

MASTER PLAN PROCEDURES AND PREPARATION GUIDE



A guide to Master Planning in the County of Sacramento and
to accompany the Specific Plan Ordinance,
Chapter 21.14 of the Sacramento County Code

Adopted by Board of Supervisors
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**COUNTY OF SACRAMENTO
MASTER PLAN PROCEDURES AND PREPARATION GUIDE**

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COUNTY OF SACRAMENTO

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1. INTRODUCTION

It is the purpose of this Procedures Guide to outline and discuss procedures for the initiation, preparation, review and implementation of Master Plans within the jurisdiction of the County of Sacramento. This Procedures Guide also provides a description and further detail in support of the requirements of Title 21, Chapter 21.14, the Specific Plan Ordinance. All Specific Plans should conform to both the Specific Plan Ordinance and this Guide. This Procedures Guide also provides information relevant to the preparation of Master Plans as required in the Sacramento County General Plan to amend the County's Urban Policy Area boundary.

A. *Background*

A "Master Plan" is broadly defined as a plan that meets the parameters and intent of the Specific Plan statutes contained in the California Government Code, which requires a land use plan, a circulation plan, an infrastructure plan, and implementation measures. The requirement for a Master Plan might be fulfilled by a variety of planning tools, including a Specific Plan, a Comprehensive Plan, a Community Plan, a Special Planning Area, or any combination thereof. The County's decision to utilize this planning process acknowledges that the project possesses complexity that requires a coordinated and comprehensive planning process. The term "Master Plan" used throughout these guidelines is a general term for whichever process is ultimately determined to be used for a specific application. If the term "Specific Plan" is used, then those guidelines only apply to the Specific Plan process.

The benefits of this planning process are:

- Provides a clear picture of the future regarding development of an area. Allows predictability for: (1) the general public; (2) County government and its constituent departments and agencies; and (3) the potential developer.
- Allows for a broad range of detailed information, beyond that usually obtained in traditional zoning applications, combined into a complete package. This consideration of a full range of issues provides an excellent foundation upon which to base land development decisions or future entitlements.

- Provides detail about project phasing and infrastructure and precisely correlates infrastructure with project land use avoiding the costly oversizing or detrimental undersizing of infrastructure.
- Provides an opportunity for citizen participation before the public hearing process developing understanding, acceptance and support for the project design.
- Allows some flexibility in zoning and development standards which results in developments that are more responsive to the unique conditions of the site and allows a project to respond to changing market conditions over time.
- The ability to establish a “master” or “tiered” environmental document, including appropriate mitigation measures, thus facilitating the consideration of subsequent development proposals. In the case of a Specific Plan, the plan can build in reasonable flexibility to allow a response to changing market conditions or other unforeseeable events, consistent with the revision procedures of the Specific Plan ordinance.

B. *Intent*

It is the intent of Sacramento County that Master Plans be utilized to implement the goals and policies of the General Plan and not be used to circumvent the General Plan process in which general development policy is determined. Master Plans are an appropriate mechanism to expand the Urban Policy Area as described in the Sacramento County General Plan. Each Master Plan shall describe measures that are being proposed to meet air quality mandates, address traffic congestion and present land use designs responsive to travel by pedestrians, automobile traffic and public transit.

Master Plans may be either primarily applicant driven or may be a collaborative effort between the County and Plan proponents. A public outreach strategy shall be established during the initiation phase so that input is obtained through the process from community members and non-applicant property owners. Based on this input, the County and project applicant shall strive to create a plan that conforms to community-wide planning goals. Creating a sense of partnership between the applicant group, the County and the affected public is important because, while the applicant may prepare the document, the County must administer the plan over the long-run while affected property owners and stakeholders must comply with the adopted plan.

C. *Application Fees*

All County costs associated with scoping, review, preparation, processing, implementation, and monitoring of Master Plans, shall be paid for by the project

applicant. The applicant and County shall enter into an agreement that specifies how fees are to be charged to cover these costs. A deposit shall be retained by the County throughout the term of the application. Staff time will be billed on an hourly basis. Invoicing will occur monthly. The County will continue to invoice for staff time until 2 months before the completion of the project. The deposit will then be drawn down based on the actual expenditures incurred in those two months.

Reimbursement agreements to compensate the sponsoring parties for bearing the costs of preparing and administering the plan from non-participating property owners may be structured. As allowed by state law, the County may devise an equitable method of recovering costs on non-participating properties from future development submittal on these non-participating properties. When the County prepares or retains a consultant to prepare a plan in instances where there is no applicant, the County will be responsible for the up-front preparation and processing costs but may collect reimbursement fees from future development as allowed by State law.

Applicants requesting approval of development or construction projects required to be consistent with an adopted Plan may be charged additional fees. In those cases, normal submittal fees will apply such as plan review, use permit or building fees.

D. *Master Plan Phases*

The preparation of a Master Plan is divided into Four Phases as follows:

- (1) Pre-Application Phase
- (2) Master Plan Initiation Phase
- (3) Master Plan Preparation Phase
- (4) Master Plan Hearing and Adoption Phase

Each of these phases is described in more detail herein.

2. PRE-APPLICATION PHASE

Prior to submittal of a request to use the Master Plan process, the potential applicant must discuss the project with the County in a Pre-Application process. The length of time for this phase will vary from project to project depending on the complexities of the Master Plan proposed. During this phase, the applicant and the County staff will discuss the scope of the project, potential issues, project concepts and boundaries. The applicant and the County will propose the type of Master Plan process to be used as well as the physical boundaries of the Master Plan area (for example, the Planning Director may propose that additional area be included in the Master Plan boundary where it is determined that inclusion is necessary

to provide comprehensive planning). Additional work towards identification and resolution of issues can be performed at the discretion of the applicant and the County or can be deferred to the Master Plan Preparation Phase.

3. MASTER PLAN INITIATION PHASE

A. Request For Use Of The Master Plan Process

Private parties wishing to use a Master Plan to implement General Plan policy shall submit a request to the County requesting permission to prepare a plan for their project. In the case of a proposal for a Master Plan located within the UPA and without non-participating property owners, the Planning Director shall have discretion to accept the application without initiation by the Board of Supervisors. For all other circumstances, the planning processes shall be initiated by the Board of Supervisors by a resolution of intention. In those cases where the Plan shall be subject to initiation by the Board, the petition shall include:

- (1) a description of the proposed project,
- (2) a brief justification statement for the project,
- (3) a vicinity map drawn to scale showing the project area and areas within one mile of the property,
- (4) a location map drawn to scale showing the property and exterior property lines within five hundred (500) feet of the subject property,
- (5) mailing labels with the names and addresses of property owners, and assessor's parcel numbers for the properties shown on the location map, listed from the latest assessor's roll,
- (6) the existing land uses (i.e., General Plan, Community Plan and Zoning) designations for the properties within the proposed project boundary,
- (7) an Outreach Plan that describes how the project proponent plans to inform and engage neighbors and members of the general public about the proposed project,
- (8) if located outside of the UPA, adherence to the additional criteria below in Section C, and
- (9) any additional information requested by the Planning Director.

B. *Initial Notification Of A Request To Initiate A Master Plan*

Upon scheduling of the request at a hearing of the Board of Supervisors, Planning shall provide notification of this hearing. This initial notification is not subject to the requirements of state law inasmuch as a formal “project” has not been submitted. The applicant shall provide any necessary mailing labels as part of the petition submittal. In addition, the Department shall provide the appropriate local Community Planning Advisory Council (CPAC) with a copy of the request and inform the CPAC of the hearing before the Board of Supervisors. A recommendation on the request by the CPAC is not required, however, coordination with the CPAC is recommended.

C. *Criteria For Master Plan Initiation When Located Outside The UPA*

The County shall only accept applications to expand the UPA or initiate an expansion of the UPA or any Master Plan/Specific Plan processes outside of the existing UPA if the Board finds that the proposal meets the following criteria:

- (1) *Parallel processes to expand UPA and prepare Master Plans or Specific Plans:* Proposed additions to the UPA will only be considered when accompanied by a request to initiate a Master Plan/Specific Plan process for all land encompassed by the proposed UPA expansion boundary. Likewise, requests to initiate a Master Plan/Specific Plan process outside the UPA will only be considered when accompanied by a request to expand the UPA to include all land encompassed by the proposed Master Plan/Specific Plan.
- (2) *Project Justification Statement and Outreach Plan:* Proposed UPA expansions/Master Plan/Specific Plan processes must be accompanied by both a “Justification Statement” and an “Outreach Plan”. The Justification Statement shall be a comprehensive explanation of the proposed request and the development it would allow. It must include background information, reasoning, and the goal(s) and benefits of the proposed project. The Outreach Plan shall describe how the project proponent plans to inform and engage neighbors and members of the general public about the proposed UPA expansion and project.
- (3) *Proximity to existing urbanized areas:* Proposed UPA expansions/Master Plan/Specific Plan processes must have significant borders that are adjacent to the existing UPA or a city boundary. As a guideline, “significant borders” generally means that the length of the boundary between the existing UPA or city boundary and the proposed UPA expansion/Master Plan/Specific Plan should be 25 percent of the length of the boundary of the UPA expansion area.
- (4) *Logical, comprehensive, and cohesive planning boundaries:* Proposed UPA expansions/Master Plan/Specific Plan processes must consist of a contiguous set of

parcels that have a regular outside boundary consistent with logical planning boundaries. All parcels within this boundary must be included in both the proposed UPA expansion and the proposed project.

D. Board Of Supervisors Review And Consideration

Planning will prepare a report and schedule the request for use of a master planning processing during at a public hearing before the Board of Supervisors for those projects requiring Board initiation. For properties outside the UPA, the Board must also determine if the request for the initiation of the Master Plan process complies with the County General Plan criteria referenced in Section 3.C herein. As part of this initiation, the Board will also identify the appropriate Master Plan process for the property, whether the Plan boundaries and scope indicated by the request are appropriate, and whether the proposed outreach program is adequate for the Plan.

Upon approval, the Board will endorse a resolution initiating the preparation of a Master Plan and approve an appropriate funding agreement for all County costs associated with scoping, review, preparation, processing, implementation, and monitoring of the Master Plan as provided in Section 1 herein.

4. MASTER PLAN PREPARATION PHASE

A. Application

If the Board approves the initiation for Master Plan process, the applicant may then proceed with the submittal of the application. The application for a Plan shall include a formal application form with accompanying diagrams and other pertinent information regarding proposed amendments to appropriate plans (e.g., General Plan or Community Plan) or proposals to amend zoning provisions. These diagrams and other information may consist of conceptual land use diagrams or, in the event specific land uses have not been determined, objectives describing the intent of the project. The application must be filed with the payment of a deposit to provide for staff time to review the application and participate in preparation of the Master Plan as provided in Section 1 herein and approved as part of the Master Plan Initiation Phase as provided in Section 3 herein.

B. Community Outreach

A key part of the prior initiation phase included identification of an appropriate community outreach plan. This identified plan and approach will be followed during the Master Plan preparation phase with the intent to inform the neighbors and/or surrounding community, non-participating property owners and other key stakeholders about the project. Furthermore, the intent of outreach is to address community concerns during the

plan preparation phase, rather than leaving issues unresolved until the final hearing and adoption phase, recognizing that it may not be possible to resolve all issues or reach complete consensus. The outreach plan may include, but not be limited to, neighborhood meetings, mailings, the formation of a Citizens Advisory Committee (CAC), a process to work with the relevant CPAC, and/or consultation with the County Planning Commission.

C. *Initial Consultation On The CEQA Environmental Review*

The plan proponents or applicants and the Environmental Coordinator shall meet early in the process to consult on the issues likely to be key items during preparation of the future environmental document. Consultation should examine the types and possible scope of studies necessary and work may begin on components such as documentation of existing conditions prior to the issuance of the notice of preparation.

D. *The Technical Advisory Committee*

For those Master Plans that involve a number of complex issues and jurisdiction by multiple public agencies, the Board of Supervisors may direct that the Planning Director assemble and convene a Technical Advisory Committee (TAC) comprised of select representatives from key County departments and other agencies. The TAC shall meet with the project applicant as necessary to discuss key project issues and shall review technical matters as appropriate. Information from the Master Plan application shall be provided to TAC members prior to the first meeting. The TAC will discuss potential issues and give an early indication where it will need additional technical information to fully evaluate the project. It is suggested that the TAC staff should meet monthly to discuss the project status. However, because the workload involved in the preparation of a Master Plan or support technical documents can vary month to month, the meeting schedule can vary. The applicant or the County may request meetings as needed in addition to the regularly scheduled meetings.

The County's assigned project manager should be in attendance at all meetings; however, other County staff involved in meetings will vary depending on the issues or documents to be discussed. The TAC should request the applicant in advance of requirements for special input regarding technical issues. Specialists from the TAC, composed from particular departments or staff at the County or non-County agencies (e.g., traffic engineers, biologists, Fish and Game, Regional Transit, Caltrans, etc.) can be scheduled for attendance at the appropriate meeting.

The TAC is advisory, however, the Planning Director has the authority to require revisions to technical information deemed inadequate. The Planning Director may accept

input from the TAC in making in determinations of inadequacy of any technical documents.

E. *Preparation Of Technical Studies And The Administrative Draft Plan*

The use of private consulting firms to prepare portions of the Master Plan text and related technical support documents may be appropriate. Either the plan applicant or the County may select the contractor and enter into the contract depending on the circumstances. . The Environmental Coordinator has the ultimate authority over the scope of work and adequacy of report content for the purpose of inclusion in an environmental document.

As part of the preparation of a Master Plan document and technical studies, the applicant and County staff should develop a process for review of administrative drafts of such documents. These administrative drafts may be reviewed one chapter or section at a time; however, interrelated chapters should be prepared and reviewed concurrently to assure consistency.

The purpose of this process is to give both groups the opportunity to comment on the text and diagrams before the document is finalized into a draft to be circulated for public comment (either by County staff of documents prepared by the plan applicants or the reverse for documents prepared by County staff). This process is important in identifying concerns as early as possible.

The applicant remains responsible for demonstrating how the Plan complies with the Growth Management Criteria and other policies of the General Plan.

F. *Submittal Of A Final Draft Plan And Technical Studies*

After joint review of the preliminary administrative drafts of a Master Plan and Technical Studies, documents shall be revised to final Draft form and submitted to the County for formal review. The text and diagrams should be in a finished state and packaged as one entire document. The applicant will submit these final documents along with a written “request to initiate staff review”. Planning staff will have 30 days to deem the documents complete, or identify additional information that is necessary and refer the documents back to the applicant. For documents related to the CEQA document, the Environmental Coordinator is responsible for the 30-day review process.

The Board of Supervisors shall review the final Draft Master Plan and any related technical support documents in a workshop setting and shall determine that the project is adequate to begin the CEQA Environmental Review process. The identified public outreach plan shall be followed which may also include review or consultation with a CAC, the CPAC and/or the Planning Commission prior to such Board workshop.

G. CEQA Environmental Review

The applicant shall be responsible for all costs associated with preparation of the environmental document and shall pay a deposit based on an estimate of the staff time necessary to complete the document prior to its preparation, pursuant to the County's adopted *Procedures for Preparation & Processing of Environmental Documents Pursuant to the California Environmental Quality Act (CEQA)*.

The development concepts contained in the Plan shall consider and incorporate the environmental data generated in technical studies and guide formulation of the Plan. The Plan should be "self-mitigating" to the extent possible. The Environmental Document will focus on significant and unavoidable impacts and may provide a "Master" document that will allow for subsequent consideration of development proposals for the Plan.

5. HEARING AND ADOPTION PHASE

Once the Environmental Document is completed by staff, the Environmental Document and Master Plan will be circulated for public review and comment as provided by the CEQA Guidelines. The Environmental Document must be circulated to all Responsible Agencies and interested parties, and the Plan must also be made available for review. If an Environmental Impact Report (EIR) is prepared, a public comment period shall be provided as required by CEQA. This comment period may be combined with public hearings for the Plan. Comments on the document will be forwarded to the Environmental Coordinator to prepare a Response to Comments and a Final EIR. Depending on the range and number of comments, the County will require staff time to prepare a response prior to a hearing by the final approving authority. If any significant issues are raised by any comments received, additional analysis or information may be requested of the applicant.

Depending on the approach to public outreach, the item will be scheduled before the appropriate CPAC for review and recommendations. Planning staff will prepare a report to the Planning Commission analyzing the project and making recommendations. The CPAC recommendation is intended to inform the outcome of the Planning staff report.

A public hearing will be scheduled with the County Planning Commission, who may choose to recommend denial or approval of the proposed project to the Board of Supervisors. Regular noticing requirements of both the Planning Commission hearing and the Board of Supervisors hearing must be met. Planning Commission revisions to the Plan may require revisions to and recirculation of the Environmental Document. The Commission's recommendation will be forwarded to the Board of Supervisors and in the event of recommendation for denial, the Plan will be forwarded and appeal will not be necessary. Upon a determination by the Planning Commission, a public hearing will be scheduled with the Board of Supervisors. A Final Environmental Document shall be prepared. The Board

of Supervisors may then approve or deny the proposed project. Several meetings may be required to solicit comment, evaluate the project, and make a determination.

6. RELATION TO ZONING AND COMMUNITY PLANS

In the case of a Specific Plan or a Special Planning Area Plan, the development standards replace or supplement the zoning map and regulations; therefore the entire Specific Plan or Special Planning Area Plan must be adopted by ordinance. To avoid confusion and the potential application of the wrong development standards, a Specific Plan or Special Planning Area designation for the property shall be shown on zoning maps and community plans. An individual would refer to one document, namely the Specific Plan or the Special Planning Area Plan, for all development standards pertaining to the subject property. (e.g., SP-12: The Name of the Plan). If the Specific Plan or Special Planning Area Plan makes a reference to the Zoning Ordinance for applicable standards, any changes in these segments of the ordinance will mean that the subject area must comply with the new regulations. It is expected that regulation issues important to the project, normally governed by County codes, will be identified in the text and tailored to the needs of the project area. Otherwise, current regulations will apply.

A Master Plan, Specific Plan, or Special Planning Area may provide greater design orientation, general complexity, and a broader and more extensive range of controls on a property than does a Community Plan or zoning ordinance. These complexities may increase as subsequent amendments and numerous discretionary and administrative permits are approved, thus requiring a historical familiarity with the documents to ensure adequate interpretation and administration.

7. REVISIONS

Each Master Plan may specify the revision procedures, approval process, and define what types of modifications qualify as a revision. Revisions may consist of such items as typographical errors, measurement errors or boundary adjustments as allowed by the Plan. Revisions should comply with the requirements and intent of the Plan, and shall not change the basic configuration or intent of the Plan.

For large projects developed over many years, it is difficult to predict with complete accuracy how the market or other conditions may change. Many Plans build in some flexibility to account for change. An example might be to allow some minor shifts of planning area boundaries or a shift in density from one planning area to another, such as a 10% shift in the number of permitted units, provided the total density for the project does not change.

An Initial Study shall be prepared for all applications for revisions of the Plan to determine the appropriate environmental document for processing the revision pursuant to CEQA, the CEQA Guidelines and the County's adopted Procedures for Preparation and Processing of Environmental Documents.

8. AMENDMENT PROCEDURES

As noted under revisions, the Master Plan shall specify what types of modifications qualify as an amendment. Proposals to amend the General Plan Component of a Plan shall be subject to the limitations General Plans have under the California Government Code with regard to the number of times amendments that may be considered in a year. In the case of a Specific Plan or Special Planning Area Plan, a Plan adopted by ordinance should be amended by ordinance.

9. MASTER PLAN FORM AND CONTENT

An “Annotated Outline” is provided as Attachment “A”. This annotated outline is intended to assist preparers of a Master Plan in understanding the scope of analysis required to be included in such a Plan.

The outline describes the required topics to be addressed by a Master Plan. The actual table of contents of each Plan will be tailored for each development proposal. However, at the minimum, the Plan should address the topics identified in this outline.

Attachment “A”: MASTER PLAN FORM AND CONTENT

<u>TOPIC</u>	<u>EXPLANATION</u>
Preface	
<ul style="list-style-type: none">• Title Page• Signature Page with Ordinance numbers adoption dates, etc.	<p>The introductory pages should include the “status” of the document: adoption dates, amendment dates, and ordinance numbers, if applicable.</p>
<ul style="list-style-type: none">• Table of Contents• List of Exhibits and Tables• List of Technical Appendices (can be bound separately)	<p>Depending on the volume of technical studies generated during the preparation of the Plan, the Appendices may contain only the executive summaries and key exhibits or could be bound separately with a reference of where a copy can be found.</p>
<ul style="list-style-type: none">• Contacts Page	<p>The contact page would cite the Board and Commission members, Planning Staff, Applicant and Consultants involved in the preparation of the Plan.</p>
I. Executive Summary	
<ul style="list-style-type: none">• Project Summary• Regional Map• Vicinity Map	<p>The Executive Summary should give a brief description of the project, identify its location, and describe the basic design objectives. The purpose and general range of issues addressed by the Plan should be briefly identified.</p> <p>The project should be depicted in relation to the Sacramento County General Plan and the entire Sacramento County region. A Vicinity Map should show the project boundaries on a USGS topographic map, aerial photo, or similar base.</p>
II. Introduction	
<ul style="list-style-type: none">• Purpose/Authority• Issues• Regulatory Scope• Project Goals and Objectives	<p>This section should address the authority and purposes of the Plan and the range of issues considered by the document. A description of the regulatory nature of the Plan shall be discussed here.</p>
<ul style="list-style-type: none">• General Plan Consistency• Severability Clause	<p>Project Goals and Objectives could be consolidated and discussed in this one Section or located under Section IV. (Development Plan/Project Concept).</p>

A key section will be a description of how the Plan is consistent with the Sacramento County General Plan. A General Plan Policy versus Project should be compiled into tabular format for easy reference.

In the case of a Specific Plan, a severability clause should be included that states that, “if any regulation, condition, program or portion of the Specific Plan is held invalid by a California or Federal Court of competent jurisdiction, such portions shall be deemed separate, distinct, and independent provisions, and the invalidity of such provisions shall not affect the validity of the remaining provisions thereof.”

III. Existing Conditions and Site Analysis

- Surrounding Land Use
- Existing General Plan or Community Plan
- Existing Zoning
- Circulation
- Infrastructure
- Environmental Constraints (such as Flooding, Drainage, Wetlands, Slopes and Topography, Wildlife and Vegetation, Soils and Geology, Prime Agricultural Lands or Cultural Resources)
- Opportunities and Constraints

The existing conditions and site analysis process should be documented with text and diagrams supported by consultant or technical reports prepared for the Plan or Environmental Document. The existing conditions and issues area to be addressed may vary from project to project. Information shall be presented in a graphically readable format and categories should not be too finely detailed (e.g., slope maps should depict categories in increments of 10%).

A clear acetate overlay of the proposed development plan could be prepared and kept in a map pocket within the document for use on top of existing conditions exhibits.

IV. Development Plan/Project Concept

- Land Use
- Transportation Plan
- Natural Resource and Management Plan
- Projected Market/ Socioeconomic Analysis
- Community Features Plan

The Land Use component should discuss the policy direction. It may be segmented into levels of commitment; for example, goals and policies. The policy direction will be based on opportunities, issues and the analysis of technical data. A Land Use diagram depicting the basic distinctions in land use along with summary tables of land uses and densities shall be included. A

General Plan designation exhibit should be included to identify appropriate General Plan land use designations consistent with the proposed and any alternative Plan land use designations. Additionally compliance with the County's Affordable Housing Ordinance should be included in the Land Use component.

The circulation component should address all of the components of the circulation system including transit, pedestrian, equestrian, rail, bicycle, and automobile systems. Development standards will include cross sections and detailed views. The circulation diagram(s) should identify the proposed street system, categorizing the hierarchy of streets. For ease of analysis it is suggested that existing streets be shown with a solid line and proposed streets with a dotted line. The map should include land outside of the Plan area as necessary to analyze how the circulation system functions. A table should be provided indicating existing and projected street capacities, traffic volumes and service levels during off-peak and peak hours for all road segments and intersections at buildout. The Transportation Plan should also address interim measures for segments significantly impacted prior to buildout and full system provision.

A Natural Resource Plan should identify key habitat and resource areas and plans to mitigate impacts and manage remaining areas.

An analysis of the projected market for the project, types of commercial tenants under consideration, types of homebuyers, and building types, etc., should clarify the projected population and socioeconomic characteristics for the project.

The Community Features section should clearly illustrate the key components of the plan: parks, landscaping, schools, open space, employment, commercial areas, types of residential, and other aspects of the plan.

V. Public Facilities and Services Map

- Policy or Concept
- Diagram
- Standards

The Public Facilities and Services Plan will be a critical component of the Plan. The Plan must be consistent with the General Plan and performance standards, and implement any public facility plans that have been adopted on the property by the County.

Each component of the Public Facilities and Services Plan should discuss policy direction or the proposed system concept, provide diagrams, and describe or illustrate any special construction standards that have been designed to respond to the unique characteristics of the site and the planning concepts. Special development and construction standards shall be designed in coordination with the appropriate controlling agency. Technical documents and consultant work shall be referenced where necessary.

- Drainage

This portion of the Plan will identify facilities to be improved, and drainage areas to remain natural and identify expected flows and capacities for each facility. Retention and detention facilities and on-site and off-site facilities will be identified.

- Water and Sewer

A diagram and list of existing and proposed water facilities including major transmission lines, storage facilities, water treatment and pumping facilities and local water resources should be provided.

For sewer facilities a list and map of existing and proposed trunk lines, force mains and pump stations must be included. Include a discussion of how the proposed system relates to water reclamation plans within the area. If golf courses or large open space areas are included in the plan or proximate to the plan, the plan should include a specific discussion of the reclamation plans and/or potential. For each facility indicate size, capacity, current utilization and projected buildout utilization.

- Solid Waste/Recycling

The proposed solid waste disposal facilities and opportunities for recycling programs that will support the planned land uses should be discussed.

- Energy

A diagram and written descriptions of proposed energy facilities, transmission and distribution lines and

easements that will support the planned land uses should be included. Site and design standards for land uses and buildings and structure minimizing net energy use, consumption of natural resources and adverse impacts may be discussed for incorporation into the development standards.

- Schools

A detailed description of all school facilities provided and available, both on and off-site, to the project area community should be included. The description will extend from preschool through high school. Day Care and college level programs should also be discussed.

- Other Public Facilities and Services

A description of the other essential facilities needed to support the planned land uses (e.g., fire stations, library, police, telecommunications, cable television, park and recreation facilities, museums, performing art centers and civic center) should be included.

VI. Design Guidelines

- Site Design
- Landscape/Hardscape
- Fences and Walls
- Signage
- Lighting
- Architecture
- Review Procedures
- Pedestrian Access
- Land Use Integration

Design Guidelines will vary significantly from project to project, and therefore the identified topics for discussion may vary. This section should be prepared and adopted concurrently with the Plan. Design Guidelines are intended to provide further elaboration and direction on project theme for key elements of design. Detailed sections, plan views, renderings and photographs of sample images may be shown to illustrate the expected level of quality and design theme.

Site Design should discuss building orientation to topography, natural features, and public open spaces and streets. Visual Analysis and aesthetics should be addressed.

Landscape/Hardscape and Fences/Walls should discuss streetscapes and open space design, and elaborate on design discussion found in Section IV, the Development Plan.

Architecture, Signage and Lighting may be used by a project to create an image statement that is differentiated

from typical County standards or development. Creative, high quality solutions should be encouraged.

Review procedures will describe the process and criteria by which site specific designs and development proposals are evaluated against the standards and guidelines of the Plan. The proposed projects should meet or exceed the expectations and vision discussed in the Plan.

VII. Development Standards

- Zoning Designations Map
- Development Summary Table
- Development Standards

A separate Development Standards section citing the zoning for the property setbacks, coverage, or referencing the existing zoning code will provide for ease of administration.

The Development Standards will constitute the land use regulations and zoning for the area. The regulations should be as simple, concise and graphically portrayed if feasible. Land Use regulations should include criteria such as permitted uses, land uses that require conditional use permits, sign controls and development standards (e.g., minimum lot areas, building heights, fences, setbacks, parking access, lot coverage, etc.). In addition to land use development standards, standards for the conservation, development and the utilization of open space areas will be included.

VIII. Implementation Measures

- Capital Improvement Program/Financing

- Phasing/Sequence of Improvements

The capital Improvement Program and costs of the public works projects identified by the Public Facilities and Services section will be discussed and measures by which each public works project can be financed will be identified. The persons, entities or agencies that will be responsible for financing and carrying out each proposed improvement should also be stated. Triggers should also be identified to describe the phasing of the capital improvement facilities.

The phasing of the project and transition to development will be described. The phasing of development as it pertains to public facilities should be identified. Phasing

should be in as specific of terms as possible (i.e. “in Planning Area 2 a twelve inch sewer line will be installed upon completion of 300 dwelling units”). The phasing of the project and growth in population should be discussed. The Capital Improvement Program described in the Plan should be linked to this phasing plan.

- Maintenance and Operation Mechanisms to operate and maintain facilities should be identified. Costs associated with operation should be discussed and a responsible entity assigned.

IX. Administration

- Plan Review Procedures
 - Environmental Document
 - Revisions and Amendment
 - Enforcement
 - Roles and Responsibilities
- An identification of which subsequent discretionary projects will be exempt from further environmental documentation and which will be subject to further environmental documentation should be provided. The Plan Amendment process and the nature of enforcement of the Plan should be described. The role and responsibility of County staff, property owners, special districts, design review commissions, etc. should be identified.

X. Appendices

- Technical Reports Technical Reports, the executive summaries of technical reports or a reference to where technical reports are located should be included in the appendices.
- Legal Description A legal description of the exact properties affected by the Plan shall be included.
- Chronological Project History A chronological history of key project dates, acquisition, submittals, approvals, etc., may be included as an option.

Note: All maps, diagrams, charts, graphs, and photographs should be a part of and bound into the Plan Report. Detached exhibits are not acceptable.
- Other Reports Other reports may be appended to the Master Plan, i.e. Development Agreement, Fiscal Analysis, Affordable Housing Plan.