



SECTION 3: PLANNED DEVELOPMENT DISTRICT (PD)

- Planned Development District Information
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PLANNED DEVELOPMENT DISTRICT (PD)

Introduction

The planned development district (PD) allows for a development containing uses or a combination of uses in a design that would not otherwise comply with the regulations of the primary zoning districts, but does provide an overall design, increased Open Space, or other features or amenities that results in a superior development or offer special benefits to the community. A PD may not be used for the primary purpose of avoiding the zoning regulations applicable to the primary zoning districts.

A district containing only Residential Uses will not be created unless it contains at least 10 acres. A district containing both Residential and Nonresidential Uses will not be created unless it contains at least 25 acres of land. The Commission may recommend approval and the Council may approve a district with less land than specified in this section if the developer clearly demonstrates that a smaller district would achieve the intent of the district.

Planned Development Process

When a PD application is submitted, staff will review the request and comments are usually sent to the applicant on the third Friday after the request has been submitted. Due to the detail contained in PD District rezonings, additional time may be needed. The applicant may be directed to resubmit the corrected materials and or additional materials for the Planning and Zoning Commission and City Council, and staff will review them for clearance.

When staff comments have been addressed, the request will be scheduled for either a workshop or a public hearing at a Planning and Zoning Commission (P&Z) meeting. If scheduled for a workshop, the applicant will have the opportunity to address the Commission and go through the PD proposal. This enables the applicant to receive feedback on highly detailed or complicated PD proposals prior scheduling a public hearing. Once the Commission's concerns have been addressed, the item will be scheduled for a public hearing. Typically, this is approximately one month after the PD is determined to be ready for the public hearing. The public hearing will be advertised in the City's official newspaper at least 15 days prior to the first public hearing. All property owners within 200 feet of the site and homeowners associations within the notification area will be notified by mail, and the public hearing will be published on the City's website. Additionally, a courtesy sign will be placed at the property.

A public hearing will be held by the Planning and Zoning Commission at 6:30 p.m. in the City Council Chambers, unless otherwise noted. P&Z meetings are held on the second Tuesday and fourth Thursday of each month except for November and December, when there is one Tuesday meeting due to the holidays. The purpose of the public hearing is to allow P&Z to conduct a fact finding process. Staff will present the request to the Commission. The Chair will then open the public hearing, and the applicant will have ten minutes to present the request. The Chair will

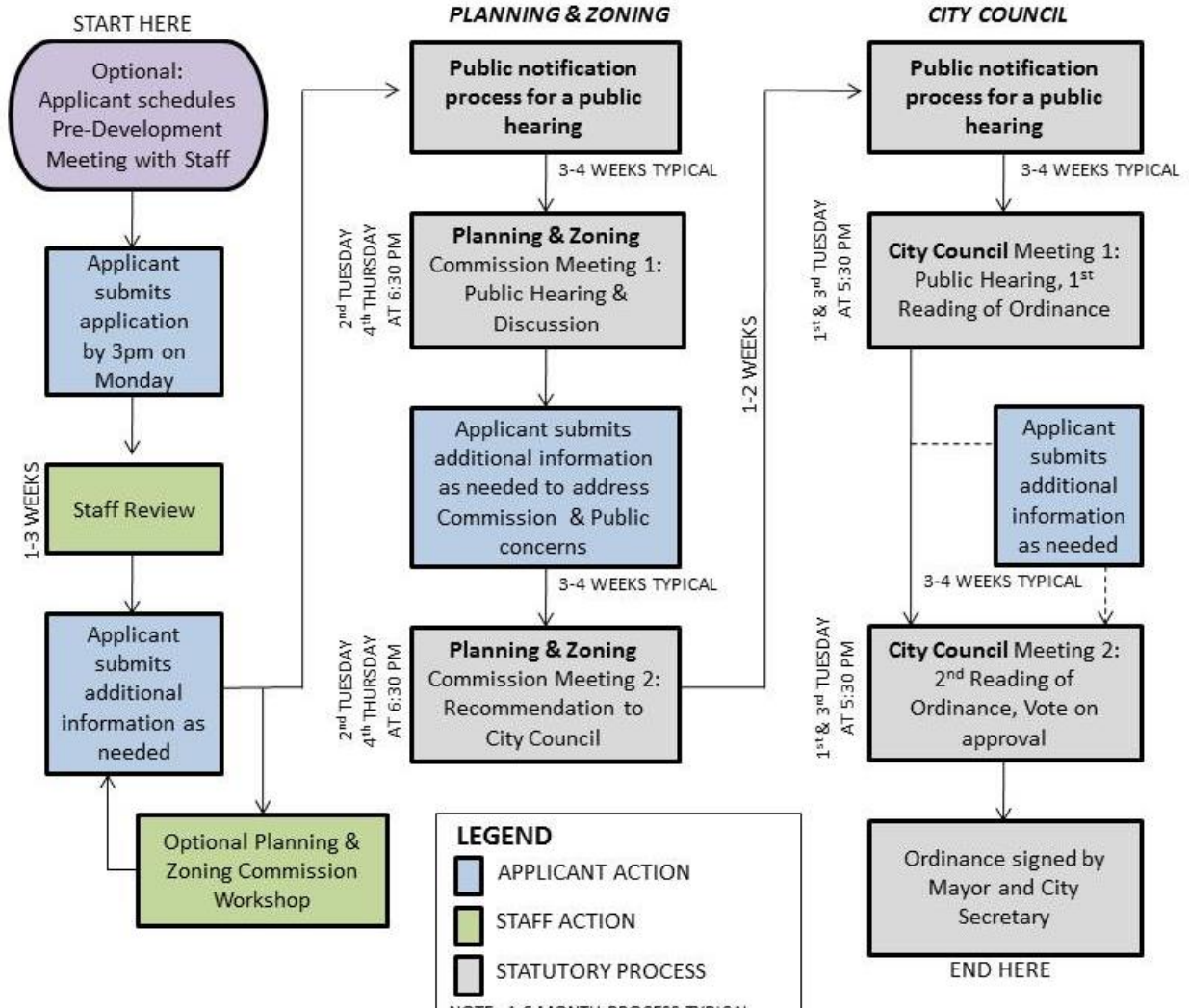
then allow anyone present from the public to speak on the request. The Commission may ask questions to staff and anyone else present at the meeting, but will not vote the same night per the Commission's adopted policies.

At a subsequent P&Z meeting, the request will be presented by staff with a recommendation. P&Z will hold consideration and action and make a recommendation to City Council. Only staff will present at this meeting; however, the Commission may direct questions to both staff and the applicant.

A second public hearing will be scheduled for a regular City Council meeting. The public hearing typically takes place approximately one month after P&Z makes a recommendation. Meetings are held on the first and third Tuesdays of each month. Again, in accordance with state regulations, property owners will be notified and the notice will be published in a City paper and on the City's website. Council will conduct a public hearing in the same manner as P&Z. At the same meeting, Council will have the first reading of the ordinance and vote unless the item is tabled. If the ordinance was approved at the first reading, at a subsequent meeting the Council will hear the second reading of the ordinance and vote, again. Following the second reading of the ordinance, the Mayor and City Secretary will sign the ordinance and a copy will be sent to the applicant.



FLOW CHART: PLANNED DEVELOPMENT (PD) DISTRICT





**PLANNED DEVELOPMENT (PD)
DISTRICT APPLICATION**

FOR OFFICE USE
(Rev. 01/02/19)
Accounting Code: ZC
2019 Fee: See below
Fee Required _____
Case No. _____ - _____

**Return Your Submittal Monday from 8:00am -3:00 pm To Development Planning (Attn: Development Review Coordinator)
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Phone#: (281) 275-2218**

Please contact Development Planning staff to discuss your proposal prior to submitting a Planned Development District application.

Planned Development District Submittal Requirements:

All materials must be submitted only digitally via USB or CD with the following items:

- Copy of the completed application (digital and paper version)
- Copy of a letter stating the applicant's request
- Submittal Fee
- Legal description of property:
 - Metes & bounds description if property is not platted OR
 - Plat information:
 - Plat Name: _____
 - Lot & Block or Reserve: _____
 - FBCOPR No.: _____
- Copy of PD submittal, including detailed use list, PD development plan with lots / reserves, traffic circulation, landscaping, and other pertinent information
- Copy of PD submittal material
- Copy of a Traffic Impact Analysis (Contact Engineering Dept. at 281-275-2870 to determine necessity)

PROJECT NAME _____

- | | | |
|----------------------|--|--|
| Submittal Type & Fee | <input type="checkbox"/> General Development Plan: \$1,722.50 + \$20.75/per acre or portion (max. \$3,000) | <input type="checkbox"/> PD Amendment: \$1,722.50 + \$20.75/per acre or portion (max. \$3,000) |
| | <input type="checkbox"/> Final Development Plan: \$1,722.50 + \$20.75/per acre or portion (max. \$3,000) | <input type="checkbox"/> PD Administrative Amendment: \$208.00 |

Name of Current PD (if not Gen. Dev. Plan) _____

Location Description _____

Property Acreage _____ Current Zoning District _____

CONTACT INFORMATION

Project Representative:

Contact Person _____

Company _____

Address _____

Phone _____ Email _____

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. I understand that this application will expire one year from the date of submittal if the Planning Department has not received a revised submittal.

X _____
Project Representative's Signature _____ Date _____

Property Owner (Please Note - the Property Owner's Information Must be provided):

Name _____

Address _____

Phone _____ Email _____

Property Owner's Authorization (May be submitted under separate cover on company letterhead):

*I am the owner of the property for which this application is being made. I authorize
_____ (Project Representative) to submit this application
and to correspond with the City of Sugar Land regarding this application on my behalf.*

X _____
Property Owner's Signature (Required) _____ Date

Please note: a courtesy notification sign will be placed on the subject property during the public hearing process and will be removed after the public hearing.