



## Planned Unit Development Application Guide

This guide will help you complete an application for a Planned Unit Development (PUD) in the City of Hermantown. The PUD application provides the City with the necessary information to determine if your proposed project meets the guidelines for development in the city. These criteria are explained elsewhere in this guide and can be found in full in the Hermantown zoning code under Section 5. Land Use Regulations and Section 11. Planned Unit Development. The application and guide are also designed to help you efficiently plan the development of your project.

### What is a Planned Unit Development (PUD)?

A PUD is intended to encourage a more efficient and creative use of land and development; more efficient and effective use of streets, utilities, and public services; protection of natural resources; and more efficient and effective provision of recreational, public, and open space than can be achieved through conventional development procedures. A PUD is entered into at the discretion of the City Council and applicant. The City Council shall have the authority in approving any PUD to alter, improve, or create anew any provisions of the Hermantown Zoning Regulations or Subdivision Regulations as they apply to the proposed PUD. A PUD requires a recommendation from the Planning and Zoning Commission following a public hearing and approval by the Planning Commission.

### Getting Started

Before starting a project, it is important to research the development requirements for your property. The City's zoning code, zoning map, and Comprehensive Plan are available online at [www.hermantownmn.com](http://www.hermantownmn.com). Do not be afraid to call, visit, or email the City for help.

Pre-Application Meeting: Prior to applying for a PUD, the applicant shall participate in a pre-application conference with city staff. A pre-application meeting is an informal discussion between a potential applicant and city staff regarding a possible project. The purpose of the preapplication conference is to allow city staff to review and provide comments on the suitability of the development concept as a PUD, as well as to provide guidance to application on the procedures and standards for PUD approval. Pre-application meetings are required for new stormwater management systems and can be scheduled concurrently with a PUD pre-application meeting.

Application Review: Upon receipt of the application the Zoning Administrator shall review it to determine whether the proposed use is consistent with the Pre-Application meeting discussion and City standards and whether the application is complete. Incomplete applications will not be accepted. The applicant will be informed via letter of what changes or additional information is required for a complete application.

Approval Process: Upon receipt of a complete application a public hearing will be scheduled for the next regularly scheduled Planning Commission meeting. The Planning Commission will consider public comments and make a recommendation to the City Council. The Planned Unit Development Process is

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split into a Preliminary PUD plan and Final PUD plan. In some instances, the two processes can be combined. This determination will be made at the Pre-Application meeting. If there is a separate Preliminary and Final application the applicant will have one year from approval of the Preliminary PUD to have the Final PUD approved. The Final PUD requires review and approval by the Planning Commission and City Council. A public hearing may be held at the City's discretion.

### **Application Instructions**

The following instructions help explain the information that is requested in the CIDP application. Clearly and precisely provide complete responses. Be specific and provide details that communicate the nature of your project.

#### Box 1. Applicant Information

- The applicant must either be the owner of the property or authorized in writing by the owner of the property to submit the application. The City will confirm the ownership of the property before the application will be considered.

#### Box 2. Property Information

- This box asks the applicant to identify basic property information. Provide all current zoning information even though the PUD may alter the underlying standards.

#### Box 3. Project Information

- A. Identify the type of land use activity, type and function of proposed or existing buildings, and other proposed uses of the property such as parking, storage areas, etc. Include information on the number, size, use, and appearance of buildings and structures.
- B. Describe how the PUD will meet the stated purposes and objectives of the Hermantown Comprehensive Plan and the PUD Ordinance (Hermantown Zoning Code Section 1100 and 1105).
- C. Describe the use and development of adjacent and surrounding properties. Is your project compatible with the neighborhood? How might it affect your neighbors?
- D. Describe how stormwater runoff will be collected and treated. A stormwater management concept plan meeting the standards City Code Section 1080 must be included with the application. A stormwater management plan pre-application meeting is required. It may be scheduled concurrently with the PUD Pre-Application meeting.
- E. Landscaping may be used to mitigate an activity's impact on surrounding properties, control runoff and erosion, and provide for an appealing neighborhood. The details of the landscaping plan should be included in the required site plan document. State how existing trees, vegetation and habitat areas will be preserved or removed.
- F. Describe the traffic that will be generated by residents, visitors, employees, customers, and other business operations. How will the timing of traffic relate to surrounding uses? Will pedestrian, bicycle, and limited mobility users be accommodated? How will traffic enter and leave the property?

#### Box 4. Other Services and Approvals

- Many projects require review and approval by other City Departments to ensure that necessary services or permits can be provided.
- Certain projects may also be subject to State and County rules and regulations.
- The information requested in Box 4 helps coordinate various reviews and approvals more efficiently.
- Check with Community Development Staff to determine if an EAW is required.

#### Box 5. Site Plan

- A site plan is required in order to provide the necessary information for the City's review of the proposed project. The site plan should be to a scale that is enough to show the necessary project details.

#### Box 6. Street and Utility Plan

- For Final and Combined PUD's, provide utility and street plans completed by a Professional Engineer.

#### Box 7. Environmental Information

- Many projects require review and approval of land use activities impact on shorelands, wetlands, and stormwater runoff.
- Activities that create, add, or replace 5,000 or more square feet of impervious surface require post-construction stormwater management. If this threshold is triggered, the applicant must schedule a stormwater pre-application meeting with the City to discuss stormwater management standards.
- Projects that disturb more than 500 square feet require an erosion and sediment control permit and temporary perimeter control during construction. Projects that disturb between ½ and 1 acre require a Stormwater Pollution Prevention Plan. Projects disturbing over 1 acre also require a MPCA NPDES construction stormwater permit. These items will be discussed during the stormwater management plan pre-application meeting.
- Many properties in Hermantown contain wetlands. Often a wetland delineation and mitigation plan are required to document and mitigate wetland impacts. The review and approval process run separately from the PUD process and must be started before the PUD application.

#### Box 8. Dimensional Standards

- Every zoning district has unique standards for things like lot size, setbacks, and building height. Fill in the standards from the correct zoning district and the proposed PUD development standards.
- Be sure to use overlay standards where they are stricter.
- Calculate the per unit, lot, or square footage density of the proposed project.
- Enter total square footage of impervious surface and the percent of lot coverage.
- Enter the square footage and percent of area to be counted as common greenspace.



**Criteria for Approval**

When asked to grant a PUD, the City considers several factors. It is helpful for the applicant to keep in mind these factors as they complete the application. Refer to Section 1105. Public Benefit and 1110. General Requirements of the Hermantown Zoning Regulations and the Comprehensive Plan to better understand these criteria.

**Park Dedication Fees**

In accordance with Minnesota Statutes 462.358, The City has determined that there is an essential nexus between each new residential unit created or each new commercial or industrial development and the City’s need to maintain quality of life and a community value through public parks, recreational facilities, playgrounds, trails, or open spaces. Each new unit increases the need for public parks, recreational facilities, playgrounds, trails, wetlands or open spaces as a result of the increased number of residents added to the City, and each new commercial or industrial development increases the density of development within the City, employees, and visitors to the City, which in turn leads to an increased need for public parks, recreational facilities, playgrounds, trails or open spaces.

Park dedication fees are due at the time of approval of the final PUD or as determined by the development agreement. As of 2020, park dedication fees are:

Development Type	Recommended
Single Family, Two Family, Three Family Residential Parcel/CIC Unit	See Fee Schedule
Multi-family, 2+ bedroom units	See Fee Schedule
Multi-family, 1 bedroom and studio	See Fee Schedule
Per bedroom fee	See Fee Schedule
Commercial and Industrial	See Fee Schedule
Planned Unit Development	Proportional to Mix of Development

**Application Fee**

Up-to-date application fees can be found on the City’s website or by contacting the Community Development Director.

**Development Agreement**

A development agreement is required when new public infrastructure including roads, water, and sanitary sewer are part of the project. Other situations may require a development agreement. Applicant is also responsible for paying all out-of-pocket costs incurred by the City in connection with completion of the development, plus additional staff and consultant review costs.

*Form Updated: 4/2/2020*

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