

**CITY OF JUNEAU
SPECIAL ZONING REQUEST FORM
PLAN DEVELOPMENT DISTRICT PROJECT**

Date: _____

Step 3 Fee: **\$300.00** Check# _____ Cash _____ Receipt# _____
Step 4 Fee: **\$300.00** Check# _____ Cash _____ Receipt# _____

Applicants Name: _____ Signature: _____

Subject Address: _____ Mailing Address: _____

Phone#: _____ E-Mail Address: _____

Description of Request:

FOR OFFICIAL USE ONLY

Parcel No(s): _____, _____, _____,
_____, _____, _____, _____,

1st Plan Commission Meeting Date: _____ 2nd Plan Commission Meeting Date: _____
3rd Plan Commission Meeting Date: _____ 4th Plan Commission Meeting Date: _____
_____ Public Hearing Date: _____ Common Council Meeting Date: _____

Public Hearing Notice Mailed: _____ Public Hearing Notice Published: _____

Steps:

- _____ Applicant files petition with City Clerk
- _____ Informal Discussion Item on Plan Commission Agenda -Applicant to be in attendance
- _____ Draft PD plan submittal packet given to zoning administrator prior to being placed on the Plan Commission agenda.
- _____ Proposed PD concept plan shall be placed on the Plan Commission agenda
- _____ Collect Fee for GDP process and review
- _____ Draft GDP plan submittal packet given to zoning administrator prior to being placed on the Plan Commission agenda.
- _____ Public Hearing to be held to consider the proposed GDP
- _____ Rezoning of Property
- _____ Collect Fee for PIP process and review
- _____ PIP submittal packet given to zoning administrator and placed on the Planning Commission agenda.

_____ Approval from Common Council

Juneau Plan Commission Action

_____ Approved

_____ Denied

Common Council

_____ Approved

_____ Denied

Return application to: City of Juneau PO Box 163 405 Jewel St, Juneau WI 53039

17.08.890 Planned development district procedures.

A. Purpose.

1. The purpose of this section is to provide regulations which govern the procedure and requirements for the review and approval, or denial, of proposed planned developments, and to provide for the possible relaxation of certain development standards pertaining to the underlying standard zoning district.
2. Planned developments are intended to provide more incentives for development and redevelopment in areas of the community which are experiencing a lack of significant reinvestment. Furthermore, planned developments are designed to forward both the aesthetic and economic development objectives of the city by controlling the site design and the appearance, density or intensity of development in terms of more flexible requirements for land uses, density, intensity, bulk, landscaping and parking requirements. In exchange for such flexibility, the planned development shall provide a much higher level of site design, architectural control and other aspects of aesthetic and functional excellence than normally required for other developments.
3. Planned developments have the potential to create undesirable impacts on nearby properties if allowed to develop simply under the general requirements of this title. In addition to such potential, planned developments also have the potential to create undesirable impacts on nearby properties which potentially cannot be determined except with a binding site plan, landscape plan and architectural plan, and on a case by case basis. In order to prevent this from occurring, all planned developments are required to meet certain procedural requirements applicable only to planned developments, in addition to the general requirements of the zoning ordinance. A public hearing process is required to review a request for a planned development. This process shall essentially combine the process for a zoning map amendment with that required for a conditional use, with several additional requirements.

B. Provision of Flexible Development Standards for Planned Developments.

1. Permitted Location. Planned developments shall be permitted with the approval of a planned development overlay zoning district, specific to the approved planned development per the procedures of subsections (G) and (H), below.
2. Flexible Development Standards. The following exemptions to the development standards of the underlying zoning district may be provided with the approval of a planned development:
 - a. Land Use Requirements. All land uses listed as "residential," "institutional," or "commercial" may be permitted within a planned development.
 - b. Density and Intensity Requirements. All requirements listed for residential density (number of dwelling units per acre) and nonresidential intensity (percentage of lot area compared to total floor area and impervious surface area) may be waived or modified within a planned development.
 - c. Bulk Requirements. All residential and nonresidential bulk requirements (building setback and height) may be waived or modified within a planned development.
 - d. Landscaping Requirements. All landscaping requirements may be waived or modified within a planned development.
 - e. Parking and Loading Requirements. All requirements for off-street parking, traffic circulation, and off-street loading may be waived or modified within a planned development.
3. Requirements to Depict All Aspects of Development. Only development which is explicitly depicted on the required site plan required for a zoning permit issued under Section 17.04.190 approved by the city council as part of the approved planned development, shall be permitted, even if such development (including all aspects of land use, density and intensity, bulk, landscaping, and parking and loading), is otherwise listed as permitted. Requested exemptions from these standards shall be made explicit by the applicant in the application, and shall be recommended by the plan commission and approved explicitly by the city council. If not so requested and approved, such exemptions shall not be permitted.

- C. Initiation of Request for Approval of a Planned Development. Proceedings for approval of a planned development shall be initiated by:
1. An application of the owner(s) of the subject property; or
 2. A recommendation of the plan commission and action by the city council, relative to city-owned property.
- D. Application Requirements. All applications for proposed planned developments, regardless of the party of their initiation per subsection (C) above, shall be certified as complete by the zoning administrator a minimum of twenty (20) working days prior to the initiation of this procedure. The zoning administrator shall forward copies of the complete application to the office of the city clerk. The application shall apply to each of the process steps in subsections (F) through (H) below. With the plan commission's approval (and generally for simple PDs), the applicant may combine PD process Steps 1 and 2, or Steps 1, 2 and 3.
- E. **PD Process Step 1:** Pre-Application Conference.
1. The applicant shall contact the zoning administrator to place an informal discussion item for the PD on the plan commission agenda.
 2. No details beyond the name of the applicant, the location of the subject property, a listing of potential land uses, and the identification of the discussion item as a PD is required to be given in the agenda.
 3. At the plan commission meeting, the applicant shall engage in an informal discussion with the plan commission regarding the potential PD. Appropriate topics for discussion may include the location of the PD, general project themes and images, the general mix of types and/or land uses being considered, approximate residential densities and nonresidential intensities, the general treatment of natural features, the general relationship to nearby properties and public streets, and relationship to the master plan.
 4. Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the city, but should be considered as the informal, non-binding basis for proceeding to the next step.
- F. **PD Process Step 2:** Concept Plan.
1. The applicant shall provide the zoning administrator with a draft PD concept plan submittal packet for a determination of completeness prior to placing the proposed PD on the plan commission agenda for concept plan review. This submittal packet shall contain all of the following items, prior to its acceptance by the zoning administrator and placement on the agenda for concept plan review:
 - a. A location map of the subject property and its vicinity at eleven (11) inches by seventeen (17) inches, as depicted on a copy of the city of Juneau Comprehensive Plan Map;
 - b. A general written description of proposed PD including:
 - i. General project themes and images;
 - ii. The general mix of dwelling unit types and/or land uses;
 - iii. Approximate residential densities and nonresidential intensities as described by dwelling units per acre, floor area ratio (total building floor area divided by site area) and impervious surface area ratio (total impervious surface area divided by site area);
 - iv. The general treatment of natural features;
 - v. The general relationship to nearby properties and public streets;
 - vi. The general relationship of the project to the comprehensive plan;
 - vii. An initial draft list of zoning standards which will not be met by the proposed PD and the location(s) in which they apply and, a complete list of zoning standards which will be more than met by the proposed PD and the location(s) in which they apply. The purpose of this listing shall be to provide the plan commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility; and
 - c. A written description of potentially requested exemption from the requirements of the underlying zoning district, in the following order:
 - i. Land use exemptions;
 - ii. Density and intensity exemptions;
 - iii. Bulk exemptions;
 - iv. Landscaping exceptions;

- v. Parking and loading requirements exceptions;
 - d. A conceptual plan drawing (at eleven (11) inches by seventeen (17) inches) of the general land use layout and location of major public streets and/or private drives. The applicant may submit copies of a larger version in addition to the eleven (11) inches by seventeen (17) inches.
 2. Within twenty (20) working days of receiving the draft PD concept plan submittal packet, the zoning administrator shall determine whether the submittal is complete. Once the zoning administrator has received a complete packet, the proposed PD concept plan shall be placed on the plan commission agenda.
 3. At the plan commission meeting, the applicant shall engage in an informal discussion regarding the conceptual PD. Appropriate topics for discussion may include any of the information provided in the PD concept plan submittal packet, or other items as determined by the plan commission.
 4. Points of discussion and conclusions reached in this stage of the process shall in no way be binding upon the applicant or the city, but should be considered as the informal, nonbinding basis for proceeding to the next step. The preferred procedure is for one or more iterations of plan commission review of the concept plan to occur prior to introduction of the formal petition for rezoning which accompanies the general development plan (GDP) application.
- G. **PD Process Step 3: General Development Plan (GDP).**
 1. The applicant shall provide the zoning administrator with a draft GDP plan submittal packet for a determination of completeness prior to placing the proposed GDP on the plan commission agenda for GDP review. This submittal packet shall contain all of the following items, prior to its acceptance by the zoning administrator and placement of the item on a plan commission agenda for GDP review:
 - a. A location map of the subject property and its vicinity at eleven (11) inches by seventeen (17) inches, as depicted on a copy of the city of Juneau Comprehensive Plan Map;
 - b. A map of the subject property showing all lands for which the planned development is proposed, and all other lands within three hundred (300) feet of the boundaries of the subject property, together with the names and addresses of the owners of all lands on the map as the same appear on the current records of the Register of Deeds of Dodge County. The map shall clearly indicate the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control. The map and all its parts and attachments shall be submitted in a form which is clearly reproducible with a photocopier, and shall be at a scale which is not less than one inch equals eight hundred (800) feet. All lot dimensions of the subject property, a graphic scale, and a north arrow shall be provided;
 - c. A general written description of proposed PD including:
 - i. General project themes and images;
 - ii. The general mix of dwelling unit types and/or land uses;
 - iii. Approximate residential densities and nonresidential intensities as described by dwelling units per acre, floor area ratio (the total floor area divided by the site area) and impervious surface area ratio (the total impervious surface area divided by the site area);
 - iv. The general treatment of natural features;
 - v. The general relationship to nearby properties and public streets;
 - vi. The general relationship of the project to the master plan;
 - vii. A statement of rationale as to why PD zoning is proposed. This shall identify barriers that the applicant perceives in the form of the requirements of standard zoning districts, and the opportunities for community betterment the applicant suggests are available through the proposed PD zoning;
 - viii. A complete list and description of zoning standards of the underlying zoning district(s) which will not be met by the proposed PD and the location(s) in which they apply, and a complete list of zoning standards which will be more than met by the proposed PD and the location(s) in which they apply shall be identified. The purpose of this list shall be to provide the plan commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility. List items shall be provided in the following order:
 - (A) Land use exemptions;
 - (B) Density and intensity exemptions;
 - (C) Bulk exemptions;
 - (D) Landscaping exceptions;

(E) Parking and loading requirements exceptions;

- d. A general development plan drawing at a minimum scale of one inch equals one hundred (100) feet (eleven (11) inches by seventeen (17) inches reduction shall also be provided by applicant) of the proposed project showing at least the following information in sufficient detail to make an evaluation against criteria for approval:
 - i. A conceptual plan drawing (at eleven (11) inches by seventeen (17) inches) of the general land use layout and the general location of major public streets and/or private drives. The applicant may submit copies of a larger version of the bubble plan in addition to the eleven (11) inches by seventeen (17) inches reduction;
 - ii. Location of recreational and open space areas and facilities and specifically describing those that are to be reserved or dedicated for public acquisition and use;
 - iii. Statistical data on minimum lot sizes in the development, the approximate areas of large development lots and pads, density/intensity of various parts of the development, floor area ratio, impervious surface area ratio and landscape surface area ratio of various land uses, expected staging, and any other plans required by the plan commission or city council; and
 - iv. Notations relating the written information provided in subsection (G)(1)(c)(i)—(vi), above to specific areas on the GDP drawing;
 - e. A general conceptual landscaping plan for subject property, noting approximate locations of foundation, street, yard and paving, landscaping, and the compliance of development with all landscaping requirements of this title (except as noted in the listing of exceptions) and the use of extra landscaping and bufferyards;
 - f. A general signage plan for the project, including all project identification signs and concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles) which are proposed to vary from city standards or common practices;
 - g. Written justification for the proposed planned development. (The applicant is advised to use the requirements of the zoning map amendment procedure to develop the written justification.)
2. The process and fees for review and approval of the GDP shall be three hundred dollars (\$300.00) plus reimbursement of municipal consultant costs, and (if land is to be divided) to that for preliminary and final plats of subdivision per the municipal code.
 3. Prior to the plan commission recommendation to city council for approval, approval with modification, or denial, a public hearing shall be held to consider the proposed GDP. All properly owners within three hundred (300) feet of the subject property shall be notified by first class mail no later than ten days prior to the public hearing.
 4. All portions of an approved PD/GDP not fully developed within three years of final city council approval shall expire, and no additional PD-based development within the lapsed PD shall be permitted. The city council may extend this three-year period by up to five additional years via a majority vote following a public hearing.

H. **PD Process Step 4:** Precise Implementation Plan (PIP).

1. After the effective date of the rezoning to PD/GDP, the applicant may file an application for a proposed precise implementation plan (PIP) with the plan commission. This submittal packet shall contain all of the following items, prior to its acceptance by the zoning administrator and placement of the item on a plan commission agenda for PD review:
 - a. A location map of the subject property and its vicinity at eleven (11) inches by seventeen (17) inches, as depicted on a copy of the city of Juneau Land Use Plan Map;
 - b. A map of the subject property showing all lands for which the planned development is proposed, and all other lands within three hundred (300) feet of the boundaries of the subject property, together with the names and addresses of the owners of all lands on the map as the same appear on the current records of the Register of Deeds of Dodge County. The map shall clearly indicate the current zoning of the subject property and its environs, and the jurisdiction(s) which maintains that control. The map and all its parts and attachments shall be submitted in a form which is clearly reproducible with a photocopier, and shall be at a scale which is not less than one inch equals eight hundred (800) feet. All lot dimensions of the subject property, a graphic scale, and a north arrow shall be provided;
 - c. A general written description of proposed PIP including:
 - i. Specific project themes and images;
 - ii. The specific mix of dwelling unit types and/or land uses;
 - iii. Specific residential densities and nonresidential intensities as described by dwelling units per acre, floor area ratio (the total floor area divided by the site area) and impervious surface area ratio (the total impervious surface area divided by the site area);

- iv. The specific treatment of natural features;
- v. The specific relationship to nearby properties and public streets;
- vi. A statement of rationale as to why PD zoning is proposed. This shall identify the barriers that the applicant perceives in the form of requirements of standard zoning districts, and the opportunities for community betterment the applicant suggests are available through the proposed PD zoning;
- vii. A complete list of zoning standards of the underlying zoning district(s) which will not be met by the proposed PIP and the location(s) in which they apply, and a complete list of zoning standards which will be more than met by the proposed PIP and the location(s) in which they apply shall be identified. The purpose of this list shall be to provide the plan commission with information necessary to determine the relative merits of the project in regard to private benefit versus public benefit, and in regard to the mitigation of potential adverse impacts created by design flexibility. List items shall be provided in the following order:
 - (A) Land use exemptions;
 - (B) Density and intensity exemptions;
 - (C) Bulk exemptions;
 - (D) Landscaping exceptions;
 - (E) Parking and loading requirements exceptions;
- d. A precise implementation plan drawing at a minimum scale of one inch equals one hundred (100) feet (eleven (11) inches by seventeen (17) inches reduction shall also be provided by applicant) of the proposed project showing at least the following information in sufficient detail to make an evaluation against criteria for approval:
 - i. A PIP site plan conforming to any and all the requirements of the site plan review and approval procedures required for a zoning permit under Section 17.04.190. If the proposed planned development is a cluster development or a group development, a proposed preliminary plat or conceptual plat shall be provided in addition to the required site plan;
 - ii. Location of recreational and open space areas and facilities and specifically describing those that are to be reserved or dedicated for public acquisition and use;
 - iii. Statistical data on minimum lot sizes in the development, the precise areas of all development lots and pads, density/intensity of various parts of the development, floor area ratio, impervious surface area ratio and landscape surface area ratio of various land uses, expected staging, and any other plans required by the plan commission or city council; and
 - iv. Notations relating the written information provided in subsection (G)(1)(c)(i)—(vi), above to specific areas on the PIP drawing;
- e. A landscaping plan for subject property, specifying the location, species and installed size of all trees and shrubs. This plan shall also include a chart which provides a cumulative total for each species, type and required location (foundation, yard, street, paved area or bufferyard) of all trees and shrubs;
- f. A series of building elevations for the entire exterior of all buildings in the planned development, including detailed notes as to the materials and colors proposed;
- g. A general signage plan for the project, including all project identification signs, concepts for public fixtures and signs (such as street light fixtures and/or poles or street sign faces and/or poles), and group development signage themes which are proposed to vary from city standards or common practices;
- h. A general outline of the intended organizational structure for a property owners' association, if any; deed restrictions and provisions for private provision of common services, if any;
- i. A written description which demonstrates the full consistency of the proposed PIP with the approved GDP;
- j. Any and all deviations between the requirements of the applicable PD/GDP zoning district and the proposed PIP development;
- k. The applicant shall submit proof of financing capability pertaining to construction and maintenance and operation of all public and private improvements associated with the proposed development;
- l. The area included in a precise implementation plan may be only a portion of the area included in a previously approved general implementation plan;
- m. The precise implementation plan (PIP) submission may include site plan and design information as required for a zoning permit under Section 17.04.190, allowing the plan commission to combine design review and review of the

PIP. Design review may, at the choice of the applicant, be deferred until a later time when specific site and building developments will be brought forth;

- n. The plan commission or city council may specify other plans, documents or schedules that must be submitted prior to consideration or approval of the PIP, as such may be relevant to review.
 2. The process and fees for review and approval of the PIP shall be three hundred dollars (\$300.00) plus reimbursement of municipal consultant costs, and (if land is to be divided) to that for preliminary and final plats of subdivision per the municipal code.
 3. All portions of an approved PD/PIP not fully developed within three years of final city council approval shall expire, and no additional PD-based development within the lapsed PD shall be permitted. The city council may extend this three-year period by up to five additional years to the pre-existing zoning designation.
 4. Approved PD's, which have not been completed within the time limits established by subsection (H), above, shall revert to the pre-existing zoning designation.
- I. Planned Development Implementation. Upon approval of a PIP by the city council, the applicant may apply for building permits, zoning and use permits from the zoning administrator. Upon granting of the necessary permits, the applicant may commence construction.

(Ord. 219, 1997: prior code § 10-4-101-A)