



Planned Unit Development Application Checklist

City of Lakeville

Community Development Department

PURPOSE

The purpose of the PUD, Planned Unit Development District is to provide comprehensive procedures and standards intended to allow flexibility in the development of residential neighborhoods and/or non-residential areas than would be possible under a conventional zoning district. The decision to zone property to PUD is a public policy decision for the City Council to make in its legislative capacity. The intent of this section is to:

- A. Provide for the establishment of PUD (planned unit development) zoning districts in appropriate settings and situations to create or maintain a development pattern that complies with the City's Comprehensive Plan.
- B. Allow for the mixing of land uses within a development when such mixing of land uses could not otherwise be accomplished.
- C. Provide for variations to the strict application of the land use regulations in the Zoning Ordinance in order to improve site design and operation, while at the same time incorporating design elements (e.g., construction materials, landscaping, lighting, etc.) that exceed the City's standards to offset the effect of any variations.
- D. Promote a more creative and efficient approach to land use within the City, while at the same time protecting and promoting the health, safety, comfort, aesthetics, economic viability, and general welfare of the City.
- E. Preserve and enhance natural features and open spaces.
- F. Maintain or improve the efficiency of public streets and utilities.
- G. Ensure the establishment of appropriate transitions between differing land uses.

APPLICATION

Except for the portion of the City defined as the Central Area by the Comprehensive Plan, a PUD District shall not be established for parcels guided for low density residential, rural or agricultural land uses by the Comprehensive Plan, as may be amended.

ALLOWED USES

All permitted uses, permitted accessory uses, conditional uses, interim uses, and uses allowed by administrative permit contained in the various zoning districts defined in the Zoning Ordinance shall be treated as potentially allowable uses within a PUD District, provided they would be allowable on the site under the Comprehensive Plan.

SETBACKS AND BUILDING HEIGHT

The various setback and height regulations of the most closely related conventional zoning district shall be considered presumptively appropriate, but may be departed from to accomplish the purposes described above.

INTEGRATED DESIGN

A PUD shall consist of a harmonious arrangement and selection of land uses in groupings of buildings that are planned and designed as an integrated unit. The integrated design shall include elements such as building orientation and materials, utilities, parking areas, traffic and pedestrian circulation, landscaping, and open spaces.

SKETCH PLAN

Prior to the filing of a formal application, the applicant shall submit a sketch plan of the project to the Zoning Administrator. A sketch plan shall be processed according to the information requirements, standards and procedures for sketch plans as established by the Zoning Ordinance.

DEVELOPMENT STAGE PLAN

Development stage submissions shall depict and outline the proposed implementation of the sketch plan stage for the PUD. Information from the sketch plan stage may be included for background and to provide a basis for the submitted plan. The development stage submissions shall include but not be limited to the submission requirements stipulated in the Zoning Ordinance.

FINAL PLAN

After approval of the development stage plan, the applicant may apply for final plan approval for all or a portion of the PUD. The applicant shall submit the following material for review by and approval of the Zoning Administrator prior to issuance of any building permit(s):

- _____ A. If the PUD will be developed in different phases, the applicant shall submit a phasing plan for construction of the various elements of the entire PUD.
- _____ B. Submit a certified list prepared by an abstract company and mailing labels of the names and addresses of all property owners within 500 feet of the subject property.
- _____ C. Development plans in final form (both hard copy and electronically) based on the approved development stage plan, covering that portion of the PUD where building permits will be requested under the phasing plan.
- _____ D. Proof of recording any easements and restrictive covenants prior to the sale of any land or dwelling unit within the PUD and of the establishment and activation of any entity that is to be responsible for the management and maintenance of any public or common open space or service facility.

- _____ E. All certificates, seals and signatures required for the dedication of land and recordation of documents.
- _____ F. Final architectural working drawings of all structures.
- _____ G. A final plat and final engineering plans and specifications for streets, utilities and other public improvements, together with a development contract agreement for the installation of such improvements and financial guarantees for the completion of such improvements.
- _____ H. Any other plan, agreements, or specifications necessary for the Zoning Administrator to review the proposed final plan.

PROCESSING

- A. Pre-Application Conference: Prior to the filing of an application for PUD, the applicant of the proposed PUD is encouraged to arrange for and attend a conference with the Zoning Administrator. The primary purpose of the conference shall be to provide the applicant with an opportunity to gather information and obtain guidance as to the general suitability of his proposal for the area for which it is proposed and its conformity to the provisions of this Title before incurring substantial expense in the preparation of plans, surveys and other data.
- B. Sketch Plan:
 - 1. Application Procedures and Information Requirements: Prior to the filing of a formal application, the applicant shall submit a sketch plan of the project to the Zoning Administrator. A sketch plan will be processed according to the information requirements, standards and procedures for sketch plans.
- C. Development Stage:
 - 1. Application Procedure: PUD zoning applications shall be processed according to the evaluation criteria and procedures outlined in the Zoning Ordinance.
 - 2. Information Requirement:
 - a. The information required for all PUD development stage plan applications shall be as specified in Chapter 9 of the Zoning Ordinance.
 - b. The Zoning Administrator, Planning Commission, and/or City Council may excuse an applicant from submitting any specific item of information or document required by this section which it finds to be unnecessary to the consideration of the specific PUD being considered.
 - 3. Zoning Enactment: A rezoning of a parcel of land to PUD shall not become effective until such time as the City Council approves an ordinance reflecting said amendment, which shall take place at the time the City Council approves the development stage plan.
- D. Final Stage Plan: After approval of a development stage plan for all or a portion of the proposed PUD, the applicant shall submit the materials outlined in Chapter 96 of the Zoning Ordinance for review by the Zoning Administrator prior to issuance of a building permit(s).

PERIODIC PUD REVIEW:

The City Council may require periodic review of a PUD as a condition to approval of a PUD in order to ensure compliance with the conditions of the PUD. At such times, the City Council may, at its discretion, choose to take additional testimony on the PUD.

GENERAL REQUIREMENTS:

- A. Records: The Zoning Administrator shall maintain a record of all PUD zones approved by the City, including information on a project's allowed uses, all pertinent project plans, any conditions imposed on a project by the City Council, and such other information as the Zoning Administrator may deem appropriate.
- B. Withdrawal of an Application: Any application under this section may be withdrawn by an applicant without prejudice at any time prior to final City Council action thereon.
- C. Platting of a PUD: In the event that a PUD is to be subdivided into lots or parcels for the purpose of separate ownership, such PUD shall be platted under the platting procedures of the Lakeville Subdivision Ordinance and the related requirements of Dakota County. The preliminary plat shall be processed in conjunction with the development stage plan. A separate action on the final plat shall be processed before the City Council prior to or in conjunction with the final stage of the PUD.
- D. Conveyance of Property Within a PUD: In the event that any real property within an approved PUD is conveyed in total or in part, the buyer(s) thereof shall be bound by all provisions of the PUD and the general plan for that project. However, nothing in this Chapter shall be construed as to make such conveyed property non-conforming with regard to normal zoning standards as long as the conveyed property conforms with the approved PUD and the development plan for a project.
- E. Agreement/Financial Guarantee: Following the approval of the development plan but prior to final plan approval, the applicant shall enter into an agreement with the City relating to the terms of the PUD, and shall also provide such financial guarantees as the City requires or deems necessary. Such agreement may take the form of:
 - 1. A development contract; and/or
 - 2. Site improvement performance agreement; and/or
 - 3. Another form of legally binding instrument as may be required by the City.

PUD Design Considerations

Applications for development of a PUD shall accomplish the district purposes outlined by the Lakeville Zoning Ordinance. The City Council and the Planning Commission may consider the following design considerations as part of their evaluation of a PUD application, in addition to the performance standards and evaluation criteria established by the Lakeville Zoning Ordinance:

- A. Create a range of densities, housing types and building configurations and discourage large housing projects that consist of a single building type.
- B. Attached and multiple family housing should be built in small groupings so that it fits well into the overall residential context rather than being sequestered into large project sites. No more than approximately seventy-five (75) units of any type of attached or multiple family housing should be built in a single area.
- C. Attached and multiple housing buildings should emulate single family housing in its basic architectural elements - pitched roofs, articulated facade, identifiable front door and orientation to the local public street. Balconies overlooking the public street are highly encouraged. When garages cannot be located to the rear or on the interior of the block, they should be set back similar to the requirements for single family housing. Ensure that buildings reflect a residential character through the use of compatible scale, roof pitch, building massing and materials.
- D. The front and back facades of a building should be designed with appropriate levels of formality. The front, as the more public side of the house, should receive the more formal treatment, with trash/recycling storage, play equipment and outdoor storage located in the rear. The main entry should face the street.
- E. Buildings should address the street with varied and articulated facades, frequent entries and windows. Porches and balconies should be encouraged, and facades consisting of long blank walls or series of garage doors should be strongly discouraged.
- F. If a multiple family building or attached housing is developed near single family detached housing, ensure that the width of the building facade facing the street is similar to that of a single family house. Attached units should be grouped in rows of no more than four (4) or six (6) units to avoid a monolithic appearance.
- G. Twin homes should be designed for visual compatibility with single family housing, should be scattered among the neighborhood rather than concentrated, and may be used as a transitional building type near larger buildings and street intersections.
- H. Driveways and garages should be located to the rear of the lot or interior of the block. Porches and front steps should face the local street.
- I. Encourage unity as well as diversity by specifying a common design vocabulary among the buildings, a clear pathway system and shared outdoor space that unifies and integrates the site.
- J. Each housing unit should be provided with clearly defined private or semi-private outdoor space such as a yard, patio, porch or balcony, with direct access from inside the unit. The boundaries of private outdoor space should be clearly defined with elements such as fencing, sidewalks and vegetation.
- K. Encourage use of semi-private outdoor spaces such as porches and patios to increase the sense of privacy and security within the home. Opportunities for view sheds of shared outdoor areas such as streets, sidewalks and play areas from within the home is also to be encouraged.

- L. Discourage access by non-resident pedestrians via gateways, fences, plant materials or enclosed locations. All outdoor spaces should be defined, distinguishing between those reserved for residents and those open to the public, with transitions between shared and private outdoor space.
- M. Each unit should have a front entry that faces the street and is visible and accessible from an adjacent public path. Areas at the rear of each unit should be reserved for private outdoor space and resident parking. Where individual entries are not possible, the number of units that share a single entry should be minimized.
- N. A clear path system that connects each housing unit to designations within the site and the surrounding neighborhood is highly desirable. Paths should be logical and predictable in their routes and should be linked to the public sidewalk system. Keep public paths at the edge of the site, distinguish between public paths and private outdoor space, and make paths visible from shared and private spaces.