residential streets for up to seventy-two hours with a parking pass. Code Enforcement Officers are monitoring the City for recreational vehicle owners who do not have a parking pass, and administer citations when appropriate. Additionally, staff regularly informs the general public about regulations specified in the new ordinance at the public counter, on-site, and through the Code Enforcement Hotline.



Recreational Vehicles



Pet Waste Container

Animal Waste Ordinance

Code Enforcement staff is enforcing a new ordinance that prohibits animal waste from being left on any public or private property. The new ordinance requires people who walk an animal to have in their possession a means to retrieve and dispose of the animal waste. The Code Enforcement Officer's diligent work is resulting in cleaner streets and parks throughout the city.

Calabasas Civic Center

The Calabasas Civic Center was completed in July 2008, and now supports one of the most beautiful and environmentally friendly cities in the nation.

The complex consists of a City Hall, Public Library, amphitheatre and public plaza on 1.5 acres of a 7.5 acre site. Over 75% of the Civic Center property has been designated as permanent open space. The complex itself was designed as a green building, and uses 40% less energy and 30% less water than a conventional structure.

The 30,900 square-foot City Hall features a two-story Council Chamber. The elegant room combines traditional design with sustainable wood paneling, decorative lighting with a state of the art audiovisual/communications system. The City Hall also houses a public counter, conference rooms, offices for staff and elected officials and a welcoming public lobby detailed in wood and cast stone.

The 31,000 square-foot Calabasas Library holds over 90,000 volumes of audio and reading materials. Its tall central hall features wood panels and clerestory windows, which infuse the structure with natural light. It also contains a wood paneled 270-seat Founders Hall, an oval children's reading room, technology suite and fireside reading area for adults. Behind the library is the City's 350-seat public amphitheatre.

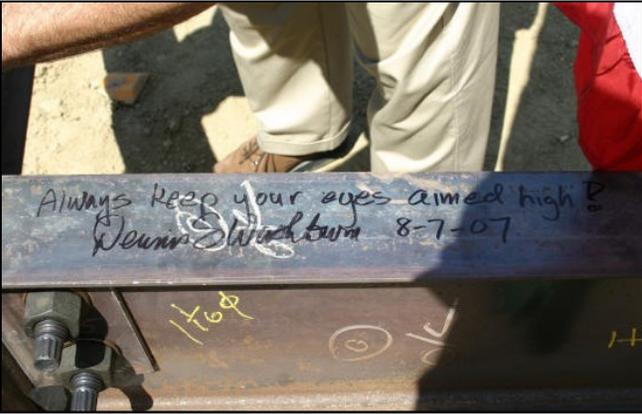
The Civic Center features a blend of Mediterranean and Spanish Mission architectural styles surrounded by a drought tolerant native plant garden and olive grove. A 75-year-old rescued native California oak tree is the first to be donated in what will be a long term restoration project to make the remaining 6 acres of the site an oak parkland for generations to come.



Aerial view of Calabasas Civic Center

Topping Out Ceremony

The City of Calabasas held a “topping out” ceremony on Tuesday, August 7, 2007 at the new Civic Center construction site. “Topping out” is a term used by iron-workers to indicate the project has reached its maximum height. It is a significant construction milestone. Council members and Commissioners joined construction staff and crew in commemorating the placement of the final, and highest, piece of steel.



Construction Photos of Civic Center



Construction Photos of Civic Center



Sustainable Sites

Only 3 acres of the 7 1/2 acre site was used for development, with the rest being set aside for open space. A fleet of alternative vehicles make up the City fleet and bicycle parking spaces are provided next to buildings. A transit stop is also close by. Trees, arcades, and light colored concrete are used to reduce exterior heat islands. Low exterior lighting reduces energy use and light pollution.



Water Efficiency

Low flow water fixtures are used throughout the building. Drought tolerant plants are used for landscaping, coupled with reclaimed, low flow irrigation systems.



Energy & Atmosphere

Multiple climate zones allow regulation of air to the building, which are super-insulated. High efficiency fans, chillers and boilers minimize energy use through such features as variable power and low friction fan blades. Lighting is on dimmers and switches, which cut power when not in use. Green Power credits were purchased to support alternative energy manufacturing. Systems were commissioned (optimized by an independent third party review) before occupancy.



Materials & Resources

During construction, over 75% of project waste was diverted from landfills. Over 10% of all products have recycled content, and 50% come from local manufacturers. Our wood is from a certified grower, and is rapidly renewable.



Indoor Environmental Quality

All adhesives, sealants, paints and carpets are low emitting, releasing no noxious gases (low VOC's). Duct work was wrapped and sealed since arrival on site to control dust. Large, expansive windows provide light and views.



Innovation

The unused site will be restored to an oak woodland and passive park. Maintenance meets green standards. A film is being produced in conjunction with building signage to educate the public about LEED.

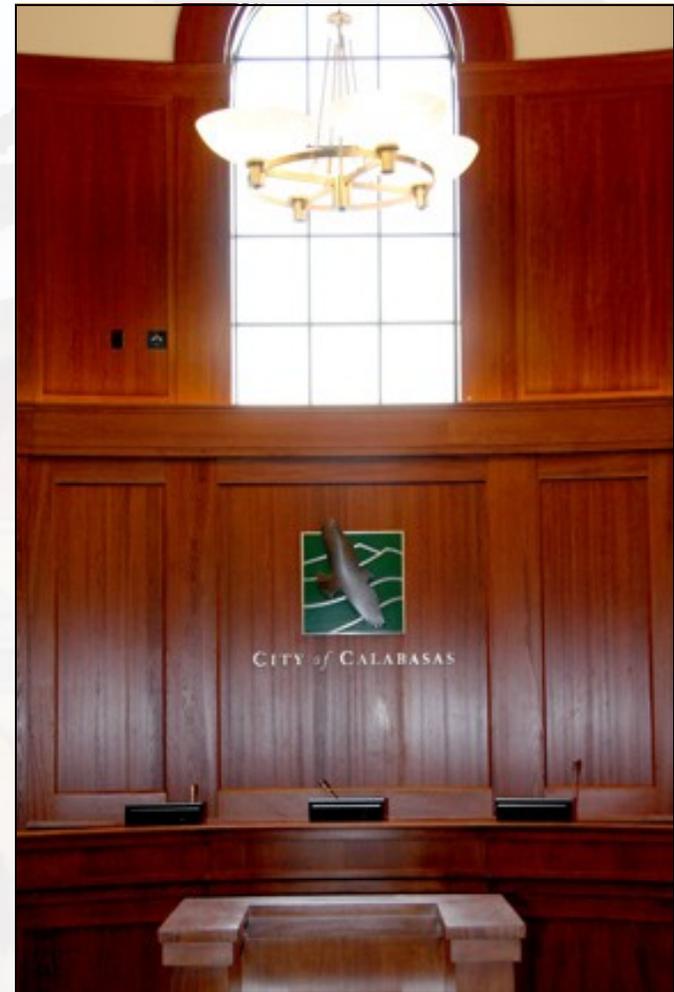




View of City Hall



View of City Hall and Library



View of Council Chambers in City Hall

Photographs taken by Peter Aaron

Commissions & Boards

Staff within the Community Development Department makes recommendations to five (5) different review and approval bodies.

Planning Commission

The Planning Commission consists of five members and one alternate; all of whom are residents of the City of Calabasas. Each commission member is nominated by a member of the City Council for confirmation of a two-year term.

The Planning Commissioner has the power and duty to prepare and recommend to the City Council a comprehensive long-term general plan and amendments, investigate and make recommendations to the City Council regarding effectuating the General Plan to guide the orderly growth and development of the City, and make reasonable and practical means for putting into effect the General Plan, hears and makes recommendations to the City Council, hear and approve, conditionally approve or deny applications for conditional use, variances, or other permits and approvals provided by the zoning ordinances of the City.

A total of 48 projects were reviewed during their 21 meetings within the fiscal year. The number of projects reviewed this fiscal year, when compared to the previous was almost fifty percent less. Sixty-three projects were reviewed during 20 meetings last year.

Review Activity	
Planning Commission	
Projects Reviewed	48
Number of Meetings	21
DRP	
Projects Reviewed	59
Number of Meetings	19
CDD	
Projects Reviewed	12
Number of Meetings	10
DRC	
Projects Reviewed	41
Number of Meetings	18
Summary	
Total Meetings	68
Total Projects Reviewed	160
Projects per Meeting	2.4
Time Required	
Meetings per Week	1.3
Total Meeting Time	70 hrs
Avg. Meeting Length	1 hr. 3 min.

Historic Preservation Commission

The Historic Preservation Commission consists of five residents of the City of Calabasas who are appointed by the City Council for a term of two years and an ex-officio non-voting member who is a member of the Calabasas Historical Society. The powers and duties of the commission include: hear and decide applications for Certificate of Appropriateness and applications for Certificate of Hardship, hear and make recommendations to City Council regarding applications for designations of historic landmarks, landscapes and districts, applications for placement of landmarks or districts on the National Register of Historic Places or the California Register or Historical Resources, and applications for Mills Acts contracts.

Design Review Panel

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 Design Review Panel reviewed 59 projects within the 19 meetings held during the fiscal year. The 59 projects are a 45.7% increase from last year (27 projects).

Community Development Director Hearing

The Community Development Director conducts public hearings for projects subject to a Minor Development Permit process. A total of 12 projects were review during the fiscal year during 10 meetings.

Development Review Committee

The DRC consists of 10 members, whom are representatives from each of the City's departments and other agencies involved with the physical development of the City. The DRC was created to review development/improvements proposals, provide applicants with appropriate design comments, and make recommendations to the director, and/pr the commission, as provided by the development code.

All DRC meetings are open to the public. The DRC reviewed 41 projects within 18 meetings during the fiscal year. The number of projects reviewed (41) decreased by 23 projects from the previous fiscal year. Additionally, there were 3 less meetings held than the previous fiscal year (21) meetings.

American Planning Association Awards—National

Longtime Calabasas resident and Planning Commissioner David Brown has been awarded a 2008 National Planning Award from the American Planning Association. The National Planning Awards Program, sponsored by the American Planning Association (APA) and the American Institute of Certified Planners (AICP), is considered to be the planning profession's highest honor. The award was officially presented in April 2008 in Las Vegas, Nevada at the 2008 National APA Conference.

“David Brown represents the best in citizen-led planning advocacy. Through his constant presence in the planning area, David has personally demonstrated what is necessary to every community—having an active and engaged citizenry who care enough about where they live and their community's future that they get involved in the planning process,” said Carol Rhea, the 2008 National Planning Awards Jury Chairperson.



Dave Brown accepting his award



Dave Brown at Creek Restoration Kick-off Event



Dave Brown at Arbor Day Tree Planting



Awards Luncheon

Staff Training

Planning Department:

Conferences:

September 2007 CCAPA Conference
April 2008 Municipal Green Build Conference & Expo Hosted by: US Green Build Council, Los Angeles Chapter and the Southern California Gas Company, California Preservation Foundation Conference

UCLA Extension:

November 2007 Information Technology Tools

Courses:

October 2007 AEP Fall 2007 CEQA Basic Workshop

Lorman Education Seminars:

September 2007 Green Building Design Basics
September 2007 Creating Municipal Wi-Fi or Wireless Networks

Building Department:

July 2007 2005 NEC Changes Articles 400-500, PC 832 Arrest Modules 1 & 11

September 2007 2006 IBC Residential Provisions, 2007 Plumbing, Mechanical, & Electrical Amendments, Uniform Plumbing/Mechanical, Post Disaster Safety Assessment, 2006 Uniform Mechanical Code Update, State of CA CEO Personal Motivation, Management Academy Basics of Supervision

October 2007 PC832 Arrest Modules, Preparing for 2007 CA Building Code

November 2007 Diffusing Difficult Situations, Basic Means of Egress, Post Disaster Safety Assessment, Technology Today, Authentic Leadership, Mold & Asbestos Awareness, Legal Updates & Processes, Advanced Code Enforcement Course PAC080, Combination Inspection 2

December 2007 Combination Inspection

May 2008 2007 CA Mech/Plumbing Code Update

Organizational Changes

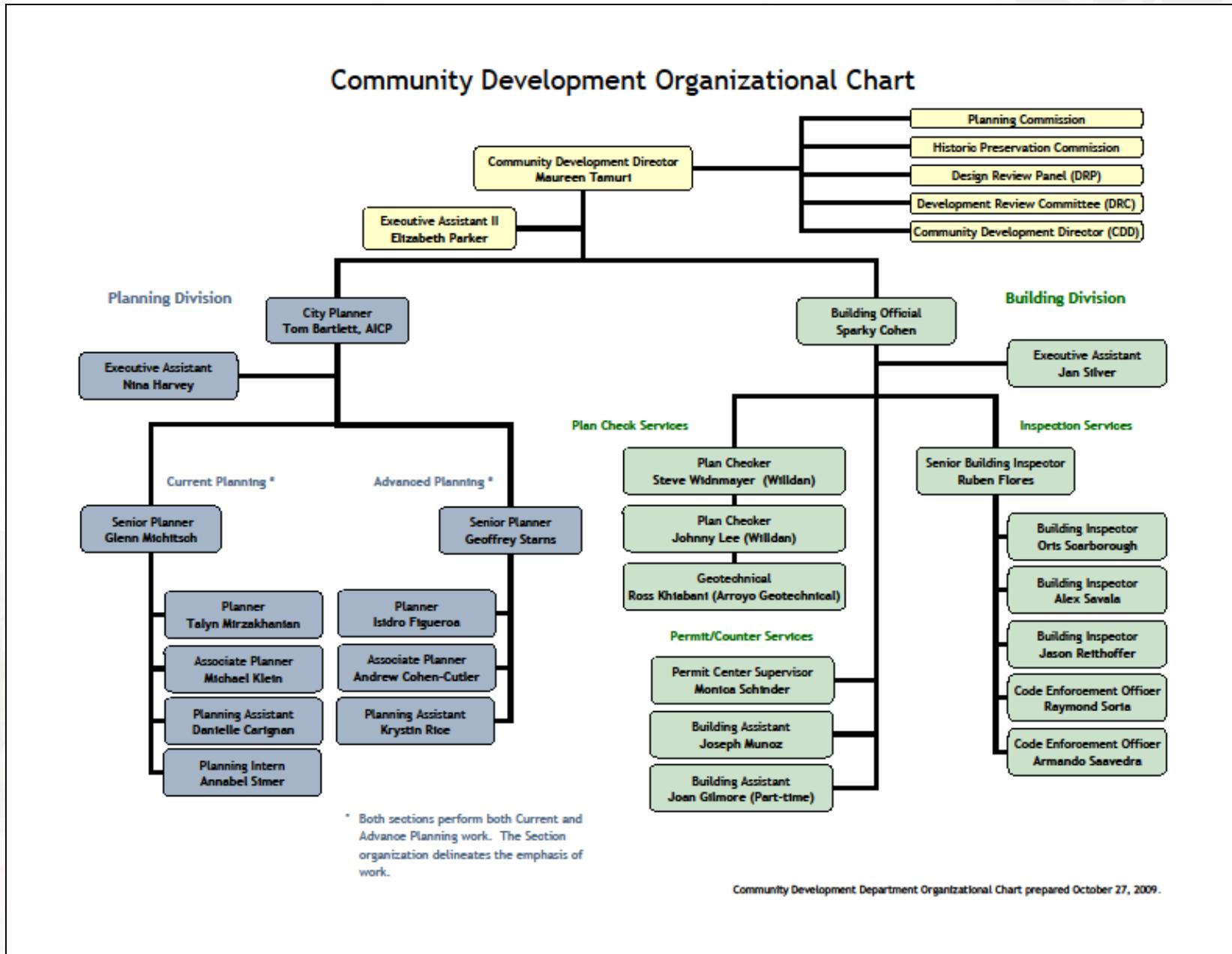
Minimal organizational changes occurred during this fiscal year for the Planning and Building & Safety Divisions, and Code Enforcement Section. In February 2008, Planning Intern, Bridgett Mills left the City to focus on completing a Bachelor's Degree at the California State University of Northridge. The Planning Intern position was filled with the hiring of Annabel Simer.

In July 2007, Armando Saavedra was hired as a full-time Code Enforcement Officer. In July 2007, Staci Bora was hired as a Building Assistant and left in September of 2007. In October, Joseph Munoz was hired to fill the vacant position of Building Assistant.

In summary for the fiscal year, the department lost two employees, promoted one employee and hired one employee.



Community Development Department Organizational Chart



Development Summary

The biggest effect on development activity was the slowdown in the economy and housing market. Both the Planning and Building Divisions saw dramatic decreases in activity levels this year. The large development projects of past years were few and far between and the smaller projects such as the simple residential improvement projects (i.e. new pools, etc.) also declined.

Planning Division

A total of 351 applications were submitted to the Planning Division during the Fiscal Year (See Figure 1). The total represents a decrease of 32% from the 516 applications last year. There was an average of 29 applications submitted each month. The busiest months were February and March with 37 and 39 applications respectively. The slowest months were January and April with 24 and 18 applications respectively (See Figure 2).

The largest number of applications were once again Zoning Clearances, which are typically handled over-the-counter or within a few days. Zoning Clearances are staff level approval and are typically used for minor improvements for properties not located within a Scenic Corridor. There were 214 Zoning Clearances in FY 2007-08, which was a decrease of 31.4% from FY 2006-07. The Division averaged 17 Zoning Clearances per month. Zoning Clearances made up 61% of all applications, which was up from 60% last year.

There were 137 non-zoning clearance applications during the fiscal year, which was down 32.8% from FY 2006-07. Site Plan Reviews led the way with 31 applications during the year and comprised 22.6% of the total non-zoning clearance applications. The next closest was Oak Tree Permits with 23 applications (16.8%), followed by Conditional Use Permits with 21 applications (15.3%), Minor Development Permits and Sign Permits with 14 each (10.2%) and Healthy Oak Tree Permits (13, 9.5%).

Site Plan Reviews had the greatest decrease in the number of applications compared to FY 2006-07, with a decrease of 35 applications. The only increase occurred for Oak Tree Permits; from 17 to 23 applications.

This year our summer/fall peak occurred in October rather than August. Our slower activity period occurred in January, a month later than in the past year. Also, while in the previous years activity peaked in May, before decreasing again in June and July; this year, the activity slowed in April, with activity recovering in May and June (See Figure 2).

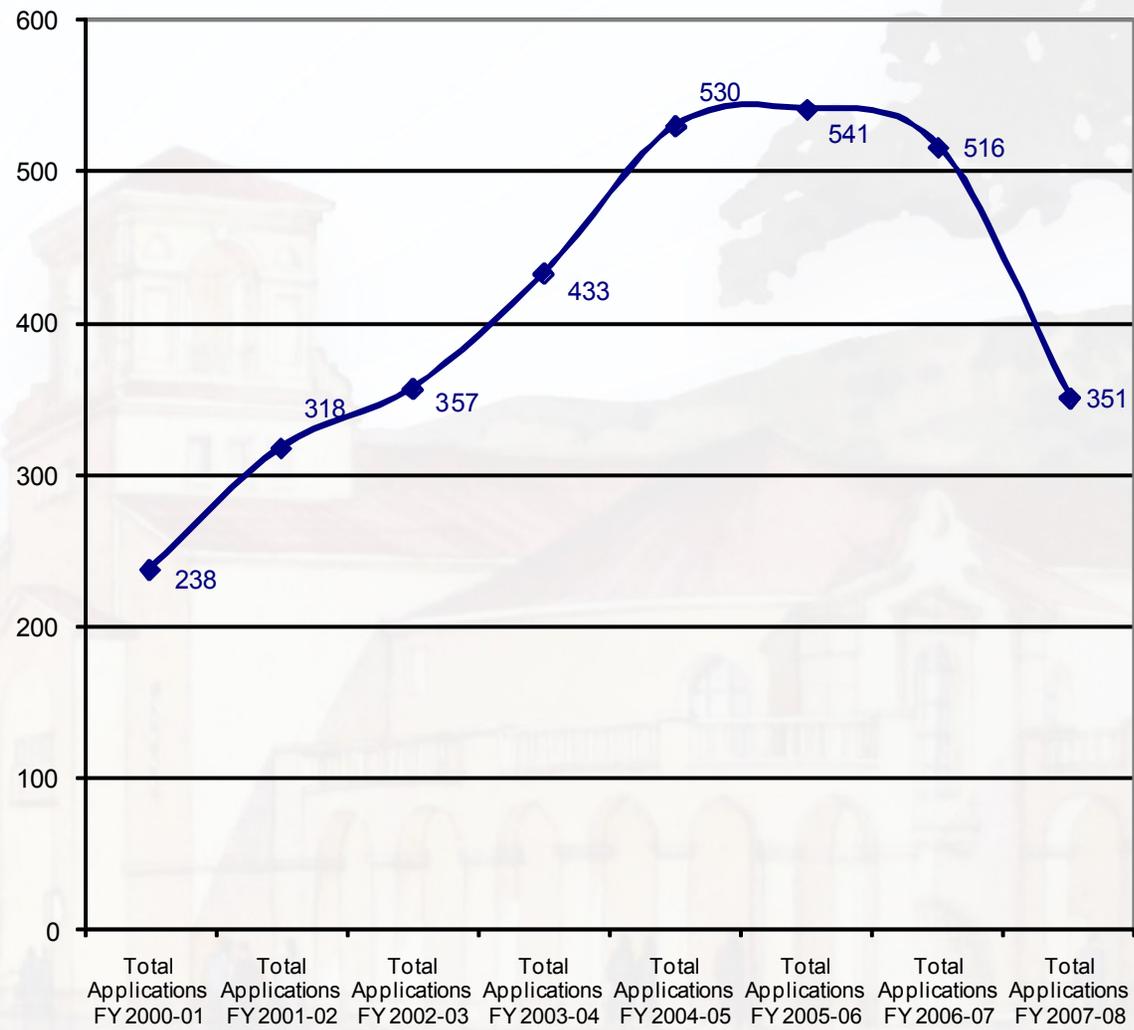


Figure 1: Total Applications Per Year

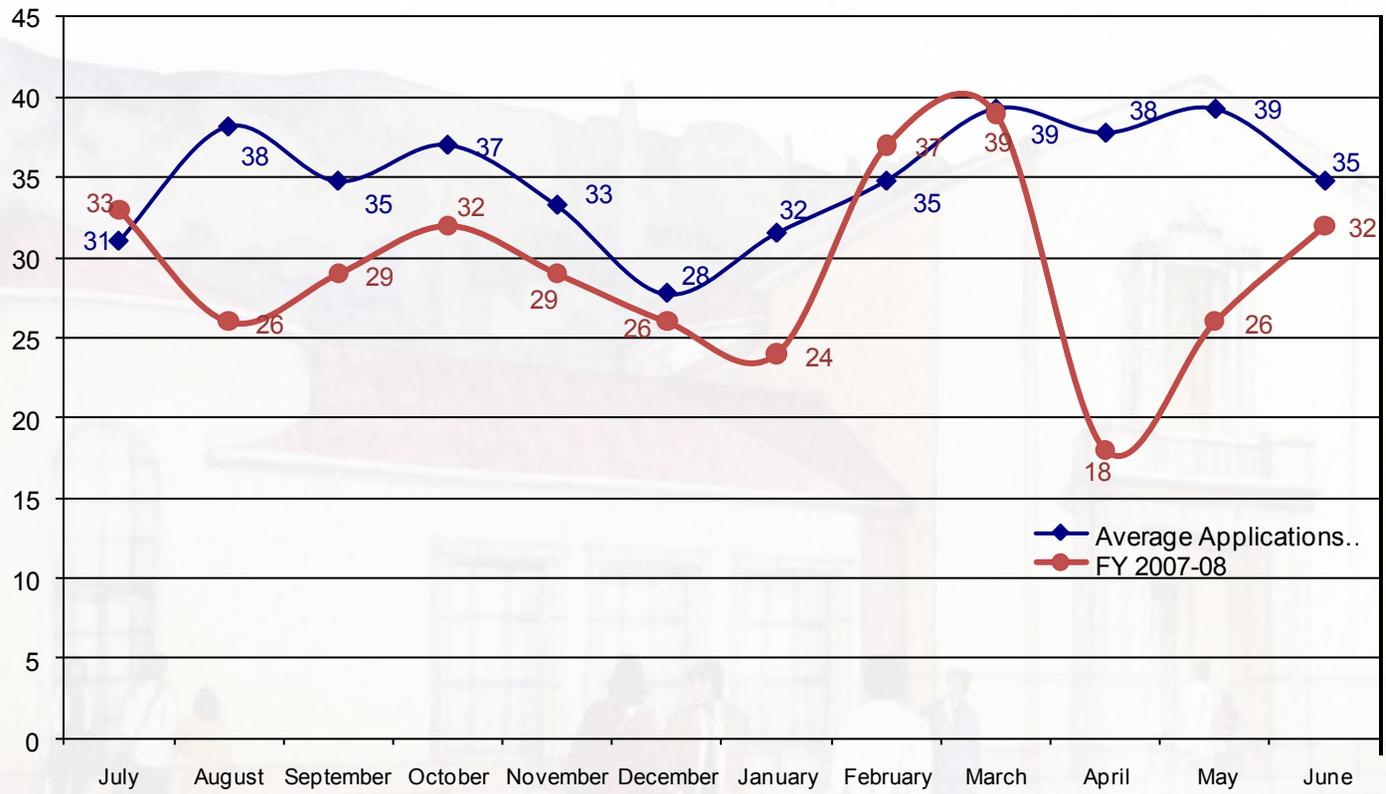


Figure 2: Average Applications Per Month

Building & Safety Division

Although the Building Division issued 1,890 permits this fiscal year (Figure 1), which represents a decrease of 13.4% from last year (Figure 2), staff has been very busy. Over 12 estate homes well over 10,000 square feet in size were completed. There was an average of 158 permits issued each month. The busiest months were March 2008 with 266 and October 2007 with 224, respectively. The slowest month was May 2008 with 76 permits. The permit totals included a total of 5 more new estate homes and 80 residential additions and alterations, which is roughly the same as the 78 residential additions and alterations as last year. Permits for miscellaneous structures, such as fences and pools comprised 40.7% of the total permits issued and was the largest single category. Plumbing permits were the second largest category at 23.6%. Commercial tenant improvements accounted for 12%.

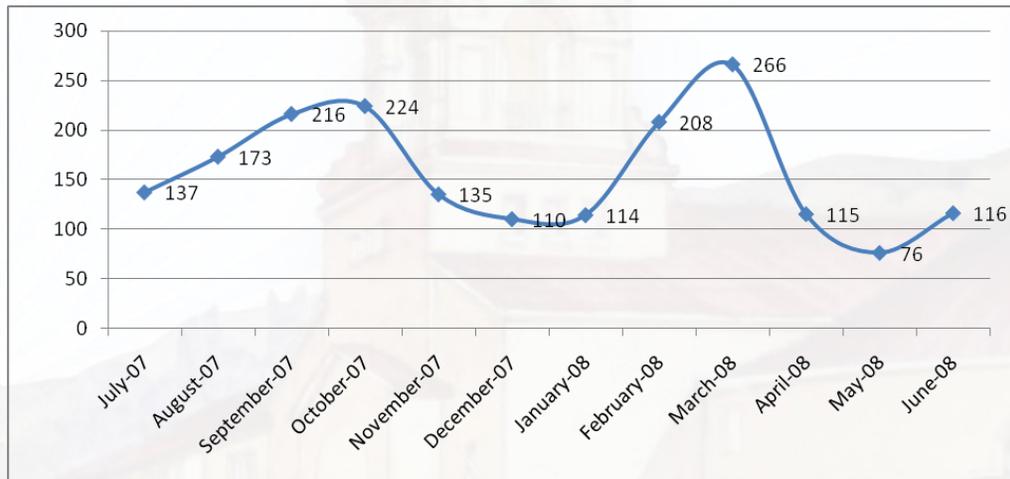


Figure 1: FY2007-2008 Permit Totals – Per Month

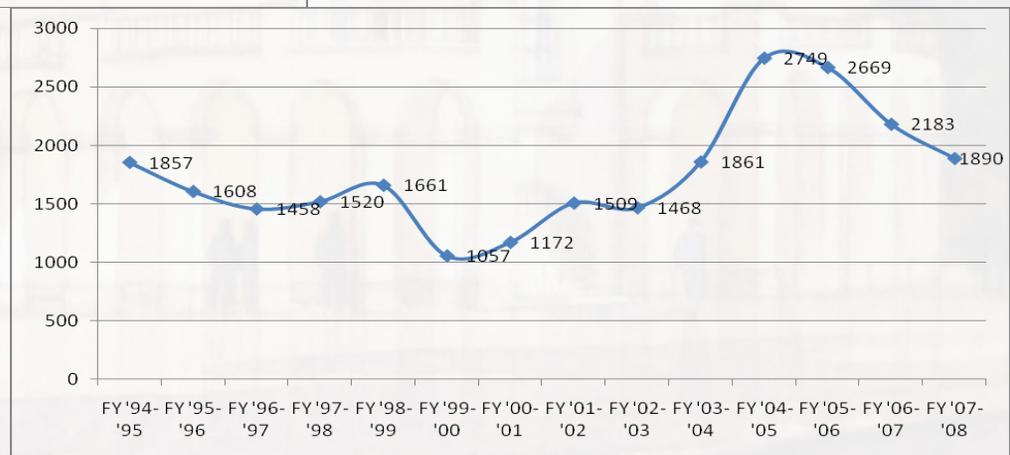


Figure 2: FY 2007-2008 Construction Valuation (In Thousands) – Per Month

The total construction valuation was \$24,932.179, which was a decrease of 29.2% from last year's figure of \$35,238.878. It should be noted, however, the reported construction valuation is a figure comprised from outdated valuation tables created and adopted in the year 1991, which were based on construction values for the Los Angeles County region and not specific to the unique and affluent community of Calabasas. In reality, although it is obvious there has been an economic crisis, the valuation of the construction, not property sales in our community, is substantially higher than that of (Figure 3). Over the past two years, valuation has declined from \$105,826,567 for the fiscal year ending in June, 2006, or 76.4%. The decline, which echoes last years, also represents an impact to the City's budget since Building Permit fees are tied directly to construction valuation.

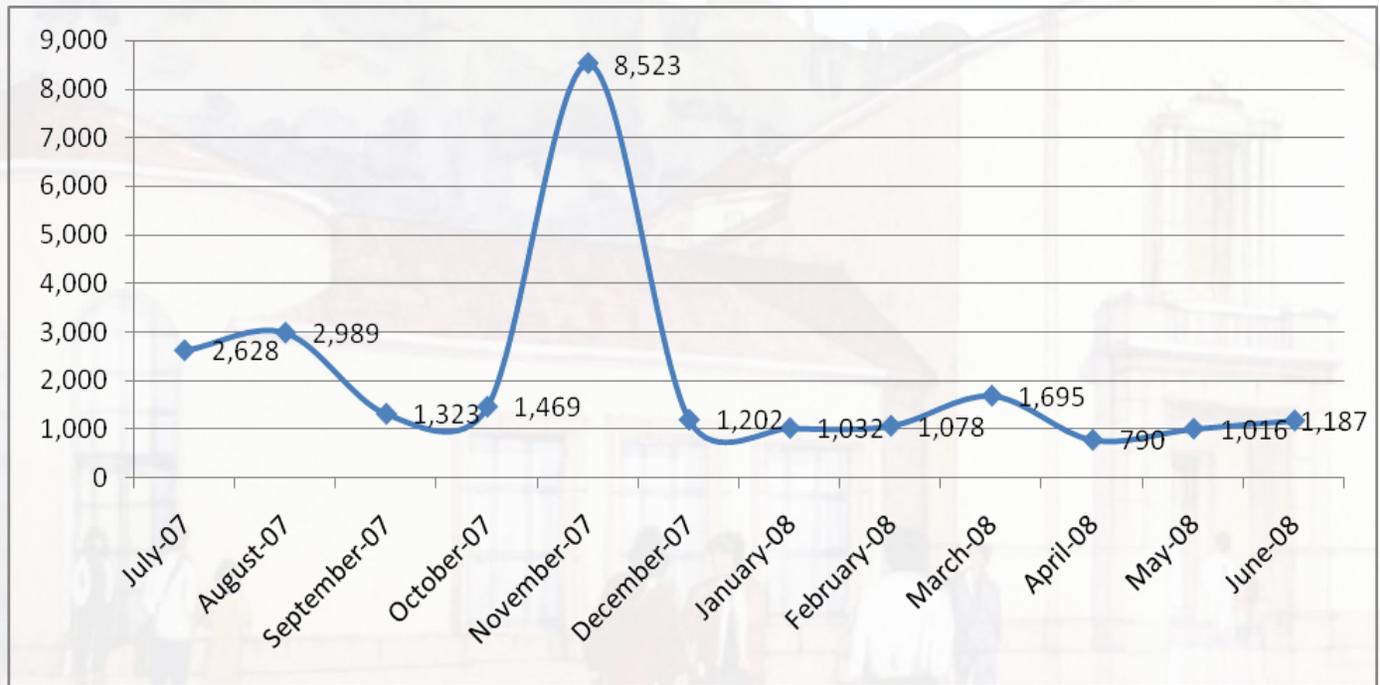


Figure 3: FY 2007-2008 Construction Valuation (In Thousands) – Per Month

Staff is proud to boast an average plan check turnaround time of 6 1/2 days for a first review and this average includes holidays and weekends. Plan checks totaled 487 for the year, the third highest number on record (Figure 4). This represents a decrease of 18.1% from last year's record of 595. There was an average of 39 plan checks submitted each month. The most plan checks were submitted in July and December, with 57 and 53 respectively (Figure 5). June with 23 and January and April with 28 each were the slowest.

There were a total of 6,980 inspections during the year. Hours spent by the inspectors actually increased this fiscal year to 1,692 compared to 1,257 for the Fiscal Year ended June 30, 2007, or a 34.6% increase. This was due to the time involvement on inspections for the Civic Center and Library.

Code Enforcement accounted for a total of 128 hours compared with 150 hours for the Fiscal Year ending July 30, 2007. This represents a decrease of 15% (Figure 5) but does not reflect the dramatic increase in office workload.

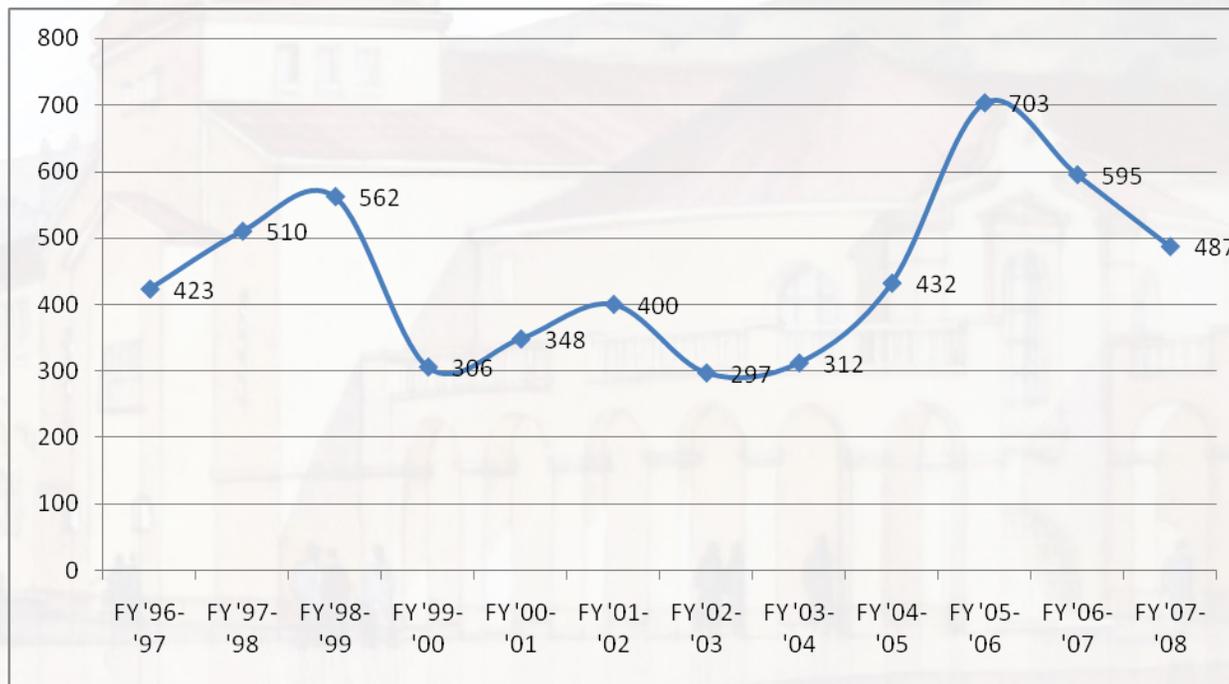


Figure 4: Total Plan Checks Per Year (FY 1996-97 to FY 2007-08)

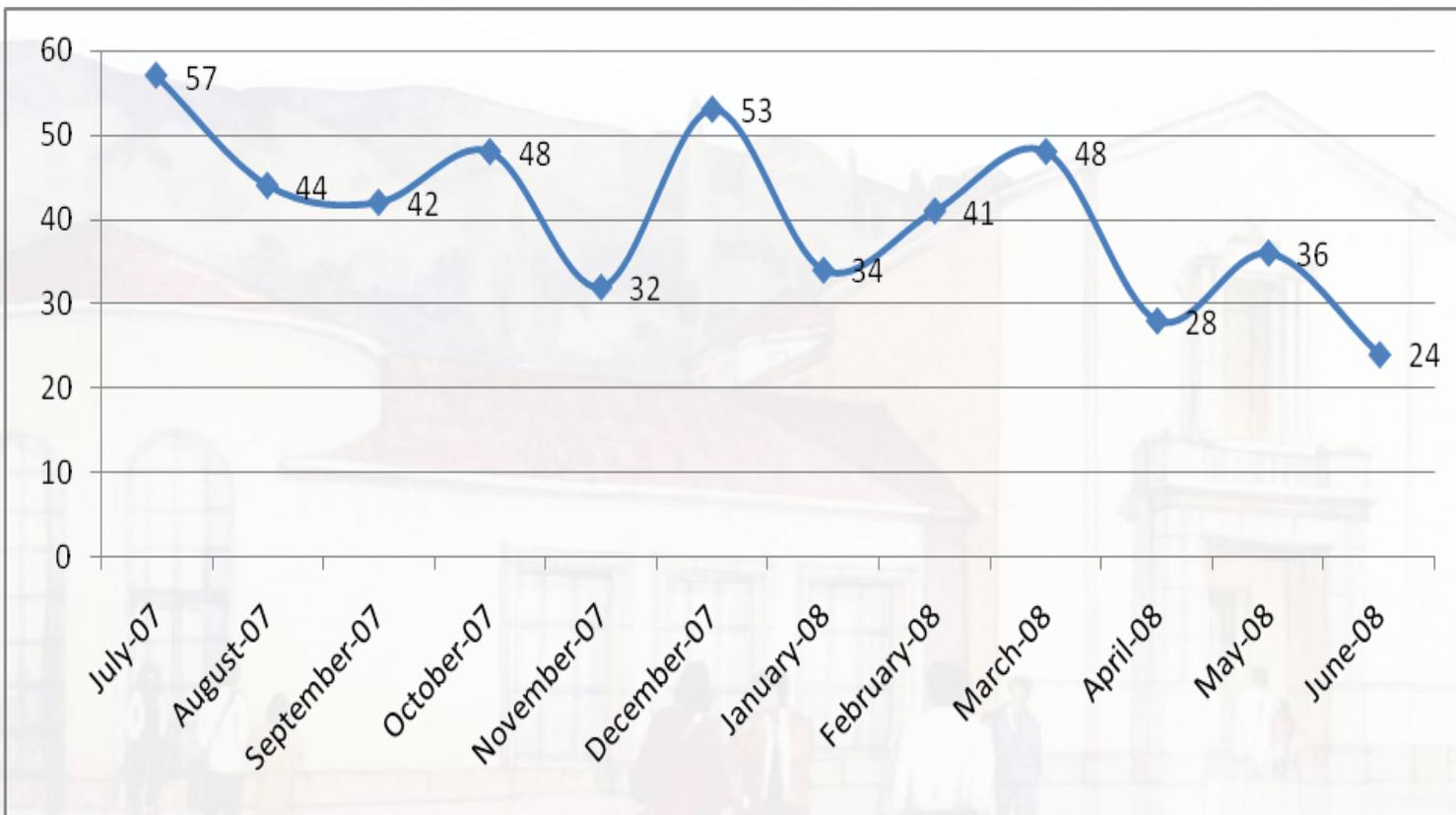


Figure 5: FY 2007-2008 Plan Check Totals – Per Month

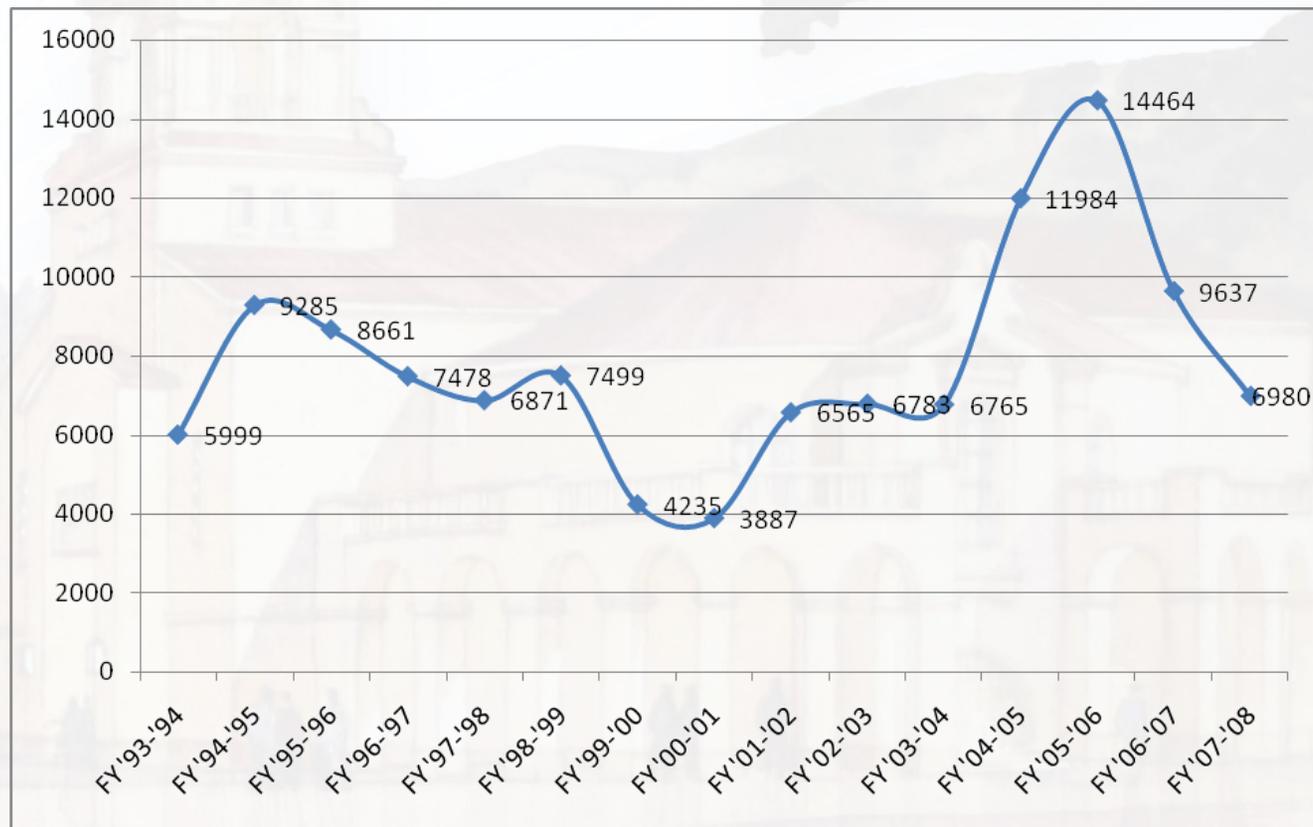


Figure 6: Total Inspections Per Year (FY 1993-94 to FY 2007-08)

A Look Ahead: Fiscal Year 2008-2009

The Community Development Department has finished up several major projects during the fiscal year and completed the 2 year period covered in our Department work plan. The department will be establishing a new two year work plan that will carry the department through FY 2010-11. The continued reduction in submitted workload will allow the department to focus on these new initiatives.

Planning Division

The single biggest project will be the completion of the General Plan and Development Code updates. The General Plan amendment and EIR were expected to be completed in June but won't be until sometime mid Fiscal Year. The Land Use and Development Code update is anticipated to be complete by summer 2009. The Division will also continue developing the City's Historic Preservation Program by completing the Citywide Historic Context and conducting the City's first historic resources survey. The Division is also planning for the first properties to be designated as Local Historic Landmarks. Staff is also writing the Calabasas Guide for Historic Preservation, a comprehensive guide for property owners to assist them in making improvements to their historic properties in an appropriate manner.

Building Division

There are several large projects that received entitlements that the division will be seeing through the plan check and construction process. The biggest is the Summit at Calabasas project. Staff has also been focusing on their Code Enforcement efforts.

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. We were well under that mark this year and don't see any signs of a recovery. The Department is expecting an additional drop of about 17%, bringing our total number of applications to just under 300.

For the Building Division, we also expect to see a continuing decrease in the number of permits as occurred this year. For FY 2008-09 we would expect to see an approximately 13 percent decrease in building permit activity. Construction valuation continues to deteriorate faster than expected. We expect an additional decrease of 50 percent, bringing our total valuation to its lowest levels on record (since FY 1993-94). This should continue 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 back to historical levels. Plan check numbers are starting to see the slowdown the other areas experienced last Fiscal Year. Looking ahead, we would expect the slowdown to continue for plan checks. A drop of approximately 30 percent is likely unless market conditions improve.

Inspections also saw a dramatic decrease again last year. Because of the continued decrease in permit activity expected, we would also expect a similar decrease in inspections. A further 15 percent decrease would seem to be likely.

Trying to forecast beyond FY 2008-09 is not currently reliable because of the uncertainties with 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, it is impossible to know the full effect on development activity.

Credits

City Council

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

Department Administration

Tony Coroalles, City Manager
Michael Colantuono, City Attorney
Dan Ballin, Assistant City Attorney

Planning Commission

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

Historic Preservation Commission

Taryn Wayne, Chairperson
Kim Lamorie, Vice Chairperson
Judy Jordan, Commissioner
Jason Pierce, Commissioner
Victor Pesiri, Commissioner
Debra Brushaber, Non-voting Member

Design Review Panel

Jeff Cooper
Mark Handel
Ken Stockton
Samuel Wacht

Department Staff

Maureen Tamuri, Community Development Director
Elizabeth Parker, Executive Assistant II

Planning Division

Tom Bartlett, City Planner
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
Nina Harvey, Executive Assistant
Intern, Annabel Simer
Joyce Parker-Bozylinski, Planning Consultant

Building & Safety Division

SparkyCohen, Building Official
Ruben Flores, Senior Building Inspector
Jason Reithoffer, Building Inspector
Alex Savala, Building Inspector
Oris Scarborough, Building Inspector
Ray Soria, Code Enforcement Officer
Armando Saavedra, Code Enforcement Officer
Monica Schinder, 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

Written By: Krystin Rice, Geoffrey Starns