

CHAPTER 2.10

MAJOR NEIGHBORHOOD CENTER

MASTER SITE PLAN REQUIREMENTS

Section 2.10.10 - BACKGROUND

As the core of a comprehensive neighborhood and as a site serving community-wide shopping and office needs, a Major Neighborhood Center is envisioned to encompass several acres of land and contain relatively intense commercial and residential development. Development of a new Major Neighborhood Center, and particularly major redevelopment of an existing Major Neighborhood Center, may ultimately involve multiple property owners and businesses that become involved in the development of the Center at different times. Consequently, the coordinated planning and development of a Major Neighborhood Center is important not only to the neighborhood, but also to a broader area.

The Master Site Plan review process is established to provide the mechanism for achieving compatibility between Uses and the surrounding area, as well as to facilitate future developments and redevelopment consistent with established requirements. The procedures of this Chapter are applicable when a property owner requests a Master Site Plan review prior to and/or concurrent with review of a specific project within a Major Neighborhood Center. Upon Planning Commission approval of the Master Site Plan, Building Permits may be issued consistent with that Plan.

Section 2.10.20 - PURPOSES OF MASTER SITE PLAN

Master Site Plan review procedures are established in this Chapter for the following purposes:

- a.** Ensure that the requirements of the Neighborhood Center Zone are implemented and coordinated with respect to Major Neighborhood Centers;
- b.** Establish a logical framework for development on the applicant's property(ies);
- c.** Promote compatibility with surrounding land uses by identifying the relationships of proposed and future development with existing surrounding development and open spaces;
- d.** Promote the efficient use of land and energy;

- e. Promote development patterns at a human scale and that meet the needs of pedestrians through the arrangement of buildings, circulation systems, land uses, and utilities;
- f. Provide the applicant with reasonable assurance of ultimate approval before expenditure of complete design monies, while providing the City and nearby property owners and occupants with assurances that the project will retain the character envisioned at the time of approval; and
- g. Provide a basis for discretionary review of an overall plan of development that can subsequently be developed in phases over time through ministerial approvals.

Section 2.10.30 - APPLICABILITY

A Master Site Plan shall be required prior to development on any undeveloped site or on any site requiring major redevelopment within a Major Neighborhood Center. The subject property(ies) shall be specified by the applicant and property owner, and shall include only those property(ies) for which they have been authorized to apply. Major redevelopment includes individual or cumulative enlargements or extensions of structures involving floor area equivalent to 20 percent or more of the gross floor area of any existing building (or buildings if attached) on the site, or 3,000 sq. ft. or more of floor area within the site, whichever is less.

2.10.30.01- Exceptions

A Master Site Plan is not required for the following situations, provided that all other applicable requirements of this Code are met:

- a. Any independent or cumulative enlargements, extensions, or expansions involving floor area equivalent to 500 sq. ft. or less for structures in existence and in compliance with this Code on December 31, 2006; and
- b. Expansion of, or redevelopment on, any existing developed site not involving major redevelopment, as defined above.

Section 2.10.40 - MASTER SITE PLAN REVIEW PROCEDURES

An application filed for a Master Site Plan shall be reviewed in accordance with the following procedures.

2.10.40.01 - Application Requirements

When the Director deems any requirement below unnecessary for proper evaluation of a proposed application, it may be waived.

Prior to formal submittal of an application, the applicant is encouraged to participate in an informal pre-application conference with Community Development Department staff to discuss the proposal, the applicant's requirements, and the applicant's materials developed in response to this Code's applicable requirements.

Applications for a Master Site Plan shall be made on forms provided by the Director and shall be accompanied by the following:

- a. Location and description of the subject property(ies), including all of the following, as relevant: address; tax assessor map and tax lot number; parcel number; written description of the boundaries of the proposal; and one set of assessor's maps of the subject site and surrounding area, with the subject site outlined in red;
- b. Signed consent by the subject property's owner(s) and/or the owner's legal representative(s). If a legal representative is used as a signatory, written proof of ability to be a signatory shall be furnished to the City. The owner's name(s) and address(es), and the applicant's name, address, and signature shall also be provided;
- c. Fifteen copies of the narrative, on 8.5 by 11 in. sheets, and 15 copies of graphics at an 8.5 by 11 in. size. The Director may request additional copies of the narrative and/or graphics for routing purposes, if needed. Related names/numbers must be legible on the graphics. The Director may also require some or all graphics at an 11 by 17 in. size if, for legibility purposes, such a size would be helpful;
- d. Six sets of full-scaled black line or blueprint drawings of the graphic(s), with sheet size not to exceed 24 by 36 in. Where necessary, an overall plan with additional detail sheets may be submitted;
- e. An electronic version of these documents (both text and graphics, as applicable) if an applicant has produced part or all of an application in an electronic format. The applicant shall coordinate with the City regarding compatible electronic formats, to the greatest extent practicable;

f. Graphic Requirements

Graphics shall include the following information where applicable:

1. All graphics shall be drawn to scale and shall contain a sheet title, date, north arrow, bar scale, and legend placed in the same location on each sheet. Photos shall include scale references;
2. Public Notice Map - Typically a street map at one in. = 800 ft. as per the City's public notice format;
3. Zoning Map - Typically one in. = 400 ft., but up to one in. = 800 ft., depending on the size of the site, with a key that identifies each zone on the site and within 1,000 ft. of the site as per City format;
4. Comprehensive Plan Map - Typically one in. = 800 ft. with a key that identifies each land use designation on the site and within 1,000 ft. of the site as per City format;
5. Existing Land Use Map - Typically a topographic map that extends at least a 1,000 ft. beyond the site. The map shall include building footprints and distinguish between single-family, multi-family, Commercial, and Industrial Uses, as well as other significant features such as roads, parks, schools, and Significant Natural Features identified by Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting, Chapter 4.5 - Natural Hazard and Hillside Development Provisions, Chapter 4.12 - Significant Vegetation Protection Provisions, and Chapter 4.13 - Riparian Corridor and Wetland Provisions;
6. Significant Natural Features Map(s) - Maps shall identify Significant Natural Features of the site, including but not limited to:
 - a) All information and preservation plans required by Chapter 4.2 - Landscaping, Buffering, Screening, and Lighting, Chapter 4.5 - Natural Hazard and Hillside Development Provisions, Chapter 4.11 - Minimum Assured Development Area (MADA), Chapter 4.12 - Significant Vegetation Protection Provisions, and Chapter 4.13 - Riparian Corridor and Wetland Provisions, as applicable;

- b) All Jurisdictional Wetlands not already shown as part of “a,” above. While not all Jurisdictional Wetlands are locally regulated by Chapter 4.13 - Riparian Corridor and Wetland Provisions, they need to be shown so that the City can route the application to the appropriate state and federal agencies for comment; and
- c) Archaeological sites recorded by the State Historic Preservation Office (SHPO).

7. General Land Use Map - The General Land Use Map shall include an off-site analysis with sufficient information on land areas within at least 300 ft. of the zone in which the subject property is located. The General Land Use Map shall indicate the relationship of the proposed development to adjacent land uses. An aerial photo may be used as the base for this off-site analysis. Ortho photos are available at City Hall.

At minimum, the General Land Use Map shall illustrate the following:

- a) Existing zones and approximate densities;
- b) Land uses, parcel lines, and existing buildings (building envelopes are acceptable);
- c) Transportation corridors (automobile, bicycle, and/or pedestrian), functional classifications of streets, and driveways/parking areas; and
- d) Significant Natural Features identified in “6,” above, as applicable; and any other information that, in the Director’s opinion, would assist in providing a context for the General Land Use Plan.

8. Master Site Plan Map - The Master Site Plan of the subject property(ies) shall include an on-site plan with sufficient information to indicate the existing and planned relationships among the structures, circulation systems, Significant Natural Features, open spaces, and Green Areas on the subject property; other properties within the zone in which the subject property is located; and the land areas within at least 150 ft. of the zone. At minimum, the Master Site Plan of the subject property(ies) shall illustrate the following:

a) Factors to include for the subject property(ies) -

- 1) Boundary of the proposed development site and any interior boundaries related to proposed development phases or land divisions;
- 2) General location of improvements and existing and proposed structures (building envelopes are sufficient for proposed new buildings or expansions of existing buildings), including locations of entrances and exits; building types and gross density per acre; location of fire hydrants, overhead lines in the abutting right of way, easements, fences, walls, parking calculations, and walkways; and any proposed Use restrictions. Where required by the applicable zone, lot coverage and Green Area calculations shall be provided, as applicable;
- 3) General location and dimensions of areas to be conveyed, dedicated, or reserved as common open spaces, common Green Area, public parks, recreational areas, school sites, and similar public and semipublic uses;
- 4) Existing and proposed general circulation system plan and dimensions including streets, driveways, bikeways, sidewalks, multi-use paths, off-street parking areas, service areas (including refuse), loading areas, direction of traffic flow, and major points of access to public rights-of-way. Illustrative cross-sections of streets shall be provided. Notations of proposed ownership (public or private) should be included where appropriate;
- 5) Existing and proposed general pedestrian circulation system, including its interrelationship and connectivity with the existing and proposed vehicular, bicycle, and pedestrian circulation systems, and indicating proposed treatments for points of conflict;
- 6) General utilities plan indicating existing and proposed utility systems and their function, including sanitary

sewer, storm sewer, and drainage and water systems;
and natural gas, and electric power lines;

- 7) Identification of Significant Natural Features that were included on the Significant Natural Features map(s) required in 2.10.40.01.f.6, above, to indicate the relationship of the proposal to the site's Significant Natural Features;
 - 8) Existing and proposed topographic contours at two-ft. intervals. Where the grade of any part of the subject site exceeds 10 percent and where the site abuts existing developed lots, a conceptual grading plan shall be required. This conceptual grading plan shall contain adequate information to evaluate impacts to the site and adjacent areas, consistent with Chapter 4.5 - Natural Hazard and Hillside Development Provisions. It shall indicate how these objectives are met, how runoff or surface water will be managed in terms of a conceptual drainage control system; and
 - 9) Identification of the Shopping Street.
- b) Factors to include for other properties within the zone in which the subject property(ies) are located and land areas within at least 150 ft. of the zone -
- 1) Parcel lines;
 - 2) General locations and types of circulation and parking systems including, but not necessarily limited to, reasonable approximation of the future extension of proposed Shopping Streets and pedestrian systems;
 - 3) General locations of public, private, and franchise utilities (e.g., sanitary sewer, storm sewer, water, natural gas, electric power); and
 - 4) Building locations (building envelopes are acceptable), and their approximate height and current Use Types.

g. Narrative Requirements

A written statement shall include the following information:

1. A legal description of the subject property, including the street(s) along the property's frontage. Copies of the legal description shall be provided in both written and electronic format;
2. A statement of the planning objectives to be achieved by the Master Site Plan. This statement shall include a description of the character of the proposed development, a brief rationale behind the assumptions and choices made, and a discussion of how the application meets the review criteria identified below, including the development standards required by this Code;
3. A statement describing project phases, if proposed. Phases shall be:
 - a) Substantially and functionally self-contained and self-sustaining with regard to access, parking, utilities, Green Areas, and similar physical features; and capable of substantial occupancy, operation, and maintenance upon completion of the construction and development, and be designed such that the phases support the infrastructure requirements for the project;
 - b) Properly related to other services of the community as a whole and to those facilities and services yet to be provided; and
 - c) Provided with such temporary or permanent transitional features, buffers, or protective areas as may be required to prevent damage or detriment to any completed phases and to adjoining properties not included with the subject proposal.
4. Quantitative data related to the subject site shall be provided for the following, where appropriate:
 - a) Parcel sizes;
 - b) Total number and type of dwelling units. A proposed range with a 10 percent difference is permissible;

- c) Gross residential densities per acre. A proposed range with a 10 percent difference is permissible;
 - d) Gross square footage of floor areas for nonresidential and residential construction. A proposed range with a 10 percent difference is permissible;
 - e) Floor Area Ratio(s). A proposed range with a 10 percent difference is permissible;
 - f) Proposed Green Areas to structure footprint ratios. A proposed range with a 10 percent difference is permissible. For a definition of Green Area, refer to Chapter 1.6 - Definitions; and
 - g) Number of parking spaces provided and any parking agreements with neighboring properties. A proposed range with a 10 percent difference is permissible.;
- 5. Traffic impact study, if required by the City Engineer. The City Engineer shall define the scope of the traffic impact study based on established procedures. See Section 4.0.60.a; and
 - 6. Information required by Chapter 4.5 - Natural Hazard and Hillside Development Provisions, Chapter 4.11 - Minimum Assured Development Area (MADA), Chapter 4.12 - Significant Vegetation Protection Provisions, and Chapter 4.13 - Riparian Corridor and Wetland Provisions, as applicable.

2.10.40.02 - Acceptance of Application and Staff Evaluation

- a. The application shall be accepted and evaluated by City staff in accordance with the procedures identified in Sections 2.3.30.02 and 2.3.30.03 of Chapter 2.3 - Conditional Development, and with Chapter 2.0 - Public Hearings.
- b. After accepting a complete application the Director shall schedule a public hearing to be held by the Planning Commission. Notice of the hearing shall be provided in accordance with Chapter 2.0 - Public Hearings.
- c. After an application is accepted as complete, any revisions to it that result in the need for an additional public notice to be mailed shall be regarded as a

new application. Such new application shall require additional filing fees and rescheduling of the required public hearing.

2.10.40.03 - Review Criteria

Requests for approval of a Master Site Plan shall be reviewed in accordance with the review criteria identified in Section 2.3.30.04 of Chapter 2.3 - Conditional Development. Additional review factors shall include the following:

- a. Development shall comply with the applicable Use and development standards for the Neighborhood Center Zone;
- b. Development of infrastructure systems shall not interfere with the operations of adjacent uses of property that are not party to the Master Site Plan; and
- c. Development shall not preclude reasonable opportunities for the adjacent properties within the subject Neighborhood Center Zone, and not party to the application, to develop or redevelop in accordance with City requirements.

2.10.40.04 - Action by the Planning Commission, Notices, Notice of Disposition, Appeals, and Effective Date

The public review process for a Master Site Plan request shall be in accordance with Sections 2.3.30.05 through 2.3.30.08 of Chapter 2.3 - Conditional Development.

2.10.40.05 - Effective Period of Master Site Plan Approval

- a. Master Site Plan approval shall be effective for a three-year period from the date of approval. The approval shall expire if the applicant has not, within three years:
 - 1. Installed and/or bonded for all public improvements related to the project - or the first phase, if the project was approved in phases; or
 - 2. Applied for and received foundation permits for at least one building approved as part of the project.
- b. Master Site Plan approval shall also expire if the applicant has not, within five years of the completion of a phase of a phased development:

1. Installed and/or bonded for all public improvements related to the next phase of the project; or
 2. Applied for and received foundation permits for at least one building approved as part of the next phase of the project.
- c. At its discretion and without a public hearing, the Planning Commission may extend the approval once for a period not to exceed two additional years.

2.10.40.06 - Review Criteria for Determining Compliance with an Approved Master Site Plan

- a. An approval of a Master Site Plan shall apply only to the property(ies) included in the application. Development or major redevelopment on other properties adjacent to the subject properties and within the same Neighborhood Center Zone are also subject to the requirement for submittal of a Master Site Plan. Consistency between one property and another must be demonstrated through the submitted materials, review criteria, and conditions of approval.
- b. A site development permit request shall be reviewed to determine whether the request is in compliance with the approved Master Site Plan. It shall be deemed to be in compliance if it is consistent with the review criteria in Section 2.10.40.03, does not involve modifications to this Code's development standards, and does not involve changes to any specific requirements established at the time of Master Site Plan approval. Specific requirements include Conditions of Approval, this Code's requirements, and all aspects of the applicant's proposal that were approved as part of the Master Site Plan.

Section 2.10.50 - MASTER SITE PLAN MODIFICATION

This Section identifies the processes by which an approved Master Site Plan may be modified. In general, such plans may be modified in two ways, depending upon the degree of modification proposed. These include the Minor and Major Master Site Plan Modification processes described below.

2.10.50.01 - Purposes of a Master Site Plan Modification

- a. Provide a limited amount of flexibility with regard to site planning and architectural design for approved Master Site Plans; and

- b. Provide elements within the development site that compensate for requested variations from approved Master Site Plans such that the intent of the original approvals is still met.

2.10.50.02 - Thresholds that Separate a Minor Master Site Plan Modification from a Major Master Site Plan Modification

- a. The factors identified in Section 2.3.40.02 - Thresholds of a Conditional Development Modification describe the thresholds that separate a Minor Master Site Plan Modification from a Major Master Site Plan Modification.
- b. A Modification that equals or exceeds the thresholds identified in Section 2.3.40.02 - Thresholds of a Conditional Development Modification shall be processed as Major Master Site Plan Modification.
- c. A Modification that falls below the thresholds identified in Section 2.3.40.02 - Thresholds of a Conditional Development Modification or that decreases the amount of variation from a standard that was previously approved shall be processed as a Minor Master Site Plan Modification.
- d. In addition, only three such Minor Master Site Plan Modifications may be processed within one calendar year for any approved Master Site Plan. If more than three such Modifications are proposed within a calendar year, the Modifications, or any single such Modification proposed following the third, shall be processed as a Major Master Site Plan Modification and shall follow the procedures contained in Section 2.10.50.03.
- e. A Modification to specific requirements established at the time of Master Site Plan approval, including Conditions of Approval, this Code's requirements, and all aspects of the Master Site Plan proposal, may be considered as a Minor Master Site Plan Modification only if it falls within the definition of a Minor Master Site Plan Modification described in Section 2.10.50.02.c.

2.10.50.03 - Procedures for a Major Master Site Plan Modification

If a Modification is proposed that equals or exceeds the thresholds described in Section 2.3.40.02 - Thresholds of a Conditional Development Modification, or if Modifications to more than three factors that fall below the thresholds identified in that Section are proposed within a single calendar year, the changes shall be processed as a Major Master Site Plan Modification.

- a. An applicant may petition for review of previously approved plans for purposes of modifying a Master Site Plan, stating reasons for the change.
- b. Where the Director determines that the proposed change is a Major Master Site Plan Modification in accordance with the thresholds described in Section 2.3.40.02 - Thresholds of a Conditional Development Modification, a hearing shall be scheduled before the Planning Commission in accordance with Chapter 2.0 - Public Hearings. The Planning Commission may approve, conditionally approve, or deny the Major Master Site Plan Modification.
- c. Upon finding that the petition is reasonable and valid, the Planning Commission may consider the redesign in whole or in part of any Master Site Plan.
- d. In reviewing the proposed Modification, the Planning Commission shall follow the procedures herein required for Master Site Plan submittal and review. The Commission shall consider the review criteria in Section 2.10.40.03 to determine whether to authorize a Major Master Site Plan Modification.
- e. Notice requirements, action on the application, issuance of the Notice of Disposition, processing of appeals, and establishment of the effective date and the effective period of a Major Master Site Plan Modification shall comply with the same provisions for a Master Site Plan.

2.10.50.04 - Determining Compliance with a Major Master Site Plan Modification

A Building Permit or other site development permit request shall be reviewed to determine whether the request is in compliance with any approved Major Master Site Plan Modification. It shall be deemed to be in compliance if it is consistent with the review criteria in Section 2.10.40.03, does not involve any additional deviations from this Code's development standards, and does not involve changes to any specific requirements established at the time of Major Master Site Plan Modification approval. Specific requirements include Conditions of Approval, this Code's requirements, and all aspects of the applicant's proposal that were approved as part of the Major Master Site Plan Modification.

2.10.50.05 - Procedures for a Minor Master Site Plan Modification

- a. An applicant may petition for review of previously approved plans for purposes of modifying a Master Site Plan, stating reasons for the change(s).

- b.** Where the Director determines that the proposed changes qualify as a Minor Master Site Plan Modification in accordance with the thresholds described in Section 2.3.40.02 - Thresholds of a Conditional Development Modification, the Director shall administratively process the application as a Minor Master Site Plan Modification. The Minor Master Site Plan Modification may be approved, conditionally approved, or denied by the Director. If the proposed changes equal or exceed the thresholds identified in Section 2.3.40.02, the changes shall be processed as a Major Master Site Plan Modification, and the applicant shall follow the procedures described in Section 2.10.50.03.
- c.** In reviewing the proposed Modification, the Director shall follow the procedures herein required for Minor Master Site Plan Modification submittal and review.
- d.** To determine whether to authorize a Minor Master Site Plan Modification, the Director shall consider the review criteria in Section 2.10.40.03 and the following additional review criterion:

New benefits are provided that functionally compensate for any negative effects caused by the requested variations from the original project design. New elements used to compensate for a negative effect shall be of at least equal value to the elements proposed to be changed. Applicants shall provide the Director with information substantiating the value of the new elements in comparison to the value of the elements to be changed. The value information shall be developed by a qualified professional in the field relevant to the elements being exchanged.
- e.** Upon finding that the application qualifies as a Minor Master Site Plan Modification, the Director may consider the redesign in whole or in part of any Master Site Plan, provided the redesign still qualifies as a Minor Master Site Plan Modification.
- f.** Notice for a Minor Master Site Plan Modification shall be provided in accordance with Chapter 2.16 - Request for Interpretation.
- g.** The Director's action on the application, including issuance of the Notice of Disposition, processing of appeals, establishment of the effective date, and the effective period of the Minor Master Site Plan Modification, shall be in accordance with Sections 2.12.30.07 through 2.12.30.11 of Chapter 2.12 - Lot Development Option.

2.10.50.06 - Determining Compliance with a Minor Master Site Plan Modification

A Building Permit or other site development permit request shall be reviewed to determine whether the request is in compliance with any approved Minor Master Site Plan Modification. It shall be deemed to be in compliance if it is consistent with the review criteria in Section 2.10.50.05.d, does not involve any additional deviations from this Code's development standards, and does not involve changes to any specific requirements established at the time of Minor Master Site Plan Modification approval. Specific requirements include Conditions of Approval, this Code's requirements, and all aspects of the applicant's proposal that were approved as part of the Minor Master Site Plan Modification.

