

# Memorandum



Date: October 7, 2026

To: City of Buchanan Planning Commission

From: Kristen Gundersen, Planning and Community Development Director

Subject: **Unified Development Code – establishment of Planned Unit Development (PUD) regulations**

Staff previously discussed the re-establishment of planned unit development regulations that were not included in the Unified Development Code that was adopted in December 2025. The PUD allows for flexibility and innovation in land use and design under certain conditions. Attached is the regulations from the 2003-2025 zoning ordinance and the first rough draft of language which includes:

1. Intent/purpose statement
2. Criteria for approval which provides 7 objectives with the applicant needing to meet two of the objectives.
3. Approval standards
4. Authority to Grant Waiver or Modify Regulations with standards
5. Minimum open space requirements
6. Building elevation drawings
7. Preliminary Site Plan drawings
8. Final Site Plan, engineering and developer agreement
9. PUD Approval process
10. Amendments to approved final site plan PUD
11. Expiration, extension and revocation

The language provided is in draft format. Placement in the UDC is needed and would likely be located in Section 71-36. Some zoning ordinance rely on PUD's as a zoning classification for the property where others rely on the underlying zoning and reference special approval.

Next steps.

Review and discuss the rough draft document and the regulations found in the previous zoning ordinance. Direct staff to make changes for review at a future meeting.

## ARTICLE XV

### PUD PLANNED UNIT DEVELOPMENT DISTRICT

**Section 15.01 - Purpose of Planned Unit Development.** The use, area, height, bulk and placements regulations of this Ordinance are primarily applicable to the usual situation of one (1) principal building on one (1) lot. These requirements would in certain developments have results that would less serve the public health, safety, and welfare than if a controlled degree of flexibility were allowed. A development may be of such size as to justify permitting certain specifically defined departures from the regulations of the zoning district. Permitting these uses can in certain cases increase convenience, be comparable with the overall character of the district, and not be injurious to the adjoining properties, subject to limitations of the zoning district in which the property is located as set forth in Articles V through XIII.

**Section 15.02 - Intent.** A Planned Unit Development is intended to permit the following:

1. Variety and flexibility of land development for residential, commercial and industrial purposes and auxiliary use that are necessary to meet the changes in technology and demand and which will be consistent with the best interests of the City as a whole and that will encourage a creative approach in the development of land;
2. Utilization of sites that are characterized by special features of geography, topography, size or shape for their best potential.

**Section 15.03 - Applicability to All Land Division and Condominium Plats.** Any plat submitted for recording under the terms of the State of Michigan Land Division Act, P.A. 87 of 1997, as amended (formally Subdivision Control Act) or the Condominium Act, P.A. 58 of 1978, as amended shall be submitted and processed as a Planned Unit Development, pursuant to the terms of this Article and other applicable sections of this Ordinance.

**Section 15.04 - Procedures for Submission of PUD Plans.** These procedures are intended to state the requirements at each stage of the review process. However, each applicant shall have the opportunity to submit an application for approval of the Planned Unit Development at either the Preliminary PUD Development Plan stage or the Final PUD Development Plan stage, if the requirements are fulfilled according to this Ordinance.

**Section 15.05 - Pre-Application Conference.** Before submitting an application for a Planned Unit Development, an applicant at his option may confer with the City Plan Commission to obtain information and guidance before entering into binding commitments or incurring substantial expense in the preparation of plans, surveys and other data.

**Section 15.06 - Contents and Submission of a Preliminary PUD Development Plan.** Proceedings are commenced by application for approval of a Planned Unit Development, to the City of Buchanan with payment of the fee established by this Ordinance (See Article XXVI, Section 26.04) and submission of a completed application with a Preliminary PUD Development Plan prepared in accord with the following specifications:

1. A Preliminary PUD Development Plan should include maps and/or diagrams showing enough of the area surrounding the proposed Planned Unit Development to demonstrate the relationship of the Planned Unit Development to adjoining uses. The maps and/or diagrams which are part of the Preliminary Planned Unit Development maybe in general schematic form containing the following information:

- (A) The existing topographic character of the land with contours shown at intervals of not greater than five (5) foot intervals;
  - (B) Existing and proposed land uses and the approximate location of buildings and other accessory structures;
  - (C) The character, type, and number of dwelling units or other principal and accessory buildings proposed;
  - (D) The approximate location of major arterial and collector streets and provision for parking vehicles;
  - (E) The locations of all public uses, including schools, parks, playgrounds, common open spaces, etc.;
  - (F) the approximate location of existing utility systems;
  - (G) Such other information, maps and plans as the Plan Commission may request.
- 2. A complete "Application for Planned Unit Development" on a form provided by the City.
  - 3. A complete "Petition for Rezoning" form.

**Section 15.07 - Approval of Preliminary PUD Development Plan.** Procedures for the approval of a Preliminary PUD Development Plan are as follows:

- 1. **Public Hearing for Rezoning to PUD Zoning District.** Upon submission of a complete application for approval of a Preliminary PUD Development Plan, the Plan Commission shall, within a reasonable time period, schedule a public hearing on said application with private property and public notice provided as required for rezoning.
- 2. **Approval of Rezoning to PUD Zoning District.** Pursuant to the provision of this Ordinance concerning the rezoning of land, the Plan Commission shall conduct the required public hearing and submit to the City Commission a recommendation for the approval or denial of the rezoning of the property submitted by the applicant.
- 3. **Tentative Approval of Preliminary PUD Development Plan.** The Plan Commission shall, upon the completion of the public hearing and after rendering a decision concerning the rezoning of the property submitted by the applicant, consider a motion that the Preliminary PUD Development Plan:
  - A. be granted approval as submitted;
  - B. be granted tentative approval subject to specific conditions not included in the PUD Development Plan as submitted; or
  - C. be denied approval.
- 4. **Form of PUD Development Plan Approval or Denial Action.** The grant or denial of tentative approval shall be in the form of a written statement and shall include findings of fact and other factual findings which set forth the reasons for the approval or denial of the applicants request for approval of the PUD Development Plan.

**Section 15.08 - Status of Preliminary PUD Development Plan After Approval.** Procedures for the notification of the applicant and status of the approval of a Preliminary PUD Development Plan are as follows:

1. **Notification of Applicant.** Within five days after the approval of the rezoning of the subject property and upon approval of the Preliminary PUD Development Plan by the Plan Commission, notice of approval of rezoning ordinance and approval of the Preliminary PUD Development Plan shall be mailed via first class postage to the applicant by the City Clerk or Zoning Administrator.
2. **Status of Preliminary PUD Development Plan.** Approval (or approval with conditions or denial) of a Preliminary PUD Development Plan shall not qualify as a Land Division Act plat or Condominium Act plat for the purposes of recording with the Berrien County Register of Deeds. A PUD Development Plan which has been given tentative approval as submitted or which has been given tentative approval subject to conditions that the applicant has agreed, shall not be modified or revoked or otherwise impaired by action of the City pending an application or applications for final approval without the express consent of the applicant; provided an application for final approval is filed, or in the case of staged development, provided applications are filed within the time or times specified in the action granting approval or tentative approval of the Preliminary PUD Development Plan by the Plan Commission.
3. **Abandonment of Preliminary PUD Development Plan by Applicant.** In the event that a Preliminary PUD Development Plan is given tentative approval and thereafter, but prior to final approval, the applicant shall choose to abandon said Preliminary PUD Development Plan or shall fail to submit an application or applications for final approval within the required time period, the approval or tentative approval shall be deemed revoked, and such action shall be noted in the record of the City Clerk. Upon abandonment, the Plan Commission may consider action recommending rezoning of the subject property from PUD Planned Unit Development to its prior zoning district classification.

**Section 15.09 - Approval of Final PUD Development Plan.** Procedures for the approval of a Final PUD Development Plan are as follows:

1. **Submission Deadline and Extension.** Within a reasonable time after the approval of the rezoning and Preliminary PUD Development Plan, but not more than six (6) months thereafter, the applicant shall file with the Plan Commission a Final PUD Development Plan containing in final detailed form the information required as herein after provided. At its discretion and for good cause, the Plan Commission may extend for six (6) months the period for filing the Final PUD Development Plan. Contents of the Final PUD Development Plan shall include a plat prepared in conformance with the specification required for recording a plat under the terms of the State of Michigan Land Division Act, P.A. 87 of 1997, as amended (formally Subdivision Control Act) or the Condominium Act, P.A. 58 of 1978, as amended, signed and sealed by a State of Michigan Registered Surveyor. Water and sewer system engineering drawings with accompanying State of Michigan Department of Public Health or State of Michigan Department of Environmental Quality system extension permits signed and sealed by a State of Michigan Licensed Professional Civil Engineer shall accompany the PUD Development Plan submission. Also to be submitted by the applicant for approval by the City Engineer are a storm water drainage system management plan and plans and specifications for all streets prepared in conformance with the City of Buchanan development standards, which from time-to-time are adopted by the City Commission prepared, signed and sealed by a State of Michigan Licensed Professional Civil Engineer. In addition, the Plan Commission may require such other maps and/or drawings as deemed necessary to render a decision concerning the approval of a Final PUD Development Plan.

2. **Optional Public Hearing.** The Plan Commission, at its discretion, may give notice and provide an opportunity for the public to comment on the proposed Final PUD Development Plan.
3. **Approval or Denial of Final PUD Development Plan.** The Plan Commission shall review the proposed Final PUD Development Plan, and shall approve the Final PUD Development Plan if it is in substantial compliance with the Preliminary PUD Development Plan and contains in final detailed form the information herein set forth.
4. **Application of Conditions and Restrictions.** Prior to the approval of any Final PUD Development Plan, the Plan Commission may recommend the adoption of such covenants, conditions, and restrictions upon the establishment, location, construction, maintenance, and operation of the Planned Unit Development as the Plan Commission deems necessary for the purposes of the public interest and to secure compliance with the criteria specified in this Ordinance.
5. **Status of Final Approval of PUD Development Plan.** After approval has been given, the use of land and the construction, modification or alteration of any building or structures within the Planned Unit Development will be governed by the approved Final PUD Development Plan rather than by any other provision of this Ordinance.
6. **Minor Changes to Final PUD Development Plan.** Any minor extensions, alternations, or modification of existing buildings or structures may be authorized by the Plan Commission if they are consistent with the purposes and intent of the Final PUD Development Plan.
7. **Major Change to Final PUD Development Plan.** Any major change to a Final PUD Development Plan, as determined by the Plan Commission, shall be made by the Plan Commission after processing an amendment to the Final PUD Development Plan pursuant to the approval process for both the Preliminary and Final PUD Development Plan approval.
8. **Rescinding / Abandonment of Final PUD Development Plan Approval.** In any case where construction has not yet begun on an approved Planned Unit Development within one (1) year after the date of Final Approval of a PUD Development Plan, or after a one (1) year extension thereof by the Plan Commission upon showing of cause or upon written notification by the applicant that the proposed Planned Unit development will not be constructed, the Plan Commission may rescind the Final PUD Development Plan approval and take such other action to rezone the subject property back to its original zoning district classification.

**Section 15.10 - Standards and Criteria For Planned Unit Developments.** The PUD Development Plan of the Planned Unit Development shall be consistent with the following standards for use of land, the use of, type and mass, design and location of buildings, the density, common open space and public facilities servicing the site:

1. **Variety of Building Types and Layout Design.** The PUD Development Plan may increase the density of the underlying zoning district classification by no more than twenty-five (25) percent where a variety of housing or building types are provided including clustered housing, buildings sharing common walls, etc. are incorporated in a unique design approved by the Plan Commission.
2. **Building Lot Coverage.** The building coverage ratio may be increased by twenty-five (25) percent by the Planning Commission in combination with any approval granted in paragraph one (1) above.
3. **Height Restrictions.** The PUD Development Plan must conform to the height requirements of the zoning district in which the subject property is located.

4. **Mixture of Uses Permitted.** A mixture of uses is permitted in any PUD Development Plan, amount and location subject to approval by the Plan Commission
5. **Perimeter Setback Requirement.** Where ever possible, the applicant shall provide perimeter setbacks to abutting properties at the same dimensions as required of the zoning district classification in which the property is located subject to approval of the Plan Commission which may require greater setback distances when in the opinion of the Plan Commission the proposed Planned Unit Development will have a detrimental effect on abutting land uses.
6. **Conveyance of Open Spaces and/or Common Elements.** Any area designated as open space or common elements (included limited common elements), shall be conveyed to an appropriate public body or private owners' association, as required by law.
7. **Off-Street Parking and Loading.** Off-street parking and loading shall be in conformance with the minimum specifications of Article XIX for the land uses proposed within the Planned Unit Development.
8. **Utilities.** The proposed PUD Development Plan shall provide for installation of public water, sanitary sewer and storm drainage meeting the standards of the City of Buchanan, as from time-to-time approved by the City Commission.
9. **Landscaping and Screening.** Landscaping and screening shall be in conformance with the minimum specifications of this ordinance as they pertain to the specific uses proposed within the Planned Unit Development. The Plan Commission may require additional landscaping and screening when in the opinion of the Plan Commission the proposed Planned Unit Development will have a detrimental effect on abutting land uses.
10. **Pedestrian Pathways and Sidewalks.** Pedestrian pathways and sidewalks shall be in conformance with the minimum specifications and development standards of the City, as from time-to-time approved by the City Commission, as they pertain to the specific uses proposed within the Planned Unit Development. The Plan Commission may require additional pathways and sidewalks when in the opinion of the Plan Commission the intensity of development requires additional pathways and sidewalks to safely move pedestrian traffic throughout the Planned Unit Development.
11. **Signs.** Signs in the Planned Unit Development District shall comply with the City Buchanan Sign Ordinance, Article 9B of the City of Buchanan Compiled Ordincances.

# Planned Unit Development (PUD) Regulations

## 1. Intent or Purpose

The Planned Unit Development (PUD) process is intended to permit flexibility and innovation in land use and design while ensuring compatibility with surrounding properties, efficient public services, protection of natural and historic resources, useful open space, and consistency with the City's Master Plan and Unified Development Code.

## 2. Criteria for Approval

A PUD may be requested where an integrated development plan would provide a recognizable and substantial public benefit that conventional zoning is unlikely to achieve. The applicant shall demonstrate that the site is under unified ownership or control and that the proposal advances at least two of the following objectives:

- Preservation of significant natural, scenic, cultural, or historic resources.
- Creation of usable open space, public amenities, or coordinated recreation facilities.
- A compatible mix of residential and commercial uses that would not otherwise be allowed.
- Innovative housing types, attainable housing opportunities, or adaptive reuse.
- Efficient infrastructure, energy conservation, low-impact stormwater design, or improved mobility.
- Redevelopment of vacant, obsolete, contaminated, or underutilized property.
- A development pattern demonstrably superior to that reasonably achievable under conventional district standards.

## 3. Approval Standards

The planning commission shall recommend and the city commission may approve a PUD only upon finding, the request meets all of the following standards:

1. The application has met the criteria for approval as found in section \_\_\_\_
2. The PUD consistent with the Master Plan and the Unified Development Code.
3. The PUD provides identifiable public benefits proportionate to the flexibility requested.
4. Uses, density, building scale and architecture, setbacks, and design are compatible with the site and surrounding area, considering existing and reasonably anticipated development. ? Establish a minimum number of dwellings per acre??
5. Streets, access, emergency response, parking, nonmotorized circulation, utilities, and public services can safely and adequately serve the development.
6. Natural features, drainageways, flood-prone areas, steep slopes, woodlands, and historic resources are protected to a practicable extent.
7. Stormwater, grading, lighting, noise, signs, waste handling, landscaping, and screening will not create unreasonable adverse effects.
8. Open space has been provided per section \_\_\_\_ is functional, accessible to intended users, protected by a durable legal mechanism, and supported by an enforceable maintenance arrangement.
9. The project will not create an unreasonable burden on public facilities or the City's fiscal resources.

10. Requested waivers from otherwise applicable standards are specifically identified and are necessary to achieve a better overall design rather than merely greater density or reduced cost.
11. The plan establishes a coherent development pattern and can be completed and maintained as approved.

#### **4. Authority to Grant Waiver or Modify Regulations**

1. Authority: Subject to the standards and limitations hereinafter set forth, the city commission shall have the authority, in connection with the granting of any planned development approval pursuant to this section, to change, alter, vary, modify, or waive any provisions of the city code of Buchanan and the Buchanan Unified Development Code as they apply to an approved planned development.

2. Standards: The City Commission shall approve a waiver only upon finding that the applicant has shown all of the following:

- a. The waiver is specifically identified and its extent can be determined from the approved plans and written decision.
- b. The waiver advances one or more stated PUD purposes and is necessary or materially beneficial to the integrated design.
- c. The resulting development provides a public benefit or design improvement proportionate to the regulatory flexibility granted.
- d. The waiver will not create materially greater adverse effects on adjoining property, natural resources, public infrastructure, emergency services, traffic safety, or the public realm than development complying with the underlying standard.
- e. Reasonable alternatives that would require less deviation have been considered.
- f. Conditions, safeguards, phasing requirements, or performance guarantees will adequately mitigate identified impacts.
- g. The waiver is consistent with the Master Plan and the remaining approval standards of this ordinance.

#### **5. Minimum Open Space Requirements**

##### **1 Minimum Amount**

Each PUD shall permanently preserve open space in an amount equal to at least twenty percent of the gross PUD area. The City Commission may require a greater amount when necessary to protect significant natural features, provide an effective perimeter buffer, accommodate required recreation, or support a density or dimensional waiver. Properties located in the D Downtown District shall be exempt from providing open space.

##### **2 Calculation of Open Space**

The required amount shall be calculated from the gross land area within the PUD boundary before dedication of internal streets or rights-of-way. Open space may include preserved natural areas, woodlands, wetlands, floodplains, stream corridors, native landscapes,

community gardens, plazas or greens, trails, playgrounds, recreation areas, and stormwater facilities designed as accessible site amenities.

At least fifty percent of the required open space shall not consist solely of wetlands, floodplains, steep slopes, utility easements, or stormwater facilities.

### 3 Areas Not Credited

The following shall not be credited toward required open space: public or private streets and rights-of-way; driveways and parking areas; required building lots and yards assigned exclusively to an individual lot or unit; buildings other than qualifying community or recreation structures; loading, storage, service, and waste areas; detention basins with inaccessible sides or permanent fencing that prevents recreational or visual use; and narrow residual strips less than twenty feet wide unless they form part of an approved trail, greenway, buffer, habitat corridor, or streetscape system.

### 4 Design and Distribution

1. Open space shall be located and designed to preserve priority natural features, create connected greenways, provide convenient access, and offer meaningful recreational, civic, scenic, agricultural, or ecological value.
2. Required open space shall have safe pedestrian access from the development it serves. Open space intended for common use shall be accessible to residents, occupants, or the public identified in the approval, subject to reasonable rules.
3. Open space shall be arranged in usable areas rather than fragmented remnants. The City Commission may approve noncontiguous open space requested by the applicant when it serves the purposes of the PUD, is functionally connected or provides a distinct resource-preservation benefit, and is protected and maintained as required by this section.
4. Active recreation areas shall be suitably located for their intended use and separated from incompatible uses. Environmentally sensitive areas may be limited to passive recreation or conservation.

## 6. Building Elevation Drawings

Building elevation drawings shall be submitted for every proposed principal building and for any accessory structure visible from a public street, common open space, adjoining residential property, or other public area. Preliminary building elevations shall accompany the preliminary PUD plan and shall be sufficiently detailed to establish the proposed architectural character, massing, scale, and compatibility of the development.

Each building elevation submission shall include:

1. Scaled drawings of every exterior façade, labeled by direction or orientation, including façades facing internal streets, parking areas, open space, and adjacent property.
2. Proposed overall building height, rooflines, parapets, towers, projections, recesses, and principal horizontal and vertical dimensions.
3. General location and design of doors, windows, storefronts, balconies, porches, canopies, awnings, arcades, loading doors, and other major architectural features.
4. Exterior materials and proposed colors for exterior facades and roof of buildings.
5. Proposed placement of rooftop equipment, vents, antennas, solar equipment, and the methods used to screen mechanical and utility equipment from public and residential views.

6. Exterior lighting attached to the building, signs and sign bands, wall-mounted fixtures, and other façade elements that may affect architectural character.

## **7. Preliminary Site Plan Drawings**

The preliminary site plan shall be prepared at a scale that permits clear review and shall show the entire PUD, including proposed phases. It shall include the following information:

1. boundaries and legal description.
2. existing and proposed lots, outlots, blocks, streets, alleys, easements, rights-of-way, utilities, drainage facilities, contours, flood-prone areas, wetlands and other significant natural features;
3. proposed land uses, density, dimensioned building envelopes, setbacks, open space, landscaping, access, parking, pedestrian and bicycle facilities;
4. Ground-mounted mechanical equipment, refuse and recycling enclosures, utility cabinets, service areas, and their architectural or landscape screening when visible in relation to a building elevation.
5. Existing and proposed grade lines where changes in grade affect the apparent height, access, or relationship of the building to adjoining property or streets.
6. preliminary grading, stormwater, water, sanitary sewer, and utility concepts; proposed dedications; and a schedule of requested waivers from otherwise applicable standards based on the underlying zoning district.

Preliminary approval provides assurances to the applicant that detailed final engineering plans and a final site plan drawings can be completed for final review and approval. The City may condition preliminary approval on revisions, agency approvals, dedications, development-agreement terms, phasing, or performance guarantees. Preliminary approval is valid for 24 months. An extension may be granted under Section \_\_\_\_.

## **8. Final Site Plan, Engineering and Developer Agreement**

The final site plan shall be in substantial compliance with the approved preliminary site plan and include the information provided in section \_\_\_\_\_. Final engineering drawings and calculations prepared by a licensed engineer in the state of Michigan shall be submitted for review and approval. If determined necessary a Developer Agreement will be finalized.

Site plans that are not in substantial compliance with the approved preliminary site PUD will be referred back to the planning commission for public hearing.

*Need language for substantial compliance*

## **9. PUD Approval Process**

1. Presubmittal meeting. Before filing, the applicant is encouraged to request a Pre-submittal meeting with city staff to review any preliminary drawings and answer questions regarding the process.

2. Administrative review. The Zoning Administrator shall review the application for completeness and circulate a complete preliminary PUD plan to relevant City departments.
3. Plan Commission hearing and recommendation. The Plan Commission shall conduct a public hearing and shall recommend approval, approval with conditions, or denial of the preliminary PUD to the City Commission within sixty days of the close of the public hearing unless the applicant is agreeable to a specific date in the future. The recommendation shall include findings addressing each applicable standard.
4. City Commission preliminary approval. The City Commission shall approve, approve with conditions, or deny the preliminary PUD.
5. Final site plan, detailed construction drawings and developer agreement approval. After preliminary approval by the City Commission, the applicant shall final detailed constructions drawings for review which include engineering design drawings along with necessary calculations for staff review. Staff will finalize developer agreement
6. Final city approval and recording. Once the final site plan, detailed engineering construction drawings and developer agreement is approved by city staff it will be forward to the city commission for approval. The applicant is responsible for the recording of city approved documents with the Berrien County Register of Deeds.

#### **10. Amendments to Approved Final Site Plan PUD's**

An amendment to an approved final PUD plan, development agreement, or waiver shall be classified and reviewed under this section. The applicant shall submit an amendment application, required fee and escrow, a written description of the proposed change, revised plans or plats, a comparison with the current approval, and information sufficient to evaluate impacts. No amendment is effective until approved in writing by the authorized body or official.

The Zoning Administrator after conferring with the city manager shall make an initial written determination whether a proposed change is minor or major. A change is minor only if it satisfies every criterion in Section \_\_. A change that meets any criterion in Section 11.4 is major. When classification is uncertain, the change shall be treated as major. Classification does not authorize a change to a recorded plat contrary to the Michigan Land Division Act.

##### **1 Minor Amendment Criteria**

A proposed amendment may be classified as minor when it:

1. Does not add a use listed in the approved PUD or underlying zoning district.
2. Does not increase the total number of dwelling units, nonresidential floor area, building coverage, or impervious surface by more than five percent, calculated cumulatively from the original approval.
3. Does not increase an approved building's height by more than five percent or add a story.
4. Does not reduce required perimeter setbacks, buffers, landscaping, open space, or building separation by more than five percent.
5. Does not materially relocate or eliminate a street, driveway, emergency access, sidewalk, pathway, utility, drainage facility, or approved connection to adjoining property.
6. Does not relocate a building or activity closer to residential usedor zoned property in a manner likely to increase adverse effects.
7. Does not materially increase traffic, stormwater runoff, demand on utilities or public services, noise, lighting, loading activity, or other external impacts.

8. Does not reduce or eliminate a condition, public benefit, required improvement, dedication, performance guarantee, or approved waiver safeguard.
9. Remains consistent with the approved PUD's intent, phasing, development agreement, and findings.
10. The incorporation of fencing or signage not depicted on the site plan that complies with the regulations in the Unified Development Code.

## 2 Minor Amendment Process

1. **Completeness.** The Zoning Administrator shall determine whether the submission is complete and may require revised plans, agency comments, or technical information reasonably related to the proposed change.
2. **Administrative decision.** The Zoning Administrator after conferring with the city manager may approve, approve with conditions, or deny a minor amendment based on the original approval standards and the criteria in Section \_\_\_\_2. No public hearing or notice is required.
3. **Referral.** The Zoning Administrator may refer any amendment to the Plan Commission when the change presents a novel issue, may affect surrounding property, involves interpretation of an approval condition, or may be more appropriately classified as major.
4. **Notice of decision.** The written decision shall identify the approved change, findings, conditions, and revised plan sheets. A copy shall be provided to the applicant and placed in the official PUD record and numerically tracked for the PUD.

## 3 Major Amendment Criteria

1. Amendments to a PUD that are not considered a minor amendment require the request to be processed as a new PUD.

## 11. Expiration, Extension, and Revocation

Unless a different period is stated in the approval, a preliminary PUD site plan approval expires if a complete final plat for at least one approved phase is not filed within 24 months. Final PUD approval expires if the final plat is not recorded within 6 months. After recording, the applicant shall obtain required permits and begin substantial construction within 12 months of final approval by the city commission unless the approval establishes another schedule.

The City Commission may grant one extension of up to 12 months upon written request filed before expiration and a finding of good cause, continued compliance, and no material change in surrounding conditions. After notice and an opportunity to be heard, the City Commission may revoke or modify an unrecorded approval for material misrepresentation, violation of approval conditions, failure to maintain required improvements, or abandonment. Any action affecting a recorded plat shall comply with applicable law.