

Lee Newman, Landscape Architect #1314
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Westlake Village, CA 91362
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October 4, 2022 – Original
April 18, 2023 – Revised

Cruzan
Attn. Mr. Tom Wood
9171 Wilshire Blvd., Suite #500
Beverly Hills, Ca 90210

Re: 1300 Lawrence Dr. LLC
Oak Tree Letter / Report for 1300 Lawrence Dr., Thousand Oaks, Ca.

Dear Mr. Wood,

This letter is being prepared to present the facts and findings to the City of Thousand Oaks staff. Per resolution No. 2010-14, Oak Tree Protection and Preservation Guidelines.

The Site

The site is currently a flat, abandoned parking lot. It seems that the landscape could have been installed at least 12 years ago. There are parking lot planters and perimeter landscaping. According to the current Grading Plan, 90% of the site will be graded to receive the new building necessitating the removal of all vegetation except some Eucalyptus along Corporate Center Drive and the Eastern property line.

Vegetation

Currently the property has the following trees species on site. Eucalyptus, Koelreuteria, Pinus, Lagerstroemia, and some Pistacia. There is 1 small Oak tree #134 – Quercus agrifolia, located in the landscape area above the street on Lawrence Dr. There is one Quercus ilex with 2 trunks @ 1” caliper, noted as Tree #135. There is one other Quercus agrifolia, Tree # 136 within the drainage swale on the S.E. property line on a manufactured slope. The maintenance of this parking lot is almost nonexistent.

Oak Tree #134 - Quercus agrifolia – Coast Live Oak

This is a very healthy, small Coast Live Oak tree. The tree is approximately 20’ high and has a canopy diameter of approximately 9’. The tree is approximately 3” in diameter at D.B.H and leans to the south. This tree we would grade as a B in health and aesthetics. According to the Grading Plan, the site will be graded up to the trunk of this tree, requiring it’s removal since it falls within the Code criteria. We would recommend that as mitigation for this volunteer Oak that 2-24” box & 1- 36” box to be planted as part of the future landscape plan.

Oak Tree #135 - Quercus ilex – Holly Oak

This tree appears to have been severely pruned and poorly maintained. It is suckering from the base. It has 2 small trunks. There is one dominant trunk that is at least 1" caliper. There is a lot of shrubs and groundcover around the tree. I would give this non-native Oak a grade of D for health and aesthetics. This tree will be impacted by the grading of the site to accommodate the future building and possibly new landscape and irrigation. There should be no mitigation required for this removal.

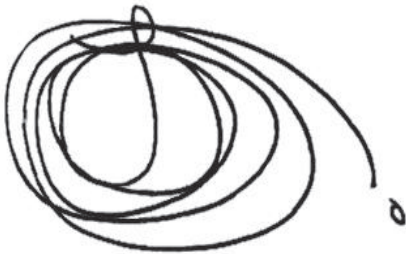
Oak Tree #136 – Quercus Agrifolia – Coast Live Oak

There is a small volunteer Oak located on the slope of an existing drainage area. According to the Architectural Site Plan, there are proposed double retaining walls. These walls will cause the removal of this Oak. We recommend that the Landscape Plan reflect Oak Tree mitigation of 2-24" and 1-36" box Oaks to be planted.

Mitigation

In summary, we are requesting that we submit a Type "C" Oak Tree Permit and that the suggested mitigation be accepted as meeting the spirit of the City of Thousand Oaks ordinances. We will plant 4 – 24" box Quercus lobata standards and 2- 36" box Quercus agrifolia standards as mitigation for these 2 volunteer Oaks.

Cordially,



Lee Newman
Landscape Architect, License #1314

Cc: Melanie Danneberg – Ware Malcomb
Keith Malloy – Ware Malcomb

Encl: Oak Tree Permit Application Revision
Site Tree Photos
Site Legend/100 Scale Map L-1
Summary of Field Observations Sheet
Dripline Measurements Sheet



Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

OAK/LANDMARK TREE PERMIT – TYPE C and D or MODIFICATION TO ABOVE APPLICATION AND INSTRUCTIONS

This application package is to be **submitted in person** at the Community Development Department public counter, located at 2100 E. Thousand Oaks Boulevard, Thousand Oaks, California, 91362. Please call (805) 449-2323 for hours of operation.

IMPORTANT: Please follow the application submittal instructions detailed below. Failure to complete the application package as required may result in your package being rejected at time of submittal.

Once your application is filed, the City has 30 days to review all submitted items and determine if it is complete for processing. If it is not deemed complete for processing, you will be notified in writing of the missing information. You must resubmit the additional items which triggers another 30-day review period.

1. **Application:** The application shall be typed or printed legibly, in blue or black ink, with all requested information completed. The application must be submitted with an original signature before your application will be accepted as complete for processing.
2. **Filing Fee:** The Thousand Oaks Municipal Code requires a fee be paid at the time of filing to cover the costs incurred by staff in processing of the application. Refer to the City's Fee Schedule or contact the Community Development Department at (805) 449-2323.
3. **Agreement for Payment and Deposit:** Completed and signed with an original signature. Faxes or copied signatures are not accepted.
4. **Oak/Landmark Tree Report:** Two (2) copies of the report must be submitted with your application. The City reserves the right to request more copies of the report in order to efficiently process your application package. Reports must include the following information for this submittal:
 - Site Plan drawn at a minimum of 1":100' scale and shall include the location of existing structures and/or other improvements, distances of structures/improvements to the oak/landmark tree dripline, all mature vegetation, and a vicinity map.
 - Grading Plan (when applicable)
 - Oak/Landmark Tree Report that includes all information required by the City's Oak Tree and Landmark Tree Preservation Guidelines
 - Photographs
 - Contact the Community Development Department to determine if supplemental plans are required for your submittal.

NOTE: ALL PLANS are to be folded to a size of no less than 8½" x 11" and no greater than 8½" x 13" and shall display the Title Block in the lower right-hand corner as well as a North Arrow. Plans shall be grouped (e.g., all Plot Plans folded individually and secured in one group). Plans collated into sets **WILL NOT BE ACCEPTED**.

5. **Electronic Files:** Submit a CD or USB/Flash drive containing a .pdf version of all plans and reports submitted with this application.

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CITY PROJECT #: _____

OAK/LANDMARK TREE PERMIT – TYPE C and D OR MODIFICATION TO ABOVE APPLICATION AND AFFIDAVIT

Type of Permit being Requested: ☒ Oak Tree Permit ☒ Type C ☐ Type D
☐ Landmark Tree Permit ☐ Type C ☐ Type D

I. APPLICANT INFORMATION (not applicant's representative or project coordinator)

Name (person and firm/corporation): Dennis Cruzan - MP 1300 Lawrence Dr., LLA a Delaware LLC

Company/Organization (if applicable): MP 1300 Lawrence Dr. LLA a Delaware LLC

Address: 236 S. Sierra Ave., Suite 100

City/State/Zip: Solana Beach, CA 92075

Phone: (714) 421-0252

Fax: ()

Email: tom@cruzan.com

II. APPLICANT'S REPRESENTATIVE/PROJECT COORDINATOR INFORMATION

Name (person and firm/corporation): Dennis Cruzan - MP 1300 Lawrence Dr., LLA a Delaware LLC

Company/Organization (if applicable): MP 1300 Lawrence Dr. LLA a Delaware LLC

Relationship of Project Coordinator to Applicant: Authorized Signatory

Address: 236 S. Sierra Ave., Suite 100

City/State/Zip: Solana Beach, CA 92075

Phone: (714) 421-0252

Fax: ()

Email: tom@cruzan.com

III. PROPERTY OWNER INFORMATION (if different than Applicant)

Name (person and firm/corporation): _____

Company/Organization (if applicable): _____

Address: _____

City/State/Zip: _____

Phone: ()

Fax: ()

Email: _____

IV. PROPERTY INFORMATION

Property Location (street address and location description): 130 LAWRENCE DR., THOUSAND OAKS, CA

Property Use: ☐ Commercial ☒ Industrial ☐ Institutional
☐ Residential Other _____

Property Acreage: Gross: 6.64 Net: 6.64

Are there any special setbacks existing by deed? No

Identify deed restrictions, existing and proposed: No

Current zoning of the property is: M-1

V. REQUEST

Describe in detail the purpose of your request and the location of the affected trees. Be sure to indicate the number of trees to remove, prune, or encroach within the protected zones of:

Attached is a Oak Tree Letter describing the (2) small Oaks. Two are Quercus agrifolia (3" caliper) the

third tree Quercus ilex (1" caliper). The Grading Plan shows grading into the the tree trunks of all

Oaks. We request their removal and offer 4-24" box and 2-26" box Quercus agrifolias as mitigation.

VI. AFFIDAVIT*

I declare under penalty of perjury, that I, Lee Newman, am the (circle one) owner, attorney of the owner, person with power of attorney from the owner of the property involved in this application, or lessee who holds a written lease, the terms of which authorize the use for which the permit is sought, and that the foregoing is true and correct.

Executed at (city) Westlake Village, California, this 4th day of October 2022.

Lee Newman, Landscape Architect #1314

Printed Name, and Title

Signature

***IF THE PROPERTY OWNER/APPLICANT** is a Corporation, the names, addresses and titles of all officers of the Corporation shall accompany this application. If the property owner/applicant is a General Partner, the name and address of all General Partners shall accompany this application.

(For Department Use Only)

Fee \$ _____ Date received: _____ Received by: _____





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OAK/LANDMARK TREE PERMIT – TYPE C and D OR MODIFICATION TO ABOVE JUSTIFICATION STATEMENT

All applications of an Oak/Landmark Tree Permit require a written statement by the applicant indicating the reason(s) why the request should be approved. The Community Development Department will base its decision on the applicant's ability to make the findings required by the Ordinance and the Tree Preservation Guidelines. (See Section 5-14.01 of the Thousand Oaks Municipal Code and Section IV of the Oak Tree Preservation and Protection Guidelines).

Please use the space below for this purpose and attach additional pages if necessary.

As stated in the attached Oak Tree & Landmark Tree letter, there are 3 Oaks on site. 2-3" Quercus

and 1-1" Quercus ilex with 2-1" trunks. These trees seem to be volunteers, as no

other Oaks exist in the parking lot landscape. We assume that all other trees on the site were planted as

part of a City approved landscape plan, as there are no other Landmark species. However, there are

Koelreuteria, Eucalyptus, Pinus and some Pistachia trees on site. The new site plan can accommodate

4-24" box Quercus lobata - Valley Oaks and 2- 36"ox Quercus agrifolia - Coast Live Oak as mitigation

for the removal by grading of the small Coast Live Oak located along Lawrence Dr. and the drainage

swale on the s.E. corner of the property.



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AGREEMENT FOR PAYMENT OF COSTS EXCEEDING SUBMITTED DEPOSIT

SIGN AND RETURN this form to the Community Development Department, City of Thousand Oaks with submittal of your project application(s). To process your application for the project identified below, you are charged based on the City's current User Fee Manual, at a time and material rate which may include charges for the actual cost of City staff time, City-paid consultants and any materials* necessary to process the application.

I Tom Wood am the person responsible for Payment and I agree to pay any additional sum exceeding my submitted deposit, based on actual cost of staff time, consultant time, and materials*. (Refer to City's User Fee Manual for hourly staff time rates.)

I acknowledge and agree that: 1) I may be required to pay an additional deposit once 75% of the original is exhausted; 2) I will pay all invoiced payments within 30 days of the date of the invoice; 3) the City reserves the right to stop work on a project if payments for invoices are not received.

If the total cost of processing the application is less than the deposit, the City will direct the refund balance to the person/entity that submitted the deposit unless stated otherwise below. Refunds are processed once all staff, consultant and/or material related to the project have been completed.

I FURTHER AGREE THAT IF THE PROJECT APPLICANT OR PROPERTY OWNER CHANGES DURING APPLICATION PROCESSING, I WILL REMAIN FULLY RESPONSIBLE FOR PAYMENT OF ALL AMOUNTS UNDER THIS AGREEMENT UNTIL A FULLY EXECUTED AGREEMENT BY THE NEW PROJECT APPLICANT OR PROPERTY OWNER HAS BEEN RECEIVED AND ACKNOWLEDGED BY THE CITY.

*Materials are defined as any City expense (such as legal advertisements, mailings, signage, duplication, CDs/DVDs, or other applicable materials) reasonably incurred due to the processing of your application.

PROJECT AND PROPERTY IDENTIFICATION

Person or Entity work is being completed for: MP 1300 Lawrence Dr. LLA a Delaware LLC

Property Owner Name(s): Dennis Cruzan - MP 1300 Lawrence Dr., LLA a Delaware LLC

Project Location(s)**: 1300 Lawrence Dr. Thousand Oaks, Ca

Project Description: New industrial building on an existing parking lot.

**Specify property street address(es). If street address is not available, please specify the assessor's parcel number(s). If any of the listed projects are located in a City Right-of-Way or easement and do not have a specific address or assessor's parcel number, you must obtain a new address from the Public Works Department prior to application(s) submittal to the City.

AGREEMENT FOR PAYMENT
Page 2

PARTY RESPONSIBLE FOR PAYMENT

Responsible Party Signature: _____ Date: 10/5/22
Print Name: Dennis Cruzan Company: MP 1300 Lawrence Drive, LLC
Street Address: 236 S Sierra Ave., Suite 100
City: Solana Beach State: CA Zip: 92075
Phone: (714) 421-0252 Email: tom@cruzan.co

INVOICES MAILED TO (If different then Party Responsible for Payment.)

Contact Name: _____ Company: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: () Email: tom@cruzan.co

REFUNDS:

In the event that the deposit(s) exceeds the costs associated with the project, the excess deposit will be returned to the entity that made the payment. If the refund should go to another party, please complete this section.

Contact Name: _____ Company: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: () Email: _____
Property Owner Signature: _____ Company: _____
Applicant Signature: _____ Company: _____
Project Coordinator Signature: _____ Company: _____

FOR CITY USE ONLY

Date Agreement Received: _____ Received by: _____
Project/Case # assigned: _____

CDD:\440-10\clj\h\common\forms\Planning\Planning App.\Agreement for Payment-all-new.docx (1/2017)





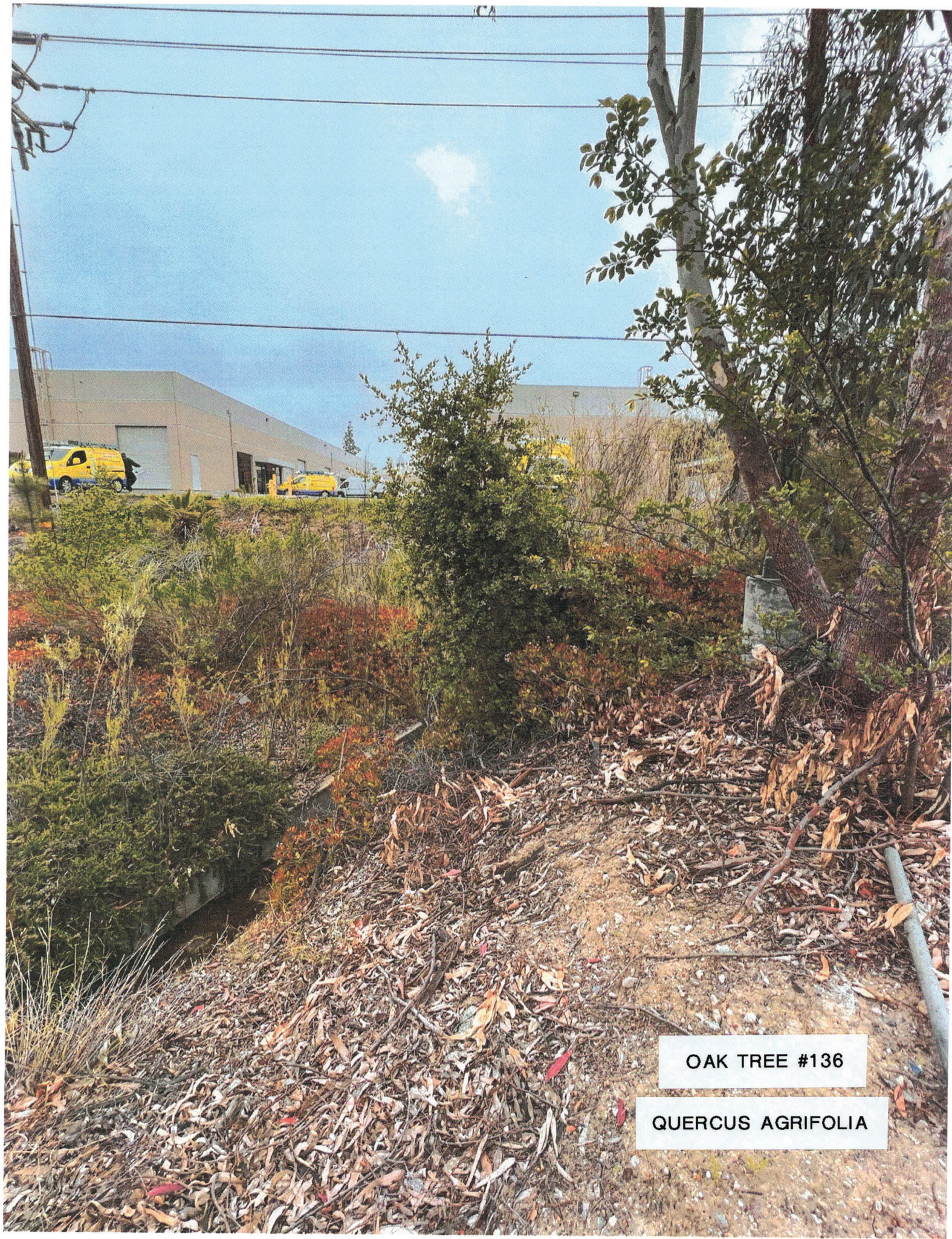
OAK TREE #134

QUERCUS AGRIFOLIA



OAK TREE #135

QUERCUS ILEX



OAK TREE #136

QUERCUS AGRIFOLIA

[illegible]

DRIPLINE MEASUREMENTS

TREE No.	N	NE	E	SE	S	SW	W	NW
134	3		3		6		7	
HEIGHT TO CANOPY	10'		8		6'		6'	
135	0		2'		3'		18"	
HEIGHT TO CANOPY	NA	THIS IS NOT A TREE, ONLY SKINNY TRUNKS & LEANING						
136	3		3		3		3	
HEIGHT TO CANOPY	18"		18"		18'		18"	
HEIGHT TO CANOPY								
HEIGHT TO CANOPY								
HEIGHT TO CANOPY								
HEIGHT TO CANOPY								
HEIGHT TO CANOPY								

REVISIONS	BY	DATE


LANDSCAPE ARCHITECT:
LEE NEWMAN, LICENSE #1314
3136A VIA COLONIAL, UNIT #111
WESTLAKE VILLAGE, CA 91362
Tel: 818 869-3622
Email: nrm@myndesignstudio.com


OAK TREE MAP
1300 LAWRENCE DR.
THOUSAND OAKS, CA 91320


CLIENTS:
GRUZZAN
917 WILSHIRE BLVD
BEVERLY HILLS, CA 90210


DRAWN BY:
MUN DESIGN
DATE:
OCTOBER 2022
SCALE:
JOB NO.:
SHEET:
L-1
OF SHEETS

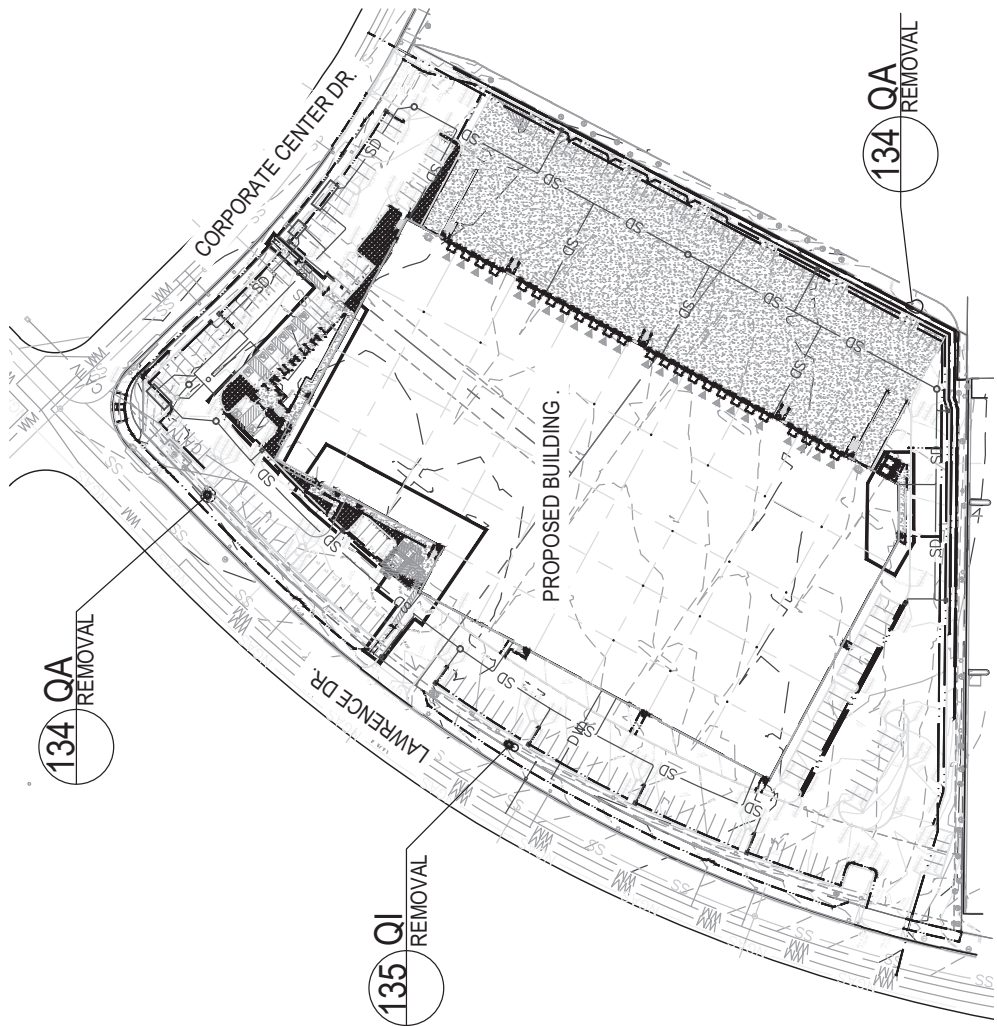
OAK TREE LEGEND

 OAK TREE DRIPLINE

 QUERCUS AGRIFOLIA

 QUERCUS ILEX

 TREE NUMBER



NORTH 

SCALE: 1" = 100' - 0"

