

Section 15.10.44: Planned Unit Development Review and Approval Procedure

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Figure 15.10.44a: Procedure for Planned Development Review

- (1) Purpose. The purpose of this Section is to provide regulations which govern the procedures for the review and approval or denial of proposed Planned Unit Developments.
- (2) Initiation of Request. Proceedings for approval of a Planned Unit Development may be initiated by any of the following:
  - (a) An application by the owner(s) of the subject property or authorized agent of the owner(s) of the subject property;
  - (b) A recommendation of the Plan Commission to the City Council; or
  - (c) By action of the City Council.
- (3) Procedure for Planned Unit Development Review. The procedure for zoning to a Planned Unit Development (PUD) district shall follow the Zoning Map Amendment procedure included in Section 15.10.31, except that the Planned Unit Development procedure shall be subject to the following additional requirements.
  - (a) Pre-Application Conference. Prior to formal petition for zoning to a PUD district, the applicant shall confer with appropriate City staff in order to establish mutual understanding as to the basic concept proposed and to ensure proper compliance with the requirements for processing. Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the City, but should be considered as the informal, non-binding basis for proceeding to the next step.
  - (b) Concept Plan Review. Upon completion of the pre-application conference, described above, the applicant shall prepare a conceptual plan for review with the Plan Commission. Appropriate topics for discussion may include any of the information provided in the concept plan, or other items as determined by the Plan Commission. Points of discussion and conclusions reached at this stage of the process shall be in no way binding upon the applicant or the City, but should be considered as the informal, non-binding basis for proceeding to the next step. The preferred procedure is for one or more iterations of Plan Commission review of the concept plan to occur prior to introduction of the formal application for rezoning, which accompanies the General Development Plan application (see Subsection (c), below).



*\*May be required by the Zoning Administrator (15.10.44(3)(b)2.)*

1. The concept plan submittal shall include the following items (digital files should be submitted whenever possible).
  - a. A location map of the subject property and its vicinity.
  - b. A general written description of the proposed PUD, including:

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- i. General project themes and images.
    - ii. The general mix of dwelling unit types and/or land uses.
    - iii. Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface ratio, and/or other appropriate measures of density and intensity.
    - iv. General treatment of natural features.
    - v. Relationship to nearby properties and public streets.
    - vi. Relationship of the project to the Comprehensive Plan.
    - vii. Description of exceptions/base standard modifications from the requirements of this Chapter. The purpose of this information shall be to provide the Plan Commission with information necessary to determine the relative merits of the project with respect to private versus public benefit, and to evaluate the potential adverse impacts created by making exceptions to standard zoning district requirements.
  - c. A conceptual drawing of the site plan layout, including the general locations of public streets and/or private drives.
  - d. The Plan Commission shall comment on, but not take formal action, on the concept plan and inform the applicant to move on to the next step in the PUD process, General Development Plan.
2. The Plan Commission may schedule a workshop as part of the concept stage of a Planned Unit Development Review.
  - a. Where a workshop is required, prior to the conceptual plan discussion at the Plan Commission, the applicant shall hold a workshop to introduce and inform property owners within 300 feet of the subject property of the proposal to solicit comments and address concerns. The City can supply a list of property owners to the applicant upon request.
    - i. The workshop shall be held at a time and location that an average member of the public can reasonably attend, as determined by the Zoning Administrator.
    - ii. The Zoning Administrator shall be notified of and invited to the workshop in order to assist the applicant and public on the topic.
    - iii. The workshop shall be held prior to action by the Plan Commission.
    - iv. The workshop shall be noticed in a manner consistent with City requirements.
  - b. Meeting minutes and attendance shall be recorded. The meeting invitation list, meeting minutes, attendance records, documents distributed at the meeting, and presentation materials shall be provided to the City.
- (c) **General Development Plan Review.** The applicant shall submit a General Development Plan (GDP) to the Zoning Administrator and City Engineer, for determination of completeness. Upon determination of completeness by the City Engineer the GDP shall be placed on the Plan Commission agenda for review. The GDP is the zoning step of the Planned Development process and establishes a unique zoning district for the property.
  1. The GDP submittal shall include the following items (digital files should be submitted whenever possible):
    - a. General location map of the subject site depicting:

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- i. All lands for which the Planned Unit Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
  - ii. Current zoning of the subject site and abutting properties, and the jurisdiction(s) that maintains that control.
  - iii. A graphic scale and a north arrow.
- b. Generalized site plan showing the pattern or proposed land uses, including:
- i. General size, shape, and arrangement of lots and specific use areas.
  - ii. Basic street pattern and pattern of internal drives.
  - iii. General site grading plan showing preliminary road grades.
  - iv. Basic storm drainage pattern, including proposed on-site stormwater detention.
  - v. General location of recreational and open space areas, including designation of any such areas to be classified as common open space.
- c. Statistical data, including:
- i. Minimum lot sizes in the development.
  - ii. Approximate areas of all lots.
  - iii. Density/intensity of various parts of the development.
  - iv. Building coverage.
  - v. Landscaping surface area ratio of all land uses.
  - vi. Expected staging.
- d. Conceptual landscaping plan, noting approximate locations of foundation, street, yard, and paving landscaping, and comparing the proposed landscaping plan to the standard landscaping requirements in Article VIII.
- e. General signage plan, including all project identification signs and concepts for public fixtures and signs (such as streetlight fixtures and/or poles or street sign faces and/or poles) which may or may not be proposed to vary from City standards or common practices.
- f. General outline of property owner's association, covenants, easements, and deed restrictions.
- g. A written description of the proposed Planned Unit Development, including:
- i. General project themes and images.
  - ii. The general mix of dwelling unit types and/or land uses.
  - iii. Approximate residential densities and nonresidential intensities as described by dwelling units per acre, landscaping surface area ratio, and/or other appropriate measures of density and intensity.
  - iv. General treatment of natural features.
  - v. General relationship to nearby properties and public streets.
  - vi. General relationship of the project to the Comprehensive Plan or other area plans.
  - vii. Proposed exceptions from the requirements of this Chapter.
- h. A Traffic Impact Analysis (TIA) that evaluates the adequacy of the existing and proposed transportation system that serves the Planned Unit Development may be required by the City, if deemed necessary by the Zoning Administrator.

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- i. If required, the TIA should address all elements of the transportation system as it relates to pedestrians, bicyclists, transit, vehicular traffic, and adjacent land development.
    - ii. It is noted that the Wisconsin Department of Transportation (WisDOT) has TIA requirements that must be followed if a development project has direct access to the State Trunk Highway System.
  2. The Plan Commission may waive submittal information listed above, and/or may likewise require additional information beyond that listed above.
  3. If all required application materials are provided, the GDP and SIP may be submitted and reviewed concurrently.
  4. The process for review and approval of the GDP shall be identical to that for Zoning Map Amendments per Section 15.10.31.
  5. A GDP shall not expire. All portions of an approved GDP not initiated through granting of a building permit following final City Council approval shall remain zoned PUD and the approved GDP shall remain in place.
- (d) **Specific Implementation Plan.** Upon completion of the GDP review process, described above, the applicant shall submit a Specific Implementation Plan (SIP) to the Zoning Administrator, for determination of completeness. Upon determination of completeness by the Zoning Administrator, the SIP shall be placed on the Plan Commission agenda for SIP review. The SIP is the detailed development review step of the Planned Development process. The approved SIP submittal establishes the final design of the project. Any proposal to vary from an approved SIP requires the approval on an amended SIP per all of the requirements of this subsection (d).
  1. The SIP submittal shall include the following items. Note that the area included in a SIP may be only a portion of the area included in a previously approved GDP (digital files should be submitted whenever possible).
    - a. An existing conditions map of the subject site depicting the following:
      - i. All lands for which the Planned Unit Development is proposed and all other lands within 100 feet of the boundaries of the subject site.
      - ii. Current zoning of the subject property and all abutting properties, and the jurisdiction(s) that maintains that control.
      - iii. Existing utilities and recorded easements.
      - iv. All lot dimensions of the subject site.
      - v. A graphic scale and a north arrow.
    - b. A SIP map of the proposed site showing at least the following:
      - i. Lot layout and the arrangements of buildings.
      - ii. Public and private roads, driveways, walkways, and parking facilities.
      - iii. Specific treatment and location of recreational and open space areas, including designation of any such areas to be classified as common open space.
    - c. Proposed grading plan.
    - d. Specific landscaping plan for the subject site, specifying the location, species, and installation size of all plantings. The landscaping plans shall include a table summarizing all proposed species.

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- e. Architectural plans for any nonresidential buildings, multi-family structures, or building clusters, other than conventional single-family or two-family homes on individual lots, in sufficient detail to indicate the floor area, bulk, and visual character of such buildings.
  - f. Engineering plans for all water and sewer systems, stormwater systems, roads, parking areas, and walkways.
  - g. Signage plan for the project, including all project identification signs, concepts for public fixtures and signs (such as streetlight fixtures and/or poles or street sign faces and/or poles), and group development signage themes that may or may not vary from City standards or common practices.
  - h. Specific written description of the proposed SIP including:
    - i. Specific project themes and images.
    - ii. Specific mix of dwelling unit types and/or land uses.
    - iii. Specific residential densities and nonresidential intensities as described by dwelling units per acre, and landscaping surface area ratio and/or other appropriate measures of density and intensity.
    - iv. Specific treatment of natural features, including parkland.
    - v. Specific relationship to nearby properties and public streets.
    - vi. Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads; density/intensity of various parts of the development; building coverage, and landscaping surface area ratio of all land uses; proposed staging; and any other plans required by the Plan Commission.
    - vii. A statement of rationale as to why PUD zoning is proposed. This statement shall list the standard zoning requirements that, in the applicant's opinion, would inhibit the development project and the opportunities for community betterment that are available through the proposed PUD project.
    - viii. A complete list of zoning standards that would not be met by the proposed SIP and the location(s) in which such exceptions/base standard modifications would occur.
    - ix. Phasing schedule, if more than one development phase is intended.
  - i. Agreements, bylaws, covenants, and other documents relative to the operational regulations of the development and particularly providing for the permanent preservation and maintenance of common open areas and amenities.
  - j. A written description that demonstrates how the SIP is consistent with the approved GDP and any and all differences between the requirements of the approved GDP and the proposed SIP.
2. The Zoning Administrator or by majority vote of the Plan Commission may waive submittal information listed above, and/or may likewise require additional information beyond that listed above.
  3. The process for review and approval of the SIP shall be identical to that for conditional use permits per Section 15.10.32.
  4. A SIP shall not expire. All portions of an approved SIP not fully developed following final Plan Commission approval shall remain zoned PUD and the approved SIP shall remain in place.
- (e) Criteria for Approval: In its review and action an application for a Planned Development district, the Plan Commission shall make findings with respect to the following criteria:

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**Sections 15.10.45 to 15.10.49: Reserved**

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1. The proposed Planned Unit Development project is consistent with the overall purpose and intent of this Chapter.
  2. The proposed Planned Unit Development project is consistent with the City's Comprehensive Plan and other area plans. (It is the responsibility of the City to determine such consistency.)
  3. The proposed Planned Unit Development project would maintain the desired relationships between land uses, land use densities and intensities, and land use impacts in the environs of the subject site.
  4. Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Unit Development project, including but not limited to public sewer and water and public roads.
  5. The proposed Planned Unit Development project will incorporate appropriate and adequate buffers and transitions between areas of difference land uses and development densities/intensities.
  6. The proposed Planned Unit Development project design does not detract from areas of natural beauty surrounding the site.
  7. The proposed architecture and character of the proposed Planned Unit Development project is compatible with adjacent/nearby development.
  8. The proposed Planned Unit Development project will positively contribute to and not detract from the physical appearance and functional arrangement of development in the area.
  9. The proposed Planned Unit Development project will produce significant benefits in terms of environmental design and significant alternative approaches to addressing development performance that relate to and more than compensate for any requested exceptions/base standard modifications variation of any standard or regulation of this Chapter.
  10. For Planned Unit Development projects that are proposed to be developed in phases, the applicant can provide a timeline for development and can demonstrate that the project would be successful even if all phases were not or could not be completed.
- (f) Changes or Alterations. Any change of the PUD plans subsequent to approval of the SIP shall be submitted to the Zoning Administrator.
1. If the Zoning Administrator, determines that the change constitutes a substantial modification, the developer will be required to amend the SIP, and if necessary, the GDP, following the procedures set forth in this Section for review and approvals.
  2. If, in the opinion of the Zoning Administrator, such changes do not constitute a substantial alteration of either the GDP or SIP, the change may be accomplished by approval of the Zoning Administrator. Such approved changes or modifications shall be documented and recorded in the official file of the City on the PUD.

**Sections 15.10.45 to 15.10.49: Reserved**