

BRIDGEWATER TOWNSHIP
ZONING ORDINANCE



ADOPTED JUNE 12, 2007

Article XVII. Planned Unit Development Review Standards.

Section 236. **Purpose.** The purpose of this Article is to set forth review standards and a review process for proposed planned unit developments (PUD) in Bridgewater Township.

Section 237. **Scope.** Planned unit development review is required for the following proposed developments in Bridgewater Township:

- A. Developments involving shoreland density transfers.
- B. Golf course cluster developments.

Section 238. **Additional Design and Development Standards Apply.** This Article sets forth review standards that are in addition to the specific design and development standards contained in Article XV for Transfer of Development Rights and Chapter XIV for Cluster Development as well as Article XVI for Subdivision Regulations.

Section 239. **Review Process Overview.** Before a planned unit development application will be accepted, a pre-application meeting between the applicant and the Zoning Administrator is required to discuss:

- A. The application and review process.
- B. Applicable design and development standards.
- C. Conceptual plans for mix of uses and locations of structures and roads.
- D. Plans for providing drinking water and sewage and wastewater treatment.
- E. Plans for stormwater management and erosion control.
- F. Any proposed common ownership plans for land and structures.
- G. Recommendation that the applicant meet with neighbors and lake associations, if applicable.

Section 240. **Preliminary Development Plan Information Requirements.** After the mandatory pre-application meeting, an applicant proposing a planned unit development shall submit a preliminary development plan. The preliminary development plan is reviewed by the Planning Commission to determine if the proposed planned unit development will meet the provisions of this Ordinance. The applicant shall submit a preliminary development plan meeting the following requirements:

- A. The preliminary development plan shall be prepared at a scale of not less than one inch = 200 feet.
- B. Twenty (20) copies of the preliminary development plan shall be submitted to the Zoning Administrator.

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- C. The preliminary development plan shall show adjacent uses.
- D. The preliminary development plan shall show streams, lakes and wetland locations.
- E. The preliminary development plan shall generally describe existing vegetation.
- F. The preliminary development plan shall illustrate general street patterns, with particular attention to internal collector streets and connections to existing roads.
- G. The preliminary development plan shall illustrate the general location, use and size of public and private open space, parks and other public areas.
- H. The preliminary development plan shall show the proposed location of residential, commercial, residential or other proposed land uses.
- I. The preliminary development plan shall illustrate and describe the methods proposed for sewage and wastewater treatment, drinking water supply, stormwater management and erosion control.

Section 241. **Review of Preliminary Development Plan.** The following steps shall be taken to review a preliminary development plan for a planned unit development:

- A. **Review for Completeness.** Upon receipt of a preliminary development plan for a planned unit development, the Zoning Administrator shall review the application for completeness. If the application is complete, it shall be forwarded to the Planning Commission for review. If the application is not complete, the Zoning Administrator shall send a written notice to the developer, including, at a minimum, the following:
 - 1. A statement that the preliminary development plan is not complete.
 - 2. A list of the incomplete or missing information.
 - 3. A statement that the application will not be forwarded to the Planning Commission for review until it is submitted in a complete form.
- B. **Planning Commission Review.** After a complete preliminary development plan is received, the Zoning Administrator shall forward the plan for the Planning Commission for review and notify the applicant of the date of the review. The Planning Commission shall review the preliminary development plan and make findings of fact that accept the plan, recommend changes to the plan or deny the plan. The findings of fact shall be based on the following review criteria:

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1. The proposed development plan shall meet the overall goals of this Ordinance.
2. The proposed development plan shall meet the goals for a planned unit development of its type.
3. The proposed development plan shall meet the standards as set forth in this Ordinance regulating the type of planned unit development and use(s).
4. The proposed development plan is in harmony with uses in the surrounding area.
5. The proposed system of ownership and the means of developing, preserving and maintaining open spaces are sustainable and appropriate.
6. The proposed development, or a unit thereof, can be substantially completed within three (3) years from the date of approval.
7. That adequate sewage, water and wastewater utilities and public services are available or are proposed to be made available in construction of the project.

Section 242. **Preliminary Plat and Final Development Plan Information Requirements.**

The preliminary plat stage of the planned unit development process includes detailed subdivision planning, submittal, review and approval of the preliminary plat. The preliminary plat and final development plan submission are combined to coordinate review. To avoid delay in processing of an application, the applicant should carefully provide all required information essential to determine the character and general compatibility of the proposed development. Upon review and approval of the preliminary development plan, applicants shall submit a preliminary plat and final development pan that shall contain the following information:

- A. A detailed narrative of how the preliminary plat and final development plan meet any changes required by the Planning Commission in its review of the preliminary development plan.
- B. Twenty (20) copies of a preliminary plan which shall mean a map or maps of the proposed development prepared in the manner and containing the data, documents, and information required by this Article.
- C. The required number of site plans and/or plats for the project, at a scale of not less than one inch = 200 feet, showing the following:
 1. Name of planned unit development.
 2. Legal description of the property and any proposed lot divisions.

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3. Names and addresses of the applicant and owner, surveyor and designer of the plan.
4. Graphic scale and north arrow.
5. Date of preparation.
6. Total acreage of the proposed plan and acreage of each proposed subdivision parcel.
7. Existing conditions in the parcel(s) and within three hundred feet (300') surrounding the boundaries of the development.
8. All surface water features and wetlands currently located and plainly shown and designated.
9. Location of the ordinary high water level.
10. Layout of existing and proposed roads, showing right-of-way widths.
11. Location and characteristics of required open space.
12. Erosion control, drainage and stormwater management plans.
13. Location and use of existing and proposed structures and other facilities.
14. Proposed land alterations.
15. Plans for and location of water supply systems and sewage and wastewater treatment systems including results of septic suitability tests.
16. Refuse disposal for resort commercial PUD's.
17. Proposed location of utilities.
18. All easements that cross the property or are proposed for the property.
19. Topographic contours at ten-foot intervals or less.
20. Location of all outdoor lighting.
21. All setbacks and buffering or screening or adjacent properties.
22. Location of lake accesses and/or lake access lots.
23. A landscaping plan.

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- D. A calculation showing the base density of the proposed development area conforming to the calculation rules in this Ordinance regulating the specific type of planned unit development.
- E. A calculation showing the proposed density increase and the basis on which a density increase is requested conforming to the provisions in this Ordinance regulating the specific type of planned unit development.
- F. A property owners' association agreement with mandatory membership provisions and showing of adequacy of dues covering anticipated maintenance and capital replacement costs. The agreement shall comply with Minnesota Statutes that govern common interest communities' platting and agreements.
- G. Copies of deed restrictions, covenants, permanent easements or other instruments that properly address:
 - 1. Future vegetative and topographic alterations.
 - 2. Construction of additional buildings.
 - 3. Installation and maintenance of docks and other shoreland structures.
 - 4. Docking and beaching of watercraft.
 - 5. Address shared lake or shoreland access provisions.
 - 6. Ensure the long-term preservation and maintenance of open space.
- H. A master plan/drawing describing the project and the floor plan for any and all residential and commercial structures, indicating floor plans that are intended to be variable such as lockouts, movable walls, or doors.
- I. Any additional documents as requested by the Zoning Administrator and/or Planning Commission that are necessary to explain how the PUD will be designed and will function.
- J. A title binder indicating marketable title.

Section 243. **Review of Preliminary Plat and Final Development Plan.** The following steps shall be taken to review a preliminary plat and final development plan for a planned unit development:

- A. **Review for Completeness.** Upon receipt of a preliminary plat and final development plan for a planned unit development, the Zoning Administrator shall review the application for completeness. If the application is complete, it shall be forwarded to the Planning Commission and Town Board for review. If the application is not

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complete, the Zoning Administrator shall send a written notice to the developer including, at a minimum, the following:

1. A statement that the preliminary plat and final development plan application is not complete.
2. A list of the incomplete or missing information.
3. A statement that the application will not be forwarded to the Planning Commission for review until it is submitted in a complete form.

B. Planning Commission Review. After a complete preliminary plat and final development plan is received, the Zoning Administrator shall forward the plat and plan to the Planning Commission for review and notify the applicant of the date of review. The Planning Commission shall review the preliminary plat and final development plan, make findings of fact that accept the plan, and recommend changes to the plan or denial of the plan to the Town Board. The findings of fact shall be based on the following review criteria:

1. The proposed development shall meet the overall goals of this Ordinance.
2. The proposed development shall meet the goals for a planned unit development of its type.
3. The proposed development shall meet the standards as set forth in this Ordinance regulating that type of planned unit development and use(s).
4. The proposed development is in harmony with uses in the surrounding area.
5. The proposed system of ownership and the means of developing, preserving and maintaining open spaces are sustainable and appropriate.
6. The proposed development, or a unit thereof, can be substantially completed within three (3) years of the date of approval.
7. That adequate sewage, water and wastewater utilities and public services are available or are proposed to be made available in construction of the project.

C. Town Board Review. Upon submission of a report from the Planning Commission, the Town Board shall take action to approve, deny or approve the preliminary plat and final development plan with conditions.

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Section 244. **Review of Final Plat.** The following steps shall be taken to review a final plat for a planned unit development:

A. **Review for Completeness.** Upon receipt of a final plat for a planned unit development, the Zoning Administrator shall review the application for completeness. If the application is complete, it shall be forwarded to the Planning Commission and Town Board for review. If the application is not complete, the Zoning Administrator shall send a written notice to the developer including, at a minimum, the following:

1. A statement that the preliminary plat and final development plan application is not complete.
2. A list of the incomplete or missing information.
3. A statement that the application will not be forwarded to the Planning Commission for review until it is submitted in a complete form.

B. **Planning Commission Review.** After a complete final plat is received, the Zoning Administrator shall forward the plat to the Planning Commission for review and notify the applicant of the date of review. The Planning Commission shall review the final plat and make a recommendation to the Town Board to either approve or deny the final plat along with findings of fact. The findings of fact shall be based on the following review criteria:

1. The proposed development shall meet the overall goals of this Ordinance.
2. The proposed development shall meet the goals for a planned unit development of its type.
3. The proposed development shall meet the standards as set forth in this Ordinance regulating that type of planned unit development and use(s).
4. The proposed development is in harmony with uses in the surrounding area.
5. The proposed system of ownership and the means of developing, preserving and maintaining open spaces are sustainable and appropriate.
6. The proposed development, or a unit thereof, can be substantially completed within three (3) years of the date of approval.
7. That adequate sewage, water and wastewater utilities and public services are available or are proposed to be made available in construction of the project.

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- C. **Town Board Review.** Upon submission of a report from the Planning Commission, the Town Board shall take action to approve, deny or approve the final plat with conditions.

Section 245. **Minor Changes after Final Approval.** During the development of an approved planned unit development, the Zoning Administrator may approve minor changes in the location, placement and height of buildings if such changes are required by engineering or other circumstances not foreseen at the time of the final plan and plan were approved, provided the changes are indeed minor and do conform to the review criteria applied by the Planning Commission and Town Board.

Sections 246 through 250. Reserved.