

## APPLICATION FOR PLANNED UNIT DEVELOPMENT PRE-PETITION CONFERENCE

A pre-petition conference with the City Planning Commission is required prior to submitting a Planned Unit Development Zoning District petition. **Persons considering a Planned Unit Development petition shall submit the following to the Planning & Development Services unit as an application for a Planned Unit Development pre-petition conference.**

1. **PUD Pre-Petition Conference Request Letter, containing all of the following:**

- a. Name and contact information of petitioner and their interest in the subject site.
- b. Location, size, general description of the existing conditions and existing natural features, and current zoning designation(s), of the subject site.
- c. Proposed PUD development program (see Chapter 55, Section 5:80(4)[d]), including statements for all of the following:
  - i. The objective, purpose and beneficial effect for the City that will be achieved by the proposed PUD zoning district;
  - ii. Why this beneficial effect cannot be achieved under any other zoning designation;
  - iii. How the proposed PUD zoning district is consistent with the Master Plan Land Use Element recommendation for the subject site.
- d. Statement regarding whether a Planned Unit Development Zoning District and Site Plan are, or are not, being requested together.

2. **Comparison Chart**, comparing the current standards and the proposed deviations from:

- a. Use, area, height and placement regulations of the current zoning classification (or recommended zoning classification per the Master Plan Land Use Element);
- b. Off-street parking requirements of Chapter 59 (Off-Street Parking); and
- c. Landscaping, screening and buffer requirements of Chapter 62 (Landscape and Screening).

3. **Conceptual Planned Unit Development plan, sketches, drawings and building elevations.**

Materials must be provided electronically (in PDF format) and may be formatted for printing on either 8 ½ x 11-inch sheets or 11 x 17-inch sheets.

Pre-petition conferences are scheduled at the convenience of the City Planning Commission and are generally held at working sessions, typically the second Tuesday of each month. See the published City Planning Commission Meeting Schedule for exact dates. **The above information must be submitted by the Tuesday prior to the working session for distribution to the City Planning Commission.** If a pre-petition conference request is granted, a copy of the agenda and instructions regarding presentation procedures will be provided by staff by the Friday before the meeting.

The City Planning Commission will take no official action, but the Commissioners and staff may provide the petitioner with their comments regarding the appropriateness of the proposed land uses, the conformance to the adopted Master Plan and policies, the beneficial effects to be achieved, whether or not a model may be required and whether the request for PUD Zoning District approval and PUD Site Plan approval should be presented together at the same meeting or independently at separate meetings. No fees are charged for a pre-petition conference. **See Chapter 55, Section 5:80 for all Planned Unit Development Regulations and Standards for Approval.**