

PLANNED UNIT DEVELOPMENT

GUIDE TO REZONING AND SUBDIVIDING FOR A PUD IN OAK GROVE, MO

Background

The purpose of a Planned Unit Development (PUD) District is to encourage the unified design of residential, commercial, industrial, and institutional uses in accordance with an approved comprehensive development plan. PUDs allow for greater flexibility in the design of buildings, yards, courts and circulation in exchange for the provision of platted common open space, amenities and design excellence.

Definition

In the City of Oak Grove, Planned Unit Developments comprise their own zoning district. The PUD district is a “floating zone” in which specific conditions are outlined in the zoning ordinance and applied to a carefully reviewed location through rezoning. The PUD District may be established exclusively for residential, commercial, or industrial development, or any combination of those development types. Any land use listed in Chapter 405 of the Oak Grove Unified Development Code may be permitted in a PUD, subject to review and approval.

Overview Of Process

The PUD review process involves at least two (2) steps: PUD concept plan review and PUD final plan review. In many cases, land will need to be subdivided in order to carry out a PUD plan. The subdivision process, however, is a separate process, although it can run concurrently with (or following the conclusion of) the PUD review process.

PUD concept plan review.

During PUD concept plan review, the PUD concept plan application is reviewed with respect to such issues as density, including the number, type and location of dwelling units and other uses; impacts on surrounding areas; and the adequacy of facilities and services. The result of this review is the establishment of the basic parameters for development of the PUD project. PUD concept plan approval establishes the maximum development envelope for the project with regard to density, lot sizes, overall scale, open space, environmental protection and other land development service provision issues.

PUD final plan review.

The PUD final plan review stage is the point where applicants bring forward detailed plans for carrying out the type of project approved conceptually during PUD concept plan review. The applicant must submit the detailed and technical information necessary to demonstrate that all applicable standards, requirements and conditions have been met. Approval will only be granted if the PUD final plan is in substantial conformance with the approved PUD concept plan.

PUD Concept Plan

1. Pre-application conference. Before submitting a PUD concept plan, the applicant shall confer with the Director of Community Development or his designee and other City Officials designated by the Director of Community Development or designee. The purpose of this pre-application conference is to discuss the proposal and the applicable development review and approval procedures.

2. Purpose of PUD concept plan. A PUD concept plan is a generalized land use for the entire area proposed to be included with a PUD. The purpose of a PUD concept plan is to allow very early review of a proposed PUD plan before substantial technical planning work has been undertaken.

3. Procedure. The process for PUD concept plan review shall be the same as Section 405.475, General Requirements for All Applications and Section 405.085, Amendment to Official Zoning Map (Zoning Changes) with respect to such items as the application review and notification requirements.

4. PUD concept plan review criteria. Applications for PUD concept plan approval shall be approved if the following criteria are met:

A. The plan represents an improvement over what could have been accomplished through strict application of otherwise applicable base zoning district standards based on the purpose and intent of this Unified Development Code;

B. The PUD concept plan is in conformance with the PUD standards of Section 405.195 and any standards required as a result of an overlay district.

C. The existing or proposed utility services are adequate for the proposed development.

D. The development is consistent with and implements the planning goals and objectives of the City as contained in the Comprehensive Plan and other adopted policy resolutions; and

E. The PUD concept plan is consistent with good general planning practice and the development will promote the general welfare of the City.

5. Effect of PUD concept plan approval. Approval of a PUD concept plan shall constitute acceptance of the overall general planning concepts for the proposed PUD development and is a prerequisite for the filing of a PUD final plan.

6. Lapse of PUD concept plan approval. An approved PUD concept plan shall lapse and be of no further force and effect if a PUD final plan for the PUD (or a phase of the PUD) has not been approved within two (2) years of the date of approval of the PUD concept plan.

PUD Final Plan

1. Procedure. The process for PUD final plan review shall be the same as Section 405.075, General Requirements for All Applications.

2. PUD final plan review criteria. A PUD final plan shall be approved by the Planning and Zoning Commission if it is determined by the Planning and Zoning Commission to be of substantial compliance with the approved PUD concept plan. The PUD final plan shall be deemed to be in substantial compliance with the PUD concept plan as long as, when compared with the PUD concept plan, it does not result in:

A. An increase of ten percent (10%) or more in density or intensity, including the number of housing units per acre or the amount of non-residential floor area per acre;

B. A change in the mix of housing types or the amount of land area devoted to non-residential uses;

- C. A reduction in the amount of open space;
- D. Any change to the vehicular system that results in a significant change in the amount or location of streets, common parking areas and access to the PUD;
- E. Any change within fifty (50) feet of an R-2 or less intensive zoning district;
- F. Any change determined by the Planning and Zoning Commission to represent an increase in development intensity;
- G. A change in use categories; or
- H. A substantial change in the layout of buildings.

3. Effect of approval-lapse of approval. Approval of a PUD final plan shall confer upon the applicant the right to develop the subject property in accordance with the approved PUD final plan. The right to develop in accordance with the approved PUD final plan shall lapse and be of no further effect if all development shown on the PUD final plan is not complete within a time frame established by the Board of Alderman pursuant to Section 405.090 (B) (6). Once approval lapses, the plan is no longer valid.

4. Designation of official zoning map. Sites governed by an approved PUD final plan shall be designated on the official Zoning Map with the letters PUD and a case file locator number for approved PUD final plan.

PLANNED UNIT DEVELOPMENT REVIEW & APPROVAL TIMELINES

Concept Development Plan Timeline

- Contact Community Development Department to obtain necessary forms and dates
- Meeting with City Staff

▶ 30-60 Days Before P&Z Commission Meeting

Filing deadline:

- Submit a completed application (see application checklist) & pay filing fee

Concept plan distributed to local agencies and utility companies for review

Staff review

▶ Prior to P&Z Commission Meeting

City sends public notices, posts a sign, posts notice in local newspaper

▶ 10 Working Days Before P&Z Commission

Final revisions submission deadline

▶ First & Third Tuesday of the Month

Planning & Zoning Commission Meeting/Public Hearing

▶ First & Third Monday of the Month

Board of Alderman Meeting/Public Hear-

Final Development Plan Timeline

▶ 60 Days Before P&Z Commission Meeting

Filing deadline:

- Submit a completed application (see application checklist) & pay filing fee

Staff Review

▶ 10 Working Days Before P&Z Commission

Final revisions submission deadline

▶ First & Third Tuesday of the Month

Planning & Zoning Commission Meeting

▶ First & Third Monday of the Month

- Board of Alderman First Reading
- Board of Alderman Second Reading

PUD CONCEPT PLAN

APPLICATION CHECKLIST

For applications filed under Unified Development Code Section 405.090

In order to request a hearing before the Planning and Zoning Commission a completed application must be received by the Community Development Department before the filing deadline. The filing deadline for PUD applications is typically 60 days before the next meeting. Please contact the Community Development Department for exact dates.

A completed application includes the following:

- A completed application form.** The application form is available in the Community Development Office, located in Oak Grove City Hall, or on the Internet at www.cityofoakgrove.com.
- 11 copies of the concept development plan.** The concept plan shall be reviewed with respect to several issues. Please review (PUD concept plan review) on page one (1).
- Digital copy of the plan.**
- Attached legal description .**
- An application fee of two hundred fifty dollars (\$250.00),** payable to the City of Oak Grove..
- Ownership affidavit,** copy of deed, other proof of ownership OR completed owner(s) consent form.
- Written Notification.** The applicant shall provide the names and addresses of the abutting property owners of the proposed subdivision. The City shall attempt to notify, by mail, all abutting property owners of the boundaries of the property for which the application is filed. Failure to receive notice by mail does not invalidate any action taken.



APPLICATION FOR PUD CONCEPT PLAN

DEVELOPMENT NAME: _____

**FOR OFFICE
USE ONLY:**

Case Number: _____ Staff Member: _____ Filing Fee: _____

P&Z Date: _____ BOA Date: _____

APPLICATION REQUEST

The applicant is hereby requesting a zoning change from _____ district to "PUD" district.

APPLICANT/OWNER INFORMATION

Applicant Name: _____

Company: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Property Owner Name (if different than applicant): _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Firm Preparing the Plat: _____

Contact: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

*ALL CORRESPONDENCE ON THIS APPLICATION SHOULD BE SENT TO (CHECK ONE): Applicant Property Owner Firm

PROJECT INFORMATION

General Location or Address of Property: _____

Property Area in Acres and/or Square Feet: _____

Current Zoning of the Property: _____

Legal Description: **Please attach**



APPLICATION FOR PUD FINAL PLAN

DEVELOPMENT NAME: _____

**FOR OFFICE
USE ONLY:**

Case Number: _____ Staff Member: _____ Filing Fee: _____

P&Z Date: _____ BOA Date: _____

APPLICATION REQUEST

The applicant is hereby requesting a zoning change from _____ district to **“PUD”** district.

APPLICANT/OWNER INFORMATION

Applicant Name: _____

Company: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Property Owner Name (if different than applicant): _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

Firm Preparing the Plat: _____

Contact: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

*ALL CORRESPONDENCE ON THIS APPLICATION SHOULD BE SENT TO (CHECK ONE): Applicant Property Owner Firm

PROJECT INFORMATION

General Location or Address of Property: _____

Property Area in Acres and/or Square Feet: _____

Current Zoning of the Property: _____

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