

REQUEST FOR EXEMPTION FROM SITE PLAN PERMIT PROCESSING REQUIREMENTS FOR "B" SPECIAL AREA REGULATION

Design Review Board: Fallbrook Planning Group

Date: 5/20/2026

The applicant named below has requested an exemption from the requirement to process a Site Plan Permit, which is normally required for projects subject to Community Design Review. Before the Director can make a final decision on this applicant's request, the Department must consider the recommendation of the applicable design review board. **If the Design Review Board does not issue a recommendation within 45 days of the date above, the Director may act on the applicant's exemption request without board input.**

The Design Review Board shall consider the following circumstances when making a decision on the request for a Site Plan permit exemption:

If it is determined that the nature of a proposed project is such that subjecting it to the Site Plan review process would not materially contribute to the attainment of the community design objectives and guidelines as set forth in the applicable Design Guidelines Manual or that all of the purposes and requirements of the Site Plan have been fulfilled by an existing approved discretionary permit. In making a decision on such a request for exemption from processing a Site Plan Permit, due consideration shall be given to the recommendation of the applicable Community Design Review Board. Such recommendation shall be in writing, signed by the Chairperson or other member of the Review Board who has been authorized by the Review Board to sign Site Plan Permit exemption recommendations, and shall be accompanied by a copy of the project plans **(plans shall be stamped and signed by the Chairperson or other member of the Review Board)** upon which the recommendation was based.

Please schedule this Site Plan Permit exemption request at your next available meeting and notify the applicant of the date, time and place of the meeting. Remind the applicant to bring both sets of the construction drawings submitted for a building permit; the plot plan page of those plans will bear red PDS stamps. Request a third set if you wish to retain a copy for your own records. Also request that the applicant bring to the meeting any other materials (site photos, landscape palette, color board, etc.) that will enable the board to give full consideration to the applicant's exemption request.

Site Plan Permit exemptions cannot be subjected to any conditions (site layout, colors, landscaping, etc.). Site Plan Permit exemptions must either be recommended per the plans as submitted, or a discretionary Site Plan must be recommended if the board determines follow-up conditions must be satisfied. The Site Plan Permit exemption will expire after 6 months if no building permit or use has been obtained within that time.

Upon consideration by the board, **apply the appropriate stamp in red on all pages of both sets of plans to recommend either approval or denial of the EXEMPTION request**; DO NOT use the stamp recommending approval or denial of a Site Plan, since the plans do not constitute a Site Plan application. Stamping the actual building plans will ensure a record of the board's action that cannot become separated or altered prior to the Director's final decision on granting the Site Plan Permit exemption request. **Only those stamped plans will be accepted; this form is for your contact information only.**

Please send your recommendation to Chloe Hird at Chloe.Hird@sdcounty.ca.gov or email her if you have any questions.

Assessor's Parcel Number(s): 103-262-22-00

Project Address: 205 W. Alvarado, Fallbrook, CA 92028

Owner's Name: Boys Club of Fallbrook dba Boys & Girls Clubs of North County

E-mail: allisonb@bgcnorthcounty.org Phone: 760.728.5871

Owner's Mailing Address: 205 W. Alvarado, Fallbrook, CA 92028

Agent's Name: _____
(If applicable)

E-mail: _____ Phone: _____

Agent's Mailing Address: _____

Brief description of the project: Installation of metal sign on the front of the building facing Pico Ave.

THIS SECTION TO BE COMPLETED AND SIGNED BY THE DESIGN REVIEW BOARD CHAIR

Notes: _____

NOTE TO CHAIR: If project drawings (plot plans) have been reviewed; please stamp and sign the complete set (all pages) and return to the applicant.

ACTION: ☐ Site Plan Permit Exemption Recommended.
☐ Site Plan Permit Exemption **NOT** Recommended. Site Plan should be required.

MAIL TO: Planning & Development Services
Attn: Chloe Hird
5510 Overland Ave, Suite 110
San Diego, CA 92123

Meeting Date: / / 20 Signature: _____