

Land Use Work Flow

Planning Department
2024



Planned Unit Development

It is the purpose of the PUD zone to encourage innovation and creativity in the development of new residential, commercial and industrial areas in the city. To carry out the objective and spirit of the comprehensive plan, it is the purpose of this zone to encourage new development now limited by the strict application of the City's zoning and subdivision regulations. More specifically, it is the purpose of the PUD zone to encourage flexibility that will permit a more creative approach to the development of land and will result in a more efficient, aesthetic and desirable use of open spaces; and to encourage and permit flexibility and design, placement of buildings, use of open spaces, circulation facilities, parking areas, and to best utilize the potential of sites characterized by special features of geography, topography, size or shape of proposed uses of land.

The City offers "Pre-Application" meetings in which you can gain a better understanding of the review process and potential requirements for your project from various City departments before you formally submit your PUD application and pay the application fee. Apply for the Pre-Application Meeting on OpenGov (no fee). Should significant concerns arise during the pre-application phase, another conference may be scheduled between you and the appropriate agency in order to discuss possible application modifications. After the meeting you may have an opportunity to change aspects of your proposal to address any concerns raised. To do this, submit your modifications to your Planner; a staff report will be prepared based upon the information provided to be presented to the Planning Commission one you have submitted a complete application.

[Chapter 17.52 PUD – PLANNED UNIT DEVELOPMENT ZONE \(codepublishing.com\)](#)

(210-240 Days)

1. (14-day period) Application deemed:
 - ✓ Complete & letter of "Complete application" will be mailed along with a request to do an Environmental Review through SEPA
 - ✗ incomplete & letter requesting clarification will be sent in which applicant has 90 days to submit updates before application is closed.

2. (70 days to complete) SEPA (State Environmental Policy Act) will need to be applied for. Please see SEPA Application.
3. (45 days following the completion of the environmental review process) City staff shall meet with the applicant to review the preliminary plan and finalize the preliminary plan. Once finalized, fees paid, and site plans are all approved- staff will write a report to be presented to the Planning Commission.
4. (10-30 days prior to the date of the Planning Commission Meeting) Mailed Notice to the applicant.
5. (Second Tuesday Each Month) Planning Commission will review the application but not further discussion will be permitted. Planning Commission will assign the for the Open Record Public Hearing and for staff to present the report at the next Planning Commission Meeting.
6. (10 days prior to the date of hearing) Mailed Notice of Public Hearing for the Project with the Planning Commission to:
 - Applicant
 - All owners of property within 300 feet of the subject property;
 - Any person who submits written or oral comments on an application.
 - List of reviewing City Agencies as stated in the SMC:17.52.040 (B)
7. (10-30 days prior to the date of hearing) Publishing notice to the City paper and posting a sign on proposed property site. Public can send in letters to City Hall commenting on the project up to 7 days prior to the Planning Commission Public Hearing
8. (Second Tuesday Each Month) Planning Commission will review the application, the applicant should be present to answer any questions, the public will have time to comment on the project. The planning commission will give a recommendation to City Council to:
 - ✓ Approve
 - ✓ Approve with conditions
 - ✗ Deny
9. (Second & Forth Monday Each Month) City Council will hold a closed record public hearing to:
 - ✗ Deny Planning Commission's recommendations
 - ✓ Modify Planning Commission's Recommendations
 - ✓ Approve Planning Commission's recommendations
10. (7-day period) Letter from city staff will outline the terms and conditions the developer must adhere to in order to permits to be issued for the project.

The developer, within one year of approval by the City Council of the preliminary plan, shall submit to the Planning Commission a final development plan showing the ultimate design and specific details of the proposed planned unit development or the appropriate phase or phases thereof. The City Council, upon recommendation of the Planning Commission, shall approve, modify, or deny the final plan. At the time

of the application for the approval of the final plan, the petitioner/applicant shall pay a fee of \$50.00. Upon application by the developer, the Planning Commission may grant an extension of time. If the final development plan is not filed within such one year or within the extended period(s) if any, the Planning Commission and City Council shall hold appropriate hearings and rezone the parcel to a zone designation in consideration of the comprehensive plan. The final development plan, any agreements or agenda shall be recorded in the office of the Yakima County Auditor at the expense of the applicant and shall be binding upon the successors in the interest of the applicant(s). Once city staff approves the Final Plat, you may record the Final Plat with the Yakima County Auditor's Office, as long as property taxes are paid for the current year. NO additional residential building permits shall be issued for the newly recorded lots until a copy of the final recorded long plat is submitted to the City of Sunnyside Planning Division. If you disagree with a decision or recommendation, you the opportunity to appeal. Please see SMC: 19.06 for appeal process and procedure.

[Chapter 19.06 CLOSED RECORD DECISIONS AND APPEALS](#)

Next Step: Apply for Final Long plat/ short plat application on OpenGov.