

CITY OF THOUSAND OAKS

PLANNING COMMISSION

RESOLUTION NO.

A RESOLUTION OF THE PLANNING COMMISSION  
OF THE CITY OF THOUSAND OAKS APPROVING A  
MINOR MODIFICATION PERMIT FOR THE USE OF  
CERTAIN PROPERTY WITHIN SAID CITY

Application No. **SUP 2024-70020**

Applicant: Newmark Merrill Companies

Location: 145 West Hillcrest Drive

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

WHEREAS, the applicant has filed with this Commission a petition requesting a Special Use Permit under the provisions of the City of Thousand Oaks Municipal Code to allow the installation of a new four-panel double-faced monument sign at the northwest corner of Conejo Boulevard and West Hillcrest Drive for an existing commercial shopping center (The Collection at Janss) matching existing approved on-site monument signs for the development area.

WHEREAS, the Planning Commission, upon giving the required notice, did, on the 12th day of May, 2025, conduct a duly-advertised public hearing as prescribed by law to consider said application; and

WHEREAS, at the May 12th, 2025, 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

WHEREAS, the findings of the Planning Commission approval of SUP 2024-70020 are as follows:

1. Granting of this permit is consistent with applicable provisions of the Land Use Element of the General Plan because freestanding signs are a permissible ancillary use in the Mixed-use designation. Visual communications involving signs that are compatible with the character and environment of this community promote the growth of the City in an orderly,

efficient, and attractive manner which is consistent with the Goal Land-Use Policy 9: Design public streets and other spaces for pedestrians that foster interaction, activity, and safety.

2. With the conditions imposed by the Commission, granting of this special use permit:
  - a. Will maintain the degree of compatibility of property uses that the Zoning Ordinance is intended to promote and preserve, considering the particular use on the site and existing or proposed uses on parcels within the zone in which the use is proposed to be 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 other harmful or annoying substances.
  - c. Will preserve the integrity and character of the zone in which the use will be located and the utility and value of property in the zone and in adjacent zones.
3. The multi-tenant monument sign materials complement the building architecture, as well as the existing Janss Marketplace monument signs, and is consistent with the provisions contained in the City's Architectural Design Guidelines.
4. The additional monument sign meets the intent of the City's sign ordinance in that the sign is functional to the area it is intended to identify, is consistent in design with other on-site monument signs, and provides identification for the businesses it serves.
5. The project qualifies for a Class 11 categorical exemption under the California Environmental Quality Act (CEQA) per Section 15311 of the CEQA Guidelines as it is a structure accessory to existing commercial facilities.

The subject request is exempt from the provisions of the California Environmental Quality Act (CEQA) Guidelines pursuant to Section 15311(a) Accessory Structures, as a Class 11 Exemption. Class 11 exemptions include the construction or placement of minor structures accessory to existing commercial facilities. This request involves the installation of an additional multi-tenant monument sign which is considered a negligible

expansion of the use. Furthermore, it has been determined that none of the six exceptions to the use of a categorical exemption applies to this project (CEQA Guidelines Section 15300.2).

NOW, THEREFORE, BE IT RESOLVED that said application for a Special Use Permit is approved, 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 Precise Plan of Design 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 12th day of May, 2025, by the following vote:

AYES: COMMISSIONERS

NOES: COMMISSIONERS

ABSENT: COMMISSIONERS

ABSTAIN: COMMISSIONERS

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Mic Farris, Chair  
Planning Commission

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Fabiola Zelaya Melicher, Secretary  
Planning Commission

COMMUNITY DEVELOPMENT DEPARTMENT CONDITIONS FOR SUP 2024-70020

1. **Land and Application** – The Special Use Permit is granted for the land described in the application and any attachment thereto, and as shown on the exhibits labeled as “Project Plan Set,” dated December 5, 2024.
2. **Scope of Permit Approval** – The Special Use Permit is granted to allow for the installation of a new four-panel double-faced monument sign at the northwest corner of Conejo Boulevard and West Hillcrest Drive for a portion of an existing commercial shopping center (The Collection at Janss), which shall be constructed substantially as shown on the exhibits labeled as “Project Plan Set,” dated December 5, 2024, pursuant to the following conditions.
3. **Development** – All development on the subject property shall be constructed and thereafter maintained in accordance with conditions contained herein.
4. **Sign Materials and Colors** – All colors and materials for the proposed monument sign shall match with existing structures and be installed as shown on the “Project Plan Set,” dated December 5, 2024. Any change in materials and/or colors shall be reviewed and approved by the Planning Division of the Community Development Department prior to performing the work.
5. **Updated Sign Program** – The applicant shall provide an updated sign program that incorporates the subject sign as part of the approved signage for the shopping center.
6. **Construction Hours of Operation** – All construction activity shall be limited to 7:00 a.m. to 7:00 p.m., Monday through Saturday, unless an application requesting permission to perform work outside these hours is submitted to and approved by the Director of Community Development Director. No construction activity shall be permitted on Sunday. Construction workers and vehicles shall not be permitted to congregate on or adjacent to the site outside the construction hours authorized above. Likewise, the warming up of equipment engines prior to the authorized construction hours shall be prohibited.
7. **Acknowledgement** – The applicant acknowledges that the exterior treatment, location of structures and architectural features of the project site are of special concern to and regulated by the City of Thousand Oaks, which established criteria and standards concerning development within the City. Any change, modification, or alteration in the architectural features, materials used, colors, or other exterior treatment of any structure or structure’s location or changes in grading, fences, walls or driveways, must first be approved by the City of

Thousand Oaks. Any unauthorized change or failure to comply with the conditions of this permit may require further corrective work and result in the initiation of a code compliance action.

8. **Compliance with Applicable Laws, Rules, and Regulations** – The applicant shall at all times 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 permit(s) or affecting the installation, operation or maintenance of the structures.
9. **Indemnification** – The applicant shall defend, indemnify, and hold harmless the City, its agents, officials, and employees from any claim, action or proceeding against the City or its agents, officials, or employees that is brought to attack, set aside, void, or annul an approval of the City issued as related to the project for which applicant is applying. The City shall promptly notify the applicant of any such claim, action, or proceeding and the City shall cooperate fully in the defense.
10. **Approval Period** – This Precise Plan of Design is granted for a three (3) year period of time ending May 12, 2028, at which time said permit approval shall expire unless the use has been inaugurated in accordance with Section 9-4.2812(c) of the Thousand Oaks Municipal Code. The applicant may request a time extension of this period, as allowed by Section 9-4.2812(e) of the Thousand Oaks Municipal Code, by filing a minor modification with the Community Development Department prior to the expiration date.
11. **Zoning Approval/Building Permit** – Prior to any construction, the applicant shall obtain final clearance from the Planning Division and all necessary permits from the Building Division of the Community Development Department.
12. **Signed Acceptance** – A signed acceptance of the above conditions executed by the applicant or his/her duly authorized representative shall be returned to the Planning Division of the Community Development Department prior to the issuance of a zone clearance and the issuance of any building permits.

PUBLIC WORKS DEPARTMENT CONDITIONS FOR SUP 2024-70020

***Development Engineering***

13. **Possible Easement Conflicts** – The applicant is to verify easements by reviewing the subject property's title report prior to starting the proposed construction. All easements are to be shown and labeled on plans submitted for Building Permit.

***National Pollutant Discharge Elimination System***

14. **Site Construction** – All construction activity shall incorporate due diligence to safeguard against runoff of any sediment, vegetative debris, sawcut effluent, construction materials and other polluting matter into the street, storm drain, parking lot, and/or associated drainage conveyances (TOMC 7-8.302).

***Traffic***

15. **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). Where applicable, Covenants, Conditions, and Restrictions shall require continued compliance with this condition and the requirements contained within Plate 3-10.

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