

City of Vallejo

Planning Division

555 Santa Clara Street, Vallejo, CA 94590
Phone: (707) 648-4326 Fax: (707) 552-0163

Planning Handout No. PH-33

PLANNED DEVELOPMENT (MASTER PLAN & UNIT PLAN)

What is Planned Development?

Planned Development (PD) is both a zoning district and project development process which allows for the flexible application of zoning regulations. The planned development process facilitates the development or redevelopment of land which because of special circumstances would be difficult to develop through conventional zoning ordinance regulations. The PD district may be applied to an area which can be developed as a single unit of land.

What are the steps in the process?

- To determine if the property and use are appropriate, you should submit the proposed project for preliminary review. Please refer to PH-34, "Preliminary Review."
- The next step in the planned development process is the approval of a zoning amendment to a Planned Development district (residential, commercial, industrial, mixed use). Please refer to PH-17, "General Plan and Zoning Amendments."
- Planned development applications are subject to the environmental review process. Please refer to PH-13, "Environmental Review."
- After approval of the zoning amendment, the application procedure for the planned development consists of two steps: Master Plan approval and Unit Plan approval.
- The Master Plan is the presentation of the overall concept for the proposed project and is intended to give the City a comprehensive illustration of the intent and purpose of the proposed project. The Unit Plan describes the specific design and uses for the project as proposed conceptually in the Master Plan and is intended to give the City a more refined and detailed description of structures, landscaping, design features and uses within a particular part of the project.
- The Planning Manager may waive the requirement for a Master Plan if the project is of such a small size that it will be developed all at once rather than in phases or if a specific plan has already been prepared for the area. In that case, only a Unit Plan application would be required.

What is required for a Master Plan submittal?

- ◆ **Application:** A completed planning application signed by the property owner and applicant.
- ◆ **Fee:** An application fee of \$ _____.
A public notice fee of \$ _____.

- ◆ **Description:** Eight (8) sets of a written description which includes the site location, total project acreage, existing character and use of the site and adjoining properties including current zoning, description of the project and its intent and purpose, provision of infrastructure, relationship of the project to the Vallejo General Plan.
- ◆ **Site Plan:** Eight (8) copies to include the following:
 - Scope and phasing of the project
 - Topography, natural features and location of view corridors
 - All buildings and structures
 - Public and private rights-of-way
 - Utilities and existing and proposed easements
 - Parking and loading areas
 - Pedestrian areas and public and private open spaces
 - Planting areas
 - Public facilities
 - One 8.5 x 11 inch reduction of all plans.
- ◆ **Statement of Development Standards:** Eight (8) copies to include the following:
 - Overall design theme or concept
 - Architecture, lighting and signage
 - Landscaping
 - Grading
 - Rights-of-way
 - Setbacks, height limits and maximum lot coverage
 - Accessory structures
 - Permitted land uses
 - Floor area ratio and/or number, type, and density of residential development
- ◆ **Site Photos:** Color photos showing the existing property and the adjacent properties.

How is Master Plan application processed?

After acceptance of a complete application, the Master Plan proposal is routed for interdepartmental review and analysis. Depending on staffs review, you may be asked to modify your project to comply with City of Vallejo development policies and standards. After any project revisions are completed, the Master Plan will be scheduled for a public hearing before the Planning Commission.

At least twenty-one (21) days prior to the Planning Commission hearing, property owners within 500 feet of the boundaries of the subject property will be notified of the public hearing. At the hearing, the Commission will consider the information provided by the Planning Division staff and hear comments from the public. After the public hearing portion of the meeting is concluded, the commissioners will make a recommendation to the City Council to approve or deny the Master Plan.

After consideration by the Planning Commission for the Master Plan, and subsequent notification to surrounding property owners, a second public hearing is scheduled for City Council determination on the Master Plan.

What is required for a Unit Plan submittal?

After approval of the Master Plan, a Unit Plan application may be submitted. The Unit Plan application shall include the following:

- ◆ **Application:** A completed planning application signed by the property owner and applicant.

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- ◆ **Fees:** An application fee of \$ _____.
A public notice fee of \$ _____.

- ◆ **Site Plans:** Eight (8) copies which include the following:
 - Identification of type and location of all proposed uses
 - Roof plan of building
 - Location of all existing and proposed structures
 - Location of existing trees or natural attributes
 - Location of off-street parking and loading facilities
 - Location and dimensions of street and highway dedications
 - Location of points of entry and exit for vehicles and internal circulation patterns
 - Location of walls and fences and the indication of their height and material of construction
 - Exterior lighting standards and devices
 - Grading and slopes where they affect the relationship of the buildings with cross-sections, amount of cut and fill and a statement of whether or not there will be balanced grading and
 - Location of all utilities and related easements

- ◆ **Landscaping plans:** Eight (8) sets showing number, size, spacing and name of plant materials including planting and irrigation specifications.

- ◆ **Architectural Plans:** Eight (8) sets which include the following:
 - Plan to scale $\frac{1}{4}'' = 1'$
 - Elevations and cross-sections of all sides of development
 - Show location, size, color and shape of all appurtenances visible from the exterior, including, but not limited to, signs, stairs, ramps, storage areas, solid waste storage area, utility lines, meter boxes, transformers, mechanical equipment, awnings, balconies, towers and antennas
 - Perspectives, models or other suitable graphic materials, if required by the Planning Division
 - Colors and material of exterior surfaces and
 - Signage plans

If the requirement for a Master Plan has been waived, the Unit Plan submittal must include all the items required for a Master Plan. See previous section 'What must I submit for a Master Plan?' for specific submittal requirements. Additionally, the application processing procedure would be the same as described for a Master Plan.

After acceptance of a complete application, the Unit Plan proposal is routed for interdepartmental review. Unless the Unit Plan requires Planning Commission approval, the Planning Division will make a determination on the application. If one or more of the following situations exist, the Planning Division will forward the Unit Plan application to the Planning Commission for determination.

- Sale of on-site or off-site alcoholic beverages;
- Development of 9 or more residential units if the requirement for a Master Plan has been waived;
- Manufacturing and/or storage of hazardous and toxic materials;
- Determination by the Planning Manager that the application warrants a public hearing by the Planning Commission.

Can a decision be appealed?

Yes, any Planning Division determination may be appealed to the Planning Commission Secretary. To appeal, a completed application stating the reasons of the appeal and how it affects the applicant must be filed with the Planning Division within 10 calendar days after the decision is made. A public hearing will then be set for the Planning Commission to consider the appeal. If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination/approval date your project is approved subject to any conditions noted in your staff report.

When are hearings held?

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council holds public hearings every first, second and fourth Tuesday of the month at 7:00 p.m. in the Council Chambers.

When do my approvals expire?

Approval of a Master Plan application is valid for 24 months unless a complete Unit Plan application has been submitted to the Planning Division for processing.

Approval of a Unit Plan is valid for 12 months unless authorized construction has commenced prior to the expiration date. If a Unit Plan is approved in conjunction with an approved tentative map of 5 or more lots, it may be extended up to 36 months. An extension must be requested by you prior to the initial 12 month expiration date.

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326