



PLANNED UNIT DEVELOPMENT

A **planned unit development (PUD)** is a development of land that is under unified control and is planned and developed as a whole, in a single development operation, or in a programmed series of development stages. The purpose of a PUD is to provide a more creative and efficient approach to land use while at the same time protecting the health, safety, comfort, aesthetics and general welfare of the city.

A PUD application consists of approval of the following three parts. These parts can be processed simultaneously in some instances:

Rezoning: A PUD is generally established by rezoning the subject property to a planned district. The regulations of the underlying zoning district shall be considered as guidelines for the PUD district. Approval of the rezoning constitutes approval of a preliminary development plan.

Final development plan (FDP): The PUD is developed according to a final development plan that is approved by the City Council.

Conditional use permit (CUP): All uses in a PUD are considered conditional uses; a conditional use permit must also be approved by the Council.

PROCESS:

1. An applicant shall first submit a concept PUD plan for an informal review of the feasibility of the project. Within 20 days of receiving the completed PUD concept plan application, the Director shall produce a written response to the applicant that may contain comments and/or recommendations. This does not constitute the required PUD approval.
2. The Director may refer the concept plan for review by the Development Review Advisory Committee (DRAC). DRAC is made up of the City Manager, Department Directors and other staff members. The applicant may be invited to present the PUD proposal.
 - > **DRAC meets on the second and fourth Wednesdays of the month at 2:30 p.m.**
3. After receiving the written response from the Director, the applicant may choose to submit a formal application to the Community Development Department. Applications are available on the city's website or at City Hall.
4. All applications related to a PUD must be reviewed by the Administrative Review Committee (ARC) before the application is considered complete. ARC is made up of staff members from different city departments who review the request for compliance with applicable codes and standards and for possible effects the request may have on city services or adjacent properties. ARC members may request additional information and/or ask that changes be made to the proposal
 - > **ARC meets Thursday at 10:30 a.m. Applications are due one (1) week before the meeting.**
5. The applicant then submits the required fee and any additional information or changes to the application as required by DRAC and/or ARC.
6. The application is then placed on the next available Planning Commission agenda.
 - > **Application must be submitted 28 days before the scheduled Planning Commission meeting to be considered for the agenda. An application must be *complete* at least 14 days before the scheduled Planning Commission meeting to be placed on the agenda. The Planning Commission meets on the fourth Monday of every month.**

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7. The Planning Commission will conduct a public hearing and make a recommendation to the City Council. Notice of the public hearing is published in the official newspaper and sent to all property owners and occupants within 350 feet of the property.
8. PUD applications that include rezoning require two readings before the City Council and rezoning is effective 30 days after publication in the official newspaper.
9. The required Final Development Plan and Conditional Use Permit also require a public hearing before the Planning Commission, which can be held at the same meeting as the rezoning or at a later date. Approval of the rezoning, FDP, and CUP required a **majority vote** of the Council, unless the rezoning changes any residential parcels to either commercial or industrial, in which case a **two-thirds vote** of the Council is required.

Application Review Timeline:

The city is required to notify applicants within 15 working days of receiving an application as to whether or not the application is complete. Once the application is complete, the City has 60 days to make a decision on the application. The city has the option of extending the 60 day period if it informs the applicant in writing of the reason an extension is needed. The city makes every attempt to process applications within 60 days.

Expiration of Permits:

The CUP expires one year after it has been issued unless the use for which the permit was granted has commenced within one (1) year. The Council may extend the expiration date of the CUP for an additional period not to exceed one year if the owner of the land requests an extension in writing before the CUP has expired.

Recording a CUP:

State statute requires conditional use permits to be recorded with the County recorder or Register of Titles. Building permits will not be issued until proof of recording is submitted to the city.

Security Deposit:

Is required per Subsection 547.17 of the city's zoning ordinance.

Fees:

Application fee for a PUD is \$500.00 plus \$5/\$1,000 of the project value up to a maximum fee of \$3,500.

This is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.