

**Minutes of a Special Meeting of the
Planning Commission of the City of Calabasas, California
Held Thursday, July 2, 2009**

Opening Matters

Call to Order/Roll Call of Commission Members

Chair Mueller called the meeting to order at 6:10 p.m. in Founders Hall, Calabasas Library, 200 Civic Center Way, Calabasas.

Present: Chair Mueller, Vice Chair Fritz, and Commissioners Brown, Klein, and Sikand.

Excused Absence: Alternate Commissioner Shumacher.

Staff: Ballin, Tamuri, Michitsch, Figueroa, and Goor.

Pledge of Allegiance

The Pledge of Allegiance was led by Chair Mueller.

Approval of Agenda

Motion by Commissioner Sikand, seconded by Vice Chair Fritz, to approve the Planning Commission Agenda of July 2, 2009. MOTION CARRIED 5/0.

Announcements and Introductions

None

Oral Communications – Public Comment

No one expressed a desire to speak.

1. Approval of Minutes: June 18, 2009

The Commission suggested the following changes to the Minute of June 18, 2009:

Page 2, 17.12.080 - Clarify the issue that the City Attorney will be looking at: whether or not to be selective regarding certain types of drive-thrus; i.e., allowing certain types of businesses and not other types of businesses.

Page 5, Regarding Table 2-9, Strike the phrase: ‘but that it should be a community effort.’

Page 5 change Commission Klein to Commissioner Klein.

Page 4, 17.13 Minimum Lot Size: following, 'Change minimum lot size in Table 2-5,' strike the phrase: 'and in new design standards for second story additions,' leave the remainder of the sentence, 'for the RR zone specifically: change from .5 to 1 dwelling per acre.'

Commissioner Sikand noted he would abstain as he was absent on June 18th.

Motion by Commissioner Klein, seconded by Vice Chair Fritz, to approve the Planning Commission Minutes of June 18, 2009 with the changes noted above. MOTION CARRIED 4/0.

2. Development Code Update Workshop

The Commission noted they may wish to revisit Chapter 17.13- 2nd story additions design guidelines vs. performance standards.

Planning Consultant Joyce Parker-Bozylinski guided the Commission through the Development Code Update commencing with Article III Chapter 17.20.

Emma Wilby, Karen Rothenberg, and Kim Lamorie participated in the discussion.

Chapter 17.20 – General Property Development and Use Standards

Community Standards

Access, Transportation Standards:

With regard to discretion related to smaller projects change "review authority" to "Director" for determining whether a structure or use had adequate access. Add text that indicates The City Engineer and Community Development Director shall provide advice and written recommendation to the review authority and the review authority shall make the determination.

Page 174, Paragraph 6 add language noting the desirability for park and ride facilities such as, 'park and ride lots shall be provided and can be utilized as a place for carpooling.' The Commission considered, when making a contribution for telecommunications, whether the funds could be for park and ride facilities. The Commission discussed striking 'cool tower shelters'.

17.20 B.

Page 171 (B) Clarify what ‘any on site development’ means.

Archaeology

Page 179, add: ‘landscape and/or districts’ consistent with the Historic Preservation Ordinance.

Design Considerations

Page 183 (A)(1) ‘...and maintain the existing character of Calabasas’ is vague; staff shall rework.

Page 190. A.2. trumps B., C., and D.

Page 183 A.2., strike the phrase ‘rather than one specific type of architecture.’ (or strike the second sentence.?)

Page 139 A(1)(g). is grammatically unclear; staff will rewrite.

Community Standards:

Pg. 183 - Change ‘Guidelines’ to ‘Design Performance Standards.’ Define ‘compatible’ and remove anything language that cannot be firmed up; i.e., ‘the height of a structure should be less than x.’ incorporate the Design Performance Standards for second stories that are found on page 119 as amended.

Page 182, (5)(a)., replace ‘protect’ with ‘consider’ to read, ‘The design of new development shall consider the privacy of residents to the extent feasible.’

Disaster Response

Staff will rewrite the section regarding two points of ingress and egress to comply with the Fire Department requirements and apply section only to subdivisions.

Fences Walls and Hedges

Page 196 regarding uninterrupted wall, add ‘within the public right-of-way.’

Freeway Corridor Development

Page 198; staff shall add previously deleted Section “C” back in.

Hazards

Page 198-200 A.5., replace 'unacceptable risk' with, 'to meet safety standards as established by the City Engineer.'

Height Limit and Exceptions

Staff shall return with section this at the next meeting.

Hillside and Ridgeline Development

Page 212, A., change 'hazardous' to 'hazards.' Strike 13. and deal with it elsewhere under Subdivisions or Enforcement.

Staff will re-look at defining slope and nuances such as, 'slope within 20 feet of the proposed structure.'

C.2., Significant Ridgelines vs. Non-significant Ridgelines will be looked at.

Page 211-212 E.1 and 2. Access – steep driveways – staff will research slope requirements.

The Commission recessed at 8:00 p.m. and reconvened at 8:10 p.m.

Noise

Page 215, C.4.- Construction hours to include Sunday.

Emma Wilby discussed construction and garbage trucks idling their engines before 7:00 a.m.

Staff indicated they can include a condition regarding construction vehicles not idling their engines (before 7:00 a.m.) Garbage trucks would not be included in this section.

Page 217, F., add text in table 3-1 and 3-2.

Screening

Page 218, The Consultant stated Section E. will be moved to the Solid Waste Section.

Page 218, mechanical equipment should be defined. Wording shall be changed to make this a standard, by indicating 'Where feasible, the mechanical equipment shall be ground-mounted.' However, following further discussion, staff indicated they will review wording of this item.

Set Back Requirements

Page 221, Table 3-3bay/garden windows shall be called out.

Page 222, Table 3-2 Barbeques, the length of projections or bump-outs for chimnies shall be defined.

Solar Energy Development and Guidelines

Page 225: Strike 'and Guidelines' and delete Section 'A.

Chapter 17.22 – Affordable Housing

Page 239(B)(4) Clarify what type of land is donated (with regard to whether or not it is suitable for building).

17.24 - Art in Public Places

Staff recommend this discussion of this section be tabled, the Commission concurred.

17.26 – Landscaping

Staff will review pervious surface with regard to shade structures.

Page 262, Landscape: invasive species – reconcile language with Biotic Standards.

Staff will look into a concern regarding street trees ruining the sidewalks.

17.27 – Lighting

Page 270, 17.27.020, E. Outdoor Recreation Facility Lighting – replace, 'should be discouraged or prohibited' with, 'should be avoided.'

17.28 – Parking and Loading

Page 287, Table 3-11, add, "one per each 'on-site' company vehicle."

Page 293. Medical Services – review medical parking standards of surrounding cities.

17.30 – Signs

Amortization Page 351 staff was recommending 5 years, but is now recommending it remain at 15 years and will change this back to reflect that.

17.32 – Oak Tree Regulations

Ordinance will be updated as part of different code update phase.

17.38 – Reasonable Accommodation

Page 406 A. Application, at the end of the paragraph regarding the fee add, ‘and pay the fee for the environmental review.’

Page 409 Concurrent Review: clarify Section B regarding review authority.

Kim Lamorie discussed what defines a driveway and what defines a roadway. She also discussed substandard streets. Regarding Page 182 (5)(B) cut throughs are very specific in the General Plan and should be tightened up here by adding, ‘protect residential neighborhoods by avoiding residential...’ Staff indicated they will return with language regarding the issue. Ms. Lamorie indicated her preference that a Consistency Review Program report requiring projects be analyzed remain in and that performance standards be analyzed integrating the environmental and design review processes. Staff suggested they could create a document similar to a Consistency Review Program report that could be filled out outlining how applicants meet each of the performance standards.

Future Agenda Items and Reports

4. Director’s Report and Future Agenda Items.

Community Development Director Tamuri noted receipt of a letter this evening, which shall be distributed to the Commission, from Schmitz & Associates commenting on Article III. The Commissioners may bring up any of the concerns outlined in the letter at the next meeting next meeting. Ms. Tamuri noted the Planning Intern will soon be leaving the hospital following an accident.

5. Reports from the Planning Commission

None.

Adjournment

Chair Mueller adjourned the meeting at 9:40 p.m. to the next Special Meeting of the Planning Commission Meeting, a Workshop regarding the Development Code Update, July 16, 2009 at 6:00 p.m. in Founder’s Hall, Calabasas Library, 200 Civic Center Way.