

Meeting Date:
August 11 2025

Request
PC initiation of Text
Amendment request to
Appendix A of the Land
Development Code
relating to submittal
requirements

Applicant
City of Hudson

Case Manager
Nick Sugar, City Planner

Contents

- Appendix A Submittal Requirements - Redline draft



Project Introduction:

The Planning Commission Chair appointed a subcommittee on February 10, 2025 with the purpose of reviewing the Submittal Requirements of Appendix A to prepare recommended changes. Recommendations would reflect general efficiencies, updates to outdated requirements, and implementation of desired policies. The subcommittee members are Chair Norman and Mr. Nystrom with staff support by Nick Sugar, City Planner. The subcommittee met on the following dates to carry out their work:

- March 10, 2025
- April 7, 2025
- July 7, 2025

Additionally, the subcommittee requested the AHBR and the BZBA submit recommendations for applications that were related to their respective boards. City staff coordinated with these boards to submit their recommendations to the subcommittee.

The attached redline draft represents the culmination of this effort. Staff has also prepared the additional considerations below after conducting a final review of the draft. A Zoning Code Text Amendment is required to formally make changes to Appendix A. Staff requests the Planning Commission review the proposed changes, provide feedback, and make a formal recommendation to request City Council commence amendment to Appendix A of the Land Development Code per the procedure of 1203.03.

Additional Staff Suggestions for Consideration:

- “Core Submittal Requirements”
 - Revise #16 to reference “as determined by the Engineering Department” instead of city staff.
- “Site Plan Review for Minor Development”
 - omit the need for core requirement #21 - site staking by a professional.
- “Conceptual Site Plan Review”
 - Revise #5(b) to state a preliminary inventory is required, including tree cover, water features, known wetlands, and other topographical features.
- “Landscaping/Bufferyard Plan”
 - Revise #6 to reference “uses” in general rather than stating specific uses for “single family residential”, “multi-family residential”, and “non-residential”.
- “Variance”
 - Revise #6 to state “site plan prepared by a registered surveyor or engineer”.

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Considerations

District Standards (Section 1204.01) Zoning Map and Text Amendments

If Council determines to proceed with an official consideration the proposal would return to PC for compliance review with the nine standards set forth within Section 1204.01 of the Land Development Code (LDC). Staff has provided preliminary comment on these standards.

- a) Whether or not the proposed amendment is in accordance with basic purpose and intent of the Land Development Code;
Preliminary Staff Comment: The proposed amendment would align with the basic purpose and intent of the Land Development Code as the Appendix A submittal requirements support the City's ability to administer the Land Development Code.
- b) Whether or not the proposed amendment furthers the long-range planning goals of the City (as outlined in the City's Comprehensive Plan's goals and objectives);
Preliminary Staff Comment: The proposed amendment would align with the general recommendation to update the zoning code and map, as needed, to support the comprehensive plan and future land use map. The amendment would support the City's efforts to administer the Comprehensive Plan.
- c) Whether or not conditions within the City have changed since the Land Development Code was last adopted/amended, or there was a mistake in the Land Development Code, that justifies the amendment;
Preliminary Staff Comment: There have been numerous policy changes and technological advances since the Land Development Code was adopted necessitating the changes. For example, paper copies are a current requirement, however, all applications are now submitted digitally through the City's website.
- d) Whether or not the amendment corrects an inequitable situation created by the Land Development Code, rather than merely grants special privileges;
Preliminary Staff Comment: The proposed amendment would not grant special privileges.
- e) Whether or not the amendment avoids unlawful exclusionary zoning;
Preliminary Staff Comment: The amendment avoids unlawful exclusionary zoning.
- f) With respect to zoning map amendments, whether the proposed zoning map amendment is consistent with the zoning classifications of the surrounding land;
Preliminary Staff Comment: Not applicable
- g) With respect to zoning map amendments, whether all of the new requirements attendant to the proposed zoning classification can be complied with on the subject parcel(s);
Preliminary Staff Comment: Not applicable
- h) Does the amendment affect the City's ability to provide adequate services, facilities, or programs that might be required if the application were approved;
Preliminary Staff Comment: As previously stated, the amendment would support the City's ability to administer the Land Development Code.
- i) Whether or not the amendment is necessary to address changed or changing social values, new planning concepts, or other social or economic conditions in the areas affected.

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Preliminary Staff Comment: The amendment acknowledges new planning concepts and analysis tools including advancements in GIS data, availability of digital property records, trip generation traffic analysis, and advancements in lighting design.

Recommendation

Staff recommends the Commission review the proposed text amendment and then proceed with consideration of a formal recommendation to request City Council commence amendment to Appendix A of the Land Development Code per the procedure of 1203.03.