City of Thousand Oaks

COMMUNITY DEVELOPMENT DEPARTMENT
JOHN C. PRESCOTT, DIRECTOR

BUILDING DIVISION (805) 449-2500
PLANNING DIVISION (805) 449-2323
HOUSING/REDEVELOPMENT DIV. (805) 449-2393

January 27, 2010

Mr. Simon Eching
California Department of Water Resource
Water Use and Efficiency Branch
Post Office Box 942836
Sacramento, California 94236-0001

Re: Model Water Efficient Landscape Ordinance

Dear Mr. Eching,

Please find attached a copy of the City of Thousand Oaks Landscape and Irrigation Resolution No. 2007-116. After a comparative review of our City's Landscape Resolution to the California Model Water Efficient Landscape Ordinance we find that the water conserving measures within in the State's Model Ordinance are included in the City's Landscape Resolution.

Should you have any questions or require further information please contact me directly by e-mail at jshepherd@toaks.org, telephone at (805) 449-2345, or by mail.

Sincerely,

Jonathon F. Shepherd
Planning Division Manager
Community Development Department

Attachment

RESOLUTION NO. 2007-116

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF THOUSAND OAKS ADOPTING REVISED GUIDELINES AND STANDARDS FOR LANDSCAPE PLANTING AND IRRIGATION PLANS AND RESCINDING RESOLUTION NO. 93-74

WHEREAS, the City of Thousand Oaks seeks to improve the physical, social, economic and aesthetic environment by proper design and construction of landscape appurtenant to residential, commercial, industrial, and institutional development; and

WHEREAS, landscaping, to be fully appropriate, effective, and have long-term viability, must be designed into the project from the beginning of the design effort; and

WHEREAS, appropriate designed landscaping contributes to the beauty and well-being in the City and said landscaping (xeriscape) should be designed with the need to conserve water within the community; and

NOW, THEREFORE, the City Council of the City of Thousand Oaks does resolve as follows:

1. Council Resolution No. 93-74 is hereby rescinded and superseded by this resolution.

2. The attached "Guidelines and Standards for Landscape Planting and Irrigation Plans" (Attachment A) are hereby adopted.

3. All new and remodeled developments which require a development permit, major modification, or other entitlement pursuant to Title 9 of the Municipal Code, shall be landscaped to include planting, irrigation system and maintenance of said landscaping improvements in accordance with the attached "Guidelines and Standards for Landscape Planting and Irrigation Plans".

*****

PASSED AND ADOPTED THIS 23rd day of October, 2007

Andrew P. Fox, Mayor
City of Thousand Oaks, California

ATTEST:

Olivia Hemmens

for Linda D. Lawrence, City Clerk

APPROVED AS TO FORM:
Office of City Attorney

Tracy M. Noonan, Assistant City Attorney

APPROVED AS TO ADMINISTRATION:

Scott Mitnick, City Manager

CERTIFICATION

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

I, LINDA D. LAWRENCE, City Clerk of the City of Thousand Oaks, DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of Resolution No. 2007-116, which was duly and regularly passed and adopted by said City Council at a regular meeting held October 23 2007, by the following vote:

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

NOES: None

ABSENT: None

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

Linda D. Lawrence, City Clerk
City of Thousand Oaks, California

ATTACHMENT A

GUIDELINES AND STANDARDS FOR LANDSCAPE PLANTING AND IRRIGATION PLANS

These Guidelines and Standards govern the submittal and review of landscape and irrigation plans for development projects approved by the City of Thousand Oaks.

A. LANDSCAPE PLAN SUBMITTAL PACKAGE - APPLICATION REQUIREMENTS

1. The landscape plan submittal package shall be submitted to the Community Development Department for review prior to the release of the Building Permit. The plans are required for commercial, industrial, institutional and residential developments per specific conditions of project approval. Plans are to be prepared by a California Registered Landscape Architect (or other state licensed design professional working within the usual and customary scope of their license as approved by the Director of Community Development). Installation of the approved planting and irrigation systems shall be completed prior to issuance of the Certificate of Occupancy.

2. A preliminary design meeting with the Departments of Community Development and Public Works is recommended prior to plan submittal to familiarize the applicant and/or their landscape architect with the City's Landscape Plan Review Process (Exhibit "A") and to review specific conditions of project approval, grading concept, parking lot lighting concept, schematic planting design concept and specific requirements of public maintained areas and maintenance districts. The applicant should prepare a schematic planting plan and irrigation concept statement for discussion at this meeting.

3. Each landscape plan submittal package shall include the following:

   a. Filing Fee and Deposit with Executed Copy of Agreement for Payment (attached).

   b. Planting and Irrigation Plans, Details and Written Specifications - Four (4) copies

   c. Approved Site Plan with Vicinity Map, Grading Plan, Architectural Elevation Plans, Parking Lot Lighting Concept (one copy each), Oak Tree Report (if required).

d. City Document (Resolution or Approval Letter) of Project Approval, with the Conditions of Approval (one copy each)

4. Plan sets must be folded individually to a maximum size of 8-1/2" by 13". The Community Development Department will route plans and coordinate review comments from the Department of Public Works and the Ventura County Environmental Health Division to review plans for backflow protection.

5. All drawings shall be accurately and clearly drawn at a scale appropriate with the size and scope of the project. Plans shall be drawn on sheets no larger than 30" x 42" and at a scale no smaller than 1" = 20 feet, unless waived by the Director of Community Development.

6. The plans shall include the name, address and telephone number of both the project applicant and firm or individual who prepared the plan. Also, the project's entitlement identification number shall be included (i.e., DP-_____, SUP-_____, RPD-_____, Tract _____, OTP-_____).

7. Plans shall include graphic scale, north arrow, utilities (i.e., electrical transformer boxes, domestic water backflow units, irrigation controller boxes, etc.), property lines, street names, walls, fences, gates, recirculating water features, street/outdoor furniture, buildings and structures, fire hydrants, top and toe of slopes, walkways, disabled path of travel, bike paths, paved areas, easements, existing vegetation and its disposition, street lighting, parking lot lighting, and the parking layout including striping and curbs. Immediately adjacent building outlines including roof overhangs and major plantings on adjacent properties shall also be shown.

8. After final approval has been made, the applicant will submit to the Community Development Department one set of the approved plans on a reproducible 24" x 36" mylar transparency for the City files to complete the plan approval process. (Plans may be photo-reduced from original 30" x 42" size).

9. Specific recommendations of an independent agricultural (soil) fertility laboratory shall be incorporated into the plan notes and specifications.

10. The Landscape Architect of record will be required to provide to the City, prior to issuance of a Certificate of Occupancy for the project buildings, a Landscape Certification in the form set forth in attached Exhibit "B", stating that the entire installation was made in conformance with the approved plans and that the irrigation system has been tested. Prior to the submittal of the Landscape Certification, a walkthrough inspection with the Landscape Architect of record and City inspector will be conducted and a

punch list, if necessary, generated. The City's landscape consultant and the Public Works Department inspector will review any comments included in the Landscape certification and verify compliance of the landscape installation with City requirements. Any proposed changes to the planting or irrigation during landscape installation must be reported in writing for approval to the Community Development Department by the Landscape Architect of record at least two (2) working days prior to implementation.

B. PLANTING PLANS

1. Landscape planting is required for erosion control, security screening for barrier purposes, fire clearance zones, screening, solar control, etc., as well as for design continuity and aesthetic enhancement of the individual site and its surrounding area.

2. Drought tolerant plant materials and low water use principles (xeriscape) shall be provided in all projects. Information regarding low water usage plants is available from the City of Thousand Oaks Community Development and Public Works Departments. Plant factors as referenced in the WULCOLS Project (Water Use Classification of Landscape Species), University of California Cooperative Extension shall be used.

3. Plants having similar water use shall be grouped together in distinct hydrozones. "Hydrozones" means a portion of the landscape area having plants with similar water needs that are served by one irrigation valve or a set of valves. The plants in each hydrozone shall have "plant factors" ranging within one water use category. For purposes of this resolution, the average plant factor of very low water using plants is less than 0.1, for low water using plants the range is from 0.1 to 0.3, for moderate water using plants the range is 0.4 to 0.6 and for high water using plants the range is 0.7 to 0.9 as referenced in the WULCOLS Project. The design goal is for the overall site to average a plant factor of 0.5.

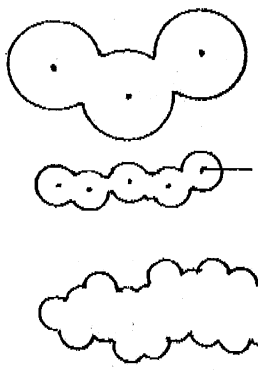
4. Plant materials shall be capable of healthy growth in their specific location and capable of producing the desired effect at maturity without causing maintenance problems (i.e., damage to structures, garden walls, curbs, sidewalks, etc.). Small trees (under 20 feet) and narrow-upright trees shall be used where space is limited. Medium trees (20 to 40 feet) and large trees (over 40 feet) shall be used where space is unrestricted. Plant selection must provide adaptable, wind tolerant, frost-hardy and heat resistant species with the ability to survive winter frost conditions (recorded lows of below 15° F) and summer high temperatures (100° F plus) within the Conejo Valley. The average Evapotranspiration rate (ETo) in Thousand Oaks is 51 inches per year.

The following chart indicates the normal monthly ETo rates for Thousand Oaks:

Month	ETo	%	Month	ETo	%
January	2.2	4%	July	6.7	13%
February	2.7	5%	August	6.4	12%
March	3.5	7%	September	5.4	11%
April	4.5	9%	October	3.9	8%
May	5.4	10%	November	2.6	5%
June	5.9	12%	December	2.0	4%

5. Planting symbols shall be clearly drawn and individual plant locations shown by full botanic name and optional common name. Abbreviations (3 letter minimum) may be used, but a plant legend must be included on each sheet. Numeric or graphic definition alone is not acceptable. Container size and quantities shall be clearly indicated for each group of plants, and each plant shall be located individually per example. Masses of the same variety of shrubs used as ground covers may be shown without individual locations, but an accurate graphic representation of the mature growth of the plant must be depicted. Sizes of plants at planting time should be appropriate to meet specific conditions of approval and should consider scale of the project.

EXAMPLE:



QUERCUS AGRIFOLIA COAST LIVE OAK	3 24" BOX
RAPHIOLEPIS INDICA INDIAN HAWTHORN	13 5 GAL.
AGAPANTHUS AFRICANUS NILE LILY	25 1 GAL. (24"O.C.)

6. Planting plans may include design elements such as boulders, mounds, signs, sculpture, etc. All items shall be indicated as to the size (at half maturity in case of trees) and in scale with the proposed project. Street trees, including those off-site which overhang the subject property, shall be shown to the satisfaction of the Public Works Department.

7. All trees on site that are required by the project entitlement to be preserved, and all off-site trees within one hundred feet of construction

that are healthy and vigorous specimens of trees protected by City regulations (including Resolution 70-45, and Chapters 14 (Oak Trees) and 24 (Landmark Trees) of Title 5 of the Municipal Code) shall be shown on both planting and irrigation plans with their base elevation, trunk diameter, and dripline noted accurately. Additional trees may be required to be protected as directed by the specific project conditions. Additional information including sections may be required for review prior to final approval. The area within the dripline and protected zone of these trees shall remain undisturbed by grading, ornamental plantings, irrigation and/or trenching unless specifically noted on the approved landscape plans. Any existing oak trees (Quercus varieties) where grading and/or construction have been authorized within the protected zone shall require a separate report and/or oak tree encroachment permit in accordance with the Municipal Code Section 5-14.01 et. seq.

8. Fuel modification zones (brush clearance areas) between structures and natural hillside areas shall be planted and irrigated appropriately to create a fire zone "greenbelt". The preservation of native specimen plants to minimize the visual impact of brush clearance in fuel modification zones is required. Contact the Community Development Department for information regarding Fire Zones and for fire clearance condition requirements.

9. Details shall be provided for all facets of the planting plan (i.e., planting pits, tree staking and guying, container on slopes).

10. Temporary graded pads shall have soil binder and/or temporary planting and irrigation applied and maintained until development occurs as required by the project conditions of approval.

C. IRRIGATION PLANS

1. The irrigation design shall provide optimum coverage and sufficient water required for the continued healthy growth of all proposed plantings in each hydrozone with a minimum of waste or overspray on adjoining areas. Use of water conservation principles shall be provided through the use of low gallonage sprinkler heads, drip irrigation systems, soil moisture sensing devices, rain sensing override devices, multiple scheduling controllers with repeat cycles, etc. Information about the efficient use of landscape watering may be obtained from the City of Thousand Oaks Community Development and Public Works Departments.

2. Irrigation plans shall be drawn in a legible manner, separate from, but at the same scale as the planting plan. Plans shall be accurate, including, but not limited to the following:

a. Design operating pressure (psi) as well as static pressure (contact water purveyor). Hydraulic calculations may be required for perceived water pressure problem areas.

b. Point of connection - point of supply including location and size of water meter. A landscape water monitor is recommended for the project if a separate water meter is not provided for the landscape irrigation system.

c. Backflow protection (as approved by Ventura County Environmental Health Division and the City) - high point in the system shall be noted unless a reduced pressure backflow device is utilized.

d. Flow rates (gallons per minute) for each valve station on the plan.

e. Location, type and size of all components of the irrigation system, including automatic controllers, main and lateral lines, valves, irrigation heads, tensiometers, rain sensing devices, quick couplers and backflow devices. Mow strips or other separation of lawn and ground cover areas, top and toe of all slopes and trunk locations of existing plant material shall also be noted on the irrigation plan.

3. All equipment shall be designed for installation per manufacturer's recommendations, Uniform Plumbing Codes and all local regulations for approval of the Community Development Department. A plumbing permit shall be obtained from the Building Division of the Community Development Department prior to installation.

4. The legend shall include symbol manufacturer, type irrigation equipment, model number, radius/diameter coverage, pounds per square inch (P.S.I.) demand, gallons per minute (G.P.M.) demand, installation detail reference and any remarks or special notes.

EXAMPLE:

Symbol	Manufacturer	Type	Model #	Radius/ Diameter	PSI	GPM	Detail
v	Rainspray	Shrub	192-S	10'	20	1.5	B
	Femco	Valve	RC-77				C

5. Landscape materials which require different watering needs shall be irrigated by separate control valves (i.e. sun/full shade, level areas/sloped areas, street trees, hydrozones such as ground cover and lawn areas, etc.). Proper irrigation equipment and schedules, including features such

as repeat cycles, shall be used to closely match application rates to soil infiltration rates therefore minimizing runoff. Separate control valves shall be used for top and toe of slopes and contour alignments.

6. Sprinklers shall not throw water off of the property or onto public areas and non-planted areas. Anti-drain (check) valves shall be installed in strategic points to minimize or prevent low-head drainage. Heads and emitters shall have consistent application rates within each control valve circuit. Sprinkler heads shall be selected for proper area coverage, application rate, operating pressure, adjustment capability and ease of maintenance.

7. An automatic irrigation system and low water use principles must be provided for all landscape areas including an overhead spray system in fuel modification zones (brush clearance areas) except where otherwise allowed by the Grading Ordinance (Municipal Code Section 7-3.24(c)).

8. Details shall be provided for the installation of all equipment on the irrigation plan.

9. All plastic (PVC) mainline piping (pressure line) requires placement not less than eighteen inches (18") below final grade, with lateral lines (non-pressure) requiring twelve inches (12"). Galvanized or ultra-violet resistant lines on slopes areas may be installed above grade per manufacturer's recommendation and approval of the Community Development Department. Mainline pipe above grade must be galvanized. Plastic (PVC) pipe shall be installed below grade on all City maintained slopes. Drip irrigation pipe shall be installed underground in level areas with distribution lines at grade.

10. Reclaimed water irrigation systems (dual distribution systems) shall be required where reclaimed water is available or will be available in the foreseeable future. The reclaimed water irrigation system shall be designed and operated in accordance with all local, county and state codes. Groundwater may be utilized, where available, when approved by the authorizing agency. The distribution system(s) for reclaimed water or groundwater shall be separate from the domestic water system. Where groundwater and domestic water may both be used for landscape irrigation, the domestic system must be adequately protected with cross connection control devices.

D. LANDSCAPE STANDARDS

1. Proposed plant materials, landscape features and elements shall be generally reflective of and compatible with the natural setting and scenic beauty of the City of Thousand Oaks. Plant material should relate to

architectural design elements of the structures on the site and should be compatible with the character of the existing landscape planting on adjacent sites. Minimum landscape standards including site landscape coverage, planter widths and required setback perimeter planting shall be in accordance with the conditions of project approval, and applicable standards of the Zoning Ordinance (Chapter 4 of Title 9 of the Thousand Oaks Municipal Code).

2. Water conservation through the use of appropriate horticultural practices shall be provided for in all landscape designs. Lawn areas shall be minimized and in no case exceed fifteen percent (15%) of the landscape area, unless approved for a specific recreational area use (i.e. sports fields, picnic areas, etc.). A drought tolerant and low water usage variety of grass must be specified. Lawn area shall not exceed a 4:1 slope and shall be separated from ground cover areas. A special condition of project approval for model homes requires the distribution of low water usage landscaping literature within the model home and interpretative signage in the model home yards to explain the design, installation and maintenance of low water usage landscaping and irrigation practices. If landscaping of production homes is provided by the developer, low water usage is required.

3. Landscaping, including rooted cutting ground cover, hydromulch, 1, 5 and 15 gallon shrubs and 15-gallon, 24-inch and 36-inch box trees shall be required in landscape planters throughout the project and located to soften the visual impact of the buildings, parking areas and graded slopes. Relative quantities of plant sizes may change according to variables (i.e., space, location, and shape etc.) but a reasonable mixture of one-third (1/3) 1 gallon shrubs and two-third (2/3) 5 and 15 gallon shrubs and two-third (2/3) 15 gallon trees and one-third (1/3) box containers for specimen trees shall be provided, subject to the approval of the Community Development Department.

4. Manufactured slopes and disturbed areas shall be permanently irrigated and landscaped with drought tolerant plant materials in accordance with the Grading Ordinance (Municipal Code section 7-3.24). All slope areas shall be planted with rooted cutting ground cover or hydromulch, shrubs and trees. Relative quantities of these plants may change according to variables (i.e. space, location and slope, etc.) but a reasonable mixture of two-third (2/3) 1-gallon shrubs and one-third (1/3) 5-gallon shrubs and two-third (2/3) 5-gallon trees and one-third (1/3) 15-gallon trees shall be provided subject to the approval of the Community Development Department or specific conditions of project approval. There shall be a minimum of one (1) tree for every 500 square feet of slope area. If rooted cuttings are utilized as ground cover, there shall be one (1) shrub for every 300 square feet of slope area. If permanent ground cover is applied as a

hydromulch, there shall be a minimum of one (1) shrub for every 125 square feet of slope area and one (1) tree for every 300 square feet of slope area.

5. All manufactured slopes and fuel modification zones adjacent to open space areas shall be landscaped primarily with drought tolerant, "native compatible" plant materials including tree clusters, shrubs, ground cover or hydromulch in accordance with the Grading Ordinance (Municipal Code Section 7-3.24) and the requirements of the Ventura County Fire Protection District in order to provide an acceptable transition between residential, commercial and industrial plantings and existing natural vegetation patterns.

6. Evergreen trees shall be used to frame building elevations or other structural elements that serve to visually interrupt expansive facades. Specific conditions of project approval require the installation of evergreen trees for the screening of project components including but not limited to alley ways, loading zones, parking areas and exposed grading slopes that may result in adverse visual impacts and objectionable views into the project from adjacent properties and public streets. A majority of trees shall be broadleaf evergreen varieties and no more than forty percent (40%) of any tree planting scheme may be deciduous varieties unless previously approved by the Community Development Department.

7. Deciduous trees shall be used to veil building elevations and be interspersed with evergreen trees for solar control in summer and winter, fall color, seasonal flower color and other desirable accent effects. Solar control shall be achieved through the strategic location of deciduous plant material for shading of structures and paved areas for temperature reduction during summer months, maximum sun penetration for structures during the winter season and maximum sun exposure for solar panels in accordance with the applicable California law.

8. Street trees shall be determined and spaced in accordance with the City of Thousand Oaks Forestry Master Plan but not less than one (1) tree per residential lot and two (2) trees per corner residential lot with a spacing not to exceed forty feet (40'). Installation of street trees shall include a root barrier for root control and be planted in accordance with the applicable standards for street tree planting in the Road Design and Construction Standards of the Department of Public Works. Trees shall not be planted closer than five feet (5') from any water meter, public sidewalk or walkway, except where tree wells or parkways are provided in the sidewalk area. Trees shall not be located closer than ten feet (10') from any driveway, wastewater lateral, utility pole or fire hydrant and twenty feet (20') from street light standards and curb returns at street intersections.

9. Street medians and parkways within public right-of-ways including scenic highways, as defined and adopted in the Scenic Highways Element of the General Plan shall provide landscape planting and other landscape architectural features in accordance with the Thousand Oaks Forestry Master Plan and Article 9 of Chapter 7 of the Thousand Oaks Municipal Code (Landscaping Provisions in Public Rights-of-Way). Street signage shall be identified in street medians in accordance with requirements of the Department of Public Works through the incorporation of a standard streetscape theme to include the installation of one (1) oak tree (Quercus agrifolia) with a minimum thirty-six (36") box size in a location ten feet (10') to the rear of each street monument sign. Planting design of all major streets shall seek to create spaces where oak trees (Quercus agrifolia and Quercus lobata) can be used as a major thematic tree.

10. Landscape areas adjacent to public and private streets in commercial and industrial areas shall provide a minimum of one (1) tree for each three hundred (300) square feet of required landscape area and a minimum grouping of three (3) trees for each required front yard and corner side yard setback area. Tree species within required front yard and corner side yard landscape areas must complement and achieve design continuity (i.e., form, size, texture, etc.) with the existing native Broadleaf Forest and Woodland (Coast Live Oak and Valley Oaks) and street tree species as identified in the City of Thousand Oaks Forestry Master Plan.

11. Parking lot landscaping shall provide one (1) tree for each landscape finger planter in single loading parking bays and two (2) trees for each landscape finger planter in double loaded parking bays. A minimum of one (1) tree shall be installed within a tree well or planter area of the parking lot for every ten (10) single or double row parking spaces.

    For roof parking lots, container planters shall be provided as required by Section 9-4.2505.5 of the Municipal Code (Parking structures: General design guidelines). Tree wells shall be a minimum of four (4) square feet (excluding curbs). Additional trees shall be installed in parking lot planter areas to achieve an ultimate minimum tree canopy shadow coverage of fifty (50%) percent for solar control of paved areas within fifteen (15) years of installation.

12. Sight distances for motorists and pedestrian safety shall be maintained in all landscape designs through the use of low-growing plant material and the proper placement of trees and parking lot light standards. Shrubs and ground covers separated from structures in front landscape areas, parking lot areas and street medians shall be designed to attain an ultimate untrimmed height of approximately thirty inches (30") so that pruning will not be necessary. Sight visibility shall be provided for street monument signs in medians and at all intersections of public streets, driveway entries

and end parking lot planters in accordance with the criteria specified within applicable standards for sight distances in the Road Design and Construction Standards of the Public Works Department.

13. Physically handicapped accessibility to buildings including the design of pedestrian walks, hardscape features and location of plant material shall be provided in accordance with Title 24, Part 2 of California Administrative Code and applicable Municipal Code regulations.

14. Vines and/or espaliers may be required on/or adjacent to garden and utility wall surfaces to visually soften walls, screen trash enclosures and public utilities and to discourage graffiti. Wide landscape areas may utilize shrubs and trees in lieu of vines and espaliers for screening.

15. Mounding and/or a screen wall including subordinate use of special landscape treatment with an undulating height to forty-two inches (42") shall be provided for all landscape planters between parking lots and public streets and said earthen mounding and/or screen wall shall be noted on both the landscape and grading plan. Special design treatment shall be required when the parking lot area is elevated above the adjacent public sidewalk or street to avoid automobile headlight glare onto roads and to screen unsightly views of automobile undercarriages. Specific design of mounding and/or screen wall including landscape planting shall be subject to the approval of the Community Development and Public Works Departments.

16. A concrete curb with a height of six inches (6") shall be installed to enclose all landscape planters in accordance with (Municipal Code Section 9-4.2404(e). A slough wall with a minimum height of six inches (6') shall be installed at the toe of all slopes adjacent to a sidewalk or walkway except where a flat area (5' minimum width and 5% or less gradient) abuts a public sidewalk or walkway. All construction materials shall be subject to the review and approval of the Community Development Department.

E. LANDSCAPE MAINTENANCE PROGRAM

1. Approved landscaping shall be permanently maintained in accordance with Section 1-6.01(e) of the City of Thousand Oaks Municipal Code (Maintenance of Property).

2. The standard Post-Maintenance Guidelines Note as referenced in Exhibit "C" shall be included on all landscape plans.

3. Any redesign or alteration of an existing project landscaping shall be subject to approval of the Community Development Department and shall

be accomplished through the review and approval of a Landscape Plan Check application.

F. WAIVER OR AMENDMENT

Any provision of these Guidelines and Standards may be waived by the Planning Commission or City Council in their review of an entitlement application. Any amendment to these Guidelines and Standards shall be accomplished by a Resolution of the City Council.

*****

EXHIBIT "A"

CITY OF THOUSAND OAKS
COMMUNITY DEVELOPMENT DEPARTMENT
LANDSCAPE PLAN REVIEW PROCESS

1. PRELIMINARY DESIGN MEETING

Preliminary Design Meeting with applicants after project approval and prior to building permits.

A. PARTICIPANTS

1. Case Planner and City's Landscape Consultant
2. Public Works Representative
3. Building Division Representative
4. Applicant's Team, including Applicant, Landscape Architect, Architect, Civil Engineer, et. al.

B. PURPOSE

The Preliminary Design meeting is to review:

1. Conditions of Approval relative to landscape
2. Grading concept relative to landscape
3. The approved site plan
4. Lighting concept relative to landscape
5. Maintenance district/public areas (street trees)
6. Any area of specific concerns to the applicant or the City. Applicant should prepare a schematic planting and irrigation concept statement for discussion at this meeting

2. LANDSCAPE PLAN SUBMITTAL "FIRST SUBMITTAL"

A. Complete submittal per the resolution including:

1. Planting and Irrigation Plans
2. Details and Written Specifications
3. City Document (Resolution or Approval Letter) of Project Approval
4. Approved site and Grading Plan
5. Approved Architectural Elevation Plans
6. Parking Lot Lighting Concept
7. Oak and/or Landmark Tree Report (if required for project)

B. Submittals will be to the attention of the Case Planner. The City's Landscape Consultant will check submittal for completeness and distribute plans to other Departments. Incomplete submittals will be returned to the applicant by the Case Planner.

C. Review is specific to project and conditions of approval. The City's Landscape Consultant reviews the plan check with the Case Planner.

3. REVIEW TIME

A. Review time is 2-4 weeks depending on size of project.

B. Plan check comments are on the submittal to be returned to the applicant through the case planner.

4. LANDSCAPE PLAN SUBMITTAL "RESUBMITTAL"

A. If all plan check requirements are acceptable and plans are revised accordingly.

1. Return the plan check and revised plans to the case planner for review.

2. The case planner will obtain signatures from other Departments.

3. Review time is approximately 1 week.

B. If some plan check comments are unacceptable and/or need discussion, a meeting will be scheduled with the Applicant, Case Planner and the City's Landscape Consultant.

1. The Case Planner will obtain signatures from all Departments when plan is approvable.

2. Review time is 1-2 weeks depending on size of project, and extent of first submittal revisions.

5. FINAL APPROVAL

Final plan approval is given when mylar transparencies of the stamped plans are received at the Community Development Department.

EXHIBIT "B"

LANDSCAPE CERTIFICATION

PROJECT NAME:

TRACT NUMBER: PERMIT NUMBER:

APPLICANT:

I certify that the landscape planting and irrigation was installed in compliance with the approved plans and specifications with the following exceptions itemized below (or on additional attached sheets).

SIGNED: DATE:
(Landscape Architect of Record)

LICENSE NUMBER:

PRINT NAME:

FIRM NAME:

ADDRESS:

TELEPHONE: ( )

SIGNED: DATE:
(Landscape Contractor of Record)

LICENSE NUMBER:

PRINT NAME:

FIRM NAME:

ADDRESS:

TELEPHONE: ( )

EXHIBIT "C"

The following statement shall be shown on the Planting Plan:

POST-MAINTENANCE GUIDELINES

1. Any alterations or modifications to the landscape must be approved by the City of Thousand Oaks Community Development Department.

2. Control all harmful diseases and pests. All chemical applications must be per state licensed advisors and applicators.

3. Pruning shall be done for removal of deadwood, cross-branching, etc., per International Society of Arboriculture standards (ISA). Plants shall never be sheared unless specified on the approved plan. Trees are to be allowed to grow to the designed size and to provide maximum shading of paved areas. Topping of trees is not an acceptable pruning method. Tree stakes and ties shall be removed after the roots become established to prevent girdling of the trunk from tight tree ties.

4. Water shall be applied for optimum plant growth with minimal runoff and overspray.

5. Program controllers per current California Irrigation Management Information Systems (CIMIS) data.

6. Always replace irrigation equipment and heads with manufacturer or one of equal matching precipitation rates.