



Planned Unit Development (PUD) Process

This document provides a summary and an approximate timeframe of the process for reviewing, amending, and approving planned unit developments in the City of Greenfield.

Timeframe and Meeting Schedule

- Applicants should allow approximately **6-12 months** for this complete process to occur, depending upon the complexity of the project
- **Plan Commission (PC)** meets on the 2nd Tuesday every month; applications must be submitted at least three weeks prior to a given meeting to allow sufficient time for staff review and distribution to the PC
- **Common Council (CC)** meets on the 1st and 3rd Tuesday each month from October through May, and on the 3rd Tuesday of the month from June through September; in general PC recommendations are acted on at the second meeting after the PC meeting

1. Pre-submittal Meeting(s)

- Before filing an application, the applicant will meet with staff to review the proposal. The proposal is then examined and revised as necessary given the Zoning Code, the Comprehensive Land Use Plan, and practical or political implications. The applicant and City staff will also discuss the possible need for a neighborhood informational meeting involving adjacent property owners located within a 400' radius of the subject property, as well as the potential range and type of fees. The applicant will be directed to relevant Zoning Code sections and the Infrastructure and Development Design Manual (all online).

2. Pre-petition Conference (Conceptual Project Review)

- The applicant will meet with the PC for a preliminary discussion and conceptual review of the project. The applicant will introduce their proposed site plan including density, building elevations, vehicle and pedestrian traffic routing, utilities information, drainage and grading, landscaping and open space, and compatibility with the character and zoning of the neighborhood. Some applicants may need a second Pre-petition Conference to refine the proposal, and they will typically return to the PC at a subsequent meeting based on the completeness of the application materials.

3. Petition Conference

- The applicant will meet with the PC to review the project elements in detail, which might include some or all of the following:
 - Site Plan
 - Architectural Review
 - Parking/Traffic Flow
 - Drainage/Grading
 - Lighting
 - Utilities
 - Signage
 - Fencing
 - Landscaping
 - Street Trees
 - Sidewalks
 - HVAC/Utility Box Screening
 - Hours of Operation
 - Outside Agency Review
 - Need for a Certified Survey Map
 - Public Safety Impacts
 - Erosion Control
 - Environmental Impacts
 - Historical Impacts
 - Neighborhood Impacts
- The PC will make a recommendation (Yes/No as presented, or Yes as modified) to the CC on the proposal and will authorize the Public Hearing process to proceed. The applicant must at a minimum submit site, building, grading, utility, and landscaping plans.

(over)

4. Public Hearing before the CC

- The CC will hold a public hearing to consider the re-zoning request or PUD amendment (major change). The CC meets on the 1st and 3rd Tuesday each month from October through May, and on the 3rd Tuesday of each month from June through September. All property owners within a 400' radius of the subject property are sent a hearing notice, and two notices are published in Greenfield NOW. The hearing will occur within 6-8 weeks after the initial Petition Conference.

5. Action on request by the CC

- The CC will usually take action on the re-zoning request or PUD amendment after the hearing is closed. If approved by the CC, then the project is referred back to the PC for final approval including "site and landscaping review".

6. Final Approval and Site and Landscaping Review by the PC

- The PC will continue the type of review which began at the Petition Conference but with greater detail and finality. This step can be taken in conjunction with the start of the Public Hearing process, taking into account the PC suggestions from the Petition Conference. The PC will make a recommendation to the CC. The project needs to address all PC and staff concerns to receive a favorable recommendation. The site, grading, utility, and landscaping plans are finalized to reflect comments, and will outline how the project will ultimately be built.

7. Final Approval and Site and Landscaping Approval by the CC

- The CC will take a final action on the PC recommendation.

8. Preparation of the Developers Agreement

- The applicant will provide detailed engineering and construction documents, which will be reviewed by the Engineering Department, the City Attorney, the Mayor, and any applicable outside agencies. Some examples of documents subject to review include the following:
 - **Certified Survey Map** - reviewed by Milwaukee County Register of Deeds, City Engineering staff
 - **Public and/or private water main and lateral improvements** - reviewed by City of Greenfield, City of Milwaukee Water Works, and DNR. It is very crucial for the engineer to be familiar with City of Milwaukee water utility requirements.
 - **Sanitary sewer main and lateral improvements** - reviewed by Greenfield, MMSD, and DNR
 - **Storm sewer improvements** - reviewed and approved by Greenfield and MMSD
 - **Public and/or private street and sidewalk improvements** - reviewed by City of Greenfield and possibly Milwaukee County or Wisconsin DOT depending upon location
 - **Site, grading, landscaping, and building plans** - reviewed by the City of Greenfield and outside agencies depending upon the type of proposal
 - **Payment of fees** - might include fees for municipal street trees, utility connection charges and special assessments, landscaping deposit, sidewalks, drive approaches, park space, forester site review, inspections, administration, and legal services

9. Building Permit Approval

- After the Developers Agreement is signed by all parties, a building permit application can be submitted. No permit will be issued until all public improvements are installed and accepted, and until an approved hard surface has been installed. This surface must provide adequate access throughout the site for fire equipment and other vehicles and shall be kept clear of ice, snow, and other obstructions. Additionally, the public improvements cannot start until the Developers Agreement is completed and is signed by the owner/developer, City Attorney, and the Mayor, and cash deposits and performance bonds are received by the City.