

PROJECT

# COMMUNITY DEVELOPMENT DEPARTMENT ANNUAL REPORT FY 2008-2009

DATE

March 10, 2010

CLIENT

CITY OF CALABASAS

### *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 and 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 Community Development Department Annual Report Fiscal Year 2008-2009

## Prepared For:

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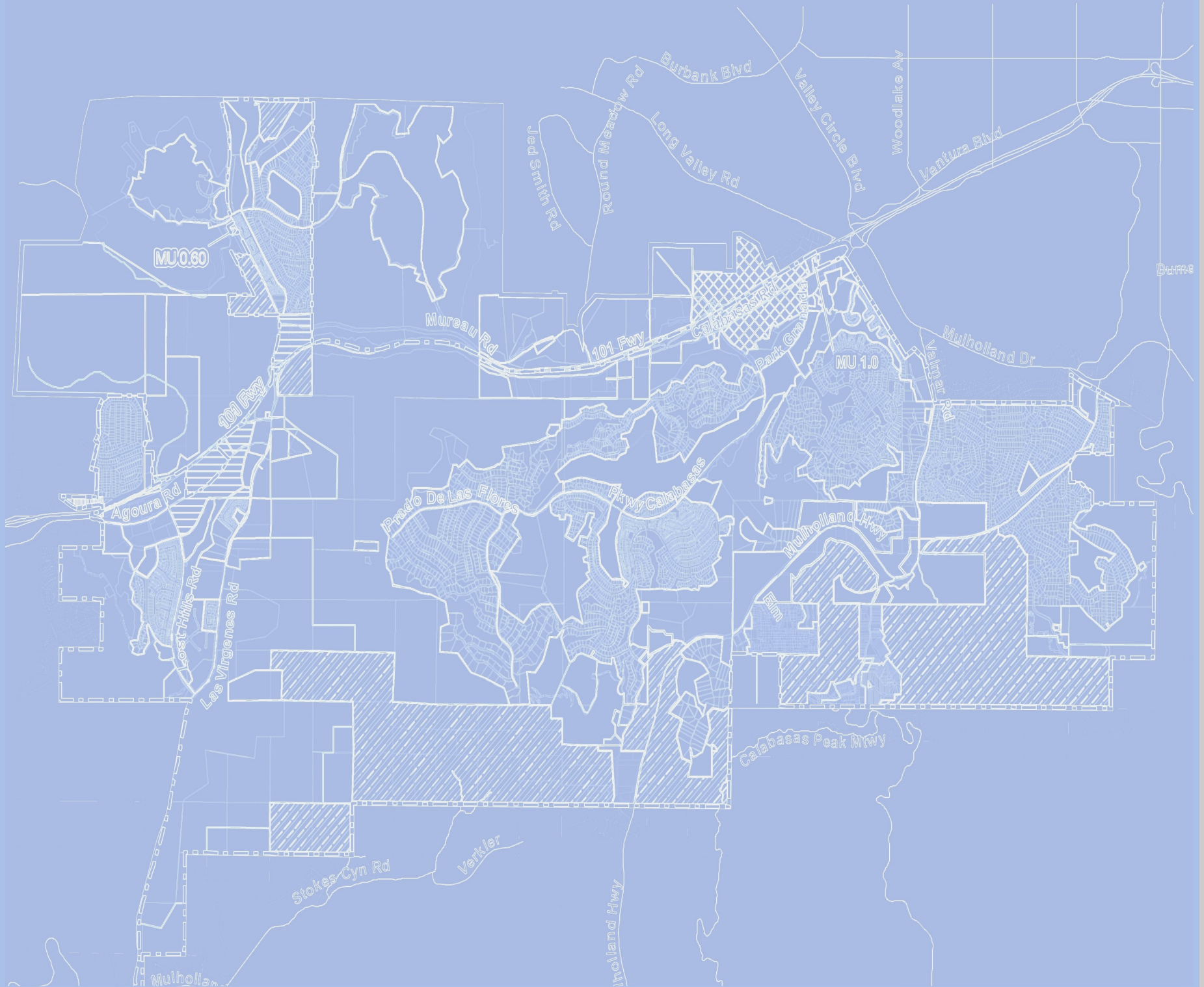
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March 10, 2010

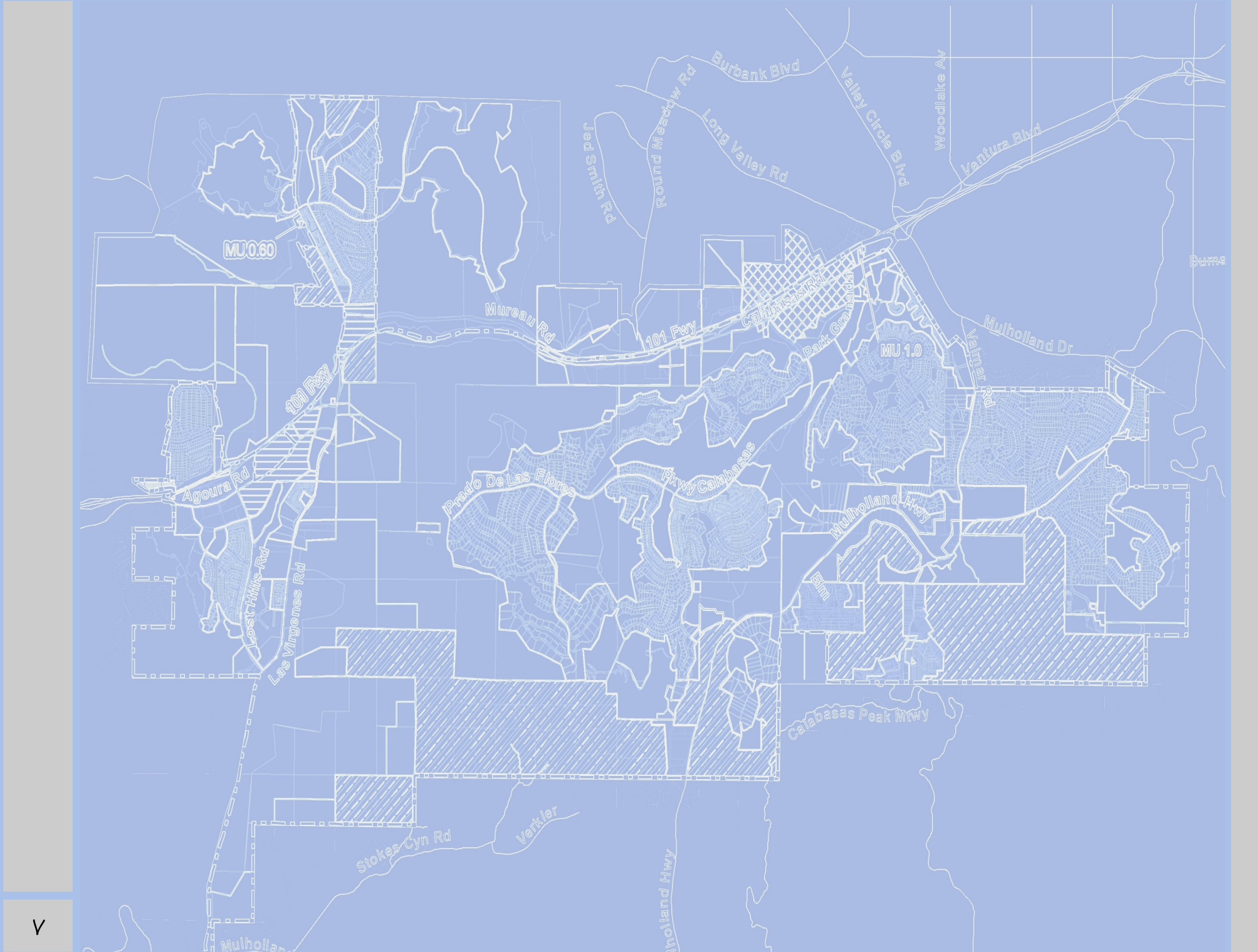






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# LETTER FROM THE DIRECTOR

Council and Community Members,

This year has been especially unique, as the City closed a chapter in its history through the adoption of a new general plan. Like the first one, which shaped this community, the 2030 General Plan also imparts a direction for Calabasas to take in overseeing the next phase of environmental protection and community development.

Unlike the previous years, large projects like the 557 homes in the Oaks, the Commons, and offices along Calabasas road are increasingly rare. Each year, the City moves one step closer to build-out, and towards the next phase of our future, which will involve the redevelopment of property along our commercial corridors and replacement of older housing stock throughout the City.

The new 2030 General Plan vision calls for a walk able community of mixed-use projects to replace the office buildings lining Calabasas and Agoura roads. It seeks to establish an extended bike and pathway system along the Las Virgenes creek linking DeAnza Park to Ahmanson Ranch, and preserve an additional 1000 acres of open space around the City. This civic vision was forged through an exhaustive process that balanced public and private interests with best planning practices to ensure a sustainable future.

In helping to carry out this new plan, this year has been focused on putting tools in place for the inevitable wave of development which will come as the economy rebounds and land prices stabilize. These include landmark efforts, such as being the first city in California to develop an implementation strategy for the new 2009 State Green Building code which will benefit every project coming through our public counter, no matter how large or how small. It also includes our twelve month effort to update hundreds of pages of the development code as the day-to-day instrument for administering the general plan vision.

As you thumb through the attached report, know that the Community Development Department is excited to begin building a new direction for Calabasas. Every member of our team gives their professional best each day, and is 100% committed to the betterment of the community and accomplishment of its goals. Each project goes through rigorous review to ensure that every development effort makes Calabasas a better place to live and work.

We thank you for the opportunity to serve this most exceptional community.



Maureen Tamuri  
Community Development Director



# PLANNING OVERVIEW

The division is responsible for administration of the City's development process including residential, commercial, and industrial uses. 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.

During the fiscal year, Planning staff fielded 1,800 inquiries from the public. The Planning Division had a total of 298 applications submitted during the Fiscal Year (See Figure 1). The total represents a decrease of 15.1% from the 351 applications submitted last year. The largest number of applications continue to be Zoning Clearances, which are typically handled over-the-counter or within a few days. Zoning clearances are typically used for minor improvements of properties not located within the Scenic Corridor. There were 137 zoning clearance permits submitted, which was a decrease of 36% from the previous fiscal year.

There were 161 non-zoning clearance permits submitted during this fiscal year, which was an increase of 17.5% from the previous fiscal year. Of these non-zoning clearance permits, 26 applications were for sign permits (16.1%), 25 applications were for minor development permits (15.5%), 21 applications were for both healthy oak tree permits and conditional use permits (13%), and 17 were for site plan reviews (10.6%).

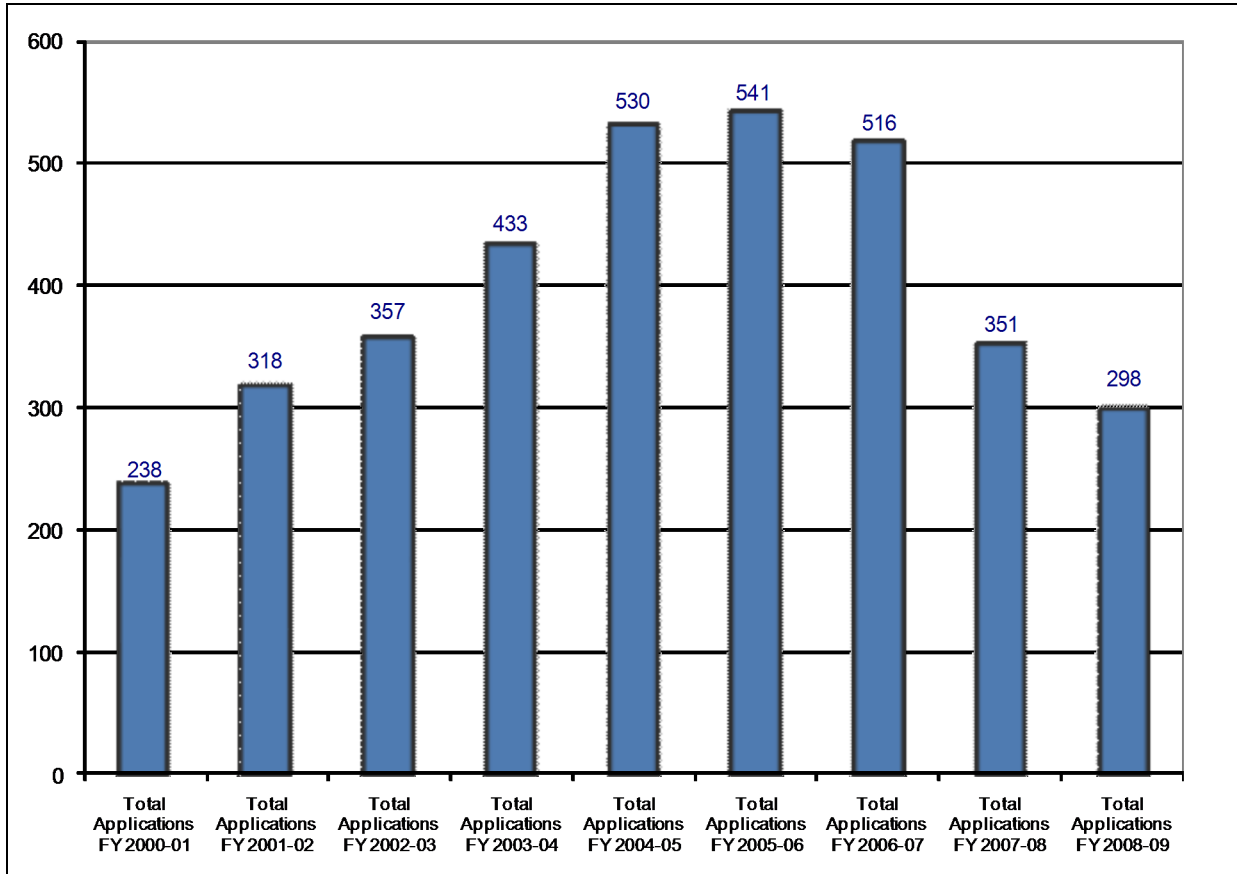


Figure 1: Applications Per Year

# APPROVED PROJECTS

The following projects are a few of the approved projects during this fiscal year.

## Fern Trail

This project, located in the Calabasas Highlands, was approved by the Planning Commission in December of 2008. The project involves merging six existing lots into three lots and constructing three 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. The site was also designed so that the three houses step up the hill as you travel east, fitting into the existing topography.



Above: Photo rendering of the three homes approved.

## EVR Systems for Gasoline Stations

State mandated Executive Order VR-202-C required that all gasoline stations in California install an Enhanced Vapor Recovery System (EVR) by April 1, 2009. All six gas stations located within the City received approved entitlements to comply with the order. Staff processed five applications for Conditional Use Permits and successfully shepherded them through the entitlement process culminating in Planning Commission approvals.

Below: An Enhanced Vapor Recovery system was installed and properly screened from public view.

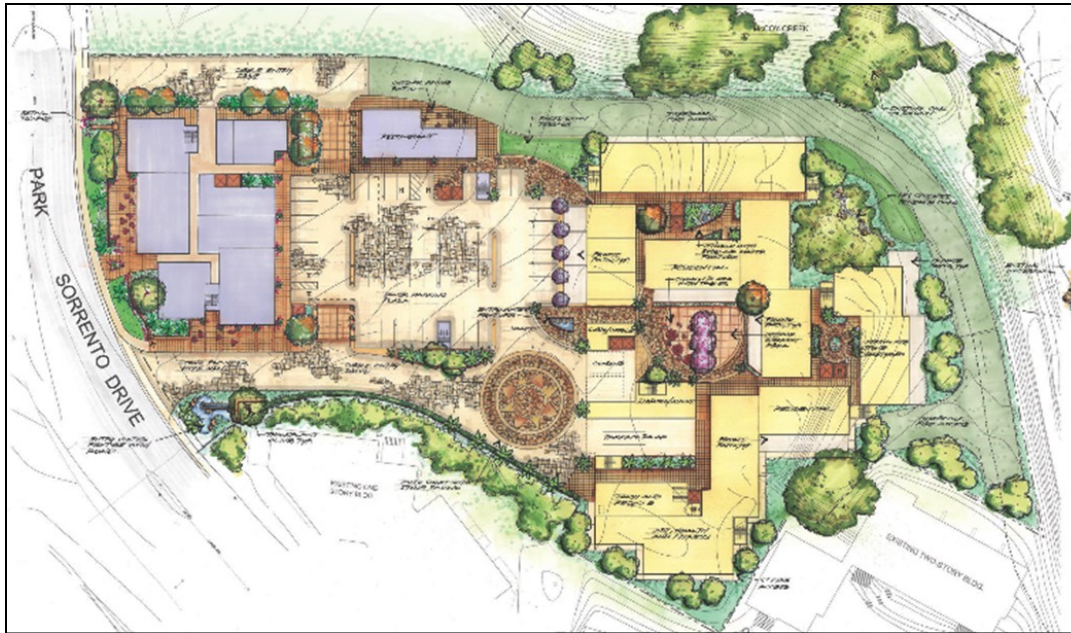
All gas stations in the City are now compliant with Executive Orders VR-202-C or VR-203 and 204-D.





## Village at Calabasas (Formerly Calabasas Inn)

On September 10, 2008, the City Council approved applications for the development of a 174,413 square-foot, 44.3-foot tall mixed use residential and retail development, which consists of 79 residential condominium units and 13,135 square feet of retail and restaurant uses, located at 23500 Park Sorrento. The approval includes a change in the General Plan Land Use designation of the parcel from Business-Professional Office (B-PO) to Mixed-Use (MU), a re-zoning of the parcel from Commercial Office (CO) to Commercial Mixed-Use (CMU), an Oak Tree Permit for impacts to Oak trees, a Tentative Map for a condominium subdivision, a Development Plan to allow for placement of a Planned Development Overlay Zone over the parcel to allow for an increase in Floor Area Ratio above .2 to a maximum of .7447, and a Development Agreement to allow for the purchase and conversion of four (4) off-site condominiums to units affordable to persons of a very low income category as defined by State Law.



Left: Rendering of the site plan  
Below: Artist rendering of the project

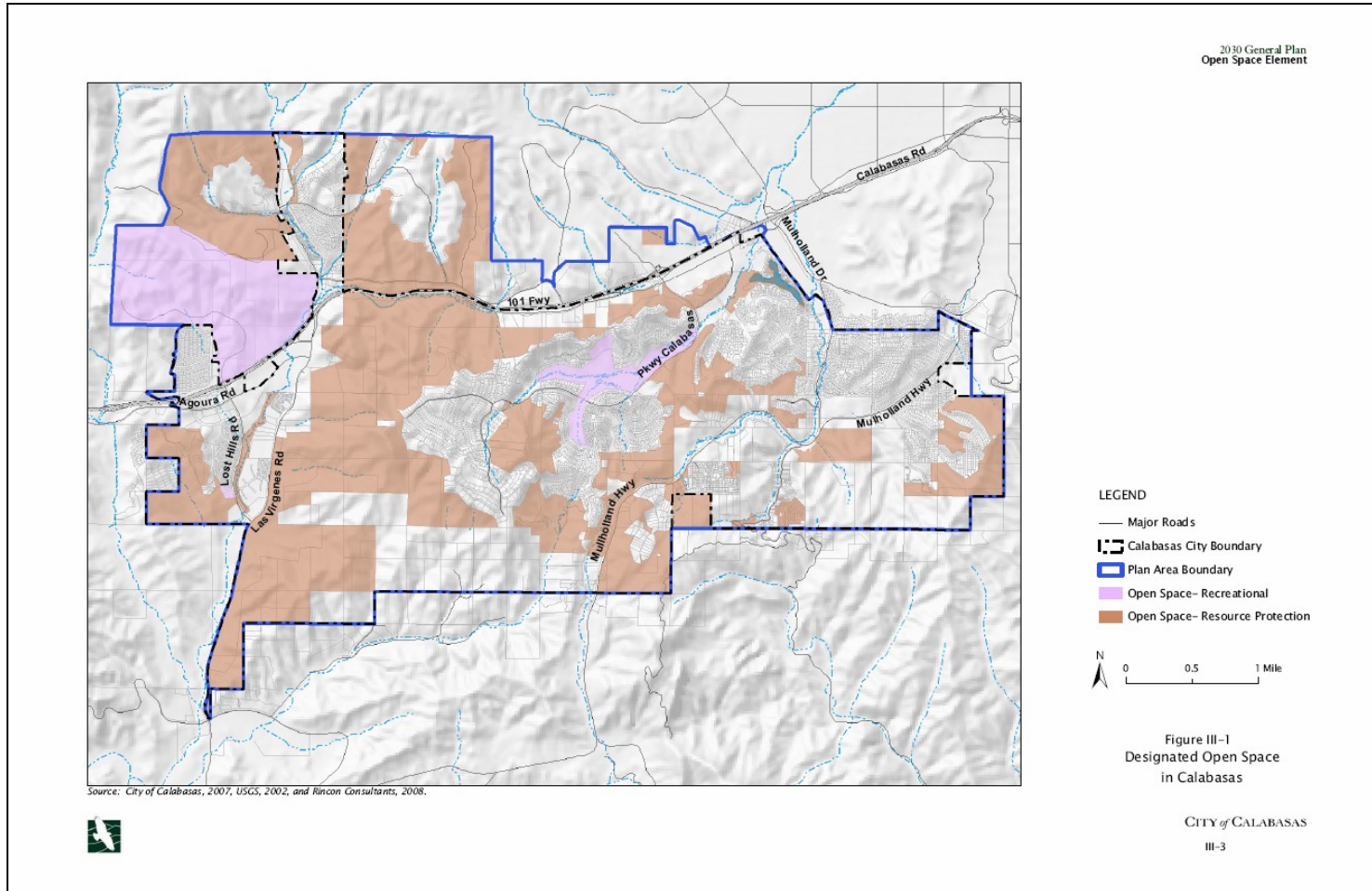


## 2030 General Plan Update

The General Plan Advisory Committee (GPAC) had just completed its mission to update the City's General Plan (the GPAC disbanded on June 30, 2008, per Council resolution), and the draft 2030 General Plan stood ready for Planning Commission consideration. However, the Commission could not begin the task of reviewing the draft 2030 General Plan until after a comprehensive Environmental Impact Report (EIR) was completed and circulated for public review. The draft EIR was completed and circulated for public and agency review on July 7, 2008. All comments received from citizens and agencies regarding the draft EIR were incorporated into a final EIR; the final EIR was then posted on the city website and copies delivered to the members of the Planning Commission on July of 2008. Based upon a favorable recommendation from the GPAC, the Planning Commission began a series of meetings to consider the new General Plan (inclusive of the Final EIR) in September 2008, culminating in certification of the EIR and a recommendation for approval of the new updated General Plan on September 25, 2008, (P. C. Resolution No. 08-434). The City Council then followed with several workshops of their own on October 11 and October 22; and on December 10, 2008 the City Council approved the General Plan update by a 5-0 vote Resolution No. 2008-1159.

Part of the 2030 General Plan Update included the development of the 2008-2014 Housing Element. The 2008-2014 Housing Element was developed in conjunction with the other Elements of the General Plan, and is consistent with the policies set forth by the Plan. The Housing Element identifies strategies and programs that focus on: (1) conserving and improving existing housing; (2) providing adequate housing sites to meet the City's allocated Regional Housing Needs Assessment (RHNA) number; (3) assisting in the provision of affordable housing; (4) removing governmental constraints to housing development; and (5) promoting fair and equal housing opportunities. The Housing Element was reviewed by the State Department of Housing and Community Development (HCD) and was formally approved on April 23, 2009.





Currently, the city has approximately 3,423 acres of open space. The 2030 General Plan has listed a goal of obtaining 4,000 acres of open space, which is 48.5% of the city.

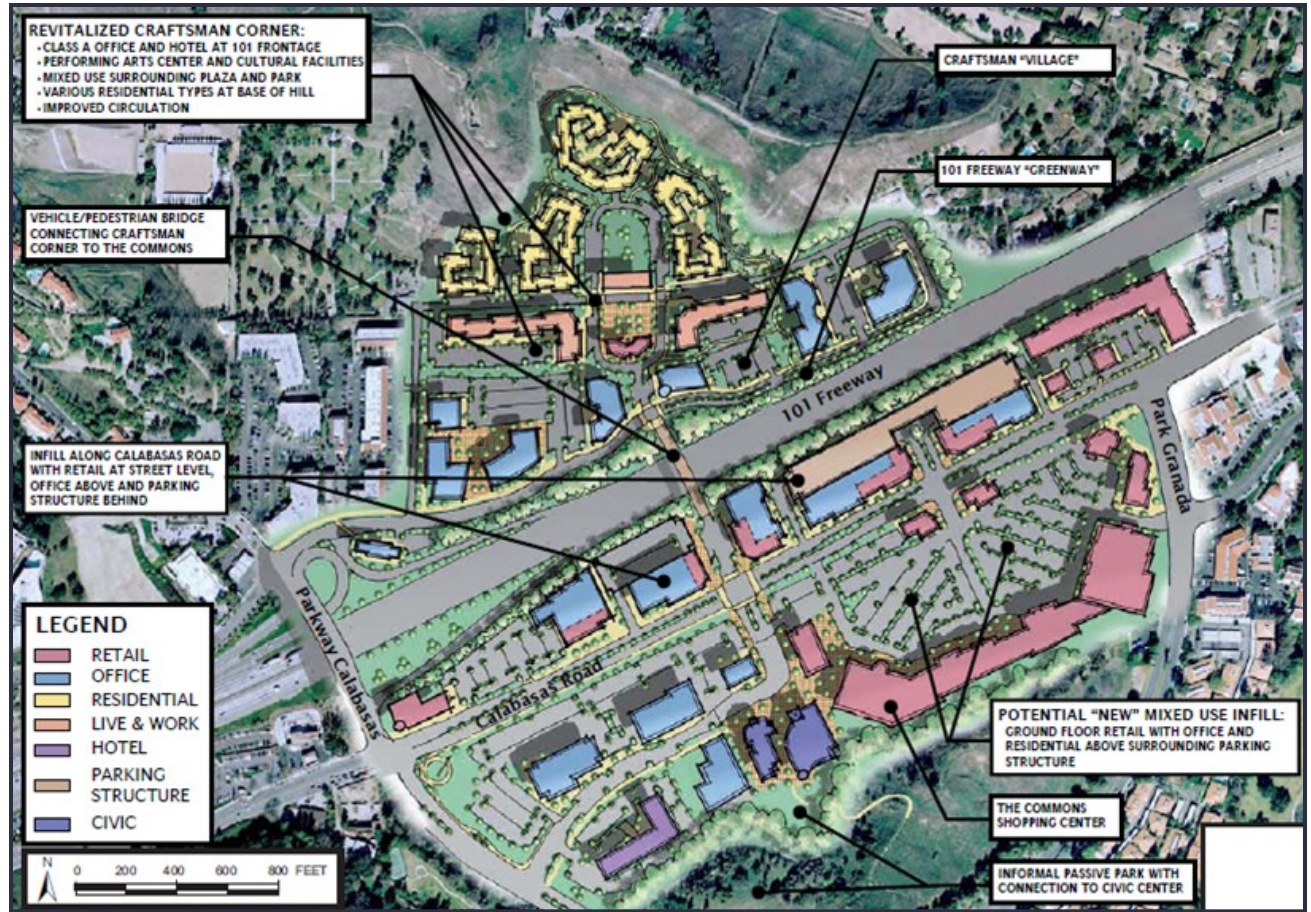


## Community Design Element - East Village

Specific visioning for the East Village consisting Calabasas Park, Old Town Calabasas, The Commons and Craftsman Corner.



Above Photos: Vision for the East Village.





## Community Design Element - Las Virgenes/Westside

Specific visioning for the Las Virgenes/Westside area encompassing Las Virgenes Road and Agoura Road. The sketches depict the future potential for the Las Virgenes/Westside.



Above Photos: Vision for the West Village.







## Viewpoint School Phase 2

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 is being implemented in three phases over a 12-year period. Phase I consists of infrastructure and utilities development, reconfiguration of the parking areas and internal access road, redevelopment of the administration and middle school buildings, the athletic field, performing arts rooms, the library and the theater. Phase 2 consists of the construction of the upper school building, gymnasium and competition swimming pools. Phase 3 consists of the construction of the primary school.

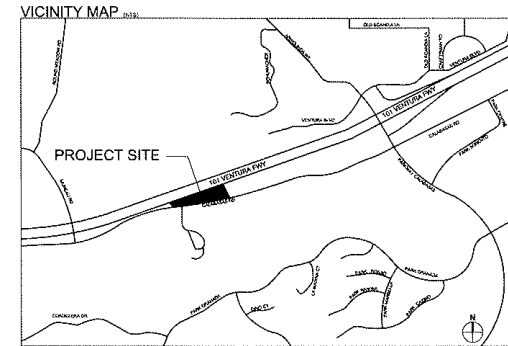
On May 26, 2009, Viewpoint submitted plans for Phase 2, which includes the construction of the upper school building, shared facilities, gymnasium, locker rooms and a competitive swimming pool. The proposed upper school building and gymnasium will be 73,845 square feet, 30% smaller than what was originally approved in 2003. The Phase 2 buildings will incorporate the same architectural style of the Phase 1 buildings. Furthermore, the new buildings will also meet a silver LEED rating equivalence.



Photos of the newly constructed library.

### Malamut Vintage Auto Dealership (Currently Bob Smith BMW Inventory Storage Lot)

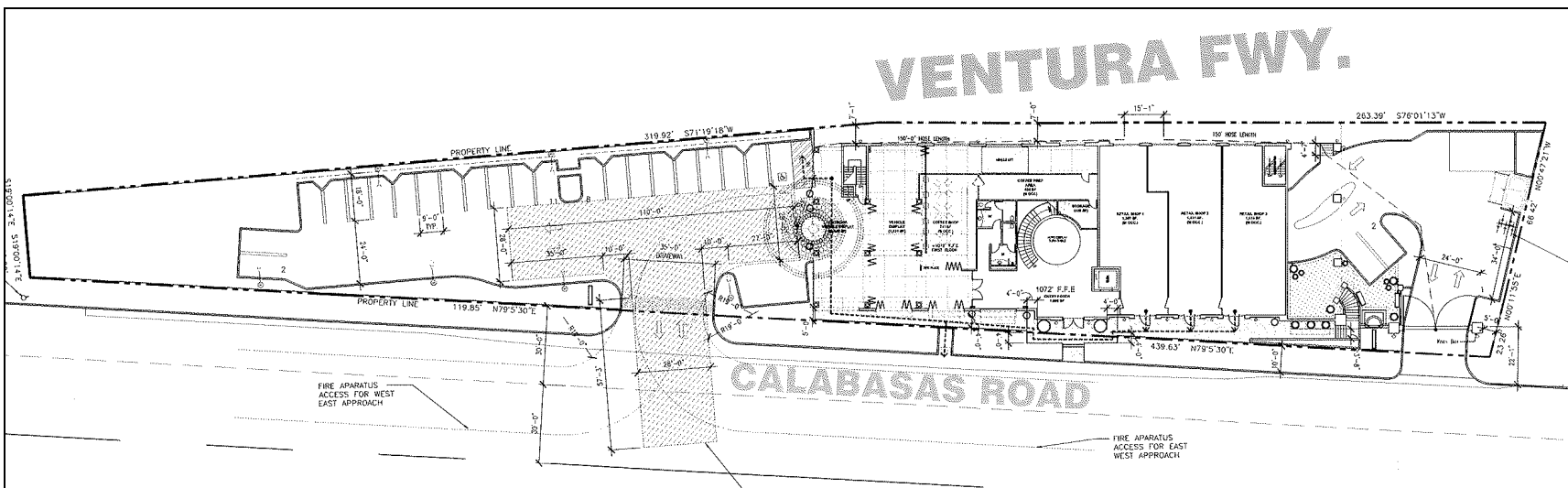
On June 29, 2009, applicant Darrel Malamut submitted an application for a proposed vintage auto dealership to be located at 24439 Calabasas Road. As proposed, the project includes construction of an approximately 20,000 square-foot, two-story building with a two-level subterranean garage to include retail space, a café, a vehicle display area, an office, and vehicle service areas. Requested discretionary approvals include: a Zone Change from the current Commercial, Business Park (CB) zoning designation to Commercial, Retail (CR); a General Plan Amendment from the current Business- Limited Intensity land use designation to Business-Retail; a Conditional Use Permit; and a Development Plan.



Above (Left): Photo rendering of the proposed project

Above (Right): Vicinity Map

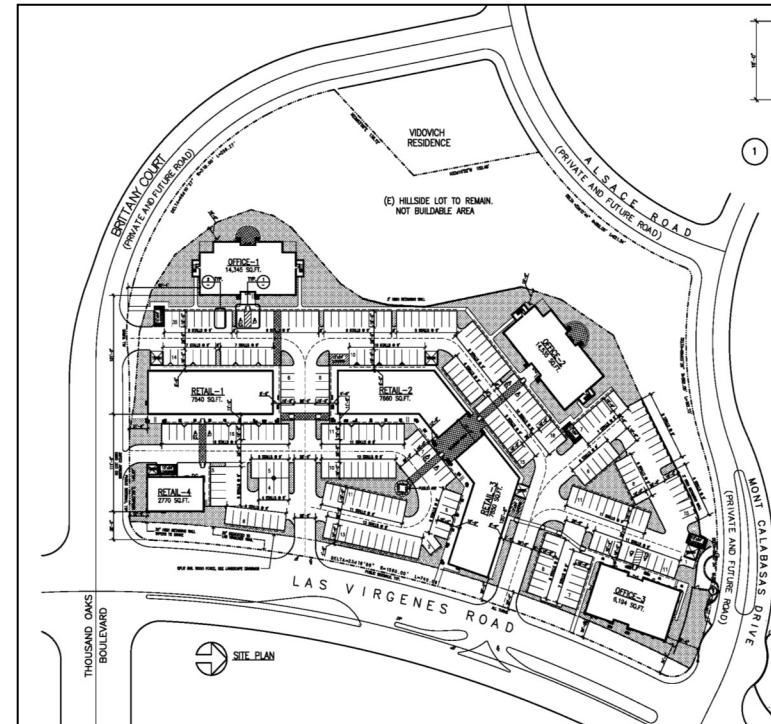
Below: Proposed site plan





## Las Virgenes Village (Mont Calabasas Future Annexation Area)

On May 16, 2008, a Pre-Application was submitted to the Planning Division for the construction of a proposed commercial center comprised of 25,820 square-feet of retail space and 35,644 square-feet of office space on a vacant parcel associated with the APN 2052-046-001, -002 in unincorporated Los Angeles County and adjacent to the City of Calabasas. Although the project is not currently within the City's jurisdiction, the City agreed to review and comment on the project's compliance with City standards and design guidelines, given its proximity to the City. City staff extended its support for the revised version of the project in a letter to the applicant on May 27, 2009. The letter included a list of conditions on which the City's support was based.



Above: Site plan of the proposed project (Left) and proposed building elevations (Right).  
Left: Two photos of the existing site.

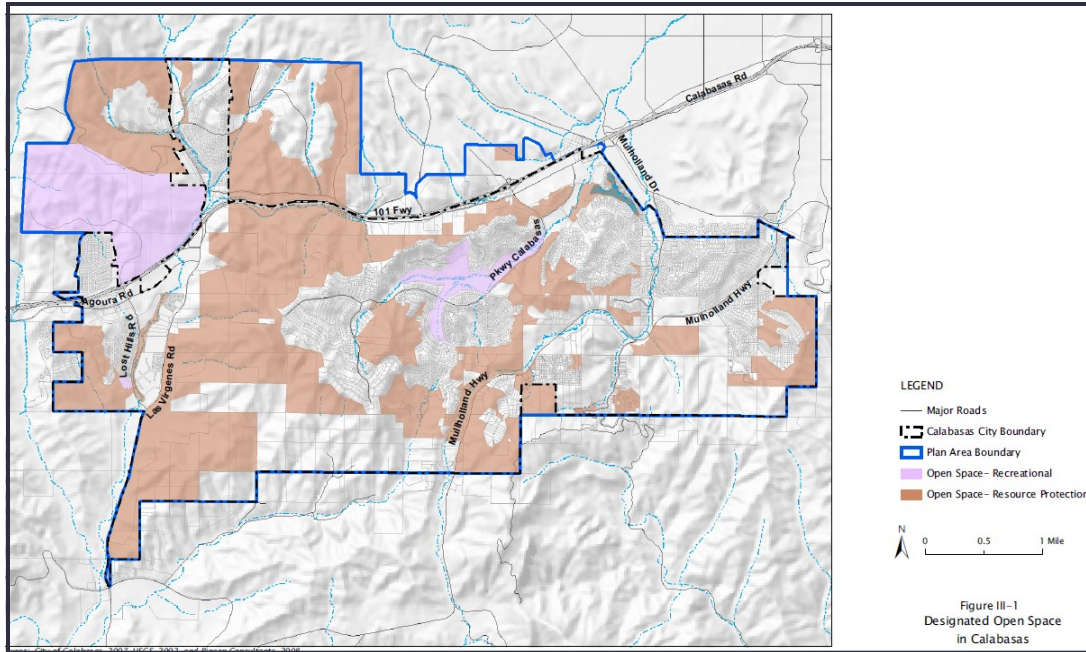




# ONGOING PROGRAMS

## Tax Default Property Purchase Program

In support of the City's ongoing program to purchase tax defaulted properties for open space preservation, the City Council approved the purchase of a narrow, but long parcel in the Calabasas Highlands located at the north end of Lilac Trail. The parcel's physical characteristics included being an ephemeral drainage supporting lush riparian habitat, and surrounded by publicly-owned open space.



Left: This map identifies designated open space within the city.

## 2010 Federal Census

The City of Calabasas is coordinating efforts with the US Census Bureau and LA County to ensure that every citizen is counted during the 2010 decennial Census. Staff submitted the Local Update of Census Addresses (LUCA) and verified city boundaries on maps sent from the Consolidated Boundary Area Survey (CBAS) to ensure that all properties in the City are accurately reflected in the Census Bureau records.

## Civic Center LEED Rating

During FY 2008-2009, Planning Division staff continued to work with Green Works Studio, the City's Green Development Consultant and the Green Building Certification Institute (GBCI) to attain LEED Gold Certifications for both the City's new Public Library and City Hall buildings. City staff worked with Green Works Studio to clarify questions that arose from the final LEED review submittal.

## **Housing Programs**

Affordable housing is an important issue for the City of Calabasas. Between 2006 and 2014, the City is required to produce 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), per the Southern California Association of Governments' (SCAG's) Regional Housing Needs Assessment (RHNA). 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 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 24 condominium units.

The average change in rent between the last two reporting periods for all rental communities in the City was -4.3%. Four out of five rental communities experienced an average decrease in rents. The average decrease in rents may be attributed to the recent economic downturn that has affected the housing market.

### **Rental Assistance Program**

In December 2008, the City Council elected to accept the Park owner's offer to increase his annual contribution to the Program from \$12,000 to \$24,000, expand the Program from 40 recipients to 45 recipients, and increase the subsidy on a temporary basis, for the next 24 months, from \$129 per month to \$179 per month for each recipient. Council also elected to renew the program for another two-year term. Staff re-qualified the individuals who were already in the program and welcomed new applications. Through the remainder of the fiscal year, 45 qualified recipients received a monthly subsidy. The 45 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 and no other funding commitments have been made. The balance of the Trust Fund in June 2009 was \$2,180,067.27.

## Historic Preservation Program Results of Historic Context and Survey

Christopher A. Josephs & Associates was contracted to produce a Historic Context Statement for the City of Calabasas and conduct a survey of all properties constructed prior to 1961. Because there was the potential for newer properties located within the Calabasas Highlands, Old Topanga and Park Modern developments to meet historical designation criteria; these properties were also included.

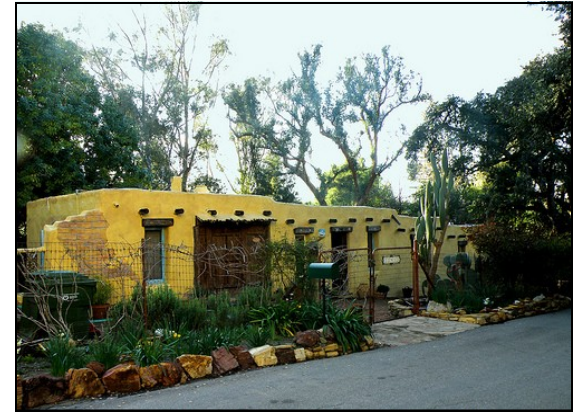
The consultants researched and inspected 194 properties where structures were built before 1961 and properties located in the neighborhoods mentioned above. They prepared Primary Record sheets for each. Both the Draft Context and Citywide Historic Resources Survey was submitted to the Historic Preservation Commission in April of 2009. Review by the HPC of each property surveyed is scheduled to begin starting in the next fiscal year.

### Calabasas Historical Society Bus Tour

On Saturday, April 11, 2009 and Saturday, May 16, 2009, the Calabasas Historical society conducted a bus tour of Calabasas' historic places. The tour included Old Town and the Park Moderne neighborhoods. There were stops at the Andy Anderson House in Park Moderne, The Masson House (Calabasas Historical Landmark No. 1) King Camp Gillette Ranch, and the Los Angeles Pet Cemetery. Staff assisted the Historic Society by preparing informational hand-outs on the City's historical landmarks and the City's historic preservation program. On the May 16, 2009, staff one of the tour guides for the King Camp Gillette Ranch stop.

### History Day

To honor National Historic Preservation Month, the Mountains Restoration Trust in conjunction with the City of Calabasas held a History Day on Sunday, May 31, 2009, at Headwaters Corner. Planning Staff manned a table to answer questions regarding the city's Historic Preservation program. The event was attended by approximately 200 residents and their guests.



Top: Photo of Andy Anderson's residence  
Middle: Photo of the King Gillette Ranch  
Bottom: View of Old Town Calabasas



### Historic Landmark #1 - William C. Masson House

On May 6, 2009, the City Council designated the William C. Masson House, as a Local Historic Landmark. The one-story single-family residence was built in the late 1890's and expanded in the 1920's and is located at the corner of Mulholland Highway and Old Topanga Canyon Road. The residence was built as a homestead house and was situated on 160 acres. It is the last remaining homestead house and the oldest house in Calabasas.

The William C. Masson House appears eligible for listing in the National and California Registers at the local level in the context of early settlement. According to the Calabasas' Historic Context statement, the William C. Masson House was constructed during the "Homesteading Days," within the "American Period," which occurred from the mid 1800s to the mid-1900s.



Above: Masson House

Below: Rear view of Benson House

### Historic Landmark #2 - Benson House

On May 11, 2009, City Council designated the Benson House as the second Local Historic Landmark within the City of Calabasas. The single-family residence is located on Clover Trail within the Calabasas Highlands community and is made up of two separate buildings on the lot joined by second-story bridges. The Benson House is significant because it was designed by Frank Gehry and is the only example of his work in Calabasas. It is also an excellent example of the Deconstructivism style and is the only known example of this style in Calabasas. The Benson House embodies many of the signature elements found in Gehry's early work, including separate buildings, fish characteristics, and the unfinished look of the buildings.





# CODES & ORDINANCES

## Entitlement Extension Ordinance

With financing hard to find, the requests that the Community Development Department received to extend planning entitlements, as well as building plan checks began to soar. In addition, the Governor signed a bill to extension all tentative maps by one year. On June 10, 2009 the City council considered an ordinance proposed by the Department that would grant a blanket extension to all entitlements valid on January 1, 2009 for 2 years. Council approved a revised ordinance that allowed for a one year extension, with an option for a second year, if the original approval body approves the additional year.

## Multi-Family Rental Housing Second-Hand Smoke Ordinance (Ordinance No. 2008-239)

On January 16, 2008, City Council adopted an ordinance that would protect the public health, safety and general welfare by prohibiting smoking in multi-family rental housing under circumstances where other persons will be exposed to second-hand smoke. The ordinance requires that at least 80% of the units in a multi-unit residence be designated as non-smoking units, and smoking prohibited in all such units on or before January 1, 2012.



Above: Photos of multi-family rental housing units located within the city.

## Stake Survey Ordinance

On April 22, 2009, the Calabasas City Council adopted Ordinance No. 2009-257 amending Section 15.040.030 and Title 17 of the Calabasas Municipal Code to require property boundary surveys for development applications for properties bordering any Open Space (OS) and/or Open Space - Development Restricted (OS-DR) zoning district.

The purpose of the Open Space (OS) and Open Space – Development Restricted (OS-DR) zoning district is in part, to preserve important environmental resources within the City of Calabasas. Therefore, the goal of the ordinance is to eliminate the inadvertent construction of real property improvements (such as fences, swimming pools, barbeques, and the like) on open-space or open-space development restricted parcels. Unfortunately, on numerous occasions improvements have encroached into designated open space area due to perimeter fences not constructed on or inside of property lines.



Above (Left): Picture of homes adjacent to property zoned OS-DR  
Above (Right): Survey equipment



# BUILDING & SAFETY DIVISION OVERVIEW

During the fiscal year, Building & Safety and Code Enforcement staff fielded approximately 11,500 phone calls and over 31,000 emails and contract plan check services helped over 200 customers at the public counter for general information and plan checking code compliance advice. Approximately 3,300 customers visited the public counter during the last fiscal year. Staff is proud to report that opinion polls reflect an incredible 99.9% positive rating regarding interaction with the Building & Safety Division and both divisions were complaint free regarding staff performance for the fiscal year.

## **Building Division**

The Building Division issued 13,33 permits this fiscal year (Figure 1), which represents a decrease of 30% from last year. The permit totals included 1 new housing unit (Figure 2) and 50 residential additions and alterations; a decrease from 80 additions and alterations last year. Permits for miscellaneous structures, such as fences and pools comprised 31% of the total permits issued and was the largest single category. Plumbing and Electrical Permits were the second largest category at 25% each. Commercial tenant Improvements accounted for 1% of total number of permits issued.

Construction Valuation, which measures the total estimated value of construction activity declined 24% and reflects the current economic conditions. The total construction valuation was \$18,962,739.00, which was a decrease from last year's figure of \$24,932,179.00. There has been a steady decrease in construction valuation over the last three years.

Plan checks totaled 324 for the year. This represents a decrease of 34% from last year's 487 with an average of 27 plan checks submitted each month.

Inspections pulled back for three straight years. There were a total of 5,325 inspections during the year (Figure 3), which is a 24% decrease over last year and an average of 444 inspections each month. Hours spent by the inspectors decreased this fiscal year to 1,183 compared to 1,692 for the Fiscal Year ended June 30, 2008.

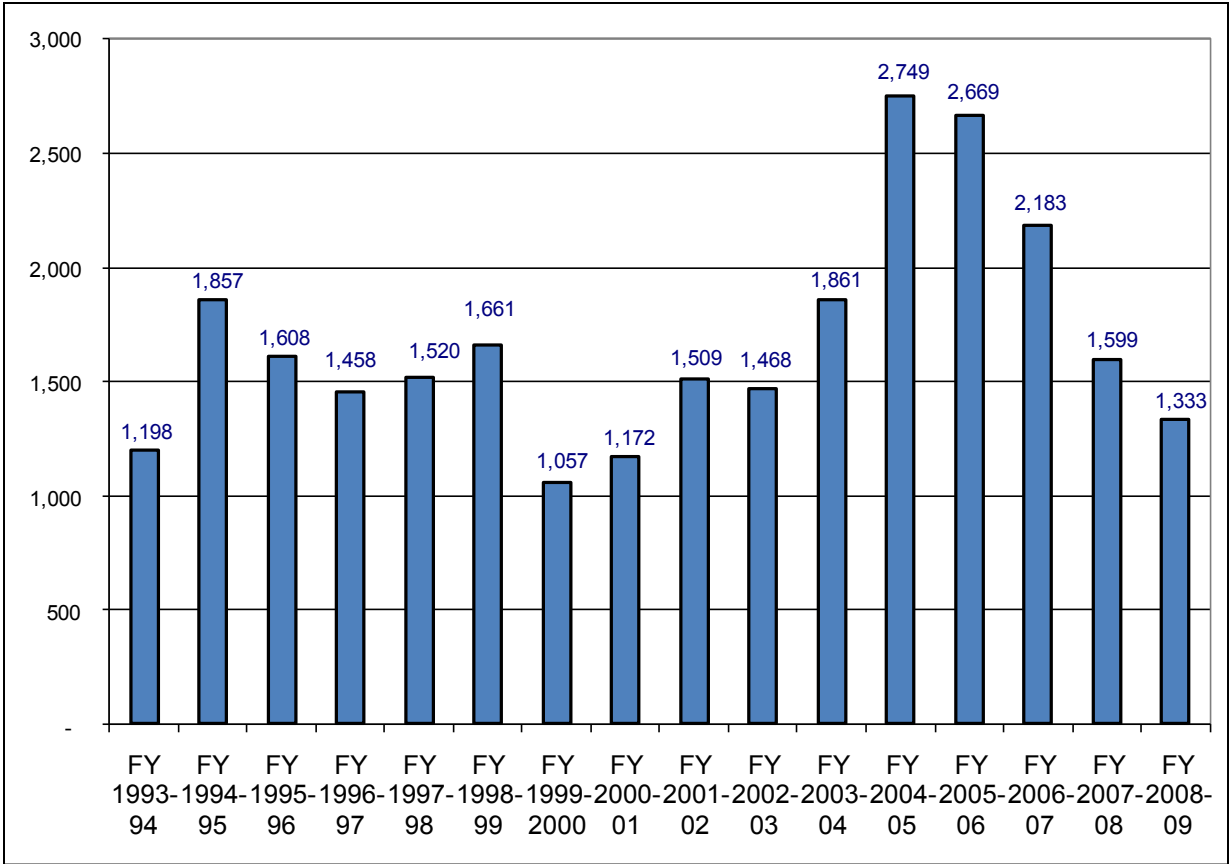


Figure 1: Permits issued per fiscal year

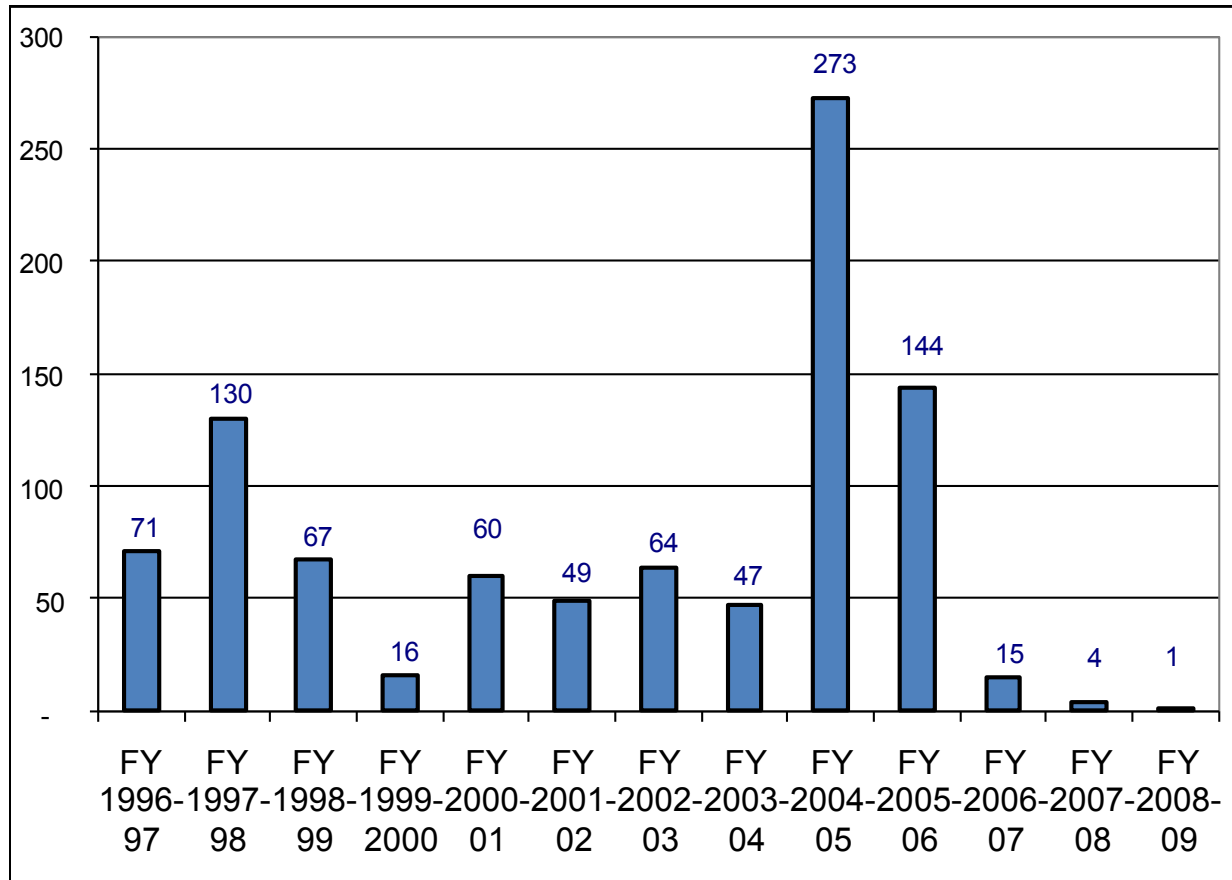


Figure 2: Number of single-family homes permitted per year



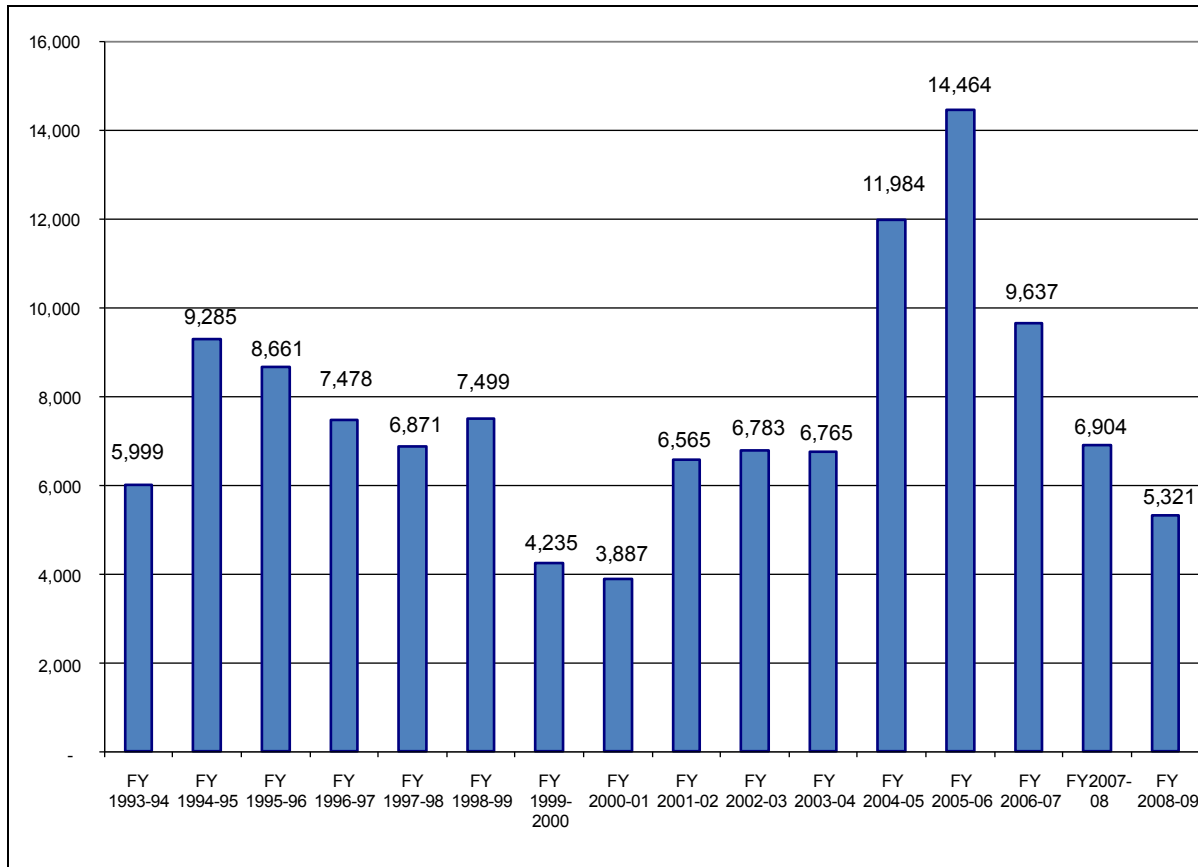


Figure 3: Total Inspections Per Year (FY 1993-94 to FY 2008-09)

# COMPLETED PROJECTS

## DTS Tenant Improvement

A noteworthy project plan checked in May 2009 was a facility for “DTS,” a digital technology company that makes decoders for the home theatre, car audio, PC and game console industries. DTS’s corporate headquarters will be in Calabasas, encompassing 76,483 square feet.



Left: View of the front entrance of “dts”

Right: View of the rear entrance

Below, Right: Aerial view of building





# ONGOING PROJECTS

## Inspections

Although the total number of new homes starting construction has tapered, the homes that are under construction are very large estates complex in design, materials and craftsmanship. For example, inspections continue for a 24,000 square-foot new estate located in The Estates at the Oaks that has both solar power and geothermal heating and cooling.



View of front of the home



View of the second entrance and secondary housing unit.

## False Alarms Program

The Permit Center also manages the False Alarms program. Burglar alarms are designed to protect lives and property and when properly installed, used, and maintained, alarms are a real asset. When misused, they become a liability because the Los Angeles County Sheriff's Department must spend a significant amount of time and money reacting to the false alarms. These false alarms are tracked and referred to one of our Building Assistants, who then has the task of sending out the appropriate warning letters and collecting fines.

# CODES & ORDINANCES

## Onsite Wastewater Treatment System Inspection and Operating Permits "OWTS"

Staff began work on a comprehensive ordinance for "OWTS's." Once the ordinance is adopted by the City Council, the City will have roughly 150 OWTS's that will need to be tested to verify their working condition via an operating permit and inspection program. In addition, there will be clear permitting provisions for new systems and Code Enforcement provisions to help combat the presence of illegal and faulty systems that are declared a Public Nuisance.

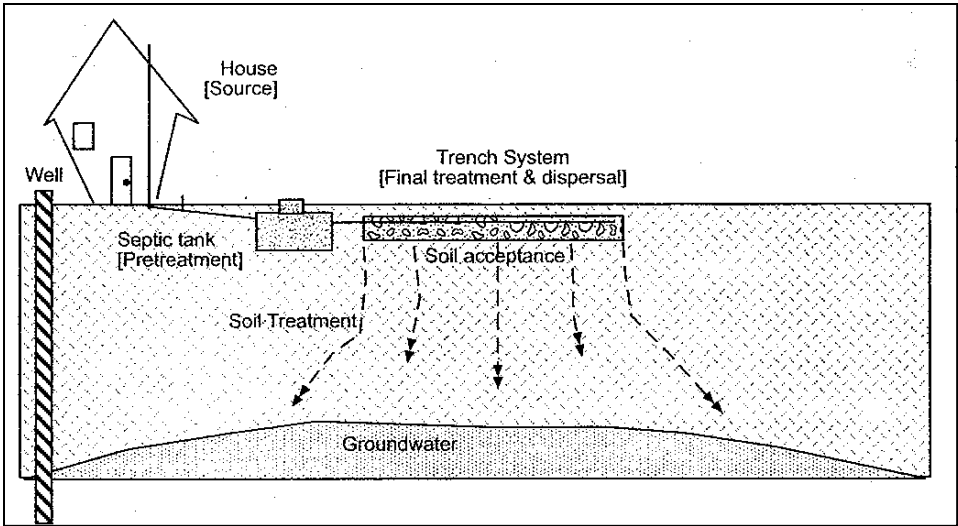
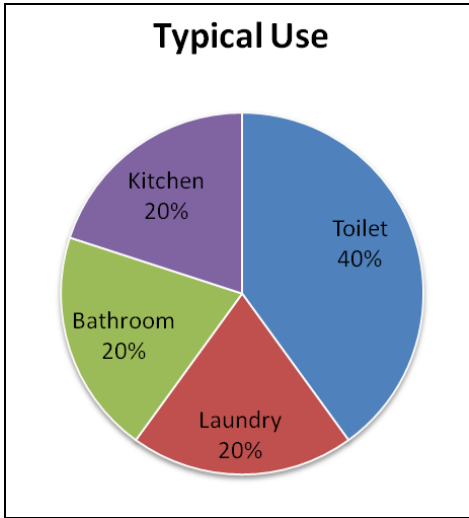


Diagram of a septic system



Typical water use by a single household

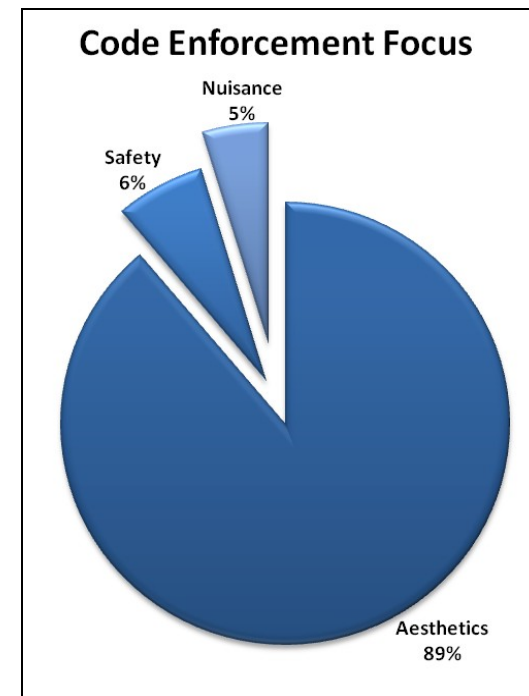


# CODE ENFORCEMENT SECTION

This fiscal year, the Code Enforcement Section has handled approximately 690 new cases. The Code Enforcement Section issued approximately 71 citations bearing fines, (not including settlements or mitigation measures) totaling \$23,250. After the citations were issued a total of \$7,500 was dismissed via preliminary reviews or other actions. A total of \$2,340 have been collected from the citations and the total citation amount still outstanding is \$13,410.

The following chart provides a break-down of the code enforcement task force activities and the pie chart shows the where code's enforcement's emphasis has been in regards to aesthetics, safety, and nuisance cases.

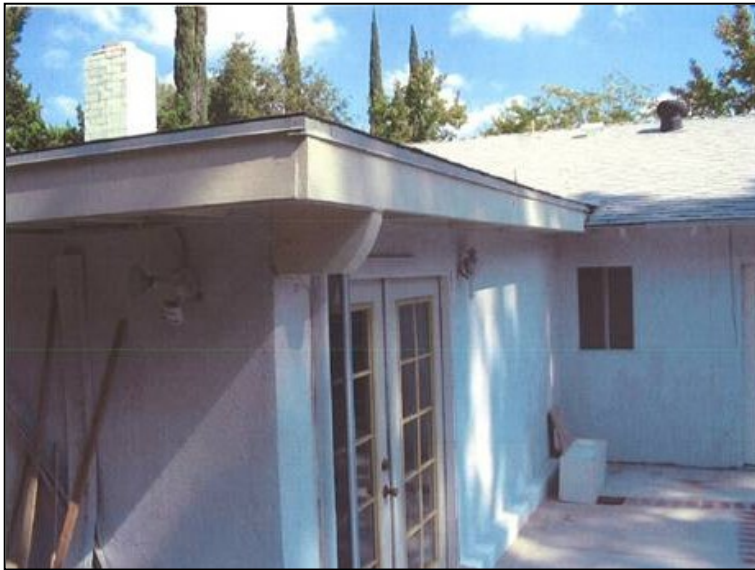
Task Force Activities:	
Animal Waste	Approximately 21 people have been warned by Code Enforcement Officers but no citations were issued. The effort remains educational and the violators have been very cooperative.
Parking Tickets	41 tickets issued totaling of \$2,250
RV Parking	Approximately 41 cases with \$1,300 in citations issued.
Graffiti:	3 cases with no administrative citations issued to date.
Dark Skies Ordinance	7 cases with no administrative citations issued to date.
Signs and Banners	1,080 sign violations with approximately \$800 in citations issued.
Waste Containers	60 cases with no administrative citations issued to date.
Tobacco Retailers Registration	A Sheriff's Department, Planning Division and Code Enforcement sting resulted in the revocation of the Supermarket "Ralphs" tobacco sales registration. They were caught for selling tobacco products to minors and were also fined \$1,000 dollars. Ralph's will be prohibited from selling tobacco products until March of 2010.
Oak Tree Violations	11 cases with approximately \$263,000 in mitigation costs.



# COMPLETED CASES

## Dantes View

A civil judgment in the amount of \$ 64,685 was awarded to the city to recover legal fees for this code enforcement case. The Code Enforcement action was needed after the property owner backfilled the swimming pool in his rear yard and constructed an addition on top of it. As seen in the photos below, the addition has been removed and the home has been restored to its original condition.



Picture of the addition that was constructed on the top of the backfilled swimming pool



Picture after the addition had been removed and restored the home back to its original condition.

## Mesquite Drive

The property owner was convicted of creating and maintaining a public nuisance related to illegal construction of an addition of 400 square feet of floor area to the residence and an assortment of other Municipal Code Violations. He was ordered to pay Building Permit and Code Enforcement fees to the city in the amount of \$ 12,707, fines to the court of \$1,500 and he was placed on twenty-four (24) months of court supervised probation. If the offender commits any further violation of any City Ordinance or other law in the two year period, he may be subject to arrest. All good news for the neighbors who have been subject to the violators blatant and flagrant actions.

# ONGOING CASES

## Illegal Encroachment

Misrepresentations of property lines and misplaced wrought iron fencing were discovered during the inspection process for 2 properties located within the “The Oaks” community. Specifically, swimming pools were constructed with encroachment into adjacent privately owned parcels. Fortunately, the property owners with the encroachment violations had rear yards that could be exchanged with their neighboring property owner’s land to complete a “land swap” and lot line adjustments were processed accordingly.

Due to an on-going investigation regarding oak tree violations and swimming pool encroachments over property lines at the Calabasas Ridge, neighbor against neighbor cross complaints have occurred regarding various other development improvements encroaching into the same open space. Code Enforcement findings reveal wrought iron fence misplacement and illegal easements prepared have led to many structures encroaching into “lot 58” of the Calabasas Ridge. To date four cases are open for properties that have been determined violations that include retaining walls, swimming pools and tennis courts.

## Code Enforcement Procedure Shift

Code Enforcement and the City Prosecutor’s office are holding banks responsible for homes declared a public nuisance, which have been through the foreclosure process. No longer will the City allow banks to subject the community to long waiting periods wherein the nuisance remains until a highest bidder purchases the home at auction with mitigation to follow at an undetermined point in time.



Photos of a home where the bank is being held responsible for the nuisance.

A successful example of this new procedure pertains to a property on Poppy Drive in the Calabasas Highlands. Working in conjunction with the La County Police Department, the occupant was determined to be a “squatter” and evicted. The Bank has hired a contractor and engineer and is moving forward with mitigation.



# COMMISSIONS & BOARDS

## **Planning Commission**

The Commission reorganized this year and voted John Mueller as Chair and Martha Scott Fritz as Vice Chair. David Brown, Gary S. Klein, and Mark Sikand are Commissioners and Rick Schumacher is the alternate member.

A total of 25 projects were reviewed during their 12 meetings within the fiscal year. One meeting was specifically dedicated to the review of the 2030 General Plan Update. Three additional meetings were "Special Meetings" dedicated to discussing the Development Code Update.

## **Historic Preservation**

On June 2, 2009, the Commission reorganized and voted Kim Lamorie as Chair and Judy Jordan as Vice Chair. Jason Pierce and Taryn Wayne are the Commissioners, and Arlene Bernholtz is the ex-officio member. One position still remains vacant.

Four meetings were held during the fiscal year where the Commission reviewed and approved the Historic Context Survey, and designated the first two local historic landmarks within the City. The Commission received training on Historic Preservation, Design Review 101, Historic Green, and Preservation Technology. Two of the meetings were scheduled as workshops for the Commission to review properties identified within the Historic Context Survey.

## **Design Review Panel (DRP)**

The Design Review Panel members include Jeff Cooper, Samuel Wacht, Mark Handal, and Ken Stockton. The Panel reviewed 22 projects within the 8 meetings held during the fiscal year.

## **Community Development Director's Hearing (CDD)**

A total of 17 projects were reviewed during the fiscal year during 11 meetings.

## **Development Review Committee (DRC)**

The Development Review Committee members include three planners, an Associate Engineer, Senior Civil Engineer, Environmental Services Manager, Building Official, a representative from the Las Virgenes Municipal Water District, the Fire Department, and Sherriff Department. The DRC reviewed 33 projects within 16 meetings during the fiscal year. The number of projects reviewed (33) decreased by 8 projects from the fiscal year. Additionally, there were 2 less meetings held than the previous fiscal year (18) meetings.

# CONTINUING EDUCATION & STAFF TRAINING

## Planning Division

Southern California Association of Governments (SCAG) - June 1, 2009

Historic Preservation Conference in Palm Springs – April 16, 2009

Green Build Conference in Boston – November 17, 2008

UCLA Extension/23<sup>rd</sup> Annual Land Use Law & Planning Conference: Updates, Trends & Assessments

Los Angeles, CA – January 23, 2009

Plat and Subdivision Law in California in Pasadena, CA – August 2008 (Lorman Education Services)

Senior Planner Glenn Michitech passed the LEED AP exam.

## Building Division

July 2008 - CACEO - Criminal Citations/Court Process

September 2008 - CALBO - Structural Plans Examination, CALBO - Electrical Code, CALBO - Mechanical Code Exhaust systems, CALBO - Mechanical Code Chimney & Vents, CALBO - Mechanical Code Combustion Air & Venting, The Gas Co., Boiler Water Treatment for Energy Efficiency

November 2008 - CALBO - Combination Inspection 1, CALBO - Over the Counter Plan Check, CALBO - California Plumbing Code, CALBO - Title 24 Parts 1-12, California Building Standard Codes, ICC - Green Building Final Action Hearing Agenda, CALBO - Over the Counter Plan Check

May 2009 - So Cal Gas Company - Title 24 CA Energy Mechanical HERS, So Cal Gas Company - Title 24 CA Energy Cool Roofs

June 2009 - CALBO - Compulsive Hoarding Seminar, IAPMO - Boiler Installation

Staff obtained many certification, which provide validity to their professionalism and continuing education efforts.

ICC - Residential Plumbing Inspectors

ICC - Commercial Plumbing Inspectors

OES - Postdisaster Safety Assessment Inspector

OES - Postdisaster Safety Assessment Coordinator

NAWT - On Site Water Treatment Inspectors

# COUNCIL, COMMISSIONERS & STAFF

## City Council

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

## Planning Commission

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

## Historic Preservation Commission

Kim Lamorie, Chairperson  
Judy Jordan, Vice Chairperson  
Taryn Wayne, Commissioner  
Jason Pierce, Commissioner  
Arlene Bernholtz, 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 Mirzakhian, Planner  
Andrew Cohen-Cutler, Associate Planner  
Michael Klein, Associate Planner  
Krystin Rice, Planning Assistant  
Vacant, Planning Assistant  
Nina Harvey, Executive Assistant  
Intern, Annabel Simer  
Intern, Kathleen Bailey  
Intern, Ashley Green  
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  
Intern, Sara Rosenblit





