

CITY OF THOUSAND OAKS

PLANNING COMMISSION

RESOLUTION NO. _____ PC

A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF THOUSAND OAKS APPROVING A
MINOR MODIFICATION TO A DEVELOPMENT
PERMIT AND PROTECTED TREE PERMIT FOR THE
USE OF CERTAIN PROPERTY WITHIN SAID CITY

Applications: 2021-70567-DPMN and 2021-70523-PTP

Applicant: Conejo Recreation and Park District

Location: 1175 Hendrix Avenue, APN 524-0-090-255

The Planning Commission of the City of Thousand Oaks, California, DOES
RESOLVE AS FOLLOWS:

SECTION 1

WHEREAS, the applicant has filed with this Commission a petition under the provisions of the City of Thousand Oaks Municipal Code (TOMC) requesting the following:

1. Acknowledge the Mitigated Negative Declaration adopted by the Conejo Recreation and Park District Board pursuant to California Environmental Quality Act (CEQA) Guidelines;
2. Approve a Development Permit Minor Modification (2021-70567-DPMN) to allow the demolition of an approximately 7,000 square foot community center building with a new 16,653 square foot community center building, to construct new play areas, trails, trash enclosure, covered stage, amphitheater seating, and shade structures, and to renovate existing outdoor features, including the baseball field, playgrounds, picnic areas, bridge, trails, landscaping, free-standing restroom, and parking lots as well as new landscaping and hardscaping; and
3. Approve a Protected Tree Permit (2021-70523-PTP) to the removal and replacement of three protected trees, relocation of 16 protected trees, encroachment into the protected zone of 48 protected trees, and planting of 21 replacement protected trees.

WHEREAS, on August 19, 2021, a Protected Tree Permit application was submitted by Conejo Recreation and Park District (CRPD) for 2021-70523-PTP;

WHEREAS, on September 1, 2021, a Development Minor Modification permit application was submitted by CRPD for 2021-70567-DPMN;

WHEREAS, the project includes the removal of three protected trees, which is required to be reviewed by the Planning Commission and therefore the entire project, including the DPMN is required to be reviewed by the Planning Commission;

WHEREAS, the property is zoned Public, Quasi-Public, and Institutional Lands and Facilities Zone (P-L). The land use designation for the site under the City's adopted General Plan is Parks, Golf Courses, and Open Space;

WHEREAS, properties surrounding the site are zoned Public, Quasi-Public, and Institutional Lands and Facilities (P-L) to the south and east, Single-Family Residential (R-1-9) to the north and east, Residential Planned Development (RPD-25U) to the west, and Residential Planned Development (RPD-7.4U to the south) Open Space to the south and northwest;

WHEREAS, properties surrounding the site have General Plan land use designations of Parks, Golf Courses, and Open Space to the west and south, Neighborhood Very Low to the south, and Neighborhood Low 1 to the north;

WHEREAS, the project was reviewed by the County of Ventura Fire and Police Departments, City of Thousand Oaks Planning Division, Traffic Division, Engineering Division, and Sustainability Division;

WHEREAS, CRPD is the Lead Agency under the provisions of Section 15050 of the CEQA and, on May 3, 2021, pursuant to the California Environmental Quality Act (CEQA), CRPD, as the lead agency, initiated the Conejo Community Park and Center Project public review period for the prepared Initial Study/Mitigated Negative Declaration;

WHEREAS, on June 17, 2021, the CRPD Board certified the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program and approved the project;

WHEREAS, on June 26, 2021, CRPD filed a Notice of Determination for the MND with the County of Ventura;

WHEREAS, on September 1, 2022, a Notice of Application was posted on the project site and mailed to all required parties;

WHEREAS, on May 13, 2024, Rincon consultants, the firm which prepared the MND, submitted a letter to CRPD stating that the CEQA document, as written, is still representative of the impacts of the project as proposed;

WHEREAS, the City of Thousand Oaks is a Responsible Agency under Section 15052 of the CEQA and has considered and acknowledges the conclusions, findings and mitigation measures of the adopted Mitigated Negative Declaration;

WHEREAS, on November 4, 2024, a Notice of Planning Commission Public Hearing was published in a newspaper of general circulation within the City of Thousand Oaks and was mailed to all property owners within a 500-foot radius of the subject property;

WHEREAS, the Planning Commission, upon giving the required notice, did, on the 18th day of November 2024, conduct a duly advertised public hearing as prescribed by law to consider said application; and

WHEREAS, at the November 18, 2024, public hearing, oral and written evidence, including a staff report, were presented and received, and arguments were heard from all interested parties appearing in the matter; and

SECTION 2

WHEREAS, the findings of the Planning Commission for recommending approval of said Development Permit Minor Modification 2021-70567-DPMN are as follows:

1. *The project consistent with the Thousand Oaks General Plan and any applicable specific plan or redevelopment plan;*

The project is consistent with the Thousand Oaks General Plan, including the Land Use Element, in that the General Plan land use designation for this property is "Parks, Golf Courses, and Open Space," which allows for public and private recreation and open space. The renovation of the facilities within an existing community park use is consistent with the general plan land use designation.

The proposed project is to expand and update existing park facilities, including a community center and covered stage to allow for additional active recreational amenities that meet the needs of community members of different ages and physical capabilities. In addition, the project includes adequate security lighting to ensure the safety of public safety personnel, staff, and park visitors. As such, the proposed project

is consistent, in particular with the following General Plan 2045 goals and policies:

- Goal POS-6: Create and maintain beautiful and accessible parks and recreational facilities that meet the needs of all residents of Thousand Oaks.
- Policy 6.2: “Enhance Existing Facilities. Enhance and update facilities and amenities at existing public parks to meet the recreational needs and interests of residents of all ages”
- Policy 6.4: “Public Safety. Consider the safety of park uses with the design of new and expanded park facilities.”
- Policy 6.6: “Accessible Parks. Park design should consider usability by and safety for children, seniors, and those with mobility, sight, hearing or other special needs.”
- Policy 7.1: “Expansive Programming. Offer diversified programs and services that meet the recreational needs of community members”.
- Policy 7.2: “Active Recreational Programs. Encourage recreational programs that provide active and health promoting opportunities for residents of all ages.”

Furthermore, the project site does not lie within any applicable specific plan or development plan. Therefore, the proposed project meets this finding.

2. *The project complies with all applicable laws, regulations and policies, including the Thousand Oaks Municipal Code;*

The proposed project complies with all requirements of the TOMC, including specific development standards for the P-L zone in Article 32 of Title 9 of the TOMC as well as the Precise Plan of Design Guidelines (Res. No. 2023-061). Additionally, the project has been reviewed by other City departments and agencies for conformance with applicable laws, regulations, and policies, and provided appropriate conditions of approval.

Furthermore, the project complies with the Precise Plan of Design Guidelines through the screening of all ground-mounted equipment and use of natural colors throughout the design of the community building, which serves to harmonize the proposed structures with the surrounding natural environment and residential settings. Therefore, the proposed project meets this finding.

3. *The project will not be detrimental to the public health, safety or general welfare; and*

The project will not be detrimental to public health, safety, or general welfare because the project has been reviewed and approved by the Community Development Department, Public Works Department, Police Department, and the Ventura County Fire Department (VCFD). With the incorporation of the conditions set forth by these departments and agencies, the project will not be detrimental to public health, safety, or general welfare as the granting of this permit:

- a. Will maintain the degree of compatibility of property uses that the Zoning Ordinance is intended to promote and preserve, considering the particular site, and uses on parcels within the zone in which the use is located; and,
- b. Will not result in a use which may reasonably be expected to become obnoxious, dangerous, offensive or injurious to the public health, safety or welfare, by reason of the emission of noise, smoke, dust, fumes, vibrations, odor or harmful or annoying substances; and,
- c. Will preserve the integrity and character of the zone in which the use will be located and the utility and the value of property in the zone and adjacent zones; and,
- d. Will not become detrimental to the public interest, health, safety, convenience or general welfare.

As outlined in the environmental document (MND SCH# 2021050004), the project will not unreasonably interfere with the use and enjoyment of neighboring, existing, or future developments. Specifically, the project would not create traffic or pedestrian hazards, as it will utilize a network of roads and sidewalks designed to accommodate both vehicle and pedestrian traffic generated by this development and the existing development. The project's operational noise level is anticipated to be similar to existing conditions and compatible with the adjacent residential development. In addition, mitigation measures related to air quality control during construction will be implemented as conditions of approval. Therefore, the project will not be detrimental to the public health, safety, or general welfare.

4. *The project has been reviewed in conformance with provisions of the California Environmental Quality Act.*

The proposed project has been reviewed for conformance with the provisions of CEQA. For this application, the City is a Responsible Agency, and, on behalf of the City, the Planning Commission has

considered the Mitigated Negative Declaration that was prepared and approved by the CRPD. The Final IS/MND identifies all areas initially listed as potentially significant and demonstrates that these impacts have been reduced to less-than-significant levels through mitigation measures. CRPD will comply with these measures under the proposed conditions of approval.

SECTION 3

WHEREAS, the finding of the Planning Commission supporting the approval of 2021-70523-PTP is as follows:

- 1. A permit may be approved when necessary to remove, relocate, cut or encroach into the protected zone of an oak tree to enable the reasonable and conforming use of the subject property, which is otherwise prevented by the presence of the tree. Reasonable use of the property shall be determined in accordance with the Landmark Tree Preservation and Protection Guidelines (TOMC Section 9-4.4305(a)(3)).*

The tree removals, relocations, and encroachments are necessary to allow site preparation and grading activities for the proposed building and associated site improvements, such as the parking lot renovation.

To mitigate these impacts, CRPD plans to replace removed and significantly affected oak and landmark trees at a ratio of 3:1 with 36-inch box trees of the same species, which exceeds the requirements of the Oak Tree Preservation and Protection Guidelines. Additionally, CRPD proposes to plant an additional valley oak and two additional coast live oak 36-inch box trees on site in excess of the proposed replacement trees.

Furthermore, the trees to be relocated will be monitored and replaced if the transplantation fails within two years, as proposed by the applicant and required by conditions of approval.

The City's Tree Consultant has inspected the subject protected trees, independently reviewed the tree report provided by the applicant's consultant and concurs that the tree impacts are necessary to enable the reasonable and conforming use of the subject property proposed by the project. Therefore, the proposed project meets this finding

NOW, THEREFORE, BE IT RESOLVED that based on substantial evidence contained within the record, the analysis in the agenda report, and the findings of fact, the Planning Commission approves said applications for 2021-70567-DPMN and 2021-70523-PTP, subject to conformance with the conditions set forth and attached hereto and made a part hereof. Except as otherwise expressly indicated, said conditions shall be fully performed and completed, or at the City's discretion, shall be secured by bank or cash deposit or other security satisfactory to the City Attorney before the use or occupancy of the property is commenced and before a Certificate of Occupancy is issued. The violation of any of the conditions of said permits shall be grounds for revocation by the Planning Commission or City Council.

I HEREBY CERTIFY that the foregoing resolution reflects action taken by the Planning Commission of the City of Thousand Oaks at a regular meeting held on the 18th day of November 2024, by the following vote:

AYES: COMMISSIONERS

NOES: COMMISSIONERS

ABSENT: COMMISSIONERS

ABSTAIN: COMMISSIONERS

Don Lanson, Chair
Planning Commission

Fabiola Yelaya Melicher, Secretary
Planning Commission

**COMMUNITY DEVELOPMENT DEPARTMENT CONDITIONS FOR 2021-70567-DPMN
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GENERAL

1. **Land and Application** – The approval is granted for the land described in the application and any attachment thereto and as note on the project Exhibits, labeled “Project Plan Set,” dated October 8, 2024.
2. **Scope of Permit Approval** – The approval is granted to allow the demolition of an approximately 7,000 square foot community center building with a new 16,653 square foot community center building, to construct new play areas, trails, trash enclosure, covered stage amphitheater seating, and shade structures, and to renovate existing outdoor features, including the baseball field, playgrounds, picnic areas, bridge, trails, landscaping, free-standing restroom, and parking lots as well as new landscaping and hardscaping to allow for the encroachment and minor pruning of thirteen trees.
3. **Approval Period/Use Inauguration** – The approval is granted for a three-year period of time ending on November 18, 2027, at which time said permit shall expire unless the use authorized herein has been inaugurated in accordance with Section 9-4.2812(c) of the TOMC. The applicant may request time extensions of this period as permissible by Section 9-4.2812(e) of the TOMC by filing a Minor Modification application prior to the expiration date.
4. **Construction Progress** – Once permits have been issued to commence work on the improvements, it is the applicant's/owner's responsibility to diligently pursue completion per all conditions, requirements and as represented on the approved plans. Reasonable progress shall occur on a continual basis until completion to the satisfaction of the Community Development Director. Work shall not be discontinued for a period exceeding 30 days, without acceptable cause. The intent is to have the project completed in a timely fashion to prevent a potential blight from partially completed construction.
5. **Conditions Compliance** – All development on the subject property shall be constructed and thereafter maintained in accordance with the conditions of this permit.

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6. **Mitigation Measures** – All mitigation measures shall be implemented as identified in the Mitigation Monitoring and Reporting Program of the Final MND for this project, which is incorporated by reference.
7. **Final Plans** – Prior to the issuance of a building permit, final grading/site elevation, and landscape plans shall be submitted for the review and approval of the Community Development Department incorporating any design changes and other requirements as conditioned herein.
8. **Compliance with Applicable Laws, Rules, and Regulations** – The applicant shall comply with any and all local, city, county, state and federal laws, regulations and orders now in effect or which may hereafter be enacted pertaining to the approved industrial building or affecting the installation, operation or maintenance of said facility. Violation of any of those laws in connection with the use authorized herein will be cause for initiation of revocation proceedings.
9. **Regulatory Agency Approval** – The requirements of all applicable regulatory agencies shall be met, and approval obtained prior to issuance of an occupancy permit. Copies of all required licenses shall be submitted to the Community Development Department.
10. **Dedications/Reservations/Fees and Public Improvements** – With respect to fees, dedications, reservations and construction of public improvements as required by the project development conditions, the applicant is advised pursuant to Government Code Section 66020, that a 90-day protest period has commenced upon approval of the proposed development conditions by the City.
11. **Payment of Fees** – Approval is subject to the applicant paying all fees and assessments to the City of Thousand Oaks, School District, Conejo Recreation and Parks District, Ventura County Fire Prevention District, and any other agency requiring fees related to the subject development as required by the TOMC.
12. **City / County / Agency / Other Fees** – All Police, Fire Department, School District Fees and any other fees identified in the Standard Conditions, Resolution No. 95-20, shall be paid prior to the issuance of any building permits. Notification in writing by these agencies confirming payment shall be submitted to the Community Development Department.
13. **Condition Execution** – Compliance with and execution of all conditions listed herein shall be necessary prior to obtaining final building inspection clearance and/or prior to obtaining any occupancy clearance, unless stated

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otherwise herein. Deviation from this requirement shall be permitted only by written consent of the Community Development Director or designee.

14. **Other Applicable Permits** – All conditions of previous applications on the subject property shall apply.
15. **Project Changes/Modifications** – Any minor change to 2021-70567-DPMN may be approved with a Minor Modification application filed with the Community Development Department, provided such changes achieve substantially the same results and the project is still in compliance with the TOMC. Revised plans reflecting the minor changes and additional fees shall be required.
16. **Unauthorized Changes** – The applicant acknowledges that the exterior treatment, location of structures and architectural features of the development are of special concern to, and regulated by, the City of Thousand Oaks, which has established criteria and standards concerning development within the City. Any substantial change, modification, or alteration to the architectural design, or in the exterior treatment of any building and structure, including building colors, materials, changes in walkways, doorway, window locations, or in the parking, landscaping and other related features, must first be approved by the City of Thousand Oaks prior to performing the work. Unauthorized change(s) or failure to comply with the conditions of this permit may require future corrective work and result in a City Code violation and appropriate action.
17. **Compliance with Other Laws** – The applicant shall comply with all federal, state and local laws. Violation of any of those laws in connection with the use authorized herein will be cause for initiation of revocation proceedings.
18. **Acknowledgment** – The applicant acknowledges that all aspects of this project are of special concern to and regulated by the City of Thousand Oaks, which has established specific criteria and standards concerning development within the City. Any changes, modifications, or alterations to improvements on the subject property shall first be approved by the City of Thousand Oaks. Any unauthorized changes may require future corrective work and may result in a City Code compliance effort.
19. **Indemnification** – The applicant agrees to defend, indemnify and hold harmless the City, its agents, officials and employees from any claim, action or proceeding against the City of it is agents, officials or employees to attach, set aside, void or annul an approval of the City. The City shall notify the applicant of any claim, action or proceeding and the City shall cooperate in the defense.

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20. **Signed Acceptance of Conditions** – A signed Acceptance of Conditions affidavit shall be executed by the applicant and property owner, or his duly authorized representative, and shall be returned to the Planning Division of the Community Development Department prior to the issuance of a grading and building permit.

PROJECT DESIGN

21. **Utility Lines** – All new utility service lines shall be installed underground. Utility service to the site will follow the alignment of the driveway beneath its centerline to avoid additional protected tree root interference.
22. **Development Standards**– All building setbacks, height and lot coverage shall be provided as depicted on the Exhibits, labeled “Project Plan Set,” dated October 8, 2024.

DEVELOPMENT STANDARD	REQUIRED	PROPOSED	COMPLIES
Setbacks (ft.)			
Front (East)	20'	140'+	Yes
Rear (West)	20'	700'+	Yes
South Side	5'	340'+	Yes
North Side	5'	350'+	Yes
Lot Coverage (sq. ft.)	25%	Apx. 2%	Yes
Structure Height (ft.)	35'	30' (Community Center)	Yes

23. **Architectural Design** – The design depicted in the Exhibits, labeled “Project Plan Set,” dated October 8, 2024, is approved in concept. Prior to the issuance of a building permit, fully dimensioned and detailed architectural drawings shall be submitted for review and approval by the Community Development Department, with all elevations coordinated with color, materials, and architectural form to achieve design harmony and continuity.
24. **Exterior Building Colors and Materials** – All exterior materials and colors depicted on the exhibits labeled “Project Plan Set,” date stamped October 8, 2024, are approved in concept only. Bright white and pure black are prohibited colors. Prior to the issuance of a building permit, a final color and material sample board including, but not limited to, specific materials and manufacturer color codes, shall be submitted to reflect the approved elevations and subject to the review and approval by the Community Development Department.

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25. **Color of Non-Building Improvements** - All non-residential building improvements, including handrails, brow ditches, bench drains, etc. shall be of an earth color to blend with the surrounding natural landscape.
26. **Architectural Design Guidelines** – All provisions of the City's Precise Plan of Design for Institution Projects (Resolution No. 2006-108) shall be applicable to this project.
27. **Surface-Mounted Mechanical Equipment** – All surface-mounted mechanical equipment, including transformers, terminal boxes or meter cabinets, shall be screened from public view by landscaping or decorative enclosure to match the materials and colors of the new skatepark and/or existing building onsite, subject to review and approval by the Community Development and Public Works Departments.
27. **Roof-Mounted Mechanical Equipment** – All roof-mounted mechanical equipment, including air conditioning, roof fans and any other similar equipment shall be screened from public view except as approved by the Community Development Department. Such exceptions shall include vent stacks and similar mechanical devices.

In the event mechanical equipment cannot be entirely screened from public view, all equipment shall be painted to match the colors of the building. Roof screening treatment shall be designed in a manner that is integrated with the building design. Prior to the issuance of a building permit, final detailed building section drawings and details including mechanical equipment manufacturer's catalogue cuts, brochures, specifications as well as roof equipment locations shall be submitted for the review and approval by the Community Development Department.

28. **Backflow Device** – Any proposed backflow device shall be screened from public view by landscaping and or solid fencing or walls, subject to review and approval by the Community Development and Public Works Departments.
29. **Outside Storage** – Outside open storage shall not be used to store any equipment which may leak fluids such as cleaners, oils, or fuels, at any time. There shall be no permanent outside containers for the purposes of storing items, such as cargo containers, unless otherwise approved through an evaluation process set by the Community Development Department Director including any necessary noticing requirements and documents deemed required by the Director.

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30. **Exterior Trash Enclosures** –Trash enclosure areas shall be designed in accordance with the City’s adopted trash area design criteria. Trash enclosures will be constructed to have outside visibility to reduce the possibility of camping or sleeping in the area. Prior to the issuance of a building permit, the developer is to provide a signed letter from the City’s solid waste service provider to the Community Development Director and Public Works Director confirming the trash enclosure has been designed consistent with their operational needs. Prior to the issuance of a building permit, the final design and locations for trash enclosure areas shall be submitted for review and approval by the Community Development and Public Works Departments.

WALLS, FENCES, AND SIDEWALKS

31. **Retaining Walls** – All retaining walls shall be constructed of a decorative materials and design with earth tone colors and/or designed to complement the residence in exterior appearance or blend with landscaping. All retaining walls shall be limited to a maximum exposed height of three feet within the front yard setback and six feet in all other areas, unless otherwise authorized by the Community Development and Public Works Departments for purposes of lessening the amount of grading without negatively impacting public views of the property. All retaining walls shall incorporate the design and materials utilized on the buildings and be softened by the installation of landscaping adjacent to the wall. The design and location of all retaining walls shall be subject to review and approval of the Community Development and Public Works Departments.
32. **Wall/Fence/Gate Design** – Final detailed drawings of all walls and fencing including elevations, material selections and site plan locations shall be submitted prior to the issuance of any building permit, subject to review and approval of the Community Development and Public Works Departments.

LIGHTING

33. **Lighting Plan** - Prior to the issuance of any electrical and building permits for exterior lighting, a photometric analysis prepared by a registered Electrical Engineer and accompanied by light fixture catalogues, brochures and specifications shall be submitted for review and approval by Building and Planning Divisions of the Community Development Department, as well as review by the Police Department.
34. **Light Spillover** – Light spillover may not occur outside property boundaries where the property abuts a residential use or past the centerline of public streets. All building entrances and pedestrian ways are to be adequately

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lighted. Lighting is to be shielded from neighboring properties and directed at a specific task or target. Exposed bulbs are prohibited.

35. **Wall Lighting** – Wall-pac type light fixtures at building entrance doors, loading areas, and outdoor areas within public view area shall not be permitted. Lighting may be provided by decorative downward shielded light fixtures, recessed in a downward direction from projecting canopies, recessed doorways, and window openings. Decorative architectural light fixtures shall be installed on the building walls. Light fixture cut sheets shall be submitted for review and approval by the Planning Division. Architecturally designed fixed pendant and bracket light fixtures are permitted. The use of such lighting shall be designed to create a uniform illumination generally in a downward direction and not create illumination hot spots on adjacent surfaces.
36. **Pedestrian Lighting** – Pedestrian walkways may be illuminated by bollard lighting or by light poles reduced in height proportion to human scale.
37. **Light Source** – The use of metal halide and LED fixtures are preferred over high-pressure sodium fixtures, since they provide superior illumination and color rendition; however, use of bright white, high intensity LED or metal halide lighting is prohibited.
38. **Parking Lot Lighting** - Parking lot lighting within line of sight of residentially zoned property shall not exceed 14' in height.

LANDSCAPING

39. **Landscaping and Irrigation** – All landscaping shall be designed using xeriscaping techniques; i.e. drought-tolerant low water-using plants. The use of lawn, grasses, and turf shall be minimized. Landscape irrigation systems shall likewise be designed using low output sprinklers and/or drip automatic timed controls.
40. **Final Landscape Plans** – The submitted preliminary landscape plan is approved in concept only. Prior to the issuance of a grading permit, final construction landscape and irrigation plans reflecting compliance with all imposed conditions of project entitlements shall be submitted under separate permit for review and approval by the Community Development Department through a Landscape Plan Check application. Any landscape and irrigation improvements shall be designed and installed in accordance with the City's Guidelines and Standards for Landscape Planting and Irrigation Plans (Resolution Nos. 2006-108 and 2007-116), the Forestry Master Plan Newbury Park Regional Character Design Guidelines, the

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Ventura County Fire Department's Prohibit Plan List and associated standards and guidelines, and in compliance with the State of California Model Water Efficiency Landscape Ordinance (MWELo) standards. The final landscape plan shall incorporate all landscape areas, including added areas as conditioned herein.

Prior to the issuance of a grading permit, complete landscape and irrigation plans reflecting compliance with all imposed conditions of project entitlements shall be submitted under separate permit for review and approval. Said plans shall be subject to review and approval by the Community Development and Public Works Departments. The location of light fixtures, including standards, shall be shown on the landscape plans to ensure no conflict occurs between placement of trees/shrubs and light fixtures and to avoid plant growth interference with the level of illumination. The use of reclaimed water for landscaping where available is encouraged.

Prior to the approval of the building permit, a licensed landscape architect is to provide a signed and stamped letter to the Community Development Director confirming the landscape plan has been designed consistent with the above referenced standards. Prior to final inspection, a licensed landscape architect is to provide a signed and stamped letter to the Community Development Director confirming the landscape plan has been installed consistent with the approved landscape plan.

BUILDING SAFETY AND CONSTRUCTION

41. **Archaeological Discovery Protocol** – If buried materials of potential archaeological significance are accidentally discovered within an undisturbed context during ground disturbance, then all work in that area shall be halted or diverted away from the discovery to a distance of 50 feet until a qualified senior archaeologist can evaluate the nature and significance of the find(s). A project communication plan will be followed, and the Lead agency (City of Thousand Oaks) will be immediately notified of the discovery.

Ground disturbance shall not resume in the locality of the discovery until consultation between the senior archaeologist, the Lead agency, the applicant's representative, and all other concerned parties, takes place and reaches a conclusion acceptable to the City of Thousand Oaks. If a significant archaeological resource is discovered during ground disturbance, complete avoidance of the find is preferred. However, further survey work, evaluation tasks, or fossil recovery of the significant resource by a qualified archaeologist may be required by the Lead agency if the

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resource cannot be avoided. This work shall be conducted, and paid for, by the applicant. In response to the discovery of significant archaeological resources, the Lead agency may also add additional conditions, which may include archaeological monitoring.

Any monitoring, assessment, evaluation, fossil recovery, or other reports that are generated as a response to the discovery of a significant archaeological resource shall be submitted to the Lead agency for review and final curation as part of the project record. All such documents associated with the discovery of archaeological resources will be transmitted to the Natural History Museum of Los Angeles County at the end of project construction.

42. **Inadvertent Discovery of Human Remains** – The inadvertent discovery of human remains is always a possibility during ground disturbances; State of California Health and Safety Code Section 7050.5 addresses these findings. This code section states that in the event human remains are uncovered, no further disturbance shall occur until the County Coroner has determined the origin and disposition of the remains pursuant to California Health and Safety Code (PRC) Section 5097.98. The coroner must be notified of the find immediately, together with the City and the property owner.

If the human remains are determined to be prehistoric, the coroner will notify the California Native American Heritage Commission (NAHC), which will determine and notify a Most Likely Descendant (MLD). The MLD shall complete the inspection of the site within 48 hours of notification and may recommend scientific removal and nondestructive analysis of human remains and items associated with Native American burials and an appropriate re-internment site. The lead agency and a qualified archaeologist shall also establish additional appropriate mitigation measures for further site development, which may include additional archaeological and Native American monitoring or subsurface testing.

43. **Nesting Birds** – Any site preparation activity, including removal of vegetation, between February 1 and September 15 will require nesting bird surveys by a qualified biologist at least 5 days prior to initiation of activities. Should active nests be identified, a buffer area no less than 150 feet (300 feet for raptors) shall be fenced off until it is determined by a qualified biologist that the nest is no longer active. A report discussing the results of nesting bird surveys shall be submitted to the Community Development Department prior to ANY vegetation removal on site.

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44. **Final Plans** – Prior to the issuance of a building permit, final site, grading, floor, elevation and roof plans shall be submitted for the review and approval of the Community Development Department. Said plans shall incorporate any design change and other requirements as conditioned herein.
45. **Approval Inclusion** – This approval, in its entirety as adopted, shall be included in the initial plan-check submittal that is submitted to the Building Safety Division. The approval and conditions shall be copied directly onto plan sheets and included as part of the project plans throughout the plan-check process and shall be part of the project plans for which building permits are issued.
46. **Final Detailed Grading, Paving and Drainage Plan Submittal** – Prior to issuance of a grading permit, a final detailed grading, paving and drainage plan demonstrating compliance with all imposed conditions of this Development Permit shall be submitted for review and approval by the Community Development and Public Works Departments.
47. **Certified As-Built Grading** – Prior to issuance of a building permit, a rough grading completion certification on the City standard form shall be prepared and signed by the applicant's Civil Engineer and submitted to the Public Works Department. Said certificate shall state that the graded pad design and pad elevations are consistent with the pad elevation and grading details shown on the grading plan, as shown in the grading plan/attachments dated October 8, 2024.
48. **Construction/Security Fencing** – Prior to the issuance of a grading/building permit, the applicant shall install a temporary five (5) foot-high chain-link fence within the limits of the proposed development area. Said fencing shall be provided for purposes of maintaining security, as well as containing trash and debris on-site. The fence shall remain in place during all phases of construction and shall be maintained until no longer needed for trash and debris control as determined by the Community Development Department. The applicant shall be responsible for pick-up of trash and debris on a weekly basis during building construction operations.
49. **Preconstruction Meeting** – Prior to issuance of a grading permit, the applicant shall coordinate with the Community Development and Public Works Departments including, a preconstruction meeting at the job site to review field conditions, project conditions, methods and procedures, individual and City department responsibilities associated with the project. Members attending this meeting shall include but not be limited to City department representatives, City landscape consultant, owner or designated project coordinator, architect, project consultants, project

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landscape consultant general contractor and other representatives associated with the project. The meeting shall be arranged no sooner than one (1) week prior to commencement of work.

50. **Construction Progress** – Once permits have been issued to commence work on the improvements, it is the applicant's/owner's responsibility to diligently pursue completion per all conditions, requirements and as represented on the approved plans. Reasonable progress shall occur on a continual basis until completion to the satisfaction of the Community Development Director. Work shall not be discontinued for a period exceeding 30 days, without acceptable cause. The intent is to have the project completed in a timely fashion to prevent a potential blight from partially completed construction.
51. **Hours of Construction** – All grading and construction activities shall be limited to the hours of 7:00 a.m. to 7:00 p.m., Monday through Saturday with no construction activity permitted on Sunday. Construction workers and vehicles shall not be permitted to park on off-site properties or congregate onsite before and after the construction hours authorized herein. Likewise, warming of equipment engines shall not be permitted outside the permitted construction hours.
52. **Condition Execution** – Compliance with and execution of all conditions listed herein shall be necessary prior to obtaining final building inspection clearance and/or prior to obtaining any occupancy clearance, unless stated otherwise herein. Deviation from this requirement shall be permitted only by written consent of the Community Development Director or designee.
53. **Occupancy** – No final inspection or occupancy permit shall be granted until construction and landscaping are complete in accordance with the approved plans and the conditions required herein.
54. **Exporting/Importing Earth Materials** – Any exporting or importing of earth material and debris shall be authorized by permit issued by the Public Works Department. The builder shall comply with an approved haul route to and from the project site and shall coordinate the hauling of this material with the Public Works and Community Development Departments to minimize traffic disruptions and disturbances to the project area. The exporting and importing of any earth materials to new sites within the jurisdiction of the City of Thousand Oaks shall be subject to the review and approval by the Planning Commission unless such sites have previously been approved for development with an active entitlement, and said grading is in accordance with Public Works Department approved plan for the project.

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55. **APCD Permit** – The applicant shall obtain all necessary clearances from the Ventura County Air Pollution Control District (APCD) prior to beginning any construction activity.
56. **Dust Prevention** – In order to prevent excessive amounts of fugitive dust, all materials excavated (on-site) shall be controlled with Ventura County Air Pollution Control District methods, which includes adherence to Rule 50 (Opacity) that sets opacity standards on the discharge from sources of air contaminants. This rule would apply during the construction of the proposed project, specifically grading activities, Rule 55 (Fugitive Dust) requires dust generators to implement control measures to limit the amount of dust from vehicle track-out, earth moving, bulk material handling, and truck hauling activities, and Rule 55.2 (Street Sweeping Equipment) that requires the use of PM10 efficient street sweepers for routine street sweeping and for removing vehicle track-out pursuant to Rule 55. The project is to comply with the City of Thousand Oaks Water Conservation Ordinance Requirements. Level 4 Conservation Measures prohibit potable water use for dust suppression unless approved through a City waiver. For more information see: <https://www.toakswater.org/conservationstages>.
57. **Rodent Control** – The applicant shall submit a rodent control plan to the Community Development Department prior to the issuance of any building permit, which shall include measures to protect adjacent and nearby properties from any rodent displacement during the project demolition and construction activities.
58. **Parking/Materials Storage During Construction** – A parking and materials storage plan shall be submitted to the Building Safety Division for review and approval prior to the issuance of grading permits. This requirement intends to ensure construction crew parking does not negatively impact properties in the area. The applicant is encouraged to provide areas on-site for parking and material staging.
59. **Title 24 Compliance** – All requirements of California Uniform Building Code, Title 24, California Code of Regulations, shall be met. A set of plans, at a scale not less than one inch equal to ten feet (1"=10') shall be submitted to the Community Development Department displaying all exterior physically disabled accessibility requirements, including point elevations and details. Prior to the issuance of building permits, the accessibility requirements for the exterior shall be approved by the Building Division for disabled access compliance.

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60. **Grading Plan** – Prior to the issuance of any grading permit, a detailed fine grading and drainage plan shall be submitted for review and approval of the Community Development Department.

PARKING

61. **Parking Stall Dimensions** – The dimensions and design of all standard (non-compact or ADA) parking stalls shall be installed as required in Article 24, Chapter 4, of Title 9 of the Thousand Oaks Municipal Code.
62. **Parking Striping** – All parking spaces shall be identified with double four inch (4") wide stripes at sixteen inches (16") on center as specified in Section 9-4.2404(a)(2) of the Thousand Oaks Municipal Code.
63. **Parking Lot Finger Planters** – Parking lot landscaping for the reconfigured southern/southeastern parking lot shall provide one tree for each landscape finger planter in single loading parking bays and two trees for each landscape finger planter in double loaded parking bays. A minimum of one tree shall be installed within a tree well or planter area of the parking lot for every ten single or double row parking spaces per Landscape Guidelines Resolution No. 2007-116.
64. **Parking Lot Screening** – A forty-two (42") high decorative headlight screen wall or undulated berming is required anywhere parking spaces abut a residentially zoned property and is not already sufficiently screened by existing topography or landscaping, as shown by a cross-section detail on the final landscape or grading plans. Said wall shall be decorative and incorporate the design and materials utilized on the main building. A flat shoulder shall be provided from the end of the parking stalls and on both sides of the screen wall to allow room for car overhang and the installation of landscaping in front of the wall. Specific design of mounding and screen wall including landscaping planting shall be subject to the review and approval of the Community Development Department and the Public Works Department prior to the issuance of a grading and building permit.
65. **Required Bicycle Parking** – In accordance with the 2022 California Green Building Standards Code, Section 5.106.4, short-term bicycle parking facilities equivalent to 5% of proposed vehicle parking and an additional long-term bicycle parking facilities equivalent to 5% of proposed vehicle parking shall be provided, the configuration and location of which shall be as review and approved of the City Planning Division. The project plans shall be revised to identify bicycle racks for the whole property, with a minimum of ten short-term bicycle spaces and ten long-term bicycle spaces (5% of total 191 shared parking spaces on project site). Bicycle parking area

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dimensions and location shall be a paved area at least 6' x 1' – 6" for each required bicycle parking space. The bicycle parking shall be designed to provide two (2) points of contact on the bicycle, be supported upright, and cause no stress onto tires. All provided bicycle parking shall be able to accommodate a standard U-lock.

- a. Short-term bicycle parking spaces are to be provided on site near the front entrance. Bicycle parking should be located along the natural desire lines of travel from the bikeways to the facility entrance, in well-lit areas visible from the front entrance and public areas, in the nature of a bicycle corral or racks. Bicycle parking shall be located outside of pedestrian walkways, loading areas, landscape planters, etc. Where feasible, bicycle-parking areas should be covered.
- b. Long-term bicycle parking spaces shall be convenient from the street and shall be provided in one or more of the following configurations:
 - i. Covered, lockable enclosures with permanently anchored racks for bicycles;
 - ii. Lockable bicycle rooms with permanently anchored racks; or
 - iii. Lockable, permanently anchored bicycle lockers.
- c. The applicant shall submit a bicycle parking plan to be reviewed and approved by the Chief Building Official, Traffic Engineering representative in the Engineering Services Division, and the Community Development Director (or his/her appointee). All bicycle parking shall comply with AASHTO, NACTO, or APBP standards, as permitted by the California Building Code.
- d. Staff shall review all construction documents prior to building permit issuance to assure that the bicycle rack has been provided and is not in conflict with the applicable development standards for building in the M-1 zone/SP-15.

PROTECTED TREE PERMIT CONDITIONS

66. **Land and Application** – The Protected Tree Permit is granted for the land described in the application and any attachments thereto and as indicated in the Tree Protection Plan, dated April 2022, and prepared by Rincon Consultants, Inc.
67. **Scope of Permit Approval** – The Protected Tree Permit is granted to allow the removal and replacement of three protected trees, relocation of 16 protected trees, encroachment into the protected zone of 48 protected trees, and planting of 21 replacement protected trees.
68. **Approval Period** – The Protected Tree Permit is granted in conjunction with 2021-70567-DPMN and shall expire with that permit.

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69. **Irrigation/Landscaping Encroachments** – All plans for landscaping beneath a protected tree shall be submitted for the review and approval of the Community Development Department.
70. **Drainage** – Positive drainage shall be provided to direct run-off away from any protected tree.
71. **Lighting Encroachments** – No lighting system shall be installed within the protected zone of any oak tree or landmark tree except as otherwise authorized by the Community Development Department.
72. **Oak and Landmark Tree Preservation and Protection Guidelines Compliance** – All construction activities on or near a protected tree shall conform and abide by the City of Thousand Oaks, Oak and Landmark Tree Preservation and Protection requirements as specified in Article 42 and 43 of Chapter 4 of Title 9 of the TOMC.
73. **Mitigation Oak and Landmark Tree Location Map** – Prior to issuance of a grading permit, the applicant shall submit a mitigation tree location map demonstrating the location of the replacement trees.
74. **Removal of Tree Debris** – Pursuant to Resolution No. 2010-014, all portions of the trees approved for removal, as well as any deadwood from the on-site protected trees shall be removed from the site and disposed of legally. Additionally, the stumps shall be completely removed to a minimum of four inches below grade and the hole filled with soil.
75. **Landmark Tree Replacement** – Each landmark tree that is removed or experience major encroachment, as determined by the City consulting arborist shall be replaced with two 24-inch box sycamore trees and one 36-inch sycamore tree.
76. **Use of Sensitive Excavation Tools** – Unless otherwise authorized by the Community Development Director, all construction and utility trenching within the Tree Protected Zones shall be performed with an air spade or equal tool to remove the soil and expose the roots of the preserved trees and performed under direct supervision of the applicant's oak and landmark tree consultant.
77. **Tree Protection Prior to Construction** - A Landscape Architect or Certified Arborist shall be retained to oversee implementation of the following:
 - a. **Fencing:** Prior to any of the proposed demolition/construction activities tree protection fencing must be installed at the limits of

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Project demolition/construction to occur within the Tree Protected Zone (TPZ) of the Landmark Tree per the Tree Protection Plan dated April 2022. Prior to any grading or construction activities, the applicant and the applicant's Tree Consultant shall confirm with the Community Development Department that required signage and protective chain-link fencing (or other material satisfactory to City of Thousand Oaks planning staff) measuring a minimum of five feet (5') in height shall be placed at the protected zones (approximately 15 feet from the trunk or 5 feet outside the dripline, whichever is greater, of each tree or edge of canopy for cluster of trees) or construction limits for all on-site and off-site protected trees in accordance with the Oak and Landmark Tree Preservation and Protection requirements. The fencing shall be staked every six feet (6'). In addition, aboveground tree parts that could be damaged by construction equipment (e.g., low limbs, trunks, roots protruding from the soil) shall be flagged with red ribbon prior to the start of construction. Fencing and flagging shall remain in place throughout grading and construction activities. The fenced area shall be considered the TPZ unless proximate construction requires temporary removal. Installation of said fencing and flagging shall be reviewed and approved by the Planning Division of the Community Development Department. It shall be the responsibility of the applicant to maintain all protective fencing and flagging in a good condition throughout the development period. The fencing and flagging shall be removed upon completion of construction and upon authorization from the Community Development Department, Planning Division.

- b. **Flagging:** Above ground tree parts that could be damaged by construction equipment (e.g., low limbs, trunks) shall be flagged with red ribbon prior to the start of construction.
- c. **Pre-Construction Meeting:** A pre-construction meeting shall be held between all contractors (including grading, tree removal/pruning, builders) and the Landscape Architect or Certified Arborist. The Landscape Architect or Certified Arborist shall instruct the contractors on tree protection practices and answer any questions. All equipment operators and spotters, assistants, or those directing operators from the ground, shall provide written acknowledgement of their receiving tree protection training. This training shall include information on the location and marking of protected trees, the necessity of preventing damage, and the discussion of work practices that will accomplish such.

78. **Relocated Tree Guarantee:** A refundable cash security deposit in amount equal to cost of purchasing equivalent nursery grown oak will be made with

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Community Development Department prior to relocation. The deposit will be refunded after 12 months if the community development department determines the tree has survived and is considered to be in good health. If the tree is considered to be marginal, the deposit will be retained for another 12 months, when another inspection will be conducted. If the health of the tree is unchanged or had declined, the developer will remove the relocated tree and replace it with an equivalent nursery grown oak tree. The security deposit will then be refunded.

79. Tree Protection and Maintenance During Construction - A Landscape Architect or Certified Arborist shall be retained to oversee implementation of the following:

- a. **Notice:** The applicant shall provide a forty-eight (48) hour notice to the City and the applicant's protected tree consultant prior to the start of any approved work within the protected zone of any protected tree.
- b. **Equipment Operation and Storage:** Heavy equipment operation and storage shall be avoided tree protection zone (TPZ). Operating heavy machinery around the root zones of trees will increase soil compaction, which decreases soil aeration and subsequently reduces water penetration in the soil. All heavy equipment and vehicles shall, at minimum, stay out of the fenced TPZ, unless where specifically approved in writing and under the supervision of a Landscape Architect or Certified Arborist. or as provided by the approved landscape plan.
- c. **Storage and Disposal:** Do not store or discard any supply or material, including paint, lumber, concrete overflow, etc. within the tree protection zone. Remove all foreign debris within the tree protection zone; it is important to leave the duff, mulch, chips, and leaves around the retained trees for water retention and nutrients. Avoid draining or leakage of equipment fluids near retained trees. Fluids such as gasoline, diesel, oils, hydraulics, brake and transmission fluids, paint, paint thinners, and glycol (anti-freeze) shall be disposed of properly. Keep equipment parked at least 50 feet away from retained trees to avoid the possibility of leakage of equipment fluids into the soil. The effect of toxic equipment fluids on the retained trees could lead to decline and death.
- d. **Excavation:** Earth spoils from excavation shall not be placed within the protection zone of any protected tree.
- e. **Grade Changes:** Grade changes, including adding fill, are not permitted within the TPZ without special written authorization and under the supervision of a Landscape Architect or Certified Arborist. or as provided by the approved landscape plan.

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- f. **Moving Construction Materials:** Above ground tree parts that could be damaged (e.g., low limbs, trunks) shall be flagged with red ribbon prior to the start of construction. If contact with the tree crown is unavoidable, the conflicting branch(es) shall be pruned using ISA standards under the direction and supervision of a Landscape Architect or Certified Arborist.
 - g. **Root Pruning:** Except where specifically approved in writing, all trenching shall be outside of the fenced tree protection zone. Roots primarily extend in a horizontal direction forming a support base to the tree similar to the base of a wineglass. Where trenching is necessary in areas that contain tree roots, roots shall be pruned the roots using a Dosko root pruner or equivalent and under the direction and supervision of a Landscape Architect or Certified Arborist. All cuts shall be clean and sharp, to minimize ripping, tearing, and fracturing of the root system. The trench shall be made no deeper than necessary.
 - h. **Irrigation:** In the event that root pruning is necessary, trees that have been substantially root pruned (30% or more of their root zone) will require irrigation for the first 12 months. The first irrigation shall be within 48 hours of root pruning. They shall be deep watered every 2 to 4 weeks during the summer and once a month during the winter (adjust accordingly with rainfall). One irrigation cycle shall thoroughly soak the root zones of the trees to a depth of 3 feet. The soil shall dry out between watering; avoid keeping a consistently wet soil. Designate one person to be responsible for irrigating (deep watering) the trees. Check soil moisture with a soil probe before irrigating. Irrigation is best accomplished by installing a temporary above ground micro-spray system that will distribute water slowly (to avoid runoff) and evenly throughout the fenced protection zone but never soaking the area located within 6 feet of the tree trunk, especially during warmer months.
 - i. **Pruning:** Trees shall not be pruned until all construction is completed. This will help protect the tree canopies from damage. All pruning shall be completed under the direction of a Landscape Architect or Certified Arborist and using ISA guidelines. Only dead wood shall be removed from tree canopies.
 - j. **Washing:** During construction in summer and autumn months, wash foliage of trees adjacent to the construction sites with a strong water stream every two weeks in early hours before 10:00 a.m. to control mite and insect populations.
80. **Root Preservation** – If “saved roots” must stay exposed for longer than one day then they shall be wrapped in burlap (or similar) and kept moist. During excavation for construction improvements, if a protected tree root over two

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- inches (2") in diameter is encountered, the Planning Division of the Community Development Department shall be immediately contacted to conduct a field inspection to determine if it is appropriate to cut the root(s) or whether the improvements need to be redesigned and/or relocated to avoid root damage to ensure preservation of the trees.
81. **Written Certification** – The applicant's protected tree consultant shall certify in writing that all conditions of the Protected Tree Permit have been met and that protective measures, to ensure the preservation of the subject protected trees, have been properly implemented. A final inspection by the City's Oak and Landmark Tree Consultant, paid for by the applicant, shall be performed upon receipt of certification and prior to final inspection for building occupancy.
82. **Oak Tree and Landmark Tree Maintenance** – The continued maintenance of all on-site protected trees is the responsibility of the property owner. All protected trees shall be maintained in accordance with the Oak and Landmark Tree Preservation and Protection requirements.
83. **Expenses/Billing** – The applicant shall be billed on a real time basis and shall agree to pay for any work done by the City's Protected Tree Consultant in conjunction with this protected tree permit.
84. **Herbicides/Tree Protection** – No herbicides shall be used within 100 feet of the driplines of any protected tree.
85. **Liability/City Protection** – This approval shall not be deemed to impose any liability for damages or a duty of care and maintenance upon the City or upon any of its officers or employees. The person in possession of any public property or the owner of any private property shall have a duty to keep the protected trees upon the property under their control in a safe, healthy condition.
86. **Compliance with Applicable Laws, Rules, and Regulations** – The applicant shall comply with any and all local, city, county, state and federal laws, regulations and orders now in effect or which may hereafter be enacted pertaining to the approved industrial building or affecting the installation, operation or maintenance of said land. Violation of any of those laws in connection with the use authorized herein will be cause for initiation of revocation proceedings.

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GENERAL

87. Plan Format - All plans submitted to the Public Works Department shall be formatted to 24 inch by 36-inch sheet size, using city standard title block, and as-built/record plans shall be submitted as part of the closure and acceptance of the project.
88. Standard Plates – The City of Thousand Oaks Public Works Road Design and Construction Standards and Standard Plates, adopted May 15, 2018, in Resolution No. 2018-024 shall be used as the principal criteria for the design of development plans. It shall be the responsibility of the applicant to maintain a copy of the latest edition of said Plates available to all parties utilizing said Plates for construction purposes. The Standards establish uniform criteria, policies, standard and procedures for the design and construction of City roads, drainage facilities and appurtenances. The design engineer shall review the methods and procedures contained in the Road Standards, where not considered applicable, the design engineer shall request an exception from these standards in writing to be approved by the City Engineer. Said Road Standards are available for download at www.toaks.org/roadstandards.
89. **Updating of Existing Improvement Drawings** – All existing improvement drawings in the Department's possession for water and wastewater which are affected by the subject project will be updated by the City to reflect the new improvements associated with this project. This work shall be considered as part of the project final process, and subject to a change order fee.
90. **Base Topography Map** - The grading plan for this project must be prepared using topography which has been plotted by photogrammetric methods or survey data compiled no longer than two years prior to the date of submittal of the grading plan and must be on current City datum. The name of the firm which prepared the topography and the date(s) on which the data was compiled or obtained must be shown on the plan. Topography must be presented in 1" = 40' or larger (closer) scale and must extend a minimum of 100 feet outside the limits of the property proposed for development. Any deviation from this condition must be approved by the City Engineer.
91. **Inspection Hours** - The applicant is advised that City Hall is closed on alternating Fridays, and as such, inspection services are not available on those particular dates. The applicant shall schedule any and all grading, stormwater, encroachment, paving and utility work requiring City inspection

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accordingly. A schedule of City Hall hours may be obtained from City Hall or at the City's website www.toaks.org.

92. **Survey Monuments** - The Applicant shall be fully responsible for the preservation of all survey monuments to the satisfaction of the City Engineer. Prior to the start of construction and prior to the disturbance or destruction of any existing survey monument, all monuments shall be located and referenced with minimum of four (4) ties by the Applicant's Land Surveyor. A corner record or record of survey shall be filed with and approved by the County Surveyor showing monuments that will be disturbed or destroyed, along with the reference monuments or marks and bearings or azimuth and distances to the location of the monument to be disturbed or destroyed. Documentation shall be provided to the City that the surveying has been completed.

WATER AND WASTEWATER

93. **Water Service Requirements** - Prior to, or concurrent with, submittal of improvement plans to the City, the applicant shall submit letter to the City from the California-American Water Company indicating that the applicant has made the necessary financial and administrative arrangements with Cal-Am Water Company to receive water service. Cal-Am Water shall also issue a written clearance indicating that all water systems are installed and approved prior to Occupancy.
94. **Procedure for Determination of Wastewater Fees** - Prior to issuance of a building permit for this project, applicant shall submit a plumbing plan and a listing of proposed fixture units for the subject project to the Public Works Department for determination of a "preliminary" wastewater connection fee estimate. The plan and listing will be reviewed for apparent correctness only and the applicant shall pay the wastewater connection fee based on this "preliminary" estimate at the time a building permit is issued. The final fee amount to be paid by the applicant will be based on the actual numbers and types of plumbing fixture units installed as determined by City staff from a field count made of the project building(s) before certificate of occupancy is granted. Any difference between the actual/field verified fixture unit count and the total amount paid will be reimbursed to the applicant. If additional connection fees are due, these shall be paid by the applicant to the City upon request. Any existing fixture units for which fees have been previously paid on the parcel will act as a credit against the amount to be paid.

DEVELOPMENT ENGINEERING

95. **Encroachment Permit** - Where any construction occurs within public right-of-way, an encroachment permit shall be obtained, plan check and inspection fees paid, an approved traffic control submitted, and bond/security posted (if required) prior to initiating construction of any improvements.
96. **Hauling of Imported or Exported Materials** - In the event this project will require either the importing or exporting of earth to or from the project site, prior to issuance of a grading permit the applicant shall submit a written plan to the Department for review and approval. Said plan shall detail the quantity of earth to be imported or exported, the location from which or to which the earth will be removed or taken, the proposed haul routes to be used, the size and numbers of the trucks to be used, the proposed hours of operation (times of day, days of the week, and estimated number of days), the estimated number of round trip truck movements, the proposed methods to be utilized to keep the haul route clear of any dirt dropped along the route, and any other information as may be required by the Department.
97. **Grading Permit and Soils Certification** - The applicant shall prepare and submit final grading plans, improvement plans, erosion control plans, BMP improvement plans, geotechnical soils reports, supporting hydrology and hydraulic calculation reports, title report, and other items as required by the City Engineer in order to obtain a grading permit in accordance with the requirements of the City's Grading Ordinance. Applicant shall also prepare and submit detailed erosion control plans for both phases of land development; the pre-grading / site stabilization phase, as well as the post grading / building construction phase. The grading and improvement plans submitted to the City for plancheck shall at a minimum indicate all topography, proposed improvements, drainage features, water/wastewater connections and laterals, existing easements, interface with adjacent properties, storm drain and drainage systems, and street improvements. All submittals shall include the completed public and private improvement cost estimate worksheets, the required plancheck and inspection fees, and the posting of the required grading bond prior to the start of any construction. After the grading is complete, the applicant shall submit a building pad compaction report and a rough grading certificate from the soils engineer prior to issuance of a building permit. Grading bonds shall be exonerated after satisfactory completion of the project punchlist items, which are generated after the applicant's engineer provides a submittal of the final Record (as-built) Drawings.

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98. **On-site Run-off** - On-site storm water shall be intercepted within the project boundaries in approved pick-up structures, treated and retained and/or conveyed to the nearest public street or existing storm drain system to the maximum extent practicable, as approved by the City Engineer (M.C. 7-3.09 and 7-3.21).
99. **On-Site Drainage Design** - Project design shall use the City of Thousand Oaks "Master Plan of Drainage" (2007) for the purpose of establishing on-site storm flows. The project lies within subarea 319C of said Master Plan, with $Q_{10} = 2.0$ cfs/acre and $Q_{100} = 3.46$ cfs/acre. The CFS-per-acre unit discharge in the Master Plan shall be used when preparing the Q_{10} (developed) discharge flows and for the detention calculations up through Q_{100} .
100. **On-Site Drainage** - Project design and engineering plans shall show drainage flows to street and/or yard drains and elevations.
101. **Drainage Study** - The applicant's engineer shall prepare a hydraulic/hydrology analysis for the project. The study shall include, but is not limited to addressing offsite tributary flows, retention/detention, inlet hydraulics and storm drains and appurtenances intended to convey and treat project storm discharges. The focus of the study is to ensure the existing conveyances possess sufficient capacity to pass the Q_{10} (developed) and to demonstrate that no new flooding will occur adjacent to or upon the property during a Q_{100} event as a result of development. The study shall be subject to the review and approval of the City Engineer prior to grading permit issuance.
102. **On-site Ribbon Gutters** - The City prohibits the use of ribbon gutters and encourages the use of graded parking lots with perimeter curb and gutter to convey flow away from pedestrian pathways. Parking lot and drive drainage shall conform to this standard. The use of ribbon gutters will only be considered under special circumstances as determined by the Public Works and Community Development Directors (MC 9-4.2405).
103. **Building Pad Protection** - The project engineer must provide analysis to demonstrate building pad protection from Q_{100} flows. On-site discharges (including roofs, etc) shall be detained behind a wall, graded barriers or curb, and metered through a weir or other controlling device, constraining discharge to the Q_{10} developed condition for the tributary area. Applicants' engineer must prepare calculations to support this design. Said calculations must be approved by the City Engineer (M.C. 4-7.01).
104. **Detention of Onsite Storm Flows** - The applicant's engineer shall prepare a hydraulic/hydrology analysis for the site and design onsite catch basin(s)

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and conveyances which will pass only the Q10 (developed) flows into the public storm drain system. All flows in excess of Q10 (developed) up to and including Q100 (developed) must be detained on-site. A simplified detention method is available for this site.

105. **Existing Improvements** - Existing improvements adjacent to the property, including but not limited to sidewalks and curb & gutter which are broken or uneven shall conform to City and ADA standards, and if deemed necessary by the City Engineer, shall be repaired or replaced.
106. **On-site Improvement / Paving Permit** - The applicant shall submit for and obtain an on-site paving and improvement permit. An approved pavement section from the registered soils engineer of record shall accompany the permit application, along with payment of plan check and inspection fees, prior to initiating the construction of on-site parking, paving, and/or drainage improvements (M.C. 9-4.2405).

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

107. **NPDES Permit Compliance** - Development shall be undertaken in accordance with conditions and requirements of the Ventura Countywide Stormwater Quality Management Program, National Pollutant Discharge Elimination System (NPDES) Permit No. CAS004002. The project shall employ NPDES best management practices in accordance with the latest applicable version of the Countywide Stormwater Program "Technical Guidance Manual" and the California Stormwater Quality Association (CASQA) "BMP Handbooks" and/or other approved reference documents cited in Permit No. CAS004002 (M.C. 7-8.302).
108. **MS4 Stormwater Retention Requirements** – The project meets the thresholds requiring stormwater treatment and site retention specified in the Ventura County NPDES Municipal Stormwater Permit (MS4) and 2011 Technical Guidance Manual (TGM). The project shall design, construct and maintain treatment and retentive catchments that will capture, treat and retain all rainfall runoff from disturbed and directly connected impervious areas affected by the project. The design shall function for the first three-quarters inch (3/4") of all rainfall events, including drawdown and elimination of the captured runoff within 72-hours of the rainfall event. Drawdown may typically be achieved via groundwater recharge/percolation or vegetative irrigation/ evapotranspiration. Treatment of the site's pollutants of concern is preferably addressed through vegetative contact and other natural biological processes. Further details and design requirements are available at www.vcstormwater.org.

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109. **Future Advisory Stormwater Compliance Study** - A new MS4 Permit was adopted July 2021, Order R4-2021-0105. The July 2021 MS4 Permit's Planning and Land Development requirements include updated new development and redevelopment post-construction stormwater treatment measures applicability requirements. If the project submits an application for discretionary review after the July 2021 MS4 Permit's Planning and Land Development requirements become effective, the project would be required to mitigate all stormwater pollution generated onsite. A Stormwater Compliance Study would be required to be submitted to the City for review and approval during discretionary review
110. **BMP Sizing Requirements** - Prior to issuance of a grading/paving permit, the project's engineer shall prepare analyses to demonstrate that the proposed Best Management Practices (BMP's) for stormwater treatment will mitigate pollutants of concern. The analyses shall include calculations demonstrating that the selected BMP's must satisfy one of the following sizing criteria:
- Treat the storm flow equivalent to ten percent (10%) of the 50-year peak flow; or
 - Treat the volume of annual runoff (based upon the unit storage water quality volume) to achieve 80 percent or more volume treatment by the method recommended in the "*California Stormwater Best Management Practices Handbook – Industrial / Commercial (1993)*" and the "*Ventura Countywide Stormwater Quality Management Program Technical Guidance Manual for Stormwater Quality Control Measures (2002)*."
111. **Stormwater Pollution Prevention Plan and Notice of Intent (SWPPP)** - Prior to the issuance of any grading permit and/or the commencement of any clearing, grading or excavation for all projects that disturb over 1 acre, the applicant/owner shall submit a Notice of Intent (NOI) to the California State Water Resources Control Board, Storm Water Permit Unit, in accordance with the NPDES Construction General Permit (No. 2009-009-DWQ including amendments). The applicant/owner shall provide the City with a WDID number or proof of the NOI submittal. The applicant/owner shall comply with all additional requirements of this General Permit including preparation of a Stormwater Pollution Prevention Plan (SWPPP). The SWPPP shall be prepared by a certified QSD, fully comply with RWQCB requirements and contain specific BMPs to be implemented during project construction to reduce erosion and sedimentation to the maximum extent practicable. A copy of the adopted SWPPP shall be maintained in the construction site office at all times during construction and the site superintendent shall use the plan to train all construction site contractors in

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site Best Management Practices prior to starting work on the site. At a minimum, the following BMPs and requirements shall be included:

- A. Pollutant Escape: Deterrence
- B. Pollutant Containment Areas
- C. Pollutant Detainment Methods
- D. Sediment control and capture
- E. Erosion Control / Dust Control
- F. Recycling/Disposal
- G. Hazardous Materials Identification and Response

TRAFFIC

112. **Traffic Mitigation Fees** – Traffic mitigation fees shall be assessed upon submittal of the building permit application for this project. The applicant shall pay any non-refundable traffic mitigation fees to the City of Thousand Oaks prior to the issuance of the building permit.

113. **Sight Distance** – Adequate vehicular and pedestrian sight visibility shall be provided at all intersections of public streets and private driveways in accordance with the criteria specified within Plate 3-10. The improvement plans for all projects shall demonstrate compliance with this plate (and a means to execute ongoing maintenance to guarantee the preservation of sight visibility).

Stopping sight distance shall be the principal criterion in determining the appropriate location of on or off-site improvements. It is especially critical that mature landscaping be considered in evaluating visibility, not just the barren ground. Stopping sight distance less than the minimum criteria as specified within Plate 3-10 shall be reviewed and approved by the Planning Commission if determined necessary by the City Engineer or the Community Development Department. Where applicable, Covenants, Conditions, and Restrictions shall require continued compliance with this condition and the requirements contained within Plate 3-10.

114. **Installation of Sidewalks** - The developer shall construct a 6-foot-wide sidewalk, curb, and gutter along the full frontage of the property along Gainsborough Road, including two accessible ramps at the intersection of Jeanine Drive and Gainsborough Road.

115. **Crosswalk Striping** – The applicant shall install crosswalk striping at the following locations:

- a. Continental crosswalk at the east leg of Jeanine Drive and Gainsborough Road intersection.

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- b. Continental crosswalk at the west leg of Dover Avenue and Hendrix Avenue intersection

Prior to grading permits, the applicant shall submit plans to the City Engineer for review and approval detailing the proposed crosswalks, as required by the Public Works Department. Crosswalk striping shall be submitted as part of the proposed street improvement plan set. The applicant shall modify existing striping and signage to accommodate the proposed crosswalks.

The applicant shall construct all crosswalk locations in conjunction with the development of the site and related street improvements prior to final acceptance.

116. **Rectangular Rapid Flashing Beacons** – The applicant shall install solar-powered Rectangular Rapid Flashing Beacons (RRFBs) to supplement the marked pedestrian crosswalk at the north leg of the Dover Avenue and Hendrix Avenue intersection. Any associated signage, striping, and curb ramp improvements shall be installed with the RRFBs. All traffic control devices shall be compliant with current CA MUTCD standards.

The developer shall submit plans to the City Engineer for review and approval detailing all existing and proposed improvements at the Dover Avenue and Hendrix Avenue intersection. The applicant shall install the intersection improvements prior to final acceptance.

117. **Traffic Control Signs and Striping** – Control signs for regulation, warning, and guidance of traffic shall be installed as required by the Department of Public Works. These shall include, but are not limited to, stop signs, speed limit signs, turn prohibition signs, pedestrian and school crossing signs, curve warning signs, not a through street signs, parking signs, bicycle facility signs, pavement and curb markings, road symbols, and street name signs as required.

Prior to occupancy, all signs and striping shall be installed, and prior to final acceptance, the city may require the applicant to add traffic safety devices, such as signing and striping, the need for which is not apparent at the time of plan approval, but which are warranted due to actual field condition. The applicant shall install the traffic safety devices prior to final acceptance.

SUSTAINABILITY

118. **Construction/Demolition Debris Recycling Plan** –Prior to the issuance of a demolition permit (where the site contains existing structures or

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facilities) or of a grading/building permit, the applicant shall submit a Construction and Demolition (C&D) Debris Recycling Plan to the Sustainability Department for review and approval.

The applicant must divert a minimum sixty-five percent (65%) of all C&D waste materials generated from the project. The C&D Debris Recycling Plan shall indicate the proposed means of disposition of all C&D waste materials, including but not limited to, asphalt, concrete, wood, drywall, brush and vegetation, landscaping materials, lights, piping, concrete block, metal, and the like, which will be recycled, reused, salvaged, and /or delivered to a landfill. The Recycling Plan must also include estimated weights of the materials, list of proposed recycling/disposal facilities, and select an authorized hauling company to be used. For a list of authorized waste haulers and/or to complete and submit a C&D Debris Recycling Plan go to ThousandOaks.WasteTracking.com.

119. **Solid Waste, Recycling and Organics Collection** –Covered 3-bin enclosures are required for the collection of solid waste, recycling, and organics (food waste). The design of the enclosure must be large enough to accommodate collection containers for source-separated solid waste, organic waste, and recyclable materials. Refer to the City’s revised waste ordinance (November 16, 2021) governing the enclosures’ locations, specific sizing, configuration, and clearances.
120. **Operational Recycling Plan** - Prior to occupancy, in accordance with the City’s Enclosure Space Regulations, each applicant and/or owner must submit a Recycling Plan pertaining to operational solid waste management after occupancy. A completed Recycling Plan form must be submitted for review and approval by the Public Works Department. A Certificate of Occupancy cannot be issued by the Community Development Department until the form is completed and processed by the Public Works Department.

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121. **Fire Department Clearance** - Applicant shall obtain VCFD Form #610 "Requirements for Construction" prior to obtaining a building permit for any new structures or additions to existing structures.
122. **Fire-Flow Verification** - Applicant shall verify that the water purveyor can provide the required fire-flow requirements by having them fill out VCFD Form #625, Fire-Flow Verification.
123. **Building Plan Review** - Building plans of all A, E, I, H, R-1, R-2 or R-4 occupancies shall be submitted, with payment for plan check, to the Fire District for review and approval prior to obtaining a building permit. This review is concurrent with Building and Safety review. Plans (Architectural, Mechanical, Electrical, Plumbing, and dedicated fire service utility with design to finish above grade) shall be submitted directly to VCFD Fire Prevention.
124. **Access Road Width, Private Roads/Driveways** - Private roads shall comply with Public Road Standards.
 - Access road width of 36 feet shall be provided for residential use with parallel parking permitted on both sides.
 - Access road width of 32 feet shall be provided for residential use with parallel parking permitted on one side.
 - Access road width of 24 feet shall be required with no on-street parking permitted.
125. **Turning Radius** - The access road shall be of sufficient width to allow for a 40-foot centerline turning radius at all turns in the road.
126. **Vertical Clearance** - All access roads / driveways shall have a minimum vertical clearance of 13 feet 6 inches (13' 6"). Clear of building to sky.
127. **Turnarounds** - Approved turnaround areas for fire apparatus shall be provided when dead-end Fire Department access roads / driveways exceed 150 feet. Turnaround areas shall not exceed a 5% cross slope in any direction and shall be located within 150 feet of the end of the access road / driveway. Turnaround areas shall not be used for parking and shall be kept free of obstructions at all times. Turnaround areas shall be posted as Fire Lanes in accordance with Fire District Fire Lane Standards.
128. **Access Point Location** – The access road / driveway shall be provided such that any portion of the exterior walls, at grade level, of a building or

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- structure, is not more than 150 feet from fire department access as measured by an approved route around the exterior of the building. Exception: The distance shall be permitted to be extended to 250 feet when the building is protected by an automatic fire sprinkler system in accordance with NFPA and provided with an approved access walkway leading from the road to the exterior openings around the structure.
129. **Access Road Certification** - That the access road(s)/driveway(s) shall be certified by a registered civil engineer as having an all-weather surface in conformance with Public Works and / or Fire District standards. This certification shall be submitted to the Fire District for review and approval prior to occupancy.
130. **Roadway Extensions** – Where the access road extends beyond the access point, the extended roadway shall comply with all of the requirements for fire apparatus access roads.
131. **Fire Lanes** - Prior to construction the applicant shall submit two (2) site plans to the Fire District for approval of the location of fire lanes. Prior to occupancy, all fire lanes shall be posted “NO PARKING-FIRE LANE-TOW AWAY” in accordance with California Vehicle Code, the International Fire Code and current VCFPD Fire Lane Standards. All signs and or Fire Lane markings shall be within recorded access easements.
132. **Address Numbers (Commercial, Industrial, Multi-family buildings)** - Building address numbers, a minimum of ten inches (10") high, shall be installed prior to occupancy, shall be of contrasting color to the background, and shall be readily visible at night. Brass or gold-plated numbers shall not be used. Where structures are set back more than 150 feet from the street, larger numbers will be required so that they are distinguishable from the street. In the event a structure(s) is not visible from the street, the address number(s) shall be posted adjacent to the driveway entrance on an elevated post. Individual unit numbers shall be a minimum of 4 inches in height and shall be posted at the front and rear entrance to each unit. Additional address directional signs may be required at common building entrances and stairways.
133. **Accessory Room Door Labeling** - All accessory room doors shall be labeled on the doors indicating use of the room (i.e., Electrical Room, Riser Room, Fire Alarm Panel Inside, Storage Room, Janitor, Roof Access, etc).
134. **Knox Device** - Exterior access doors leading to fire sprinkler riser rooms and alarm control panels shall be provided with a Knox Box for emergency access.

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135. **Fire Hydrant Upgrade** - The existing hydrant located on-site shall be upgraded to a standard 6-inch wet barrel hydrant with (1) 4 inch and (2) 2 ½ inch outlet(s).
136. **Fire Sprinklers** - All structures shall be provided with an automatic fire sprinkler system in accordance with current VCFPD Ordinance at time of building permit application.
137. **Fire Protection System Plans** - Plans for all fire protection systems (sprinklers, alarm, dry chemical, hood systems, etc.) shall be submitted, with payment for plan check, to the Fire District for review and approval prior to installation. Note: Fire sprinkler systems with 20 or more heads shall be supervised by a fire alarm system in accordance with Fire District requirements.
138. **Fire Alarm System** - A fire alarm system shall be installed in all buildings in accordance with California Building and Fire Code requirements.
139. **Fire Alarm/Sprinkler Monitoring Plans** - Plans for any fire alarm system or sprinkler monitoring system shall be submitted, with payment for plan check, to the Fire District for review and approval prior to installation.
140. **Kitchen Hood Fire Protection System** – Plans for any new install or modification to an existing kitchen hood system shall be submitted, with payment for plan check, to the Fire District for review and approval prior to installation.
141. **Fire Extinguishers** - Fire extinguishers shall be installed in accordance with the International Fire Code. The placement of extinguishers shall be subject to review by the Fire District.

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142. **Door Security Hardware** – Exterior double doors shall have an astragal constructed of steel or aluminum a minimum of .125” thick, which will cover the opening between the doors. The attachment of the astragal shall comply with all applicable provisions of the Fire Code. Exterior, outward opening single doors shall have the appropriate type of latch guard installed so as to prevent the violation of the latch and strike. The latch guard shall be a minimum of .125” thick and extend a minimum of six inches above and below the door latch or deadbolt. Doors utilizing rim and cylinder locks shall have heavy-duty cylinder guards installed. All outward opening exterior doors shall have hinges equipped with non-removable hinge pins or a mechanical interlock (set screws) to prevent removal of the door from the outside by removing the hinge pins.
143. **Lighting** – Weather and breakage resistant covers shall protect all exterior lighting. Exterior lighting fixtures will be fully enclosed to minimize tampering and breakage. After hours exterior lighting shall provide sufficient illumination to allow viewing of the exterior of the buildings, and driveways. The use of Light-Emitting Diode (LED) is preferred since LEDs provide superior illumination and color rendition. Adequate lighting (3000+ Kelvin / LED / 3 ft candles / even coverage) is to be provided in parking areas, building surrounds, and pedestrian walkways as to clearly see persons during hours of darkness. All lights shall include shielding to prevent light pollution, spillage, and glare to roadways and all surrounding properties not owned and/or controlled by the project owners, including overhead. Project photometrics will be provided to the Thousand Oaks Police Department Community Resource Unit for review and approval.
144. **Landscaping** – Landscaping shall not cover, nor partially cover any exterior door or window. Landscaping, including trees, will not be placed directly under any overhead lighting that could cause loss of light at ground level. All landscaping will be kept trimmed in order to provide an unobstructed view of the parking areas and building from adjacent streets. The standard CPTED (Crime Prevention Through Environmental Design) landscaping rules of “two foot / six foot” shall apply to the property (No shrubbery shall be higher than 2 feet and lower the tree canopy shall not grow below 6 feet). This will reduce concealment areas and keep the area well-lit during darkness hours.
145. **Address Identifiers** – The tenant will display the name of their business and address on main entrances and service doors.

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146. **Utility Rooms And Enclosures** – All exterior utility rooms and enclosures containing electrical and telephone equipment shall be kept locked at all times.
147. **Trash Enclosures** – Exterior trash enclosures shall be kept closed and locked during non-business hours to discourage, loitering, illegal dumping and theft. Trash enclosures will be constructed to have outside visibly to reduce the possibility of camping or sleeping in the area.
148. **Maintenance** – Any and all graffiti, etchings, unauthorized writing/painting/art shall be removed/abated as soon as practicable, not to exceed 72 hours. Allowing time for police reporting if desired by location management or tenants.
149. **Emergency Access** – A detailed floor map of the entire complex including street addresses and building labels shall be provided to the Sheriff's Dispatch Advanced Real Time Information Center (ARTIC) 805-654-9511. For the express use of expediting emergency personnel response to calls for service. These maps are often referred to as a tactical map. The facility will have emergency access for the police and fire department to the main gate or entrance / exit doors via a "Knox Box" or similar security device. A generic code for gate access should also be provided to Sheriff's Dispatch at 805-654-9511. Any code changes need to be provided to Sheriff's Dispatch ASAP.
150. **Other Security Concerns** - The applicant will correct any safety or security concerns upon written notice by the Thousand Oaks Police Department.

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