



August 20, 2020

Mark Pettit  
Lauterbach and Associates  
300 Montgomery Avenue  
Oxnard, CA 93036

**RE: Notice of Application Incompleteness**  
**Project Name: Saticoy East Village Commercial Center**  
**Project Number: 10484**  
**Case Number(s): DRC-6-20-55396; PD-6-20-55397; UP-6-20-55398**  
**Project Location: Southeast Corner of Wells Road (State Route 118) and Darling Road**  
**APNs 090-0-280-245, -265, - 395**

Dear Mr. Pettit,

Thank you for submitting the above referenced project on June 8, 2020 for a new commercial shopping center consisting of seven buildings including a gas station with drive-through car wash, commercial spaces, a day care center, 10 residential units, and two fast-foot drive-through restaurants on a 4.7 acre site located in the Planned Mixed Development (PMXD) Zone within the Saticoy Village Specific Plan.

Pursuant to the Emergency Ordinance passed on May 18, 2020, courtesy notices were sent to properties within a 300 foot radius of the project. Over 44 emails have been received, mainly in opposition of the project citing concerns with the design, number of drive-through establishments, and potential environmental impacts. As iterated in earlier discussions, staff strongly encourages revisiting the amount of drive-through establishments proposed.

As proposed, staff would not support the design of the project. The design and architecture lack unique characteristics and identifiable features that would make the shopping center memorable. Ventura is known for its eclectic architecture with a rich variety of styles and the current design of the project does not provide enough character to build upon that variety. Addressing the architectural style and the issues raised below are necessary to obtain staff support of the project. Please note, additional comments on the design and project details may be provided in the future once the additional information has been provided.

Staff has reviewed the materials submitted, and has determined the following corrections are needed and/or additional information is required to deem the application complete for filing:

### **Planning Division**

1. Overall Site Concerns. The proposed project is a departure from what the Saticoy Village Specific Plan identified for this site which envisioned sit-down restaurants and retail with an

emphasis on forming high quality public spaces oriented to the pedestrian. The proposed project is vehicle oriented. Staff has concerns regarding pedestrian and vehicular circulation, site design, and building placement. Please see the “Amended Site Plan – Circulation/Building Placement Concerns Exhibit” attached to this letter that highlights these general areas of concern.

2. Project Narrative. Provide a narrative detailing the intent of the project to justify the departure from the vision of the Saticoy Village Specific Plan with the inclusion of a vehicular-oriented development with the use of drive-throughs. Provide quantitative and qualitative data as to why a grocery store is not feasible in this location as well as information regarding sit-down restaurants.
3. Additional Applications. The currently proposed project triggers additional Planning applications and processing fees (see No. 4 - Additional Fees below). The following Planning applications are/may be required for the project:
  - A. Specific Plan Amendments: The project does not conform to the Saticoy Village Specific Plan regarding road widths, building types, and use types. The design will either need to be modified to conform to the Specific Plan, or a Specific Plan amendment will be needed to permit the design. The components of the project that currently do not conform include:
    1. The alley between Quad A and Quad B is required to be 30 feet wide.
    2. The new road bifurcating the project site (Quad B and C) is required to be 50 feet wide.
    3. Residential is not an allowed use on the first floor of “Shopfront Building Types” which is the only building type allowed on this site. To allow residential on the bottom floor will require a Specific Plan Amendment.

Please see the Saticoy Village Specific Plan, Appendix A-E (Reso. No. 2012-036) for road width requirements.

- B. Environmental Review: An environmental document is needed for the project which will most likely be a Mitigated Negative Declaration (MND). The previous MND done for the Specific Plan is over 25 years old and did not analyze potential drive-through uses on the site as well as other environmental impacts. This document requires a deposit-based fee as detailed below under “Additional Fees”. A scope and schedule will be prepared with an environmental consultant that will be provided to you for review and approval of the additional fees rendered to the consultant to prepare the document. The environmental document can be processed concurrently with the project review.
- C. Variances: Administrative Variances are required to allow the following encroachments into required yard setbacks.
  1. Taco Bell Drive-through queue encroaches into side yard setback
  2. McDonald’s Drive-through queue encroaches into side and front yard setback.
  3. Shopping Center encroaches into front yard setback.
- D. Lot Line Adjustment/Map Modification: As buildings cannot be over property lines, a Lot Line Adjustment is required.

1. Please confirm intent behind lot line adjustment and if change of ownership of certain parcels is foreseen in the future.
  2. Submit Lot Line Adjustment documents in accordance with City Submittal requirements as attached to this Incomplete letter.
4. Additional Fees. Based on the items noted in comment #3 above, the following fees are required to proceed with processing your project.
- A. Specific Plan Amendment – \$24,662.40 (if desired versus adjusting the design)
  - B. Environmental Review – \$10,800.00 [Deposit]
  - C. Variances – \$8,873.76
  - D. Lot Line Adjustment/Map Modification – \$3,183.04
  - E. Stormwater Compliance MS4 - \$2,045.12
- TOTAL: \$49,564.32**

Please submit a check to the Planning Division upon your resubmittal. This will be mailed to City Hall per the address in the footer. Please note PROJ No. 10484 when transmitting.

5. Potential Additional Discretionary Cases. The project may trigger the following Planning applications, but additional information is needed to confirm the scope of work, if these applications are applicable, and the necessary fees.
- A. Sign Program: The Saticoy Village Specific Plan, Sec. III, Land Use and Urban Design Element, Section H, contains Signage Regulations that should be adhered to in conjunction with the following comments.
    1. Confirm if the buildings and uses will be included in one sign program, this would be staff's preference.
    2. If a Sign Program is part of this package, please provide the following additional information:
      - a) For ground mounted signs show location, orientation and distance from property line and nearest building.
      - b) For wall signs clearly show location on elevation in relation to windows, doors, roofline, fascia and other architectural elements.
      - c) Dimensions of overall sign area.
      - d) Dimensions of letters and type of font.
      - e) All sign plans shall include the exact style, size, colors and materials proposed.
      - f) All existing ground mounted and/or wall signs, including type and size.
      - g) For wall signs clearly show linear feet dimension of storefront for each proposed sign location.
      - h) Sign program shall describe and pictorially represent location, dimensions, colors, letter style, letter height, and sign type of all proposed and possible future signs for an entire site.
    3. Dependent on the extent of the Sign Program, a Sign Variance may be triggered. This will be confirmed upon receipt of resubmitted materials.
    4. Please note, the provisions of the Specific Plan as it pertains to signage, when in conflict with the zoning ordinance, shall supersede the zoning ordinance.

6. Alcohol Use Permit. Based on review of the application materials, it appears an Alcohol Use Permit is desired for the Gas Station/Food Mart project component.. If so, the following materials are required for the Alcohol Use Permit:
  - A. Provide a floor plan with square footages of customer service area and back of house area.
  - B. The type of ABC license the applicant is seeking for the alcoholic beverage establishment
  - C. The true and complete name and address of each lender or shareholder with a 5% or more financial interest in the proposed business or any other person to whom a share or percentage of the income of the establishment is to be paid.
  - D. The name and address of all existing schools, churches, hospitals, parks, playgrounds or other alcoholic beverage establishments within 300 feet of the proposed alcoholic beverage establishment.
  - E. Please note, staff may not support an Alcohol Use Permit at this location
7. Architecture. Staff does not support the project's architectural design as proposed. The project needs a redesign to create a unique and identifiable architectural style for a neighborhood-serving shopping center. A variety of architectural treatment, details, and materials should be incorporated to enhance the architectural style.
  - A. The Taco Bell and McDonald's architecture should be cohesive with the overall project's design, and corporate color schemes should be minimized to the maximum extent possible, including the Shell gas station.
  - B. The drive-through lanes need to be integrated into the buildings to be screened as much as possible to create a more integrated design.
  - C. Please review the Saticoy Village Specific Plan, Sec. III, Land Use and Urban Design Element, Section H for Architectural Regulations. City staff has also attached some architectural renderings to this letter for inspiration.
8. Building Type. The Type 1- Shopfront Building Type is the only building type permitted by the Specific Plan. Demonstrate compliance with the façade requirements of this building type for each building. Please refer to the Saticoy Specific Plan for all Shopfront Building Type requirements. The Shopfront Building Type regulations include, but are not limited to, the following:
  - A. Total fenestration for frontages shall be no less than 70% of the façade area between 2-8 feet from the ground for the ground floor, and no more than 30% for upper stories.
  - B. Each shopfront must be accessible to sidewalks
  - C. Each shopfront façade shall be constructed on the Frontage Setback line.
  - D. Facades can be no less than 20 feet in height. Buildings can no more than 3 stories or 45 feet in height. The first floor shall be no less than 10 feet clear.
9. Building Elements and Materials. The Specific Plan denotes certain material requirements for a variety of building elements. Such materials include, but are not limited to, the following:
  - A. Building walls shall be clad in wood clapboard, wood shingle, wood dropsiding, wood board and batten, stucco, brick or stone.
  - B. Building walls shall be trimmed in wood, stone or cast stone.

- C. Fences and trellises shall be made of finished wood.
- D. Windows shall be made of wood, vinyl-clad wood, or factory painted aluminum.
- E. Posts, balconies, porches and bay windows shall be made of wood.

10. Plan Set. Please compile all plans into one plan set for the entire project with all components. The following comments are provided on plan sheets specific to the project element (i.e. Building) as there are duplicative sheet numbers throughout the multiple plan sets submitted. Civil plans shall be updated to reflect refinements on the architectural plans.

A. Architectural Plan Set for Overall Site:

1. Cover Sheet.

- a. Project is subject to setbacks of the Saticoy Specific Plan in addition to the PMXD Zone. Add the Specific Plan setbacks to the cover sheet and reflect accordingly on subsequent plan sheets.
- b. Update legend to include all project sheets for the entire project. Ensure each sheet has its own unique number/notation.
- c. Provide Existing and Proposed Site Plan, showing existing and proposed property lines.

2. Sheet A1.0.

- a. Identify front yard setback of 29 feet along Wells Road/State Route 118. Identify encroachments with cross hatching.
  - b. Identify encroachment of drive-through queues into side and front yard setbacks. Identify encroachments with cross hatching.
  - c. Provide two additional street sections of both the proposed drive-through queues looking north to ensure headlight glare mitigated.
  - d. Diagonal parking is not allowed within 50 feet from the Los Angeles Avenue and the proposed new street that bifurcates the project site. This is adjacent to Building 3 of Quad A.
2. Sidewalk adjacent to Los Angeles Avenue needs to be 11.5 feet in width pursuant to Appendix E of the Specific Plan.
- a. Update Parking Statistics (see Section 9. "Parking" (a-c) further below).

3. Sheet A1.1.

- a. Diagonal parking is not allowed within 50 feet from the Los Angeles Avenue and the proposed new street that bifurcates the project site. This is adjacent to Building 3 of Quad A.
- b. Update Parking Statistics (see Section 9. "Parking" (a-c) further below).

4. Sheet A1.2.

- 1. Identify front yard setback along Wells Road/State Route 118 and identify encroachment with cross-hatching.
- 2. Update Parking Statistics (see Section 9. "Parking" (a-c) further below).

5. Sheet A1.3.

- 1. Identify front yard and side yard setbacks and identify encroachment for drive-through queues with cross-hatching.
- 2. Update Parking Statistics (see Section 9. "Parking" (a-c) further below).

6. Sheet A-5. Identify front yard setback along Wells Road/State Route 118 and identify encroachment with cross-hatching.
7. Sheet A7.C and A8.C.
  1. Add height to colored elevations.
  2. Confirm material palette against Specific Plan requirements.
8. Sheet L-1 (Landscaping Plan).
  1. Provide a landscape plan for each Quad to confirm exact quantities and sizes proposed.
  2. Each Quad Landscaping Plan shall have quantities, sizes, and WUCOLS ratings for all proposed species and updated legends.
  3. Confirm consistency with the Specific Plan as certain species are allowed and required along streets, within the parking lots, and throughout the site. Such requirements include, but are not limited to, the following:
    - a) Wells Road – Shall be planted with London Plane Tree in 4-foot square tree wells at the back of curb; 40 feet on center.
    - b) Darling Road – Shall be planted with London Plane Tree in 5-foot wide planted parkway, spacing 30 feet on center. Parkway strips shall be planted with drought tolerant turf grasses.
    - c) Los Angeles Avenue - Shall be planted with Moraine or Sunburst Honey Locust in 4-foot square tree wells at the back of curb, 30 feet on center.
    - d) New Street into Site – Shall be planted with Moraine or Sunburst Honey Locust in 4-foot square tree wells at the back of curb, 30 feet on center.
  4. Add more trees adjacent to drive through lanes and throughout parking lots.
9. Photometric Plan. Foot candles over property lines should be 0.0.

B. The Learning Experience – Child Care Plan Set/Use Permit:

1. Sheet A1.0
  1. Provide context site plan with parking. (This may be remedied once all plans are included in one plan set)
  2. Identify perimeter landscaping/playground area.
2. Sheet A2.0.
  1. Confirm consistency with the Shopfront Building Type.
  2. Confirm materials are consistent with those required in the Specific Plan.
  3. As this site contains a Designated Frontage, the building needs to be reoriented to face Los Angeles Avenue pursuant to the regulating plan. A zero (0) foot setback is required from Los Angeles Avenue.
  4. Activate the southwest elevation to comply with the Designated Frontage Layer of this Quad.
3. Sheet A2.2. The fence shown along Los Angeles Avenue needs to be a “Streetwall” pursuant to the Specific Plan. Said wall is an opaque, freestanding wall on the required setback line to mask parking. Shall be 34” to 54” in height.
4. Use Permit.

1. Confirm amount of attendees of the Day Care Center. Use Permit indicates 20 children and 20 employees, which is a 1:1 ratio. With services for infant, toddler, preschool and kindergarten services in 11 rooms, the amount of attendees will likely be more than 20 at one time.
2. Update Use Permit form accordingly.

C. Gas Station Plan Set/Use Permit – No electronic plans provided with initial submittal.

1. Digital Plans. Provide electronic floor plans and elevations of the proposed food mart and gas station canopy. None were included in the submitted digital plans. Combine plan set in larger plan set and update sheet numbers accordingly.
2. Building Type. Confirm consistency with Shopfront Building Type.
3. Use Permit. The associated Use Permit form indicates there will be 30 employees for 3-5 customers at a time. Please confirm.
4. Alcohol Use Permit. See aforementioned comments regarding requested Alcohol Use Permit request.

D. McDonald's Plan Set/Use Permit.

1. PDF Page 2 [Sheet has no Number].
  1. If signage is proposed, combine in overall Project site Sign Program.
  2. Building 2 is called out as a Starbucks.
2. PDF Page 6 [Sheet has no Number].
  1. Confirm consistency with Shopfront Building Type.
  2. Pre-finished metal is not an approved material per the Specific Plan.
3. PDF Page 7 [Sheet has no Number]. Provide a true Front Entry colored rendering with drive-through queue.

E. Taco Bell Plan Set/Use Permit.

1. Change Sheet Numbers so they are not duplicative of other sheets.
2. Sheet A4.0.
  - a. Confirm consistency with Shopfront Building Type.
  - b. Pre-finished metal is not an approved material per the Specific Plan.
  - c. Add color and materials sheets with swatches and reference on elevations.

11. Parking. Confirm parking requirements pursuant to the Saticoy Specific Plan standards. Replicate on Cover Sheet. The Shopping Center and the Residential Units are overparked. The applicable standards are as follows:

- A. General Use – 1 space per 400 SF along Designated Frontage (i.e. Los Angeles Ave.); 1 space per 300 SF elsewhere.
- B. Residential – 1-2 Bedrooms: 1 ½ spaces; 3 bedrooms: 2 spaces
- C. The establishments requiring a Use Permit are subject to the Zoning Requirements for Parking.

D. Should certain project elements require shared parking on adjacent parcels, a Reciprocal Access and Parking Agreement will be required.

12. Additional Studies. The following studies are required to be submitted to support the future environmental document:

A. Noise Study – of the carwash in close proximity to the residential and day care uses.

B. Traffic Study – A traffic study may be required to assess the traffic impacts of the project. The previously analyzed traffic impacts in the past environmental document will need to be compared with the current project proposal to determine if a traffic study is needed. This will be done with the environmental review.

C. Hydrology Report - to address runoff to the Brown Barranca which has about a 20-year capacity. The applicant is encouraged to use the 2017 Ventura County Hydrology Manual and detain the “Delta Q10, 25, 50 and 100-year storms” on-site.

D. Water and Sewer System Assessment – to assess project demands on existing system.

1. Water Model Run (with pumping and storage analysis) - \$5,386.00

2. Sewer Model Run (with two in-situ points and survey inverts) - \$17,524.00

Please contact me when ready to make this payment for submittal instructions.

E. MS4 Analysis – detailed further below.

## **Public Works Department**

13. Bike Route. Darling Road, at the northern project boundary is identified in the Adopted Bicycle Master Plan for a future bike route (Class 3). Identify the bike route on the plans.

14. MS4 Permit. Project is subject to current MS4 permit and post-construction pollution control requirements. Project needs to submit formal Stormwater Compliance Study documents and incorporate stormwater controls consistent with current MS4 Permit requirements into the project.

15. Storm Drains. The project site is required to submit a site plan identifying type, size and location of Full Capture System devices. A list of certified Full Capture System devices is available on the State of California Water Resources Control Board Storm Water Program – Trash Implementation Program website at:

[https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/trash\\_implementation.html](https://www.waterboards.ca.gov/water_issues/programs/stormwater/trash_implementation.html)

Full Capture System devices shall meet particle size catchment and design treatment capacity specification outlined in the California Ocean Plan.

16. Wells Road Improvements. The proposed Wells Road improvements also need to be consistent with what was previously reviewed and approved by CalTrans. City Drawing File No. 1997-D-036 should be reviewed and the proposed improvements should match the approved improvements.

17. Maintenance Assessment District (MAD) #21. Prior commitments are required for the subject property pursuant to MAD #21 recorded in 2014. The assessments may need to be updated depending on what Caltrans requires for frontage ownership and maintenance.



18. FEMA. The site is located in a FEMA “Zone X”. There are four categories of Zone X. This site is characterized by 100-year flows of 1 foot or less in depth. This needs to be confirmed by the project civil engineer in consultation with the City’s Flood Plain Manager after reviewing the requested hydrology report.

### **Building and Safety Division**

19. Accessible Parking. Provide accessible parking for the two apartment buildings and the childcare center.
20. Community Center. Clarify if the community center located in the apartment building is for the public or the apartment building occupants only.
21. Accessibility Requirements. Clarify how you are addressing the accessibility requirements for the apartment buildings as required per the 2019 California Building Code, Chapter 11A.

### **Ventura Water Department**

22. Plan Revision. Confirm how many parcels are included in this project. Clearly show parcel lines and numbers.
23. Public Water Mains. There shall be no public water mains, services, meters within private streets, private properties and/or private/public alleys. Please confirm this on the plans.
24. Domestic Master Meter. Each parcel shall be served by one domestic master meter. Please show the point of connection for review and approval.
25. Private Sewer. All on-site sanitary sewer shall be a private system. Please confirm this on the plans.
26. Sewer Mains. All on-site sanitary sewer mains and appurtenances shall be a private sewer system, owned and maintained by the Property Owner. Connection to the City sewer system shall be made utilizing one 6-inch minimum sewer lateral connected to a public manhole within the public right-of-way. The on-site private sanitary sewer pipes shall converge into one private manhole on-site before connection to the public manhole within the public right-of-way. Please confirm this on the plans.
27. Fire Backflow Devices. If the Fire Department requires a separate service for fire protection purposes, the fire service shall be equipped with approved backflow devices. Please show the point of connection to the City water system for review and approval.

### **Ventura Fire Department**

28. Fire Hydrants. The number of fire hydrants appears to be adequate. Please show all existing hydrants in the area. No portion of a structure(s) can be more than 400 feet from a fire hydrant, except fully sprinklered buildings are allowed 600 feet from a hydrant. Verify this requirement has been met or a new hydrant(s) need to be shown on the plans. Further evaluation will be required for fire water requirements.

29. Fire Access. Please verify that no portion of structures exceeds 150 feet from an approved access roadway. Where a fire apparatus access roadway is required, a minimum of 20'-0" clear width, or 26'-0" clear width where a fire hydrant is required or structures exceed 30 feet in height, and 13' 6" vertical clearance shall be provided. All private access roadways exceeding 150 feet in length shall be designed and constructed with an approved turnaround area per City Engineering standards, a maximum grade of 15% and a traffic index of 4.5, or as otherwise approved by the Fire Department.
30. Road Widths. Show unobstructed road widths on both Darling and Los Angeles streets. Show widths from the edge of parking stalls to the edge of parking stalls. Clear widths shall meet the requirements stated "Fire Access" below in Advisory Comments.
31. Addressing. Show addresses on applicable elevations.
32. Vertical Access. Where the vertical distance between the grade plane and the highest roof surface exceeds 30' approved aerial fire apparatus access roads shall be provided. Where aerial apparatus access roads are required a minimum 26'-0' clear width and 13'6" vertical clearance is required. At least one of the required access roads shall be located a minimum of 15' and a maximum of 30' from the building and shall be positioned parallel to one entire side of the building.
33. Fire Connections. The fire department connections will need to be moved from the inside of the project/parking lot area, to the address side of the buildings. FDC's are not required to be installed on the backflow preventers and may have a different configuration than shown in this proposal.
34. Turning Radius. Turn radius' for fire apparatus access shall be a minimum 20' interior and 40' exterior. The turn from Los Angeles Avenue into the parking area appears to show an interior radius of 18'. Please adjust to show 20' minimum.

### **Advisory Comments**

The following comments are advisory in nature to provide you as much information as early on in the process as possible. They are not necessary to address at this stage of the process.

35. Wastewater. All food service establishments will require a non-concrete grease interceptor.
36. Carwash. Commercial carwashes will require clarifier for wastewater pretreatment before being discharged into the public sewer system.
37. Snapdragon Crosswalk. The crosswalk that is mid-block into the development appears to be called out for removal. There are irrigation lines and control wires underneath which will need to be protected in place, as well as the existing trees at the crosswalk.
38. City Easement. The shopping center building appears to be partially located in a City Sidewalk Easement that is requested to be abandoned. This requires City Council action and project approval would be contingent on subsequent Council approval for the abandonment. This will appear as a condition of approval for the project.
39. Caltrans. There is an approved ROW design with Caltrans encroachment permit 799-6CD-0558. A copy of this permit should be obtained and verified the proposed design adheres to

the approved design. Please note it is common for Caltrans to have the ROW dedicated to the City and not to Caltrans.

40. Subdivision Agreement. This tract is still under an active subdivision improvement agreement from 1997. The current owner, Ahmad Ghaderi, is required to construct the surrounding improvements under a new subdivision improvement agreement (City Agreement No 2019-100). These improvements are still required and will also be part of the project requirements.
41. Trash Enclosures. It appears there is sufficient amount of trash enclosures located within the project site to accommodate the variety of uses. However, this assumes that a landscape contractor will be responsible for hauling all green waste so that ample room for food waste can be accommodated in the trash enclosures. Assuming that the applicant hires a landscaper that takes green waste off site, there is a need for:
- Quad A:
    - 2 x 3-cubic yard refuse bin (picked up 1-2x per week)
    - 2 x 3-cubic yard recycle bin (picked up 1-2x per week)
    - 1 x 1.5-cubic yard food waste bin (picked up 1-2x per week)
    - OPTIONAL: 1 1.5-cubic yard bin for food waste OR green waste (picked up 1-2x per week)
  - Quad B
    - 2 x 3-cubic yard refuse bin (picked up 2-3x per week)
    - 2 x 3-cubic yard recycle bin (picked up 2-3x per week)
    - 2 x 1.5-cubic yard food waste bin (picked up 2-3x per week)
  - Quad C
    - 2 x 3-cubic yard refuse bin (picked up 2-3x per week)
    - 2 x 3-cubic yard recycle bin (picked up 2-3x per week)
    - 2 x 1.5-cubic yard food waste bin (picked up 2-3x per week)
42. Survey. Buildings cannot be built over property lines and encroach into the right-of-way. Please insure this is not occurring with any of the proposed buildings. Also please note that additional right-of-way dedication may be required.

### **Future Conditions**

The following comments will become conditions of approval for this project. They are included to provide you as much information as early on in the process as possible.

43. Bicycle Plan. The applicant shall submit a bicycle parking plan, per Municipal Code, to be reviewed and approved by the Chief Building Official, a Senior Transportation Engineer, and the Community Development Direct (or his/her appointee). All bicycle parking shall comply with AASHTO, NACTO, or APBP standards, with regard to rack types, spacing, setbacks, installation surfaces, materials, hardware and signage, as permitted by the California Building Code. The 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 commercial storefronts and public areas, in the nature of a bicycle coral or racks; regardless of how the bicycle parking is provided it 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, at a minimum, allow

both the frame and at least one wheel of the bike to be secured with a u-style lock. No “Wave Racks” allowed.

44. Stormwater - California Ocean Plan Compliance. The project site is required to comply with trash discharge provisions contained in the Water Quality Control Plan Ocean Waters of California 2015 (California Ocean Plan). Development projects defined as Priority Land Uses by the California Ocean Plan are required to design and construct State certified Full Capture System devices, as defined by California Ocean Plan, to capture trash pollutants from runoff prior to discharge to surface waters of the State or where it may be discharged into surface waters of the State. Site is defined as high-density residential in California Ocean Plan.
45. Sewer Fees. As identified in City Council Resolution No. 96-111, Eastside CIDS fees may apply to this project.
46. Net Zero. The City of San Buenaventura has implemented a Water Rights Dedication and Water Resource Net Zero Policy per Municipal Code Chapter 22.180. All projects are subject to compliance with the Policy, which includes implementation of conservation offsets, dedication of water rights, and/or payment of a Water Resource Net Zero Fee.
47. Meter Size Requirements. A domestic master meter and backflow shall be required for all commercial, mixed-use and multi-family/town house/apartment complexes.
48. Fire Sprinklers. Per SBMC Section P103.2 New Buildings/Structures, any structure exceeding 500 sq. feet shall be equipped with an automatic fire sprinkler system in accordance with the California Fire Code and the appropriate NFPA Standard. This will include the canopy above the fuel islands.
49. Fire Addressing. Address numbering must follow City of Ventura and GIS guidelines for building, unit numbering and tenant spaces. A request for address must be submitted to Building and Safety before building plans are submitted for a building permit.
50. Address Numbers. Approved address numbers, building numbers or approved building identification shall be placed in a position that is plainly legible and visible from the street, road, alley, and walkways giving access to and within the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). All multi-family residential, commercial, and industrial occupancies shall have a minimum of 10-inch-high numbers, with a minimum 1.5 inch stroke. All buildings with a rear door access shall identify that unit with the proper numbers affixed to the door or frame. Numbers shall be affixed on a structure in clear view, unobstructed by trees or shrubs. Number height and stroke width shall be increased as needed for legibility based on visibility distance.
51. Fire Protection Water System. The water system for fire protection shall provide a minimum of 1500 gallons per minute with a minimum residual main pressure of 20 psi for a two-hour duration. Fire flow may be higher based on building size and construction type, per the California Fire Code. Fire flow test data shall be provided to the Fire Department, prior to the issuance of building permits. Fire flow test data reports may be required during the course of construction and/or prior to final acceptance of the project. Additional water flow may be necessary as required by Ventura Water.

52. Fire Connections. Fire Department Connections (FDC) shall be located on the address side of the building, fully visible and recognizable from the street or nearest point of fire department vehicle access or as otherwise approved by the fire code official.
53. Knox Box. Mounting height for the Knox Box and/or Key Switch shall not to exceed 6' above the ground level / finished floor. Provide keys (with permanent engraved identification) for all exterior doors, gates, fire alarm panel, and others as directed by the fire inspector

Please submit your revised plan materials electronically to the project planner. In your resubmittal package, please address each line item of this Incomplete Letter and how the revised materials have addressed the applicable comment. If you would like to discuss any of these comments or would like to meet with me via WebEx, please contact me via email at [mclensay@ci.ventura.ca.us](mailto:mclensay@ci.ventura.ca.us).

Sincerely,





Maruja Clensay  
Senior Planner


Att.: Amended Site Plan – Circulation/Building Placement Concerns  
Lot Line Adjustment Submittal Information  
Courtesy Notice Recipients' Correspondence (forthcoming)

# Amended Site Plan Circulation and Building Placement Concerns


August 2020

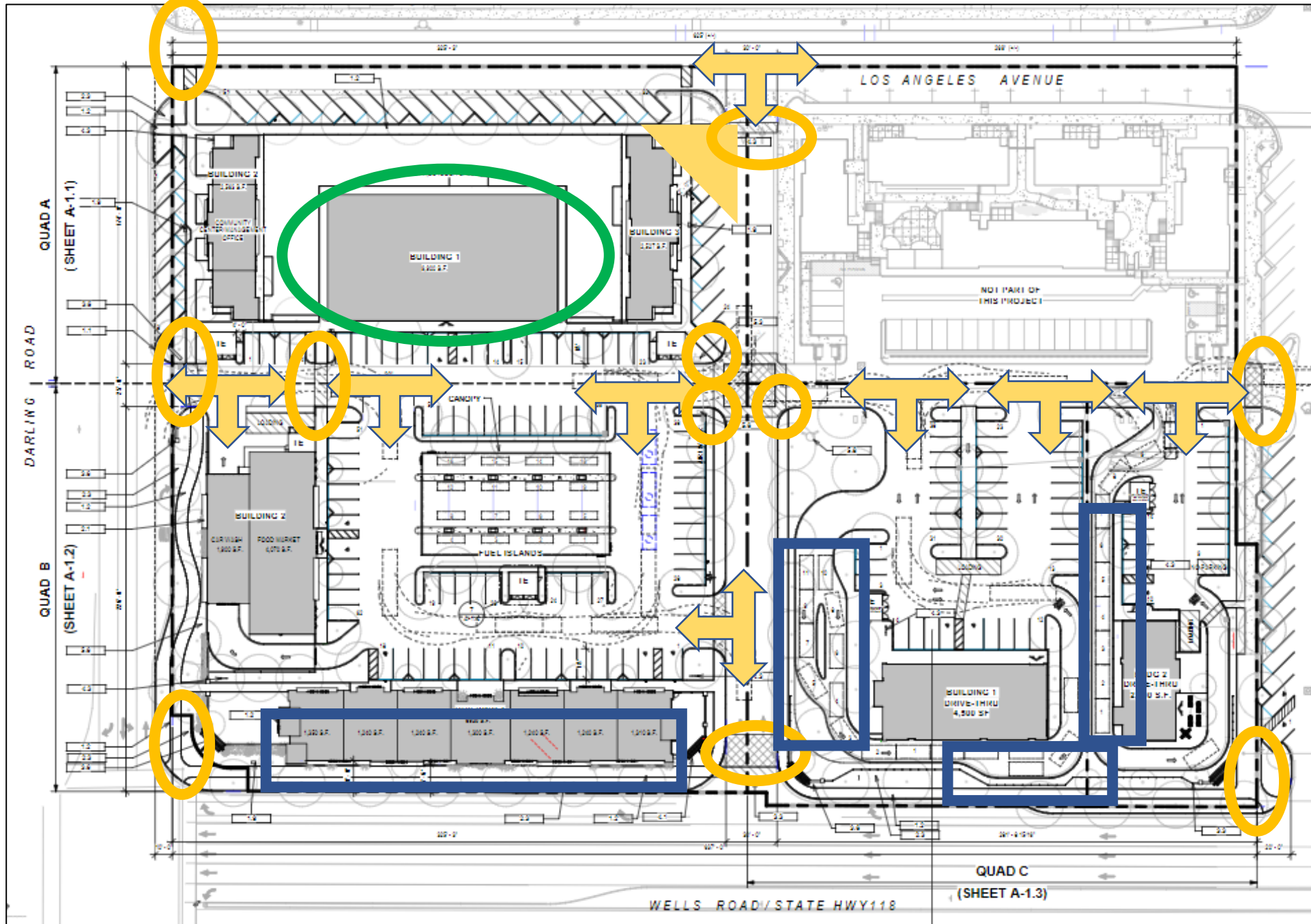
Day Care Building needs to be oriented to Los Angeles Avenue 

Vehicular Ingress/Egress and Adjacency to Street Parking 

No street parking allowed within 50 feet of Los Angeles Avenue. 

Pedestrian connection points 

Drive-through queue and Building Encroachments 



**SUBMITTAL REQUIREMENTS FOR:  
TENTATIVE TRACT MAPS  
TENTATIVE PARCEL MAPS  
MINOR LOT LINE ADJUSTMENTS**

**A. MINIMUM SUBMITTAL REQUIREMENTS:**

A complete package for review and approval includes the following items:

- Completed Planning Application Form signed by property owner and Authorization of Agent Form.
- Environmental and Project Application Form.
- Tentative Tract Map

Initial submittal of 5 copies to determine completeness of map. Once determined to be otherwise "complete for filing," 45 full-size copies and one 8 1/2" x 11" unfolded copy are required.

- Tentative Parcel Map

Initial submittal of 2 copies to determine completeness of map. Once determined to be otherwise "complete for filing," 15 full-size copies and one 8 1/2" x 11" unfolded copy are required.

- Lot Line Adjustment Exhibits
- Electronic Submittal (of all material/plans)
- Preliminary Title Report of all properties covered by the application and a copy of all legal documents (deed, easements, etc.) mentioned in the Preliminary Title Report (2 copies – prepared within 6 months of the application date).
- Application Fees

**B. PROCESS:**

A Tentative Map is required for all subdivisions or land divisions. All full-sized plans must be folded to a size no greater than 8-1/2 inches x 14 inches so that they can easily be inserted into a manila envelope; rolled plans will not be accepted. In addition to the minimum Submittal Requirements, the Subdivision Map Act or other state or local regulations may require that additional information be provided in order to process certain types of projects. (Minor Lot Line Adjustments are discussed on the next page.)

**TENTATIVE TRACT MAPS**

Tentative Tract Maps are generally required for any subdivision creating five or more lots. Maps shall be prepared by or under the direction of a licensed surveyor or registered civil engineer. Maps shall consist of one or more sheets and the size **shall not exceed 24" x 36"**. Contained on the map shall be all those items which are designed with a "T" on the attached list. Maps shall be reviewed for completeness based on the list, as well as any State Subdivision Map Act requirements.

Tentative Tract Maps are first considered by the Planning Commission at a regularly scheduled public hearing. A recommendation would then be forwarded to the City Council for final action.

Once a Tentative Tract Map has been approved, filing of the Final Tract Map is coordinated through the Land Development Section of the Community Development Department.



## **TENTATIVE PARCEL MAPS**

Tentative Parcel Maps are generally required for any land division that creates four or fewer parcels. Maps shall be prepared by or under the direction of a licensed surveyor or registered civil engineer. Maps shall be legibly drawn to scale on a maximum sheet of 24" x 36", and shall contain all those items which are designated with a "P" on the attached list, as well as any requirements of the State Subdivision Map Act. When the Community Development Director determines that the tentative parcel map appears to comply with all provisions of this subdivision ordinance and the Subdivision Map Act, the director may either forward the map to the Planning Commission with a recommendation of approval thereon, or, following a noticed public hearing, approve or conditionally approve the map. However, if the director determines that the tentative parcel map does not comply with all the provisions of the subdivision ordinance and the Subdivision Map Act, the director may disapprove the map or refer the map, with a recommendation for denial, to the Planning Commission. Notices of the hearing are mailed to property owners within a 300-foot radius of the subject property a minimum of ten (10) days prior to public hearing.

If the tentative parcel map is a component of a development project that requires additional discretionary permits or approvals (other than Design Review) from the Planning Commission, the director shall refer the map, with a recommendation thereon, to the Planning Commission.

Once a Tentative Parcel Map has been approved, the filing of the Parcel Map for recording is coordinated through Land Development.

## **LOT LINE ADJUSTMENT**

A Lot Line Adjustment is a lot line adjustment between two or more adjacent parcels, where the land taken from one parcel is added to an adjacent parcel and where a greater number of parcels than originally existed is not thereby created.

Lot Line Adjustment exhibits shall be prepared on 8 1/2 inch by 11 inch paper, according to the instructions below. The Site Plan shall have the name, address, and telephone number of the record owner, subdivider and person preparing the map. The person preparing the exhibits must be a Registered Civil Engineer or Licensed Land Surveyor. The Community Development Director, or the director's designee, shall conduct a noticed public hearing on the proposed lot line adjustment and, following the conclusion of the public hearing, may approve, conditionally approve, or deny the proposed lot line adjustment.

All of the following exhibits must be submitted:

### **Exhibit "A":** Legal Description (2 copies) – 1/2" clear margins required

- Legal description of each parcel described in conformance with previous deeds and adjacent properties. Do not use City Standard Title Block for this exhibit.

### **Exhibit "B":** Plat to Accompany Legal Description (Original and one copy) – 1/2" clear margins required

- Include: ALD No. \_\_\_\_\_ (Lot Line Adjustment case number) in title block.
- North arrow and scale of the map (scale shall not be less than 1 inch = 100 feet).
- Lot layout, dimensions of each lot line, square footage of each lot.
- Label lines "LINE TO BE DELETED" or "PROPOSED LOT LINE," as applicable.
- Names of adjacent streets.
- All existing and proposed easements and rights-of-way within and adjacent to the subject property, including access for parcels without street frontage.



**Site Plan:** (Original and one copy) Include items required for Exhibit "B," plus the following:

- Location of all existing buildings or structures within the subject property identified by use and address, and boundaries of orchards on or within 100 feet of the subject property.
- Setbacks from existing buildings to the existing and proposed property lines.
- Approximate acreage and number of lots.
- Provide existing occupancies per building code of all buildings or structures within the subject property.

**Closure Calculations** (Original and one copy) signed and stamped by a Registered Civil Engineer or Licensed Land Surveyor – if applicable.

**Preliminary Title Report** (two copies) of all properties covered by the application (must have been prepared within 6 months of the application date).

After a Minor Lot Line Adjustment is approved, Planning Division and Engineering Division staff will prepare the documents that you will be required to sign and have recorded. Concurrent recording of the approved Lot Line Adjustment with deeds between owners is highly recommended. A letter from each lender identified in the title report consenting to the Lot Line Adjustment will be required.

Completed application packages may either be filed in person at the Planning Division public counter or submitted by mail. To assure the most efficient filing, it is strongly encouraged that applications be filed in person.

***INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED.***

- HOURS:** Monday, Tuesday, Wednesday and Friday, 7:30 a.m. to 5:00 p.m.  
Thursday 9:00 a.m. to 5:00 p.m. Closed alternate Fridays.  
Check City website at [www.cityofventura.ca.gov](http://www.cityofventura.ca.gov)
- LOCATION:** Ventura City Hall, 501 Poli Street, Room 117
- PHONE:** (805) 654-7725
- MAILING ADDRESS:** 501 Poli Street, Ventura, CA 93001

This document is available in alternate formats by calling the City of Ventura Community Development Department at 805-654-7894 or by contacting the California Relay Service.

## PLAN REQUIREMENTS

Tentative Tract Maps	Tentative Parcel Maps	The following items are required for all <b>Tentative Tract Maps (TTM)</b> and <b>Tentative Parcel Maps (TPM)</b> , as indicated.
<input type="checkbox"/>		(a) County tract number.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Include: TPM (or TTM) No. _____ In Title Block
<input type="checkbox"/>	<input type="checkbox"/>	(c) Sufficient legal description of the land to define the boundaries.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Location map
<input type="checkbox"/>	<input type="checkbox"/>	(e) Name, address and telephone number of the record owner, subdivider and person preparing the map.
<input type="checkbox"/>	<input type="checkbox"/>	(f) The date the map was prepared
<input type="checkbox"/>	<input type="checkbox"/>	(g) North point and scale of map. Scale to be not less than 1'=100'.
<input type="checkbox"/>	<input type="checkbox"/>	(h) Approximate acreage and number of lots.
<input type="checkbox"/>	<input type="checkbox"/>	(i) Zoning - existing and proposed.
<input type="checkbox"/>	<input type="checkbox"/>	(j) The designation and proposed use of public areas; parks, schools, etc.
<input type="checkbox"/>	<input type="checkbox"/>	(k) Lot layout, approximate dimensions of each lot, the approximate number of square feet of all irregular shaped lots and number of each.
<input type="checkbox"/>	<input type="checkbox"/>	(l) Locations, names and widths of all existing or proposed streets, highways and ways within and adjacent to the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	(m) All street names, so far as they are known
<input type="checkbox"/>	<input type="checkbox"/>	(n) Approximate grades of existing and proposed streets with and adjacent to the property involve
<input type="checkbox"/>	<input type="checkbox"/>	(o) Approximate center line radius of all curves on streets and alleys.
<input type="checkbox"/>	<input type="checkbox"/>	(p) All future street extensions shall be shown in dotted lines.
<input type="checkbox"/>	<input type="checkbox"/>	(q) The approximate location of all existing buildings or structures within the proposed subdivision identified by use and address and boundaries of orchards on or within 100 feet of the proposed subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	(r) Approximate location of existing irrigation lines, tile drains, wells, and other underground facilities or improvements, when such information can be secured, or statement that none known or found.
<input type="checkbox"/>	<input type="checkbox"/>	(s) The location of all potentially dangerous areas, including geological hazardous areas and areas subject to inundation or flood hazard, or statement that none known or found.
<input type="checkbox"/>	<input type="checkbox"/>	(t) The location, width, and direction of flow of all water courses and storm drains within and adjacent to the property involved and the proposed method of providing flood and erosion control.
<input type="checkbox"/>	<input type="checkbox"/>	(u) Contour lines based on City evaluation datum, provide reference, with intervals of not more than five feet and of not more than two-foot intervals for ground within a general slope of less than five percent (5%). Contour lines shall extend a minimum of 100 feet beyond the subdivision boundary, and if the subdivision is bordered by a drainage channel or barranca, they shall extend the additional distance necessary to show the far side of the drainage facility or barranca.
<input type="checkbox"/>	<input type="checkbox"/>	(v) Approximate widths and location of all existing or proposed easements or rights-of-way within and adjacent to the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	(w) The approximate location of all existing and proposed sewer and water lines.
<input type="checkbox"/>	<input type="checkbox"/>	(x) The approximate location and general description of any large or historically significant trees, and an indication as to the retention or removal of such trees.
<input type="checkbox"/>	<input type="checkbox"/>	(y) Preliminary Title Report of all properties covered by the application.