

RESOLUTION NO. 2005-011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS REVISING THE ARCHITECTURAL DESIGN REVIEW GUIDELINES AND STANDARDS FOR EVALUATING THE CONSTRUCTION AND MODIFICATION OF COMMERCIAL DEVELOPMENT PROJECTS WITHIN THE CITY OF THOUSAND OAKS RESCINDING RESOLUTION NO. 95-62

WHEREAS, the City of Thousand Oaks and the larger community of the Conejo Valley is situated in a unique setting of natural scenic beauty - a valley of rolling hills, distinctive knolls and oak trees surrounded by mountains and open space; and

WHEREAS, the preservation of this natural setting, along with developing and maintaining an appropriate appearance of all commercial, industrial and residential sections within the City, is necessary to uphold and enhance the City's economic position within the region and to retain the well-being of its people; and

WHEREAS, recognizing that our unique historic and scenic environment serves as a catalyst for attracting a variety of new developments and stimulating the upgrading of existing ones, it is the policy of the City Council to encourage new or modified projects that will:

- Respect and enhance the consciously maintained semi-rural character of the City of Thousand Oaks.
- Incorporate the natural setting of the area surrounding the site as an integral part of the overall design.
- Be designed in a scale and manner that is sensitive to the topography and surrounding land uses.
- Reflect an integration of architecture and function.
- Be distinctive and creative, yet compatible with nearby development.
- Incorporate the landscape plan and signage program into the overall design concept.
- Maximize pedestrian orientation to encourage a sense of community.

- Create specialized open space in the form of squares, greens and parks, placed and designed to encourage frequent use.
- Provide accessibility for individuals with physical disabilities; and

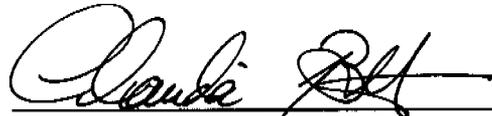
WHEREAS, the guidelines and standards for all construction and development are intended to encourage creative and innovative design statements. Maintaining a broad brush consistency throughout the City can be achieved using combinations of colors, materials and architectural styles which harmonize with and enrich the intrinsic beauty of Thousand Oaks; and

WHEREAS, these positive visual and functional contributions to the community will ultimately create more desirable places for people to live, work and play, and insure that the special aesthetic character and identity of the City of Thousand Oaks, which attracted the people to this area originally, is retained and enhanced; and

WHEREAS, Section 9-4.1805 now requires that the City Council, upon recommendation of the Planning Commission, shall adopt, by resolution, specific Architectural Design Review guidelines and standards to be utilized in evaluating the construction and modification of commercial projects within the city;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Thousand Oaks that the following Architectural Design Review guidelines and standards attached hereto as Exhibit "A" for evaluating the construction and modification of commercial projects within the City be adopted and that City Council Resolution No. 95-62 is hereby rescinded and superseded by this resolution.

PASSED AND ADOPTED this 25th day of January, 2005.



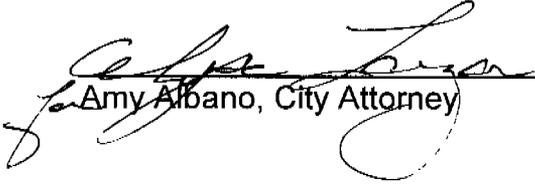
Claudia Bill-de la Peña, Mayor
City of Thousand Oaks, California

ATTEST:

for 

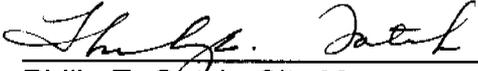
Nancy A. Dillon, City Clerk

APPROVED AS TO FORM:
City Attorney



Amy Albano, City Attorney

APPROVED AS TO ADMINISTRATION:



Philip E. Gatch, City Manager

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF VENTURA) SS.
CITY OF THOUSAND OAKS)

I, NANCY A. DILLON, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2005-011, which was duly and regularly passed and adopted by said City Council at a regular meeting held January 25, 2005 by the following vote:

AYES: Councilmembers Gillette, Masry, Irwin and Mayor Bill-de la Peña

NOES: None

ABSENT: Councilmember Fox

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Thousand Oaks, California.

for 
Nancy A. Dillon, City Clerk
City of Thousand Oaks, California

City of Thousand Oaks

Architectural Design Review Guidelines for Commercial Projects



Department of Planning and Community Development

**CITY OF THOUSAND OAKS
ARCHITECTURAL DESIGN REVIEW GUIDELINES
COMMERCIAL PROJECTS**

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Exhibit "A"

CITY OF THOUSAND OAKS ARCHITECTURAL DESIGN REVIEW GUIDELINES COMMERCIAL PROJECTS

I. INTENT AND PURPOSE

Commercial land uses generate community activity that is the "spice" of any city. The design of these commercial structures shall be accomplished with the goal of enhancing and contributing to the natural beauty and quality of life in the City of Thousand Oaks. This goal can be achieved through integrating the building design with the surrounding natural setting and neighboring land use elements, and by incorporating significant landscaping and a signage program as an integral part of the overall design concept. The design should also reflect an integration of architecture and function.

There should be a focus on designing projects that create and "shape" exterior space in the form of squares, arcades, courtyards, etc., to encourage community participation, pedestrian orientation and to foster commercial success.

The following guidelines have been prepared to assist the applicant in understanding these objectives and in upholding the intent and purpose of the Architectural Design Review Ordinance.

II. APPLICABILITY

The provisions of this section shall be applied uniformly to all commercial development within the City. Any addition, exterior remodeling, or construction requiring a building permit shall adhere to these guidelines as applicable, unless otherwise exempted by specific provisions in the Municipal Code, adopted Specific Plans, or conditions of project entitlement.

III. SITE ANALYSIS AND CONCEPTUAL DESIGN REQUIREMENTS

Site Analysis and Conceptual Design requirements should be considered and included with the pre-application package. The applicant should demonstrate how the proposed project will relate to the surrounding natural and/or man-made environment, and how the landscape design and signage program are to be incorporated as an integral part of the architectural design of the project.

A. Analysis of Existing Conditions

Every development proposal should include a thorough analysis of existing conditions on and adjacent to the site. The analysis should include a careful examination of a site's physical properties, amenities, special problems, and neighboring environment. Specific design considerations that should be examined include the following:

1. **Basic Site Data:** boundaries and dimensions; location of adjacent streets, sidewalks, and rights-of-way; location of setback lines and easements; existing structures and built improvements.
2. **Existing Natural Features:** location, size, and species of mature trees; topography, patterns of surface drainage; and other important natural features that are either amenities or potential hazards in development.
3. **Neighboring Environment:** analysis of the site and project impacts; land use, the site design, form, character, age, and important site details on neighboring properties.
4. **Locale:** available services and facilities including local parks, shopping centers, bus stops, bike lanes and parking.

B. Site Design Objectives

The following site design guidelines are intended as a reference framework to assist the designer in understanding the City's goals and objectives for high quality architecture and site design.

1. **Develop compatible relationships among the topography, building placement, and existing open spaces of neighboring properties.**
2. **Respect the privacy, sun and light exposure of neighboring properties.**
3. **Provide a transition from existing to new development by careful placement and massing of buildings, well-designed planting patterns, and other appropriate methods.**
4. **Maintain public scenic corridors.**
5. **Demonstrate an effort to retain existing natural features and repair scarred terrain back to natural condition. Existing topography, drainage courses, vegetation, and public views should be included**

in the Analysis of Existing conditions and incorporated, to the maximum extent feasible, into the future development of the site.

6. Demonstrate an effort to retain existing landscape features. Native and significant trees, such as oaks, sycamores and mature tree or tree groupings should be preserved and integrated into the site design concept. This will require careful judgment weighing the value and hierarchy of all natural, existing features, the size and species of the tree(s), and the overall development program for the site.

C. Landscape Design

A preliminary landscape location concept shall be submitted with the pre-application package to present an overall feeling of the proposed project. To demonstrate that a landscape plan will be effectively integrated with the surrounding topography, site design, and architectural design of the project, a formal landscape concept plan prepared by a licensed landscape architect, shall be required for the entitlement process. The following Architectural Design Review Guidelines should be consulted prior to developing a landscape plan for the project.

D. Signage Program

A preliminary signage program shall be submitted with the pre-application package to present an overall picture of how the signage program will integrate with the site and the architectural design of the project. The following Architectural Design Review Guidelines should be consulted prior to developing signs for any project.

IV. GENERAL DESIGN PRINCIPLES

A. Desirable Elements of Project Design

The most desirable qualities and design elements for commercial structures include:

1. Richness of material surface and texture.
2. Muted earth tone colors (such as off-whites, ochres, siennas, umbers, beiges, tans, browns, or other similar subdued colors) for primary building surfaces, richer colors limited to accents.
3. Significant wall articulation (insets, canopies, wing walls, trellis, arcades, colonnades).

4. Full-sloped roofs, multi-planed roofs (combination of pitched and flat roofs).
5. Roof overhangs, articulated eaves, parapets.
6. Window configurations compatible with the design of the building.
7. Articulated building mass and form.
8. Landscape and hardscape elements to enhance building and site design.
9. Comprehensive sign program integrated with building, site and landscape design.
10. Visually distinctive, inviting and identifiable entrances to the sites and the buildings.
11. Clear vehicular access and circulation.
12. Safe and easy access for pedestrians.
13. Parking areas landscaped and screened from public view.
14. Architecturally integrated and concealed mechanical equipment.

B. Undesirable Elements

The elements to avoid or minimize include:

1. "Boxlike" structures.
2. Large blank, unarticulated wall surfaces.
3. Exterior materials inconsistent with architectural design/style.
4. Exposed untextured concrete precision block walls.
5. Metallic appearing materials used for prominent or primary exterior surfaces.
6. Highly reflective surfaces.
7. Bright and primary colors.
8. Large, out-of-scale signs.

9. Visible outdoor storage, loading, and equipment areas.
10. Disjointed parking areas and confusing circulation patterns.
11. Exposed mechanical equipment, ducts and vents.
12. Artificial landscaping.
13. A sea of parking visible to major thoroughfares.

C. Site Planning

1. General Site Design Guidelines:

Structure placement must take into consideration the site's characteristics and the context of the commercial area, including the surrounding land uses, buildings and major traffic generators.

- a. **Whenever possible, buildings should be clustered to create plazas or pedestrian malls and prevent long "barrack-like" rows of buildings. When clustering is impractical, visual and pedestrian links between separate structures should be established. This link can often be accomplished through the use of an arcade, trellis, or other open structure system.**
- b. **To visually "open up" the street intersection at corner parcels, consideration should be given to building orientation and wall angulations, and integration of landscape/hardscape features.**
- c. **Outdoor areas should be carefully planned and integrated with buildings on the site. They should be clearly recognizable, usable spaces and not simply "left over" areas between structures. Where possible, such spaces should provide pedestrian oriented amenities such as shade, benches, fountains, landscaping and provisions for bicyclists, etc.**
- d. **Structures and on-site circulation systems should be oriented to minimize pedestrian/vehicle conflicts.**
- e. **Site access and building entries shall be easily identifiable.**
- f. **Loading zones: Loading facilities shall be easily accessible from public streets, and shall be located in areas that do not conflict with vehicular and pedestrian circulation.**

- (1) Loading zones that serve uses, which require loading docks, ramps and/or service doors shall not be exposed to public view and shall be integrated into the site and architectural design of the building.
 - (2) Trash enclosures shall be located in close proximity to loading zones for easy access.
 - (3) Space to accommodate quick delivery and pickup should be provided near the building's primary entrance(s), and should be located to avoid conflict with other pedestrian and vehicular traffic.
- g. Gateway. (See Gateway guidelines, if applicable to the project).
- h. Scenic corridor. (See Scenic Corridor guidelines, if applicable to the project).

2. Grading:

A grading program should be created to achieve optimum site design through a balanced response to functional, aesthetic and environmental concerns, and be sensitive to potential impact on the surrounding areas. The following guidelines should be used in conjunction with the City's Grading Ordinance:

- a. Site grading should:
 - (1) Maintain to the greatest extent possible the original topographic character of the site.
 - (2) Achieve long-term, aesthetically pleasing overall layout of the site and its buildings.
- b. To achieve superior integration of site and building design:
 - (1) Integrate grade transitions within the proposed buildings, allowing in many cases total concealment of required retaining structures.
- c. To minimize or eliminate jarring contrasts between manufactured and natural slopes:

- (1) Use contour grading techniques to blend manmade and natural slopes, varying slope faces to mimic and harmonize with surrounding natural terrain.
 - (2) Avoid embankments and manufactured slopes, which are defined by straight edges and lines.
 - (3) Keep overall height of manufactured slopes within ordinance limits. In some cases, manufactured slopes, which exceed ordinance limits, may be considered where the resulting design is aesthetically and environmentally superior.
 - (4) Round the tops of manufactured slopes, which abut graded pad areas.
 - (5) Manufactured slopes shall be accessible for landscaping and maintenance.
- d. Strive for balanced grading where appropriate to minimize or eliminate potential neighborhood impacts, including public safety, from truck traffic generated by the export or import of excess dirt.

It is understood that the community benefit of balanced grading is short term, and that in some cases superior environmental and aesthetic solutions which require either import or export of dirt should not be discarded solely on the basis of potential short term impacts.

- e. Avoid grading encroachment into the following areas:
- (1) Grading encroachment into 25% and steeper terrain slope areas is prohibited by Ordinance. Some limited encroachment may be allowed if the aesthetic results are demonstrably superior, and clearly the encroachment is not driven by the desire to tease the overall development intensity of the project.
 - (2) Sensitive topographic features and surrounding areas: oak trees, landmark trees and other significant trees or tree groupings; natural drainage courses, unique and endangered vegetation; ridgelines and other significant elements.

f. Retaining walls and special slope retention systems should be visually and functionally integrated into the overall project design:

- (1) While the Grading ordinance sets numerical limits to the overall heights and lengths for these structures, certain situations may support the need to exceed these values when it can be clearly proven that the resulting solution is superior environmentally and visually.
- (2) When appropriate and necessary, carefully placed landscape areas should be utilized to screen retaining structures. These landscaped areas should be placed both at the bottom and top of these structures to visually soften their appearance.

3. **Parking and Circulation:**

Parking lot design is a critical factor in the success of a commercial project. In designing a parking lot, the applicant shall consider the following factors: ingress and egress with attention to possible conflicts with street traffic; pedestrian, and vehicular conflicts; on-site circulation and service vehicle zones; and the overall configuration and appearance of the parking area.

- a. Structures and on-site circulation systems, including access to loading zones should be located to minimize pedestrian/vehicular conflicts.
- b. Separate vehicular and pedestrian circulation systems should be provided. Providing pedestrian linkages between buildings and the parking facilities should minimize the need for the pedestrian to cross the driveway, parking and landscaped areas. These pedestrian linkages should be visually emphasized through the use of elements such as, landscaping/trellis features, lighting, walls and distinctive paving consistent with the requirements of California Uniform Building Code, Title 24, California Code of Regulations.
- c. Parking aisles should be separated from the main vehicle circulation routes whenever possible.
- d. Common driveways, which provide access to more than one site, are encouraged. Also, shared parking between adjacent developments is encouraged whenever practical. Where

parking areas on adjoining properties are connected, interior circulation should be designed to avoid traffic conflict.

- e. Parking areas should be separated from structures by raised concrete walkways and/or landscaped planters of not less than ten (10) feet in width. Parking spaces and driveways shall not directly abut the structures.
- f. For safety and security purposes, parking areas and pedestrian walkways should be visible from structures to the greatest degree possible.
- g. Adequate distribution of parking should be provided within reasonable distance of building entrances.
- h. Dead-end parking aisles should be avoided. When unavoidable, an effective turn-around area of not less than 5 feet in depth when abutting a landscaped area, or 10 feet in depth when abutting a wall, shall be provided.
- i. One-way angled parking should be provided for developments such as shopping centers and medical offices, where high vehicle turnover is expected. Two-way vehicular parking may be used where lower vehicular turnover is anticipated.
- j. Circulation must provide safe truck access to loading and unloading areas.
- k. Stacking lanes, including those for drive-through facilities, shall be designed and placed to avoid traffic conflict with other traffic circulation on the site. Additional traffic studies might be required to demonstrate an effective traffic circulation system on the site.
- l. Large parking areas should be divided into a series of connected smaller lots through landscaping and berming techniques to avoid the appearance of a "sea of asphalt".

4. Vehicular Access:

Vehicular access is a vital component of site design. It must be considered in the pre-application package as a focal point and be visually identifiable. The function of adjacent public streets will take precedent over on-site circulation functions. Conflicts with

pedestrian and vehicular movements both on and off-site must be avoided.

- a. To minimize traffic conflicts, the number of access driveways shall be limited to the City's Traffic standards.
- b. Cross traffic openings onto access driveways are discouraged. When permitted, these cross traffic openings shall be located to avoid vehicular stacking onto the public rights-of-way.
- c. Access driveways should be located as far as possible from street intersections to provide adequate stacking capacity.
- d. A minimum ten-foot wide separation shall be maintained between the first parking stall and the access driveway.
- e. The design and location of access driveways shall take into consideration site distance requirements as determined by the City's Traffic Engineer.
- f. Use of decorative/pattern concrete pavers or textured materials, consistent with Title 24 of the California Code of Regulations accessibility requirements, is encouraged to differentiate access driveways from sidewalks.
- g. Bus stops shall be conveniently located for bus patrons.
- h. Bike racks shall be placed on-site.

D. Building Design

Building design should complement and enhance the developing (or developed) character of the neighboring area, the surrounding environment, and the scenic beauty of the City of Thousand Oaks. Building design should also reflect an integration of function, proportion, form, use of color s), materials, and land use compatibility to achieve the design standards established by the City. The following guidelines have been prepared to assist the applicant in understanding these objectives.

1. General Building Design Guidelines:
 - a. Building design shall reflect sensitivity for the existing topographic characteristics of the site. Every effort shall be made to achieve a final design, which conforms closely to the original landform of the property, while using techniques

that will minimize the amount of grading. To preserve existing topography, stepped foundation and retaining wall techniques within structures are encouraged, consistent with Title 24 California Code of Regulations accessibility requirements. This concept applies to the design of the hardscape and landscape elements as well.

- b. Buildings and landscaped open spaces should be oriented for maximum benefit of sunlight, circulation, and views.
- c. Visual balance among dimensions of buildings, their parts, and the spaces between and around them should be created.
- d. Buildings shall be designed to create and shape functional space.
- e. The design of parking structures shall comply with the architectural design guidelines as set forth in the Thousand Oaks Municipal Code.

2. Architectural Detail:

- a. Building design should be coordinated on all elevations with regard to color, materials, and architectural form and detailing to achieve design harmony and continuity, providing complimentary architectural relief and detail to all sides of the building.
- b. Surface detail, ornament, and architectural elements, such as cornices, gables, applied moldings, arcades, colonnades, stairways, and light fixtures that provide visual interest, shadow, contrast and color, are encouraged to enrich architectural character. Details should be integrated with the overall design concept of the building.
- c. Detail should be concentrated along and around pedestrian circulation areas and entrances.
- d. Architectural projections may be used to emphasize important building elements, such as entrances, bays, stairways, balconies, and verandas.
- e. The use of standardized "corporate prototype" architectural style is strongly discouraged.

- f. **Proportion and scale are important in the design of arches and columns. Careful attention should be given to the ratio of height, width and depth of arches to emphasize strength and balance.**
- g. **The relation between the height of a column and its mass or thickness should be visually consistent with the weight of the overhead structure it supports.**
- h. **Building addresses should be highly visible to the public, day or night, on the wall and/or storefront s) adjacent to the street frontage(s), and on the freestanding monument sign, if applicable.**

3. Building Size, Scale (Perceived Size), and mass:

- a. **A building's size, scale, and mass should be compatible with its surrounding terrain and other structures.**
- b. **Bulky, box-like structures are generally considered unattractive and are discouraged.**
- c. **The following guidelines should be used to reduce the appearance of large-scale structures:**
 - (1) **Reduce mass by incorporating defined outdoor spaces such as courtyards, patios, and plazas into the building and site designs of all development.**
 - (a) **Pedestrian areas, such as building entries, plazas, and courtyards should provide design elements, such as benches, fountains and/or landscaping to create an inviting human scale environment.**
 - (b) **Recesses are encouraged to better define courtyards, entries, or other outdoor spaces along the perimeter of a building.**
 - (2) **Use landscaping and raised planter elements to lessen the impact of an otherwise bulky building.**
 - (3) **Minimize long blank walls by:**
 - (a) **Adding window openings/entrances and other relief;**

- (b) Providing recessed glazing and storefronts;
 - (c) Adding vertical pilasters which may reflect internal building structure;
 - (d) Changing color and texture along the wall surface;
 - (e) Varying the planes of the exterior walls in depth and/or direction;
 - (f) Adding trims, projections, and reveals along different levels of wall surfaces;
 - (g) Articulating building facade by varying juxtaposition of building elements.
- (4) Minimize the vertical emphasis of architectural design elements by incorporating elements such as horizontal bands, reveals, trims, and overhangs along different levels of the wall surface.
- (5) Window/storefront distribution and shape can be a significant building scale determinant.
- (a) Avoid long, unbroken horizontal window bands. Make creative use of window patterns and structural bays.
 - (b) Avoid repetitive square-proportioned openings. Openings spaced in varied patterns are encouraged as a method of fenestration.
- (6) Articulate building forms and elevations, varying roof lines, roof overhangs, and intermediate roof elements to create strong patterns of shade and shadow.
- (7) Vary the height and roof levels of the building so that it appears to be divided into distinct smaller massing elements. Architectural projections can be used to achieve this goal.
- (8) Scale street facing facades of buildings more than two stories to reduce the apparent height. Achieve this by stepping back and/or by a combination of elements mentioned above.

4. Building Height:

The height of a building or group of buildings can have a profound effect on how a community is perceived. The following guidelines will help mitigate the potential adverse impacts of taller buildings in accordance with the specific building height allowed in each commercial zone.

- a. Building heights should be related to adjacent open spaces, protect and enhance public views of surrounding mountains, and minimize obstruction of views from adjoining structures.
- b. Building heights should be oriented to allow maximum sun and ventilation and provide protection from prevailing winds.
- c. New buildings should have transitions in height, when necessary, to complement the existing surrounding buildings.
- d. Abrupt changes in building heights and/or roof orientation should be accomplished by plan offsets.
- e. Architectural design features such as tower elements, may exceed the specified height limit within a commercial zone, provided that the allowable overall average building height is maintained.

5. Exterior Spaces/Pedestrian Orientation:

Specialized, defined public outdoor spaces should be incorporated into the overall building and project design:

- a. These pedestrian oriented outdoor seating/gathering places, such as squares, courtyards, arcades, colonnades, atriums, trellised areas, verandas, balconies, and roof terraces, should be placed and designed to encourage attention and the presence of people day and/or night.
- b. Site amenities, such as benches, drinking fountains, provisions for bicyclists, water features and public art, should be designed and selected to integrate with and complement the architecture and landscaping, and to enhance the pedestrian oriented atmosphere.
- c. Pedestrian links should be provided between buildings on the same site, public open spaces and from parking areas.

These pedestrian areas should be visually emphasized through the use of elements such as landscaping/trellis features, lighting, walls, and distinctive paving, consistent with Title 24 California Code of Regulations accessibility requirements.

6. **Roofs:**

a. **Roof Design.**

- (1) Full sloped roofs are strongly encouraged.
- (2) Roof design elements should be repeated around all sides of the building.
- (3) Pitched roof elements such as hip, gable, shed, full, or a combination of pitched and flat roof elements, with or without overhangs, are encouraged, to articulate and scale down buildings.
- (4) The ridgeline shall not run in continuous plane without offsetting or jogging.
- (5) Tower elements, when used as architectural features, shall be integrated into the overall roof design.
- (6) Mansard roofs are generally discouraged. This roof type must be sensitively selected so that the flat portion of the roof and/or equipment will not be visible from the public rights-of-way or from above. Roofs should generally be full-pitched roofs, but if mansard roof is chosen, then roof wells should be provided for mechanical equipment.
- (7) Flat roof sections shall be covered with a material to match the color of the adjacent wall or roof material.

b. **Mechanical Equipment Screen**

- (1) Line-of-sight studies may be required to determine whether potential visibility of roof mounted equipment from adjoining properties or public rights-of-way, will occur.
- (2) All roof mounted equipment and appurtenances must be placed so as to be totally obscured from public

view. If roof mounted equipment is unavoidable, the design of any roof structure shall screen the equipment and be an integral part of the roof design.

c. Roof Materials.

Criteria to consider when selecting a roofing material include: the context and size of the project, the size and shape of the roof, the slope of the roof, and surrounding roofing materials. Select materials, which enhance and complement the roof shape. Roofing materials need not be the same as on adjacent structures.

(1) Acceptable roof materials and colors:

- (a) Clay or concrete the roofing materials are encouraged in muted earth tone colors. (Barrel, S-shape or flat)**
- (b) *Slate.**
- (c) *Natural metals (with raised or standing seams) including copper.**
- (d) *Glass elements.**

***Metal, slate and glass roofs shall be sensitively selected, should consider adjacent properties, and be in scale with and enhance the architectural design of the project.**

(2) Unacceptable roof materials and colors:

- (a) Wood shingles and shake roofs.**
- (b) Corrugated metal.**
- (c) Highly reflective surfaces (i.e., mirror glass, shiny metallic surfaces, glazed roofing tiles).**
- (d) Composition/asphalt shingles.**
- (e) Bright or primary colors.**
- (f) Large areas of built up or membrane roofing, when exposed to public view.**

- (g) Synthetic substitutes are generally discouraged, but may be approved subject to review.

7. Building Materials and Colors:

The building materials and color palette chosen for structures should be compatible with the existing natural and/or man-made environment, and enhance and complement the architectural design of the project.

- a. Muted earth tone colors should be used on the primary building surfaces. Richer colors should be limited to trims, inlays, wall recesses, reveals and other special architectural features or details.
- b. Primary building surfaces should be of brick, concrete (with fine exposed aggregate of sandblasted finish), wood, stone, concrete block with a textured face, or cement plaster. Accent materials and inlays are also encouraged, i.e., tile, marble, granite, etc.
- c. The following materials and colors are encouraged for use in specific areas of the building design:

- (1) **Ground Surfaces**

All ground surface materials shall take into consideration the accessibility requirements of Title 24 of the California Code of Regulations, and the Americans with Disabilities Act standards.

- (a) Concrete, tile or masonry surfaces of integral muted earth tone colors.
- (b) Monolithic walkway areas should utilize decorative inlays, such as brick ribbons, tile accents, etc.
- (c) Primary project driveway entrances should utilize enhanced paving, i.e., stamped concrete, tile, brick, etc. The combination of landscaping, enhanced paving and project signage should provide a sense of identity and arrival to the project site.

- (2) Exterior Balconies
 - (a) Exterior balconies shall be wrought iron/decorative metal, stucco, and/or wood, and shall have painted or stained finishes.
- (3) Doors, Shutters and Trim
 - (a) Painted finishes should be in colors that harmonize with wall materials, in some cases, contrast may be appropriate.
- (4) Windows
 - (a) Windows shall be wood framed, or have a non-corrosive metal finish, and contain decorative, tinted or clear glass.
- (5) Awnings
 - (a) Canvas, treated canvas, matte finish vinyl, and fabric awnings are acceptable.
 - (b) Awnings within a project shall have elements of consistency such as color, pattern or shape.
 - (c) Advertising shall not be allowed on awnings.
- (6) Gutters, Downspouts and Flashing
 - (a) Gutters, downspouts, flashing and exposed sheet metal, shall be painted to match the adjacent surfaces, unless such items are used as architectural features.
- d. The following building materials and colors are not acceptable:
 - (1) Large dark colored building walls or surfaces.
 - (2) Mirrored glass.
 - (3) Predominantly all glass building walls.
 - (4) Synthetic materials made to resemble masonry are generally discouraged, but may be subject to review and approval.

- (5) High contrast color glazed masonry or tile, except in small areas of detail.
- (6) Bright or primary colors.
- (7) Unfinished aluminum.

E. Signs

The signage program is an integral part of the site and architectural design of a project. Signs should make a positive aesthetic contribution to the City's commercial areas, as well as to the overall scenic beauty of the City of Thousand Oaks.

Signs shall be designed to complement their surroundings in terms of size, scale, shape, color, texture and lighting, and should be effectively incorporated into the building design to enhance and complement the commercial center/building where they are placed. Signs should provide business identification, and promote traffic safety.

It is the intent of the following guidelines to assist the applicant in understanding these objectives, and to encourage creative and innovative sign design solutions. While these sign guidelines are to be uniformly applied, there may be creative approaches for which a special review process will be available. These guidelines should be used in conjunction with the City's Sign Ordinance. (A conceptual sign program is required to be submitted with the pre-application review package.)

1. General Sign Design Guidelines:

- a. The City's Sign ordinance shall be referred to for specific information on the permitted number and square footage requirements of signs.
- b. Freestanding monument and on-building signs are intended for business identification only.

The listing/advertising of specific products is strongly discouraged, unless part of the business name, itself. Any such request shall require Planning Commission review and approval. If used, the listing of product name(s) shall be limited to twenty (20%) percent of the approved sign area.

- c. Signs should be integrated into the design of the building and/or project.

- d. The initial sign program application shall consider and coordinate the sign colors to be used for the anchor tenants (if known) in the selection of additional colors for the sign program.
- e. Replacement signage in a center must conform to the approved master sign program.
- f. Sign designs with unique shapes, colors and/or graphics must be compatible with the building architecture, and the specified sign area/location.
- g. Signage should be vandal proof and weather resistant.
- h. Signs, except for public service time and temperature signs, shall not be flashing, animated, or revolving in nature.

2. Types of Signs:

a. On-Building signs

Building wall and fascia sign locations should be integrated into the overall building design. Both the sign and background areas must be evaluated in terms of scale, shape, proportion and color. Sign design, material and color(s) should be compatible with, and enhance the architectural elements of the building. Channel letter, reverse channel letter, cabinet, wood and metal signs may be used within a uniform sign program.

(1) All signs should be consistent with each other in the following ways:

- (a) Type of construction materials, (cabinet, sign copy, supports, etc.).**
- (b) Letter size.**
- (c) Method used for supporting sign (wall or ground base).**
- (d) Configuration of sign area.**
- (e) Shape of total sign and related components.**

- (2) On building signs must be located to provide optimum visibility to the public.
- (3) When wall mounted signs are architecturally framed, the frame should create a clearly defined sign area, providing shadow relief and additional wall/surface articulation on the building facade.
- (4) The proportion of letter area to the overall sign background area should be carefully considered.
- (5) The maximum sign length should not exceed 65% of the storefront length, in order to provide clear definition between signs and avoid a crowded appearance.
- (6) The proportion of channel letter height to a building wall or fascia should be carefully considered. Generally, the following maximum upper and lower letter heights are as follows:
 - (a) 48" - Major anchor stores, i.e. department stores, etc.
 - (b) 36" - Auto dealerships
 - (c) 30" - Major stores, i.e. supermarkets, drug stores, etc.
 - (d) 20" - Free standing single tenant buildings and inline tenants with either sixty 60' feet or more linear frontage, or three (3) bays, whichever is greater.
 - (e) 16" - All other inline tenants.
- (7) Signs may not be located above the fascia on a pitch roof building or on the top of a parapet where no pitch roof is provided.
- (8) Sign copy may be stacked, only when architectural features allow.
- (9) The use of back-lighted, individually cut letter signs, created from natural metals, i.e. copper, brass, shades of bronze, etc., is strongly encouraged.

(10) Wood signs:

- (a) The use of high quality wood signs, hand carved, sandblasted, painted, or routed, is strongly encouraged.**
- (b) The use of this sign type may grant additional color and design flexibility.**
- (c) When individual, non-illuminated solid wood/simulated wood letter signs are used, an increase of up to 20% of the sign letter height as set forth in subsection 6 above, may be allowed, provided that the overall sign area does not exceed the maximum allowed by the Thousand Oaks Municipal Code.**

(11) Cabinet signs:

- (a) The cabinet design should be architecturally detailed to complement the project's character, i.e. wood trim, architecturally designed background, etc.**
- (b) When cabinet signs are used in a shopping center, a consistent panel color or color scheme must be used.**
- (c) When cabinet signs are used, the height of the letters within the sign shall be twenty (20%) less than the height as set forth in subsection 6 above.**

(12) Channel letter signs:

- (a) Back-lighted, reverse channel letters are strongly encouraged, and when used, an increase of up to 20% of the letter height as set forth in subsection 6 above, may be allowed, provided that the overall sign area does not exceed the maximum allowed by the Thousand Oaks Municipal Code.**
- (b) Returns on channel letter signs must be finished to match the letter color, the background building wall color, or the predominant trim color.**

- (13) **Blade signs:**
 - (a) Blade sign design, materials and color(s) should complement and enhance the building architecture, and should be uniform throughout the shopping center.
 - (b) Under-canopy or hanging walkway signs may be used for pedestrian oriented business identification, in addition to the standard on-building tenant signage.
 - (c) Wall-type or wall mounted blade signs, when allowed by a specific plan, may be used in lieu of wall mounted on-building tenant signs.
 - (d) Internal illumination is discouraged.
- (14) **Additional requirements for multi-tenant office buildings:**
 - (a) Multi-tenant office buildings with interior tenant access shall be permitted one on-building sign, which may identify a tenant with interior access as determined by the building owner. Said sign is subject to the requirements and standards of the sign ordinance and these guidelines. Sign identification for the remaining tenants with interior access is not permitted on the exterior of the building, except when part of a directory sign.
 - (b) Individual business identification signs may be installed in multi-tenant office buildings with primary exterior access to tenants facing a public street or parking facility, when such signs are properly integrated with the architectural design of the building, and are a part of an overall approved sign program.

b. Monument Signs

Monument signs are intended to provide street frontage project identification and the address for a freestanding building or shopping center. Monument signs should be integrated into a landscape feature located at or near the main entrance to a project site. The sign design, materials

and colors should complement the building architecture and enhance the overall site appearance.

- (1) Monument signs should be sited in a manner that provides optimum visibility to the public during the day-night and evening hours.
- (2) Sign materials and colors that are the same or similar to those used on the buildings should be used to achieve a coordinated project appearance.
- (3) Monument signs should be located within a planted landscaped area designed to complement and provide ground definition to the sign, and to screen out low-level floodlights, if used. Evergreen shrubs and/or colorful accent planting should be used.
- (4) Exterior spot or flood light sources should be screened from direct view, so that when the light is directed against the sign, it does not shine into adjacent properties or blind motorists or pedestrians.
- (5) The monument sign base should be complementary and proportional to the size of the sign.

3. Sign Components/Elements:

a. Sign Program Color Guidelines:

Color plays a crucial role in the design of a successful and attractive signage program. The color choice(s) for a sign program shall be in harmony with the building architecture, enhances the overall visual environment, and contributes to the project's commercial success. This can be achieved by carefully selecting a color palette that will complement the sign type/material and lettering styles being used, and provide a sense of consistency and unity throughout the project.

- (1) A sign program with a limited color palette utilizing a maximum of three (3) colors*, is encouraged for shopping centers with no major tenant. These colors should be used in a manner to avoid monotony.
- (2) A sign program with a multi-color sign palette utilizing a maximum of five colors*, may be considered for shopping centers with one (1) or more major tenants. It must be demonstrated that the multi-color sign program has been carefully planned to avoid jumbled,

haphazard looking result. To achieve a harmonious appearance, unifying elements, such as the following, should be incorporated into the sign program design:

- (a) For projects using a three to five color sign program, backlit reverse channel letters are encouraged for the inline tenant signs.
- (b) When using three to five colors, it may be appropriate to use a single type of letter style (font).
- (c) Letter height and size for inline stores must be consistent throughout the project.
- (d) Architectural detail, i.e. the accents, moldings, etc., should be incorporated around each signage area to provide an element of consistency.

* Colors for the individual letter/box returns and trims are excluded, however, these components must be consistent throughout the project.

- (3) Logo/graphic elements may contain colors different than those found in the letter characters.
- (4) The shade of a color must be consistent within a project, i.e. the same shade of yellow, blue or red, etc.
- (5) Use of bright or fluorescent colors is prohibited.

b. Logos and Graphic Sign Elements:

- (1) Separate logo/graphic elements consistent with the nature of the product to be advertised, are limited to twenty (20%) percent of the total sign area. The height of the logo/graphic element may differ from the height of the letters in the business name.

c. Sign Lighting:

- (1) Direct (internal) and indirect (external) lighting methods are allowed provided that they are not harsh or unnecessarily bright. The use of a colored lighting source must be reviewed to insure it does not create an unnecessarily intense color at night.

- (2) Light sources for externally lighted signs shall be integrated into the architectural design of the building and/or project, or be concealed.
- (3) Exposed neon tubing used to illuminate and/or accent a building, and exterior neon window ns are prohibited.

d. Raceways:

- (1) Concealed raceways are preferred.
- (2) Modified raceways may be used if:
 - (a) The height of the raceway is less than one half (1/2) the height of the sign letters, where feasible.
 - (b) The length of the raceway is less than the length of the sign letters and logo.
 - (c) The raceway is colored and textured to match the building wall.
- (3) Exposed raceways higher and longer than sign letters and logo are prohibited, unless the raceways are architecturally integrated (recessed) into the building wall.

4. Sign maintenance:

- a. Signs must be maintained in good repair at all times. This includes components of the sign exposed to view as well as the illumination.
- b. When replacing or modifying a metal channel letter sign, all unused holes in the building wall must be patched, painted and textured to completely match the surrounding building sign surface.

F. Landscape Design

Landscaping is an integral part of the site design concept. Proposed plant materials, landscape features and elements should enhance and complement the building architecture, the surrounding natural setting and the scenic beauty of the City of Thousand Oaks.

A preliminary landscape location concept shall be submitted with the pre-application package to present an overall feeling of the proposed project. To demonstrate that a landscape plan will be effectively integrated with the surrounding topography, site design, and architectural design of the project, a formal landscape concept plan prepared by a licensed landscape architect shall be required for the entitlement process.

The following guidelines have been prepared to assist the applicant in understanding these objectives, and should be used in conjunction with the City's "Guidelines and Standards for Landscape Planting and Irrigation Plans", the "Policy for Preservation and Protection of Historical and Landmark Trees", the "Oak Tree Ordinance", "Oak Tree Preservation and Protection Guidelines", the "Forestry Master Plan", the City's "Gateway Guidelines" and recommendations for the "City Identity Streetscape".

1. Preservation of Existing Landscape Features:

- a. Landmark trees, such as oaks, sycamores, and mature trees or tree groupings give our community its unique character and sense of history. To reinforce the identity and flavor of the scenic beauty of Thousand Oaks, every attempt shall be made to preserve and incorporate these existing landscape features into the overall landscape design concept.
 - (1) Oak Trees: In designing and constructing any project, it is important to recognize the value of Oak Trees to property and the community. Healthy specimens enhance the project site and the City's urban landscape, adding to property values and attracting businesses and consumers to Thousand Oaks. It is the City's policy that all healthy oak trees be preserved and effectively incorporated into the overall development plan whenever possible. The planting of new oak trees is encouraged to aid in the establishment and reinforcement of the City's image.
- b. Rock out-cropping and other unique existing landscape features should be incorporated into the overall landscape design of the project whenever possible.
- c. Existing natural drainage systems within a site shall be protected and preserved whenever possible.

2. **General Landscape Design Guidelines:**
- a. **Landscape design should bring focus to parking lot entries and building entrances, providing a sense of identity and arrival to the project site.**
 - b. **Plant material selection should take into consideration the context of adjacent sites and provide a compatible transition between neighboring properties.**
 - c. **Landscaping and planter areas should be in scale with adjacent structures and be of appropriate size at maturity to enhance the project appearance, as well as to soften the visual impact of buildings and walls.**
 - d. **Landscape design should create a pleasing appearance from both within and off the site.**
 - e. **Plant materials should be used which offer a variety of colors, shapes and species. The plant palette should consist of an effective combination of street trees, ornamental trees, ground cover and shrubbery. Compatible species should be grouped together to appear as an informal mass, where appropriate.**
 - f. **The plant palette should focus on varieties proven to grow well in Thousand Oaks. The climate in Thousand Oaks can have high temperatures in the 90° F range in the summer, and lows in the winter that will occasionally drop below freezing. The topography of the region, with its hills and canyons, can frequently create microclimates that differ from the norm. The rainy season is primarily November to March and average annual rainfall is approximately 15" inches.**
 - g. **Street trees will be determined and placed in accordance with the City of Thousand Oaks Forestry Master Plan, and should reinforce the landscape concept of the site.**
 - h. **Raised planters, along with boxed and tubbed plants in attractive and irrigated containers, (clay, wood, etc.) are encouraged, especially for enhancement of sidewalk shops, plazas, and courtyards, and should be utilized where permanently installed planting is not possible. These planters can serve to direct pedestrian traffic, provide seating (people pockets) and complement the appearance of the buildings. Planted trellises are also ideal for pedestrian**

link and rest areas. Tubbed and boxed planters that are irrigated and drained, shall be included in the overall percentage of the required landscaping.

- i. Where landscaping is required and where space may preclude the use of larger plants, vines and/or other clinging plant material should be used to visually soften building and/or freestanding walls.
 - j. Plant materials must be selected to mature naturally within the environment in which they are placed without need for regular pruning.
 - k. Colorful seasonal or herbaceous plant materials are acceptable as accent landscaping.
 - l. Palm trees should not be used as foundation landscaping or as street trees. When appropriate, they are acceptable as accent landscaping features.
 - m. In addition to functional requirements for soil and fire prevention (as required within the Grading Ordinance), plant selection for graded slopes should reinforce the overall landscape concept for the site and provide a compatible transition between neighboring properties.
 - n. Drought tolerant plant materials must be used to promote water conservation as required by the City's "Guidelines and Standards for Landscape Planting and Irrigation Plans".
 - o. Non-invasive and native plant materials shall be used adjacent to natural open spaces.
3. **Comerscape;**
- a. The aesthetic appearance of street intersections is important to the City's image and identity.
- Projects that are approved at primary or secondary intersections should include increased landscaped corner areas above the normal setback requirement standards. The landscape/hardscape theme should reinforce the character of the development it is meant to improve, and when appropriate, incorporate the elements of the streetscape. When possible, the use of a landscape theme element, such as an oak Tree, is encouraged to aid in the establishment

and reinforcement of the City's image, as set forth in the City's "Gateway Guidelines" and the recommendations for the "City Identity Streetscape".

4. The Use of Curbs and Mow Strips:

- a. In planter areas where potential soil erosion may occur, raised planter surfaces or a six (6") inch high curb shall be used.
- b. Concrete mow-strips separating turf areas from planter areas are encouraged.
- c. Landscaping shall be protected from vehicular encroachment by raised planting surfaces, including the use of curbs.
- d. A 6-inch high curb shall be provided in planter areas (excluding turf areas), adjacent to public right-of-way sidewalks.

5. Parking Lot Landscaping and Screening:

- a. Large landscaped areas are encouraged when appropriate to provide an aesthetically pleasing environment adjacent to buildings, and within the parking area, to avoid a mechanical, manufactured appearance of the parking lot. A trade-off of the required parking lot landscaping may be considered, when these concentrated landscaped areas are designed in a manner that would enhance the overall site and building design and provide greater benefits to the community at large.
- b. Planted earthen berms are encouraged in lieu of, or in combination with walls to screen parking lots, and to emphasize the natural setting. The use of boulders and other native rock materials is encouraged.
- c. Tree wells and/or larger landscape planters containing tree/shrub combinations shall be provided throughout the parking area for shade, and to soften the visual impact of surface parking facilities.
- d. An "overhang" planter area with a minimum width of four feet shall be provided between the parking space curb and any screen wall.

- e. Landscape planters with a minimum width of five feet shall be provided at the ends of all parking aisles to soften the visual impact of parking areas and provide protection for vehicles.
 - f. Landscape fingers with a minimum width of five feet at approximately ten parking space intervals shall be provided throughout the parking lot to soften the visual impact of parking areas.
 - g. A two-foot wide cement or stepping stone foot path should be used through the planter areas to provide access from vehicles to the walkway.
6. **Other Landscaping Screening Uses:**
- a. In some instances, or where appropriate, landscaping should be used to screen unattractive elements such as storage areas, trash enclosures, transformers, generators, and other required items such as back flow valves, which do not contribute to the enhancement of the surroundings.
7. **Site Amenities:**
- a. Site amenities, such as benches/seating areas, waste receptacles, drinking fountains, lighting fixtures, telephone enclosures, water features and sculpture, along with hardscape elements, such as pedestrian walkways, decorative walls, raised planters, etc., should be designed and selected to integrate with and complement the architecture and the surrounding landscape.
8. **Coordination of Landscaping with Other Site Design Elements:**
- a. Landscape design, tree selection and placement should be coordinated with the signage program, so that at maturity, trees and landscaping do not impede the visibility of storefront signage and entrances.
 - b. Landscape design shall be coordinated with the exterior lighting program to ensure compliance with the City's "Security ordinance".
9. **Landscape Maintenance:**
- a. Automatic irrigation is required for all landscape areas. Systems shall be designed to conserve water.

- b. Property owners will be responsible for the regular perpetual maintenance of landscaping according to the Maintenance Requirements of the City's "Guidelines and Standards for Landscape Planting and Irrigation Plans". Trees, shrubs and ground cover should be allowed to reach mature height and natural spread.

G. Walls and Fences

Walls and fences are an important element in the overall planning and design of a project. While the purpose of walls and fences within a project may vary, all wall elements should aesthetically integrate with the building design and the overall project appearance. They must be thought of in some instances, as visual extensions of either the buildings or the landscape. Their form, shape and appearance should not be solely governed by purely functional or economic concerns.

1. General Wall Design Guidelines:

- a. The height of a wall should be kept to the minimum size possible to perform its purpose. Additional height or variations in height may be considered if demonstrated that this would improve the overall aesthetic character of the design.
- b. The configuration and character of the walls should incorporate shapes and forms, such as arches, "slopes", "steps", etc., which are both sensitive and complementary to the building architecture and the surrounding terrain.
- c. Wall and building material selection should integrate the overall design of the project. The materials selected can be used to either complement the building architecture, or blend the wall element s) into the landscape/open space environment, as deemed appropriate:
 - (1) When adjacent to a building, the same or similar building materials and finishes should be used to further integrate walls into the overall design of a project. These may include wall caps, trims, reveals, or, in general, details which are visually related to elements of adjacent structures.
 - (2) The use of materials and finishes, other than those used on adjacent buildings, may be used to assist in blending walls into predominantly landscaped/open space areas.

- d. Where appropriate, architectural features such as pilasters or wall returns should be placed at the ends of freestanding walls, or at changing direction or elevation, to visually anchor and/or terminate the wall structure.
- e. Walls may be designed to follow the existing natural contours and topography.

2. Parking Lot Screen Walls:

The primary purpose of these walls is to screen the view of parked vehicles from public rights-of-way and pedestrian pathways. Their design and placement should be carefully considered and their use should be in combination with appropriate landscaping.

- a. A minimum of four feet (4') of unencumbered landscape area should be maintained between the face of the wall and any proposed parking lot area.
- b. Continuous uninterrupted lengths of walls along parking lot perimeters should be avoided.
- c. Design breaks or interruptions in screen walls should be used, both vertically and horizontally, to accentuate the site's landscape features.
- d. In landscaped setback areas of ten (10') feet or less, it may be more effective to minimize the use of screen walls.
- e. The height of berming and planting placed up against proposed parking lot screen walls should be varied.
- f. To improve the appearance of walls and to visually integrate them with the overall project design, elements such as berming, wall caps, pilasters, trims, reveals or details which are visually related to elements of adjacent structures should be incorporated.
- g. Parking lot screen walls at pedestrian entrances from public rights-of-way, should be designed to accentuate entrances and create "gateways" into the project.

3. Retaining Walls:

Retaining walls and special slope retention systems should be aesthetically and functionally integrated into the overall project design.

- a. Should grading conditions require the use of walls higher than six feet, specifically planned stepped wall configurations are required. In order to provide space for effective planting, a planter area with a minimum width of four feet, shall be provided between the stepped walls.
- b. In cases where retaining walls are clearly visible from public rights-of-way, every attempt should be made to avoid random, formless stepping of retaining wall tops. Wall design elements such as wall caps, pilasters, trims, reveals or details which are visually related to elements of adjacent structures, should be incorporated at stepping points and changes of direction.
- c. Crib walls, when used, shall be irrigated, fully landscaped and maintained.

4. Land Use Separation Walls/Fences;

For projects that may require the use of six foot (6') high separation walls, the following design guidelines should be considered:

- a. The design and appearance of land use separation walls should carefully consider the design, appearance and location of neighboring developments.
- b. When it is not required to provide a solid separation, walls which incorporate decorative wrought-iron elements, panels and details are encouraged.

5. Decorative Walls:

Walls that serve a purely aesthetic purpose of enhancing the overall appearance and character of a project may be used to define and accentuate entrances, activity areas, and special planting areas, or merely assist in visually integrating the building into its surroundings.

6. Other Types of Screen Walls:

Projects may incorporate walls, which are used to conceal and screen certain support functions of buildings, such as trash areas, mechanical equipment areas, loading areas, etc. Their design and placement should be carefully considered and their use should be in combination with appropriate landscaping to further soften their visual impact. The design of these types of walls shall utilize the above-mentioned general design guidelines, as well as the following guidelines:

- a. Ground utilities, such as transformers, fuse boxes, telephone equipment, gas meters, water meters, landscape irrigation controls, stand pipes, fire sprinkler connectors and other elements shall be screened from public view using landscaping and/or a low decorative wall.
- b. Any outdoor equipment placed at the side of a structure, or on the ground, shall be appropriately screened from public view. The method of screening shall be architecturally integrated with the adjacent structure in terms of materials, color, shape, and size. Where individual equipment is provided, a continuous screen is required.
- c. All outside refuse enclosure areas shall be enclosed with a minimum six-foot high decorative masonry wall with decorative self-closing solid metal gates and metal frames. The refuse enclosures must be designed to comply with the City's recycling standards.
- d. Loading and unloading dock areas shall be screened from public view through site placement and the use of decorative wall(s), landscaping, depressed ramps or a combination of these features.

H. Lighting

Exterior lighting shall be provided to enhance the safety and security of motorists, pedestrians and cyclists, and should be designed to visually integrate with and complement the overall appearance of the project. Lighting may also be used to create a nighttime ambiance by accenting the landscape design, and the building(s) architectural features.

1. General Design Guidelines:

- a. Exterior lighting includes lighting for parking areas, vehicular and pedestrian circulation, building exteriors, service areas, landscaping, security and special effects.
- b. Lighting should be designed, where appropriate, for energy efficiency.
- c. All exterior lighting must be shielded (downward illumination) and confined within site boundaries. No direct illumination or glare is permitted to shine onto public streets or adjacent lots. Where appropriate, decorative lighting with lens exposed to public view, may be utilized.

- d. **Lighting must comply with all requirements of the "Building and Security Ordinance".**
- e. **Illumination levels may be varied according to purpose.**
- f. **The level of illumination provided should generally be the minimum required to meet City standards. Overly bright lighting, which attracts attention to a project, is considered a form of advertising and is unacceptable.**
- g. **The design of lighting fixtures and any exposed structural supports should be architecturally compatible with the building(s).**
- h. **Decorative wall mounted light fixtures may be incorporated into the building design as an architectural feature.**
- i. **Low-pressure sodium luminaries may not be used.**
- j. **Colored lighting is discouraged. Low level subdued colored lighting used to enhance a specific architectural and/or landscape theme may be approved subject to review.**
- k. **The height of light standards adjacent to open space shall be kept to a minimum.**
- l. **To avoid excess light pollution at night, motion detection lights are encouraged, where applicable.**
- m. **Lighting on hillside ridgelines is discouraged.**

2. Vehicular Circulation and Parking Area Lighting:

- a. **Zero cut-off fixtures shall be used when adjacent to residentially zoned properties. In some cases, architectural parking lot lighting with visible lens and/or globe may be permitted when they are used to enhance and complement the design of the building(s).**
- b. **The height of parking lot and vehicular circulation lighting, measured from grade to the top of the fixture, shall be as follows:**
 - (1) **Contiguous to residentially zoned property 14 feet maximum.**
 - (2) **All other locations - 29 feet maximum.**

- c. The height of exposed pole light pedestals above grade shall be as follows:
 - (1) Six inches high maximum within walkways.
 - (2) 24 inches high maximum within planter areas with shrubs.
 - (3) 6 inches to 12 inches high maximum within a sod area.
 - (4) 36 inches high maximum within paved areas of a parking lot without any curb protection.
- d. Parking lot lighting shall not be located adjacent to buildings.

3. Pedestrian Circulation Lighting:

- a. Pedestrian walkways and building entrances/exits shall be illuminated to provide for pedestrian orientation and to clearly identify a secure route between parking areas and points of building entry/exit, by using soffit, bollard, step and/or freestanding lighting.
- b. Lighting, such as step or bollard lighting, shall be used to clearly illuminate changes in walkway levels, as well as handrails, stairs, and ramps, and may be used to supplement and enhance other pedestrian area lighting.
- c. Courtyards, arcades and seating areas shall be lighted to promote pedestrian safety. A variety of lighting may be used to create interest and special effects in harmony with the character and function of the area.
- d. Wall packs, floodlights or similar bracket light fixtures shall not be used to provide pedestrian lighting in locations exposed to public view.

4. Accent Lighting:

Accent lighting effects are encouraged to promote nighttime identity and character.

- a. Exterior architectural and landscape accent lighting should use indirect or hidden illumination sources, and should be compatible with other lighting sources. Acceptable lighting may include low level wall washing, overhead down lighting and interior lighting that spills outside.

- b. Accent lighting may be used to feature architectural elements, textures, relief, and landscaping.
 - c. Low intensity, soft lighting may be utilized to enhance landscaping features.
 - d. Lighting levels should be varied according to purpose and function.
5. Service Area Lighting:
- a. Service area and security lighting, unless a part of the parking area and vehicular circulation lighting must be visible only within the limits of the service area.
 - b. Wall mounted lighting fixtures, not exposed to public view, may be used in service areas if direct light and glare is kept within these areas.

I. Accessory Architectural Features

This section deals with establishing design guidelines for accessory features located within landscaped areas, parking lots and circulation elements. The intent of these guidelines is to integrate the design and appearance of these features into the overall design of the project.

1. **Flag Poles, Disabled Access Parking Space Signs, Driveway Signs, Stop Signs, Traffic Circulation and Directional Signs:**
- a. The color and material of the poles used for the above-listed accessory features shall complement and enhance the building architecture and the overall site design.
 - b. Up to 3 poles maximum may be used to display governmental flags only.

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GLOSSARY

Note: This glossary of terms has been provided from the League of California Cities. The City of Thousand Oaks definitions are similar to those provided. Applicants should consult with the City's ordinances, resolutions and policies for local entity definitions, which are applicable to your project. This list of glossary will assist you in obtaining a general idea of the technical information that are constantly used by City Staff.

A-Scale Sound Level	The measurement of sound approximating the auditory sensitivity of the human ear and used to measure the relative noisiness or annoyance of common sounds.
Abandonment	A cessation of the use of the property by the owner with the intention neither of transferring rights to the property to another owner nor of resuming the use of the property.
Abatement	The method of reducing the degree and intensity of a problem or pollution.
Abutting	Having property or zone district boundaries in common; e.g., two lots are abutting if they have property lines in common.
Acceleration Lane	Roadway lane which permits acceleration of slower moving vehicles into the main vehicular stream.
Access	A way of approaching or entering a property. In zoning and subdivision regulations, lots of record usually are required to have direct access to a public street or highway or to a private street meeting public standards. This is done not only to permit entry of residents and other uses but to permit emergency vehicles to reach buildings. In the context of land-use controls, access includes ingress, the right to enter, and egress, and the right to leave.
Accessory Building or Use	An activity or structure on a property that is incidental and subordinate to the main use of a site.
Acre-Foot	A volume of water, one-foot deep, covering one-acre.
Adaptive Reuse	The development of a new use for an older building. Often used in reference to a proposal to convert buildings of historic significance to a use, which is different from that for which the structure was originally built.

Air Rights	The rights to the space above a property, for development, usually for a dissimilar use. Common law grants the owner of a piece of real estate ownership of a vertical space extending an unlimited distance above the ground. An owner who either has chosen to build at a very low intensity or not at all may sell or lease his right to build higher. Common sales of air rights are above transportation facilities such as highways or railroad tracks or yards.
Amendment Zoning (rezoning)	An amendment to or a change in the zoning ordinance. Rezoning can take three forms: (1) a comprehensive revision or modification of the zoning text and map; (2) a text change in zone requirements; and (3) a change in the map, i.e., the zoning designation of a particular parcel or parcels.
Amortization	The process by which nonconforming uses and structures must be discontinued or made to conform to requirements of the ordinance at the end of a specified period of time.
Anchor Tenant	The major store or stores within a shopping center.
Aerial Map	A map created from photographs taken from the air.
Ambient Air	The unconfined outside atmosphere.
Annexation	The inclusion of a land area into an existing city or special district with a resulting change in the boundaries of that local agency.
Appeal	A request that another authority, usually a higher authority, review or reconsider a decision which an interested party believes to have been made in error.
Aquifer	A natural underground reservoir of water in a stratum of earth, gravel, or porous stone.
Articulation	Is the giving of emphasis to architectural elements (such as windows, balconies, entries, etc.) that create a complementary pattern or rhythm, dividing large buildings into smaller, identifiable pieces.
Assessed Valuation	The value at which property is appraised for tax purposes.

Base Map	A map having sufficient points of reference, such as state, county or municipal boundary lines, streets, easements, and other selected physical features to allow the plotting of other data.
Berm	A mound of earth usually 2-6 feet high designed to shield and buffer uses such as parking areas.
Billboard	See Sign, Off-Premise.
Biodegradable	Capable of being decomposed by the action of microorganisms.
Biota	All the species of plants and animals occurring within a certain area.
Blighted Area	An area characterized by deteriorating or abandoned buildings, inadequate or missing public or community services, vacant land with debris, litter, lack of sanitation facilities, trash and junk accumulation, or impacted by adverse environmental nuisances such as noise, heavy traffic, and odors.
Board of Zoning	A local body, created by ordinance and appointed by the Adjustment City Council, whose responsibility is to consider requests for variances, i.e., deviations from normal zoning ordinances.
Board of Appeals	A term used (in some states) synonymously with board of adjustment. In some agencies this is an intermediate appeals body between Planning Commission and City Council.
Brackish Water	A mixture of fresh and salt water.
Buffer Zone	A strip of land zoned to protect one type of land use from another with which it is incompatible. Where a commercial district abuts a residential district, for example, additional use, yard, or height restrictions may be imposed to protect residential properties. The terms may also be used to describe any zone that separates two different zones such as a multi-family housing zone between single-family housing and commercial uses.
Building Envelope	The space remaining on a site for structures after all building setback, height limit, and bulk requirements have been met.

Building Coverage	The amount of land covered or permitted to be covered by a building, usually measured in terms of percentage of a lot.
Building Line	A line, usually fixed parallel to the lot line, beyond which a building cannot extend under the terms of the zoning ordinance. It is equivalent to the setback or yard line.
Bulk Envelope	The three-dimensional space within which a structure is permitted to be built on a zoning lot and which is defined with respect to such bulk regulations as height, yards, building coverage, floor area ratio, bulk plane, and, in a few ordinances, land-use intensity ratings.
Capital Improvement Program	A government budget that schedules the construction of public facilities to fit its fiscal capability some years into the future. The Planning Commission is given an opportunity to review the capital improvement program, thereby linking planning to the annual budgeting process. Capital improvement programs are usually projected five or six years in advance and should be updated annually.
Census Tract	Small portions of populated areas in which data is collected for statistical analysis.
Central Business District (CBD)	A major commercial and business area usually located near the center of the community which has historically served as the city's primary commercial district; the central business district, often referred to as "downtown" typically contains retail uses, governmental offices, service uses, professional, cultural, recreational and entertainment establishments and uses.
CEQA	The California Environmental Quality Act (see Public Resources Code section 2100 (et.seq.)), CEQA requires that the potential adverse effects upon environment of private and public projects be reviewed by decision makers.
Certificate of Occupancy	Official certification that a premise conforms to provisions of the zoning ordinance (and building code) and may be used or occupied. Such a certificate is granted for new construction or for alteration or additions to existing structures. Unless such a certificate is issued, a structure cannot be occupied.

Certificate of Compliance	This term has three distinctly different meanings. (1) It is commonly used synonymously with a zoning permit in which an official certifies that the plans for a proposed use are in conformance with the zoning ordinance. (2) In a second, much less commonly used application, the term means an enforcement device which, in reference to a certain class of structure (usually multiple-family dwellings), incorporates in one document an indication of conformance, or lack thereof, with the several municipal codes—zoning, building, housing, occupancy—which may apply to a specific property. This latter certificate puts prospective purchasers on notice that the property may be nonconforming or in actual violation of local codes and what must be done to achieve compliance. (3) Certificate issued pursuant to Map Act, which states that, the division of property is in compliance with the State Subdivision Map Act and local subdivision ordinances.
Charter City	A city, which is incorporated under its own charter rather than under the general laws of the state. Charter cities have broader powers than do general law cities in matters of municipal affairs.
City Plan	See General Plan
Clean Air Act	A federal act establishing national air quality standards.
Coastal Commission	A State agency, which reviews development, plans within the Coastal Zone according to the California Coastal Act of 1976.
Council of Governments (C.O.G.)	Regional planning agencies concerned primarily with transportation planning and housing; they do not directly regulate land use. Elected officials from each of the cities and counties belonging to the COG make up its governing board.
Common Ownership	Ownership by one or more individuals, of two or more contiguous parcels of property in any form of ownership.
Common Open Space	Land within or related to a development, not individually owned or dedicated for public use, which is designed and intended for the common use or enjoyment of the residents of the development.
Compaction	Reducing the bulk of solid waste by rolling, compression.
Compatible	Projects and parts of which when viewed together are visually pleasing. This does not mean that a project must

	use the same colors, material or architectural design as nearby development.
Comprehensive Plan	See General Plan
Condemnation	The exercise by a governmental agency of the right of eminent domain.
Conditional Rezoning	The attachment of special conditions to a rezoning that is not spelled out in the text of the zoning ordinance.
Conditional Use Permit (Special Use Permit)	A permit allowing use under specified conditions which assures that use will not be detrimental to the public health, safety, and welfare and will not impair the integrity and character of the zoned district. The Planning Commission either approves subject to conditions or denies such uses. Each application is considered on its individual merit.
Conditions, Covenants and Restrictions (CC&R'S)	The requirements and limitations placed on each lot of a subdivision or condominium-type project. They are intended to protect the individual property of condominium owners as well as the general public regarding placement, construction, appearance and maintenance of buildings and common areas.
Condominium	A dwelling unit in a residential development (or space in an office or commercial project) which is under a legal arrangement specifying the unit is individually owned but the common areas are owned, controlled and maintained through an organization consisting of all the individual owners.
Condominium Association	The community association which administers and maintains the common property and common elements of a condominium.
Congregate Housing	A dwelling providing shelter and services for the elderly which may include meals, housekeeping, and personal care assistance.
Conservation Easement	A portion of property on which future or additional development of the land is precluded.
Contract Zoning	The establishment of conditions in connection with a rezoning which bind the developer and the community to s. One common form of contract zoning is allowing a change in a particular district classification on agreement that development will be for only one of the uses

generally allowed. For example, "a change to commercial is ok, if you agree to build offices and not a gas station."

Cul-de-sac	A turnaround at the end of a dead-end street; often used to mean the dead-end street itself.
Culvert	A drain, ditch or conduit not incorporated in a closed system, that carries drainage water under a driveway, roadway, railroad, pedestrian walk or public way.
Curb Return	The transition section between the street curb and the ramp curb.
Curb Cut	The ramp opening in a curb line at which point vehicles or wheel chairs may enter or leave the roadway.
Curvilinear Street System	A pattern of streets which is curved, usually in a symmetric pattern.
Cut	A portion of land surface or area from which earth is removed by excavation; the depth below the original ground surface.
Decibel	A unit of sound pressure level (abbreviated dB) which is used to express noise level. The reference level is a sound pressure of 20 micro newtons per square meter. Zero decibels, the starting point of the scale of noise level, is about the level of the weakest sound that can be heard by someone with very good hearing in an extremely quiet location. The noise level in an average residence is about 50 decibels; 20 feet from a subway train the noise level is about 90 decibels; and 200 feet from a jet, about 120 decibels.
Deciduous	Plants that drop their leaves before becoming dormant in winter.
Dedication	An action by a property owner which turns over of private land for a public use, and its acceptance for such use by the government agency in charge of the public function for which it will be used. Dedications for streets, parks, school sites, or other public uses are often made conditions for the approval of a development by a planning commission.

Dedication, Payment in Lieu of	Cash payments required as a substitute for a dedication of land by a property developer, usually at a preset rate per lot. Cash payments overcome the two principal problems of land-dedication requirements by applying the exactions on development more equitably and by allowing purchase of sites at the best locations rather than merely in places where the development is large enough to be required to dedicate land.
Deed Restriction	A private legal restriction on the use of land, contained in the deed to the property or otherwise formally recorded. There may be certain legal requirements for formal establishment of a covenant such as a written document, or, that the covenant be concerned with the use of the land rather than individual characteristics of owners, etc.
Demolition Permit	A permit is issued by a local authority allowing a building or structure to be razed.
Density	The average number of families, persons, or housing units per unit of land; usually density is expressed "per acre." Thus, the density of a development of 300 units occupying 40 acres is 7.5 units per acre. The control of density is one of the basic purposes of zoning. Gross density includes the area necessary for streets, schools and parks. Net density does not include land for public facilities.
Density Transfer	A process permitting unused allowable densities in one area to be used in another area. Where density transfer is permitted the average density over an area would remain constant, but allow internal variations. Within a single development, the result would normally be a clustering of buildings on smaller lots with some land retained as open space.
Density Zoning	A device for averaging residential density over an entire parcel and placing no restrictions on lot sizes or on dwelling types. Under this approach, any type of dwelling is permitted, from detached houses to apartments anywhere on the site, so long as total density does not exceed the maximum permitted. The only development standards imposed are for distance between buildings, distance between facing windows, amount of parking, and minimum open space. Conventional setback and lot-size requirements are dropped.

Detention Basin (Pond)	An open storage pond for the temporary storage of stormwater runoff.
Development Agreement	A contract between a developer and a city or county establishing the conditions under which a particular development may occur. The local government "freezes" the regulations applicable to the site for an agreed upon period of time prior to actual development to allow preparation and approval of plans.
Development Impact Fees	Fees or charges imposed on developers to pay for the costs to the community of providing services to a new development. They are a means of providing a fund for financing new public improvements without resorting to deficit financing or property taxes.
Development Rights	A broad range of less-than-fee-simple ownership interests, mainly referring to easements. The property owner would keep title but agree to continue using the land as it had been used in the past, with the right to develop resting in the holder of the development rights. Such rights usually are expressed in terms of the density allowed under the existing zoning. Some jurisdictions have developed programs to acquire development rights in order to keep land open or in its original use.
Development Timing	The rate and geographic sequence of the development of a project.
District	A section of a city or county designated in the zoning ordinance text and usually delineated on the zoning map within which certain zoning or development regulations apply.
Downzoning	A change in the zoning classification of land to a classification permitting development that is less intensive or dense, such as from multi-family to single-family or from commercial to residential. A change in the opposite direction is called upzoning.
Due Process (of Law)	Generally, a requirement that legal proceedings be carried out in accordance with established rules and principles. Procedural due process assures that all parties to a proceeding are treated fairly and equally, that citizens have a right to have their views heard, that necessary information is available for informed opinions

to be developed, that conflicts of interest are avoided, and that, generally, the appearance, as well as the fact of fairness exists.

Dwelling, High-Rise	An apartment building of eight or more stories.
Dwelling, Mid-Rise	An apartment building containing from three to seven stories.
Dwelling, Multi-family	A building containing more than two dwelling units.
Dwelling, Single-family	A building containing one dwelling unit.
Easement	The portion of a property for which access or use is allowed by a person or agency other than the owner.
Ecology	The interrelationship of living things to one another and to their environment or the study of such relationships.
Ecosystem	The continuing interaction of a biological community with its nonliving environment.
Effluent	A discharge of pollutants, with or without treatment, into the environment.
Eminent Domain	The legal right of government to acquire or take private property for public use or public purpose upon paying compensation to the owner. While originally used only when land was to be kept in public ownership, i.e., for highways, public buildings, or parks, property has been condemned under eminent domain powers for private use in the public interest such as urban renewal.
Emission Standard	The maximum amount of a pollutant legally permitted to be discharged from a single source, either mobile or stationary.
Encroachment	Any obstruction or protrusion into a right of way or adjacent property, whether on the land or above it.
Environmental Impact Assessment	An assessment of a proposed project or activity to determine whether it will have significant environmental effects on the natural and man-made environments. When no significant environmental impact will result, a "negative declaration" is issued instead of the environmental impact report (EIR), which is the detailed

report on how the project will affect the environment. An AIR may also be known as an Environmental Impact Statement or EIR.

Environmental Impact Report (EIR)

An EIR is the public document used by government agencies which analyzes the significant environmental effects of a proposed project, compares alternatives and discusses possible methods to reduce or avoid the environmental damage.

Environmental Impact Review

A process by which a public agency comprehensively considers the effect on the environment of a particular project.

Environmental Impact Statement

The EIR is an environmental impact document prepared in accordance with the National Environmental Policy Act (NEPA).

Exclusionary Zoning

Zoning regulations which result in the exclusion of low and moderate-income or minority persons from a community.

Factory-Built House

A dwelling unit that is constructed and assembled in whole or in sections at a factory and transported to the building site and placed on a permanent foundation.

Fair Share Housing Plans

Plans designed to promote equitable distribution of low and moderate-income housing opportunities among all of a region's communities.

Filtration

A mechanical process that removes particulate matter from wastewater, usually bypassing it through sand.

Final Subdivision Map

A map of an approved subdivision which is recorded. It usually shows surveyed lot lines, street rights-of-way, easements, monuments, and distances, angles, and bearings pertaining to the exact dimensions of all parcels, street lines, etc.

Findings

Specific facts and required statements that serve as the legal basis for action by the local decision making body.

Flexible Regulations

Regulations which apply general standards to property with final decisions made shortly before development occurs. This has been a flexible longstanding practice under subdivision regulations and increasingly is being

applied under zoning. The intent is to widen the range of options available to developers and thereby lead to more desirable and better designs.

Flood Plain

The channel and the adjoining area of a natural stream or river which is susceptible to flooding.

Flood Insurance Rate Map

The official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

Floor Area Ratio (FAR)

The gross floor area of all building on a lot divided by the lot area.

Floor Area, Gross

The sum of the gross horizontal areas of the several floors of a building measured from the exterior face of exterior walls, or from the center line of a wall separating two buildings, but not including interior parking spaces, loading space for motor vehicles, or any space where the floor-to-ceiling height is less than six feet.

Footcandle

The unit of illumination when the foot is the unit of length.

General Plan

A legal document, in the form of a map and accompanying text adopted by the local legislative body, which is a compendium of its policies regarding the long term development of its jurisdiction. It is sometimes called a city plan, comprehensive plan, or master plan.

Grade

The rate of rise or descent of a sloping surface, usually expressed in degrees or in a percentage calculated by the number of feet of rise or drop per 104' horizontal distance.

Gross Leasable Area

The total floor area for which a tenant pays rent and which is designed for that tenant's occupancy and exclusive use.

Ground Coverage

The amount of land covered or permitted to be covered by a building, usually measured in terms of percentage of a lot.

Groundwater

The supply of freshwater which is under the earth's surface in an aquifer or soil and which forms the natural reservoir for potable water.

Group Care Facility	A facility or dwelling unit housing persons unrelated by blood or marriage and operating to provide care beyond simply lodging. Such facilities may include halfway houses; recovery homes and homes for orphans, foster children, the elderly, battered children and women, etc.
Highest and Best Use	The use of a property that will bring to its owners the greatest profit. In theory, the economics of the real estate market establish a maximum value for each parcel of land at any given time.
Homeowners Association	A non-profit organization representing the particular interests of homeowners. Homeowners Associations normally operate under recorded legal agreements attached to land ownership. Generally, each lot owner in a condominium or similar planned development becomes a member upon purchase and each lot is subject to a charge for a proportionate share of the expenses for the organization's activities such as landscaping or maintaining common areas, recreation facilities and parking areas.
Home Occupation	Any activity for monetary gain conducted by a resident as an accessory use in the resident's dwelling unit.
Hydrology	A science dealing with the properties, distribution and circulation of water and snow.
Impervious Surface	Any material which prevents absorption of water into previously undeveloped land.
Infill Development	The development of new housing or other buildings on scattered vacant sites in a built-up area.
Incentive Zoning	The granting by local authority of additional development capacity in exchange for the developer's provision of a public benefit or amenity.
Inclusionary Zoning	A positive and active zoning policy and program of a community to attract minorities or low and moderate income residents.
Infiltration	The flow of a fluid into a substance through pores or small openings.

Infrastructure	Physical facilities and services needed to sustain industry, residential and commercial activities, such as streets, sewers, utilities, etc.
Initial Study	A preliminary analysis of the potential environmental impacts of a proposed project. Where the lead agency finds that the project may individually or cumulatively cause a significant effect on the environment, an EIR must be prepared. The potential environmental impacts as identified in the initial study become the focus of the EIR.
Initiative	An initiative is a ballot measure used to enact new legislation. In California, city and county initiative measures may be placed on the ballot by petition of the voters or action of the legislative body.
Interim Zoning Development Controls	A device to freeze or severely restrict development for a short period, during which a comprehensive plan for an area or a new set of zoning regulations is prepared. Interim zoning has two main purposes: it permits planning and ordinance writing to proceed relatively free of development pressures; it prevents uses that will not conform to the proposed ordinances.
Inverse Condemnation	The effective taking or reduction in value of a property as a result of public action, in contrast to a direct taking through eminent domain.
Just Compensation	The appropriate payment made to a private property owner by an agency with power of eminent domain when the private property is taken for public use.
Local Agency Formation Commission (LAFCO)	In California, the agency in each county responsible for processing and regulating annexations, detachments and incorporations.
Lead Agency	The public agency which has principal responsibility for carrying out or approving a project. The lead agency is also responsible for preparing and certifying an adequate EIR.
Lot of Record	A lot which is part of a recorded subdivision or a parcel of land which has been recorded, usually at a county recorder's office containing property tax records.

Lot, Coverage	That portion of the lot that is covered by buildings and structures.
Lot, Through (or double frontage)	A lot abutting on two parallel or approximately parallel streets.
Lot Line, Front	The frontage or front of a lot is usually defined as the side nearest the street. The definition used is important because it may have an effect on yard requirements.
Lot Line, Rear	Ordinarily that line of a lot which is opposite and farthest from the front lot line. In triangular or other odd-shaped lots, the rear lot lines may need to be defined by the Planning Commission or other public body with jurisdiction.
Lot Line, Side	Any lot line other than a front or rear lot line.
Lot Split	See Parcel Map
Low-Income Housing	Housing that is economically feasible for persons whose income level is categorized as low within the standards set by the United States Department of Housing and Urban Development or the appropriate state housing agency.
Master Plan	See General Plan
Mean	The average of a number of figures computed by adding up all the figures and dividing by the number of figures.
Median	The middle number in a series of items in which fifty percent of all figures are above and fifty percent are below.
Metes and Bounds	A system of describing or identifying land using measures (metes) and direction (bounds) from an identifiable point of reference such as a monument or other marker, the corner of intersecting streets, or, in rural areas, a tree or other permanent feature.
Minor Land Division	A division of contiguous property into four or fewer lots.

Minor Land Division Committee	A committee typically consisting of the Planning Director, the City Manager, and the City Engineer or their representatives, charged with the review and determination of minor land division applications.
Mitigated Negative Declaration (MND)	A negative declaration which establishes a monitoring program for the changes to the project which it has adopted in order to mitigate or avoid significant effects on the environment.
Mitigation	Actions, improvements, features, modifications or requirements intended to eliminate or reduce the significant environmental effects of a project.
Mitigated Monitoring	A program which is adopted as part of a "Mitigated Negative Declaration" (MND) or "Environmental Impact Report" (EIR) which establishes a reporting system designed to ensure compliance to the conditions adopted as part of the MND or EIR, during project implementation.
Mixed Use Development	The development of a tract of land or building with two or more different uses.
Mixed Use Zoning	Zoning which permits a combination of usually separated uses within a single development. Many PUD ordinances specify permitted combinations of various residential densities and commercial uses.
Mobile Home	A structure transportable in one or more sections, which is at least 8 feet in width and 32 feet in length, which is built on a permanent chassis and designed to be used as a dwelling unit, with or without a permanent foundation, when connected to the required utilities.
Mode	In statistics, the value or number that occurs most frequently in a given series.
Moderate Income Housing	Housing that is economically feasible for families whose income level is categorized as moderate within the standards set by the United States Department of Housing and Urban Development or the appropriate state housing agency.
Moratorium	In planning, a temporary freeze or restriction on all new development pending completion and adoption of certain planning or zoning ordinance requirements, e.g., General

Plan, zoning ordinance amendment, sewer line installations, or growth management programs.

Multiple Use

Harmonious use of the land for more than one purpose; not necessarily the combination of uses that will yield the highest economic return, e.g., a mix of residential and commercial developments in the same area.

National Environmental

Enacted in 1969, NEPA contains a declaration of policy **Policy Act (NEPA)** expressing a commitment to environmental values and a requirement that federal agencies prepare EISs for their projects which may have an adverse impact on the environment.

National Flood Insurance Program

A federal program which authorizes the sale of federally subsidized flood insurance in communities where such flood insurance is not available privately.

National Historic

A 1966 federal law that established a National Register Preservation Act of Historic Places, the Advisory Council on Historic Preservation, and authorized grants for preservation of historic properties.

Natural Grade

The slope and elevation of the ground surface in its natural state before man-made alterations.

Negative Declaration

A statement describing why a project will not have a significant adverse effect on the environment, and which may propose measures that avoid all possible adverse effects.

Net Area of Lot (Net Acreage)

The area of the lot excluding those features or areas which the development ordinance excludes from the calculations.

Non-point Runoff

Surface water entering a channel from no definable discharge source.

Nonconforming Lot

A lot, which does not meet current zoning requirements.

Nonconforming Use

A land use which does not meet current zoning requirements.

Nonconforming Structure or Building

A building which does not meet current zoning requirements.

Notice of Completion (NOC)	A notice issued and properly filed by the lead agency upon completion of the Draft EIR. The NOC contains a description of the project and its location, an address where copies of the Draft EIR are available, and the period during which comments will be received on the Draft EIR.
Notice of Determination (NOD)	A notice issued and properly filed by an agency upon its approval of a project that is subject to CEQA regulation indicating whether or not the project will have a significant effect on the environment and whether or not an EIR has been prepared. (The NOD is filed with State Secretary of Resources if the lead agency is a state agency and with the county clerk if the lead agency is a local agency.)
Notice of Preparation (NOP)	The NOP is a brief notice sent by a lead agency stating it plans to prepare an EIR for a proposed project. The notice is sent to responsible and trustee agencies and other interested agencies. They are invited to state their concerns regarding potential impacts of the proposed project; these responses are then used to define further the scope of the EIR.
Occupancy Permit	A permit needed for a new tenant to move into a commercial or industrial building.
Off-Site Improvements	Improvements or facilities that can be required of a project such as the installation of streets, curbs, gutters, sidewalks, street trees, etc., that are located adjacent to the project on publicly-owned property.
Ordinance	A law adopted by a city, county or local agency governing body.
Overlay Zone	A set of zoning requirements in addition to those of the underlying district. Developments within an overlay zone must conform to the requirements of both zones or the more restrictive of the two. It usually is employed to deal with special physical characteristics such as flood plains or historical areas.
Parcel	A lot, or contiguous group of lots in single ownership or under single control, and usually considered a unit for purposes of development.

Parcel Map	A subdivision map that divides a parcel into four or fewer lots. Local authorities can place conditions on the approval of maps.
Partial Taking	The condemnation of part of a property.
Payment in lieu	Payments of cash which are authorized in subdivision regulations when requirements for mandatory dedication of land cannot be met because of physical conditions of the site or other reasons.
Peak Hour Traffic	The largest number of vehicles passing over a designated section of a street during the busiest one hour period of a 24-hour period.
Percolation	Downward flow or infiltration of water through the soil.
Performance Standards	A minimum requirement or maximum allowable limit on the effects or characteristics of a use, usually written in the form of regulatory language. Performance standards in zoning might describe allowable uses with respect to smoke odor, noise, heat, vibration, glare, traffic generation, visual impact, etc., instead of the more traditional classifications of "light" or "heavy" uses. It is a more precise way of defining compatibility and is intended to expand developer's options.
Permeability	The ease with which air, water or other fluids can move through soil or rock.
Permitted Use	A use which is specifically authorized in a particular zoning district. It is contrasted with conditional uses which are authorized only if certain requirements are met and after review and approval by the appropriate public agency.
Pervious Surface	Any material that permits full or partial absorption of water into previously unimproved land.
Phased Development Control (phased control)	A term referring to programs or techniques to guide the timing and sequence of development. Under one form of phased zoning, land designated for residential use but presently undeveloped could receive permission to subdivide only if the developer could show the availability of adequate public services such as sewers, drainage, park sites, and roads.

Planned Development (PD)	A self-contained development, often with a mixture of land uses and densities, in which the subdivision and zoning controls are applied to the project as a whole rather than to individual lots. Commercial and even industrial uses are combined with different types of residential uses. A planned development with just residential uses is referred to as a residential planned development (RPD).
Planned Unit Development (PUD)	Land use zoning which allows the adoption of a set of development standards that are specific to a particular project. PUD zones usually do not contain detailed development standards; those are established during the process of considering proposals and adopted by ordinance upon project approval.
Planning Commission	The body, appointed by the City Council or Board of Supervisors, charged with the development of the General Plan, formulation and administration of the zoning map and ordinance, and review of development applications.
Planning Director	The chief administrator in the Planning Department.
Plot	(1) A map representing a tract of land, showing the boundaries and location of individual properties and streets; (2) A map of a subdivision or site plan.
Plot	Often an indefinite term usually referring to a piece of usable property; often used synonymously with parcel or site, and mistakenly, to mean plat.
Point Source	A stationary source of a large individual emission, generally of an industrial nature; e.g., a waste discharge pipe, or a waste dump.
Police Power	The authority of government to exercise controls to protect the public's health, safety, and general welfare. As distinct from eminent domain powers, in which government takes property, no compensation need be paid for the imposition of police power controls.
PPM	Parts per million.
Public Domain	All lands owned by government.

Public Hearing	A meeting announced and advertised in advance and open to the public, at which the public has an opportunity to talk and participate.
Public Improvement	Any improvement, facility or service together with its associated public site or right-of-way intended to provide transportation, drainage, public or private utilities, energy or similar essential services.
Reclamation	Any attempt to restore to beneficial use land that has lost its fertility and stability; most often applies to mining reclamation – the restoration of strip mines and quarries.
Referendum	A citizen challenge to legislative action taken by a local agency. If enough citizen signatures are filed, the council or board must either rescind its decision or call an election on the issue.
Responsible Agency	All public agencies other than the lead agency which have discretionary approval power over a project. Responsible agencies send comments to the lead agency regarding environmental impacts about which they have expertise.
Restrictive Covenant	A restriction on the use of land usually set forth in the deed.
Reuse	A use for an existing building or parcel of land other than for which it was originally intended.
Right-of-Way	A strip of land acquired by reservation, dedication, forced dedication, prescription or condemnation and occupied or intended to be occupied by a road, crosswalk, railroad, electric transmission line, oil or gas pipeline, water line, sanitary storm sewer and other similar uses.
Riparian Land	Land that is traversed or bounded by a natural watercourse or adjoining tidal lands.
Riparian Rights	Rights of a landowner to the water on or bordering his property, including the right to make use of such waters and to prevent diversion or misuse of upstream water.
Run with the Land	A covenant or restriction either contained in a deed or imposed by local government through an ordinance and binding on the present and all future owners of the property.

Scenic Easement	A legal device for protecting beautiful views and associated aesthetic qualities of a site by restricting change in existing features without governmental approval.
Sedimentation	(1) The depositing of earth or soil that has been transported from its site of origin by water, ice, wind, gravity or other natural means; (2) In wastewater treatment, the settling out of solids by gravity.
Setback	The minimum distance required by zoning to be maintained between two structures or between a structure and a property line.
Sign	Any object, device, display or structure, or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event or location by any means, including words, letters, figures, design, symbols, fixtures, colors, illumination or projected images.
Sign, Off Premises	A sign which directs attention to business, commodity, service or entertainment conducted, sold or offered at a location other than the premises on which the sign is located.
Site Plan	A plan, to scale, showing uses and structures proposed for a parcel of land. It includes lot lines, streets, building sites, public open space, buildings, major landscape features - both natural and man-made - and, depending on requirements, the locations of proposed utility lines.
Soil Erosion and Sediment Control Plan	A plan that indicates necessary land treatment measures, including a schedule for installation, which will effectively minimize soil erosion and sedimentation.
Solar Access	A property owner's right to have sunlight shine on his land or buildings.
Solid Waste Management	A program providing for the collection, storage and disposal of solid waste including, where appropriate, recycling and recovery.

Special Assessment	A fee levied by a local authority for the financing of a local improvement that is primarily of benefit to the landowners who must pay the assessment.
Special District	A district created by a governing board resolution or by petition or vote of the residents for purposes limited by statute and with limited authority.
Specific Plan	A plan adopted by a city or county to implement their general plan for designated areas. It contains the locations and standards for land use densities, streets, and other public facilities in greater detail than the General Plan map and text.
Sphere of Influence	The probable ultimate physical boundary and service limits of a local agency as approved by LAFCO. It identifies the area available to a city for future annexation. However, unless another arrangement has been made, the city has no actual authority over such area outside its city limits.
Spot Zoning	The zoning of an isolated parcel in a manner which is inconsistent or incompatible with surrounding zoning or land uses, particularly if done to favor a particular landowner. A conditional use permit is not spot zoning.
Standard Metropolitan Statistical Area (SMSA)	A county or group of contiguous counties which contains at least one city of 50,000 inhabitants or more, or twin cities of a combined population of at least 50,000.
State Clearinghouse	In California, the State Clearinghouse is part of the Governor's Office of Planning and Research, and is responsible for distributing environmental documents to state agencies, boards and departments. Lead agencies are required to submit to the Clearinghouse Draft EIRs or Negative Declarations if: 1) A state agency is the lead agency; 2) A state agency is a responsible agency or trustee agency; or 3) The project is of statewide, regional or area-wide importance. Normally, ten copies are submitted to the State Clearinghouse.
Stormwater Detention	Any storm drainage technique that retards or detains runoff, such as a detention or retention basin, parking lot storage, rooftop storage, porous pavement, dry wells or any combination thereof.

Street, Arterial	A street with access control channelized intersections, restricted parking, and which collects and distributes traffic from one area of a community to another.
Street, Collector	A street that collects traffic from local streets, and connects with arterials.
Street, Local	A street designed to provide vehicular access to abut property, and to discourage through traffic.
Strip Zone	A zone normally consisting of a ribbon of uses fronting on one or on both sides of a major street and extending inward for approximately half a block. Strip commercial development is the most common form. It usually is characterized by an assortment of gas stations, drive-in and fast-food restaurants, motels, tourist shops, and some automobile sales and service operations.
Subdivision, Minor	A subdivision of land that does not involve any of the following: (1) The creating of more than the maximum number of lots specifically permitted by ordinance as a minor subdivision; (2) A planned development; (3) Any new street; or (4) The extension of any off-tract improvements.
Subdivision	The division of any unit or units of land for the purpose of sale, lease or financing.
Taking	The appropriation by government of private land for which compensation must be paid. Under the U.S. Constitution, property cannot be condemned through eminent domain for public use or public purpose without just compensation.
Temporary Use	A use established for a fixed period of time with the intent to discontinue such use upon the expiration of the time period.
Tentative	A map showing the design and improvement of a Subdivision Map proposed subdivision of five or more lots. It includes existing conditions in and around the subdivision. This is the stage when a city or county must place all the restrictions it deems necessary on the map. The term tentative is misleading, because additional conditions or substantive design changes cannot be required once a tentative subdivision map is approved.

Transfer of Development Rights (TDR)	A relatively new concept, enacted only in a few locations, in which the development rights are separated from the land in an area in which a community wishes to limit development, the concept permits the rights to be sold for use in an area desirable for high-density development. It has been promoted as a way to retain farmland, preserve endangered natural environments, protect historic areas, stage development, promote low and moderate-income housing, and achieve other land use objectives.
Transitional Area	(1) An area in the process of changing from one use to another or changing from one racial or ethnic occupancy to another; (2) An area which acts as a buffer between two different land uses.
Transitional Use	A land use of an intermediate intensity between a more intensive and less intensive use.
Transportation Systems Management (TSM)	A program coordinating many forms of transportation (car, bus, carpool, rapid transit, bicycle, etc.) in order to distribute the traffic impacts of new development. Instead of emphasizing road expansion or construction, TSM examines methods of increasing road efficiency.
Trip Generation	The total number of one way vehicle trips produced by a specific land use or activity.
Turbidity	A thick, hazy condition of air or water resulting from the presence of suspended particulates or other pollutants.
Urban Service Boundary	A defined region, not always coincidental with a municipality's corporate boundary, that defines the geographical limit of government supplied public facilities and services.
Urban Limit Line (urban service area)	An area, identified through official public policy, within which urban development will be allowed during a specified time period. Beyond this line, using a variety of growth management tools such as acreage zoning and limits on capital improvements, development is prohibited or strongly discouraged.
Use	The purpose or activity for which a piece of land or its buildings is designed, arranged, or intended, or for which it is occupied or maintained.

Variance

The permission to depart from the literal requirements of a zoning ordinance. For a variance to be granted findings must be made by the local decision making body that a hardship would exist if a variance were not granted and that granting the variance would not constitute a special privilege.

Vested Right

A right that has become absolute and fixed and cannot be defeated or denied by subsequent conditions or change in regulations, unless it is taken and paid for. There is no vested right to an existing zoning classification. Once development has been started or has been completed, however, there is a right to maintain that particular use regardless of the classification given the property. In order for a nonconforming use to earn the right to continue when the zoning is changed, the right must have