



# **SECTION 3: PLANNED DEVELOPMENT DISTRICT (PD)**

- Planned Development District Information
- Flow Chart: Planned Development District
- Planned Development District Application



# PLANNED DEVELOPMENT DISTRICT (PD)

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## **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

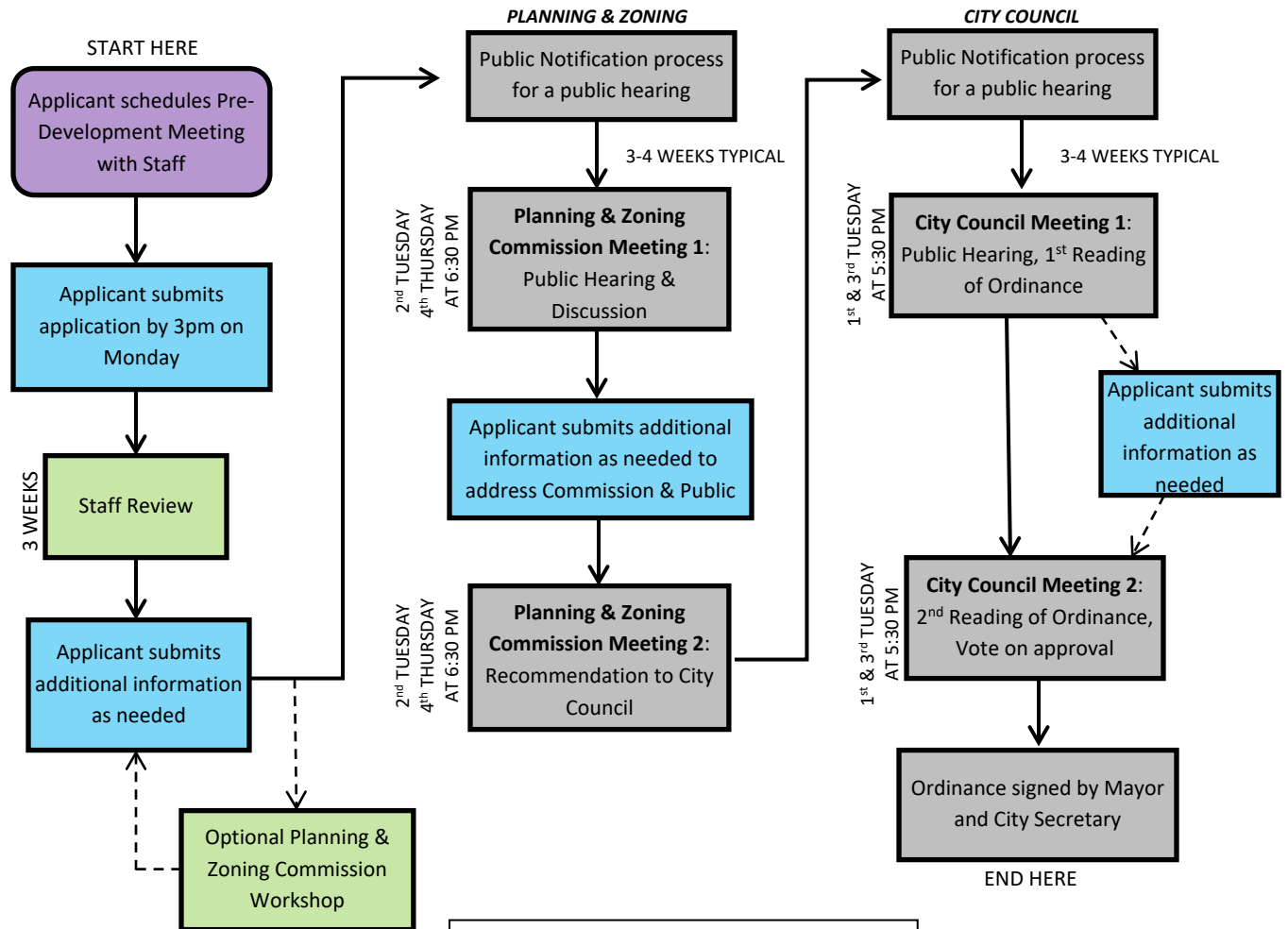
public hearing, and the applicant will have ten minutes to present the request. The Chair will then allow anyone present from the public to speak on the request. The Commission may ask questions to staff and anyone else present at the meeting, but will not vote the same night per the Commission's adopted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



**LEGEND**

- Applicant Action
- Staff Action
- Statutory Process

NOTE: 4-6 Month Process Typical

# Applications now submitted online through CSS Portal



## PLANNED DEVELOPMENT (PD) DISTRICT APPLICATION

(Rev. 06/06/22)  
2022 Fee: See below

Please contact Development Planning staff to discuss your proposal prior to submitting a Planned Development District application.

### Planned Development District Submittal Requirements:

Applications submitted without the following items will not be routed for review

- Copy of the completed application submitted online through the CSS web portal
  - PD must be designated as “Urban” or “Suburban” per requirements within Chapter 2, Article II Development Code
  - Copy of 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, and other pertinent information
    - Proposed Exhibits relating to above
  - Copy of Traffic Impact Analysis (Contact Engineering Dept. at 281-275-2870 to determine necessity)
- Dev. Code References for PD Zoning- Chapter 2, Article II, Part 5

PROJECT NAME \_\_\_\_\_

- |                      |  |  |
|----------------------|--|--|
| Submittal Type & Fee | <input type="checkbox"/> General Development Plan: \$1,965.25 + \$22.00/per acre or portion (max. \$3,090) | <input type="checkbox"/> PD Amendment: \$1,965.25 + \$22.00/per acre or portion (max. \$3,090) |
|                      | <input type="checkbox"/> Final Development Plan: \$1,965.25 + \$22.00/per acre or portion (max. \$3,090)   | <input type="checkbox"/> PD Administrative Amendment: \$221.50                                 |

Name of Current PD (if Final PD proposed in an approved General Dev. Plan 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 (1<sup>ST</sup> 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**

**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

**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

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](mailto: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.**