

## DRAFT Site Master Plan Process

**Site Master Plan.** The master planning process provides a coordinated and integrated approach to Bonus FAR Developments, larger developments, portions of neighborhoods, or areas under certain conditions. This process allows the City to achieve key Specific Plan goals, such as creating new publicly accessible open space and streets, orderly development land parcellation, and the provision of neighborhood-serving uses, while allowing development flexibility and an administrative process focusing on key development objectives. This section outlines the conditions and requirements for the master planning process. Refer to the Moffett Park Zoning Code Permitted Use Table for details on the review process.

In addition to the City's standard submittal requirements for development applications, Site Master Plan submittals must also include the following:

1. **Compliance with Specific Plan Vision.** Applications shall include a table comparing the development with each of the Specific Plan standards and policies, and a narrative describing how the development is consistent with the vision for an ecological innovation district.
2. **Neighborhood targets.** The Specific Plan's land use targets, or the desired type and amount of each land use by neighborhood, will guide the creation of complete neighborhoods. New developments will be compared to these land use targets to help inform subsequent decisions regarding the desired mix of land uses within each area. Development applications shall include a plan and data showing the proposed location, mix, intensity, and square footage of land uses within the development and compared to the neighborhood targets. The form for this data will be provided by the City.
3. **Bonus FAR summary.** Developments that request Bonus FAR shall identify the amount of square footage and the resultant FAR requested and identify any FAR exemptions for neighborhood-serving uses.
4. **Open space.** For all new publicly accessible open space, applications shall specify the location, size, design, nature of grant (e.g. full dedication or easement, including details), integration with surrounding parcels and open space, and proposal for maintenance and operation. Open space configuration can be refined based on site conditions.
5. **Block circulation plan.** The applicant shall submit a conceptual block diagram as part of the plan submittal process. The block circulation plan should be consistent with the complete street types in Chapter 7 and the block and street standards in Chapter 5 (Development Standards).
  - Requirements. The block circulation plan shall include the following:
    - i. Street Types and dimensioned cross-sections;

- ii. Each connection specified as public or private (e.g., dedication vs. easement);
- iii. How key views of buildings, landmarks, transit stations, open spaces, etc., are related to the Site Master Plan and specific block circulation design;
- iv. Connections to existing and planned open spaces;
- v. An implementation and phasing strategy for circulation improvements.

### Process for Site Master Plan Approval process

1. Site Master Plan Review (revisions may be needed)
  - o CEQA Compliance Review
  - o Submission of Phased Development Plans (concurrent to Site Master Plan Application)
2. Site Master Plan Approval and Development Agreement for projects with Bonus FAR: City Council Approval
3. Development Entitlements
  - o Special Development Permit with Planning Commission approval
  - o Miscellaneous Plan Permits or Design Review (May be acted on by Director of Community Development without notice or hearing)
4. Building Permits

**Table 1. Site Master Plan Submittal Requirements**

	Site Master Plan	Submittal Documents
<i>Vision</i>	<ul style="list-style-type: none"> <li>Summary of development vision and relationship to MPSP Vision and Guiding Principles</li> </ul>	<ul style="list-style-type: none"> <li>Summary Table (or checklist)</li> </ul>
<i>Existing Conditions</i>	<ul style="list-style-type: none"> <li>Boundaries of Master Plan Area</li> <li>Parcel Area</li> <li>Existing Floor Area</li> <li>Existing Easements</li> <li>Existing Utilities</li> <li>Adjacent/adjoining Parcel Information</li> </ul>	<ul style="list-style-type: none"> <li>Plan drawings</li> <li>Summary Table</li> <li>Preliminary Title Report</li> </ul>
<i>Environmental Review</i>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>CEQA Compliance Checklist and supporting documentation</li> </ul>
<i>Program Summary</i>	<ul style="list-style-type: none"> <li>Proposed Floor Area by Land Use</li> <li>Publicly Accessible Open Space and Street Network</li> <li>Parking and TDM Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Program Table</li> <li>Program Strategy Memos</li> </ul>

	<ul style="list-style-type: none"> <li>• Affordable Housing Strategy</li> <li>• Neighborhood Serving Uses and Innovation/Creation Space Strategy</li> <li>• Phasing Timeline</li> <li>• Parcel Ownership and Coordination Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Parking and TDM Memo</li> <li>• BMR Housing Developer Agreement</li> </ul>
<i>Land Use Summary</i>	<ul style="list-style-type: none"> <li>• Land Use Map</li> <li>• Location of Neighborhood Serving Uses</li> <li>• Location of Innovation/Creation Spaces</li> <li>• Open Space/Ecology Network</li> <li>• Mobility Network</li> <li>• District Parking Locations</li> <li>• Connection/Coordination Strategy with adjacent and adjoining parcels.</li> <li>• Phasing Strategy</li> <li>• ALUC Compliance</li> <li>• Emergency Vehicle Access Plan</li> <li>• Solid Waste Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed Land Use Map</li> <li>• Proposed Parcel Map and Easements</li> <li>• Publicly Accessible Open Space and Street Network Map</li> <li>• Phasing Strategy Map</li> <li>• Preliminary Landscape Plan</li> </ul>
<i>Design and Standards Summary</i>	<ul style="list-style-type: none"> <li>• Block Structure</li> <li>• Building Envelope information</li> <li>• Ground Floor Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Site Development Standards Summary Table (setback, build-to lines, etc.)</li> <li>• Height and Massing Diagram</li> </ul>
<i>Request for Development Reserve + TDR Summary</i>	<ul style="list-style-type: none"> <li>• Formal Request for Development Reserve Allocation</li> <li>• Reuse of Existing Floor Area</li> <li>• Summary of TDR</li> <li>• Outline of Community Benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Request for Development Reserve Allocation Letter</li> <li>• TDR Summary Memo</li> <li>• Community Benefits Summary</li> </ul>
<i>Tentative Map</i>	<ul style="list-style-type: none"> <li>• Tentative Map</li> <li>• Topography Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• TM</li> <li>• FEMA Compliance</li> <li>• Grading Plan</li> </ul>
<i>Detailed Plan Information</i>	<ul style="list-style-type: none"> <li>• Utility/Infrastructure Strategy               <ul style="list-style-type: none"> <li>a. Existing + Proposed</li> <li>b. Public/Private Interface</li> <li>c. Phasing</li> </ul> </li> <li>• Stormwater Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Utility/Infrastructure Map</li> <li>• Stormwater Plan</li> <li>• District Infrastructure Plan</li> </ul>

<ul style="list-style-type: none"> <li>• Publicly Accessible ROW + Open Space Strategy</li> <li>• Street/Access Phasing Strategy</li> <li>• Delivery/Loading/Waste Management Strategy</li> <li>• Curb Space Strategy</li> <li>• Open Space/Ecology Strategy to meet plan requirements (detailed design not necessary)</li> </ul>	<ul style="list-style-type: none"> <li>• Street Sections</li> <li>• Curb Space Strategy Map</li> <li>• Delivery/Loading/Waste Management Strategy + Map</li> <li>• EVA Access Map</li> </ul>
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### General Submittal Standards:

- **Coordination.** The development applicant shall coordinate with the City regarding development proposals for surrounding parcels, to coordinate street and pedestrian connections and new open spaces.
- **Ownership coordination.** If Neighborhood Master Plan includes more than one property owner, each property owner shall be identified, and coordination summarized in Master Plan Application.
- **Development Reserve.** Site Master Plans shall outline a request for a Development Reserve allocation. Following approval of Site Master Plan, development allocation will be recorded by the City.
- **Community Benefits.** Neighborhood Master Plan and/or accompanying Development Agreement shall outline the defined benefits and describe the planned improvements that will be provided.
- **Entitlements.** Site Master Plans may be accompanied by a Development Agreement (DA) and/or a Tentative Map (TM).
- **Vesting.** Site Master Plans would run with the life of the TM and/or DA, whichever expires last. The Developer will have the vested right to proceed with development in substantial compliance with the City ordinances, policies and standards in effect at the time the TM is deemed complete. If a DA is approved with the Site Master Plan, the life of the terms contained in the DA will run with the Site Master Plan for the term of the DA.
- **Site Master Plan preparation.** Master plans shall include the following minimum components:
  - a. Signed development applications from all property owners within the proposed master plan.
  - b. Materials identified in Table XX.
- **Preliminary Site Master Plan review.** Preliminary review of a Site Master Plan may occur concurrent to adoption of the Specific Plan. If applicant chooses to apply for preliminary review, the City is not

responsible for any changes made to the plan during the adoption process that may require redesign and resubmittal of Master Plan Application. The applicant will be responsible for all fees required for preliminary review.

**SMP Typical Review Timeframe:**

- Internal review, including Development Agreement, and coordination with other agencies, if needed (approx. 4-6 months if application submittal is complete)
- Outreach Meeting(s)
- Planning Commission and City Council hearings (approx. 2 months after above items are completed)