136. **Oak Tree Preservation and Protection Guidelines Compliance** – All construction activities to or near an oak tree shall conform and abide by the City of Thousand Oaks, Oak Tree Preservation and Protection requirements as specified in Article 42, Chapter 4 of Title 9 of the Thousand Oaks Municipal Code and Resolution No. 2010-014.

137. **Removal of Tree Debris** – Pursuant to Resolution No. 2010-014, all portions of the 17 Coast Live (Quercus agrifolia) Oak trees approved for removal, as well as any deadwood from the on-site protected trees shall be removed from the site and disposed of legally. Additionally, the stumps shall be completely removed to a minimum of four inches below grade and the hole filled with soil.

138. **Pre-Construction Meeting** – Pursuant to Resolution No. 2010-014, a pre-construction meeting shall be held between all contractors (including grading, tree removal/pruning, builders) and the ISA-Certified Arborist. The ISA-Certified Arborist shall instruct the contractors on tree protection practices and answer any questions. All equipment operators and spotters, assistants, or those directing operators from the ground shall provide written acknowledgment of having received tree protection training. This training shall include information on the location and marking of protected trees, the necessity of preventing damage, and the discussion of work practices that will accomplish such.

139. **On-Site Work Monitoring** – Pursuant to Resolution No. 2010-014, all work described in this permit shall be monitored by the applicant’s Tree Consultant and it shall be the responsibility of the applicant to contact the consultant and arrange for the successful completion of these conditions. The applicant is required to provide written notice to the following parties at least 48 hours prior to beginning any work within the protected zone of any preserved tree: the City’s Community Development Department, the City’s Oak Tree Consultant, the Applicant’s Oak Tree Preservation Consultant.

140. **Root Protection** – Pursuant to Resolution No. 2010-014, where structural footings are required and roots will be impacted, the footing(s) shall be bridged, and the roots protected. All such roots shall be covered with a layer of plastic cloth and two to four inches of Styrofoam matting, or other protective measure as approved by permit, prior to pouring the footing.

In addition, pursuant to the Oak Tree Report dated May 2023:

A. Any excavation below the “approved” CAL- OSHA/OSHA depth may be done with acceptable machinery. If any roots are encountered, especially those of one inch diameter and larger, it is recommended that all footings within the protected zones be of “post type” rather than of “continuous type” to lessen potential root damage.
B. If saved roots must stay exposed for longer than one day, or if the day is hot, then the roots shall be wrapped in burlap or similar to be kept moist.

141. Root Preservation – During excavation if an oak and/or landmark tree root over two inches (2") in diameter is encountered, the applicant shall immediately contact Planning Division of the Community Development Department to schedule a field inspection to determine if it is appropriate to cut the root(s) or whether the improvements need to be redesigned and/or relocated to avoid root damage to ensure preservation of the trees.

142. Protective Fencing, Flagging and Signage for Onsite Oak Trees – Pursuant to Resolution No. 2010-014, an International Society of Arboriculture (ISA) Certified Arborist shall be retained to oversee that all remaining trees that will not be relocated or removed shall be preserved and protected in place. Prior to any grading or construction activities, the applicant and the applicant’s Tree Consultant shall confirm with the Community Development Department that required signage and protective chain-link fencing (or other material satisfactory to City of Thousand Oaks planning staff) measuring a minimum of five feet (5’) in height shall be placed at the protected zones (approximately 15 feet from the trunk or 5 feet outside the dripline, whichever is greater, of each tree or edge of canopy for cluster of trees) or construction limits for all on-site and off-site protected trees in accordance with the Oak and Landmark Tree Preservation and Protection requirements.

Additionally, signs must be installed on the fence in four locations (equidistant) around each tree. The size of each sign must be a minimum of two (2’) feet by two (2’) feet square and must contain the language contained in the Protected Tree Report dated May 2023.

143. Mitigation Tree Maintenance – An irrigation system designed for “dryscape” planting shall be installed for successful oak establishment, which generally involves a drip-system irrigation for managing water distribution near the oak trees and does not include watering during summer months when natural rainfall would not be abundant. Maintenance shall include leaving the leaf-litter build-up or a 3-inch layer of mulch under the canopies of the oak trees to promote healthy tree growth and root development.

In the event a mitigation trees dies or is otherwise removed, each dead or removed tree shall be replaced with 2-24" box and 1-36" box oak trees of the same Genus and species.

144. Oak and Landmark Tree Maintenance – The continued maintenance of all on-site oak and landmark trees is the responsibility of the property owner. All oak trees shall be maintained in accordance with the Oak Tree Preservation and Protection Guidelines Resolution 2010-14.
145. **Use of Hand Tools** – Unless otherwise authorized by the Community Development Director, all work, other than the tree removals, within the protected zones of oak and landmark trees shall be performed with hand tools only and performed under direct supervision of the applicant’s oak tree consultant.

146. **Excavation in Protected Zones** – All excavation and construction activity within the protected zone of the existing oak and landmark trees shall be performed with the use of hand tools only, in accordance with the Oak Tree Preservation and Protection Guidelines Resolution, No. 2010–14, and observed in progress by the applicant’s oak tree consultant.

147. **Storage of Materials** – No storage of materials is permitted within the protected zones of any oak and landmark trees.

148. **Irrigation/Landscaping Encroachments** – All plans for landscaping beneath a protected tree shall be submitted for the review and approval of the Community Development Department.

149. **Drainage** – Positive drainage shall be provided to direct run-off away from any protected tree.

150. **Lighting Encroachments** – No lighting system shall be installed within the protected zone of any oak tree or landmark tree except as otherwise authorized by the Community Development Department.

151. **Herbicides** – No herbicides shall be used within one hundred feet (100’) of the dripline of any oak and landmark tree.

152. **Billing by City Oak and Landmark Tree Consultant** – The applicant shall be billed on a real time basis for any work performed by the City’s oak and landmark tree consultant in conjunction with the Oak Tree Permit.

153. **Written Certification** – The applicant’s oak/landmark tree consultant shall certify in writing that all conditions of the Oak Tree Permit have been met and that protective measures, to ensure the preservation of the subject oak trees, have been properly implemented. A final inspection by the City’s Oak and Landmark Tree Consultant, paid for by the applicant, shall be performed upon receipt of certification and prior to final inspection for building occupancy.

BUILDING SAFETY DIVISION

154. **Bicycle Parking** – In accordance with the 2022 California Green Building Standards Code, Section 5.106.4, the number of short-term bicycle parking facilities shall be equivalent to 5% of proposed vehicle parking. The number of...
long-term bicycle parking facilities shall be equivalent to an additional 5% of proposed vehicle parking. The configuration and location of all bicycle parking facilities shall be as review and approved by the City Planning Division. The bicycle parking shall be designed to provide two (2) points of contact on the bicycle, be supported upright, and cause no stress onto tires. All provided bicycle parking shall be able to accommodate a standard U-lock.

A. Short-term bicycle parking spaces are to be provided on site near the front entrance. Bicycle parking should be located along the natural desire lines of travel from the bikeways to the facility entrance, in well-lit areas visible from the front entrance and public areas, in the nature of a bicycle corral or racks. Bicycle parking shall be located outside of pedestrian walkways, loading areas, landscape planters, etc. Where feasible, bicycle-parking areas should be covered.

B. Long-term bicycle parking spaces shall be convenient from the street and shall be provided in one or more of the following configurations:

i. Covered, lockable enclosures with permanently anchored racks for bicycles;

ii. Lockable bicycle rooms with permanently anchored racks; or

iii. Lockable, permanently anchored bicycle lockers.

C. The applicant shall submit a bicycle parking plan to be reviewed and approved by the Chief Building Official, Traffic Engineering representative in the Engineering Services Division, and the Community Development Director (or his/her appointee). All bicycle parking shall comply with AASHTO, NACTO, or APBP standards, as permitted by the California Building Code.

155. **Title 24 Compliance** – All requirements of California Uniform Building Code, Title 24, California Code of Regulations, shall be met. A set of plans, at a scale not less than one inch equal to ten feet (1"=10') shall be submitted to the Community Development Department displaying all exterior physically disabled accessibility requirements, including point elevations and details. Prior to the issuance of building permits, the accessibility requirements for the exterior shall be approved by the Building Division for disabled access compliance.

156. **Path of Travel** – The path of travel from the accessible parking spaces to the building entrances shall meet the current standards of the California Uniform Building Code.

157. **Interior Design Approval** – The accessibility requirements for the interior of the proposed buildings will be reviewed when construction documents are submitted for plan check to the Building Division.
PUBLIC WORKS DEPARTMENT

GENERAL

158. **Plan Format** – All plans submitted to the Public Works Department shall be on 24 inch by 36-inch sheet size, using city standard title block and as-built/record plans submitted as part of the closure and acceptance of the project shall be on 4 mil Mylar.

159. **Standard Plates** – The City of Thousand Oaks Public Works Road Design and Construction Standards and Standard Plates, adopted May 15, 2018 in Resolution No. 2018-024 shall be used as the principal criteria for the design of development plans. It shall be the responsibility of the applicant to maintain a copy of the latest edition of said Plates available to all parties utilizing said Plates for construction purposes. The Standards establish uniform criteria, polices, standard and procedures for the design and construction of City roads, drainage facilities and appurtenances. The design engineer shall review the methods and procedures contained in the Road Standards, where not considered applicable, the design engineer shall request an exception from these standards in writing to be approved by the City Engineer. Said Road Standards are available for download at http://www.toaks.org/departments/public-works/engineering-traffic/road-design-and-construction-standards.

160. **Updating of Existing Improvement Drawings** – All existing improvement drawings in the Department’s possession for water and wastewater which are affected by the subject project will be updated by the City to reflect the new improvements associated with this project. This work shall be considered as part of the project final process, and subject to a change order fee.

161. **Base Topography Map** – The grading plan for this project must be prepared utilizing topography which has been plotted by photogrammetric methods or survey data compiled no longer than two years prior to the date of submittal of the grading plan, and must be on current City datum. The name of the firm which prepared the topography and the date(s) on which the data was compiled or obtained must be shown on the plan. Topography must be presented in 1” = 40’ or larger (closer) scale and must extend a minimum of 100 feet outside the limits of the property proposed for development. Any deviation from this condition must be approved by the City Engineer.

162. **Mandatory Organics Recycling** – The applicant/owner is hereby notified that California State law requires businesses, schools, hospitals, restaurants, government buildings and other commercial properties to begin separating and recycling their organic waste (food waste, yard waste, food-soiled paper). Effective
January 2017, businesses generating 4+ cubic yards per week of organic waste shall implement the above-stated separation requirements. Effective January 2019, businesses generating 4+ cubic yards per week of combined trash and organics waste shall implement the above-stated separation requirements.

163. **Title Report** – A copy of the applicant’s preliminary title report for the subject property, dated within 1 year of the entitlement application, shall be submitted to the Public Works Department for review prior to grading plan-check or the issuance of any Building or Grading Permits.

164. **Inspection Hours** – The applicant is advised that City Hall is closed on alternating Fridays, and as such, inspection services are not available on those particular dates. The applicant shall schedule any and all grading, stormwater, encroachment, paving and utility work requiring City inspection accordingly. A schedule of City Hall hours may be obtained from City Hall or at the City’s website www.toaks.org.

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

**WATER AND WATEWATER**

166. **Water Service Requirements** – Prior to, or concurrent with, submittal of improvement plans to the City, the applicant shall submit a letter to the City from the California American Water Service Company indicating that the applicant has made the necessary financial and administrative arrangements with said Water Company to receive water service.

167. **Location of Water Meter Boxes** – Water meter boxes may not be located within driveways. It is the responsibility of the applicant and his engineer to properly coordinate and locate all water service lateral locations such that there is a single, unbroken/unrepaired service line between the main in the street and the meter box to each residence or building. In the event the configuration of the proposed buildings are revised and the meter box is then situated in a driveway, the applicant shall abandon the existing service by excavating the service at the main, closing the corporation stop, severing the service lateral approximately 12 inches beyond...
the corporation stop, folding and crimping this remaining portion of the service lateral and soldering the crimped pipe together. The remainder of the lateral may be abandoned in place, but the meter box must be removed and the area returned to a condition acceptable to the water purveyor. If existing service laterals are relocated, the lateral shall be abandoned at the main per the method described above. The applicant’s engineer shall process a change order and pay any applicable charges for said change order.

168. **Fire Water Service** – The applicant shall install a new separate fire water service line to the building, along with associated double detector check valve to protect the domestic water supply. Applicant is encouraged to contact the County of Ventura’s Environmental Health Division for details pertaining to the selection, installation and testing of the double detector check valve assembly.

169. **Concrete Pads Around Fire Hydrants** – Regardless of whether a fire hydrant is located within the parkway between the curb and sidewalk (where detached sidewalks are required), or behind the sidewalk (where monolithic sidewalks are required), or within commercial areas, the applicant shall install a 4-inch (minimum) thickness concrete pad around each fire hydrant which extends a minimum of 18 inches beyond the barrel of the fire hydrant in all directions. Where detached sidewalks are installed, the pad shall be rectangular, extend from the back of the curb to the sidewalk and be 48 inches wide. A detail for said concrete pad shall be shown on all water plans for all water purveyors within the City of Thousand Oaks. The hydrant and concrete pad must be located within a specific easement, right-of-way, or public service easement shown on the tract map or dedicated by separate instrument dedicated to or usable by the respective water purveyor and the Ventura County Fire Protection District, or by other means acceptable to the Public Works Department.

170. **Rancho Conejo Blvd. Irrigation Service** – Applicant shall provide a separate irrigation service to provide water for the landscaped area adjacent to Rancho Conejo Boulevard. Location and size of the irrigation service to be approved by the City prior to installation.

171. **Separate Irrigation Meter / Over 5,000 SF Landscaping**– Pursuant to State Assembly Bill No. 1881 (AB 1881), if this project contains more than 5,000sf of irrigated landscape, a fully separate water meter for irrigation and landscaping is required. Said irrigation meter will require all water permit fees to be paid, each service lateral and meter box installed and approved by the City Public Works Inspector, and the appropriate backflow device(s) installed, tested and certified (by an approved independent testing firm hired by the applicant) prior to the installation of the irrigation meters by the Department. The City may lock off the angle meter stop at the meter until the applicant has accomplished all of the above. Any taking of irrigation water without being metered through a water meter is a violation of the...
Municipal Code Section 10-2.514, punishable in fines up to $1,000 per day for each day of illegal taking.

172. **Separate Irrigation Meter / Between 1,000 and 5,000 SF Landscaping** – Pursuant to Section 5-304 of the 2010 California Green Building Standards Code, if this project contains between 1,000sf and 5,000sf of irrigated landscape, a fully separate water meter, or a submeter, for irrigation and landscaping is required. Installation of a separate irrigation meter will require all water permit fees to be paid, each service lateral and meter box installed and approved by the City Public Works Inspector, and the appropriate backflow device(s) installed, tested and certified (by an approved independent testing firm hired by the applicant) prior to the installation of the irrigation meters by the Department. The City may lock off the angle meter stop at the meter until the applicant has accomplished all of the above. Any taking of irrigation water without being metered through a water meter is a violation of the Municipal Code Section 10-2.514, punishable in fines up to $1,000 per day for each day of illegal taking.

173. **Usefulness of Existing Water Laterals** – Where there are existing water laterals serving the subject property and it is the desire of the applicant to reuse these laterals as part of the proposed project, the applicant must demonstrate to the satisfaction of the Department that the lateral(s) are in acceptable condition (no broken pipe, no root intrusion, etc.). These laterals must be made of copper; all poly services must be abandoned at the main under Department inspection and the meter boxes removed.

174. **Revision to Wastewater Design and Construction Standards** – for Cleanouts and Slopes of Mains: the end of all mains shall terminate in a manhole rather than a cleanout, regardless of the downstream length to the next manhole. The minimum slope for wastewater mains shall be 1 percent where the main has less than 10 residences connected to said main. In streets with grades of less than 1.5 percent, the engineer shall attempt to attain the maximum slope possible on wastewater mains in those streets.

For manholes: Standard Plates 17 through 20 are modified to provide that all joints between the barrel sections/riser shafts and/or cone sections shall be wrapped around the exterior circumference of the shafts with “Rub-R-Neck” and joints sealed with “Ram-Neck” mastic joint sealer (both as manufactured by the Henry Company Sealants Division, 1277 Boyles Street, Houston, Texas 77020) or approved equal. Manholes shall be negative pressure tested as specified in ASTM Designation C 1244-93. Steps shall not be installed in the manholes.

For manhole frame and covers: The Alhambra A-1254 frame and cover specified on Standard Plate 17 shall have a cover diameter of 26⅞ inches, along with lettering conforming to Section 3.10 of the City’s “Wastewater Design and
Construction Standards”. A note shall be shown on the title sheet of the wastewater plans indicating the last two revisions mentioned above for manhole construction.

175. **Procedure for Determination of Wastewater Fees** – Prior to issuance of a building permit for this project, applicant shall submit a plumbing plan and a listing of proposed fixture units for the subject project to the Public Works Department for determination of a "preliminary" wastewater connection fee estimate. The plan and listing will be reviewed for apparent correctness only and the applicant shall pay the wastewater connection fee based on this "preliminary" estimate at the time a building permit is issued. The final fee amount to be paid by the applicant will be based on the actual numbers and types of plumbing fixture units installed as determined by City staff from a field count made of the project building(s) before certificate of occupancy is granted. Any difference between the actual/field verified fixture unit count and the total amount paid will be reimbursed to the applicant. If additional connection fees are due, these shall be paid by the applicant to the City upon request. Any existing fixture units for which fees have been previously paid on the parcel will act as a credit against the amount to be paid.

176. **Wastewater Service** – There is an existing 8-inch wastewater lateral serving the subject property. The applicant shall pay applicable wastewater connection charges to the City of Thousand Oaks prior to or concurrent with issuance of a building permit. The applicant is strongly encouraged to contact the Public Works Department to calculate the total required fees.

177. **Restaurant/Cafeteria Grease Interceptor/Trap** – The applicant shall install a grease interceptor (sized as required by the City's Building and Safety Division) to collect and treat oil and grease wastes from any restaurant use prior to discharge to the wastewater system.

**DEVELOPMENT ENGINEERING**

178. **Encroachment Permit** – Where any construction occurs within public right-of-way, an encroachment permit shall be obtained, plan check and inspection fees paid, an approved traffic control submitted, and bond/security posted (if required) prior to initiating construction of any improvements.

179. **Public Improvement Bond, Dedication, Guarantee** – Developer shall furnish to the City, a sufficient bond to guarantee the faithful performance and payment of labor and materials for all public improvements required to be constructed under this entitlement. The public improvements shall be offered to the City for public use and accepted by the City Engineer upon satisfactory completion.
Said improvements shall be guaranteed by the Developer after acceptance by the City Engineer for a period of one year, during which time said improvements shall continue to have security in place with the City of at least ten percent of the original posted bond during the guarantee period. At the conclusion of the one-year guarantee, City shall re-inspect said public improvements and Developer shall without delay, repair, replace or reconstruct any defective work or materials to the satisfaction of the City Engineer and at no cost to the City.

At any time during the actual construction or during the guarantee period, the Developer fails or refuses to complete said work, surety agrees to take over and complete the work and the improvements which were guaranteed. If the guarantee posted is any other form than a paper bond from a surety company, City may make demand on such guarantee and complete said work to the satisfaction of the City Engineer and at no cost to the City.

180. **Annexation to Lighting and Landscape District** – In order to mitigate the impacts of this project and to have this project pay its fair share of maintenance costs for existing and future street lighting and landscape improvements that provide a benefit to the property, the applicant is hereby notified, consents to and agrees that the real property subject to this entitlement will be annexed into the City’s Lighting and Landscape Assessment District No. 79-2 at the next annual renewal of the District (typically June of each year). Said annexation will occur only if the City has given final approval to this entitlement. Prior to recording the final map or the issuance of any subsequent City permit needed for this project, whichever event occurs first, the applicant shall sign an annexation pre-submittal form, as provided by the City, agreeing to the unconditional annexation of the real property to said District. Applicant shall also post with the City a cash deposit or other security, as approved by the City, that could equal up to 2 years of maintenance costs for the property, based on City’s estimate of all expenses associated with the improvements for the period City deems appropriate, in order to guarantee funding for maintenance by City of lighting and landscape improvements that provide a benefit to the property. Said deposit or security shall remain in a separate City fund until such time as the property is annexed into said District. Until said annexation is complete, City shall draw on a yearly basis those amounts necessary for maintenance of said improvements. The balance of funds remaining at the time of annexation, not including any accrued interest, shall be refunded to the applicant. If annexation is not accomplished, said funds shall be used at City’s discretion to pay for maintenance of said improvements. Upon receipt of ballot(s) transmitted by the City in accordance with annexation proceedings, the applicant shall not oppose the assessment or the assessment formula for the subject property (as calculated in accordance with Article XIIIID of the California Constitution), said ballot(s) shall be signed and returned to the City prior to the scheduled public hearing, per the instructions outlined on the ballot(s). An annual assessment may be placed on the tax rolls by the City. The applicant,
and/or applicant’s successor in interest, heirs or assigns shall be responsible to pay all applicable charges for annexation of said property to said District.

181. **No Known Easement Conflicts** – The Department has reviewed available map records and has determined there are no known conflicts with existing easements. The applicant is encouraged to confirm these findings by reviewing the subject property’s title report prior to starting the proposed construction.

182. **Underground Conduits** – Pursuant to the City Council policy and Resolution No. 91-174, adopted on July 23, 1991, the applicant shall install a minimum two-inch diameter conduit capable of carrying coaxial or fiber optic cable suitable for carrying health and safety features such as fire alarm, water meter reading, telecommunications, etc. Said conduit shall be continuous and placed behind the sidewalk or curb within a public service easement or within a public right-of-way, where applicable. Pull boxes shall be placed at alternate property lines of all lots. The conduit and pull boxes shall be of materials approved by the Public Works Department. The conduits and pull boxes shall be dedicated to the City. The architecture and technical specifications of the conduit system shall be subject to the review and approval of the City Engineer. A 1”=100’ scale plan shall be prepared under the direction of a Registered Engineer and shall be submitted to the City Engineer for review prior to approval of the final map or improvement plans. The plan shall include details and general notes, and shall be part of the plan set.

183. **Noise Abatement Prior to Commencement of Working Hours** – On grading and construction projects where residential units are located within 100 feet of the boundaries of the proposed work, the contractor may not start up any vehicles or any gas- or diesel-powered equipment prior to the start of approved working hours, cause any other construction related noise, or allow employees or subcontractors to keep their vehicles running while parked.

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

186. **On-site Run-off** – On-site storm water shall be intercepted within the project boundaries in approved pick-up structures, treated and retained and/or conveyed to the nearest public street or existing storm drain system to the maximum extent practicable, as approved by the City Engineer (M.C. 7-3.09 and 7-3.21).

187. **On-Site Drainage Design** – Project design shall use the City of Thousand Oaks “Master Plan of Drainage” (2007) for the purpose of establishing on-site storm flows. The project lies within subarea 648B of said Master Plan, with Q10 = 2.32 cfs/acre and Q100 = 3.72 cfs/acre. The CFS-per-acre unit discharge in the Master Plan shall be used when preparing the Q10 (developed) discharge flows and for the detention calculations up through Q100.

188. **On-Site Drainage** – Project design and engineering plans shall show drainage flows to street and/or yard drains and elevations.

189. **Drainage Study** – The applicant’s engineer shall prepare a hydraulic/ hydrology analysis for the project. The study shall include, but is not limited to addressing offsite tributary flows, retention/detention, inlet hydraulics and storm drains and appurtenances intended to convey and treat project storm discharges. The focus of the study is to ensure the existing conveyances possess sufficient capacity to pass the Q10 (developed) and to demonstrate that no new flooding will occur adjacent to or upon the property during a Q100 event as a result of development.
The study shall be subject to the review and approval of the City Engineer prior to grading permit issuance.

190. **On-site Ribbon Gutters** – The City prohibits the use of ribbon gutters and encourages the use of graded parking lots with perimeter curb and gutter to convey flow away from pedestrian pathways. Parking lot and drive drainage shall conform to this standard. The use of ribbon gutters will only be considered under special circumstances as determined by the Public Works and Community Development Directors (MC 9-4.2405).

191. **Parking Structure Drainage** – The City prohibits the discharge of pressure-washing effluent, antifreeze and motor oils into either the wastewater system or storm drain system. Inasmuch as these are the anticipated discharges from the interior of the parking structure, the applicant shall incorporate a blind sump containment area within the parking structure designed to capture and store such discharges. Provisions shall be provided for periodic pump-out of the blind sump via tanker truck with disposal in conformance with all local, state and federal regulations. The roof and other surfaces of the parking structure directly exposed to rainfall may be drained and discharged in accordance with NPDES design parameters for a normal, rainfall-exposed surface parking lot.

192. **Building Pad Protection** – The project engineer must provide analysis to demonstrate building pad protection from Q100 flows. On-site discharges (including roofs, etc.) shall be detained behind a wall, graded barriers or curb, and metered through a weir or other controlling device, constraining discharge to the Q10 developed condition for the tributary area. Applicants’ engineer must prepare calculations to support this design. Said calculations must be approved by the City Engineer (M.C. 4-7.01).

193. **Detention of Onsite Storm Flows** - The applicant’s engineer shall prepare a hydraulic/hydrology analysis for the site and design onsite catch basin(s) and conveyances which will pass only the Q10 (developed) flows into the public storm drain system. All flows in excess of Q10 (developed) up to and including Q100 (developed) must be detained on-site. A simplified detention method is available for this site.

194. **Driveway Construction** – The proposed driveway shall be constructed per Plate No. 6-1 and 6-5 of the Road Standards. An encroachment permit shall be obtained, plan check and inspection fees paid, and security posted (if required) prior to initiating construction of said driveway improvements.
195. **Street Improvements** – The applicant shall remove and replace any damaged sidewalk, curb and gutter on Thousand Oaks Boulevard adjacent to the property perimeter. Onsite sidewalk and driveway design shall transition to existing sidewalk configuration along the property frontage, as approved by the City.

196. **On-site Improvement / Paving Permit** – The applicant shall submit for and obtain an on-site paving and improvement permit. An approved pavement section from the registered soils engineer of record shall accompany the permit application, along with payment of plan check and inspection fees, prior to initiating the construction of on-site parking, paving, and/or drainage improvements (M.C. 9-4.2405).

197. **Alternate Paving Materials** – To the extent practicable, the applicant shall incorporate porous paving, interlocking pavers, or other recognized means to encourage the capture, conveyance, and vegetative-contact based treatment of runoff from the proposed parking areas to the satisfaction of the City Engineer.

198. **Geotechnical Investigation** – It is vital that the geotechnical engineer for this project has thoroughly reviewed the proposed Best Management Practices (BMP’s) and concurs with their design. Special attention should be given to the property’s grading history, presence and location of groundwater, and ability to sustain soil saturation that may result from the proposed infiltration BMP’s. As part of the grading plan-check review, the applicant shall provide the Department with the geotechnical report responding to the subject concerns and findings with regard to probable soil saturation and infiltration BMPs' feasibility.

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM**

199. **NPDES Permitt Compliance** – Development shall be undertaken in accordance with conditions and requirements of the Ventura Countywide Stormwater Quality Management Program, National Pollutant Discharge Elimination System (NPDES) Permit No. CAS004002. The project shall employ NPDES best management practices in accordance with the latest applicable version of the Countywide Stormwater Program “Technical Guidance Manual” and the California Stormwater Quality Association (CASQA) “BMP Handbooks” and/or other approved reference documents cited in Permit No. CAS004002 (M.C. 7-8.302).

200. **MS4 Stormwater Retention Requirements** – The project meets the thresholds requiring stormwater treatment and site retention specified in the Ventura County NPDES Municipal Stormwater Permit (MS4) and 2011 Technical Guidance Manual (TGM). The project shall design, construct and maintain treatment and retentive catchments that will capture, treat and retain all rainfall runoff from disturbed and directly connected impervious areas affected by the project. The design shall function for all first-flush rainfall events as prescribed in the TGM,
including drawdown and elimination of the captured runoff within 72-hours of the rainfall event. Drawdown may typically be achieved via groundwater recharge/percolation or vegetative irrigation/evapotranspiration. Treatment of the site’s pollutants of concern is preferably addressed through vegetative contact and other natural biological processes. Further details and design requirements are available at www.vcstormwater.org.

201. **BMP Sizing Requirements** – Prior to issuance of a grading/paving permit, the project’s engineer shall prepare analyses to demonstrate that the proposed Best Management Practices (BMP’s) for stormwater treatment will mitigate pollutants of concern. The analyses shall include calculations demonstrating that the selected BMP’s must satisfy one of the following sizing criteria:

- Treat the storm flow equivalent to ten percent (10%) of the 50-year peak flow; or

202. **Permanent Stormwater Facilities** – Parking and associated drive areas, material storage and handling areas, delivery areas, loading docks and outdoor work areas shall be designed to minimize degradation of stormwater quality. Best Management Practices, such as oil/water separators, sand filters, landscaped areas for infiltration, basins or approved equals, shall be installed to mitigate pollutants, to the maximum extent practicable, from discharging to the storm drain system. The design must be submitted to the Public Works Department for review and approval prior to the issuance of a paving permit.

203. **SQUIMP Parking Lot Design Provisions** – To minimize the offsite transport of pollutants from parking surfaces (such as heavy metals, oils, grease, and hydrocarbons), the following design criteria are required:

- Reduce impervious land coverage of parking areas
- Infiltrate runoff before it reaches the storm drain
- Treat runoff before it reaches the storm drain system

The maintenance of all associated source control (prevention) and treatment control best management practices shall be assured.

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

205. **Inlet Labels** – All on-site drain inlets, whether newly constructed or existing, shall be labeled “Don’t Dump - Drains to Creek” in accordance with City requirements prior to final acceptance.

206. **Trash/Recycling Areas** – The applicant proposes chutes and trash receptacles for on-site trash and recyclable collection. Bins within trash enclosure spaces shall be afforded a 90° interior soffit clearance and means to keep bins separated and easily accessed for trash deposits and disposal. Trash and/or recycling areas shall be covered and shall be designed in accordance with the City’s latest Refuse Enclosure Space Requirements. Receptacles for trash, recyclables, and organics recycling shall be available within each enclosure. All litter/waste material shall be kept in leak proof containers. Area(s) shall be paved with impermeable material and include zero-slope upon interior slabs. No other area shall drain onto these areas. The trash enclosure and/or recycling area(s) shall not drain to the storm drain system nor the sanitary sewer, shall not have a hose-bib or other water supply, and all cleaning shall be performed using dry cleanup methods. The trash enclosures and their placement shall be designed to accommodate the above considerations, as well as access requirements of the City’s waste hauler. Compactor units that are self-contained and watertight may remain exposed to rainfall provided the surrounding area is frequently inspected and cleaned.

207. **Landscaped Areas / Roof Drains** – Landscaped areas shall be designed with efficient irrigation to reduce runoff and promote surface filtration and minimize the use of fertilizers and pesticides which can contribute to urban runoff pollution. Unless otherwise recommended in the soils report, on-site stormwater discharges (including roof drains if applicable) shall be directed toward landscaped areas. Applicant may employ pervious landscaping design, rainfall capture pocket-planters, and other L.I.D. techniques and measures to the maximum extent practicable.

208. **Stormwater Pollution Prevention Plan and Notice of Intent (SWPPP)** – Prior to the issuance of any grading permit and/or the commencement of any clearing, grading or excavation for all projects that disturb over 1 acre, the applicant/owner shall submit a Notice of Intent (NOI) to the California State Water Resources Control Board, Storm Water Permit Unit, in accordance with the NPDES Construction General Permit (No. 2009-009-DWQ including amendments). The applicant/owner shall provide the City with a WDID number or proof of the NOI.
submittal. The applicant/owner shall comply with all additional requirements of this General Permit including preparation of a Stormwater Pollution Prevention Plan (SWPPP). The SWPPP shall be prepared by a certified QSD, fully comply with RWQCB requirements and contain specific BMPs to be implemented during project construction to reduce erosion and sedimentation to the maximum extent practicable. A copy of the adopted SWPPP shall be maintained in the construction site office at all times during construction and the site superintendent shall use the plan to train all construction site contractors in site Best Management Practices prior to starting work on the site. At a minimum, the following BMPs and requirements shall be included:

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

209. **Maintenance** – All areas of the property shall be maintained free of litter and debris. Parking and other paved areas shall be dry-swept routinely. All storm drains and related facilities shall be cleaned before each rainy season and as needed to ensure proper functioning. All landscaping shall be maintained with efficient irrigation to reduce run-off, promote filtration, and reduce the use of fertilizers and pesticides.

210. **Deed Restriction Regarding Best Management Practices (BMPs)** – Prior to issuance of occupancy, the applicant/owner shall record a Stormwater Covenant and Deed Restriction, requiring all property owners and their successors in interest to assume all duties and responsibilities for ongoing maintenance of all onsite permanent stormwater BMP’s, including, but not limited to, maintenance of all Best Management Practice and any and all equipment which is required for implementation of Best Management Practices. Contained within the Covenant and Deed Restriction must be a description of the BMP’s that are being provided as part of the project, a description of the inspection and maintenance requirements and procedures, and a site map indicating the location of the BMP’s to be maintained. The draft language and contents included in the Covenant and Deed Restriction shall be submitted to the City Attorney’s Office and Public Works Department for review and approval prior to issuance of building/paving/grading permits (MC 7-8.401(c)).
SUSTAINABILITY

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

212. **Construction/Demolition Debris Recycling Plan** – Prior to the issuance of a demolition permit (where the site contains existing structures or facilities) or of a grading/building permit, the applicant shall submit a Construction and Demolition (C&D) Debris Recycling Plan to the Sustainability Department for review and approval.

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

213. **Solid Waste, Recycling and Organics Collection** – Covered 3-bin enclosures are required for the collection of solid waste, recycling, and organics (food waste). The design of the enclosure must be large enough to accommodate collection containers for source-separated solid waste, organic waste, and recyclable materials.

Refer to the City’s revised waste ordinance (November 16, 2021) governing the enclosures’ locations, specific sizing, configuration, and clearances. Trash enclosures can be located inside parking garages, but the solid waste hauler must have access to parking garages or locked gates without restriction or prior notification. Waste service shall be located no further than 250 feet away from the structure for commercial spaces and 150 feet away from the furthest residential door.
Waste, Recycling and Organics collection containers should be included in each building for use by the occupants to segregate their materials. Organics containers should be located in break rooms, kitchens, or other locations where food is commonly consumed.

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

214. **Bulky Item Collection** – Multi-family projects must provide a covered location for occupants to place bulky items for collection by the authorized hauler. Access door(s) and egress walkways shall be clearly shown that is adequate to accommodate King-size mattresses and sofas (84" length and 40" depth).

215. **Operational Recycling Plan** – Prior to occupancy, in accordance with the City’s Enclosure Space Regulations, each applicant and/or owner must submit a Recycling Plan pertaining to operational solid waste management after occupancy. A completed Recycling Plan form must be submitted for review and approval by the Public Works Department. A Certificate of Occupancy cannot be issued by the Community Development Department until the form is completed and processed by the Public Works Department.

216. **Potable Water and Landscape** –
   - Engineered slopes - reliance on vegetation to provide erosion control should be minimized. Plants that are used should provide effective erosion control with one day per week irrigation using potable water for extended periods (months or years).
   - Turf - State law and City Ordinance prohibit non-functional turf in commercial developments. Please replace the turf with an alternate groundcover, such as California native grasses, UC Verde Buffalo Grass or non-invasive Kurapia. If the developer proposes turf as part of the project, please include an explanation of why it is "functional turf" and request a waiver from the Sustainability Division.
     Low flow irrigation systems are required for new groundcover installations.

**TRAFFIC**

217. **Traffic Mitigation Fees** – The applicant acknowledges that the subject development will impact traffic and agrees to provide for the mitigation by depositing with the City of Thousand Oaks the appropriate non-refundable fees no later than prior to the issuance of building permits.

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

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

219. **Traffic Control Signs** – Control signs for regulation, warning and guidance of traffic shall be installed as required by the Department of Public Works. These shall include stop signs, speed signs, turn prohibition and one-way signs, pedestrian and school crossing signs, curve and hill warnings, not a through street signs, parking signs, bicycle route signing, together with pavement striping, road symbols and street name signs as required.

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

**VENTURA COUNTY FIRE PROTECTION DISTRICT**

221. **Fire Department Clearance** – Applicant shall obtain VCFD Form #610 "Requirements for Construction" prior to obtaining a building permit for any new structures or additions to existing structures.

222. **Building Plan Review** – Building plans of all A, E, I, H, R-1, R-2 or R-4 occupancies shall be submitted, with payment for plan check, to the Fire District for review and approval prior to obtaining a building permit. This review is concurrent with Building and Safety review. Plans (Architectural, Mechanical, Electrical, Plumbing, and dedicated fire service utility with design to finish above grade) shall be submitted directly to VCFD Fire Prevention.

223. **Fire-Flow Verification** – Applicant shall verify that the water purveyor can provide the required fire-flow requirements by having them fill out VCFD Form #625, Fire-Flow Verification.

224. **Access Road Width, Private Roads/Driveways** – Private roads shall comply with Public Road Standards.

- Access road width of 36 feet shall be provided for residential use with parallel parking permitted on both sides.


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• Access road width of 32 feet shall be provided for residential use with parallel parking permitted on one side.
• Access road width of 24 feet shall be required with no on-street parking permitted.
• Aerial Ladder Fire Apparatus Access, Multi-Family, Commercial or Industrial Buildings or portions of buildings or facilities with perimeter eave lines exceeding 30 feet in height above the lowest level of fire department access shall require an approved aerial ladder fire apparatus access roads and driveways. Aerial fire apparatus access roads and driveways shall have a minimum clear width of 30 feet. Overhead utility and power lines shall not be located within the aerial ladder fire apparatus access roads and driveways. At least one of the required access routes meeting this condition shall be located a minimum of 15 feet and a maximum of 30 feet parallel to one side of the buildings, as approved by the Fire District. Buildings exceeding 50,000 sq. ft. shall have the required access route along a minimum of two sides. Parking shall be prohibited along the required width of the access roads and driveways. Landscaping and other improvements between the required access and the buildings shall not interfere with aerial ladder fire apparatus operations, as approved by the Fire District.

225. **Mitigation to Aerial Fire Apparatus Access Roads**—The fire code official is authorized to reduce the required width to not less than 24 feet when all the following are provided.
• Automatic fire sprinklers are installed throughout the structure in accordance with NFPA 13.
• Fire sprinkler standpipes are provided on all floors and through to the roof.
• Two or more roof access points are provided through 2-hour fire rated stairs separated a distance not less than half of the diagonal of the structure.

226. **Ground Ladder Access**—Access around the building shall be provided to allow for laddering the building, at a maximum 75-degree angle, to reach emergency escape and rescue openings below the fourth story above the grade plane. A three (3) foot clear working space shall be provided around the ladder at ground level.

227. **Construction Access**—Prior to combustible construction, a paved all-weather access road / driveway suitable for use by a 20-ton Fire District vehicle shall be installed at locations approved by the Fire District.

228. **Construction Access Utilities**—Prior to combustible construction, all utilities located within the access road and the first lift of the access road pavement shall be installed. A minimum 20-foot clear width shall remain free of obstruction during any construction activities within the development once combustible construction starts.
229. **Turning Radius** – The access road shall be of sufficient width to allow for a 40-foot centerline turning radius at all turns in the road.

230. **Vertical Clearance** – All access roads / driveways shall have a minimum vertical clearance of 13 feet 6 inches (13' 6"). Clear of building to sky.

231. **Turnarounds** – Approved turnaround areas for fire apparatus shall be provided when dead-end Fire Department access roads / driveways exceed 150 feet. Turnaround areas shall not exceed a 5% cross slope in any direction and shall be located within 150 feet of the end of the access road / driveway. Turnaround areas shall not be used for parking and shall be kept free of obstructions at all times. Turnaround areas shall be posted as Fire Lanes in accordance with Fire District Fire Lane Standards.

232. **Parking Prohibited** – The property owner(s) are hereby advised that parking on access roads / driveways and fire department turnarounds is prohibited.

233. **Access Point(s) on Roads** – Roads shall be provided such that any portion of the exterior walls, at grade level, of a building or structure, is not more than 150 feet from a road as measured by an approved route around the exterior of the building. Exception: The distance shall be permitted to be extended to 250 feet when the building is protected by an automatic fire sprinkler system in accordance with NFPA 13 and provided with an approved access walkway leading from the road to the exterior openings around the structure.

234. **Site Access** – Two (2) means of ingress/egress shall be provided to the development in accordance with Fire District access standards.

235. **Access Road Certification** – That the access road(s)/driveway(s) shall be certified by a registered civil engineer as having an all-weather surface in conformance with Public Works and / or Fire District standards. This certification shall be submitted to the Fire District for review and approval prior to occupancy.

236. **Fire Lanes** – Prior to construction the applicant shall submit two (2) site plans to the Fire District for approval of the location of fire lanes. Prior to occupancy, all fire lanes shall be posted “NO PARKING-FIRE LANE-TOW AWAY” in accordance with California Vehicle Code, the International Fire Code and current VCFPD Fire Lane Standards. All signs and or Fire Lane markings shall be within recorded access easements.

237. **Access Road Gates** – Any gates to control vehicle access are to be located to allow a vehicle waiting for entrance to be completely off the intersecting roadway. A minimum clear open width of 15 feet in each direction shall be provided for separate entry / exit gates and a minimum 20 for combined entry / exit gates. If
gates are to be locked, a Knox system shall be installed. The method of gate control, including operation during power failure (battery back-up), shall be subject to review by the Fire Prevention Division. Gate plan details shall be submitted to the Fire District for approval prior to installation. A final acceptance inspection by the Fire District is required prior to placing any gate into service.

238. **Walkways** – Approved walkways shall be provided from all building openings to the public way or fire department access road / driveway.

239. **Walk and Pedestrian Gates** – If gates are to be locked, a Knox system shall be installed. The method of gate control, including operation during power failure (battery back-up), shall be subject to review by the Fire Prevention Division. Gate plan details shall be submitted to the Fire District for approval prior to installation. A final acceptance inspection by the Fire District is required prior to placing any gate into service.

240. **Address Numbers (Commercial, Industrial, Multi-family buildings)** – Building address numbers, a minimum of ten inches (10") high, shall be installed prior to occupancy, shall be of contrasting color to the background, and shall be readily visible at night. Brass or gold-plated numbers shall not be used. Where structures are set back more than 150 feet from the street, larger numbers will be required so that they are distinguishable from the street. In the event a structure(s) is not visible from the street, the address number(s) shall be posted adjacent to the driveway entrance on an elevated post. Individual unit numbers shall be a minimum of 4 inches in height and shall be posted at the front and rear entrance to each unit. Additional address directional signs may be required at common building entrances and stairways.

241. **Address Directory** – An address directory shall be provided at all entrances to the project at locations approved by the Fire District. Design shall be in accordance with Fire District Addressing Standards. Directory plans shall be submitted to the Fire Prevention Division for review and approval prior to installation.

242. **Accessory Room Door Labeling** – All accessory room doors shall be labeled on the doors indicating use of the room (i.e., Electrical Room, Riser Room, Fire Alarm Panel Inside, Storage Room, Janitor, Roof Access, etc).

243. **Knox Device** – Exterior access doors leading to fire sprinkler riser rooms and alarm control panels shall be provided with a Knox Box for emergency access.

244. **Door Swing** – All exit doors shall swing in the direction of travel (outwards) when leaving the building.

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245. **Panic Hardware** – All exit doors shall be provided with panic hardware when serving A, E, I occupancies with an occupant load of 50 or more persons.

246. **Egress Aisle Clearance** – All required egress aisles shall be maintained clear of obstructions at anytime.

247. **Emergency Lighting and Exit Signs** – All emergency lights and exit signs shall be maintained in an operable condition at all times.

248. **Emergency Planning and Preparedness** – The owner / applicant and all occupants of buildings shall comply with the Fire Department requirements for Evacuation Plans, Drills and training as indicated under The International Fire Code, Chapter 4 “Emergency Planning and Preparedness”, and CCR Title 19 Sec 3.09. All required records and documentation shall be available for review by the Fire Department upon request.

249. **Fire Hydrant Plan** – Prior to construction, the applicant shall submit plans to the Fire District for placement of fire hydrants. On plans, show existing hydrants within 500 feet of the development. Indicate the type of hydrant, number and size of outlets.

250. **Fire Hydrant(s) Required** – Fire hydrant(s) shall be provided in accordance with current adopted edition of the International Fire Code, Appendix C and adopted amendments. On-site fire hydrants may be required as determined by the Fire District.

251. **Fire Hydrant Design (Commercial, Industrial, Multi-family buildings)** – Fire hydrants shall be installed and in service prior to combustible construction and shall conform to the minimum standard of the City of Thousand Oaks Water Works Manual and the following.

   a. Each hydrant shall be a 6-inch wet barrel design and shall have (1) 4 inch and (2) 2 ½ inch outlet(s).
   b. The required fire flow shall be achieved at no less than 20-psi residual pressure.
   c. Fire hydrants shall be set back in from the curb face 24 inches on center.
   d. No obstructions, including walls, trees, light and signposts, meter, shall be placed within three (3) feet of any hydrant.
   f. A concrete pad shall be installed extending 18 inches out from the fire hydrant.
   g. Ground clearance to the lowest operating nut shall be between 18 to 24 inches.

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252. **Hydrant Location Markers** – Prior to occupancy of any structure, blue reflective hydrant location markers shall be placed on the access roads in accordance with Fire District standards. If the final asphalt cap is not in place at time of occupancy, hydrant location markers shall still be installed and shall be replaced when the final asphalt cap in completed.

253. **Water System Plans** – Plans for water systems supplying fire hydrants and / or fire sprinkler systems and not located within a water purveyor’s easement, shall be submitted to the Fire District for review and approval prior to issuance of grading and/or building permits or signing of Mylar plans, whichever is first. Plans shall reflect only dedicated private fire service lines and associated appurtenances. Plans shall be construction drawings in accordance with the Ventura County Fire Code and applicable NFPA Standards and shall terminate above grade. Plan shall be design and submitted with the appropriate fees in accordance with VCFPD Standard 14.7.2.

254. **Fire Sprinklers** – All structures shall be provided with an automatic fire sprinkler system in accordance with current VCFPD Ordinance at time of building permit application.

255. **Fire Protection System Plans** – Plans for all fire protection systems (sprinklers, dry chemical, hood systems, etc.) shall be submitted, with payment for plan check, to the Fire District for review and approval prior to installation. Note: Fire sprinkler systems with 20 or more heads shall be supervised by a fire alarm system in accordance with Fire District requirements.

256. **Fire Alarm System** – A fire alarm system shall be installed in all buildings in accordance with California Building and Fire Code requirements.

257. **Fire Sprinkler System Maintenance** – The building fire sprinkler system shall be serviced and maintained in a proper working order at all times. Required maintenance inspections and service personnel shall be in accordance with CCR Title 19, and VCFPD Ordinance. Service and maintenance records shall be maintained on-site and available for review by the Fire Department upon request.

258. **Five-Year Fire Sprinkler Report** – A current Five-Year Fire Sprinkler System certification shall be maintained at all times in accordance with CCR Title-19 and VCFPD requirements. The required Five-Year Report shall be submitted to the Fire Department prior to expiration of the previous Five-Year certification.

259. **Fire Alarm Certification** – The building fire alarm system shall be serviced and maintained in a proper working order at all times. Required maintenance inspections and service personnel shall be in accordance with NFPA 72. Service
records shall be maintained on-site and available for review by the Fire Department upon request.

260. **Fire Extinguishers** – Fire extinguishers shall be installed in accordance with the International Fire Code. The placement of extinguishers shall be subject to review by the Fire District.

261. **Phasing Plan** – Applicant shall submit a phasing plan to the Fire Department for review and approval prior to construction.

262. **Fire Code Permits** – Applicant and/or tenant shall obtain all applicable Operational Fire Code Permits prior to occupancy or use of any system or item requiring an operational permit in accordance with Section 105 of the California Fire Code.

**POLICE DEPARTMENT**

263. **Door Security Hardware** – Exterior double doors shall have an astragal constructed of steel or aluminum a minimum of .125" thick, which will cover the opening between the doors. The attachment of the astragal shall comply with all applicable provisions of the Fire Code. Exterior, outward opening single doors shall have the appropriate type of latch guard installed so as to prevent the violation of the latch and strike. The latch guard shall be a minimum of .125" thick and extend a minimum of six inches above and below the door latch or deadbolt. Doors utilizing rim and cylinder locks shall have heavy-duty cylinder guards installed. All outward opening exterior doors shall have hinges equipped with non-removable hinge pins or a mechanical interlock (set screws) to prevent removal of the door from the outside by removing the hinge pins.

264. **Lighting** – Weather and breakage resistant covers shall protect all exterior lighting. Exterior lighting fixtures will be fully enclosed to minimize tampering and breakage. After hours exterior lighting shall provide sufficient illumination to allow viewing of the exterior of the buildings, all pedestrian walkways and parking areas (**ABOVE AND BELOW GROUND**). Interior after hours lighting is also highly recommended. The use of metal halide fixtures or Light-Emitting Diode (LED) is preferred over high-pressure sodium fixtures, since metal halide and LEDs provide superior illumination and color rendition. Adequate lighting is to be provided in the natural drainage area on the north side of the property. The photometric will be provided to the police department for review and approval.

265. **Landscaping** – Landscaping shall not cover, nor partially cover any exterior door or window. Landscaping, including trees, will not be placed directly under any overhead lighting that could cause loss of light at ground level. All landscaping will be kept trimmed in order to provide an unobstructed view of the parking areas and...
building from adjacent streets. The standard CPTED (Crime Prevention through Environmental Design) landscaping rules of “two foot / six foot” shall apply to the property (No shrubbery shall be higher than 2 feet and lower the tree canopy shall not grow below 6 feet). This will reduce concealment areas and keep the area well-lit during darkness hours.

266. **Address Numbers** – Wall mounted address numbers shall be a minimum of ten inches in height, be of a highly contrasting color to the background on which they are attached, and shall be illuminated from dusk to dawn by a permanent, dedicated light source.

Address numbers shall be mounted in a prominent, non-obstructed location on all sides of the building. All individual unit numbers shall be a minimum of 4” in height, and will display the address at the main entrances and in an area which will be clearly visible from the main roadways in the complex.

267. **Utility Rooms And Enclosures** – All exterior utility rooms and enclosures containing electrical and telephone equipment shall be kept locked at all times.

268. **Trash Enclosures** – Exterior trash enclosures shall be kept closed and locked during non-business hours to discourage, loitering, illegal dumping and theft. Trash enclosures will be constructed to have outside visibly to reduce the possibility of camping or sleeping in the area.

269. **Video Surveillance System** – Will be required for a 360-degree view around the facility. Additionally, video surveillance with the same below listed parameters will be required for all roof deck areas including that for the public and stairwell areas. The video surveillance feed will be made immediately available to the Thousand Oaks Police Department upon request in the event of a major emergency or incident. A phone number to the Security Company or video surveillance provider will be provided to the Thousand Oaks Police Department upon completion of the project. The surveillance system will be HD quality, have night vision capabilities and be able to retain video data for no less than 30 days.

270. **Stairwells** – Stairwells leading to additional floors in the enclosed public and non-public areas will either have (1) mirrors, (2) an open stairs concept, (3) half-wall concept or (4) any combination of the aforementioned, to allow the traveler to view up or down to the next floor for the purposes of an increased field of view and reduced blind spots.

Additionally, any stairwell or doors leading from the public area to any office area is to be accessed by key-fob, key, punch code or other control device as to restrict access from the general, non-residing public. This includes all exterior doors on the perimeter of the residential portion of the project. The doors will have...
emergency access via a “Knox Box” or similar security device. A generic code for
door access will also be provided to Sheriff’s Dispatch at 805-654-9511 if coded.
Any code changes need to be provided to Sheriff’s Dispatch ASAP.

271. Parking Structures – Install a digital, color, CCTV security camera system on
each level of the parking structures. Cameras shall cover the parking areas as well
as the pedestrian and vehicular egress and ingress points. Cameras shall provide
good image quality during all hours of operation. It shall be a requirement that a
minimum of the past 72 hours of recorded activity be retained by staff and be
available upon request by the Police Department. The interior staircases shall be
of the open construction variety in order to minimize blind spots and areas of
concealment. Security mirrors shall be placed in the stairwells and parking
structure interior.
- All exterior openings in the structure’s walls shall be secured with decorative
metal grids to minimize unauthorized pedestrian entry. The concrete
flooring of the structure shall be rough swirlled to prevent skateboarding,
rollerblading, etc.
- For the safe movement of vehicles and pedestrians, lighting levels should
be evenly distributed to provide uniform illumination of the entire parking
area. Care should be given to prevent the casting of glare and spillover
lighting outside of the structure. The applicant shall comply with the
following lighting requirements in the proposed parking structure:
o A minimum five-foot candles at the floor level shall be provided on
interior driving aisles, at all times.
o The roof parking area shall have a minimum maintained one-foot candle
at floor level during hours of darkness.
o Interior parking spaces at barrier and railings shall have a minimum
maintained one-foot candle at floor level at all times.
o Stairways, ramps and exits shall have a minimum maintained ten-foot
candle at floor level at all times.
- The lighting for the parking structure shall be controlled by photocell and
shall remain on during hours of darkness and diminished lighting.
- It is recommended that the interior walls and ceiling of the parking structure
be painted with a light, reflective color to maximize lighting efficiency.
- All entrances to the parking structure shall be posted with signs indicating
the structure is under 24-hour video surveillance. All driveway entrances
shall be posted with appropriate signs per 22658(a) of the California Vehicle
Code to assist in removing abandoned vehicles on the property.

272. Underground Parking – For the residents, will have a motorized gate to limit free
and unrestricted access from persons not having business at the location. The
garage area will have emergency access to the gate via a “Knox Box” or similar
security device. A generic code for gate access will also be provided to Sheriff’s
Dispatch at 805-654-9511. Any code changes need to be provided to Sheriff's Dispatch immediately.

273. **Intrusion Alarm Systems** – If an intrusion (burglary) alarm system is used, it shall be an addressable, silent or audible system monitored by a U.L. approved central station. Minimum conditions for the intrusion alarm shall be as follows: any magnetic contacts used on windows or pedestrian doors shall be capable of allowing the door or window to open a minimum of one- and one-half inches without activating the alarm. Magnetic contacts on any garage-type door, rolling overhead door, sliding or rolling gate, etc. shall be capable of allowing the door or gate to open a minimum of three inches before activating the alarm.

The alarm system shall be equipped with a back-up battery capable of a minimum duration of 24 hours. Motion and glass break detectors shall be, at minimum, dual technology devices. Any interior alarm shall be individually zoned, and the central monitoring station shall notify the Police Department which zones have been activated and the location of those zones. Audible alarms shall automatically reset a maximum of 15 minutes after activation. Non-residential push button devices used to activate hold-up alarms shall be dual action. Keypad activation of a hold-up or duress alarm shall require an entry code a minimum of 2 digits higher than the normal activation code. Automatic dialers or direct connects to the Police Department are prohibited. The applicant shall submit plans for the alarm system to the Police Department Crime Prevention Bureau for review and approval prior to installation.

274. **Security Alarm Systems** – If a security alarm system is used, any magnetic contacts used on windows or pedestrian doors shall be capable of allowing the door or window to open a minimum of one- and one-half inches without activating the alarm. Magnetic contacts on any garage-type door, rolling overhead door, sliding or rolling gate, etc. shall be capable of allowing the door or gate to open a minimum of three inches before activating the alarm. The alarm system shall be equipped with a back-up battery capable of a minimum duration of 24 hours. Motion and glass break detectors shall be dual technology devices. Any interior alarm shall be individually zoned, and the central monitoring station shall notify the Police Department which zones have been activated and the location of those zones. Audible alarms shall automatically reset a maximum of 15 minutes after activation. Non-residential push button devices used to activate hold-up alarms shall be dual action. Keypad activation of a hold-up or duress alarm shall require an entry code a minimum of 2 digits higher than the normal activation code. The alarm system for the storage buildings may terminate and be monitored in the manager's office when the office is occupied, but must be monitored by an alarm company central station at all other times. Automatic dialers or direct connects to the Police Department are prohibited. The applicant shall submit plans for the alarm system to the Police Department for review and approval prior to installation.
275. **Emergency Access** – The business will have emergency access for the police and fire department to the main gate or entrance / exit doors via a “Knox Box” or similar security device. A generic code for gate access should also be provided to Sheriff’s Dispatch at 805-654-9511. Any code changes need to be provided to Sheriff’s Dispatch ASAP.

276. **Mailboxes** – If a cluster box is used, it shall be placed in an area conducive to surveillance.

277. **Signs** – Any signs displayed must be far enough back from the street as to not impede with visibility to traffic. The street address shall be prominently displayed on the sign to assist first responders with identifying the facility.

278. **Parking** – In order to facilitate parking concerns, the developer shall post signs at each entrance to the parking lot indicating the California Vehicle Code will be enforced.

279. **Other Security Concerns** – The business will correct any safety or security concerns upon written notice by the Thousand Oaks Police Department.
### Ventura County Income Limits Chart

#### 2022 Ventura County Income Limits

<table>
<thead>
<tr>
<th>Annual Income</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acutely Low (15%)</td>
<td>$12,100</td>
<td>$13,850</td>
<td>$15,550</td>
<td>$17,300</td>
<td>$18,700</td>
<td>$20,050</td>
<td>$21,450</td>
<td>$22,850</td>
</tr>
<tr>
<td>Extremely Low (30%)</td>
<td>$26,350</td>
<td>$30,100</td>
<td>$33,850</td>
<td>$37,600</td>
<td>$40,650</td>
<td>$43,650</td>
<td>$46,650</td>
<td>$49,650</td>
</tr>
<tr>
<td>Very Low (50%)</td>
<td>$43,900</td>
<td>$50,200</td>
<td>$56,450</td>
<td>$62,700</td>
<td>$67,750</td>
<td>$72,750</td>
<td>$77,750</td>
<td>$82,800</td>
</tr>
<tr>
<td>Lower (80%)</td>
<td>$70,250</td>
<td>$80,300</td>
<td>$90,350</td>
<td>$100,350</td>
<td>$108,400</td>
<td>$116,450</td>
<td>$124,450</td>
<td>$132,500</td>
</tr>
<tr>
<td>Median (100%)</td>
<td>$80,800</td>
<td>$92,300</td>
<td>$103,850</td>
<td>$115,400</td>
<td>$124,650</td>
<td>$133,850</td>
<td>$143,100</td>
<td>$152,350</td>
</tr>
<tr>
<td>Moderate (120%)</td>
<td>$96,950</td>
<td>$110,800</td>
<td>$124,650</td>
<td>$138,500</td>
<td>$149,600</td>
<td>$160,650</td>
<td>$171,750</td>
<td>$182,800</td>
</tr>
</tbody>
</table>