

General Steps and Timelines for PUD & Associated Phased Subdivision

{The information is provided to assist you during permitting and development processes. This is designed to provide conceptual level process information for Planned Unit Development (PUD) and Subdivisions; no approvals are intended or implied until the permit application, review, and approval process has been completed; as such, the items noted herein may not be addressed completely or accurately. It is intended to address the overall process and not the individual nuances of a particular PUD and/or Subdivision.}

- Planning and Zoning Commission meets on the 1st and 3rd Mondays of the month
 - City Council meets on the 2nd and 4th Tuesdays of the month
- 1. Pre-Development Meeting
- 2. Intake meeting to receive an application for Preliminary PUD Plan Review
 - a. Staff Review begins with a draft staff review to applicant about 3 weeks into the process, with a final staff review to be completed 2 weeks prior to Planning and Zoning Commission Public Hearing Meeting.
 - b. Notice to agencies for a 30 day period.
 - c. Adjacent properties, property posted and published in the paper 15 days prior to scheduled Planning and Zoning Commission Meeting as a public hearing.
 - i. Notice to paper minimum of 3 days prior to publication.
- 3. Public Hearing with Planning and Zoning Commission
 - a. Planning and Zoning may approve, approve with conditions, add new conditions, or deny in principal the preliminary planned unit development.
- 4. Planning and Zoning Commission Meeting
 - a. As a Consent Calendar item the Written Recommendations of the Commission based on the public hearing is placed for approval.
 - b. As a Consent Calendar item the minutes of the Commission based on the public hearing is placed for approval.
- 5. Public Meeting with City Council
 - a. Planning and Zoning Written Recommendations of the Commission to City Council
 - i. New Business item with the City Council to approve, approve with conditions, or deny in principal the preliminary planned unit development.
- 6. City Council Meeting
 - a. As a Consent Calendar item the Written Decision of the City Council based on the public meeting(s) are placed for approval.
 - b. As a Consent Calendar item the minutes of the City Council based on the public meeting is placed for approval.
- 7. For the Final PUD submitted concurrently with the Subdivision preliminary plat, follow the process identified in “Major and Minor Subdivision General Process Steps” for the next steps.