

SUMMARY OF PROCEDURES FOR ESTABLISHING A PLANNED UNIT DEVELOPMENT DISTRICT

A Planned Unit Development District (PUD) may be established anywhere in the City and may contain any use or combination of uses approved by the City. Each PUD is a unique zoning district.

The procedure for establishing a PUD involves two steps: a pre-application conference with the Plan Commission or City officials and approval of a general development plan or a combination general development and specific implementation plan. Of course, like for any zone change, a public hearing must be held.

Designation of a petitioner's property as a PUD begins with the submittal of a petition (signed by the property owner) with a general development plan. This information must be submitted at least three weeks prior to the Plan Commission public hearing on the requested zone change. The general development plan provides the basic information needed to judge whether the total development will be both internally compatible and appropriate for the neighborhood. The general development plan usually consists of a site plan, building elevations, and a written narrative that addresses land use and other project development issues. Since the plan is general, the developer is spared the expense of preparing a detailed proposal that might be rejected or substantially modified during the review process. In addition, the developer may wish to complete the project in phases; thus, the general development plan should outline how the phased development will be integrated into the entire proposal.

Where development will not be accomplished in phases, the petitioner may request, and the City may approve, both the petition for establishing a PUD (the general development plan) and the specific implementation plan concurrently.

The fundamental difference between the general development plan and the specific implementation plan is that building construction may begin only after approval of the specific implementation plan. Thus, an approved general development plan establishes the PUD zone; an approved specific implementation plan allows building permits to be issued.

Approval of the development proposal must be based upon compliance with the six criteria identified in the Planned Unit Development District zoning ordinance text. Furthermore, both the general development plan and the specific implementation plan(s) must meet the informational requirements outlined in the text so that the plans can be evaluated relative to the established criteria. These approved plans are also the permanent record of the specific land uses allowed and development standards required in each particular PUD.

Any modification of the general or specific plan must be approved by the Plan Commission and Common Council. If the Plan Commission feels that the proposed modification represents a "significant alteration" of the original plan, a public hearing must be held.

If a general development plan has been approved, a public hearing on the precise implementation plan(s) is not necessary unless deemed so by the Plan Commission.

**REVIEW CHECKLIST FOR APPROVAL OF A
PLANNED UNIT DEVELOPMENT DISTRICT
AND ASSOCIATED PLANS**

- I. General Development Plan**— It should cover the entire area proposed for PUD designation and be in sufficient detail to make possible the evaluation of the Criteria for Approval (see Section III, below).

(If a General Development Plan is not submitted, go to Section II, below.)

IS THE FOLLOWING INFORMATION PROVIDED:

- YES _____ NO _____ General location map of the subject site depicting:
- a) All lands for which the PUD is proposed and all other lands within 100 feet of the boundaries of the subject site
 - b) Current zoning of the subject site and abutting properties
 - c) A graphic scale and north arrow
- YES _____ NO _____ Generalized site plan showing the pattern or proposed land uses;
- a) General size, shape and arrangement of lots and specific use areas
 - b) Basic street pattern and pattern of internal drives
 - c) General site grading plan showing preliminary road grades
 - d) Basic storm drainage pattern, including proposed on-site stormwater detention
 - e) General location of recreational and open space areas, including designation of any such areas to be classified as common open space
- YES _____ NO _____ Statistical data;
- a) Minimum lot sizes in the development
 - b) Approximate areas of all lots
 - c) Density / intensity of various parts of the development
 - d) Building coverage
 - e) Landscaping surface area ratio of all land uses
 - f) Expecting staging
- YES _____ NO _____ Conceptual landscaping plan, noting approximate locations of foundation, street, yard, and paving landscaping, and comparing the proposed landscaping plan to the standard landscaping requirements;
- YES _____ NO _____ General signage plan, including all project identification signs and concepts for public fixtures and signs (such as street light 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;
- YES _____ NO _____ General outline of property owner's association, covenants, easements, and deed restrictions;
- YES _____ NO _____ A written description of the proposed Planned Unit Development;
- a) General project themes and images
 - b) The general mix of dwelling unit types and/or land uses
 - c) 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
 - d) General treatment of natural features
 - e) General relationship to nearby properties and public streets
 - f) General relationship of the project to the Comprehensive Plan and other area plans
 - g) Proposed exceptions
- YES _____ NO _____ 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;

- a) 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
- b) 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

YES _____ NO _____ Any other item the Plan Commission requires to protect the public interest; NONE REQUIRED _____

II. Specific Implementation Plan — It should cover the entire area for which specific development approval is requested and be of sufficient detail to make possible the evaluation of Criteria for Approval (III).

IS THE FOLLOWING INFORMATION PROVIDED:

YES _____ NO _____ An existing conditions map of the subject site;

- a) All lands for the Planned Unit Development is proposed and all other lands within 100 feet of the boundaries of the subject site
- b) Current zoning of the subject property and all abutting properties, and the jurisdiction(s) that maintains the control
- c) Existing utilities and recorded easements
- d) All lot dimensions of the subject site
- e) A graphic scale and a north arrow

YES _____ NO _____ A SIP map of the proposed site showing;

- a) Lot layout and the arrangements of the buildings.
- b) Public and private roads, driveways, walkways and parking facilities
- c) Specific treatment and location of recreational and open space areas, including designation of any such areas to be classified as a common open space

YES _____ NO _____ Proposed grading plan;

YES _____ NO _____ Specific landscaping plan for the subject site, specifying the location, species, and installation of all plantings. The landscaping plans shall include a table summarizing all proposed species;

YES _____ NO _____ 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;

YES _____ NO _____ Engineering plans for all water and sewer systems, stormwater systems, roads, parking areas, and walkways;

YES _____ NO _____ Signage plan for the project, including all project identification signs, concepts for public fixtures and signs (such as street light 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;

YES _____ NO _____ Specific written description of the proposed SIP;

- a) Specific project themes and images
- b) Specific mix of dwelling unit types and/or land uses
- c) Specific residential densities and nonresidential intensities as described by dwelling units per acre, and landscaping surface area ration and/or other appropriate measures of density and intensity
- d) Specific treatment of natural features, including parkland
- e) Specific relationship to nearby properties and public streets
- f) 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
- g) 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

h) 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

i) Phasing schedule, if more than one development phase is intended

YES _____ NO _____ Agreements, bylaws, covenants, and other documents relative to the operational regulations of the development and particularly providing for the permanent preservation of maintenance of common open areas and amenities;

YES _____ NO _____ 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;

III. Criteria for Approval (Used by Plan Commission and Common Council)— All of the questions below must be answered "YES" for the development proposal to be approved (Sec. 23.10 of the *Wausau Municipal Code*).

YES _____ NO _____ The proposed Planned Unit Development project is consistent with the overall purpose and intent of this Chapter.

YES _____ NO _____ 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 consistence.)

YES _____ NO _____ 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

YES _____ NO _____ Adequate public infrastructure is or will be available to accommodate the range of uses being proposed for the Planned Unit Development project, included but not limited to public sewer and water and public roads

YES _____ NO _____ The proposed Planned Unit Development project will incorporate appropriate and adequate buffers and transitions between areas of difference land uses and development densities/intensities

YES _____ NO _____ The proposed Planned Unit Development project design does not detract from areas of natural beauty surrounding the site

YES _____ NO _____ The proposed architecture and character of the proposed Planned Unit Development project is compatible with adjacent/nearby development

YES _____ NO _____ 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

YES _____ NO _____ 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 expectations/base standard modifications variation of any standard or regulation

YES _____ NO _____ 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