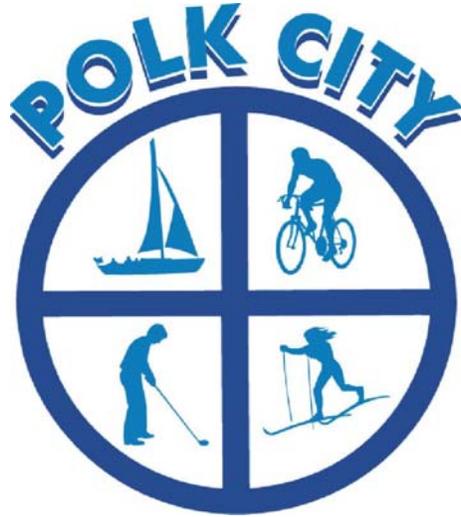


City of Polk City, Iowa



## **Planned Unit Development (PUD)**

### **Guidelines**

January 15, 2015

The purpose of this document is to simplify Polk City's procedures for establishing new Planned Unit Developments. Polk City's Municipal Code of Ordinances, including Zoning Regulations and Master Plan Regulations, are available online and at City Hall. The exclusion of specific Code Requirements does not exempt the developer from complying with all applicable City Codes in place at the time the PUD is filed.

### *Overview of PUD Process:*

- Pre-application Conference
  - Meetings with City Administration, City Engineer, and others as appropriate.
- Comprehensive Plan Amendment
  - If needed, may occur simultaneously with rezoning.
  - Requires City Council approval following recommendation by P&Z
- Rezoning to PUD
  - Pre-Application - Sketch Plan
    - Staff to review within 15 days.
    - Show lot lines and size; building footprints, square footages and number of stories; land uses and square footage of each use per building; buffer and buffer easement widths; existing topo and trees; circulation (vehicle, pedestrian, bike trails); density for each type of dwelling; storm water management and detention; grading scheme; utilities, number of parking stalls per use, park land dedication as required for residential uses; signage (building, monument, development identification); and landscaping. Clarify status of elements: common, private vs. public, non-profit, etc.
    - Include project schedule and phasing.
    - Provide perspective sketches of buildings, or photos of similar buildings, to illustrate architectural character.
  - Petition for Rezoning:
    - Minimum of 10 acres in PUD.
    - Signed by owners of 50% of adjacent property, by area, within 250' of proposed zoning boundary. (Alternative: may request Council to initiate)
    - Rezoning sketch with names of all property owners and 250' line (exclusive of public right-of-way).
    - Consent Table; list property owners, area of property within 250', % of area.
    - 2 sets of stamped, addressed envelopes to all owners within 250' for City Clerk to use to mail out required notices for two public hearings.
    - Rezoning Application Fee and Master Plan Application Fee as per schedule.
  - Master Plan:
    - Prepare Master Plan, based on staff comments on sketch plan, per Chapter 171. Plan to be prepared by Architect, Landscape Architect, or Engineer.
    - Traffic study may be required to show impact of development and required geometrics and/or traffic signals.
    - LiDAR is acceptable, but boundary and/or topo survey may be beneficial.
    - Clarify application of development control issues per Ch. 171.05.
    - Narrative or graphic explanation of planning concepts and objectives.

- Statement of intent re: selling or leasing.
- Phasing Plan.
- City Engineering Review fee, charged on an hourly basis.
- Development Agreement and PUD Ordinance
  - Agreement to develop in accordance with Master Plan per Ch. 171.06.
  - Framework for TIF, Abatement, PILOT, or other, if applicable.
  - Applicant's attorney to prepare draft PUD Ordinance to include height, setback, bulk and other requirements for review by staff, including City Attorney and City Engineer.
- Public Hearings
  - Date is set by Staff for public hearing at P&Z meeting; after which P&Z will make a recommendation to Council regarding approval of the rezoning
  - P&Z may recommend revisions be made to Master Plan which may necessitate a second P&Z meeting before P&Z makes their recommendation.
  - City Council then sets date for a second public hearing.
  - Following Public Hearing, the rezoning Ordinance must pass 3 readings at City Council before final adoption.

**Process After PUD is Approved:**

- Preliminary Plat of Subdivision
  - Entire PUD will need to be platted before any property within the PUD is developed.
  - Areas designated for future development may be platted as Outlots.
  - Prepared by Iowa Professional Engineer per Chapter 170 – Subdivision Regulations.
  - Requires topographic and boundary survey by Iowa Land Surveyor.
  - Staff reviews Preliminary Plat and provides comments that must be addressed.
  - Application Fee based on number of lots.
  - Engineering Review fee based on number of lots and number of re-submittals.
  - P&Z reviews Preliminary Plat and makes recommendation to City Council.
  - City Council approves or denies approval of Preliminary Plat.
- Construction Drawings
  - Per SUDAS (Statewide Urban Design and Specifications) and per Chapter 170.
  - Prepared by Iowa Professional Engineer.
  - Engineering Review fee based on number of lots and number of re-submittals.
  - Provide for all public improvements.
  - May be phased
  - Requires Council approval upon recommendation of City Engineer
- Construction Phase
  - Contractor hired by developer with public improvements dedicated to City when completed in accordance with approved construction drawings.

- Contractors to provide 4-year maintenance bond for all public improvements.
- Pre-construction conference with contractor is required.
- Construction observation, walk-thru and punch list provided by City Engineer, with fees based on quantity of water main, sanitary sewer, storm sewer and paving. There is an additional charge each time the punchlist must be updated.
- Should the project have significant construction issues, there may be extra hourly fees to cover the cost of resolving said issues.
- Final Plat of Subdivision
  - Entire PUD must be Final Platted, Outlots used for future development, Lots for proposed improvements.
  - Public dedications for parks and streets are platted as lots.
  - Prepared by Iowa Land Surveyor per Chapter 170 – Subdivision Regulations.
  - Application Fee based on number of lots and number of re-submittals.
  - Engineering Review fee based on number of lots and number of re-submittals.
  - Construction of public improvements must be complete. If only a few punchlist items remain, an Agreement to Complete is required along with a check to cover outstanding punchlist items and additional Review Fee. (Alternatively, developer may opt to provide Subdivision Bond in order to plat prior to construction.)
  - Includes all legal documents (title opinion, certificate of treasure, etc).
  - Includes all easement documents with legal descriptions.
  - Requires Council approval upon recommendation of P&Z.
- Site Plan
  - A detailed Site Plan is required for all townhomes, multi-family apartments or condominiums, commercial uses, and industrial uses prior to issuance of a building permit.
  - Prepare Site Plan per Chapter 157.
  - Application Fee and Engineering Review fee based on lot size and number of re-submittals.
  - Requires Council approval upon recommendation of P&Z.
  - Public Hearings are not required.
- Building Permit
  - Site Plan must be approved before Building Permit is issued for all uses except single-family detached dwellings and duplexes, unless these dwellings are part of a townhome development.
  - Approved by staff only.
  - Fees based on valuation of building.