

CITY OF THOUSAND OAKS

PLANNING COMMISSION

RESOLUTION NO. PC

A RESOLUTION OF THE PLANNING COMMISSION
OF THE CITY OF THOUSAND OAKS
DETERMINING THAT THE PROJECT IS
CATEGORICALLY EXEMPT AND STATUTORILY
EXEMPT FROM CEQA AND APPROVING A
SPECIAL USE PERMIT FOR THE USE OF CERTAIN
PROPERTY WITHIN SAID CITYAT 1205
LAWRENCE DRIVE

Application No. Special Use Permit No. SUP-2023-70013

Applicant: DignityMoves, Many Mansions, and Hope the Mission

Location: 1205 Lawrence Drive, APN: 667-0-080-105

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

SECTION 1

WHEREAS, the applicant has filed with the City an application under the provisions of the City of Thousand Oaks Municipal Code requesting the following:

1. To find that the project qualifies for a Categorical Exemption and Statutorily Exempt under the California Environmental Quality Act (CEQA).
2. Special Use Permit (SUP) 2023-70013: To allow the construction and operation of a Navigation Center for up to 50 units, support facilities, supportive services, and associated landscape, hardscape, and grading to be developed in two phases (Phase I = 30 units and Phase II = 20 units) on a portion of a 6.46-acre property in the Rancho Conejo Specific Plan (SP-7) area within the Industrial Park (M-1) zone.

WHEREAS, on August 31, 2023, a Notice of Application was posted on the subject property and mailed to all property owners within a 500-foot radius of the subject property;

WHEREAS, on October 9, 2023, 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 23rd day of October, 2023, conduct a duly-advertised public hearing as prescribed by law to consider said application; and

WHEREAS, at the October 23, 2023, Planning Commission public hearing, oral and written evidence, including a staff report, were presented and received, and comments and arguments were heard from all interested parties appearing in the matter.

SECTION 2

WHEREAS, the findings of the Planning Commission that the project qualifies for Class 32 Infill (Section 15332) Categorical Exemption under the California Environmental Quality Act (CEQA) and is Statutorily Exempt under Government Code Section 65660(b) (Low Barrier Navigation Centers Use By Right) as follows:

1. *Class 32 consists of projects characterized as in-fill development meeting the conditions described in this section.*
 - a. *The project is consistent with the applicable General Plan designation and all applicable General Plan policies as well as with applicable zoning designation and regulations.*

The General Plan land use designation for the subject property is Institutional which encourages to coordinate planning goals with those of other governmental entities having jurisdiction in the Conejo Valley. The Project Site is located within the Rancho Conejo Specific Plan (SP-7) area, and SP-7 directs for projects on this property to be reviewed for consistency with the Industrial Park (M-1) zone standards. The M-1 zone allows for an Emergency Shelter subject to approval a Special Use Permit. The Navigation Center project is consistent with the General Plan as the development and operation of the Navigation Center provides housing navigation services coordinated with a coalition of government agencies to assist homeless persons to return to stable traditional housing or transitioning into permanent supportive housing and to enhance the City's enforcement capabilities to preserve public safety and environmental quality.

Additionally, the Navigation Center project is consistent with the General Plan's Social Policy "The City shall serve as a catalyst to encourage the provision of necessary social services within the community" and broad residential policy to "Strive to provide a balanced range of adequate housing for Thousand Oaks Planning Area

residents in a variety of locations for all individuals regardless of age, income, ethnic background, marital status, physical or developmental disability” as the proposed Navigation Center use provides immediate interim housing for residents experiencing homelessness and provides case management and housing navigation services to prepare individuals for housing, identify appropriate permanent housing, and ensure that individuals have the resources to retain housing.

The project, as designed and conditioned, the project is compliant with all development standards of the M-1 zone including, but not limited to, setbacks, building coverage, height, landscaping, parking, and the Emergency Shelter development and operational standards.

Therefore, the project is consistent with the site’s General Plan designation and applicable zoning designation and regulations.

b. The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.

The project site is within the incorporated limits of the City of Thousand Oaks. The project area is approximately one acre. All the parcels are surrounded by developed properties with urban land uses and within walking distance from public transit and commercial amenities. Section 21072 of the CEQA Guidelines defines a “qualified urban use” as any residential, commercial, public institutional, transit or transportation passenger facility, or retail use, or any combination of those uses.” The proposed Project adheres to the criteria of CEQA Guidelines Section 15332(b) as a site of no more than 5 acres that is substantially surrounded by urban uses.

c. The project site has no value as habitat for endangered, rare or threatened species.

The project site has been heavily disturbed for years and is currently vacant/undeveloped. A biological survey for the subject property was conducted by Pax Environmental, Inc in July 2023. The survey found the Project area is highly disturbed and is mainly an empty lot with no significant structures. Based on the reconnaissance survey, no suitable habitat is present for any special status wildlife or plant species within the Project area. This determination was made based on the Project area being highly disturbed with a ruderal vegetation community and the absence of any nearby natural water features. No special-status wildlife species were observed during the survey.

The vegetation community is ruderal dominated by non-native plants. Five native plants were observed during the survey. No overstory or trees were observed.

Native species observed include: Cliff desert dandelion (*Malacothrix saxatilis*), coyote brush (*Baccharis pilularis*), jimsonweed (*Datura wrightii*), narrowleaf milkweed (*Asclepias fascicularis*) and American bird's-foot trefoil (*Acmispon americanus*).

Non-native plant species observed include: common sowthistle (*Sonchus oleraceus*), spotted spurge (*Euphorbia maculata*), black mustard (*Brassica nigra*), red brome (*Bromus madritensis*), yellow star-thistle (*Centaurea solstitialis*), telegraph weed (*Heterotheca grandiflora*), Canada horseweed (*Erigeron canadensis*), vinegarweed (*Trichostema lanceolatum*), matted sandmat (*Euphorbia serpens*), prickly lettuce (*Lactuca serriola*), field bindweed (*Convolvulus arvensis*), wild oat (*Avena fatua*), Russian thistle (*Salsola tragus*), Peruvian peppertree (*Schinus molle*), South American horseweed (*Conyza bonariensis*), foxtail barley (*Hordeum murinum*), Mexican fan palm (*Washingtonia robusta*), annual yellow sweetclover (*Melilotus indicus*), sweet fennel (*Foeniculum vulgare*), crown daisy (*Glebionis coronaria*), Brazilian peppertree (*Schinus terebinthifolius*), scarlet pimpernel (*Anagallis arvensis*) and white horehound (*Marrubium vulgare*).

None of the above-listed plants are protected by local ordinances or policies, and all are located within the footprint of the proposed development. Consequently, all landscaping on the property area will be removed.

The survey found the project area lacks any significant suitable wildlife habitat. Species observed include: mourning dove (*Zenaidura macroura*), house finch (*Haemorhous mexicanus*), acorn woodpecker (*Melanerpes formicivorus*), northern mockingbird (*Mimus polyglottos*), European collared dove (*Streptopelia decaocto*), dark-eyed junco (*Junco hyemalis*), honeybee (*Apis mellifera*), California lady beetle (*Coccinella californica*). None of the above-listed wildlife species are protected by local ordinances or policies.

Development of this project will have no adverse impacts to native biological resources in the Project area. This is due to the highly disturbed nature of the Project area with its ruderal vegetation and lack of suitable habitat. Properties adjacent to the Project area are also highly developed and/or disturbed. Suitable bird nesting habitat is present in several non-native trees on these properties; however, due to highly disturbed nature of the area, impacts are unlikely.

In addition, the project site is surrounded by existing development and therefore does not provide any value as a habitat for endangered, rare, or threatened species.

d. Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.

Traffic - A traffic generation analysis was completed in October 2023. City Policy for requiring a VMT Analysis and standard City practice for requiring a Traffic Impact Study (TIS) is triggered when a project is expected to generate a minimum of 100 P.M. peak hour trips over the existing land use. Since the proposed project is estimated to generate a net increase of 11 trips during the

P.M. Peak hour, neither a VMT analysis nor TIS is required as the project would not result in any significant effects relating to traffic. Additionally, the nearest transit stops are approximately 1,250 feet south on Lawrence Drive (VCTC “East County” Route 73) and approximately 2,500 feet northeast on Corporate Center Drive (Thousand Oaks “Crosstown” Route 44, and VCTC Route 73).

Noise – Noise is commonly defined as an unwanted sound that annoys or disturbs people and potentially causes an adverse psychological or physiological effect on human health. Because noise is an environmental pollutant that can interfere with human activities, an evaluation of noise is necessary when considering the environmental impacts of a proposed project.

Human sound perception, in general, is such a change in sound level of 1 decibel (dB) cannot typically be perceived by the human ear, a change in sound level of 3 dB is just noticeable, a change of dB is clearly noticeable, and a change of 10 dB is perceived as doubling or halving the sound level. A doubling of actual sound energy is required to result in a 3 dB (i.e., barely noticeable) increase in noise; in practice, for example, this means that the volume of traffic on a roadway would typically need to double to result in a noticeable increase in noise.¹

In urban environments, simultaneous noise from multiple sources may occur. Because sound pressure levels, in decibels, are based on a logarithmic scale, they cannot be added or subtracted in the usual arithmetical way. Adding a new noise source to an existing noise source, with both producing noise at the same level, will not double the noise level. If the difference between two noise sources is 10 A-weighted decibels (dBA) or more, the higher noise source will dominate, and the resultant noise level will be equal to the noise level of the higher noise source. In general, if the difference between two noise sources is 0-1 dBA, the resultant noise level will be 3 dBA higher than the higher noise source, or both sources if the sources are equal. If the difference between two noise sources is 2 to 3 dBA, the resultant noise level will 2 dBA above the higher noise source. If the difference between two noise sources is 4 to 10 dBA, the resultant noise level will be 1 dBA higher than the higher noise source.

The primary existing source of noise in the Project area is traffic on Lawrence Drive and adjacent roadways. The project site is located approximately 100+ feet from Lawrence Drive and 1,076 feet south of Rancho Conejo Boulevard. Based on the Sound Level Measurements taken on August 28, 2019, February 21, 2022, and April 6, 2023, for the existing noise levels for the Draft Thousand Oaks 2045 General Plan Environmental Impact Report, Chapter 4.7 Noise, sound measurements were taken in 22 locations throughout the City and then

¹ California Department of Transportation. 2013a. Technical Noise Supplement to the Traffic Noise Analysis Protocol. Accessed July 2023. Available: http://www.dot.ca.gov/hq/env/noise/pub/TeNS_Sept_2013A.pdf.

input into a model to project noise contours². The closest sound measurements were captured at location NM-1 (Rancho Conejo Boulevard between Teller Road and West Hillcrest Drive) – daytime noise levels ranged between 65 and 77 L_{eq}, and NM-3 (Old Conejo Road between Lois Avenue and North Wendy Drive) – daytime noise levels ranged between 71 and 87 L_{eq}. Existing Traffic Noise Counters are shown in Figure 4.7-2, which shows the subject site has daytime noise ranging between 60 and 70 dBA CNEL. It is anticipated that during the construction of the project, the noise level will increase intermittently. The Noise Element of the General Plan, Appendix A “Noise Standards and Guidelines” establishes noise and land use compatibility standards to guide development. Table A-3. HUD Housing Site Acceptability Standards established thresholds for acceptable noise levels during construction. Mitigation measures would be required if noise levels would exceed 10 decibels above 70 decibels. Most construction equipment would meet the allowable noise level from construction equipment at 50 feet distance, including earthmoving (e.g., backhoes, tractors, graders, pavers), material handling (e.g., concrete mixers, concrete pumps, cranes, derricks, etc.), stationary (e.g., pumps generators, compressors), impact (e.g., jackhammers, pneumatic tools) and other such as saws. The construction equipment noise levels would range from 75 to 80 dBA. There are no anticipated noise impacts since the proposed project is located within the Rancho Conejo Specific Plan (SP-7) area within the Industrial Park (M-1) zone. There are no sensitive receptors in the area that would be affected by short-term construction noise. Therefore, no impacts are anticipated related to the construction of the project.

Air Quality – The Project site is located under the jurisdiction of the Ventura County Air Pollution Control District (APCD). The Ventura County APDC adopted thresholds of significance to assist lead agencies in the evaluation and mitigation of air quality impacts under CEQA. Based on the Ventura County Air Quality Assessment Guidelines (2003), a project of 367 low-rise apartments (Code 211) in the Year 2030, a Significance Threshold of 25 lbs/day would exceed Reactive Organic Compound (ROC) or Nitrogen Oxide (NO_x). The proposed project is a low-rise 50-unit Navigation Center meets the screen-out criteria. The project would be required to implement best practices related to equipment engines being maintained in good condition and in property tune, as per manufacturer’s specifications, on-site vehicle speed to be limited to 15 miles per hour and street adjacent to the project site to be swept as needed to remove silt, which may have accumulated from construction activities to prevent excessive amounts of dust.

² City of Thousand Oaks Public Draft General Plan Environmental Impact Report, Chapter 4.7 Noise, pages 200-235, Available: <https://www.toaks2045.org/environmentalreview>

Water – The Project is situated in an urban area already served by all necessary municipal utilities (i.e., water, wastewater, stormwater, solid waste) and public services (i.e., fire, police, schools). The water purveyor for the Project site is California American Water Company. The California American Water Company provides potable water to 48 percent of the city. The potable water distributed by the City is imported water from Calleguas Municipal Water District, which receives its supply from the Metropolitan Water District of Southern California's (MWDSC's). The future demands of larger projects, including in-fill development, have been projected in the City's Water Master Plan. The master plan analyzed vacant land use and equivalent dwelling units (EDUs) to forecast water demand. The demand for apartments was estimated at 200 gallons per day (gpd). The apartment rate is being used because there is no category for single-room occupancy. As such, the water demand is anticipated to a lower rate.

Project-related grading and construction, including on-site operation of heavy equipment during grading and construction, would require temporary disturbance of surface and subsurface soils which would potentially result in erosion and sedimentation. During construction, the project applicant would be required to implement structural and non-structural erosion, sediment, waste, and pollutant control Best Management Practices (BMPs).

After construction, the project would be subject to the requirements of a Ventura County Municipal Separate Storm Sewer Systems (MS4) Permit and City's regulations. These requirements establish limits for the concentration of contaminant entering the storm drain system and require all non-stormwater discharges from entering the storm drain system. Additionally, the applicant would be required to design storm drains that conform to the standards approved by the City Engineer. Adhering to the MS4 Permit requirements during construction and operation, the project would not create an impact on water quality.

e. The site can be adequately served by all required utilities and public services.

The project is located within an urbanized setting with established infrastructure. The City's Public Works Department, Community Development Department, and the Ventura County Fire Department reviewed the project and determined the project can be adequately served by all required and existing utilities and public services.

2. Further, as described below, the project would not trigger any of the exceptions to the exemptions listed under CEQA Guidelines Section 15300.2. Therefore, no further environmental review is required. The

exceptions to the Categorical Exemptions pursuant to Section 15300.2 of the CEQA Guidelines are:

- a. Location. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located -- a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.*

As described above, the project is consistent with the General Plan, Municipal Code, and City policies. The project site is surrounded on all sides by industrial and commercial development. The project site and adjacent sites do not contain any known environmental resources of hazardous or critical concern as designated, mapped or adopted pursuant to law by federal, state or local agencies. Therefore, the project will have no impact on an environmental resource of hazardous or critical concern.

- b. Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.*

As described in the staff report, the project is consistent with the General Plan, Municipal Code, and City policies. The project is physically compatible with the scale of the surrounding area as the one-story project would fit within the existing urbanized area which consists of industrial buildings with one- to three-story massing within the immediate vicinity.

The Navigation Center use at the project site will be compatible with land uses in the vicinity, that are predominantly industrial uses, as staff has conducted community outreach for the project and has heard general questions about the Navigation Center use, potential concerns regarding unintended deleterious effects stemming from the operation of the Navigation Center, security concerns related to the homeless rejected from the facility or not eligible for entry staying around in the area, coordination regarding non-compliant patrons, and proximity to a cannabis dispensary.

To address these concerns staff developed a series of conditions of approval with the operator to proactively address potential issues before they begin. Specifically, a "Good Neighbor Policy" condition has been included to require neighborhood patrols of the project vicinity, by the Navigation Center staff. The intent is to proactively work together with the community stakeholders to build community trust and strengthen the dialogue between residents, businesses, and service providers.

The conditions of approval, also, include a “Management, Operations, and Public Safety Policies and Procedures” manual that shall include policies and procedures that go beyond the explicit standards contained in the Thousand Oaks Municipal Code, VC CoC standards, and federal Housing and Urban Development (HUD) requirements. The Policies and Procedures are also to align with and, while simultaneously considering the City’s unique conditions and needs with respect to the City of Thousand Oaks’ unhoused population. The operational plan will be an evolving document, with the ability for the City to review and request revisions to the plan should they be needed.

Any projects requiring discretionary approval would be analyzed with the General Plan, Municipal Code, and City policies for consistency and CEQA for any potential impacts. Therefore, the project will have no significant cumulative impact.

- c. Significant Effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.*

The project site does not include any unusual circumstances that would cause the project to have a significant effect on the environment. The project is an emergency shelter which is allowed within the M-1 zone with approval of a Special Use Permit. The project as conditioned will not alter the industrial and commercial character of the surrounding development. The project site does not contain any known unusual environmental characteristics, or environmental resources of hazardous or critical concern as designated, mapped or adopted pursuant to law by federal, state or local agencies that would be impacted by the implementation of the project. Additionally, the project is subject to additional review and permitting through Ventura County APCD, Ventura County Environmental Health, Ventura County Fire Department, the City of Thousand Oaks Building & Safety Division, and the City of Thousand Oaks Public Works Department which will provide regulatory oversight to ensure the project is consistent with adopted standards relative to each of their area of expertise and the health, safety and general welfare is maintained. Therefore, there are no unusual circumstances specific to the project as compared to its surroundings that would pose a reasonable possibility of causing a significant effect on the environment.

- d. Scenic Highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements, which are required as mitigation by an adopted negative declaration or certified EIR.*

There are no scenic highways officially designated by the state within the City of Thousand Oaks. Some portions of US Route 101 are eligible to be designated. Even if US Route 101 was designated as a Scenic Highway, the project is 0.75-miles away from US Route 101 and cannot be seen from US Route 101.

- e. Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site, which is included on any list compiled pursuant to Section 65962.5 of the Government Code.*

The project site is not listed as a hazardous waste site on any list compiled pursuant to Section 65962.5 of the Government Code.

- f. Historical Resources. A categorical exemption shall not be used for a project, which may cause a substantial adverse change in the significance of a historical resource.*

The project site is currently undeveloped/vacant and does not contain an existing or potential landmark, point of interest, or historic resource, and it is not located within an existing, proposed, or potential Historic District.

The project is also Statutorily Exempt under Government Code Section 65660(b) (Low Barrier Navigation Centers Use By Right) as this project qualifies as a “low barrier navigation center” under Government Code Section 65660(b) as it provides a “Housing First, low-barrier, service-enriched shelter focused on moving people into permanent housing, and providing temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.”

SECTION 3

WHEREAS, the findings of the Planning Commission supporting approval of DP 2022-70824-DP are as follows:

- 1. The project is consistent with the Thousand Oaks General Plan and any applicable specific plan or redevelopment plan (TOMC Section 9-4.2803(c)(1)).*

The General Plan land use designation for the subject property is Institutional which encourages coordinating planning goals with those of other governmental entities having jurisdiction in the Conejo Valley. The Project Site is located within the Rancho Conejo Specific Plan (SP-7) area, and SP-7 directs for projects on this property to be reviewed for consistency with the Industrial Park (M-1) zone standards. The M-1 zone allows for an Emergency Shelter subject to approval of a Special Use Permit. The Navigation Center project is consistent with the General Plan as the development and operation of the Navigation Center provides housing navigation services coordinated with a coalition of government agencies to assist homeless persons to return to stable

traditional housing or transitioning into permanent supportive housing and to enhance the City's enforcement capabilities to preserve public safety and environmental quality.

The use is consistent with the following policies of the General Plan:

- *Policies*
 - *Social*
 - *The City shall serve as a catalyst to encourage the provision of necessary social services within the community.*
 - *Residential*
 - Strive to provide a balanced range of adequate housing for Thousand Oaks Planning Area residents in a variety of locations for all individuals regardless of age, income, ethnic background, marital status, physical or developmental disability.

The project is consistent with the above policies because the proposed Navigation Center use provides immediate interim housing for residents experiencing homelessness and provides case management and housing navigation services to prepare individuals for housing, identify appropriate permanent housing, and ensure that individuals have the resources to retain housing.

Therefore, the project is consistent with the Thousand Oaks General Plan and any applicable specific plan or redevelopment plan.

2. *The project complies with all applicable laws, regulations and policies, including the Thousand Oaks Municipal Code (TOMC Section 9-4.2803(c)(2)).*

The design of the Navigation Center for up to 50 units, support facilities, supportive services, and associated landscape, hardscape, and grading complies with all applicable laws, regulations, and policies, including the Thousand Oaks Municipal Code (TOMC), and the City's Guidelines for Residential, Industrial and Institutional Projects (Resolution 2006-108).

The project, as designed, was reviewed for consistency with the TOMC M-1 zone development standards including, but not limited to, setbacks, building coverage, height, landscaping, parking, and the Emergency Shelter development and operational standards (Section 9-4.2525). Tables 1 and 2 within the staff report demonstrate that the project as proposed and conditioned is compliant with all M-1 zone and Emergency Shelter development standards.

The one-story project fits within the existing urbanized area which consists of industrial buildings with one- to three-story massing within the immediate vicinity.

The project is consistent with the City's Commercial Architectural Design Guidelines and Standards (Resolution 2006-108) by using unified design elements throughout the development. The proposed project includes community gathering areas that would create a sense of place that is unified, attractive, and provides a place of belonging as participants proceed on their journey to permanent housing. As such, the project meets the intent of the aesthetic character/quality for the site per the City's General Plan policies and Municipal Code regulations governing scenic quality.

The project's architectural design is not a defined style; however, the utilitarian architectural design of the building blends in with the industrial vernacular of the Rancho Conejo area. The simple forms and the open interior spaces of the communal facilities provides for maximum flexibility for operational needs. The project was reviewed for and found to be consistent with the City's Guidelines for Residential, Industrial and Institutional Projects (Resolution 2006-108).

Additionally, the project has also been reviewed by other City departments and agencies for conformance with applicable laws, regulations, and policies, and provided appropriate conditions of approval. Therefore, the project complies with all applicable laws, regulations, and policies, including the Thousand Oaks Municipal Code.

3. *The project will not be detrimental to the public health, safety or general welfare (TOMC Section 9-4.2803(c)(3)).*

The project will not be detrimental to public health, safety, or general welfare because the project has been reviewed, conditioned 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 department 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 in adjacent zones; and,
- d. Will not become detrimental to the public interest, health, safety, convenience or general welfare.

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 because the Operator will work with participants to coordinate transportation to all appointments associated with improving the likelihood of permanent housing placements, this includes medical, dental, and vision appointments, support with obtaining vital documents, and unit viewings. Transportation services would utilize a network of roads that were designed to accommodate the vehicle traffic generated by this development and the existing development including the commercial, industrial and office uses in all directions. The project's noise is anticipated to be less than the surrounding industrial and commercial development. The Planning Commission finds, with implementation of the conditions of approval, the Navigation Center use: will not be detrimental to the public health, safety, or general welfare as the project does not involve the use of substances that may become obnoxious, dangerous, offensive, or injurious to the public health, safety, or welfare; will be limited within the confines of the Navigation Center boundaries; and has been reviewed by other City departments and agencies which provided appropriate conditions of approval to ensure conformance with applicable laws, regulations, and policies.

Therefore, the project will not be detrimental to the public health, safety, or general welfare.

4. *The project has been reviewed in conformance with the provisions of the California Environmental Quality Act (TOMC Section 9-4.2803(c)(4)).*

The project was analyzed for conformance with the CEQA. It has been determined that the proposed project is Categorically Exempt from the provisions of CEQA pursuant to Class 32 Section 15332 – Infill

Development, which consists of an urban infill development project that is less than five (5) acres in size and meets the other requirements of CEQA Guidelines Section 15332 including that the project site has no value as habitat for endangered, rare or threatened species, there is existing street access, and is served by all required utilities and public services. The Community Development Department has further determined that none of the six exceptions to the use of a categorical exemption apply to this project (CEQA Guidelines Section 15300.2).

The project is also Statutorily Exempt under Government Code Section 65660(b) (Low Barrier Navigation Centers Use By Right) as this project qualifies as a “low barrier navigation center” under Government Code Section 65660(b) as it provides a “Housing First, low-barrier, service-enriched shelter focused on moving people into permanent housing, and providing temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing.”

5. *The proposed use at the proposed location will be compatible with land uses in the vicinity (TOMC Section 9-4.2803(c)(5)).*

The Navigation Center use at the project site will be compatible with land uses in the vicinity, that are predominantly industrial uses, as staff has conducted community outreach for the project and has heard general questions about the Navigation Center use, potential concerns regarding unintended deleterious effects stemming from the operation of the Navigation Center, security concerns related to the homeless rejected from the facility or not eligible for entry staying around in the area, coordination regarding non-compliant patrons, and proximity to a cannabis dispensary.

To address these concerns staff developed a series of conditions of approval with the operator to proactively address potential issues before they begin. Specifically, a “Good Neighbor Policy” condition has been included to require neighborhood patrols of the project vicinity, by the Navigation Center staff. The intent is to proactively work together with the community stakeholders to build community trust and strengthen the dialogue between residents, businesses, and service providers.

The conditions of approval, also, include a “Management, Operations, and Public Safety Policies and Procedures” manual that shall include policies and procedures that go beyond the explicit standards contained in the Thousand Oaks Municipal Code, VC CoC standards, and federal Housing and Urban Development (HUD) requirements. The Policies and Procedures are also to align with and, while

simultaneously considering the City's unique conditions and needs with respect to the City of Thousand Oaks' unhoused population. The operational plan will be an evolving document, with the ability for the City to review and request revisions to the plan should they be needed.

Therefore, the project will be compatible with the land uses in the vicinity.

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 below, the Planning Commission approves said SUP-2023-70013, 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 permit 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 23rd day of October 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sharon McMahon, Chair
Planning Commission

Fabiola Zelaya Melicher, Secretary
Planning Commission

COMMUNITY DEVELOPMENT DEPARTMENT CONDITIONS FOR SUP 2023-70013

COMMUNITY DEVELOPMENT DEPARTMENT CONDITIONS FOR SUP 2023-70013

NAVIGATION CENTER LEASE AND SERVICE AGREEMENTS

1. **Navigation Center Lease and Service Agreements** – The Project is proposed for Property owned by the City of Thousand Oaks. The approval of the Special Use Permit does not in any way affect the authority of the City of Thousand Oaks to negotiate and finalize terms for a Lease of the Property, which includes terms and conditions for development of the Property (the “Lease”), or a Professional Services Agreement for housing-related services (the “Services Agreement”), which are necessary for developing and operating the Navigation Center. Approval of the Special Use Permit shall not be considered or construed as a waiver or modification of any rights of the City of Thousand Oaks to determine the terms and conditions for making property or funding available for the Navigation Center. Applicant’s failure to secure the Lease or Service Agreements for the Navigation Center from the City of Thousand Oaks City Council will render this Special Use Permit null and void.
 - a. The Lease and Services Agreements for the construction and operation of a Navigation Center shall be entered into between the Applicant and City of Thousand Oaks, subject to approval by the City Attorney and City Council, within twelve (12) months.
 - b. The Navigation Center is to be constructed, operated, and maintained as authorized in the executed Lease Agreement and Service Agreements and any duly authorized amendments and or modifications thereto.

GENERAL

2. **Land and Application** – The Special Use Permit is granted for the land described in the application, any attachment thereto, and as indicated on the “Project Plan Set” attached to the Planning Commission staff report dated October 23, 2023, subject to the following refinements as authorized by the Planning Commission on October 23, 2023, and pursuant to the following conditions:
 - a. Realign the drive aisle towards the northern property line with an intent to create additional developable area towards the front of the site.
 - b. Locate the Navigation Center facilities towards the front of the property to have a better relationship with the street.
 - c. As determined by the Community Development Director, separate structures with an intent to minimize costs while still meeting the Building Code and Fire Code requirements and without being

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detrimental to the public health, safety, and welfare of Navigation Center residents and abutting properties.

- d. As determined by the Community Development Director, remove duplicative support facilities and/or infrastructure with an intent to minimize costs while still meeting the Navigation Center objectives and without being detrimental to the public health, safety, and welfare of Navigation Center residents and abutting properties.
3. **Scope of Permit Approval** – The Special Use Permit is granted to allow the construction and operation of a Navigation Center for up to 50 units, support facilities and supportive services to be developed in two phases (Phase I = 30 units and Phase II = 20 units) with 14 surface parking spaces, associated hardscape, landscape, lighting and infrastructure improvements on a portion of a 6.46-acre property, which shall be constructed in substantial conformance as shown on Exhibits labeled “Project Plan Set” attached to the Planning Commission staff report dated October 23, 2023, unless conditioned otherwise herein.
4. **Phasing** – The project shall be graded and constructed in a maximum of two phases. The construction of the second phase shall commence after the completion of the previous phase but before the permit will expire. 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 with the Community Development Department prior to the expiration date.
5. **Approval Period/Use Inauguration** – The Special Use Permit is granted for a three (3) year period of time ending October 23, 2026, 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 Thousand Oaks Municipal Code (TOMC). Inauguration of this approval signifies an acceptance of the decision and associated conditions of approval, hereto. 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 with the Community Development Department prior to the expiration date.
6. **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 incorporating any design changes and other requirements as conditioned herein.
7. **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 shall be copied directly onto plan sheets and

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- 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.
8. **Condition Compliance** – The conditions set forth in this Resolution shall run with the land and shall remain in force for the duration of the life of the Project.
 9. **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.
 10. **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.
 11. **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.
 12. **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 Municipal Code.
 13. **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.
 14. **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

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Thousand Oaks. Any unauthorized changes may require future corrective work and may result in a City Code compliance effort.

15. **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 associated with SUP-2023-70013.
16. **Authorized Project Changes/Modifications** – Minor changes to SUP-2023-70013 may be approved by the Community Development Department through the appropriate entitlement process provided such changes achieve substantially the same results and the project is still in compliance with all applicable development standards in the Thousand Oaks Municipal Code. Revised plans reflecting the minor changes and additional fees shall be required. Any substantial changes will require the filing of a major modification application to be considered by the Planning Commission.
17. **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
18. **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 the applicant is applying. The City shall promptly notify the applicant of any such claim, action, or proceeding and the City shall cooperate in the defense.
19. **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.

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20. **Occupancy** – No final inspection or occupancy permit shall be granted until construction and landscaping is complete in accordance with the approved plans and the conditions, per phase, required herein.

NAVIGATION CENTER LEASE AND SERVICE AGREEMENTS

21. **Navigation Center Lease and Service Agreements** – The Project is proposed for Property owned by the City of Thousand Oaks. The approval of the Special Use Permit does not in any way affect the authority of the City of Thousand Oaks to negotiate and finalize terms for a Lease of the Property, which includes terms and conditions for development of the Property (the “Lease”), or a Professional Services Agreement for housing-related services (the “Services Agreement”), which are necessary for developing and operating the Navigation Center. Approval of the Special Use Permit shall not be considered or construed as a waiver or modification of any rights of the City of Thousand Oaks to determine the terms and conditions for making property or funding available for the Navigation Center. Applicant’s failure to secure the Lease or Service Agreements for the Navigation Center from the City of Thousand Oaks City Council will render this Special Use Permit null and void.
- a. The Lease and Services Agreements for the construction and operation of a Navigation Center shall be entered into between the Applicant and City of Thousand Oaks, subject to approval by the City Attorney and City Council, within twelve (12) months.
 - b. The Navigation Center is to be constructed, operated, and maintained as authorized in the executed Lease Agreement and Service Agreements and any duly authorized amendments and or modifications thereto.

NAVIGATION CENTER OPERATIONAL STANDARDS

22. **Operational Standards: Consistent with the Thousand Oaks Municipal Code and County of Ventura Continuum of Care on Homelessness** –The Navigation Center shall incorporate the Emergency Shelter operational standards of the Thousand Oaks Municipal Code and the County of Ventura Continuum of Care on Homelessness within a Management, Operations, and Public Safety Policies and Procedures manual. Many Mansions and Hope the Mission shall collectively be referred to herein as the “Operator” of the Navigation Center. The Management, Operations, and Public Safety Policies and Procedures manual shall include, but not be limited to the following requirements:

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- a. One off-street automobile parking space shall be provided per staff person during the largest shift, plus 1/5 of a parking space for each resident.
- b. Bicycle racks with a minimum of 16 total bicycle parking spaces shall be provided.
- c. A client intake area shall be provided at the building entrance and shall include a service counter and a reception area with seating and workspace.
- d. The Navigation Center shall provide on-site management at all times, consisting of a minimum of one staff person per 15 clients that enforces and complies with the following requirements:
 - i. Operator staff shall receive training in emergency evacuation procedures, shelter operating procedures, first-aid, and non-violent crisis intervention.
 - ii. All occupants at the Navigation Center ("clients") shall be provided with clean sanitary beds and sanitation facilities, including toilets, showers, bedding, soap, towels, and toilet tissue.
 - iii. Laundry facilities shall be provided for clients to wash their clothes or shelter staff shall help clients make arrangements for laundry services.
 - iv. According to their needs, clients shall be referred to appropriate medical, psychiatric, housing, educational, social, and nutritional services.
 - v. No individual shall be denied shelter because of an inability to pay.
 - vi. Shelter rules shall be posted and made known to all clients.
 - vii. Management shall establish and enforce rules prohibiting the use of alcohol, illegal use of controlled substances, and violent or illegal behavior.
 - viii. Management shall maintain an attendance log to document the demographic characteristics of the clients served and provide an annual report to the City describing the demographics of shelter users and the services provided.
 - ix. Management shall promptly remove any litter in the vicinity attributable to use of the shelter.
 - x. No items, including, but not limited to, possessions brought to the shelter by clients, shall be stored outdoors.
 - xi. The length of stay for any shelter resident shall not exceed standards set by TOMC Section 9-4.2525.11; however, the primary objective is to exit participants to long-term permanent housing as soon as possible.
 - xii. No pets shall be allowed in the shelter unless separate indoor kennel facilities or facilities are provided for pets.

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- xiii. Each shelter shall provide an outdoor smoking area(s) on the premises.
- e. Each shelter shall provide the following basic security measures:
 - i. Entrances and exits shall be clearly marked and well-lighted.
 - ii. Adequate external and internal security lighting shall be provided.
 - iii. Individual lockers shall be provided to allow clients to secure their private possessions while using the shelter.
 - iv. Separate sleeping areas shall be provided for men, women, and couples/families.
 - v. Separate bathing facilities shall be provided for men and women.
 - vi. No person shall be allowed to camp on the premises or sleep on the premises outside of the shelter building.
- f. To coordinate programs and services, the Operator shall:
 - i. Participate in CoC meetings including VC CoC Alliance and VC CoC sponsored trainings and other VC CoC initiatives.
 - ii. Participate in VC CoC planning, policy, and strategic activities.
 - iii. Participate in the annual Point in Time (PIT) Homeless Persons Count by participating in the sheltered and unsheltered count.
 - iv. Contribute agency-level data for the annual Housing Inventory Count (HIC).
 - v. Participate in Gaps Analysis and Needs Assessment as directed by VC CoC Board.
 - vi. Utilize VC HMIS for data entry while following the Ventura County Homeless Management Information System (VC HMIS) policies and procedures. This includes but are not limited to:
 - vii. Participate in VC HMIS meetings and forums.
 - viii. Follow all security, privacy and data integrity guidelines.
 - ix. Comply with annual training requirement.
 - x. Comply with license fee requirements.
 - xi. Follow locally adopted VC CoC policies and procedures which include:
 - 1. Program standards for administering VC CoC, ESG, and State funding assistance.
 - 2. Pathways to Home policies and procedures.
 - xii. Commit to filling program vacancies and accepting referrals through Pathways to Home, the local Coordinated Entry System (CES).
 - xiii. Participate in Pathways to Home case conferencing meetings to facilitate the matching of clients with housing, shelter and services while abiding by confidentiality agreements.

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- xiv. Implement programs based on Evidenced Based Practices including Housing First, trauma-informed care, and strengths-based programs that are client-focused and culturally competent.
- xv. Provide appropriate supportive services that are focused on:
 - 1. Helping participants obtain or remain in permanent housing.
 - 2. Helping participants increase skills and/or income.

The draft Management, Operations, and Public Safety Policies and Procedures manual shall be provided for review and approval by the City prior to construction plans being submitted to Building & Safety for plan check review, and the Management, Operations and Public Safety Policies and Procedures manual is to be approved by City Manager, City Attorney, and Community Development Director prior to occupancy clearance for the shelter.

23. **Operational Standards: Additional** – Unless specifically modified by City Council, the Navigation Center’s Management, Operations, and Public Safety Policies and Procedures manual (“Policies and Procedures”) shall also include policies and procedures that go beyond the explicit standards contained in the Thousand Oaks Municipal Code to provide safe shelter, basic needs, case management, and access to resources that assist individuals and households to quickly secure and move into suitable permanent housing to achieve housing stability. The Policies and Procedures are to reflect federal, state, and local requirements and best practices to maintain a safe and healthy environment for program participants and the community at large. The Policies and Procedures are also to align with federal Housing and Urban Development (HUD) and Ventura County Continuum of Care (VC CoC) standards, while simultaneously considering the City’s unique conditions and needs with respect to the City of Thousand Oaks’ unhoused population. These Policies and Procedures shall include but not be limited to:

- a. Rules and regulations necessary to operate the Navigation Center effectively and to ensure the site is operated in a manner consistent with its intended use. All policies and procedures of the Navigation Center Operator shall incorporate the following competencies as integral to the design:
 - i. Low Barrier Access and Services
 - ii. Housing First
 - iii. Harm Reduction
 - iv. Trauma-Informed Care
 - v. Participant-centered
 - vi. Culturally Competent
 - vii. Participant and operator dignity and respect

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- b. The Operator is responsible for the day-to-day activities, oversight, and management of all logistics and operations of the Navigation Center. At minimum, the Operator will ensure:
 - i. All codes, laws, and regulatory requirements from the City, County, State and Federal government and any current or future funding sources are adhered to.
 - ii. Regular communication with the City and the County.
 - iii. Services are provided in a manner satisfactory to and consistent with any standards required by the City and County, or required as a condition of receiving funding for the Navigation Center.
 - iv. The Navigation Center is responsive to the neighbors, the City, the County, and the entire community, including implementing a Good Neighbor Policy.
 - v. The background and qualifications of the Operator's staff and contractors providing services are appropriate for the persons being served and meet the minimum standards established by applicable licensing bodies.
 - vi. Clients will be given a copy of their signed copy of any document that requires their signature. This includes, but not limited to intake paperwork and Navigation Center participant rules or expectations.
 - vii. The Operator's staff must assist all participants who may have difficulty understanding or reviewing the rules and participant responsibilities or participating in services. All clients shall receive services that are linguistically and culturally appropriate.
 - viii. The recruitment and management of necessary service provider partnerships to provide the scope of work required to serve the participants.
 - ix. Participate in the Ventura County Homeless Management Information System (VCHMIS) and Coordinated Entry System (CES), as it may be renamed from time to time, to receive and send referrals for housing and services.
- c. The Operator may enter into a contract with third parties to provide services at the Navigation Center ("Service Provider Partners"). Responsibilities of the Service Provider Partners will include, but are not limited to:
 - i. Agree to share service output and outcome information.
 - ii. Submit referrals via VCHMIS by completing the eligibility assessment for each client referred to the Navigation Center.
 - iii. Respect and cooperate with Navigation Center staff, other service providers, and participants.

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- iv. Participate in Navigation Center Advisory meetings and provide input to the improvement of the Navigation Center and service delivery.
 - v. Screen participants for eligibility (no sex offenses or felonies with open warrants will be allowed on-site).
 - vi. Coordinate with the Operator to schedule appointments with participants and reserve meeting rooms, as necessary.
 - vii. Provide participants access to transportation to fulfill their scheduled appointments, if needed.
 - viii. Adhere to housekeeping standards and schedule, and to keep their areas clean after usage.
- d. The Operator shall:
- i. Establish intake procedures for referrals, including a local preference for accepting referrals from Thousand Oaks based nonprofit organizations, law enforcement, and Ventura County agencies.
 - ii. Assign each Navigation Center client a Housing Navigator and Case Manager.
 - iii. Identify basic needs services as well as supportive services aimed at creating pathways into housing and self-sufficiency.
 - iv. Develop and adhere to written policies and procedures for Bed Reservation, Intake, Exit, Re-Enrollment Overflow Management, and Participant Records that follow VC CoC guidance, including the Written Standards for HUD CoC and ESG and the HMIS CES Entry, Assessment, Referral and Exit.
 - v. Collect and report performance measures for the Navigation Center that adhere to guidelines and expectations set forth by the U.S. Department of Housing and Urban Development's HEARTH Act, the VC CoC, as well as any performance measures required by Navigation Center funding that may be identified now or in the future.
 - vi. Develop and adhere to written policies and procedures for transportation that are designed to support participant needs and minimize potential impact on the adjacent residential neighborhood and businesses.
 - vii. Develop and adhere to clear written policies and procedures for food/ meal services for clients.
 - viii. Develop and adhere to clear written policies and procedures for safety for clients and staff. Establish rules of conduct for clients and staff. These rules shall be made available to guests in the predominant languages likely to be spoken within the Navigation Center (i.e. English and Spanish). The rules of conduct shall establish consequences for guests who choose to violate the rules of conduct. A copy of these

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rules shall also be posted near the primary entrance of the shelter and be provided to the City upon request. Develop specific procedures outlining staff responsibilities when handling disruptive clients and staff protocols for calling the Police Department concerning the behavior of a client. This outline shall establish best practices for managing and documenting the behavior of clients who violate shelter rules of conduct. Work collaboratively with local police and fire departments through all stages of programmatic implementation from facility design to program execution.

- ix. Develop and adhere to clear Policies and Procedures for Health to maintain hygienic, sanitary environments for the well-being of participants, participant's pets, volunteers, and staff.
 - x. Prohibit the possession or use of alcohol or controlled substances at the Navigation Center premises by employees, participants, and the general public.
24. **Operational: Corrective Adjustments** – After implementation of the Navigation Center's Management, Operations and Public Safety Policies and Procedures manual, and upon the determination of the City Manager or Community Development Director that the Navigation Center's Management, Operations and Public Safety Policies and Procedures manual created for the use authorized by this permit is not functioning effectively, or upon any future modification or expansion of the Navigation Center beyond the scope of this permit, the Navigation Center's Management, Operations and Public Safety Policies and Procedures manual shall be comprehensively re-evaluated by the City Manager, City Attorney, and Community Development Director and Ventura County's Chief Executive Officer. The operator shall submit an entitlement application and a filing fee as determined by the Community Development Director.
25. **Good Neighbor Policy** – The Operator shall implement a Good Neighbor Policy to proactively work together with the community stakeholders to build community trust and strengthen the dialogue between residents, businesses, and service providers.
- a. The Operator will facilitate community outreach efforts to ensure ongoing communication and proactive responses to any issues.
 - b. The Operator will also create and maintain a website that will include important information about the Navigation Center for community stakeholders and participants alike. The website will include a "Frequently Asked Questions" section which will help to provide instant answers to community concerns. Additionally, the website will include a digital copy of the Operator's full "Good Neighbor Policy" and "Management, Operations, and Safety Plan Policies and Procedures" to be made accessible to the public.

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- c. A public, inquiry phone number, contact information will also be posted. The Operator is to promptly respond to the calls and resolve complaints to the satisfaction of the City Manager and Community Development Director.
 - d. A Neighborhood Patrol led by the Operator staff will assemble to monitor the radius around the Navigation Center perimeter. The minimum patrol radius and minimum number of weekly patrols shall be determined in collaboration with the City, County, and law enforcement. Individuals on the patrols shall wear clothing that identifies them as Operator staff. The role of this patrol group is to collect litter, promote cleanliness, engage with neighbors, and enhance safety and cleanliness of the immediate vicinity. The goal is to prevent and control issues of loitering, unauthorized parking of participant vehicles in the neighborhood, abandoned property, shopping carts and other blight. A log will be kept of all the patrols.
26. **Non-operational and Unregistered Vehicles** – Non-operational and unregistered vehicles shall not be kept on site. Towing shall be the responsibility of the Operator. The Operator shall post signage indicating unauthorized vehicles are to be towed away.

GRADING

27. **APCD Permit** – If needed, an Air Pollution Control District (APCD) Authority to Construct Permit shall be obtained by the applicant prior to beginning any grading on-site. Verification shall also be provided to the City.
28. **Dust Prevention** – In order to prevent excessive amounts of fugitive dust, all materials excavated (on-site) shall be controlled for 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 construction of the proposed project, specifically grading activities, Rule 55 (Fugitive Dust) that 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>

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29. **Project Grading** – All gradients within the parking lot shall comply with the provisions of Section 9-4.2405(a) of the Thousand Oaks Municipal Code, unless otherwise authorized herein. All parking lot areas shall have a maximum gradient slope of 2.5% and parking spaces shall have a maximum cross-slope of 2%. Access driveways serving the site shall be limited to a maximum seven percent (7%) gradient with approved transitions. Deviation from these requirements shall be permitted only by written consent of the Community Development Director and Public Works Director or designees.
30. **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
31. **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 identified haul route to and from the project 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.
32. **Manufactured Slope Height** – No manufactured slope shall exceed twenty-five (25') feet in height. Prior to the issuance of a grading permit a final grading plan shall be submitted for review reflecting compliance with this requirement.
33. **Rounded Manufactured Slopes/Contoured Grading Techniques** – All manufactured slopes shall include rounded top sections and shall incorporate contour grading techniques to blend with the adjacent terrain, except where slopes terminate into retaining walls.
34. **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 Engineering consultant 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 Exhibit labeled "Project Plan Set," dated June 5, 2023.

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35. **Utility Lines** – All new utility service to the site shall be installed underground.

SETBACKS, HEIGHTS, BUILDING MATERIALS, OPEN SPACE, ARCHITECTURAL TREATMENT

36. **Building Setbacks** – All building setbacks shall be constructed in substantial conformance as shown on the Exhibits, labeled “Project Plan Set” attached to the Planning Commission staff report dated October 23, 2023, unless conditioned otherwise herein.

DEVELOPMENT STANDARD	REQUIRED	PROPOSED	COMPLIES
Setbacks (ft.)			
Front Setback	A minimum setback of 100 feet from the centerline of Lawrence Drive and 20 feet from the property line adjacent to a street.	Front = 100+ feet from the property line along Lawrence Drive.	Yes
Side Setback	None, except 10 feet when abutting R or C zones, and 20 feet minimum from all property lines if the building exceeds 25 feet.	Side (north) = 10+ feet. Side (south) = 10+ feet.	Yes
Rear Setback	None, except 10 feet when abutting R or C zones, and 20 feet minimum from all property lines if the building exceeds 25 feet.	400+ feet from the property line.	Yes

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37. **Building Height** – The building shall not exceed the following maximum height of twenty (20) feet.

ARCHITECTURAL DESIGN

38. **Architectural Building Design** – The building design depicted in the Exhibits, labeled “Project Plan Set” attached to the Planning Commission staff report dated October 23, 2023, 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.
39. **Exterior Building Colors and Materials** – All exterior materials and colors depicted on the exhibits labeled “Project Plan Set” attached to the Planning Commission staff report dated October 23, 2023, are approved in concept only. 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. The applicant shall indicate the type of finish on the plan check set of plans and materials and colors sample board.
40. **Final Floor Plans** – The project is approved in concept only with respect to the building floor plans for the building. Prior to the issuance of a building permit, detailed floor plans shall be submitted for review and approval by the Community Development Department.
41. **Roof-Mounted Equipment** – Roof mounted equipment is prohibited.
42. **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 building, subject to review and approval by the Community Development and Public Works Departments.
43. **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.
44. **Exterior Trash Enclosures** – Exterior trash enclosures shall consist of solid masonry walls and designed to match and or compliment the Navigation Center building’s exterior with metal gates set in metal frames

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and shall be protected with a solid overhang roof structure subject to review by the Community Development Department and Public Works Departments. 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.

During the project's operational phase, exterior trash enclosures shall be kept closed and locked during non-business hours to discourage, loitering, illegal dumping and theft.

45. **Outside Storage** – No outside open storage of any kind shall be permitted on the site, including recycled materials, packaged materials or materials within containers. Containers for the purposes of storing items, such as cargo containers, are approved in concept only, and they shall be constructed in substantial conformance as depicted on the exhibits labeled "Project Plan Set" attached to the Planning Commission staff report dated October 23, 2023. All containers for the purposes of storing items shall not be visible from within the Lawrence Drive public right-of-way.

WALLS, FENCES, AND SIDEWALKS

46. **Retaining Walls** – All retaining walls shall be constructed of a decorative masonry material with a decorative cap. All retaining walls shall be limited to a maximum exposed height of six feet, 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. In no case shall retaining walls exceed 12 feet. 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. Where such walls are exposed to public view, pilasters and/or horizontal articulation of varying depths shall be provided to break up a long linear monotonous appearance. The design and location of all retaining walls shall be subject to review and approval of the Community Development and Public Works Departments.

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47. **Parking Lot Screen Wall** – The parking row adjacent to Lawrence Drive shall be screened from public view by a combination screen wall, undulated berm, and / or “solid” screen shrub mass a minimum of 36 inches high to mitigate vehicle headlight glare and to screen the undercarriage of cars. Said wall shall be decorative incorporating the design and materials utilized on the buildings. 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. Additional landscaping in lieu of the screen wall may be approved if it can be demonstrated that the parking lot can be adequately screened. 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.
48. **Screen Walls** Screening walls facing Lawrence Drive shall incorporate articulation and include a decorative cap. Such articulation may include landscaping hedges, pilasters, varying wall depths, etc. Prior to the issuance of a grading permit, such design shall be submitted for review and approval by the Community Development and Public Works Department.
49. **Perimeter Wall/Fence Design** – All new perimeter walls and fencing shall mitigate parked vehicle headlight glare into adjacent properties. Final detailed drawings of all perimeter 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.
50. **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. Chain link fencing is not approved for any wall, fence or gate.

ACCESS AND CIRCULATION

51. **Driveway Access** – The site may be served by driveway access off Lawrence Drive as shown on the Exhibits labeled “Project Plan Set” attached to the Planning Commission staff report dated October 23, 2023, unless conditioned otherwise herein. Said driveways shall be designed in accordance with the City’s driveway standards, unless otherwise modified herein.

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PARKING AND CIRCULATION

52. **Required Parking** – A minimum of one (1) off-street automobile parking space shall be provided per staff person during the largest shift, plus one-fifth (1/5) of a parking space for each resident. All parking spaces and driveway aisles shall be designed in accordance with Section 9.4-2404 of the Municipal Code. Any minor change to parking or future development on the subject property shall be reviewed and evaluated by the Community Development Department. Any substantial change may require the filing of a modification application to be considered by the Planning Commission.
53. **Parking Design** – Parking stall lengths for stalls that overhang a landscape planter shall be reduced from twenty (20') feet to a depth of eighteen (18') feet to allow the remaining two (2') feet to be converted to landscaping. Overhang parking design shall consist of parking stalls measuring eighteen feet (18') in depth and shall overhang a minimum six foot (6') wide planter or sidewalk. A width of nine feet (9') shall be required for all parking spaces.
54. **Parking Overhang/Path of Travel** – Where parking spaces are located adjacent to a path of travel, the minimum path of travel sidewalk width shall not be less than seven (7') feet to accommodate a minimum clear sidewalk width of four (4') feet, allowing three (3') feet for the parking overhang.
55. **Required Bicycle Parking** – Bicycle parking facilities shall be provided consistent with the operational plan standards, the configuration and location of which shall be as review and approved of the City Planning Division. The project plans shall. Bicycle parking area dimensions and location shall be at least 6' x 1' – 6" for each required bicycle parking space. The bicycle parking shall be designed to provide 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.

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. Bicycle parking shall be located outside of pedestrian walkways, loading areas, landscape planters, etc. Where feasible, bicycle-parking areas should be covered.

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

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Director (or his/her appointee). All bicycle parking shall comply with AASHTO, NACTO, or APBP standards, as permitted by the California Building Code.

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-7 district.

LIGHTING

56. **Site Illumination** – The project's site illumination shall be designed in a manner that is uniform in design and appearance. Parking lot illumination shall be designed in accordance with the City's parking lot standards as identified in the City's Building and Security Ordinance No. 1395-NS. Review and approval of such lighting shall be processed under a separate permit. Special design features within these fixtures shall include flat lens and shielding devices to avoid an over-intensification of illumination, to direct the illumination in a downward direction (full cut-off) and to eliminate any spillover of light into adjacent properties and past the centerline of public streets.

All parking lot light poles, including the concrete pedestals, shall not exceed fourteen feet (14') in height. All parking lot light poles shall be provided with concrete pedestals finished to complement the colors of the buildings as shown on the Exhibits labeled "Project Plan Set" attached to the Planning Commission staff report dated October 23, 2023, unless conditioned otherwise herein. All parking lot poles and pedestals shall be painted the same color which shall complement one of the main wall colors of the buildings, subject to the review and approval of the Community Development Department. Where pedestrian walkways occur, the height of these fixtures may be reduced in proportion to human scale.

Use of bollard type lighting for safety adjacent to driveways is also encouraged for pedestrian traffic circulation. All lighting attached to these features shall be decorative, oriented in a downward direction, and downward shielded.

57. **Photometric/Light Fixture Catalogues and Specifications** – All exterior lighting shall be processed under a separate permit. Prior to the issuance of any electrical and building permits for exterior lighting, a photometric analysis, and 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

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- by the Police Department. The photometric analysis shall specify brightness (footcandles and lumens) and color (Kelvin and LED color temperatures). Prior to issuance of a certificate of occupancy for the final building, a registered Electrical Engineer is to provide a signed and stamped letter to the Community Development Director confirming the exterior lighting has been installed consistent with the approved photometric plan.
58. **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.
59. **Restriction of Light Poles** – Light poles are prohibited at the ends of the landscape fingers as the end of landscape fingers are intended be planted with trees to allow their canopies to cover drive aisles and parking spaces and to reduce the likelihood of a vehicle colliding with a light pole. The location of a light pole located within a landscape finger is to be coordinated effort between a landscape architect and a photometric engineer. Deviations from this prohibition shall be permitted only be written consent of the Community Development Director or designee.
60. **Pedestrian Lighting** – Pedestrian walkways may be illuminated by bollard lighting or by light poles reduced in height proportion to human scale.
61. **Wall Lighting** – Building walls may be illuminated by decorative architectural lights but not by any wall-pack type light fixtures. Wall lighting fixtures at building entrance doors, loading areas, and outdoor areas within public view area are 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.
62. **Decorative Lighting Above Public and Common Areas** – Low-intensity lighting may be provided above and across any public and common exterior spaces.
63. **Roof Lighting** – No roof illumination shall be permitted except as otherwise needed to comply with building security requirements. The

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design and location of such fixtures shall be subject to review and approval of the Community Development Department prior to the issuance of a building permit. Additionally, the rooftop areas may be illuminated subject to the following:

- a. Cut-off shields shall be installed/maintained on each side of the light fixtures visible from the parapet wall perspectives;
- b. Motion sensors shall be installed to limit operation of the lighting to times activity is detected on the rooftop areas. Lighting shall be off when no activity is on the rooftop; and
- c. Stand-alone light standards shall not exceed the height of the parapet.

LANDSCAPING

64. **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.
65. **Final Landscape Plans** – The submitted preliminary landscape plan is approved in concept only. Prior to the issuance of a grading or building permit, final construction landscape and irrigation plans reflecting compliance with all imposed conditions of project entitlements shall be submitted under a 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 Thousand Oaks West Regional Character Design Guidelines, the Ventura County Fire Department's Prohibit Plant List and associated standards and guidelines, the Ventura County Fire Department's Ordinance 32 Chapter 49 Requirements for Wildland-Urban Interface Fire Areas, and in compliance with the State of California Model Water Efficiency Landscape Ordinance (MWELO) standards and city ordinance prohibiting non-functional turf in commercial and multifamily areas. The final landscape plan shall incorporate all landscape areas, including added areas as conditioned herein.

Vegetable and fruit gardens are allowed within the Navigation Center.

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

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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 issuance of a certificate of occupancy for the final building in each phase, 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.

66. **Manufactured Slope Landscaping** – In accordance with the City's Grading Ordinance (TOMC Section 7-3.24), all manufactured slopes shall be landscaped with drought resistant native plants materials including tree clusters and ground cover and provided with a permanent irrigation system throughout. Landscaping and an irrigation system shall be installed 6 months following the completion of grading for the project. Prior to the issuance of a grading permit, landscaping and irrigation plans shall be submitted under separate permit for review and approval by the Community Development and Public Works Departments.
67. **Resolution No. 93-74** – All landscape standards and guidelines of Resolution No. 93-74 requiring the preparation of planting and irrigation plans shall apply to this permit approval.
68. **Landscaping Material Selection** – All new landscaping treatment shall consist of a minimum combination of at least two (2) twenty-four-inch (24") box size deciduous and evergreen trees to help screen the building's facades. All shrubs shall consist of a minimum of five (5) and fifteen (15) gallon containers. The type of landscaping material shall be accomplished in a manner that blends with existing landscaping treatment in the area. The specific size, number and species of plant materials used shall be included on the landscape plans subject to review and approval by the Community Development Department.
69. **Parking Lot Shade Coverage** – The applicant shall provide 50 percent shade coverage in parking lot areas within 15 years per Landscape Guidelines Resolution No. 93-74.

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70. **Permanent Maintenance of Landscaping** – The approved landscaping shall be permanently maintained for the life of the project and in accordance with Section 1-6.01(e) (Public Nuisances) of the Thousand Oaks Municipal Code. Any redesign or alteration of project landscaping shall be subject to approval of the Community Development Department and shall be accomplished through the filing of a Landscape Plan Check application, provided such alteration is consistent with all City codes, policies, and project entitlement conditions.

SIGNS

71. **Signage** – Any proposed sign shall comply with the requirements of the City's Sign Ordinance Section 9-4.2308 (Commercial and Industrial zones) and City Council Resolution 2005-11 (Architectural Design Review Guidelines). The size, design, color and location of any proposed signs as well as address numbers shall be processed under separate sign permit applications, subject to the review and approval by the Community Development Department. A sign program application shall be submitted for review and approval by the Community Development Department prior to the issuance of building permit for the first building.
72. **Monument Signs** – Monument signs shall conform with the definition found in TOMC Sec. 9-4.2303. Monument signs shall be designed in accordance with the standards contained TOMC Sec. 9-4.2308(ah)(3). The sign area for all monument signs shall not exceed one square foot of sign area for each two lineal feet of street frontage (Lawrence Drive and Corporate Center Drive). The sign area for each monument sign shall not exceed 32 square feet. The overall monument feature shall not exceed six feet in height or eight feet in length and shall contain high quality metal letters pin mounted to the wall. The design of the monument sign(s) shall complement the architecture of the buildings by using similar colors, materials, and design features to achieve a coordinated project appearance.

BUILDING & SAFETY

73. **Demonstrate Compliance with Building Code Requirements** – The project is subject to the current California Building Standards Codes and local amendments of the City of Thousand Oaks Municipal Code.
74. **Demonstrate Compliance with Severe High Fire Severity Zone Requirements** – This project is located in the Severe High Fire Severity Zone and is required to comply with Materials and Construction Methods for Exterior Wildfire Exposure requirements of Chapter 7A of the California Building Code.

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CONSTRUCTION RESTRICTIONS

75. **Pre-construction Meeting** – Prior to issuance of grading permits or building permits, whichever occurs first, the applicant shall coordinate with the Community Development and Public Works Departments, a pre-construction 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, owner or designated project coordinator, architect, project consultants, general contractor, monitors (including, but not limited to, arborists, biologists, archaeologists), and other representatives associated with the project. The meeting shall be arranged no sooner than one (1) week prior to commencement of work.
76. **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.
77. **Hours of Construction/Construction Parking** – All grading and construction activities shall be limited to the hours of 7:00 a.m. to 7:00 p.m., Monday through Saturday. No construction activities shall be permitted on Sunday or holidays recognized by the City of Thousand Oaks. There shall be no congregation of construction workers, construction related vehicles, or warming of equipment engines in the vicinity of the project site outside of the established hours of construction.
78. **Construction/Security Fencing** – Prior to the issuance of a grading/building permit, the applicant shall install a temporary 5-foot-high chain-link fence around the project boundary. 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 primarily during building construction operations and operational phase.

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79. **Nesting Bird Survey** – If project activities (i.e. demolition, grading, construction, landscaping, and/or tree removal, etc.) start between February 1st and August 31st, a breeding bird survey is required to be conducted and active nests shall be avoided with a minimum buffer distance as determined by a qualified biological monitor.
80. **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.

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GENERAL

81. **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.
82. **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.
83. **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 accordingly. A schedule of City Hall hours may be obtained from City Hall or at the City's website www.toaks.org.

WATER AND WASTEWATER

84. **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.
85. **Wastewater Service** - There is no wastewater lateral to serve the subject property. The applicant shall pay the wastewater connection charge at the time of payment to the City of Thousand Oaks prior to or concurrent with issuance of a building permit. The applicant is strongly encouraged to contact the Public Works Department to calculate the total required fees.

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DEVELOPMENT ENGINEERING

86. **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.
87. **Easement Conflicts** – The applicant is encouraged to review the subject property's title report and confirm the existence of existing easements within the project area.
88. **Grading & On-Site Improvement Permit** - 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 and on-site improvement 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.
89. **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).
90. **On-site Drainage Capture.** To the extent feasible, provide flow-intercept devices (or grading design) to intercept discharges flowing toward the driveway approaches such that all flows are captured on-site to the maximum extent practicable.

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91. **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 699 of said Master Plan, with $Q_{10} = 1.76$ cfs/acre and $Q_{100} = 2.96$ 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} .
92. **On-Site Drainage** - Project design and engineering plans shall show drainage flows to street and/or yard drains and elevations.
93. **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.
94. **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).
95. **Detention of Onsite Storm Flows** - The applicant's engineer shall prepare a hydraulic/hydrology analysis for the site and design onsite catch basin(s) and conveyances which will pass only the Q_{10} (developed) flows into the public storm drain system. All flows in excess of Q_{10} (developed) up to and including Q_{100} (developed) must be detained on-site. A simplified detention method is available for this site.
96. **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

97. **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).

The Los Angeles Regional Water Quality Control Board approved a new MS4 permit for local municipalities in September 2021 to implement starting in 2024. All projects not deemed “complete” from a planning/entitlement standpoint by the time the new permit goes into effect will need to comply with the new post-construction stormwater requirements.

98. **Site Erosion / Pollutant Runoff Control** - The applicant shall design and install all required erosion control measures to prevent the migration of soil, pollution or debris onto the public right-of-way or storm drains during the construction and grading operations. Said erosion control plans shall be in accordance with the California Stormwater Quality Association, Stormwater Best Management Practice Handbook for Construction (latest edition), and submitted to the Department for review and approval prior to issuance of any paving, grading or encroachment permits. All erosion control measures shall be subject to modification by the Department, as field conditions warrant.
99. **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

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contractors in 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

100. **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 on-going maintenance to guarantee preservation of sight visibility).

Stopping sight distance shall be the principal criteria 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.

101. **Signs and Striping** – 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 are not apparent at 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

102. **Trash Hauler Approval** – Required: Prior to issuance of a trash enclosure building permit, the applicant shall submit a letter from Athens Services, the City's trash hauler, indicating they have reviewed the project plans and that the enclosure locations and orientation as shown are acceptable to their company for purposes of trash and recyclables access for collection vehicle pick up. Contact Athens Services at (805) 852-5264, or visit their Sustainability Center at 2251 E. Thousand Oaks Blvd.

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103. **Construction/Demolition Debris Recycling Plan** – Required: Prior to the issuance of a demolition permit (where the site contains existing structures or facilities) or of a grading/building permit, the applicant shall submit a Construction and Demolition (C&D) Debris Recycling Plan to the 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 authorized hauling companies 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.

104. **Solid Waste, Recycling and Organics Collection** – Required: 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.

Trash Enclosures require a separate permit. Refer to the City's revised waste ordinance (November 16, 2021) governing the enclosures' locations, specific sizing, configuration, and clearances.

105. **Operational Diversion Plans** are required before occupancy.

Waste, Recycling and Organics collection containers are required. Organics collection containers should be located in break rooms, kitchens, or other locations where food is commonly consumed.

Locations with preparation areas like Kitchens or Cafés should have organics collection containers included in the back of house and in the front of house if the occupants dispose of finished food and packaging materials.

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106. **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.
107. **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, all pedestrian walkways and parking areas. Interior after hours lighting is also highly recommended. 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 throughout the property in those spaces directly leading to residence, restroom, and office entries. Adequate lighting for parking areas and outdoor space (4000+ Kelvin / LED / 4 ft candles / even coverage) is to be provided throughout the property in ALL parking areas and outdoors spaces intended for residents, as well as any entry points to the property. All lighting outside of residences must be shielded to prevent light pollution, spillage, and glare to roadways and all surrounding properties not owned and/or controlled by the project owners, including overhead. Shielding shall prevent the direct entry of light through residential windows both at the project site as well as surrounding properties. Project photometrics will be provided to the TOPD Community Resource Unit for review and approval.
108. **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 buildings 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

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- area well-lit during darkness hours. Thorny vegetation (such as: Bougainvillea or Chinese Bitter Orange) shall be used along the perimeter fencing on the north, west, and south sides in such proximity to prevent/dissuade unauthorized access to the project property.
109. **ADDRESS IDENTIFIERS** –All resident addresses will be clearly marked on the doors of their units. Additionally, all four sides of any main structure (or prominently displayed facing the street) will be marked with the main street address for easy viewing from the street level. Wall mounted address numbers shall be a minimum of ten inches in height, be of a highly contrasting color to the background on which they are attached, and shall be illuminated from dusk to dawn by a permanent, dedicated light source. Map signs of the location will be placed at all vehicular and pedestrian entrances to residential units.
110. **FACILITY CAMPING** – No person (resident or not) shall be permitted to stay, sleep, camp or otherwise reside on the grounds of the facility other than in specified and approved residential units. Restrooms, offices and other communal / open spaces (including interior and exterior facility perimeter) shall be checked daily to ensure no “camping” is taking place on the grounds. This requirement also includes but is not limited to RV’s and vehicles. This section shall also apply to the below listed locations (Utility Rooms & Enclosures, Trash Enclosures).
111. **UTILITY ROOMS AND ENCLOSURES** – All exterior utility rooms and enclosures containing electrical and telephone equipment shall be kept locked at all times.
112. **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.
113. **VIDEO SURVEILLANCE SYSTEM** – Will be required for a 360 degree view around the parking areas. Additionally, video surveillance with the same below listed parameters will be required for all areas accessible to the public other than residents, as well as all areas withing the fenced perimeter excluding personal domiciles and bathroom areas. Dedicated camera(s) will be positioned at the check-in area on the east perimeter in such a fashion as to capture HD, well lit, facial and physical descriptions of all persons entering and exiting the premises. Dedicated cameras will be positioned in or near the parking lot to capture accurate vehicle descriptions AND LICENSE PLATES, of all vehicles entering upon the premises (day and night). The video surveillance feed will be made immediately available to the Thousand Oaks Police Department upon

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request in the event of a major emergency or incident. A phone number to the security company or video surveillance provider will be provided to the Thousand Oaks Police Department upon completion of the project. The surveillance system will be HD quality, have night vision capabilities and be able to retain video data for no less than 30 days.

114. **PARKING** – Gates on site will have emergency access to the gate via a “Knox Box” or similar security device. A generic code for gate access will also be provided to Sheriff’s Dispatch at 805-654-9511. Any code changes need to be provided to Sheriff’s Dispatch ASAP. Parking areas are to be adequately lit (addressed in lighting) during hours of darkness.
115. **PARKING** – Thousand Oaks Police requires parking to be prohibited on the west side of Lawrence Drive, along the project frontage, to allow 24/7 immediate and close emergency personnel parking. Specifically, the applicant shall modify the existing sign post containing a No Parking 10pm – 6am (with multi-directional arrow) sign at the project’s northerly property line and convert the multi-directional arrow to a right-directional arrow. Above it, install a No Parking Any Time (with left-directional arrow) sign. The existing sign post shall be replaced to achieve minimum vertical height clearance. At the project’s southerly property line, the applicant shall install a new sign post containing a No Parking Any Time (with right-directional arrow) sign and No Parking 10pm – 6am (with left-directional arrow) sign. Per the California Manual on Uniform Traffic Control Devices (CA MUTCD), the sign code for No Parking Any Time is R28 (CA), which must be modified to include directional arrows. The CA MUTCD sign code for No Parking 10pm – 6am is R30A (CA), which must be modified to match existing signage along Lawrence Drive. Sign posts, sign setbacks and minimum sign clearance shall comply with City of Thousand Oaks Road Standards Plates 7-1 and 7-9.
116. **MAILBOXES** – If a cluster box is used, it shall be placed in an area conducive to surveillance.
117. **SIGNS** – Any signs displayed must be far enough back from the street as to not impede with visibility to traffic. The street address shall be prominently displayed on the sign to assist first responders with identifying the facility.
118. **SECURITY PERSONNEL** – Not less than one uniformed security guard shall be on site 24 hours a day, 7 days a week. Security personnel must be from a licensed company and hold a current Bureau of Security and Investigative Services (BSIS) security guard license.
119. **OTHER SECURITY CONCERNS** - The business will correct any safety or security concerns upon written notice by the Thousand Oaks Police Department.

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120. **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.
121. **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.
122. **Private Roads/Driveways** - Private roads/driveways shall comply with Public Road Standards, VCFPD Ordinance 29, and VCFPD Standard 501.
123. **Construction Access** - Prior to combustible construction, a paved all-weather access road suitable for a 20-ton vehicle shall be installed at locations approved by the Fire District.
124. **Construction Access Utilities** - Prior to combustible construction, all utilities located within the access road and the first lift of the access road pavement shall be installed. A minimum 20 foot clear width shall remain free of obstruction during any construction activities within the development once combustible construction starts.
125. **Vertical Clearance** - All access roads / driveways shall have a minimum vertical clearance of 13 feet 6 inches (13' 6"). Clear of building to sky.
126. **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.
127. **Parking Prohibited** - The property owner(s) are hereby advised that parking on access roads / driveways and fire department turnarounds is prohibited.
128. **Access Point(s) on Roads** - Roads shall be provided such that any portion of the exterior walls, at grade level, of a building or structure, is not more than 150 feet from a road 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 13 and provided with an approved access walkway leading from the road to the exterior openings around the structure.

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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. **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.
131. **Access Road Gates** - Any gates to control vehicle access are to be located to allow a vehicle waiting for entrance to be completely off the intersecting roadway. A minimum clear open width of 15 feet in each direction shall be provided for separate entry / exit gates and a minimum 20 for combined entry / exit gates. If gates are to be locked, a Knox system shall be installed. The method of gate control, including operation during power failure (battery back-up), shall be subject to review by the Fire Prevention Division. Gate plan details shall be submitted to the Fire District for approval prior to installation. A final acceptance inspection by the Fire District is required prior to placing any gate into service.
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. **Fire Hydrant(s) Required** - Fire hydrant(s) shall be provided in accordance with current adopted edition of the International Fire Code, Appendix C and adopted amendments. On-site fire hydrants may be required as determined by the Fire District.
134. **Water System Plans** - Plans for water systems supplying fire hydrants and / or fire sprinkler systems and not located within a water purveyor's easement, shall be submitted to the Fire District for review and approval prior to issuance of grading and/or building permits or signing of Mylar

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plans, whichever is first. Plans shall reflect only dedicated private fire service lines and associated appurtenances. Plans shall be construction drawings in accordance with the Ventura County Fire Code and applicable NFPA Standards and shall terminate above grade. Plan shall be design and submitted with the appropriate fees in accordance with VCFPD Standard 14.7.2.

135. **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. Note: Fire sprinkler systems with 20 or more heads shall be supervised by a fire alarm system in accordance with Fire District requirements.
136. **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.
137. **Trash Dumpster Locations** - Commercial trash dumpsters and containers with an individual capacity of 1.5 cubic yards or greater shall not be stored or placed within 5 feet of openings, combustible walls, or combustible roof eave lines unless protected by approved automatic fire sprinklers.
138. **Very High Fire Hazard Severity Zone** - This project is in a Very High Fire Hazard Severity Zone and all structures shall meet hazardous fire area building code requirements and CCR Title 14 Regulations. Contact the Building Department for California Building Code Ch. 7A requirements.
139. **Hazard Abatement** - All grass or brush exposing any structure(s) to fire hazards shall be cleared for a distance of 100 feet prior to construction of any structure and shall be maintained in accordance with VCFPD Ordinance.
140. **Hazard Abatement** - All grass and brush shall be cleared to a distance of ten (10) feet on each side of all access roads / driveways.
141. **Fuel Modification/Landscape Plans** - Project is located within a Hazardous Fire Area. Fuel Modification Zone (FMZ) and or landscape plans shall be submitted for review and approval to the Fire Prevention Bureau prior to Fire Department final inspection of the building or installation of any landscape, whichever occurs first. Where landscape plans have not been developed prior to a structure being ready for the Fire Department final, the owner may sign an affidavit that plans will be submitted prior to installation. See VCFD Guidelines 416
