

PLANNED UNIT DEVELOPMENT (PUD)

FREQUENTLY ASKED QUESTIONS

What is a PUD?

A PUD is a rezoning process that establishes specific zoning regulations and development criteria for a particular site. To the extent a PUD application is approved, it is approved via an Ordinance by the Englewood City Council.

What is included in a PUD?

The PUD is composed of a District Plan (zoning regulations) and a Site Plan (design and development requirements) that apply to the site.

Who approves or denies a PUD?

The planning and zoning commission reviews the PUD application and makes a recommendation to city council, which has the authority to approve or deny the PUD.

How can I make my opinion known?

Opportunities for public comments on a PUD proposal or application may occur at the required neighborhood meeting, the planning and zoning commission public hearing, or the city council public hearing. Additionally, you may submit letters, petitions, and other documentation to the assigned planner prior to the public hearing date. Staff will distribute the materials to the members of the public body as part of the evidence considered at the public hearing so that the public body is aware of your issues and/or concerns.

What is a neighborhood meeting?

A neighborhood meeting is an informal presentation hosted by the PUD applicant to introduce the development concept and seek input from neighbors. The meeting is an open forum that provides an opportunity for interested parties to ask questions and provide comments directly to the applicant. The applicant is required to mail notice of the neighborhood meeting to all addresses within a 1,000-foot radius of the proposed project 10 days prior to the neighborhood meeting.

What is a public hearing?

A public hearing is a formal hearing where sworn testimony, by one person at a time, is taken on the PUD application. Public hearings will take place before the planning and zoning commission as well as before the city council. The public hearing date and time will be included on the agenda for the planning and zoning commission and on the agenda for city council.





The agendas for both meetings will also include a section for public comment, which is different from the public hearing. Public comment is a time when individuals who desire to appear before the council or the commission may do so to address any matter other than the subject of a public hearing.

Why can't I discuss the PUD during public comment?

PUD hearings are considered quasi-judicial hearings. At a quasi-judicial hearing, the decision-maker(s) are cast in the role of judges, making impartial decisions based on the evidence presented at the public hearing. As a result, council and the commission may only hear and accept evidence about the PUD application during the public hearing. Should a councilmember or commissioner receive evidence about a pending PUD application outside the public hearing, they may be asked to recuse themselves from participating in the decision-making process.

How do I provide feedback regarding a PUD application that directly/indirectly impacts my property and/or community?

Once a development application has completed its initial review and has been scheduled for a public hearing before either planning commission or city council, here are some suggestions for both prior to and during a public hearing.

1. Submit letters, petitions, and other documentation to the assigned planner prior to the hearing date. Staff will distribute the materials to the members of the public body as part of the evidence considered at the public hearing so that the public body is aware of your issues and/or concerns.
2. Each member of the public is subject to a three-minute time limit on comments during the public hearing.
3. If many people are interested or intend to speak on the item, you may want to select one or more representatives to give the group's position; however, anyone wishing to address the item may speak.

What if I can't attend a meeting or do not wish to speak at a meeting?

All written comments received prior to a public hearing will be included in the application packet prepared for the planning and zoning commission and/or city council. Written comments received between packet delivery and the public hearing will be provided to the commission or council at the public hearing.

Where should I send my written comments?

City of Englewood
Community Development Department
1000 Englewood Parkway
Englewood, Colorado 80110

Or by email to: commdev@englewoodco.gov

I don't live in Englewood; can I still comment on the PUD?

Yes, planning and zoning commission and city council will hear comments from all interested parties.





How will I know about the public hearing?

- The public hearing is posted on the city’s website under “News”
- A notice is sent out to all subscribers of city news. Subscribe to receive city updates at: <https://www.englewoodco.gov/our-city/text-email-notifications>
- Notice of the public hearing will be published in the *Englewood Herald* at least 10 days prior to a public hearing.
- Signs will be posted on the property (visible from the street) for 10 days prior to a public hearing.
- Notice of the public hearing before the planning and zoning commission is mailed by the applicant to all addresses within a 1,000-foot radius of the proposed project.
- Information is posted to the city’s social media accounts – Facebook, NextDoor, etc.
- You may also contact Community Development for updates at commdev@englewoodco.gov or 303.762.2347

I don’t like the proposed PUD; why is the city considering the development?

The city is obligated to process all PUD applications.

Who do I contact if I need more information?

The Community Development Department at 303-762-2342. Please ask to speak to the staff planner that has been assigned to the case.

How long does the PUD process take?

The PUD process takes approximately six to nine months to complete but each application is unique, which may impact timing.

What steps are involved in the PUD process?

- **Pre-Application Conference** – The applicant submits a preliminary proposal identifying the property to be included in the proposed PUD; the size of the land in acres and square feet; proposed land uses; maximum density and/or number of units; anticipated building heights; and approximate location of major circulation elements. Staff may review the preliminary proposal and provide written comments and recommendations to potential applicants. **No project approval is implied or granted at this early review stage.**
- **Neighborhood Meeting** - Following the pre-application conference, each applicant for a PUD shall hold a neighborhood meeting to describe their proposal before an application can be accepted by the city. The neighborhood meeting is an opportunity for the applicant to describe the proposal as well as for area residents and property owners to offer input about the proposal at an early stage. The applicant shall hold the meeting at a time and location accessible and convenient for the public. The city is represented at the meeting. Following the neighborhood meeting, the city representative may prepare a written report summarizing the general discussion of the neighborhood meeting and make copies available to the city staff, the applicant, and the public.
- **Application submitted** - Formal PUD application submitted to the city.





- **City Review** – City staff reviews the PUD application, and may refer the application to any city department or agency (including any utility providers, other municipalities, or other agencies as determined by the city) for review and comments, and prepares a report of its recommendations for review by the commission and council. A copy of the report is furnished to the applicant.
- **Notice of Public Hearing before Planning and Zoning Commission** - A minimum of 10 days prior to the public hearing before the planning and zoning commission, notice of the public hearing is published on the city website and in the Englewood Herald, and a sign is posted on the property detailing the public hearing date, time, location and matter to be heard. The applicant is required to mail notice of the public hearing to all addresses within a 1,000-foot radius of the proposed project.
- **Planning and Zoning Commission - Public Hearing and Recommendation** - The commission reviews the PUD application, the recommendation of city staff, and holds a public hearing on the PUD. Each member of the public has three minutes to provide testimony during the public hearing. The commission may take the following actions after the public hearing: (1) continue the public hearing or (2) forward a recommendation to city council to either approve, approve with conditions, deny, or modify the PUD.
- **Notice of Public Hearing before City Council** - A minimum of 10 days prior to the public hearing before city council, notice of the public hearing is published on the city website and in the Englewood Herald and a sign is posted on the property detailing the public hearing date, time, location and matter to be heard. A mailed notice of the public hearing to all addresses within a 1,000-foot radius of the proposed project is **not** required by city code for the city council public hearing.
- **City Council - Public Hearing** - The commission's recommendation is forwarded to city council. A public hearing is held before city council. The council reviews the PUD application, the recommendation of city staff, and the recommendation of the commission, and conducts a public hearing on the proposed PUD. Each member of the public has three minutes to provide testimony during the public hearing.
- **City Council - Ordinance First Reading** - The PUD ordinance is introduced for consideration. There is no public hearing held at this meeting.
- **City Council - Ordinance Second Reading** - Council deliberates and votes to approve, deny, or refer a proposed PUD back to the commission for modifications. There is no public hearing held at this meeting.
- **Publication of PUD by Ordinance** - Publication occurs only if the PUD is approved or conditionally approved. The Ordinance is effective 30 days after the publication date.

