

Section VI

Specific Plan Administration

6.1 PURPOSE AND INTENT

Prior to any architect, builder or designer beginning schematic design studies or plans for any site within the park, there should be a private pre-design conference among the Owner, the prospective developer, lessee or Owner of a site and their respective architects or design consultants. This private conference will serve the function of assuring the understanding of the intent of the Development Plan and Standards and the goals and objectives of both the Owner and the prospective developer, lessee or Owner.

Following the private pre-design conference, the prospective developer, lessee or Owner and his architect can proceed with the schematic design phase with a clear, positive understanding of the direction that will be dealt with in subsequent reviews.

The Schematic Design Review will be an evaluation of the proposed development of a site based on the Centrelake Development Plan and Standards.

Following the private design review and approval of the schematic design, a meeting with the City of Ontario is encouraged to verify compliance with all codes and regulations, as interpreted by the appropriate City staff members. The prospective developer, lessee or Owner may then have his architect proceed to develop the final design and then begin the construction documents for the final design review by the Centrelake Design Review Committee and their design consultants. This review will evaluate the plans based on the approved schematic designs and guidelines. After this approval, plans can be submitted to the City of Ontario for approval as stated in the chart shown on page 81. Appropriate permits may then be pulled, thus allowing construction.

6.2 OVERVIEW OF SITE PLAN APPROVAL PROCESS

The following chart shows the step-by-step City and private design review for approvals for the site plan, parcel map and tract maps.

<u>SITE PLAN</u>	<u>PARCEL MAP</u>	<u>TRACT MAP</u>
Applicant Submittal to Centrelake	Applicant Submittal to Centrelake	Applicant Submittal to Centrelake
Centrelake Design Review Committee Approval	Centrelake Design Review Committee Approval	Centrelake Design Review Committee Approval
City of Ontario Planning Department Review	Ontario Planning Dept. City Reviews	Ontario Planning Dept. City Reviews
City of Ontario Development Advisory Board Approval	*Development Advisory Board (D.A.B.) Approval	Development Advisory Board Approval
	Planning Commission Approval	Planning Commission Approval
City of Ontario Building Department	Final Map Recorded	City Council Approval
Building Permit		Final Map Recorded

*A site plan with a related parcel map must be approved by the Planning Committee.

6.3 DESIGN REVIEW AND PLAN SUBMITTAL INFORMATION

In order to insure every development within Centrelake that the Development Plan and Standards are observed and maintained, the practice of design review has been established. This review is intended to coordinate the design and construction of the buildings, landscaping and signing.

6.3.1 Design Review Procedure

- a. Plan submittal as outlined below to:

Centrelake Business Park Association
5160 Carroll Canyon Road
San Diego, California 92121
(619) 458-1179

- b. Submit required drawings at stages and in quantities as outlined in the following text. The first submission should include a review fee of \$250.00, payable to Centrelake Business Park Association. Approval of each stage is required in the order outlined.

1. Site planning
2. Building plans
3. Landscape plans
4. Sign plans
5. Other requirements.

6.4 DESIGN REVIEW REQUIREMENTS

6.4.1 Site Planning

Submit three (3) sets of complete site plans indicating location of the following items:

- a. Setbacks
- b. Building location
- c. Parking areas
- d. Parking spaces provided
- e. Building area
- f. Sign locations
- g. Driveways
- h. Landscape areas (2 sets)
- i. Any other pertinent information.

6.4.2 Building Plan Submissions

- a. Submit three (3) sets of preliminary drawings.
- b. Submit three (3) sets of architectural working drawings.
- c. All architectural drawings are to be prepared and signed by the licensed architect.

- d. All submissions shall include, but not be limited to, the following:

1. Plot Plan

- a. Setbacks
- b. Landscape areas
- c. Parking areas
- d. Number of parking spaces
- e. Driveways
- f. Buildings location
- g. Sign locations
- h. Any other information pertinent to the development.

2. Floor Plans

- a. Areas
- b. Decks and plazas
- c. Typical floor plans
- d. Roof plan.

3. Elevations and Sections

- a. Heights
- b. Materials
- c. Colors
- d. Finishes
- e. Sign locations and sizes.

6.4.3 Landscape Plans

- a. Submit complete landscape drawings concurrent with working drawing submission. Submit two (2) sets of drawings.
- b. All landscape plans to be prepared and signed by a licensed landscape architect, or under the direction of and signed by a licensed architect.
- c. Plans shall include, but not be limited to, the following:

1. Trees

- a. Property line trees
- b. Setback trees
- c. Street trees
- d. Parking lot trees
- e. Accent trees.

2. Ground cover

3. Shrubs

4. Walkways
5. Plazas or decks
6. Walks, trellises, fences
7. Slope stabilization
8. Land - berming and mounding
9. Grading
10. Material Lists
 - a. Size
 - b. Quantity
 - c. Specification

6.4.4 Signage Submittals

Individual signage must have the approval of both the Centrelake Design Review Committee and the City Planning Department of Ontario. Tenants eligible for exterior signage shall be determined by the Centrelake Design Review Committee. Prior to obtaining approval from the City of Ontario, sign applicants must first obtain the approval of Centrelake Design Review Committee by reviewing the following:

1. For Preliminary Approval submit the following in triplicate to the Centrelake Review Committee.
 - a. Complete building elevation showing the proposed wall sign location and size with dimensions.
 - b. Site plan with location and setback of the proposed ground sign.
 - c. Elevation drawing in scale of the proposed ground sign.
 - d. All elevation drawings must include notations as to the proposed materials, finishes, colors and illumination.

- NOTE:
1. At Centrelake Design Review Committee's sole discretion, design and construction materials of equal or better quality may be used.
 2. The "Comprehensive Sign Program" option for parcels that designate commercial/hotel/theatre uses is also subject to Centrelake's Design Review Committee approval.

2. For Final Approval submit shop drawings containing the following in triplicate to the Centrelake Review Committee.
 - a. Complete building elevation showing the proposed sign location and size by dimension.
 - b. Complete ground sign elevation with site plan showing the proposed sign location and size by dimension.
 - c. Details, materials, finishes and colors.
 - d. Proposed method of attachment to building and waterproofing at building penetrations.
 - e. Electrical power requirements.

6.4.5 Additional Approvals

Other site improvements as directed by Langdon Wilson Mumper, Architects, or the Planning Department of the City of Ontario.

6.4.6 Approval

A letter of approval from the Design Review Committee must be obtained prior to submittal to the City of Ontario. In addition, the City's approval must also be obtained before building permits can be issued.

6.5 MODIFICATIONS TO SPECIFIC PLAN STANDARDS

6.5.1 Minor Revisions

- a. Minor revisions to the Specific Plan that relate to realignment of roads or adjustments to individual Master Plans (such as drainage, sewer and water) shall be approved by the City of Ontario Design Advisory Board.
- b. Centrelake's Approving Agent shall have the authority to interpret and approve minor adjustments to the design guidelines and criteria contained herein in order to achieve superior design solutions. Minor adjustments shall be defined as site specific modifications including, but not limited to, granting of reciprocal sideyards, location of parking and loading areas, and the substitution of building materials. Such adjustments will also require approval by the City of Ontario Planning Director and Building Official.

Amendments or revisions to the technical Master Plans contained in this document shall not require a revision of the entire Specific Plan document. However, such amendments or revisions shall be subject to the City of Ontario Planning Commission and City Council and may require review of the Design Advisory Board.

Minor rearrangements, transfer or exchange of land use designations within the Specific Plan may be approved subject to the following conditions:

1. The Applicant shall submit an analysis of the proposed land use rearrangement to ascertain the following:
 - (a) The rearrangement does not create adverse impacts on traffic volumes and circulation adjacent to areas of land use category exchange.
 - (b) The rearrangement does not create adverse impacts on sewer, water, and other infrastructure capacity in the areas of land use category exchange.
2. The surrounding property owners within three hundred feet (300') of the proposed land use category exchange shall be notified, in writing, of the proposed rearrangement. The Applicant shall provide names and addresses of the affected party including property owners and any other agency objects to the rearrangement(s), the proposal shall be subject to the requirements for a "major amendment" to the Specific Plan.
3. Concurrently, the Planning Commission members shall be notified by mail of the proposed land use category rearrangement. The Planning Commission members will have ten (10) days (from the date of their receipt of notice) in which to comment on the proposal. If the Planning Commission members have no objection to the proposed land use rearrangement, the proposal will be placed on the next Planning Commission agenda as a consent item. If any member of the Planning Commission has a concern with the proposed land use rearrangement, then the proposal shall be subject to requirements for a "major amendment" to the Specific Plan.

4. An application for land use category rearrangement shall be accompanied with the appropriate amount of fees as approved by the existing resolution of the City Council for a revision to a Specific Plan.

6.6 AMENDMENTS TO CENTRELAKE SPECIFIC PLAN

A major amendment to the Specific Plan will require review and approval by the Applicant, the City of Ontario Design Advisory Board, the Planning Commission, and the City Council. Such major amendments are governed by the California Government Code, Section 65500, which requires an application and fee submitted to the Ontario Planning Department, stating in detail the reasons for the proposed amendment.

6.7 APPEALS

An appeal from any determination, decision, or requirement of staff, Development Advisory Board, or the Planning Commission shall be made to the City Council in conformance to the appeal procedures established by Section 9-3.3400 of the Ontario Municipal Code.