coordinated planning of the surrounding areas.

These requirements are intended to be used in connection with proposed developments of the Federal and District of Columbia Governments, including civilian and military installations within the National Capital Region¹ (hereinafter "Region"), except as provided above. The Commission, as a policy, limits its review of District of Columbia plans to matters of Federal interests.

The Executive Director of the Commission may extend, modify, or waive any requirement pertaining to the scope and content of a master plan on sites where such requirements cannot be met because of the unique or special character or quality of the installation affect. Where such extension, modification, or waiver involves contents of the master plan that may reasonably be expected to address or involve potential significant off-site impacts, the Executive Director shall provide notice to potentially affected public agencies and, if appropriate, provide opportunity for consultation.

Section 2—Use of Master Plan by the **Commission and Other Agencies**

A master plan is used by the Commission as a basic guide in its review of and action on:

 A. Proposed land acquisitions, changes in land use, and/or preliminary and final site and building plans for individual construction and development projects on an installation within the region, pursuant to Section 5 of the Planning Act;

- B. Preliminary and final site and building plans for Federal public buildings on an installation within the District of Columbia and District of Columbia Government buildings on an installation within the central area 2 of the District of Columbia (as concurrently defined by the Commission and the Council of the District of Columbia), pursuant to D.C. Code, 1981 edition, sec. 5432;
- C. Proposed dispositions of land pursuant to the Federal Property and Administrative Services Act of 1949;
- D. Annual capital budget proposals of Federal agencies, pursuant to Office of

1 "Region" or "National Capital Region" means

the District of Columbia; Montgomery and Prince

George's Counties in Maryland, Arlington, Fairfax,

or Virginia within the geographic area bounded by the outer boundaries. ²The "Central Area" of the District of Columbia as currently defined is that area contained within the boundaries of the Downtown and Shaw School

Urban Renewal Areas.

Management and Budget Circular A-11; and

E. Advance programs of capital improvements of Federal agencies, pursuant to Section 7(a) of the Planning Act, and multi-year capital improvements plans for the District of Columbia, pursuant to Section 7(b) of the Planning Act.

A master plan also serves as the basic planning document for intergovernmental coordination on developments and projects within an installation.

Section 3—Contents of Master Plan Submission

An installation master plan includes narrative materials and data, maps and drawings, and presentation materials which describe and illustrate existing conditions and proposed developments and changes in conditions on the installation.

A. Narrative Materials and Data. (See Section 4—Form of Submission of Master Plan for information on alternative methods of submitting required narrative materials and data.)

1. Master Plan Report. The master plan report shall include the following:

- a. A description and analysis of existing conditions, including employee, visitor, and resident facilities and needs, with reference to the existing conditions map;
- b. A description of the relationship of the proposed uses on the installation to the overall missions or responsibilities, functions, and facilities of the agency or agencies that are proposed to occupy the site;
- c. A list of master planning objectives; d. A description of the master plan proposals with reference to the master plan drawings:
- e. A summary sheet for easy reference providing the following information for both existing conditions and long-range projections:
- (1) Total acreage, including a breakdown in acreage of land area by use (for example: office/administrative, training, service);
- (2) Total population, including a breakdown by employees and visitors (by shifts), residents, and students, noting peak arrival and departure times;
 - (3) Building floor area;
- (4) Total number of parking spaces;
- (5) Any other useful statistics and facts:
- f. A description of the relationship of the proposed master plan to the Comprehensive Plan, in particular the Federal Facilities element's employee parking policies, and to the sponsoring agency's own agency-wide, long range

plan and program for its installations within the Region, including the rationale for any aspect of the master plan not in conformance with the Comprehensive Plan;

g. A description of community participation efforts, including a description of the efforts of the sponsoring agency to coordinate with affected citizen groups in the vicinity of the installation, and a report of citizen views and comments on the submission:

h. A report on individuals, families, and business required to be relocated by the proposals, if any;

i. An analysis, pursuant to the implementation proposals of the Federal Employment element of the Comprehensive Plan, of the availability of affordable housing within reasonable commuting distances from the affected installation for employees and their families in cases in which the master plan proposes to change the location of, or add, 100 or more Federal employees;

j. The status of the sponsoring agency's coordination of its master planning with the local and state planning agencies and the Council of Governments, including reference to any existing agreements with such agencies;

k. A report on the consistency of the proposed master plan or revised master plan with applicable local, subregional, regional, and state development plans and policies, including a description of the rationale of the sponsoring agency in making its determination of consistency;

1. A historic preservation report which includes: an analysis of the effects, if any, that the master plan will have on recognized historic resources both on the installation or in the vicinity; and the status of compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, if applicable (Compliance must be completed prior to Commission action.);

m. A description of the predominate design idea, or set of ideas, which (1) relate the urban design framework and land use proposals within the master plan and (2) will guide the general design, character, materials and other aspects of buildings, site improvements and landscaping on the installation in the future;

n. A Transportation Management Program (TMP) for installations with 100 or more employees (including existing and proposed employees). The TMP should incorporate the following:

(1) A description of existing and projected peak hour traffic by mode, with indicated points of entrance and exit, the number of existing and proposed bicycle spaces, as well as transit routes and stops and pedestrian

Loudoun, and Prince William Counties in Virginia; and all cities now or hereafter existing in Maryland