

# CITY OF MORGAN HILL CITY COUNCIL POLICIES AND PROCEDURES

CP 07-02

**SUBJECT: POLICY FOR ESTABLISHING PROCEDURES FOR SCORING AND  
AWARDING THE 100 ALLOTMENTS MADE AVAILABLE NOVEMBER  
2006. [No Competition]**

**EFFECTIVE DATE:       APRIL 18, 2007**

**REVISION DATE:        AUGUST 22, 2007**

**ORIGINATING DEPT:  PLANNING**

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## **Procedures for Scoring and Awarding 100 Measure F Allotments for the Micro, Non Micro and Currently Allocated Projects within the Downtown.**

It shall be the policy of the City of Morgan Hill to utilize the following procedures for awarding the 100 allocations made available through the passage of Measure F in November 2006.

### **Eligible Projects**

New projects must meet the following criteria:

1. Must be located within the downtown core (defined as from south of Main, north of Dunne, east of Del Monte, and west of railroad tracks).
2. Mixed use or residential development consisting of a maximum of twenty five dwelling units.
3. Project must be no less than 75% of the maximum density allowed pursuant to the General Plan.
4. Must not be a currently allocated RDCS project applying for the same or fewer, number of allocations which would "substitute" for allocations previously awarded.

Currently allocated projects must meet the following criteria:

1. Must meet eligibility requirements 1 above AND
2. Must currently have allocations which were granted in the 2005 RDCS Downtown Competition.

### **Distribution of Allotments**

Eighteen out of the 100 allocations shall be reserved for micro projects (6 units or less) 82\* for large projects of 7-25 units.

\* Measure F allocations awarded to currently allocated downtown projects shall be subtracted from the large project allocation set a side.

A final determination of the distribution of allotments between micro, non micro and previously allocated projects shall be determined by the City Council.

### **Development Allotment Application.**

All applications for development allotments shall be consistent with Section 18.78.410 of the Municipal Code.

### **Micro, Non Micro and Currently Allocated Filing periods.**

The beginning filing date for the 100 Measure F allotments shall be determined by the City Council. The filing period shall remain open until all allocations have been awarded.

### **Planning Officers' Review.**

The planning officer shall review each application to determine whether or not the proposed development conforms to the city's General Plan, Downtown Plan and Title 18 of the Municipal Code. The planning officer shall notify the applicant of his/her decision within 15 days of the close of the filing period. If the planning officer determines that a proposed development does not conform to the General Plan Downtown Plan and Title 18 the application shall be rejected. If the application is rejected, an applicant may appeal the planning officer's determination in the manner prescribed in Section 18.78.100(B) of the Municipal Code. Applications which have been rejected shall lose their standing within the time/date order of applications received.

### **Evaluation--Standards and Criteria for Currently Allocated Downtown projects seeking to increase project density with Measure F allocations.**

A. Previously allocated downtown projects which have been revised to increase the number of units shall be evaluated by the planning officer according to the standards and criteria contained in Sections 18.78.200 through 18.78.330 of the Municipal Code at the time of the project's initial award of allocation.

B. In order to be eligible for Measure F building allotments, a revised project must maintain or exceed the score achieved at the time of the project's initial RDCS evaluation.

C. Any loss in points resulting from the increase in density shall be made up by increasing project commitments within any scoring category.

D. The planning commission shall review the planning officer's evaluation and make the final award of allocations based on maintenance of initial evaluation score and date and time of application submittal.

**Evaluation--Standards and Criteria for Micro Projects of 6 or Less Dwelling Units.**

A. Projects will be evaluated according to the standards and criteria contained in Sections 18.78.200 through 18.78.330 of the Municipal Code.

B. In order to be eligible for building allotments, a project must receive at least **seven and one half points** in Part 1 and **one hundred fifty points** in Part 2 of the allotment evaluation. Those that fail to receive a minimum passing score will have the opportunity to improve their designs and must reapply as a new application receiving a new date and time for submittal.

C. Each micro project application shall be evaluated by the planning officer. The Part 1 criteria shall be applied in the manner consistent with the provisions contained in Section 18.78.200 of the Municipal Code. However, under Part 2 of the evaluation, each micro project shall be assigned the following minimum scores:

<u>Category</u>	<u>Minimum Score</u>
Schools	16
Open space	12
Orderly and contiguous	2
Public facilities	5
Parks and paths	5
Housing needs	8
Housing types	12
Quality of construction	8
Lot layout and orientation	9
Circulation efficiency	8
Safety and security	5
Landscaping	7
Natural and environmental	7
Livable Communities	5
Total	109

D. The planning officer shall examine each proposed development and shall rate each development by the assignment of no more than the maximum number of points allowable on each of the following categories (highlighted above): schools, open space, orderly and contiguous, public

facilities, parks and paths, housing needs, quality of construction, safety and security and livable communities.

E. The planning officer shall award allocations to projects first meeting the minimum score requirement and date and time of application submittal.

F. The planning commission shall review and confirm the scores assigned as part of the planning officer's evaluation. The planning commission shall make the final award of allocations to project's first meeting the minimum score requirement and date and time of application.

#### **Evaluation--Standards and Criteria for Non-Micro Projects containing 7 to 25 Dwelling Units.**

A. Projects will be evaluated according to the standards and criteria contained in Sections 18.78.200 through 18.78.330 of the Municipal Code.

B. In order to be eligible for building allotments, a project must receive at least **seven and one half points** in Part 1 and **one hundred sixty points** in Part 2 of the allotment evaluation. Those that fail to receive a minimum passing score will have the opportunity to improve their application and must reapply as a new application receiving a new date and time for submittal.

C. Each project application shall be evaluated by the planning officer. The Part 1 criteria shall be applied in the manner consistent with the provisions contained in Section 18.78.200 of the Municipal Code.

D. The planning officer shall examine each proposed development and shall rate each development by the assignment of no more than the maximum number of points allowable on each of the categories.

E. The planning commission shall review and confirm the scores assigned as part of the planning officer's evaluation. The planning commission shall make the final award of allocations to project's first meeting the minimum score requirement and date and time of application.

#### **Award of Allotments.**

A. Currently allocated Downtown projects which maintain their original score may be awarded allotments to a maximum of 25 allocations. Each project shall be awarded allocations on a first come first serve basis.

B. Proposed **micro developments** which have received a minimum of **one hundred fifty points** under Section 18.78.120, and **large projects** which received a minimum of **one hundred sixty points** under Section 18.78.120 shall be awarded allocations on a first come first serve basis.

#### **Returned Allocations**

Allocations which are not used due to default shall be returned to the respective competition category (micro/non micro). Applications may be filed for the unused allocations. The beginning date for acceptance of applications shall be established by the Council. Applications filed on or after that date which receive a minimum passing score shall be assigned the unused allocations on a first come first serve basis. The planning commission shall review and confirm the scores assigned as part

of the planning officer's evaluation. The planning commission shall make the final award of allocations.

**Appeal Procedure.**

Appeals of the planning officer' or planning commission evaluation shall follow the procedures set forth in Section 18.78.400 of the Municipal Code.

**Development Agreement Required.**

All new projects and currently allocated downtown projects receiving Measure F allocations shall be required to enter into a Development Agreement with the City of Morgan Hill. The development agreement will require timely use of the building allotments including a performance schedule with a commencement of construction deadline.

This policy shall remain in effect until the 100 allocations are assigned and utilized by qualifying projects within the downtown core boundary or as modified by the City Council.

**APPROVED:**



STEVE TATE, MAYOR