

SECTION 1011 – PLANNED UNIT DEVELOPMENTS (PUD)

SECTION

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1011.01: PURPOSE: The purpose of this Section is to provide for the grouping of lots or buildings for development as an integrated, coordinated unit as opposed to traditional parcel by parcel, piecemeal or sporadic approach to development. This Section is intended to introduce flexibility of site design and architecture for the conservation of land and open space through clustering of lots, buildings and activities, which promote the goals outlined in the Comprehensive Plan or serve another public purpose. It is further intended that Planned Unit Developments are to be characterized by central management, integrated planning and architecture, joint or common use and maintenance of parking, open space and other similar facilities, and harmonious selection and efficient distribution of uses. The PUD process, by allowing flexibility from the strict provisions of this Ordinance related to setbacks, heights, lot area, width and depth, yards, etc., by either Conditional Use Permit or rezoning to a PUD District, is intended to:

Subd. 1. Provide a development pattern in harmony with the objectives of the Comprehensive Plan. (The PUD process is not intended only as a means to vary applicable planning and zoning principles).

Subd. 2. Allow for the mixing of land uses within a development when such mixing of land uses could not otherwise be accomplished under this Ordinance.

Subd. 3. Preserve and enhance desirable site characteristics such as natural topography, wetlands, woodlands, scenic views, natural habitat, and geologic features and prevent soil erosion.

Subd. 4. Preserve and enhance open spaces and the City greenway system to provide contiguous common open spaces for scenic enjoyment, recreational use, natural habitat protection and community identity.

Subd. 5. Provide for flexibility to the strict application of the land use regulations in this 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 deviations.

Subd. 6. 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.

Subd. 7. Encourage innovations in development to the extent that the growing demands for all styles of economic expansion may be met by greater variety in type, design, and placement of structures and by the conservation and more efficient use of land in such developments.

Subd. 8. Promote a desirable and creative environment that might be prevented through the strict application of zoning and subdivision regulations of the City.

Subd. 9. Result in an efficient use of land resulting in smaller networks of utilities and streets thereby lowering development costs and public investments.

Subd. 10. Ensure the establishment of appropriate transitions between differing land uses.

Subd. 11. Promote the creative use of the land and related physical development which allows a phased and orderly transition of varying land uses in close proximity to each other.

Subd. 12. Allow the development to operate in concert with a Redevelopment Plan in certain areas of the City and to ensure the redevelopment goals and objectives within the Redevelopment District will be achieved.

Subd. 13. Encourage developers/land owners to convey property to the public, over and above required dedications, by allowing a portion of the density to be transferred to other parts of the site.

1011.02: BENEFIT: The proposed PUD shall accomplish a majority of the purposes and the design criteria set forth herein and shall not simply be for the enhanced economic gain of the applicant. It shall be the applicant’s responsibility to demonstrate compliance with this requirement and provide specific written documentation addressing this matter as part of the PUD zoning application. Based on this documentation, the City shall determine that some benefit will be realized by the City if a PUD is permitted.

1011.03: PUD GENERAL REQUIREMENTS:

Subd. 1 Application. All permitted, accessory, conditional or interim uses and uses by administrative permit contained in Sections 1043 (“A” District) through 1061 (I-2 District) of this Ordinance which are consistent with the Comprehensive Plan shall be treated as potentially allowable uses within a PUD District.

Subd. 2. Comprehensive Plan Consistency. The proposed PUD shall be consistent with the Comprehensive Plan.

Subd. 3. Common Open Space. Common open space at least sufficient to meet the minimum requirements established by this Ordinance and such complementary structures and improvements as are necessary and appropriate for the benefit and enjoyment of the residents of the PUD shall be provided within the area of the PUD.

1. Operating and Maintenance Requirements for PUD Common Open Space/Facilities. Whenever common open space or service facilities are provided within the PUD, the PUD plan shall contain provisions to assure the continued operation and maintenance of such open space and service facilities to a predetermined reasonable standard. Common open space and service facilities within a PUD may be placed under the ownership of one or more of the following:
 - a. Landlord-Tenant. Landlord control, where only use by tenants is anticipated.
 - b. Owners. Property Owners Association, provided all of the following conditions are met.
 - (1) Declaration of Covenants and Conditions. Prior to the use or occupancy or sale of an individual building unit, parcel, tracts, townhouse, apartment, or common area, a declaration of covenants, conditions and restrictions or an equivalent document or a document specified by the Minnesota Common Interest Ownership Act set out in Minnesota Statutes, Chapter 515B as amended, and a set of floor plans, specified by Minnesota Statutes, Chapter 515B as amended shall be filed with the City of Big Lake, said filing with the City to be made prior to the filings of said declaration or document or floor plans with Sherburne County.
 - (2) Owner’s Association. The declaration of covenants, conditions and restrictions shall provide that an owner’s association or corporation shall be formed and that all owners shall be members of said association or corporation which shall maintain all

properties and common areas in good repair and which shall assess individual property owners proportionate shares of joint or common costs.

- (3) Open Space Permanent. The open space restrictions must be permanent and not for a given period of years.
 - (4) Liability for Costs. The association must be responsible for liability insurance, local taxes, and the maintenance of the open space facilities to be deeded to it.
2. Staging of Public and Common Open Space Dedication. When a PUD provides for common or public open space, the total area of common or public open space or land escrow security in any stage of development, shall, at a minimum, bear the same relationship to the total open space to be provided in the entire PUD as the stages or units completed or under development bear to the entire PUD.

Subd. 4. 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 Section 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.

Subd. 5. Density Credit for Public Land. This subsection allows a developer to transfer permitted development density from one portion of the development to another portion of the development upon City Council approval, when a portion of the development site is conveyed to a public agency or unit, above and beyond any dedications required by the Subdivision Ordinance. The intent is to provide an incentive to the developer to transfer the property to the public agency at a price below market value, thereby reducing the costs of the site to the public.

1. Application of Density Credit. When a portion of the proposed development site is required by a public agency for a public purpose, a developer may be allowed to transfer a portion of the allowable density on the area required to another location on the development site.
 - a. Property required to be conveyed to the City under dedication provisions of the Subdivision Ordinance, including but not limited to parks and open space, street right-of-way and drainage and utility easement, is not eligible for density transfer provisions.

Subd. 6. Development Agreement. 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. The agreement shall detail all use restrictions and required on and

off-site improvements conditional to the PUD rezoning or CUP approval. The agreement shall provide for the installation within one (1) year of the off-site and on-site improvements as approved by the City Council, secured by a cash escrow or surety bond in an amount and with surety and conditions satisfactory to the City, to insure the City that such improvements will be actually constructed and installed according to specifications and plans approved by the City as expressed in such agreement. The amount of the bond shall be one and one-half (1-1/2) times the estimated cost of the improvements as determined by the City Engineer or City Building Official. 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.

Subd. 7. Platting of a PUD. A PUD shall be platted under the platting procedures of the Big Lake Subdivision Ordinance and the related requirements of Sherburne 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 Planning Commission and City Council prior to or in conjunction with the final stage of the PUD.

Subd. 8. Land Use/Housing Type. A PUD which involves only one (1) land use or housing type may be allowed, provided that it is otherwise consistent with the stated purposes and objectives of this Ordinance and the Comprehensive Plan.

Subd. 9. Landscaping. In any PUD, landscaping and screening shall conform to the applicable provision of Section 1027 (Landscape, Screening and Tree Preservation) of this Ordinance and shall be provided according to a plan approved by the City Council, which shall include a detailed planting list with sizes and species indicated as part of the Final Plan. In assessing the landscaping plan, the City Council shall consider the natural features of the particular site, the architectural characteristics of the proposed structures and the overall scheme of the PUD plan.

Subd. 10. Modifications. Modifications of the underlying zoning district regulations may be approved by the City Council as part of the overall approval of the PUD if the following conditions are satisfied:

1. The modifications bear a demonstrable relationship to, and are consistent with, the goals and policies of the Comprehensive Plan.
2. The modifications result in eliminating the adverse impact and effect of such uses by utilizing screening, landscaping, superior site and building design and other features related to planning, design, and construction.
3. Any modification of Ordinance requirements approved as part of a PUD shall be approved only upon a showing that the modification does not adversely affect the

surrounding properties because the PUD plan has provided screening, buffering, fencing, walls or other site improvements which have eliminated the adverse effects of the modification. Such modifications shall be approved as part of the overall PUD approval and any modification granted shall be written into the PUD development agreement.

Subd. 11. Ownership. An application for PUD approval must be filed by all landowners of property included in a project. The application and all submittals must be directed to the development of the property as a unified whole. In the case of multiple ownership, the approved PUD shall be binding on all owners.

Subd. 12. Property Owners Association. The development contract for a PUD shall contain provisions to assure the continued maintenance of open space outlots and other commonly owned facilities within the project to a pre-determined reasonable standard, subject to the approval of the City Council in conformance with the standards outlined in Section 1040.10, (General Building Regulations – Common Areas), of this Ordinance.

Subd. 13. Public Services. The proposed project shall be served by the City water and sewer system and fire hydrants shall be installed at such locations as necessary to provide fire protection.

Subd. 14. Storm Water Management. Storm water management techniques shall be consistent with the City's Subdivision Ordinance, with the following additions:

1. All retention basins shall resemble natural ponds to the maximum extent possible.
2. Retention basin landscaping shall include indigenous plants and landscaping materials.

Subd. 15. Streets. The placement and construction of all streets within PUD's shall be consistent with the provisions of the City Subdivision Ordinance with the following additions:

1. Local streets should be so planned as to discourage their use for regional traffic. Streets shall connect with one another or be terminated by other streets. Dead-end streets are prohibited, and cul-de-sacs shall be permitted only where topography or other physical conditions necessitate their use.

Subd. 16. Underground Utilities. In any PUD, all utilities, including, but not limited to telephone, electricity, gas and cable television shall be installed underground.

Subd. 17. Utility Connections.

1. Water Connections. Where more than one (1) property is served from the same service line, a shut off valve must be located in such a way that each unit's service may be shut off and secured by the City, in addition to the normally supplied shut off at the street.

2. Sewer Connections. Where more than one unit is served by a sanitary sewer lateral which exceeds three (300) feet in length, provision must be made for a manhole to allow adequate cleaning and maintenance of the lateral. All maintenance and cleaning shall be the responsibility of the property owners association or owner.

1011.04: DENSITY BONUS: As a consequence of a PUD’s planned and integrated character, the number of dwelling units allowed within the respective base zoning district may be increased based upon a finding by the City Council that such an increase is consistent with the goals of the Comprehensive Plan and that the PUD provides for the stated objectives of this Section. The building, parking and similar requires for these extra units shall be observed in compliance with this Ordinance.

1011.05: PUD DESIGN STANDARDS: Before a PUD plan may be approved, the City Council shall find the quality of building and site design proposed by the PUD will enhance the aesthetics of the site and implement relevant goals and policies of the Comprehensive Plan. In addition the following criteria shall be satisfied.

Subd. 1. 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 are prohibited.

Subd. 2. A range of densities, housing types and building configurations is encouraged while large housing projects that consist of a single building type are discouraged.

Subd. 3. Design the front and back facades with appropriate levels of formality. The front, as the more public side of the house, should receive the more formal treatment, with trash/recycling areas enclosed within principal structures and play equipment or other outdoor facilities located in the back. The main entry should face the street.

Subd. 4. Locate outdoor spaces to allow for such surveillance from inside homes. Define all outdoor spaces, distinguishing between those reserved for residents and those open to the public via gateways, plant materials, signs, fences or other means. Enclose the shared outdoor space with buildings, low fences or hedges, and paths. Clearly define the boundaries and transitions between shared and private outdoor space.

Subd. 5. Provide a clear path system that connects each housing unit to designations within the site and the surrounding neighborhood. 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.

Subd. 6. On large sites, extend the network of surrounding public streets through the site to improve circulation, visibility, security and integrating into the surrounding neighborhood.

Subd. 7. Use vegetation in and around parking lots to provide shade and visual relief.

Subd. 8. Buffer areas shall be provided between varying residential densities to provide a transition from one type of housing to another.

Subd. 9. General Building and Site Design.

1. The design shall consider the whole of the project and shall create a unified environment within the boundaries of the project by ensuring architectural compatibility of all structures, efficient vehicular and pedestrian circulation, aesthetically pleasing landscape and site features, and efficient use and design of utilities.
2. The design of a PUD shall optimize compatibility between the project and surrounding land uses, both existing and proposed and shall minimize the potential adverse impacts of the PUD on surrounding land uses and the potential adverse effects of the surrounding land uses on the PUD.
3. If a project for which a PUD treatment has been requested involves construction over a period of time in two or more phases, the applicant shall demonstrate that each phase is capable of addressing and meeting each of the criteria independent of the other phases.
4. Approval of a PUD may permit the placement of more than one building on a lot.

Subd. 10. Yards.

1. Setbacks, Periphery. The front and side yard restrictions at the periphery of the PUD site at a minimum shall be the same as imposed in the respective zoning districts.
2. Setback, Front. No building shall be located less than twenty (20) feet from the back of the curb line along roadways.
3. Building Separation. No building within the project shall be nearer to another building than ten (10) feet except for parking ramps which may be directly connected to another building.

1011.06: RESIDENTIAL PUD SPECIAL REQUIREMENTS: A PUD in a Residential District shall conform to the requirements of the District unless modified by the following or other provisions of this Ordinance.

Subd. 1. The tract of land for which a PUD is proposed shall have not less than two hundred (200) feet of frontage on a public right-of-way.

Subd. 2. Attached and multiple family housing should be built in small groupings so that it fits 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 on a single parcel.

Subd. 3. Townhouses, Cooperatives, Condominiums are subject to the minimum requirements for attached dwellings in Section 1040 (General Building Regulations) of this Ordinance.

Subd. 4. 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 detached 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. Buildings are to reflect residential character through the use of compatible scale, roof pitch, building massing and materials.

Subd. 5. 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) to eight (8) units to avoid a monolithic appearance.

Subd. 6. Locate residential parking near each multiple family housing unit, with a direct sidewalk to front or back door, while locating visitor parking near public spaces and public paths. Ensure that parking spaces are visible from within the resident’s home and provide sufficient lighting. If parking must be located near the street frontage, it should be screened by a low hedge, fence, gate or similar visual buffer.

Subd. 7. Each housing unit shall 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. Clearly define the boundaries of private outdoor space with elements such as fencing, sidewalks and vegetation.

1011.07: SHORELAND MANAGEMENT RESIDENTIAL PUD REQUIREMENTS.

Subd. 1. Applicability. Residential planned unit developments (PUDs) are allowed for new projects on undeveloped land, redevelopment of previously built sites, or conversion of existing buildings and lands. The zoning districts in which they are an allowable use are

identified in Sections 1043 (“A” District) through 1049 (R-5 District) of this Ordinance and the official City zoning map.

Subd. 2. Processing. Residential planned unit developments within a Shoreland District shall be processed as a conditional use, in accordance with Section 1007 (Conditional Use Permits) of this Ordinance.

Subd. 3. Submittal Requirements. Submittal requirements for residential planned unit development applications in Shoreland Districts shall be in accordance with Section 1011.07 of this Ordinance.

Subd. 4. Site Suitable Area Evaluation. In all residential zoning districts except for the R-5, Residential Redevelopment District, proposed new or expansions to existing residential planned unit developments shall be evaluated using the following procedures and standards to determine the suitable area for the dwelling unit/dwelling site density evaluation. The Shoreland lot area and size requirements specified in the underlying zoning district shall be utilized to determine density within each Shoreland Tier.

1. The project parcel shall be divided into tiers by locating one or more lines approximately parallel to a line that identifies the ordinary high water level at the following intervals, proceeding landward:

Shoreland Tier Dimensions	
	Sewered
General Development Lakes – First Tier	200 feet
General Development Lakes – Second and Additional Tiers	200 feet
Recreational Development Lakes	267 feet
Natural Environment Lakes	320 feet

- a. The suitable area within each tier is next calculated by excluding from the tier area all wetlands, bluffs, or land below the ordinance high water level of public waters. This suitable area and the proposed project are then subjected to the residential planned unit development density evaluation steps to arrive at an allowable number of dwelling units or sites.

Subd. 5. Residential Planned Unit Development Density Evaluation. For all residential zoning districts with the exception of the R-5, Residential Redevelopment District, the procedures for determining the “base” density of a residential Planned Unit Development and density increase multipliers are as follows: Allowable densities may be transferred from any tier to any other tier further from the waterbody, but must not be transferred to any other tier closer.

1. Residential Planned Unit Development “Base” Density Evaluation. The suitable area within each tier is divided by the single residential lot size standard for lakes. Proposed locations and numbers of dwelling units or sites for the residential planned unit developments are then compared with the tier, density and suitability

analyses herein and the design criteria of Subd. 6, Maintenance and Design Criteria of this Section.

2. Density Increase Multipliers.
 - a. Increases to the dwelling unit or dwelling site base densities previously determined are allowable if the dimensional standards identified in each underlying zoning district (Shoreland lot size, area, and setback provisions) are met or exceeded and the design criteria in Subd. 6, Maintenance and Design Criteria of this Section. are satisfied. The allowable density increases in b, below will only be allowed if structure setbacks from the ordinary high water level are increased to at least fifty (50) percent greater than the minimum setback, or the impact on the waterbody is reduced an equivalent amount through vegetative management, topography or additional means acceptable to the City of Big Lake and the setback is at least twenty-five (25) percent greater than the minimum setback from the ordinary high water level.
 - b. Allowable Dwelling Unit or Dwelling Site Density Increases for residential planned unit developments.

Density Evaluation Tiers	Maximum Density Increase Within Each Tier
First	50 percent
Second	100 percent
Third	200 percent
Fourth	200 percent
Fifth	200 percent

Subd. 6. Maintenance and Design Criteria.

1. Maintenance and Administration Requirements.
 - a. Before final approval of a residential planned unit development, adequate provisions shall be developed for preservation and maintenance in perpetuity of open spaces and for the continued existence and functioning of the development.
 - b. Open Space Preservation. Deed restrictions, covenants, permanent easements, public dedication and acceptance, or other equally effective and permanent means shall be provided to ensure long-term preservation and maintenance of open space. The instruments shall include all of the following protections:
 - (1) Commercial uses prohibited (for residential planned unit developments).

- (2) Vegetation and topographic alterations other than routine maintenance prohibited.
 - (3) Construction of additional buildings or storage of vehicles and other materials prohibited.
 - (4) Uncontrolled beaching of watercraft prohibited.
 - c. Development Organization and Functioning. Unless an equally effective alternative community framework is established, when applicable, all residential planned unit developments shall use an owners association with the following features:
 - (1) Membership shall be mandatory for each dwelling unit or site purchaser and any successive purchasers.
 - (2) Each member shall pay a pro rata share of the association's expenses, and unpaid assessments can become liens on units or sites.
 - (3) Assessments shall be adjustable to accommodate changing conditions.
 - (4) The association shall be responsible for insurance, taxes and maintenance of all commonly owned property and facilities.
2. Open Space Requirements. Residential planned unit developments, in all districts except for the R-5, Residential Redevelopment District, shall contain open space meeting all the following criteria:
 - a. At least fifty (50) percent of the total project area shall be preserved as open space.
 - b. Dwelling units or sites, road rights-of-way, or land covered by road surfaces, parking areas, or structures, except water-oriented accessory structures or facilities, are developed areas and shall not be included in the computation of minimum open space.
 - c. Open space shall include areas with physical characteristics unsuitable for development in their natural state, and areas containing significant historic sites or unplatted cemeteries.
 - d. The appearance of open space areas, including topography, vegetation, and allowable uses shall be preserved by use of restrictive deed covenant,

- permanent easements, public dedication and acceptance, or other equally effective and permanent means.
- e. The shore impact zone, based on normal structure setbacks, shall be included as open space. At least fifty (50) percent of the shore impact zone area of existing developments or at least seventy (70) percent of the shore impact zone area of new developments shall be preserved in its natural or existing state.
3. Erosion Control and Storm Water Management. Erosion control and storm water management plans shall be developed and the residential planned unit development shall:
 - a. Be designed, and the construction managed, to minimize the likelihood of serious erosion occurring either during or after construction. This shall be accomplished by limiting the amount and length of time of bare ground exposure. Temporary ground covers, sediment entrapment facilities, vegetated buffer strips, or other appropriate techniques shall be used to minimize erosion impacts on surface water features. Erosion control plans approved by a soil and water conservation district may be required if project size and site physical characteristics warrant.
 - b. Be designed and constructed to effectively manage reasonably expected quantities and qualities of storm water runoff. In all residential zoning districts except for the R-5, Residential Redevelopment District, Impervious surface coverage within any tier shall not exceed twenty-five (25) percent of the tier area.
 4. Centralization and Design of Facilities. For all residential zoning districts except the R-5, Residential Redevelopment District, Centralization and design of facilities and structures must be done according to the following standards:
 - a. Dwelling units or sites shall be clustered into one (1) or more groups and located on suitable areas of the development. They shall be designed and located to meet or exceed the following dimensional standards for the relevant shoreland classification: setback from the ordinary high water level, elevation above the surface water features, and maximum height. Setbacks from the ordinary high water level shall be increased in accordance with Subd. 5, Item 2 of this Section for developments with density increases.
 - b. Shore recreation facilities, including but not limited to, swimming areas, docks, and watercraft mooring areas and launching ramps, shall be centralized and located in areas suitable for them. Evaluation of suitability shall include consideration of land slope, water depth, vegetation, soils, depth to ground water and bedrock, or other relevant factors. The number

of spaces provided for continuous beaching, mooring, or docking of watercraft shall not exceed one (1) for each allowable dwelling unit or site in the first tier (notwithstanding existing mooring sites in an existing commercially used harbor). Launching ramp facilities, including a small dock for loading and unloading equipment, may be provided for use by occupants of dwelling units or sites located in other tiers.

- c. Structures, parking areas, and other facilities shall be treated to reduce visibility as viewed from public waters and adjacent shorelands by vegetation, topography, increased setbacks, or color, assuming summer, leaf-on conditions. Vegetative or topographic screening shall be preserved, if existing, or may be required to be provided.
- d. Accessory structures and facilities, except water-oriented accessory structures, shall meet the required principal structure setback and shall be centralized.

Subd. 7. Conversions. For all residential districts except the R-5, Residential Redevelopment District, existing land uses may be converted to residential planned unit developments consistent with the provisions of this Ordinance and provided the following standards are met.

1. Proposed conversions shall be initially evaluated using the same procedures for residential planned unit developments involving all new construction. Inconsistencies between existing features of the development and these standards shall be identified.
2. Deficiencies involving water supply and sewage treatment, structure color, impervious coverage, open space, and shore recreation facilities shall be corrected as part of the conversion or as specified in the conditional use permit.
3. Shore and bluff impact zone deficiencies shall be evaluated and reasonable improvements made as part of the conversion. These improvements must include, where applicable, the following:
 - a. Removal of extraneous building, docks, or other facilities that no longer need to be located in shore or bluff impact zones.
 - b. Remedial measures to correct erosion sites and improve vegetative cover and screening of buildings and other facilities as viewed from the water.
 - c. If existing dwelling units are located in shore or bluff impact zones, conditions are attached to approvals of conversions that preclude exterior expansions in any dimension or substantial alterations. The conditions shall also provide for future relocation of dwelling units, where feasible, to

other locations, meeting all setback and elevation requirements when they are rebuilt or replaced.

- d. Existing dwelling unit or dwelling site densities that exceed standards in Subd. 5, Item 2 of this Section, may be allowed to continue but shall not be allowed to be increased, either at the time of conversion or in the future. Efforts shall be made during the conversion to limit impacts of high densities by requiring seasonal use, improving vegetative screening, centralizing shore recreation facilities, or other means.

1011.08: NEIGHBORHOOD DESIGN REQUIREMENTS: The purpose of this Section is to set forth design standards for residential PUD development to implement the housing, neighborhood, environmental and greenway goals and policies of the Big Lake Comprehensive Plan. Residential developments shall be designed in patterns which incorporate the following elements:

Subd. 1. Neighborhood Amenities. All new residential developments must incorporate the following neighborhood amenities into the project design, subject to review and approval of the City Council.

- 1. Natural habitat, neighborhood recreation, greenway and/or pedestrian corridor open space, conforming to the type of use, location criteria, and deed restrictions of that classification.
 - a. The City Council, at its discretion may allow a density increase for dedication of additional open space areas designated for natural habitat, neighborhood recreation and/or pedestrian corridors above the required dedication defined by the Subdivision Ordinance.
 - b. The amenities shall not be considered as park dedication required by the City Subdivision Ordinance, unless specifically approved by the City Council.
 - c. All amenity areas designated, as open space shall be platted as outlots and held as open space in perpetuity.
 - d. The development shall be designed to preserve the maximum quantity of natural habitat open spaces in a contiguous, connected configuration. Natural habitat open space may included, but are not limited to, fields, pastures, wetlands, slopes, bluffs, dense woods, lakes, ponds, streams, shorelands, and other environmentally sensitive areas or desirable view sheds.
 - e. View Sheds. The development shall be designed to provide view sheds of natural features for the enjoyment of the neighborhood.

2. Pedestrian Corridors. The development shall be designed to locate pedestrian corridors in strategic places such that larger open space outlots and designated places of destination both on the development tract and adjacent tracts are connected with one another. Pedestrian corridors may include, but are not limited to, established regional trails, local pathways, paved walkways, sidewalks and shorelines. Pedestrian corridors shall be a minimum of thirty (30) feet in width.
3. Neighborhood Recreation. The development shall be designed to locate neighborhood recreation open spaces such that they are an integral part of the neighborhood of surrounding home sites, at an elevation appropriate to their intended recreational use, defined by coherent boundaries, and accessible to all neighborhood residents. Neighborhood recreation open spaces may include, but are not limited to, greens, commons, playgrounds, ball fields, gardens, or other recreational areas.
4. Accessibility. Open spaces shall be accessible to pedestrians at not less than one thousand two hundred (1,200) foot intervals along public streets. Where necessary, pedestrian access corridors between private lots shall be at least thirty (30) feet in width.
5. Deed Restrictions. Each open space outlot shall conform to the deed restrictions associated with its open space classification.
 - a. Natural habitat open spaces shall be considered conservation easements and are for the responsible use and enjoyment of adults and children. Construction in these areas shall be limited to trails (paved or unpaved), open-air shelters, bridges, benches, birdhouses, and wood fencing.
 - b. Neighborhood recreation open spaces shall be used for active or passive recreational purposes, including gardening. Construction in these areas shall be limited walkways, open air shelters, bird houses, bridges, garden storage sheds no larger than one hundred twenty (120) square feet, wood fencing, landscape planting, play equipment, outdoor furniture, and facilities for active recreation.
 - c. Pedestrian corridors shall be used for pedestrian and bicycle travel. Motorized vehicles shall be prohibited. Construction in these areas shall be limited to gravel or paved pathways, wood fencing, and landscape planting.
 - d. Habitable structures shall not be permitted in any open space outlot.
7. Ownership and Management. Each designated open space outlot shall be owned and managed as set forth below, subject to City Council approval.

- a. Open space may be owned in common by the property owners of the subdivision. In the case where at least one (1) outlot of open space is held in common ownership, a homeowner association shall be established for that subdivision and membership in the association by all property owners in the subdivision shall be mandatory. Management shall be the responsibility of that subdivision's homeowner association.
- b. Open space may be deeded to an established land trust. Management shall be the responsibility of the land trust. Maintenance may be performed by the neighborhood homeowner association, through written agreement between the association and the land trust.
- c. Open space may be deeded to the City of Big Lake. Management shall be the responsibility of the City.
- d. Open Space may be protected by establishing conservation restrictions in perpetuity in favor of the City as provided in Minnesota Statutes 84.64-84.65, as amended. Unless the document establishing the restrictions specifically provides to the contrary, the City shall have no responsibility for the maintenance or management of the area subject to the restrictions. The form and content of the deed or other instrument establishing the restrictions must be approved by the City prior to the execution and delivery thereof. Notwithstanding any provision of this Ordinance to the contrary, the City may, in cases where conservation restrictions are utilized to meet open space dedication requirements of this ordinance, waive the requirement that the area subject to the restrictions be platted as a separate outlot.

Subd. 2. Neighborhood Configuration. The standards identified herein are intended to result in neighborhoods that offer a variety of lot sizes, configurations and amenities. Review and approval of standard subdivisions and Planned Unit Developments by the City Council shall be based upon an evaluation that the proposed development plan provides a cohesive neighborhood(s) in a site design appropriate to the location of common open spaces consistent with the following provisions:

- 1. To establish a cohesive neighborhood unit, residential lots and units should be located in neighborhood clusters to accomplish efficiency of land utilization while adhering to the underlying density and open space requirements of the Zoning District. The objective is to design the project in a manner that minimizes the visual impact of the development on the landscape to the greatest extent reasonably possible.
- 2. The neighborhood cluster should be oriented toward an identifiable feature, which all residential units share in common. Neighborhood identity may be established by one or more of the following features:

- a. View Shed. The lots of a neighborhood may be arranged such that a majority of the principle structures will take visual advantage of a field, wetland, woods, lake, stream, or other open space, which could be described as a view shed.
- b. Physical Amenity. The lots of a neighborhood may be arranged such that a majority of the principle structures will face a green, playground, ball field, rock out cropping, stand of trees, waterbodies, church, school, or other physical feature unique to that particular neighborhood.
- c. Streetscape. The lots may be arranged such that the principle structures will face a street space enhanced with landscaping, street trees, boulevards, medians, or other landscaping techniques appropriate to the City's street design standards.

1011.09: CONCEPT PUD PLAN PROCEDURE: The general processing steps for a PUD are intended to provide for an orderly development and progressions of the project with the greatest expenditure of developmental funds being made only after the City has had ample opportunity for informed decisions as to the acceptability of the various segments of the whole as the plan affects the public interest. The process for filing a Planned Unit Development (PUD) is outlined below:

Subd. 1. Sequence of Plan Submittals. The Concept PUD Plan shall be submitted and reviewed by the Planning Commission and by the City Council before formal review of the Development Stage PUD Plan. A Concept PUD Plan shall not be considered by the City simultaneously with the Development Stage PUD Plan. The Development Stage PUD Plan shall not be considered by the City simultaneously with the Final Stage PUD Plan.

Subd. 2. Pre-Application Conference. Upon filing of an application for PUD, the applicant for the proposed PUD shall arrange for and attend a conference with the Zoning Administrator. At such conference, the applicant shall be prepared to generally describe the proposal for a PUD. 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 the proposal for the area for which it is proposed and its conformity to the provisions of this Ordinance before incurring substantial expense in the preparation of plans, surveys and other data.

Subd. 3. Concept PUD Plan. The applicant shall submit a Concept PUD Plan of the project to the Zoning Administrator. The Concept PUD Plan provides an opportunity for the applicant to submit a plan to the City showing the basic intent and the general nature of the entire development before incurring substantial cost. The following elements of the proposed Concept PUD Plan represent the immediately significant elements which the City shall review and for which a decision shall be rendered:

1. Overall maximum PUD density range.
2. General location of major streets and pedestrian ways.
3. General location and extent of public and common open space.
4. General location of residential and non-residential land uses with approximate type and intensities of development.
5. Staging and time schedule of development.
6. Other special criteria for development.

Subd. 4. Submittal Requirements. The following information shall be required to process a Concept PUD Plan.

1. General Information.
 - a. Owner. The landowner's name, address and telephone number and his interest in the subject property.
 - b. Applicant. The applicant's name, address and telephone number if different from the landowner. The applicant may designate an agent to be contacted by the City, who may speak for the applicant.
 - c. Consultants. The names and addresses of all professional consultants who have contributed to the development of the PUD plan being submitted, including attorney, land planner, engineer and surveyor.
 - d. Title of Applicant. Evidence that the applicant has sufficient control over the subject property to effectuate the proposed PUD, including a statement of all legal, beneficial, tenancy and contractual interests held in or affecting the subject property and including an up-to-date certified abstract of title or registered property report, and such other evidence as the City Attorney may require to show the status of title or control of the subject property.
2. Present Status of Premises and Adjacent Properties.
 - a. Description. The address and legal description of the subject property.
 - b. Zoning. The existing zoning classification and present use of the subject property and all lands within five hundred (500) feet of the subject property.

- c. Map. A reproducible map overlaying an aerial photograph at a scale of not less than one (1) inch equals one hundred (100) feet, depicting the existing development of the subject property and all land within five hundred (500) feet thereof and showing the precise location of existing streets and the proposed development. (Ord. 2004-19, 8/11/04).
3. Narrative Description. A written statement generally describing the proposed PUD and the market which it is intended to serve, showing its relationship to the City's Comprehensive Plan and how the proposed PUD is to be designed, arranged and operated in order to permit the development and use of neighboring property in accordance with the applicable regulations of the City.
4. Site Conditions. Where deemed necessary by the City, graphic reproductions of the existing site conditions at a scale of one hundred (100) feet shall be submitted and shall contain the following:
 - a. Location, type, and extent of tree cover.
 - b. Slope analysis.
 - c. Location and extent of water bodies, wetlands, and streams, and floodplains within three hundred (300) feet of the subject property.
 - d. Existing drainage patterns.
 - e. Vistas and significant views.
 - f. Soil conditions as they affect development. (Ord. 2004-19, 8/11/04).
5. Concept Drawing. Schematic drawing of the proposed development concept including but not limited to the general location of major circulation elements, public and common open space, residential and other land uses.
6. Number of Units. A statement of the estimated total number of dwelling and/or other units proposed for the PUD and a tabulation of the proposed approximate allocations of land expressed in acres and as a percent of the total project area, which shall include at least the following:
 - a. Area devoted to residential uses.
 - b. Area devoted to residential use by building or structure or use type.
 - c. Area devoted to common open space.
 - d. Area devoted to public open space.

- e. Approximate area devoted to streets.
 - f. Approximate area, and potential floor area, devoted to commercial uses.
 - g. Approximate area, and potential floor area, devoted to industrial or office, or other uses.
7. **Staged Development.** When the PUD is to be constructed in stages during a period of time extending beyond a single construction season, a schedule for the development of such stages or units shall be submitted stating the approximate beginning and completion date for each such stage or unit and the proportion of the total PUD public or common open space and dwelling units to be provided or constructed during each such stage and the overall chronology of development to be followed from stage to stage.
8. **Common Areas.** When the proposed PUD includes provisions for public or common open space or service facilities, a statement describing the provisions that is to be made for the care and maintenance of such open space or service facilities. If it is proposed that such open space be owned and/or maintained by any entity other than a governmental authority, copies of the proposed articles of incorporation and by-laws of such entity shall be submitted during the development stage.
9. **Market Feasibility.** Where deemed necessary, a market feasibility study including an analysis of the proposals economic impact on the City.

Subd. 5. **Concept PUD Plan Process.** The general process for review of concept PUD plans is as follows: (Ord. 2004-19, 8/11/04).

- 1. The Zoning Administrator shall review the application and provide copies for the review of City staff, consultants, and all other agencies responsible for review of the application.
- 2. The Planning Commission shall review the concept plan informally and recommendations will be forwarded to the City Council. (Ord. 2005-11; 06/08/05)
- 3. The City Council shall advise the applicant of any changes, modifications or issues to address as part of the future, Development Plan PUD application.

Subd. 6. Pursuant to Minnesota Statutes 15.99, as amended, an application for a Concept PUD Plan shall be reviewed within sixty (60) days from the date of its official and complete submittal unless extended pursuant to Statute or a time waiver is granted in writing, by the applicant. An application shall be considered officially submitted at such time as the City Administrator deems the application to be complete.

1011.10: DEVELOPMENT STAGE PUD PLAN: The purpose of the Development Stage PUD Plan is to provide the proposed implementation of the Concept PUD Plan. Information from the Concept PUD Plan may be included for background and to provide a basis for the submitted plan. The Planning Commission will base its recommendations to the City Council concerning approval of the Development Stage PUD Plan based upon consistency of the Development Stage PUD Plan and preliminary plat to the Concept PUD Plan. The Development Stage Plan will also serve as the basis upon which the Final Stage PUD Plan (implementation of the PUD) will be evaluated.

Subd. 1. Sequence of Plan Submittals. The Development Stage Plan shall be submitted and reviewed by the Planning Commission and acted upon by the City Council after review of the Concept PUD Plan and before formal review of the Final Plan PUD. A Development Stage Plan shall not be considered by the City simultaneously with the Concept PUD Plan or Final Plan PUD.

Subd. 2. Development Stage PUD Plan Application Requirements. Within six (6) months of Concept PUD Plan approval, the applicant shall file with the Zoning Administrator a Development Stage PUD Plan. The application submittals should depict and outline the proposed implementation of the Concept PUD Plan. Information from the Concept PUD Plan may be included in the background and to provide a basis for the submitted plan. The Development Stage PUD Plan submittals shall include but not be limited to:

1. A complete zoning map amendment application conforming with the requirements of Section 1004 (Amendments) in cases where a PUD zoning district is requested.
2. A complete preliminary plat, rezoning and/or conditional use permit (if required), and any other related permit shall be applied for concurrently with the Development Stage Plan.
3. A preliminary plat application shall be submitted conforming to the requirements of the Big Lake Subdivision Ordinance.
4. Plans and written text narrative describing the following:
 - a. Buildings. The location, size, use and arrangement including height in stories and feet and total square feet of ground area coverage and floor area, or proposed buildings and existing buildings which will remain, if any.
 - b. Architectural Plans. Preliminary architectural plans indicating use, floor plan, elevations and exterior wall finishes of proposed buildings.

- c. Areas of Use. A tabulation indicating the approximate gross square footage, if any, of commercial and industrial floor space by type of activity (e.g. drug store, dry cleaning, supermarket).
- d. Traffic Circulation. Location, dimensions and number of all driveways, entrances, curb cuts, parking stalls loading spaces and access aisles, and all other circulation elements including bike and pedestrian; and the total site coverage of all circulation elements.
- e. Common Areas. Location, designation and total area of all common open space.
- f. Public or Private Open Space. Location, designation and total area proposed to be conveyed or dedicated for public open space, including parks, playgrounds, school sites and recreational facilities.
- g. Existing Structures. The location, use and size of structures and other land uses on adjacent properties.
- h. Landscaping Plan. A detailed landscaping plan including the type, size and quality of all existing and proposed plantings.
- i. Grading Plan. Preliminary grading and site alteration plan illustrating changes to existing topography and natural site vegetation. The plan should clearly reflect the site treatment and its conformance with the approved General Concept Plan.
- j. Erosion Control. A Soil Erosion Control Plan acceptable to the City Engineer and any other agency with review authority clearly illustrating erosion control measures to be used during construction and as permanent measures.
- k. Document Changes. A statement summarizing all changes that have been made in any document, plan data or information previously submitted, together with revised copies of any such document, plan or data.
- l. Other Data. Such other and further information as the Planning Commission, City Administrator or City Council shall find necessary to conduct a full review of the entire proposed PUD or any stage thereof.

Subd. 3. Development Stage PUD Plan Review Process.

- 1. The application review for Development Stage Plans shall follow the procedure as set forth for the Concept PUD Plan process in Section 1011.10, Subd. 2, of this Section.

2. The Planning Commission shall review the Development Stage PUD Plan to consider the conformity of the Plan to the Comprehensive Plan, with respect to the merit or lack of merit of any departure of the Development Stage Plan from substantial conformity with the Concept PUD Plan and with respect to the compliance of the Development Stage PUD Plan with the provisions of this Ordinance and all other applicable federal, state and local codes.
3. Within thirty (30) days of receipt of the report and recommendation of the Planning Commission, the City Council may grant approval, return the plan to the Planning Commission for further consideration of specified items or deny the Development Stage PUD Plan setting forth its findings of fact and conditions in the form of a resolution.
4. The applicant shall incorporate all required conditions of approval into a plan map set and narrative and shall submit copies of said Development Stage PUD Plan and preliminary plat to the City to serve as the official review document for future phases of the PUD. The City will not process the Final Plan PUD and final plat applications until such a time as a complete approved Development Stage PUD Plan and preliminary plat are filed with the Zoning Administrator.

Subd. 4. Development Stage PUD Plan Review Criteria. The evaluation of the proposed Development Stage Plan shall include but not be limited to the following criteria:

1. Individual Rights. Adequate property control is provided to protect the individual owner's rights and property values and the public responsibility for maintenance and upkeep.
2. Traffic Plan. The interior circulation plan plus access from and onto public rights-of-way does not create congestion or dangers and is adequate for the safety of the project residents and the general public.
3. Open Space. A sufficient amount of useable open space is provided.
4. Privacy and Property Values. The arrangement of buildings, structures and accessory uses does not unreasonably disturb the privacy or property values of the surrounding residential uses.
5. Compatibility. The architectural design of the project is compatible with the surrounding area.
6. Drainage. The drainage and utility system plans are submitted to the City Engineer and the final drainage and utility plans shall be subject to their approval.

7. Sound Development. The development schedule ensures a logical development of the site which will protect the public interest and conserve land.
8. Subdivision Ordinance. The development is in compliance with the requirements of the Big Lake Subdivision Ordinance.
9. District Requirements. Dwelling unit and accessory use requirements are in compliance with the district provisions in which the development is planned.

Subd. 5. Limitation on Development Stage PUD Plan Approval.

1. Unless a Final Plan PUD covering the area designated in the Development Stage PUD Plan as the first stage of the PUD has been filed within six (6) months from the date that the City Council grants Development Stage PUD Plan approval, or in any case where the applicant fails to file a Final Plan PUD and to proceed with development in accordance with the provisions of this Ordinance and/or an approved Development Stage PUD Plan, the approval shall expire.
2. The City Council may at its discretion extend the filing deadline for any Final Plan PUD when, for good cause shown such extension is necessary. In any case where Development Stage PUD Plan approval expires, the City Council may adopt a resolution repealing the Concept PUD Plan approval and the Development Stage PUD Plan approval for that portion of the PUD that has not received Final Plan PUD approval and re-establish the Zoning and other Ordinance provisions that would otherwise be applicable.

1011.11: FINAL PLAN PUD: Within six (6) months of Development Stage PUD Plan approval or an extension deadline approved by the City Council, the applicant shall file with the Zoning Administrator a Final Plan PUD. The Final Plan PUD is intended only to add detail to, and to put in final form, the information contained in the Concept PUD Plan and the Development Stage PUD Plan and shall conform to the Development Stage PUD Plan in all respects. The Final Plan PUD shall serve as a complete, and permanent public record of the PUD and the manner in which it is to be developed. It shall incorporate all prior approved plans and all approved modifications thereof resulting from the PUD process. It shall serve in conjunction with other provisions of the City Code as the land use regulation applicable to the PUD.

Subd. 1. Final Plan Submittal Requirements. The application submittals should depict and outline the proposed implementation of all or prescribed phases of the Development Stage PUD Plan for the PUD. The Final Plan submittals shall include but not be limited to:

1. Recording Proof. Certified copies establishing the recording of any easement or other documents required by the City prior to the sale of any land or dwelling unit included in 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.

2. Final Plans, Structures. Final architectural working drawings of all structures.
3. 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.
4. All certificates, seals and signatures required for the dedication of land and recordation of documents.
5. 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.
6. Any other plan, agreements, or specifications necessary for the Zoning Administrator to review the proposed final plan.

Subd. 2. Final Plan PUD Review Process.

1. The Final Plan PUD and final plat shall follow the general procedure as set forth in Section 1011.11, and the final plat procedure established by the Subdivision Ordinance.
2. The Zoning Administrator shall review the Final Plan PUD to consider the conformity of the plan with the Development Stage PUD Plan and preliminary plat. The Zoning Administrator shall forward a recommendation to the City Council to approve, deny or conditionally approve the Final Plan PUD. (Ord. 2004-19, 8/11/04).
3. The final action of the City Council to approve, deny or conditionally approve the Final Plan shall be in the form of a resolution setting forth facts and findings and conditions of approval. (Ord. 2004-19, 8/11/04).
4. Denial of the Final Plan PUD shall be accompanied by written findings of fact of the City Council including supporting data setting forth the reasons for the denial in terms of the ways the proposed use fails to meet the standards and intent of the Comprehensive Plan, is not consistent with the approved Development Stage PUD Plan and/or is otherwise injurious to the public health, safety and welfare.
5. Whenever an application for a Final Plan PUD has been considered and denied by the City Council, a similar application for PUD affecting substantially the same property shall not be considered again by the Planning Commission or City Council for at least one (1) year from the date of its denial.

6. 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 Final Plan PUD and final plat. Upon approval of the Final Plan PUD and final plat, all ordinances for rezoning shall be published to implement the PUD zone.
7. In the case where CUP/PUD approval is granted, the CUP/PUD resolution of approval shall be filed with the Sherburne County Recorder or Registrar of Deeds by the applicant. If in a Shoreland District, the CUP/PUD resolution and final plat findings of fact shall be filed with the Minnesota Department of Natural Resources within ten (10) days of City approval. Proof of recording with Sherburne County shall be provided by the applicant to the City prior to the issuance of building permits to the site.
8. The terms of the PUD as approved by the City Council shall be embodied in a PUD Agreement/Development Contract, and such other documents as the City shall deem necessary or desirable.
9. Within ninety (90) days of its approval, the applicant shall cause the Final Plan, PUD Agreement/Development Agreements, covenants and all other pertinent documents to be recorded with the Sherburne County Recorder or Registrar of Deeds, at the expense of the applicant. Certified copies of said recorded documents shall be furnished to the City as evidence that the documents have been filed. Failure to record said Final Plan within ninety (90) days of approval, shall render the PUD null and void. (Ord. 2004-19, 8/11/04).
10. Building and Other Permits. Except as otherwise expressly provided herein, upon receiving notice from the City Administrator that the approved Final Plan PUD and related documents have been recorded, all appropriate officials of the City may issue building and other permits to the applicant for development, construction and other work in the area encompassed by the approved Final Plan PUD. However, no such permit shall be issued unless the appropriate official is first satisfied that all requirements of this Ordinance which are applicable to the permit sought, have been satisfied.

Subd. 3. Limitation on Final Plan PUD Approval. Within one (1) year after the approval of a Final Plan PUD, or such shorter time as may be established by the approved development schedule, construction shall commence in accordance with such approved plan. Failure to commence construction within such period shall, unless an extension granted by the City Council as hereinafter provided, shall automatically render void the PUD. All approvals of the PUD plan and the area encompassed within the PUD shall thereafter be subject to those provisions of the Zoning Ordinance and other Code provisions, applicable in the district in which it is located. In such case, the City Council shall adopt a resolution repealing the PUD and PUD approvals and re-establish the zoning and other provisions that would otherwise be applicable to the site.

1011.12: WITHDRAWAL OF AN APPLICATION. An applicant may withdraw any application under this section without prejudice at any time prior to final City Council action thereon.

1011.13: PUD EVALUATION: 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.

1011.14: 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.