

Planned Unit Development Timeline

Pursuant to Bill No. 5-10, Bill 36-11 and Bill 64-11

1) Application for approval of a site for a PUD submitted to County Council. - § 32-4-242 (a & b)

Submit to the councilman in whose district project is located. The application shall include:

- Identification of the project site, total tract acreage and explanation of how proposal meets PUD criteria
- Schematic representation of the site layout (include unit types, architectural elevations, uses and numbers)
- Density tabulation, floor area ratio, parking proposed contrasted with what is permitted
- Community Impact Report PUD
- Compliance with § 32-4-402 (Compatibility)
- Community Benefit to include one or more of the following: an environmental benefit, a land use benefit including a higher quality architecture, a capital improvement benefit to a county or state-owned facility or a county Neighborspace owned property or a public policy benefit including locating a PUD in a commercial revitalization district or providing work force housing.

2) Post-submission Community Input Meeting* - § 32-4-242(c)(1)

A. Following the submission of an application for a PUD and prior to the adoption of a resolution a post-submission community meeting shall be held as follows:

- Applicant shall provide three (3) weeks advance notification of date, time and location by posting a sign on the property in accordance with § 32-4-217(b). See PAI sign posting procedures at: http://www.baltimorecountymd.gov/Agencies/permits/pdm_devmanage/pdmfdmgt.html
- Applicant shall mail written notice to:
 - All adjoining property owners as identified in the records of the State Department of Assessments and Taxation; and,
 - Any community associations or civic organizations that represent the geographic area of the property or any adjoining properties.
- At the post-submission community input meeting the applicant shall:
 - Make available the PUD submission that was presented to the county council member;
 - Provide information regarding the proposed development and allow community questions and comments;
 - Maintain a record of attendees to include names, addresses and e-mail addresses, if available; and,
 - Compile minutes of the meeting and transmit those minutes to the council member and to the Department of Permits, Approvals and Inspections (PAI).
- Community residents and organizations may provide written input and comments to the council member prior to the adoption of a resolution.

- Another post-submission community input meeting may be required at the discretion of the county council member.
- * A post-submission community input meeting is a community meeting held by the applicant after the PUD application is submitted to the county council and prior to the adoption of the PUD resolution.

B. Following the submission of an application for a PUD and prior to the adoption of a resolution a preliminary review, §32-4-242(c)(2), is required as follows:

- Applicant shall submit **eight** copies of the PUD application to PAI;
- PAI shall transmit copies to the appropriate reviewing agencies for review and comment; and,
- Agencies shall provide a written preliminary evaluation of the proposal to PAI for transmission to the council member prior to the adoption of the resolution.

C. Resolution - §32-4-242(d)

- If the Council finds that the PUD will achieve a development of substantially higher quality than a conventional development and that the proposed site is eligible for county review the Council by adoption of a resolution may approve the continued review of a PUD.
- The Department of Permits, Approvals and Inspections shall post the property at least 10 days prior to the final vote on the resolution.
- The Council may amend or modify the densities or uses and shall include such amendments or modifications in the Resolution. The Council shall also include in the Resolution a statement of the community benefit provided by the proposed Planned Unit Development

3) An Informational Meeting with County Agencies shall be conducted in accordance with §32-4-211. - §32-4-243(a)

4) Concept Plan - §32-4-243(b)

The applicant shall submit the concept plan to PAI with a statement contrasting the proposed development of the land as a Planned Unit Development with its development in accordance with the requirements of the underlying zoning classification. The statement shall identify the benefits of the development of the land as a Planned Unit Development as opposed to its development in any other manner. The plan shall be submitted within 90 days after adoption of the Council resolution that approves the plan for county review in accordance with the provisions of this title. A plan that proposes housing to be constructed under the applicable provisions of a federal or state housing or tax law shall be submitted within 180 days after adoption of the Council resolution.

Contents of the concept plan. The concept plan for a Planned Unit Development shall include a pattern book that contains:

- (i) A surveyed existing conditions map
- (ii) Sketch building elevations, perspectives, critical cross sections, and massing studies.
- (iii) A general statement of materials, signage, and screening concepts
- (iv) Written documentation describing:
 1. The effects of the proposed development on the environment, traffic flow, and on the provision of public facilities and services such as sewers, water, schools, police, fire,

recreation, libraries, community centers, open space, or any other public facility or service which the county requests to be analyzed;

2. If the proposed development has a significant or adverse effect under subparagraph (iv)1. of this paragraph, how the effect will be addressed or mitigated;
3. How the Planned Unit Development will comply with the compatibility requirements of § 32-4-402 of this title;
4. Design requirements which shall include:
 - A. Street and alley design, streetscape treatments, public open space, and the building envelope, which includes setbacks for principal and accessory buildings, build-to lines, access points, location of off-street parking and buffering from surrounding uses;
 - B. An architectural code and prototype designs for proposed buildings; and
 - C. The architectural standards for each type of building accompanied by a description of each building type for each area of the Planned Unit Development
5. A statement identifying any proposed modifications to the applicable development or zoning requirements; and
6. A statement explaining how the Planned Unit Development will provide a community benefit.

5) Concept Plan Conference (CPC) - §32-4-216(a)

PAI shall schedule within 10 working days of the concept plan submittal. The Office of Planning may make initial recommendations regarding site layout, types and intensity of uses, signage, landscaping requirements or other aspects of the PUD including requested modifications of standards.

6) Community Input Meeting (CIM) - §32-4-217

PDM shall schedule within 10 working days of the CPC and post property. The CIM shall occur no earlier than 21 days and no later than 30 days after posting. The location shall be in the vicinity of the proposed development.

7) PUD Development Plan Conference (DPC) - §32-4-221(b)(1), §32-4-243(e), §32-4-224 through 226

Within 12 months of the conclusion of the final CIM the applicant shall file a PUD development plan. PDM shall undertake a preliminary review. Thereafter the county shall review the plan and hold a development plan conference.

8) Required Final Report for Planned Unit Development - §32-4-244, §32-4-245

With its development plan conference comments; the Office of Planning shall include a final report containing its final recommendations. This final report together with the PUD development plan and pattern book shall be submitted to the Hearing Officer for review in accordance with §32-4-245

9) Hearing Officer's Hearing - §32-4-227

Hearing Officer's Hearing shall be conspicuously posted on the lot, parcel, or tract that is the subject of the Development Plan at least 20 working days before the hearing. Posting must remain for at least 15 days prior to hearing.

10) Hearing Officer's Review - §32-4-245

The Hearing Officer shall conduct a hearing on the PUD development plan in accordance with the provisions of §32-4-227 and §32-4-228. The Hearing Officer shall issue a written decision that

approves or denies the PUD development plan and may condition approval on comments contained in the Director's report or otherwise. The decision shall identify any development or zoning requirements modified and a statement indicating that the Hearing Officer considered the impact of such modifications upon surrounding uses and why such modifications are in the public interest.

11) Hearing Officer's Basis for Approval - §32-4-245 (c)

The Hearing Officer may approve a proposed PUD development plan only upon finding that:

- (1) The proposed development meets the intent, purpose, conditions, and standards of this section;
- (2) The proposed development will conform with Section 502.1.A, B, C, D, E and F of the Baltimore County Zoning Regulations and will constitute a good design, use, and layout of the proposed site;
- (3) There is a reasonable expectation that the proposed development, including development schedules contained in the PUD development plan, will be developed to the full extent of the plan
- (4) Subject to the provisions of § [32-4-242\(c\)\(2\)](#), the development is in compliance with Section 430 of the Baltimore County Zoning Regulations; and
- (5) The PUD development plan is in conformance with the goals, objectives, and recommendations of the Master Plan, area plans, or the Office of Planning.

12) Appeals - §32-4-245 (d)

The decision of the Hearing Officer is subject to the appeal provisions of § 32-4-281.