

**City of Delano
County of Wright
State of Minnesota**

Ordinance O-25-07

**An ordinance amending Delano City Code Chapter 51 which regulates Land Use and Zoning
within the City of Delano**

Section 1. Section 51.02 Subd. J. PUD, Planned Unit Development is hereby repealed and replaced with the following:

Subd. J. PUD, Planned Unit Development.

1. **Purpose.** This section is established to provide comprehensive procedures and standards designed for district planned unit developments (PUDs) to allow the development of neighborhoods or portions thereof incorporating a variety of residential types and non-residential uses. Where circumstances are favorable, PUDs provide more latitude in land use than normal development to allow for planning, clustering facilities, consolidating green spaces, and internal recreation amenities. While densities higher than normal are allowed, they must be justified by the preservation and consolidation of green space, preservation of sensitive environmental features, high quality of design and architecture, increased screening and landscaping, increased recreational amenities, and other significant improvements and design features beneficial to the residents, neighbors and the general public. Provisions of the underlying zoning district or proposed district will provide guidance to the density and development pattern of the future PUD.

The PUD, by allowing deviation from the strict provisions of this Ordinance related to setbacks, heights, lot area, width and depths, yards, etc., by rezoning to a PUD District, is intended to encourage:

- a. A development pattern in harmony with the objectives of the Comprehensive Plan.
- b. Innovations in development that address growing demands for all styles of economic expansion, greater variety in type, design, architectural standards, and siting of structures through the conservation and more efficient use of land in such developments.
- c. Higher standards of site and building design using trained and experienced land planners, architects and landscape architects.
- d. The preservation and enhancement of desirable site characteristics such as environmentally sensitive areas, existing vegetation, natural topography, greenway corridors, open space, geologic features, and the prevention of soil erosion.

- e. A creative use of land and related physical development which allows a phased and orderly transition of varying land uses in close proximity to each other.
- f. More convenient in location to accessory commercial and service areas.
- g. An efficient use of land resulting in smaller networks of utilities and streets thereby lowering development costs and public investments.
- h. To give the landowner and developer reasonable assurance of ultimate approval before expending complete design monies while providing City officials with assurance that the project will retain the character envisioned at the time of occurrence.
- i. Promotion of a desirable and creative environment that might be prevented through the strict application of City zoning and subdivision.
- j. Provision of inclusionary housing through density and housing diversity to foster a diverse, resilient local economy by bringing works and residents closer to their jobs, schools, and necessary services.

2. **Suitability.** The City will consider the following criteria in the examination of a parcel for suitability as a PUD:

- a. Consistency with the City's Comprehensive Plan
- b. Physical and aesthetic impacts of increased density;
- c. Condition and availability of infrastructure;
- d. Itemized benefits of using the PUD as compared to the underlying or proposed zoning district;
- e. Level of current development in the area;
- f. Site characteristics, such as sensitive environmental features including steep slopes, hardwood forests, and poor soils that may hinder development without a PUD;
- g. Consistency with the character of the neighborhood,
- h. More efficient and effective use of land, open space and public facilities through mixing of land uses and assembly and development of land into larger parcels.

- i. Sensitive development in transitional areas located between different land uses and along significant transportation or scenic corridors within the city.
- j. Energy conservation through the use of more efficient building design and siting and clustering of buildings and land uses.

3. **General Requirements and Standards for a PUD.**

- a. Ownership. An application for PUD approval shall be filed by the landowner or jointly by all landowners of the property included in a project. The application and all submissions shall 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.
- b. Comprehensive Plan Consistency. The proposed PUD shall be consistent with the City Comprehensive Plan.
- c. Public or Common Open Space. Public or common open space at least sufficient to meet the minimum requirements established in the underlying zoning district 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.
- d. 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 ensure 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, as approved by the City Council:
 - 1) Dedicated or convey to the City for the use and benefit of the public, where community-wide use is anticipated and the City Council agrees to accept the dedication or conveyance.
 - 2) Landlord control, where only use by tenants is anticipated.
 - 3) Property owners' association, provided all of the following conditions are met:
 - a) Prior to the use or occupancy or sale or the execution of controls for 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 such as specified by Minnesota Common Interest Ownership Act set out in

Minnesota Statutes Chapter 515B and a set of floor plans such as specified by Minnesota Statutes Chapter 515B shall be filed with the City of Delano. Said filing with the City to be made prior to the filings of said declaration or document or floor plans with the recording officers of Wright County, Minnesota.

- b) The declaration of covenants, conditions and restrictions or equivalent documents shall specify that deeds, leases or documents of conveyance affecting buildings, units, parcels, tracts, townhouses, or apartments shall subject such properties to the terms of said declaration.
- c) 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. The intent of this requirement is to protect the property values of the individual owner through establishing private control. The homeowners association documents or the declaration of covenants, conditions and restrictions shall be submitted as part of the preliminary plat application and shall contain the following information:
 - (1) The legal description of the common lands or facilities.
 - (2) The restrictions placed upon the use and enjoyment of the lands or facilities including the persons or entities entitled to enforce the restrictions.
 - (3) A mechanism for resolving disputes among the owners or association members.
 - (4) A mechanism to assess and enforce the common expenses for the land or facilities including upkeep and maintenance expenses, real estate taxes, and insurance premiums.
 - (5) The conditions and timing of the transfer of ownership and control of land or facilities to the association or to common ownership.
 - (6) Membership must be mandatory for each owner, and any successive buyer.
 - (7) The open space restrictions must be permanent and not for a given period of years.
 - (8) The association must be responsible for liability insurance,

local taxes, and the maintenance of the open space facilities to be deeded to it.

- (9) Property owners must pay their pro rata share of the cost of the association by means of an assessment to be levied by the association which meets the requirements for becoming a lien on the property in accordance with Minnesota Statutes.
- (10) The bylaws and rules of the association and all covenants and restrictions to be recorded must be approved by the City Council prior to the approval of the final PUD plan.

d) The declaration shall additionally, among other things, provide that in the event the association or corporation fails to maintain properties in accordance with the applicable ordinances of the City of Delano or fails to pay taxes or assessments on properties as they become due and in the event the said City of Delano incurs any expenses in enforcing its ordinances, which expenses are not immediately reimbursed by the association or corporation, then the City of Delano shall have the right to assess each property its pro rata share of said expenses. Such assessments, together with interest thereon and costs of collection, shall be a lien on each property against which each such assessment is made.

e) Natural Habitat. Open space may be deeded to an established land trust, a government agency, or non-profit organization. Management shall be the responsibility of the land trust or non-profit organization. Maintenance may be performed by the neighborhood homeowner association, through written agreement between the association and the land trust or non-profit organization.

- (1) Open space may be protected by establishing conservation easements in perpetuity in favor of an established land trust or non-profit organization as provided in Minnesota Statutes 84.64 – 84.65. 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.
- (2) Stormwater drainage systems located within open spaces, or

the residential lots shall be covered by utility and drainage easements dedicated on the final plat to the City.

- f) Neighborhood Recreational and Trail Corridor. Recreational open space or trail corridors intended as public parks, or public trails shall be dedicated to the City. Management and maintenance of the public recreational areas shall be the responsibility of the City.
- e. Staging of Public and Common Open Space. 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 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.
- f. Density. The maximum allowable density in a PUD shall be determined by the underlying zoning district and the Comprehensive Plan land use designation. Within that limit, the exact density allowable shall be determined by standards agreed upon between the applicant and the City. A density bonus may be considered but not necessarily approved based upon the factors outlined in Section i.4 below.
- g. Utilities. In any PUD, all utilities, including telephone, electricity, gas and telecable shall be installed underground within a joint trench, whenever possible.
- h. 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 by the City, in addition to the normally supplied shut off at the street.
 - 2) Sewer Connections. Where more than one (1) unit is served by a sanitary sewer lateral which exceeds three hundred (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.
 - 3) All utility connections shall comply with the Delano Subdivision Ordinance standards and the City's Design Guidelines.
- i. Roadways.
 - 1) All public streets shall conform to the design standards contained in the Delano Subdivision Ordinance, as may be amended.
 - 2) Private roadways within the project shall have an improved surface to twenty-four (24) feet in width, signed no parking, or twenty-eight (28) feet in width with parking allowed on one side and shall be so designed as to permit

the City fire trucks to provide protection to each building.

- j. Landscaping. In any PUD, landscaping 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 site, the architectural characteristics of the proposed structure(s) and the overall scheme of the PUD plan. Common landscaped open space exclusive of natural habitat areas shall be irrigated. The landscape plan should be complementary to standards found in 51.03 Subdivision D.10.
- k. Development Agreement. Prior to a filing of the plat or the issuance of a building permit as part of Planned Unit Development, the owner of the property and the permittee, applicant, builder, or developer (if not the owner) shall execute and deliver to the City Council a development agreement. The agreement shall detail all use restrictions and required on- and off-site improvements required as part of the PUD approval. The agreement shall provide for the installation within one (1) year of the off-site and on-site improvements (exclusive of building permit) as approved by the City Council, secured by a cash escrow or letter of credit in an amount and with surety and conditions satisfactory to the City, to ensure such improvements will be actually constructed and installed according to specifications and plans approved by the City as expressed in such agreement.
- l. Residential Planned Unit Developments. It is the intent of this section to establish requirements for the approval of a residential PUD which are in compliance with the density, permitted and conditional uses allowed in a specific underlying zoning district which may include dwellings, offices and institutional uses of one (1) or more buildings in relation to an overall design, and integrated physical plan and in accordance with the provisions and procedures as prescribed in Sections 51.02, Subd. A of this Ordinance.
 - 1) Townhouse, quadraminium, cooperative, and condominiums apartments shall comply with the design standards of Section 51.03, Subd. C.3.b of this Ordinance.
 - 2) Setbacks.
 - a) The setback requirements at the periphery of the planned unit development site at minimum shall be the same as imposed in the respective districts.
 - b) Garages shall be located no less than twenty-five (25) feet from the back of the curb line along those roadways which are part of an internal street pattern to provide adequate off- street parking.
 - c) No building within the project shall be nearer to another building than one-half (1/2) the sum of the building heights of the two (2) buildings.

- 3) Inclusionary Housing. All residential planned unit developments requesting design flexibility from the City's base zoning standards including but not limited to lot size, density, setbacks, parking standards, architectural standards, multiple buildings on one lot, etc. shall include one of the following affordable housing options.
 - a) Owner-occupied housing. Residential planned unit development projects intended for sale and owner occupancy shall provide fifteen (15) percent of the total dwelling units as inclusionary housing at a price affordable to households having a household income not exceeding one hundred (100) percent of Area Median Income (AMI) at time of initial sale of the dwelling unit. The Inclusionary housing units shall be owner occupied. No rental permit shall be issued for the subject property for ten (10) years after the initial sale.
 - b) Rental housing. Residential planned unit development projects intended as rental housing shall include thirty (30) percent of the total dwelling units as inclusionary housing affordable to households having a household income not exceeding sixty (60) percent of Area Median Income (AMI).
 - (1) The inclusionary housing unit shall include a Planned Unit Development restriction that maintains the housing units at an affordable housing value for a period of twenty (20) years or longer if public financial assistance is provided in the project. After expiration of the rental restriction period the deed restriction shall be voided without further action.
 - (2) For the duration of the affordability period, the property owner shall provide the City with an annual report identifying the number of affordable rental units by number of bedrooms and rents and utilities within the project.
- 4) Standards for inclusionary dwelling units.
 - a) Location. Inclusionary dwelling units within a residential planned unit development must be located with the project. Unless approved by the City Council, inclusionary dwellings units must be mixed with and incorporated into the overall development and must not be separated from the market rate units. Residents of the inclusionary dwelling units must have equal access to the lobbies, elevators, parking and amenities the same as residents of the market rate units.
 - b) Unit Mix. Inclusionary dwelling units in a residential planned unit development shall be fixed for owner occupied projects and may vary within a rental development provided that the minimum number of

required inclusionary dwelling units per number of bedrooms are maintained and the units are reasonably spread throughout the development.

- c) **Timing:** The construction of the inclusionary dwelling units shall be concurrent with the construction of the market rate dwelling units.
- d) **Size and Design:** Unless approved by the City Council as part of the residential planned unit development the size, design of the inclusionary units and interior amenities shall be functionally equivalent to the market rate units in the project.
- e) **Quality:** Unless approved by the City Council as part of the residential planned unit development the exterior materials, interior finishes including appliances and mechanical equipment and quality of construction of the inclusionary construction must be indistinguishable in style and quality comparably priced or valued to the market rate units in the project.

5) **Density Bonus.** As a consequence of a planned unit development's planned and integrated character, the number of dwelling units allowed within the respective base zoning district may be increased up to twenty (20) percent based upon a finding by the City Council that such an increase is consistent with the goals of the Comprehensive Plan and achieves one or more of the objectives of a PUD as stated below. The building, parking and similar requirements for these extra units shall be consistent and in compliance with this Ordinance.

PUD Objectives:

- a) Upgraded exterior building materials which may include increases in glass, brick, stone, or stucco above the ordinance minimum standards;
- b) Provision of underground parking;
- c) Provision of significant indoor or outdoor recreational uses which may include a recreation or social room, swimming pools, outdoor courts or similar facilities;
- d) The preservation of natural open space, greenway corridors, and woodland areas over and above the minimum ordinance standards;
- e) Provision of affordable housing units in excess of the minimum requirement of Section 51.03 Subdivision J. 3.I.3 above.

m. Commercial or Industrial Planned Unit Development, The intent of this section

is to establish special requirements for the granting of approval for a commercial or industrial PUD project which is in compliance with the permitted and conditional uses allowed in a specific underlying zoning district and includes one (1) or more buildings in relation to an overall design, an integrated physical plan and in accordance with the provisions and procedures prescribed in Section 51.02, Subd. A of this Ordinance. A commercial or industrial PUD must meet the following requirements:

- 1) The site and building design comply with the performance standards of this Ordinance.
- 2) The PUD flexibility results in greater open space.
- 3) The utility and drainage system is subject to review and approval of the City Engineer.
- 4) The commercial or industrial PUD is consistent with the goals and objectives of the Delano Comprehensive Plan, Sanitary Sewer Plan, Water Master Study, and Stormwater Management Plan.

4. Procedure for Processing a Planned Unit Development.

- a. Stages of PUD. The processing steps for a PUD are intended to provide for an orderly development and progression 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 various steps represent separate applications for purpose of review, compliant with Minnesota Statutes 15.99, outlined in detail in the following sections:
 - 1) Application Conference. Preliminary discussions.
 - 2) General Concept Plan Application. Consideration of overall concept and plan. The concept plan review is voluntary but strongly recommended.
 - 3) Master Development Plan Application. One or more detailed Plans as part of the whole final plan.
 - 4) Final Plan Application. The final plan reflecting the PUD ordinance and required conditions of approval which may reflect the summary of the entire concept and each Master Development Plan in an integrated complete and final plan or specific phases of the overall PUD to permit construction in a phased manner.
- b. Application Conference. Upon filing of an application for PUD, the applicant of 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.

- c. Neighborhood Meeting. The City may recommend the property owner/applicant hold a neighborhood meeting for informal comment and feedback prior to submitting a formal concept application.
- d. Application. The PUD applicant shall fill out and submit to the Zoning Administrator an official application form together with a fee per Section 51.01, Subd. A.11. The request for Planned Unit Development shall be placed on the agendas of the Park Board and Planning Commission according to the City's deadline and meeting schedule.
- e. Planned Unit Development/Rezoning. Planned unit development/ rezoning application shall be processed in accordance with Section 51.02, Subd. A of this Ordinance at time of PUD Master Development Plan and rezoning review.
- f. Public Hearings. The PUD application will be processed, and a public hearing shall be held for the rezoning to PUD and the approval of the PUD Master Development Plan consistent with 51.02 Subd. A.
- g. General Concept Plan.
 - 1) Purpose. The General Concept 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 without incurring substantial cost. This Concept Plan serves as the basis for public hearing so that the proposal may be publicly considered at an early stage. The following elements of the proposed General Concept Plan represent elements which the City will review in considering a General Concept Plan:
 - a) Overall maximum PUD density range.
 - b) General location of major streets and pedestrian ways.
 - c) General location and extent of public and common open space.
 - d) General location of residential and non-residential land uses with approximate type and intensities of development.
 - e) A staging and time schedule of development.
 - f) Other special criteria for development.
 - 2) General Concept Plan Submission Information.

- a) General Information.
 - (1) Owner. The landowner's name, address and telephone number and their interest in the subject property.
 - (2) 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.
 - (3) 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.
 - (4) 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 title commitment, and such other evidence as the City Attorney may require to show the status of title or control of the subject property.
- b) Present Status of Premises and Adjacent Properties.
 - (1) Description and Survey. The address and legal description of the subject property and a current survey.
 - (2) Zoning. The existing zoning classification and present use of the subject property and all lands within three hundred fifty (350) feet of the subject property.
 - (3) Map. A single reproducible map or 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 one hundred (100) feet thereof and showing the precise location of existing streets, property lines, utilities, easements, and wetlands.
- c) 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 to permit the development and use of neighboring property in accordance with the applicable regulations of the City.
- d) Site Conditions: Where deemed necessary by the City, graphic reproductions of the existing site conditions at a scale of one (1) inch equals one hundred (100) feet or less shall be submitted and shall contain the following:

- (1) Survey showing lot dimensions and existing easements and utilities.
- (2) Contours - minimum two (2) foot intervals.
- (3) Location, type, and extent of tree cover.
- (4) Slope analysis.
- (5) Location and extent of water bodies, wetlands, and streams and flood plains within three hundred (300) feet of the subject property.
- (6) Existing drainage patterns.
- (7) Vistas and significant views.
- (8) Soil conditions as they may affect development.

All of the graphics should be the same scale as the final plan to allow easy cross reference. The use of overlays is recommended for clear reference.

- e) 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.
- f) 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 use expressed in acres and as a percent of the total project area, which shall include at least the following:
 - (1) Area devoted to residential uses.
 - (2) Area devoted to residential use by building or structure or use type.
 - (3) Area devoted to common open space.
 - (4) Area devoted to public open space.
 - (5) Approximate area devoted to streets.
 - (6) Approximate area, and potential floor area, devoted to commercial uses.
 - (7) Approximate area, and potential floor area, devoted to industrial or office uses.

- g) Phased Development. When the PUD is to be constructed in phases during a period of time extending beyond a single construction season, a schedule for the development of such phases or units shall be submitted stating the approximate beginning and completion dates for each such phase or unit and the proportion of the total PUD public or common open space and dwelling units to be provided or constructed during each phase and the overall chronology of development to be followed as phases progress.
- h) Common Areas. When the proposed PUD includes provisions for public or common open space or service facilities, a statement describing the provision 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.
- i) Covenants. General intent of any restrictive covenants that are to be recorded with respect to property included in the proposed PUD.
- j) Market Feasibility. Where deemed necessary, a market feasibility study including an analysis of the proposals' economic impact on the City.
- k) Exclusion of Information. The Planning Commission may excuse an applicant from submitting any specific item of information or document required in this stage, which it finds to be unnecessary for consideration of the specific proposal for PUD approval.
- l) Inclusion of Information. The Planning Commission may require the submission of any additional information or documentation which it may find necessary or appropriate for full consideration of the proposed PUD or any aspect or phase thereof.

3) Schedule.

- a) Developer meets with the Zoning Administrator to discuss the proposed development.
- b) Developer submits the necessary information as required in Section 51.02, Subd. J.4.h.2) of this Ordinance at least twenty-eight (28) days prior to Planning Commission meeting.
- c) City staff will prepare a technical report on the proposed development for distribution to the Planning Commission and the applicant prior to the meeting.
- d) The applicant or a representative thereof shall appear before the

Planning Commission to answer questions concerning the proposed development.

- e) Planning Commission makes a recommendation to the City Council on the General Concept Plan.
- f) City Council reviews all recommendations and approves/ denies application(s).

4) Optional Submission of PUD Master Development Plan. In cases of single-phase PUDs or where the applicant wishes to begin the first stage of a multiple phase PUD immediately, the applicant may, at their option, submit PUD Master Development Plans for the proposed PUD simultaneously with the submission of the General Concept Plan. In such case, the applicant shall comply with all provisions of the Ordinance applicable to submission of the PUD Master Development Plan. The Planning Commission and City Council shall consider such plans simultaneously and shall grant or deny PUD Master Development Plan approval in accordance with the provisions of this Ordinance.

5) Effect of General Concept Plan Approval. PUD General Concept Plan approval only provides direction for the applicant to proceed to PUD Master Development Plan submission. The concept plan approval does not convey any development rights or privileges to the applicant.

h. PUD Master Development Plan. PUD Master Development Plan submissions shall depict and outline the proposed implementation in greater detail than the PUD General Concept Plan. Information from the General Concept Plan may be included for background and to provide a basis for the submitted plan.

- 1) Application. Requests for PUD Master Development Plan approval shall be filed with the Zoning Administrator on an official application form. Such application shall be accompanied by a fee as provided for by the City Council Resolution. This fee shall not be refunded. Such application shall also be accompanied by an electronic copy of detailed written and graphic materials fully explaining the proposed change, development, or use and a list of affected property owners within three hundred fifty (350) feet of the subject property obtained from the current tax rolls provided in the City Hall or Wright County Offices and have the list verified by the City Administrator.
- 2) Submission Information. The PUD Master Development Plan submission information shall include:
 - a) Zoning Required. Zoning classification required for PUD Master Development Plan submission and any other public approvals necessary for implementation of the proposed plan.
 - b) Site Plan/Preliminary Plat. Drawn to a scale of one (1) inch equals one hundred (100) feet or less, containing the following information:

- (1) Project Name. Proposed name of the development (which shall not duplicate nor be similar in pronunciation to the name of any plat already recorded in the County where the subject property is situated).
- (2) Survey. Property boundary lines and dimensions of the property and any significant topographical or physical features of the property, including an accurate legal description of the entire area within the PUD for which Master Development Plan approval is sought.,.
- (3) Preliminary Plat. The preliminary plat, if applicable, shall comply with all the performance standards of the Delano Subdivision Ordinance and this Ordinance.
- (4) 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.
- (5) 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.
- (6) Common Areas. Location, designation and total area of all common open space.
- (7) Public 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.
- (8) Locate Existing Structures. The location, use and size of structures and other land uses on adjacent properties within one hundred (100) feet of the property boundaries.

- c) Residential Tabulation. A tabulation indicating the number of residential dwelling units by number of bedrooms and expected population/housing profile.
- d) 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).
- e) Architectural Plans. Preliminary architectural plans indicating use,

floor plan, elevations and exterior wall finishes of proposed buildings and architectural guidelines for future development phases.

- f) Landscape Plan. A detailed landscaping plan including the type, size and quantity of all existing and proposed plantings.
- g) Grading and Drainage Plan. Preliminary grading and drainage 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.
- h) Erosion Control. A Soil Erosion Control Plan acceptable to watershed management organization and any other agency with review authority clearly illustrating erosion control measures to be used during construction and as permanent measures.
- i) Document Changes. A statement summarizing all changes which have been made in any document, plan data or information previously submitted, together with revised copies of any such document, plan or data.
- j) Inclusionary Housing Data. A narrative outlining how the project will meet the inclusionary housing requirements, if applicable.
- k) Lighting Plan. A plan illustrating site lighting along with a photometric plan.
- l) Additional Data. Such other and further information as the Zoning Administrator, Planning Commission or City Council shall find necessary to allow full consideration of the entire proposed PUD or any phase thereof.
- m) The Zoning Administrator may excuse an applicant from submitting any specific item of information or document required in this Section which they find to be unnecessary for the consideration of the specific proposal for PUD approval.

3) Schedule/Review.

- a) Developer meets with the Zoning Administrator and City staff to discuss specific development plans.
- b) The applicant shall file the PUD Master Development Plan application within one (1) year after General Concept Plan review, together with all supporting data and filing fee, as established by City Council ordinance.

- c) Staff Review/Technical Assistance Reports. Upon receipt of an application for a PUD Master Development Plan, the Zoning Administrator shall, when deemed necessary, refer the request to appropriate staff to ensure that informational requirements are complied with. When all informational requirements have been complied with, the application shall be deemed to be complete.
- d) Other Agency Review. When appropriate, the Zoning Administrator shall forward the PUD Master Development Plan application to other special review agencies such as the Department of Natural Resources, soil conservation services, highway departments, or other affected agencies.
- e) The Zoning Administrator, upon verification of a complete application, shall instruct the City Clerk to set a public hearing for the next regular meeting of the Planning Commission. The Zoning Administrator may instruct the appropriate staff to prepare technical reports and/or provide general assistance in preparing a recommendation on the request to the Planning Commission and City Council.
- f) The Planning Commission shall conduct the public hearing, report its findings, and make recommendations to the City Council. Notice of said hearing shall consist of a legal property description, description of request and map detailing property location, and be published in the official newspaper at least ten (10) days prior to the hearing and written notification of said hearing shall be mailed at least ten (10) days prior to all owners of land within three hundred fifty (350) feet of the boundary of the property in question.
- g) Failure of a property owner to receive said notice shall not invalidate any proceedings or actions provided by this Ordinance.
- h) The Planning Commission and City staff have the authority to request additional information from the applicant or to retain expert opinions or testimony, at the expense of the applicant, as deemed necessary for consideration of operational factors or relating to performance standards as set forth in this Ordinance.
- i) The applicant or representative thereof shall appear before the Planning Commission to answer questions concerning the proposed development.
- j) The Planning Commission shall review said reports and plans and submit recommendations to the Council. Such recommendations shall contain the findings of the Planning Commission with respect to the conformity of the PUD Master Development Plan to the approved General Concept Plan. Should any changes be found to exist, the

Planning Commission shall comment with respect to the merit or lack of merit of any departure of the PUD Master Development Plan from substantial conformity with the Concept Plan and with respect to the compliance of the PUD Master Development Plan with the provisions of this Ordinance and all other applicable federal, state and local codes and ordinances. If the Planning Commission finds conformity or any changes merit approval and the Planning Commission shall further find the PUD Master Development Plan to be completed in all other respects and in compliance with this Ordinance and other applicable federal, state, and local codes and ordinances, it shall recommend approval.

- k) Upon receipt of the Planning Commission report and recommendation, the Zoning Administrator shall place the request and any report and recommendation on the agenda of the next regularly scheduled meeting of the City Council. The Planning Commission must act and report its recommendations in a timely manner so that the City Council can act on the application within sixty (60) days of receipt of a complete application, unless the review period for the application has been extended pursuant to Minnesota Statutes 15.99. If the Planning Commission fails to act within the timeframe, it shall be deemed to have recommended the plan for approval.
 - l) The Zoning Administrator shall instruct the City Attorney to draft a PUD development agreement which stipulates the specific terms and conditions approved by the City Council and accepted by the applicant. This agreement shall be signed by the Mayor, City Clerk, the applicant, and the fee owner of the property (if not the applicant) and shall be filed with the Wright County Recorder or Registrar of Titles' Office, as appropriate. Where the PUD Master Development Plan is to be resubmitted or denied approval, the City Council action shall be by written report setting forth the reasons for its action.
- 4) Optional Submission of Final Plan. In cases of single-phase PUDs or where the applicant wishes to begin the first phase of a multi-phase PUD, the applicant may, at their option, submit a Final Plan for the PUD simultaneously with the submission of the PUD Master Development Plan. The Planning Commission and City Council shall consider such plans simultaneously and shall grant or deny the Final Plan in accordance with the provisions of this Ordinance.
 - i. Limitation on Development Plan Approval. Unless a Final Plan covering the area designated in the PUD Master Development Plan as the first stage of the PUD has been filed within one (1) year from the date the City Council grants PUD Master Development Plan approval, or in any case where the applicant fails to file Final Plans and to proceed with development in accordance with the provisions of this Ordinance and/or an approved PUD Master Development Plan, the

approval shall expire. Upon application by the applicant, the City Council may at its discretion extend for not more than one year, the filing deadline for a Final Plan when, for good cause shown, such extension is necessary.

j. Final Plan.

- 1) Purpose. The Final Plan is to serve as a complete, thorough 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 and address all prior conditions of approval resulting from the PUD process. It shall serve in conjunction with other City ordinances as the land use regulation applicable to the PUD. The Final Plan is intended only to add detail to, and to put in final form, the information contained in the PUD Master Development Plan.
- 2) Final Plan Submission Information. After review of the General Concept Plan for the PUD and approval of a PUD Master Development Plan for the entire PUD area, the applicant may submit a Final Plan for all or portions of the entire PUD. The applicant shall submit the following material for review by the City staff prior to the issuance of a building permit:
 - a) Recording Proof. Documents 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.
 - b) Final Plans, Structures. Final architectural working drawings at all structures.
 - c) Final Engineering Plans. Final engineering plans and specifications for streets, drainage, utilities and other public improvements, together with a development contract providing for the installation of such improvements and financial guarantees for the completion of such improvements.
 - d) Other Plans. Any other plans, agreements, or specifications necessary for the City staff to review the proposed construction. All work shall be in conformance with the Building Code of the City.
 - e) Development Agreement. The conditions of approval and Final Plan will be part of the Development Agreement which is filed against the property.
 - f) Limitation on Final Plan Approval. Within one (1) year after the

approval of a Final Plan for 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 shall have been granted and hereinafter provided, automatically render void the PUD permit and all approvals of the PUD plan and the area encompassed within the PUD shall thereafter be subject to those provisions of the Zoning Code, and other Code provisions applicable in the district in which it is located. In such a case, the Council shall adopt a resolution repealing the PUD permit and PUD approvals and re-establishing the zoning and other provisions that would otherwise be applicable.

3) Schedule.

- a) Upon approval of the PUD Master Development Plan and within the time established by Section 51.02, Subd. J.4.i.4) of this Ordinance, the applicant shall file with the Zoning Administrator a Final Plan consisting of the information and submissions required by Section 51.02, Subd. J.4.j.2) of this Ordinance for the entire PUD or for one (1) or more stages. This application will be considered at the next possible regular Planning Commission meeting.
- b) The findings and recommendations of the Planning Commission shall be forwarded to the City Council for consideration. If the Planning Commission fails to act within the time specified herein, it shall be deemed to have recommended the plan for approval.
- c) Within sixty (60) days of receipt of a complete PUD final plan application, unless the review period is extended in accordance with Minnesota Statutes 15.99, and receipt of the findings and recommendations of the Planning Commission, the City Council shall grant approval or denial of said request.

- 4) Building and Other Permits. Except as otherwise expressly provided herein, upon receiving notice from the Zoning Administrator that the approved Final Plan has been recorded and upon application of the applicant pursuant to the applicant ordinances of the City, 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 provided, however, that no such permit shall be issued unless the appropriate official is first satisfied that the requirements of all codes and ordinances in which are applicable to the permit sought, have been satisfied.
- 5) Limitation on Final Plan Approval. Within one (1) year after the approval of a Final Plan for 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 shall have been granted and hereinafter provided, automatically render void the PUD permit and 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 ordinances applicable in the district in which it is located. In such a case, the City Council may adopt an ordinance repealing the PUD permit and all PUD approvals and re-establishing the zoning and other ordinance provisions that would otherwise be applicable. The time limit established by this section may, at the discretion of the City Council, be extended for not more than one (1) year by resolution duly adopted.

6) Inspections During Development.

- a) Compliance with Overall Plan. Following Final Plan approval of a PUD, or a stage thereof, the Zoning Administrator shall, at least annually until the completion of development, review all permits issued and construction undertaken and compare actual development and within the approved development schedule.
- b) If the Zoning Administrator finds that development is not proceeding in accordance with the approved schedule, or that it fails in any other respect to comply with the PUD plans as finally approved, they shall immediately notify the City Council. Within one hundred and eighty (180) days of such notice, the City Council may either by ordinance revoke the PUD, and the land shall thereafter be governed by the regulations applicable in the district in which it is located; or shall take such steps as it deems necessary to compel compliance with the Final Plan as approved; or shall require the landowner or applicant to seek an amendment of the Final Plan.

Section 2. Section 51.05 R-A, Rural/Agricultural District is hereby amended to delete the following from Section 51.05 Subd. D – Conditional Uses:

~~9. Planned unit development as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 3. Section 51.06 R-E, Single Family Estate Residential District is hereby amended to delete the following from Section 51.06 Subd. D – Conditional Uses:

~~5. Planned unit developments as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 4. Section 51.07 R-1, Single Family Residential District is hereby amended to delete the following from Section 51.07 Subd. D – Conditional Uses:

~~5. Planned unit developments as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 5. Section 51.08 R-2, Single Family Residential District is hereby amended to delete the following from Section 51.08 Subd. D – Conditional Uses:

~~5. Planned unit developments as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 6. Section 51.09 R-3, Single Family Residential District is hereby amended to delete the following from Section 51.09 Subd. D – Conditional Uses:

~~3. Planned unit developments as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 7. Section 51.10 R-4, Single And Two Family Residential District is hereby amended to delete the following from Section 51.10 Subd. D – Conditional Uses:

~~3. Planned unit developments as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 8. Section 51.11 R-5, Single And Two Family Residential District is hereby amended to delete the following from Section 51.11 Subd. D – Conditional Uses:

~~3. Planned unit developments as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 9. Section 51.12 R-6, Medium Density Residential District is hereby amended to delete the following from Section 51.12 Subd. D – Conditional Uses:

~~2. Planned unit development residential, townhomes and quadraminiums as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 10. Section 51.13 R7, Medium To High Density Residential District is hereby amended to delete the following from Section 51.13 Subd. D – Conditional Uses:

~~2. Planned unit development residential, townhomes and quadraminiums as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 11. Section 51.14 R-8, High Density Residential District is hereby amended to delete the following from Section 51.14 Subd. D – Conditional Uses:

~~4. Planned unit development residential, townhomes and quadraminiums as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 12. Section 51.15 R-B, Residential/Business District is hereby amended to delete the following from Section 51.15 Subd. D – Conditional Uses:

~~7. Planned unit developments residential, townhomes and quadraminiums as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 13. Section 51.20 B-1, Neighborhood Business District is hereby amended to delete the following from Section 51.20 Subd. D – Conditional Uses:

~~4. Planned unit developments as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 14. Section 51.21 B-2, General Business District is hereby amended to delete the following from Section 51.21 Subd. D – Conditional Uses:

~~7. Planned unit development (including shopping centers) as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 15. Section 51.22 B-3, Highway Business District is hereby amended to delete the following from Section 51.22 Subd. D – Conditional Uses:

~~10. Planned unit development (including shopping centers) as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 16. Section 51.24 B-W, Business/Warehousing District is hereby amended to delete the following from Section 51.24 Subd. D – Conditional Uses:

~~4. Planned unit developments as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 17. Section 51.30 I-1, Limited Industrial District is hereby amended to delete the following from Section 51.30 Subd. D – Conditional Uses:

~~4. Planned unit development (including shopping centers) as regulated by Section 51.02, Subd. J of this Ordinance.~~

Section 18. Section 51.51 S, Shoreland District is hereby amended to delete the following from Section 51.51 Subd. J – Planned Shoreland Development:

~~1. Conditional Use Permit: Planned unit developments shall require a conditional use permit based upon procedures set forth in and regulated by Section 51.02, Subd. B of this Ordinance.~~

Section 19. Effective Date. This Ordinance shall be in full force and effective immediately following its passage and publication.

Adopted by the Delano City Council on the 16th day of September 2025.

Holly Schrupp, Mayor

Attest: Alisha Ely, City Clerk