

## **PLANNED UNIT DEVELOPMENT MODIFICATIONS**

A Planned Unit Development (PUD) establishes the rules and regulations that govern a development. A PUD Modification application is required to request a change to an approved PUD.

There are two types of PUD Modifications: minor and major. The Director of Community Development determines if the request requires a PUD Minor or Major Modification. Some of the factors that are used to determine whether a PUD Minor or Major Modification is required include:

- The amount of change being requested. Requests to substantially change a PUD (e.g., adding more lots to an existing residential development) are more likely to be deemed Major Modifications, whereas minor changes such as reducing a setback for a single lot are more likely to be deemed Minor Modifications;
- The complexity of the request. Complex modification requests are likely to be deemed Major Modifications, whereas simple modifications are more likely to be processed as Minor Modifications; and
- Staff's ability to support the request. Without staff's support, the request would be processed as a Major Modification.

Some items staff considers when determining whether it could support a PUD Modification include:

- The history and intent of the PUD and how the modification affects it;
- The reasoning and justification for the modification request;
- Whether the design of the modification is acceptable and conforms to any applicable City policies and standards;
- Compatibility with the existing development in the PUD and with surrounding properties;
- Whether similar modifications have been approved for the development; and
- Public support or opposition to the request.

### **REVIEW PROCESS OVERVIEW**

When your application is submitted it will be assigned to a staff planner and reviewed for completeness. The project will be reviewed by several City Departments and the staff planner will communicate if any additional information is needed. Once an application is deemed complete, the process requires about one month for Minor Modifications (excluding the appeal period) and about three to six months for Major Modifications. These periods may be longer if the plans require revisions, if review pursuant to the California Environmental Quality Act (CEQA) is needed, or, in the case of Minor Modifications, if the decision is appealed.

#### **PUD Minor Modification Process**

A 10-day public notice is sent to all property owners and tenants within a 1,000 ft. radius of the site. If a hearing request is not made during the public notice period, then the Director of Community Development could act on the PUD Minor Modification application. This action is subject to a 20-day appeal period in which time a City Council or Planning Commission member, applicant, or a

member of the public can appeal the decision. If appealed, the appeal is first heard by the Planning Commission which provides a recommendation for action to the City Council. Similarly, if a surrounding property owner or tenant requests a hearing during the 10-day notice period, then it would be subject to the same Planning Commission and City Council hearing process. Please see the PUD Major Modification Process section below for additional details on the hearing process.

### **PUD Major Modification Process**

PUD Major Modification applications are subject to public hearings. The request is first heard by the Planning Commission which provides a recommendation for action to the City Council. The staff planner will write a staff report for each of the hearings, and you as the project applicant will be provided with a copy of the staff report prior to each hearing (reports are also available to the general public in advance of the hearing date). The Planning Commission and City Council will consider the information in the staff report, public comments, and testimony given at the hearings. It is strongly recommended you attend the hearings to present your project and to answer any questions the Commission or Council may have. Actions that can be taken on the application can be to approve, approve with conditions, or deny the modification. An approval will usually be made with the inclusion of specific project "Conditions of Approval." When the City Council renders their decision, you will be informed in writing along with any conditions attached to the approval.

### **SUBMITTAL REQUIREMENTS**

The scope of the PUD modification will determine the type of documents and information that will need to be submitted. Please consult with Planning Division staff before submitting an application. As a general guide, the following are examples of what may be requested.

- Application and Fee:** An Application for Development Review form can be obtained online at [www.pleasantonpermits.com](http://www.pleasantonpermits.com) or from the Planning Division at 200 Old Bernal Avenue. The property owner must sign the application form or provide a written letter of authorization upon submittal. The PUD Minor or Major Modification application fee, as stated in the City's Master Fee Schedule and updated each calendar year, is due at the time of submittal.
- Project Narrative:** Describe in detail all modifications being requested and why the modifications are needed.
- Stormwater Documents:** Projects creating or replacing 2,500 square feet or more of impervious surface will need to comply with the Impervious Surface/Stormwater Submittal Requirements from the Engineering Department. The required forms, submittal requirements and additional information can be obtained on the City's webpage at: <http://www.cityofpleasantonca.gov/gov/depts/engineering/stormwater.asp>
- Colors and Materials Board:** Submit a board to illustrate the colors and materials to be used on the project. Include samples of actual colors and materials on 8" x 11" foam board to be retained by the City as part of the permanent file.
- Housing Projects, Regulatory Conformance Analysis:** Additional information may be required for the following types of projects: a.) A "Housing Project" as defined pursuant to Assembly Bill 678/Assembly Bill 1515/Senate Bill 167 (Housing Accountability Act); b.) A project requesting streamlined project review under the provision of Senate Bill 35; or c.) A project proposing development on any multi-family housing opportunity site as identified in the City of Pleasanton Housing Element Background Report (January 2015) (Housing Element Site), as follows:

- a. Applications for any of the above project types: An analysis of the proposed project's conformance to any applicable objective, quantifiable, written development standards, guidelines, conditions, and policies. At a minimum, define how the project complies with the General Plan, applicable specific plan, design requirements, use requirements, floor area standards, density, setbacks, height standards, landscaping standards, creek setbacks, tree preservation and protection standards, water efficient landscaping requirements, stormwater requirements, and common open space, private useable open space, and public open space requirements.
- b. Applications requesting streamlined review under SB35 shall clearly state such in their project narrative, and the application shall provide an analysis of eligibility for streamlining, including conformance with each of the criteria specified in Government Code Section 65913.4(a).
- c. Applications for development on any Housing Element Site: An analysis of the proposed project density and affordability (number of units, by affordability level) as compared to that for the site in the Housing Element. If the project would result in fewer units in any affordability category than the projected, the application shall also include an analysis to demonstrate sufficient capacity exists in other remaining Housing Element Sites to accommodate the deficit; or, if such capacity does not exist, a proposal for how the deficit will be addressed (for example, proposed re-zoning of other property).

**12 complete sets [2 full size and 10 reduced size (minimum 11 x 17 inches)] and one digital copy in PDF format of the following plan types. Additional plan sets are required prior to each public hearing:**

- a. Site Plan: An exhibit clearly showing the dimensions and location of: all streets, on-street and off-street parking, buildings, and other structures and, where applicable, any bicycle paths and trails; lots, boundary lines, setbacks, easements, north arrow, written scale, and graphic (bar) scale; and all existing and proposed medians, median openings, adjoining driveways, and existing trees. The topographic information may also be provided on this sheet or as a separate sheet. For most projects the site plan and documentation of existing features should be based on a survey prepared by a licensed professional.
- b. Project Data: Every plan set must have a table identifying:
  - i. Square footage of impervious surfacing and percentage of impervious surfacing of the total lot size. Impervious surfacing includes: building footprint(s), parking areas, streets and sidewalks, driveways, and other hardscape (such as sport courts).
  - ii. Square footage and percentage of the total lot size of building coverage (FAR), with areas used parking itemized separately.
  - iii. Existing and proposed zoning, APN, vehicular parking (number required and proposed) and bike parking spaces (number required and proposed).
  - iv. A calculation of the standard density and population density of the development for residential development.
- c. Floor Plans: Dimensioned floor plans with gross floor area of each floor and total floor area listed. Residential projects must show the location and types of dwelling units (all model types), use of spaces, and provide an indication of the number of bedrooms per unit. Also provide existing floor plans with demolition details/proposed changes (if applicable).
- d. Exterior Elevations: Plans showing the detailed appearance of all proposed construction (include all sides of the buildings and provided colored and black/white elevations).

Dimensions, heights, colors, materials, lighting, and special architectural features (all windows, doors, eaves, skylights, chimneys, rain-water leaders, vents, roof equipment and screens, wall vents/louvers associated with mechanical ventilation, etc.) shall be shown on the elevations. If any existing buildings are to remain, provide elevations of all sides of the existing buildings. Commercial projects need to provide a conceptual sign program.

- e. Building Sections: Provide illustrative wall section from parapet to foundation showing foundation, wall, windows and doors, parapet, cornice, eave roof (drawing should be a min.  $\frac{1}{2}$ " = 1' scale). Include measurements from adjacent grade and top of curb to wall plate(s).
- f. Schematic Details: Provide schematic architectural details showing how adjacent materials connect (e.g., siding to windows, siding to eave/soffit, etc.) and how attachments connect to the building (e.g., railings and awnings).
- g. Roof Plans: Provide a roof plan for each structure indicating the ridges, valleys, gutters, roof pitches, etc. Show all heating, ventilation, air conditioning (HVAC) units, if located on the roof. Provide unit details, height, and distance from parapet or equipment screen. Provide HVAC equipment screen location and details (if applicable). Show the location and mounting detail(s) of photovoltaic panels, if proposed.
- h. Parking Layout and Circulation: Provide a fully dimensioned parking plan and required number of vehicular and bicycle parking spaces, including a calculation of required and/or proposed parking ratios. Include accessible parking and loading areas, main points of entry and exit traffic flow, and a vehicular and pedestrian circulation plan. This information may be included on the site plan in-lieu of a separate plan sheet.
- i. Emergency Vehicle Access Plan: Provide a fully dimensioned emergency vehicle access plan showing fire engine turnarounds, road width, road material, slope and vertical clearance.
- j. Lighting Plan: Provide photometric drawing, including foot-candle measurements several feet beyond the property lines; catalog cut sheets of proposed exterior fixtures.
- k. Landscape Plan: A plan detailing the project's existing and proposed landscaping. The plan must indicate the location, spacing, species (botanical and common names), and container sizes of all proposed trees, shrubs, and groundcover. Plans should clearly indicate all existing trees and vegetation to be preserved and/or removed, including trunk diameter and species, and be keyed to an arborist report if provided.
  - i. Provide concept sections and elevations drawings of all landscape architectural features such as walls, fences, lighting, paving types (and patterns), arbors, benches, and other like features showing scale, form, materials, and colors. Include trash enclosures, bicycle enclosures, etc. (must be screened with landscaping).
  - ii. Show the location of backflow preventers, electrical utilities, and ground-mounted HVAC units.
  - iii. New construction projects with a total landscape area greater than 500 square feet or rehabilitations of existing landscape with a total landscape area greater than 2,500 square will need to comply with the City's Water Efficient Landscape Ordinance (WELO) and Bay Friendly Basics Landscape Checklist. More information can be obtained on the City's webpage at: <http://www.cityofpleasantonca.gov/resident/trees.asp>
- l. Conceptual Grading and Drainage Plan: A plan showing the existing and proposed grades from existing City benchmark, and the depths of all cuts and fills; estimated cut and fill quantities and whether the site will balance; drainage information; any retaining wall information (including height and materials), building pad elevations and finished floor

elevations. Contour lines should be carried a minimum of 50-feet beyond the project boundaries on both the grading plan and the topographic map. Grading cross-sections may be needed for certain projects (e.g., hillside development).

- m. Slope Classification: A map showing the lands with < 10%, 10-25% and > 25% slopes. A development profile may be required by the Director of Community Development.
- n. Conceptual Utility Plan: Show underground utilities (sewer, gas, electric, water); location of backflow preventers, aboveground electrical utilities, boxes, transformers, meter mains, fire standpipes, etc.; overhead utilities, location of existing joint poles. Plans should indicate any utilities to be removed and/or services placed underground.
- o. Street Improvement Plan: Plans indicating the proposed street improvements. The plans need to contain dimensions and detail to show right-of-way and pavement widths, street grades, indications if they are public or private streets, and all proposed frontage improvements on existing and proposed streets; provide a typical street section for each type of street being proposed. All street improvements should conform to City standards, unless specific exceptions are granted.

**Certain projects may require additional submittal items. Consult with Planning staff prior to submittal regarding the items listed below:**

- a. Photographs of the Existing Site and Structures
- b. Preliminary Title Report
- c. Environmental Assessment Form
- d. Streetscape Elevations, Photo-Simulations or Massing Model
- e. Topographic Survey of the Existing Site Conditions
- f. Tree Survey and Arborist Report
- g. Traffic and/or Parking Study
- h. Noise Study
- i. Soils Report, Geologic Report, and/or Geotechnical Study
- j. Air Quality Analysis/Health Risk Assessment
- k. Biological Resources Survey
- l. Historic Property Assessment
- m. Utility Study (e.g., water, sewer, hydrology, etc.)
- n. Affordable Housing Proposal
- o. Green Building Checklist
- p. Fencing Plan
- q. Shade and Shadow Study