



SECTION 3: PLANNED DEVELOPMENT DISTRICT (PD)

- Planned Development District Information
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- Planned Development District Application



PLANNED DEVELOPMENT DISTRICT (PD)

Introduction

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

A district containing only Residential Uses will not be created unless it contains at least 10 acres. A district containing both Residential and Nonresidential Uses will not be created unless it contains at least 25 acres of land. A district containing Nonresidential Uses only must contain at least 5 acres of land. The Commission may recommend approval and the Council may approve a district with less land than specified in this section if the developer clearly demonstrates that a smaller district would achieve the intent of the district.

Planned Development Process

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

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

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

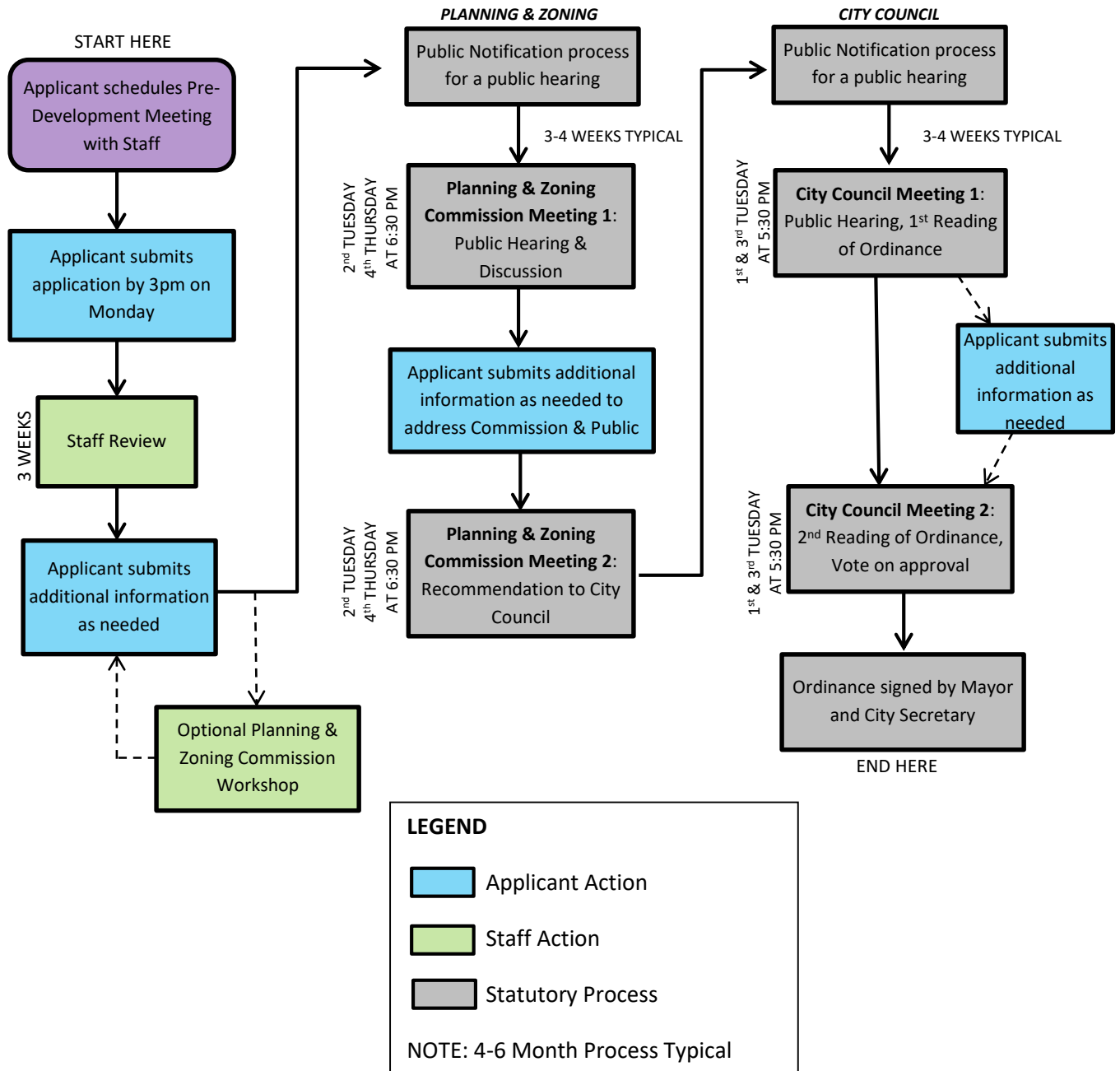
public hearing, and the applicant will have ten minutes to present the request. The Chair will then allow anyone present from the public to speak on the request. The Commission may ask questions to staff and anyone else present at the meeting, but will not vote the same night per the Commission's adopted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

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

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



FLOW CHART: PLANNED DEVELOPMENT (PD) DISTRICT





**PLANNED DEVELOPMENT (PD)
DISTRICT APPLICATION**

FOR OFFICE USE
(Rev. 01/02/21)
Accounting Code: ZC
2021 Fee: See below
Fee Required _____
Case No. _____ - _____

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

Planned Development (PD) District Submittal Requirements:

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

- Copy of the completed application (PD must be designated as “Urban” or “Suburban” per requirements within Chapter 2, Article II Development Code)
- Copy of a letter stating the applicant’s request
- Submittal Fee (see specifics below on submittal type)
- Legal description of property:
 - Metes & bounds description if property is not platted OR
 - Plat information:
Plat Name, Lot & Block, or Reserve: _____
FBCOPR No.: _____
- Copy of PD submittal, including detailed use list, PD development plan with lots / reserves, traffic circulation, landscaping, pedestrian features, building information, other pertinent information
 - Proposed Exhibits relating to above
- Copy of a Traffic Impact Analysis if required (Contact Engineering Dept. at 281-275-2870 to determine necessity)

PROJECT NAME _____

Submittal Type & Fee	<input type="checkbox"/> General Development Plan: \$1,908.00 + \$21.25/per acre or portion (max. \$3,000)	<input type="checkbox"/> PD Amendment: \$1,908.00 + \$21.25/per acre or portion (max. \$3,000)
	<input type="checkbox"/> Final Development Plan: \$1,908.00 + \$21.25/per acre or portion (max. \$3,000)	<input type="checkbox"/> PD Administrative Amendment: \$215.00

Name of Current PD (if this is a Final PD proposed within an approved General Dev. PD) _____

Location Description _____

Property Acreage _____ Current Zoning District _____

PD DISTRICT TYPE – URBAN PD OR SUBURBAN PD LAYOUT (PER CH. 2, ART. II, PART 5, SEC. 2-133)

- PD Urban (specific criteria per Dev. Code)
- PD Suburban (specific criteria per Dev. Code)

(NOTE- A GENERAL DEVELOPMENT PLAN (1ST STEP PD) MAY BE CONSIDERED FOR REVIEW WITH AREAS OF URBAN AND SUBURBAN)

**PD DISTRICT CHARACTER TYPE FOR BUILDING FINISH STANDARDS-
(SELECT MINIMUM OF ONE OR MORE)**

- PD Architectural Character
- PD Cultural Character
- PD Historic Character

CONTACT INFORMATION

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

Name _____

Address _____

Phone _____ Email _____

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

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

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

Project Representative:

Contact Person _____

Company _____

Address _____

Phone _____ Email _____

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

X _____
Project Representative's Signature _____ Date

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

Please contact Development Planning staff at 281-275-2218 or by email at planning@sugarlandtx.gov to set up an appointment to discuss your proposal prior to submitting a Planned Development (PD) District application. Note- Staff can provide suggested guidance as to type of pertinent information and exhibits.

PD DISTRICT REZONING APPLICATION PROCEDURE

When a property within the city limits of Sugar Land is **REZONED**, an ordinance is passed by City Council effecting a permanent change in zoning designation for that property. A rezone involves a change from one official zoning district to another. The Official Zoning District Map is also updated to reflect the zoning change. A recommendation to the Council is given by the Planning and Zoning Commission. Council has the authority to approve or deny rezonings. The Development Code outlines PD District requirements in Chapter Two (Zoning), Article II, Part 5

The application procedure is outlined below.

1. Applications will be accepted each Monday from 8:00 am until 3:00 pm. Return your request to Development Planning (Attention: Development Review Coordinator), 2700 Town Center Blvd. N., Sugar Land, TX 77479, Phone#: (281) 275-2218.
2. Staff will review the request and comments are usually sent to the applicant on the third Friday after the request has been submitted. Due to the detail contained in PD District rezonings, additional time may be needed. The applicant will be directed to resubmit the corrected materials and additional materials for the Planning and Zoning Commission and City Council, and staff will review them for clearance.
3. When staff issues have been addressed, the request will be scheduled for either a workshop or a public hearing at a Planning and Zoning Commission meeting. Staff strongly suggests that a new application receive a workshop meeting with the Commission. If scheduled for a workshop, the applicant will have the opportunity to address the Commission and go through the PD proposal. This enables the applicant to receive feedback on highly detailed or complicated PD proposals prior to scheduling a public hearing. Once the Commission's concerns have been addressed, the item will be scheduled for a public hearing. Typically, this is approximately one month after the PD is determined to be ready for the public hearing.
4. The public hearing will be advertised by the City in the official newspaper of the City at least 15 days prior to the first public hearing, all property owners within 200 feet of the site and all homeowners associations will be notified by mail, a courtesy sign will be placed at the property, and the public hearing will be published on the City's website.
5. A public hearing will be held by the Planning and Zoning Commission (P&Z) at 6:30 p.m. (typ.) in the City Council Chambers, unless otherwise noted. P&Z meetings are held on the second Tuesday and fourth Thursday of each month, with the exception of no 2nd meeting in November and December due to holidays. The purpose of the public hearing is to allow the P&Z to conduct a fact finding process. Staff will present the request to the Commission. The Chair will then close the meeting and open the public hearing. The applicant will have ten minutes to present the request. The chair will then allow anyone present from the public to speak on the request. The Commission may ask questions of staff and anyone else present at the meeting following the hearing, but will not vote the same night per the Commission's adopted policies.
6. The request will be presented by staff with a recommendation at a subsequent P&Z meeting. The P&Z Commission will hold consideration and action and make a recommendation to City Council. No one but staff will make a presentation at this meeting; however, the Commission may direct questions to staff and the applicant.
7. A second public hearing will be scheduled for a regular City Council meeting. Meetings are held on the first and third Tuesdays of each month unless otherwise noted. Again, in accordance with state regulations, property owners will be notified and the notice will be published in a City paper and on the City's website.
8. Council will conduct a public hearing in the same manner at P&Z. At the same meeting, Council will have the first reading of the ordinance and vote unless the item is tabled.
9. At a subsequent City Council meeting the Council will hear the second reading of the ordinance and vote again. if the ordinance was not denied at the first reading.
10. Following the second reading of the ordinance, it will be signed by the Mayor and City Secretary and a copy sent to the applicant. If approved, the applicant can move forward with the development process.