



Planned Unit Development

A Planned Unit Development (PUD) is a zoning district overlay that provides for various types and combinations of land uses that take advantage of large-scale site planning (2 acres or more). The PUD promotes economic and efficient land use, an improved level of amenities, appropriate and harmonious variety, and is sensitive to the natural environment. Sites must be a minimum of two acres and may fall into four types of developments: Planned Commercial District (PCD), Planned Industrial Development (PID), Planned Residential Development (PRD), and Planned Transit Oriented District (PTOD). See Chapter 74, Article V, Division 1, Section 74-192 of the City Code of Ordinances for more information. The PUD approval process has three phases:

Phase 1: Concept Plan

Applicants should create a concept plan with enough detail to discuss the proposed development with staff in a preliminary meeting. Staff will provide initial feedback and suggestions and explain the approval process and submittal requirements. The Applicant will then refine the plans and develop all the necessary documents.

Phase 2: Preliminary PUD

Once the Applicant has created all the documents identified in the submittal requirements they may apply for a Preliminary PUD. The Preliminary PUD will go to a public hearing at the Planning Commission for their recommendation to the City Council. The City Council will hear the request as a first reading but will take no formal action. Applications that are also needed with a Preliminary PUD is for a Site Plan Review and most often a Preliminary Plat (unless the property is already subdivided to accommodate the development).

Phase 3: Final PUD

Following the City Council approval of the Preliminary PUD, the Applicant will refine their plans based on attached approval conditions from the meeting. Once the Applicant submits updated plans and elevations, their PUD will be placed on the next available City Council meeting. This is considered the second reading of the PUD request and approval of the final PUD.

Phase 1: Concept Plan

Purpose: the purpose of the concept plan is to obtain informal review comments prior to filing a formal preliminary PUD application. Based on the information provided, staff will informally advise the Applicant generally of City Ordinance and the extent the concept plan complies. Staff will discuss a proposed timeline for project review through the Planning Commission and City Council.

Information Required for a Concept Plan

- Concept Plan (1 paper copy; 1 electronic copy)
 - Name and address of Applicant and owner; if different
 - Date of plan preparation
 - Scale of plan

- North arrow
- Property location map
- Property lines (existing and proposed)
- Identification of any sensitive areas (wetlands, shorelands, etc.)
- Building locations and setbacks
- Development Summary Table
- Adjacent properties and ROW
- Other necessary information as required by the Community Development Department

Process

Step 1: Call or email the Community Development Department to set up a time to meet to discuss the concept plan

Step 2: Submit the concept plan to the Community Development Department

Step 3: Meet with the Community Development Department and any other staff (engineer, director, etc.) to discuss the concept plan and next steps

Step 4: Revise the concept plan based on staff feedback and prepare preliminary PUD documents

Phase 2 & 3: Preliminary and Final PUD

Purpose: the primary purpose of a Planned Unit Development (PUD) is to permit a more creative and flexible regulatory process in guiding land development as compared to the standard development regulations within the zoning ordinance. The intent is the applicant will provide additional benefits to the City in exchange for flexibilities such as reduced/increased setbacks, increased height, and unique building materials to provide a greater degree of creativity.

Information Required for a PUD

- Planning and Zoning Application
- Evidence of Ownership or an Interest in the Property
- Required \$300 Fee (non-refundable)
- Five Full Scale Plan Sets
- One 11x17 Plan Set
- Electronic copy (flash drive, CD, emailed) of all submission materials
- Description of Proposed Use of Property
- Proposed declarations of covenants, conditions and restrictions, articles of home owners associations
- Other necessary information as required by the Community Development Department
- Plan Set Materials
 - Building Location and Dimensions
 - Adjacent Roadways and Proposed Entrances
 - Grading Plan
 - Drainage Plan

- Utility Plan
- Parking Layout
- Landscape/Tree Preservation Plan
- Easement Locations
- Snow Storage Area
- Development Summary Table
- Colored Elevations and Proposed Materials

Examples of PUD Benefits

- ❖ Dedication of trailways
- ❖ Construction of regional stormwater retention ponds
- ❖ Façade materials that go above the minimum requirements in the underlying zoning district
- ❖ Dedicated public recreation space
- ❖ Mitigating brownfield site
- ❖ Installing a bus shelter
- ❖ Improving energy efficiency

Process

- Step 1: Applicant submits application, fee, and required information (see list above).
- Step 2: Staff will review the submission and make a determination of whether the application is complete. Staff has 15 days to determine if additional information is needed and will send a letter to the applicant requesting the documents be submitted. If an application is deemed incomplete, the 60 day time limit (beginning the day the application is submitted) for the City to approve or deny the application will stop. The 60 day time period may be extended an additional 60 days if the City provides written notice of the extension to the Applicant before the initial review period ends.
- Step 3: Once a complete application has been received, the Community Development Department will send the request to all relevant review agencies for comment. Agencies include the city engineer, fire chief, police chief, county and state transportation departments, building official, etc.
- Step 4: Staff will prepare a report of the request and place the item on the next available Planning Commission meeting. Applications must be received 39 days before the meeting to provide time for agency review.
- Step 5: Public hearing notices are mailed to all property owners within 350 feet of the property in question by the Community Development Department and published in the Anoka County Union 10 days prior to the meeting.
- Step 6: The Applicant or their representative attends the Planning Commission public hearing. The Planning Commission shall consider if the proposal is consistent with the general purpose and intent of the Zoning Ordinance and Comprehensive Plan. The Commission will hear testimony from anyone wishing to speak for or against the request. At this time the Applicant or their representative should speak to their request.

- Step 7: The Planning Commission recommendation of approval, denial, or approval with conditions will be forwarded to the next available City Council meeting. Conditions of approval may be attached to the preliminary PUD as needed.
- Step 8: The City Council will consider the application, staff report, and Planning Commission recommendation and introduce the item, but they will not take any final action. This meeting is only the first reading of the PUD request.
- Step 9: If any comments for alterations or revisions are made, the Applicant should revise their plans and elevations and submit new copies to the Community Development Department. The final plan must be in substantial compliance with the approved preliminary PUD plan and conditions, otherwise the Planning Commission shall review the plan prior to the City Council.
- Step 10: The PUD will be scheduled for the next City Council meeting, the second reading of the request and the final decision of the PUD.
- Step 11: The Applicant will be required to enter into a development agreement with the City. Once completed, along with any other conditions of approval, the Applicant can submit for a building permit and begin the project.

Meetings

The entire PUD process will require at a minimum four meetings, however it is likely more will be necessary. The first meeting is the concept plan review with staff. The second meeting is a public hearing before the Planning Commission, a seven member appointed board of community residents. Meetings are held the first Tuesday of the month at 7:00 pm in the Council Chambers at City Hall. The Planning Commission will hold the public hearing, gather testimony and make a recommendation to the City Council regarding the rezoning (PUD) request. Following this, the third meeting will be heard by the City Council at their meeting on the third Monday of the month at 7:00 pm as a first reading. They introduce the item, but do not take any final action. The fourth meeting is the following City Council meeting (usually two weeks later) they will hear the Final PUD which is the second reading and make a final decision. Before the second reading, all materials listed above in the final PUD information requirements (Chapter 74, Article V, Division 1, Section 74-192 (i)) must be received by city staff.

Amendments to the PUD

Any changes to the approved PUD must go to the Planning Commission as a public hearing. The Planning Commission shall make a recommendation to the City Council to approve with or without modification or may recommend denial of the amendment to the PUD. The City Council will hold a meeting to make the final decision on the request to amend the PUD.

Expiration of an Approved PUD

If no construction has begun in the planned unit development within 12 months from the date of approval of the PUD the approval will lapse. If the developer asks for an extension prior to the expiration date and shows good cause, the Planning Commission may extend the time for beginning construction for periods of 12 months.

Additional information can be obtained and a staff meeting arranged by calling the City of Anoka Planning Department at 763-576-2720.