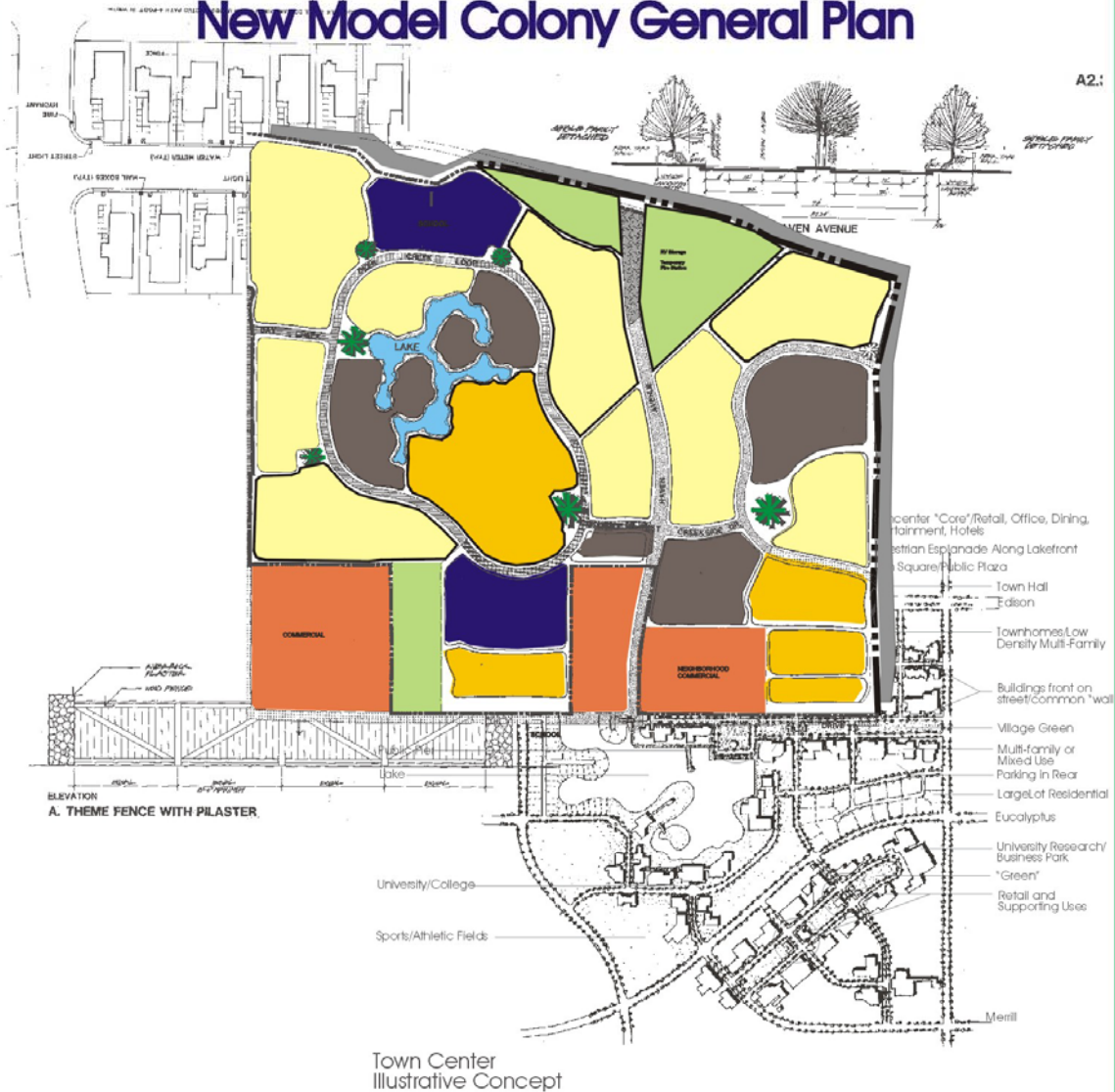


CITY OF ONTARIO  
PLANNING DEPARTMENT

**MODEL FORMAT OF SPECIFIC PLANS**  
**New Model Colony General Plan**



August, 1999

# CITY OF ONTARIO PLANNING DEPARTMENT MODEL FORMAT OF SPECIFIC PLANS

August 4, 1999

*The following model format has been prepared to describe the content and organization of a complete specific plan. The model format is intended for specific plans proposed in the New Model Colony, but may also apply to other areas of the City. It covers provisions mandated by state law in addition to other subjects necessary for proper implementation of the General Plan for the New Model Colony. The format does allow for flexibility in the organization of a specific plan. For example, in some instances, it may be appropriate to consolidate different subsections into one section. In other instances, some of the sections may not specifically apply, or it may be necessary to include information not specifically covered in the Model Format.*

*The Specific Plan Policy Matrix shall be completed and filed as part of the specific plan application. The Policy Matrix is intended to determine the adequacy of the proposed specific plan in meeting the policies of the General Plan for the New Model Colony.*

## I. INTRODUCTORY ELEMENTS:

- A. Title Page
  - 1. Name of Specific Plan
  - 2. Specific Plan File No. (i.e. 99-001-SP)
  - 3. Name, address and telephone number of Developer
    - a. Name and e-mail address of contact person
  - 4. Name, address and telephone number of Document Preparer
    - a. Name and e-mail address of contact person
  - 5. Agency Name
  - 6. Date of plan
- B. Table of contents
- A. List of tables, exhibits and maps
- B. List of Appendices

## II. SUMMARY

- A. Project description, and general range of issues addressed by Specific Plan.
- B. Statement clarifying that specific plan is a regulatory document, prepared pursuant to California Government Code, Title 7, Division 1, Chapter 3, Article 8, Sections 65450 through 65457, and that specific plan serves as zoning for the property involved (*i.e. site plans, tentative parcel maps and tract maps must be consistent with Specific Plan*).
- C. An explanation of how the plan's policies and regulations accomplish the specific plan's purposes (*Specific Plan is a regulatory document*).
- D. A statement covering relationship of the specific plan to the New Model Colony General Plan Amendment.
- E. A statement covering relationship of the specific plan to other specific plans and/or planning documents in the immediate area.
- F. A statement covering relationship of specific plan to the plans of neighboring jurisdictions, regional agencies, and the state.

- G. A statement covering the relationship of the specific plan to program-level environmental documentation.
- H. Severability Clause (i.e. “if any regulation, condition, program, or portion of this Specific Plan is held invalid or unenforceable, 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**

#### A. Project location:

- 1. Written description of the location, including site acreage.
- 2. Regional Map - show location of project in relation to freeways, major roads, cities, etc.
- 3. Vicinity Map - show project boundaries plotted on USGS topography or similar base
- 4. Site Diagrams – use the same base map for all site diagrams in the document.

#### B. Existing Site Conditions - include site diagram describing:

- 1. Existing land uses
- 2. Surrounding land uses

#### C. Existing Circulation - include site diagram(s) describing:

- 1. Regional Circulation
- 2. Local Circulation

#### D. Existing Utilities - include site diagrams describing:

- 1. Water Supply Facilities
- 2. Wastewater facilities
- 3. Stormwater/drainage facilities
- 4. Solid Waste Disposal
- 5. Natural Gas Lines
- 6. Electrical facilities
- 7. Telephone
- 8. Cable T.V

#### E. Property ownership (include site diagram depicting property ownership information); also provide legal description or attach copy of deeds for the property(ies) involved as an appendix.

#### F. Existing Environmental Conditions - include site diagrams describing:

- 1. Topography
- 2. Geology and Soils

3. Seismicity
4. Drainage (including FEMA flood plain information)
5. Vegetation
6. Historic and/or Archeological, Paleontology
7. Biological Resources

*Note that information covering existing environmental conditions may serve as the environmental background information for the independent Environmental Impact Report. If independent subconsultants are retained, the City should have these qualifications on file on the list of qualified consultants.*

#### IV. COMPONENT PLANS

A. ***Comprehensive Land Use Plan***- a statement of development objectives and policies (based on opportunities, issues, and the analysis of data) pertaining to the planned distribution, location, and extent of land uses (including open space). The Specific Plan should discuss the planning process through which the Specific Plan was formulated including, but not limited to the following items:

- General Land Use Determinations
- Identification of adjoining land uses
- Identification of predicted educational demands (if applicable)
- Recognition of existing ownership patterns

The following items shall also be addressed:

1. Land Use Diagram delineating distribution of planned land uses.
2. Characteristics of each land use plan diagram designation (e.g., low-density residential, open space, neighborhood commercial, etc.) - land use categories shall be selected from Land Use Classification Table (see Exhibit "A" attached). Additional categories may be considered to accommodate the special needs of the specific plan concept.
3. Land Use Table, describing each proposed land use with respective acreage, maximum number of units, development intensity/density, Floor Area Ratio and any other pertinent information. *Note: Specific Plans shall be prepared for the subareas designated on Figure 3-6 of the SOI General Plan. Specific Plans shall incorporate the minimum and not exceed the maximum amount of development prescribed in Table 3-4 of the New Model Colony General Plan.*

1. Provisions for executive housing including the establishment of priority areas pursuant to Policy 1.3.2 of the New Model Colony General Plan.
  2. Provision for housing for all economic segments of the present and future community, including the City's fair share of the regional housing need (*Goal 3D, SOI General Plan*).
  3. Provisions for protection of agricultural lands including buffering techniques and transitional uses (*Refer to Section 3.0, Goal 2, SOI General Plan*).
- B. ***Circulation Plan*** - a statement of development objectives and policies (based on opportunities, issues, and the analysis of data) pertaining to the planned distribution, location, extent, and intensity of major components of public and private transportation as well as non-vehicular transportation opportunities, and consisting of:
1. Diagram(s), written descriptions, characteristics, including standards and criteria, of planned major transportation components, including improvements that support the land use planning proposals (*include cross-sections describing right-of-way dimensions, landscape easements, medians, parkways, street slope, etc.*)
  2. The Specific Plan should include a transitional roadway plan identifying existing roads to be maintained for agricultural product transport or farm equipment routes that:
    - Identifies existing roads to be maintained for agricultural product transport or farm equipment routes;
    - Determines roadway specifications and markings that identify the roads as being used for agricultural vehicles; and
    - Establishes criteria to determine when the road should transition from being predominately used for agricultural purposes to being used for urban purposes.
- C. ***Streetscape Plan*** - a statement of development objectives and policies (based on opportunities, issues, and the analysis of data) pertaining to planned streetscape improvements (arterial streetscapes, gateway/entry monumentation, project perimeter improvements, etc) describing, location, extent, and intensity of streetscape improvements including arterial streetscapes, gateway/entry monumentation, project perimeter improvements, landscape features, walls and fences, theme walls, neighborhood walls, private walls and fences and any other applicable improvements, and consisting of:
1. Diagram(s), written descriptions, characteristics, including standards and criteria, of planned streetscape components, including improvements that support the land use planning proposals (*include cross-sections describing landscape and hardscape*

*improvements, entry monumentation design, landscape buffers, etc).*

D. ***Infrastructure Service Plan*** - a statement of development objectives and policies (based on opportunities, issues, and the analysis of data) pertaining to the planned distribution, location, extent and intensity of infrastructure improvements (i.e. water, sewer, storm drainage, utilities, and solid waste disposal) and consisting of:

1. Diagram(s), written descriptions and characteristics, including standards and criteria, of planned water, sewer, drainage systems (including hydrology study), utilities, including improvements that support planned land uses; provide supporting studies (for proposed water, sewer, storm drain system) and calculations in technical appendices.

C. ***Community Facilities*** - a statement of development objectives and policies (based on opportunities, issues, and the analysis of data) pertaining to the planned distribution, location, extent and intensity of community facilities (e.g., schools, fire stations, etc.) and consisting of:

1. Diagram(s), written descriptions, characteristics, including standards and criteria, of existing and proposed community facilities that will support planned land uses.

D. ***Open Space and Recreation Plan*** - a statement of development objectives and policies based on opportunities, issues and the analysis of data pertaining to the planned distribution, location, extent and intensity of open space and recreational facilities (e.g., parks, natural and improved open space areas, equestrian trails and other recreational trails) and consisting of:

1. Diagram(s), written descriptions, characteristics, including standards and criteria, of existing and proposed parks, natural or improved open space areas, equestrian trails and other recreational trails that will support planned land uses.

*The Open Space and Recreation Plan shall be based on the policies and strategies outlined in the New Model Colony General Plan Amendment and the New Model Colony Parks, Open Space and Biological Resources report.*

E. ***Biological Resources Plan*** (including detailed biological resource inventory) - a statement of objectives and policies for protection and preservation of waterfowl and raptor habitat, and consisting of:

1. Technical data to enable an adequate assessment of the potential for impacts on biological resources. Such technical data shall include species lists, habitat use, acreage of habitat, and descriptions of any vegetation (*Policy 18.1.5 SOI GP*).

2. Biological Assessment Report - that addresses the proposed project's impact on state and federally listed and candidate plants and animals; California Department of Fish and Game Species of Special Concern; waterfowl or raptor habitat and any other special interest species or communities identified in the General Plan Analyses of Existing Conditions and Trends Report, or other biological studies for the area or those hereafter named by state or federal trustee agencies (*Policy 18.1.3 SOI GP*)
  3. List of measures to mitigate potential impacts on local biological resources to account for specific development characteristics or site conditions. (*Policy 18.1.6 SOI GP*). Detailed mitigation measures shall be included in the Environmental Impact Report.
  4. Statements relating to coordination with ongoing city, county, or regional efforts for habitat preservation.
- H. ***Conceptual Grading Plan*** - a statement of development objectives and policies based on opportunities, issues and the analysis of data pertaining to general grading operations and consisting of:
1. Preliminary calculations on the total amount of cut and fill (in cubic yards) for the project.
  2. Preliminary grading concept/drainage analysis for the project, including existing and proposed drainage facilities (use appropriate contour interval but no greater than 5 feet).
- I. ***Comprehensive Maintenance Program*** - A statement summarizing maintenance responsibilities for streets (including street median and parkway landscaping), common area, open space and pedestrian facilities, drainage facilities, water and sewer, and other facilities, including the following:
1. Maintenance Program Matrix: describing list of facilities and improvements with responsible party.
  2. Streetscape/Open Space Maintenance Diagram - identify location of landscape areas, pedestrian facilities and open space areas with party responsible for maintenance of respective improvements.
  3. Examples and/or model of Conditions, Covenants and Restrictions (CC&R's).

## V. DEVELOPMENT REGULATIONS

- A. Land use regulations:

1. Statement of purpose
2. Applicability - Statement saying the specific plan's regulations apply to the area and designations delineated on the specific plan's land use plan diagram.
3. Statement setting forth the relationship of the specific plan's regulations to zoning and other local ordinances.
4. Present permitted and conditional uses (and temporary uses, when appropriate) in a list form and provide definitions for each use. This information should also be presented in a tabular format.
5. Regulatory criteria and minimum standards by which development will proceed (e.g., intensity/density, landscape requirements, building heights, property set backs, parking, signage, etc.) presented in tabular format.
6. Standards for the conservation, development, and utilization of natural resources, where applicable.

## **VI. DESIGN GUIDELINES**

- A. Statement of purpose
- B. Design Guideline Sections: (address following areas, and any others deemed appropriate for the project):
  1. Parcelization concepts (including minimum lot/parcel size)
  2. Grading concepts
  3. Siting criteria (building layout, entry locations, street frontage, connecting walkways, plazas, loading and storage orientation/design, etc)
  4. Parking and access
  5. Fencing/walls
  6. Architectural features (e.g. theme, form, mass, height, shade/shadow, materials, roof form & materials, eaves & facias, building relief, etc.)
  7. Landscape concepts (coverage, plant selection, plant size, special treatments, etc.)
  8. Lighting



9. Special buffer areas
10. Signage concepts (note - this is typically a separate section under regulations)
11. Other

## **VII. IMPLEMENTATION MEASURES**

### **A. Capital Improvements Program:**

1. Estimated costs of the public improvements proposed by the specific plan's infrastructure plans.
2. The measures and/or methods by which each proposed public improvement(s) will be financed
3. Identify persons or agencies responsible for and constructing the proposed public improvement

### **B. Financing Measures - necessary for implementing the specific plan's proposals other than capital improvements**

1. Descriptions of the projects in need of financing
2. Estimated costs
3. The measures by which each specific plan proposal (including public infrastructure improvements) will be financed
4. Persons or agencies responsible for financing and carrying out such proposals

### **C. Fiscal Impact Analysis - Report on the costs and revenues anticipated by the City as a result of the proposed development. Fiscal Impact Reports shall be based upon a modeling procedure established by the City and will include the latest available multiplier data from actual city revenues and expenditures. The fiscal impact analysis is required to achieve the following purposes:**

1. To ensure that decision-makers are fully apprised of the probable municipal costs and revenue streams which may be generated by the proposed development
2. To identify the fiscal impacts of the proposed land use mix, provision of evidence for preliminary forecasting of budget impacts, and supply of project-specific economic information to assist in the deliberations of Development Advisory Board, Planning Commission and City Council

- A. **Phasing Program** - for the specific plan's proposals, including capital improvements; identify phasing of development as it pertains to recreation facilities, public facilities (including infrastructure facilities) and other uses within the plan (include phasing diagram). The phasing program shall ensure that adequate supporting public services, retail, parks, schools and other uses are in place to support residential uses. Phasing program shall include thresholds of residential development that cannot be exceeded until the construction of appropriate improvements has been initiated or to be completed by a specified date. The phasing plan shall be consistent with City approved infrastructure studies. Provide a list of public improvements and supporting exhibits which must be built with the development of each phase so that the phased development is self sustaining and independently viable. It should be noted that certain improvements may be needed beyond the phase boundaries to support the respective phase.
- B. **Subsequent Development Entitlements** - (e.g. conditional use permits, development plan reviews, planned residential developments, planned commercial developments, development agreements, etc.)
- C. **Other Programs** - (e.g. economic development, community volunteer programs, transportation system management, wildlife conservation projects and practices, air pollution control measures, etc.)
- D. **Development Plan Review** - summarize development plan review procedures, including submittal requirements, plan review and approval, time limitations, environmental determinations, and revisions to approved plans
- F. **Specific Plan Amendment Procedures** - the following provisions shall apply:

**Substantial Conformance:** Modifications to a Specific Plan may be subject to a "substantial conformance" determination, an administrative mechanism by which minor adjustments to the Specific Plan, those which do not result in significant impacts and which are consistent with the intent of the Plan, shall be permitted without a formal and lengthy amendment process. "Substantial conformance" may include, but is not limited to, modifications necessary to comply with Final Conditions of Approval or modifications affecting infrastructure, public services and facilities, landscape palette, an other issues except those affecting project financing and development regulations. "Substantial conformance" shall not include modifications in the basic design of the project, significant additions to the height or bulk of the approved use, or increases in density or intensity of the approved use. Determination of substantial conformance shall be made by the City of Ontario Planning Director.

**Amendment:** Amendment to a Specific Plan will require review and approval by the City of Ontario Development Advisory Board, Planning Commission, and City Council. Such amendments are governed by California Government Code, Section 65500, and require application and fee to be submitted to the City of Ontario Planning Department, stating in detail the reasons for the proposed amendment.

**Appeals:** An appeal from any determination, decision, or requirement of City staff, Development Advisory Board, or the Planning Commission shall be made in conformance to the appeal procedures established by the Ontario Municipal Code.

- G. **Mitigation Monitoring Program** - Pursuant to Public Resources Code (PRC) Section 21081.6, include summary of conditions of project approval to mitigate or avoid significant effects on the environment to insure that the project and all future development within the project area complies with all applicable environmental mitigation and permit requirements.

#### **VIII. RELATIONSHIP OF THE SPECIFIC PLANS ENVIRONMENTAL DOCUMENT TO SUBSEQUENT DISCRETIONARY PERMITS**

- A. Projects that will be exempt from additional environmental documentation
- B. Projects that will require additional environmental documentation

#### **IX. APPENDICES**

- A. Precise description of the specific plan area boundary; include legal description from the preliminary title report or from deeds of the properties included in the specific plan.
- B. Summaries of key specific plan background data and information
- C. Glossary of specific plan terms - (This may need to be included in introductory sections)
1. Technical appendices:
- a. Traffic Study and/or TIA (Traffic Impact Analysis)
  - b. Hydrology/Drainage Study and drainage master plan for the specific plan area
  - c. Sewer Master Plan for the specific plan area
  - d. Water Master Plan for the specific plan area
  - e. Geotechnical/Soils study (if applicable) for the specific plan area

**Final Draft Format:**

*The final draft must be submitted in 3-ring binders to facilitate future amendments; all text and graphics must be provided electronically in IBM/PC compatible format. The City of Ontario uses Microsoft Word, Excel and Access, and AutoCAD. Graphics must be in a format that can be viewed in Microsoft Word, version 97 or newer. Base Mapping shall be compatible with the City's GIS Arcview system.*

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**EIR CONSULTANT SELECTION PROCESS:**

Adoption or amendment of a specific plan is a project subject to the California Environmental Quality Act (CEQA) and the CEQA Guidelines. An Environmental Impact Report (EIR) must be prepared when the specific plan's initial study identifies aspects of a proposed plan or amendment that would significantly affect the environment. EIR's are commonly prepared for new specific plans because of the detailed development patterns and complex potential effects associated with such plans. Revisions to specific plans may warrant consideration of a supplemental EIR, tiered EIR or negative declaration.

The City of Ontario Planning Department is responsible for selecting the consultant to prepare the EIR. The consultant is selected by the City from a listing of qualified firms. Upon submittal of required application fees, Request for Proposal's (RFP's) are forwarded to qualified consultants, typically between five to ten firms. The applicant may propose a consultant included on the City's consultant list or may propose a consultant not on the list upon submittal of the firm's qualifications to perform the work. However, in either case, the Planning Department is responsible for selecting the firm for the job. Once the selection process is complete, the applicant is notified of the selected firm.

The contract between the City of Ontario and consultant known as a "Professional Services Agreement" must be forwarded to the City Attorney's office for review and approval as to form and content. Execution of the contract may require approval by the City Council. Current City Council policy authorizes the City Manager to execute an agreement with a third party consultant for an amount not to exceed \$40,000. Contracts in excess of \$40,000 require City Council approval. Prior to contract approval, the City must receive the applicant's authorization to proceed, including the funds to cover the cost of preparing the EIR. Following City Council approval, the contract is signed by all applicable parties, including the City Manager, City Clerk, City Attorney, and chosen consultant. At that point, the consultant is then authorized to proceed with preparation of the EIR.