

SUMMARY OF PROCEDURES FOR ESTABLISHING A UNIFIED DEVELOPMENT DISTRICT

A Unified Development District (UDD) may be established anywhere in the City and may contain any use or combination of uses approved by the City. Each UDD is a unique zoning district.

The procedure for establishing a UDD involves two steps: a pre-application conference with the Plan Commission or City officials and approval of a general development plan or a combination general development and precise implementation plan. Of course, like for any zone change, a public hearing must be held.

Designation of a petitioner's property as a UDD begins with the submittal of a petition (signed by the property owner) with a general development plan. This information must be submitted **at least three weeks prior to the Plan Commission public hearing on the requested zone change**. The general development plan provides the basic information needed to judge whether the total development will be both internally compatible and appropriate for the neighborhood. The general development plan usually consists of a site plan, building elevations, and a written narrative that addresses land use and other project development issues. Since the plan is general, the developer is spared the expense of preparing a detailed proposal that might be rejected or substantially modified during the review process. In addition, the developer may wish to complete the project in phases; thus, the general development plan should outline how the phased development will be integrated into the entire proposal.

Where development will not be accomplished in phases, the petitioner may request, and the City may approve, both the petition for establishing a UDD (the general development plan) and the precise implementation plan concurrently.

The fundamental difference between the general plan and the precise plan is that building construction may begin only after approval of the precise plan. Thus, an approved general plan establishes the UDD zone; an approved precise plan allows building permits to be issued.

Approval of the development proposal must be based upon compliance with the six criteria identified in the Unified Development District zoning ordinance text. Furthermore, both the general plan and the precise plan(s) must meet the informational requirements outlined in the text so that the plans can be evaluated relative to the established criteria. These approved plans are also the permanent record of the specific land uses allowed and development standards required in each particular UDD.

Any modification of the general or precise plan must be approved by the Plan Commission and Common Council. If the Plan Commission feels that the proposed modification represents a "significant alteration" of the original plan, a public hearing must be held.

If a general development plan has been approved, a public hearing on the precise implementation plan(s) is not necessary unless deemed so by the Plan Commission.

**REVIEW CHECKLIST FOR APPROVAL OF
A UNIFIED DEVELOPMENT DISTRICT
AND ASSOCIATED PLANS**

- I. General Development Plan** — It should cover the entire area proposed for UDD designation and be in sufficient detail to make possible the evaluation of the Criteria for Approval (see Section III, below).

(If a General Development Plan is not submitted, go to Section II, below.)

IS THE FOLLOWING INFORMATION PROVIDED:

- YES ___ NO ___ Pattern of land use;
- YES ___ NO ___ Size, shape, and arrangement of lots;
- YES ___ NO ___ Specific use areas;
- YES ___ NO ___ Density of residential development;
- YES ___ NO ___ General environmental character of the site;
- YES ___ NO ___ Basic street pattern;
- YES ___ NO ___ Basic utility service pattern;
- YES ___ NO ___ Location, size, and character of recreation and open space areas;
- YES ___ NO ___ Appropriate statistical data including, where appropriate:
- a. Number of dwelling units;
 - b. Number of bedrooms per dwelling unit;
 - c. Amount of floor area devoted to commercial use;
 - d. Types of commercial uses proposed;
 - e. Amount of floor area devoted to office use;
 - f. Types of office uses proposed;
 - g. Number of parking spaces to serve each use.
- YES ___ NO ___ Description of property owner's association, deed restrictions, etc., if any;
- YES ___ NO ___ Any other item the Plan Commission requires to protect the public interest;
- NONE REQUIRED ___

- II. Precise Implementation Plan** — It should cover the entire area for which specific development approval is requested and be of sufficient detail to make possible the evaluation of Criteria for Approval (III).

IS THE FOLLOWING INFORMATION PROVIDED:

- YES ___ NO ___ Identification of area relative to general plan;
- YES ___ NO ___ Land use pattern;
- YES ___ NO ___ Pattern of all roads, driveways, walkways, and parking facilities;
- YES ___ NO ___ Detailed lot layout;

(Precise Implementation Plan, continued)

- YES ___ NO ___ Arrangement of buildings and of building groups;
- YES ___ NO ___ Treatment of any common space areas;
- YES ___ NO ___ Landscape plans;
- YES ___ NO ___ Architectural plans for all buildings;
- YES ___ NO ___ Storm drainage plans;
- YES ___ NO ___ Sanitary sewer plans;
- YES ___ NO ___ Water system plans;
- YES ___ NO ___ Engineering standards for all roads, parking areas, and walkways;
- YES ___ NO ___ Agreements, by-laws, covenants, and other documents providing for permanent operation and maintenance of the development.

III. Criteria for Approval (Used by Plan Commission and Common Council)— All of the questions below must be answered “YES” for the development proposal to be approved (Sec. 23.65 of the *Wausau Municipal Code*).

- YES ___ NO ___ Is proposal consistent with the spirit and intent of the UDD ordinance?
- YES ___ NO ___ Has proposal been prepared with competent professional advice?
- YES ___ NO ___ Does proposal produce benefits in terms of improved environmental design?
- YES ___ NO ___ Does site plan reflect a sensitive consideration of the physical nature of the site?
- YES ___ NO ___ Are natural features conserved?
- YES ___ NO ___ Are open spaces preserved?
- YES ___ NO ___ Are earth moving proposals minimized?
- YES ___ NO ___ Does the character and use intensity of the development produce an attractive environment?
- YES ___ NO ___ Is development compatible with the neighborhood?
- YES ___ NO ___ Is development compatible with community development plans and policies?
- YES ___ NO ___ Would development conflict with or cause overloading of schools?
- YES ___ NO ___ Would development conflict with or cause overloading of highways?
- YES ___ NO ___ Can police, fire, utilities, and other services be adequately provided?
- YES ___ NO ___ Do the project’s design standards provide adequately for practical functioning and maintenance re: circulation, parking, emergency services, delivery services, and snow plowing?
- YES ___ NO ___ Are provisions for preserving and maintaining open space and recreation areas adequate?