FEBRUARY
Conway Planning Commission
Staff Report

7:00pm • February 21, 2017 • 810 Parkway Avenue
Agenda:

1. Subdivision Review:
   A. Lewis Ranch Subdivision, Phase II
   B. Campbell Cove PUD

3. Public Hearing Items:
   A. Hal Crafton Request to Rezone: A-1 to R-1 (North of Phase I, off Tyler St)
   B. Salter Properties Request to Rezone: R2A to [Robinson Court] PUD (1912/1918 Robinson Ave)
Call to Order

Introduction & Chairperson Remarks

Minutes: January 17, 2017

1. Subdivision and Replat
   A. Lewis Ranch Subdivision, Phase II
   B. Campbell Cove PUD

2. Public Hearings*
   A. Hal Crafton Request to Rezone: A-1 to R-1, Winterbrook Subdivision, Phase 2 (North of Phase 1, off W Tyler St)
   B. Salter Properties Request to Rezone: R-2A to [Robinson Court] PUD (1912 & 1918 Robinson Ave)

3. Discussion
   A. Items as decided by the Planning Commission

Adjourn

Planning Staff Development Review/Minor Subdivision Reports to the Planning Commission

The following items have been reviewed and approved by the Director of Planning and Development and are being reported to the Planning Commission as required by the Zoning and Subdivision Ordinances:

A. Development Reviews
   • Safely Tucked Away Mini-Storage; 720 S. Harkrider Street
   • JLofts Downtown Apartments; 1050 Spencer Street
   • Downtown Self-Storage Addition; 1510 Mill Street
   • Hideaway Pizza; 1170 S. Amity Road

B. Lot Splits, Lot Mergers, and Minor Subdivisions (filed for record)
   • Woodland Edge Subdivision, filed L-316
   • Guy Murphy Industrial Park, Phase 2 Replat Lot 8A, filed L-315
   • The Reserve at Tucker Creek, filed L-313
   • MNB Replat, filed L-312
   • Hart Place PUD, Replat L1C, filed L-311

*The Conway Planning Commission makes recommendations to the City Council on public hearing items. The City Council will make a final decision on these items using the Planning Commission recommendations as a guide.

Items not approved by the Planning Commission may be appealed to the City Council within 30 days after Planning Commission denial. If an item is appealed to the City Council, a public notice sign will be placed on the property at least 7 days prior to the City Council meeting. A public notice will be placed on the City’s website: www.cityofconway.org.

Items reviewed at tonight’s Planning Commission meeting may be considered by the City Council as early as February 28, 2017.
LEWIS RANCH, PHASE 2, PRELIMINARY SUBDIVISION

APPLICANT
William Major Lewis Trust
P.O. Box 10646
Conway, Arkansas 72033

STAFF REVIEW BY
Scott Grummer, City Planner
1201 Oak Street
Conway, AR 72032

SITE DATA
Location. Property located East of I-40 and north of Dave Ward Drive
Site Area. 543.0 acres
Current Zoning. C-3 (Highway Service and Open Display District)

Existing Structures. An existing double wide mobile home/office sits at the existing South Amlin road, on the south east corner of lot 4, but is not impacted by this plat.
Overlay. None

STAFF COMMENTS
The Plat creates 5 commercial lots along the newly designed South Amlin Road starting at the eastern most roundabout north of the Lewis Crossing Development, heading north and intersecting with the old South Amlin road north of the newly constructed Crain Buick/GMC.

STAFF RECOMMENDATIONS
Staff recommends approval of the preliminary plat subject to the completed punch list.

CONWAY CITY PLANNING DEPARTMENT REVIEW
LEWIS RANCH PHASE II PRELIMINARY PLAT
SUBMITTED BY: WILLIAM MAJOR LEWIS TRUST

This review lists the changes and/or additions as required by the Conway Subdivision Ordinance for preliminary plat approval.

BASIC INFORMATION NEEDED ON THE PLAT
1. The present zoning classification, if any, of the land to be subdivided/replatted and of the adjoining land contiguous to the boundary of the proposed subdivision/replat is needed.
2. The Certificate of Preliminary Plat Approval is needed. Change Signor to “Anne Tucker, Chairman”

ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT
1. A draft of any Bill of Assurance proposed for the subdivision generally describing proposed covenants, restrictions and conditions applicable to the property included in the submitted plat is needed.

GENERAL DESIGN REQUIREMENTS
1. The development plans shall include and identify a prepared and dedicated flowage path or floodway that will accommodate a one hundred (100) year frequency storm event across and through the development. The floodway shall be uniformly graded along the length of the floodway such that water will not pond or accumulate on the surface due to humps or depressions along the route. Computations for the quantity of storm water runoff, sizing of the floodway and elevation of the one hundred (100) year flood shall be prepared by a registered professional engineer and submitted to the City Engineer for review and approval. The computations shall be made using usual and accepted methods and procedures as approved by the City Engineer. A floodway will not be required where less than five (5) acres of adjacent lands drains onto the developed property and the total drainage area is less than five (5) acres.
2. An easement of adequate width to accommodate the required floodway shall be provided on the plat. The easement shall clearly identify the easement as a “100-year Floodway.” The plat shall have a note that reads as follows: “No structures, fill or obstructions shall be placed in the 100-year floodway easement. No reshaping of the surface within the 100 year floodway easement shall be made without the approval of the City Engineer. No fences shall be in the floodway easement.”
3. Storm water detention or another storm water flow reduction measures shall be provided where existing downstream subdivisions or developments have storm drainage systems with a capacity of less than a ten (10) year frequency storm. The requirement does not apply to the inadequate natural streams or creeks flowing through undeveloped areas. The storm water detention facilities shall be designed to provide a holding area such that storm water runoff can be accumulated and released through an outlet structure. The required storage volume and outlet structure shall be sized to release the storm water at a rate that does not exceed the capacity of the downstream storm drainage system or a computed runoff rate equal to that of the pre-development conditions of the proposed development, whichever is the greater. The detention facilities shall be based on a twenty-five (25) year frequency storm event. Computations for the sizing of the detention facilities and outlet structure shall be prepared by a registered professional engineer and submitted to the City Engineer for review and approval. The computations shall be made using usual and accepted methods and procedures as approved by the City Engineer.
4. Detention basins may be either wet basins having a permanent pool of water for aesthetic purposes or a dry basin that retains no water other than that required during the storm event. A dry basin shall be graded and shaped to provide for the positive drainage of surface water from all portions of the basin. A concrete paved channel may be required from the inlet pipe to the outlet pipe to provide a maintainable bottom area.
5. An easement shall be placed around the high water limits of the detention area.

EASEMENT DESIGN REQUIREMENTS
6. Utility easements as required by Conway Corporation are needed.
7. Drainage easements as required by the City Engineer are needed.

LOT DESIGN REQUIREMENTS
6. Every lot must slope to a street or to a drainage easement.

UTILITY DESIGN REQUIREMENTS
9. Fire hydrants shall be placed so that the furthest point of a lot in a commercial subdivision is no more than 400 feet from the nearest hydrant located on the same street. Variances must be approved by the Planning Commission and Fire Chief.
10. Minimum clearance of twenty-six (26) feet must be provided around a fire hydrant.

SIDEWALK DESIGN REQUIREMENTS
10. Sidewalk elevation. The sidewalk elevation shall be two (2) percent above the top of the curb, sloping two percent towards the curb (one-fourth inch in each foot). This elevation shall be continuous through the driveway approach.
12. Driveway approach. The area remaining between the sidewalk and the flow-line of the gutter, called the approach to the driveway, shall slope up to the elevation of the sidewalk.
13. Sidewalks shall link sidewalks of adjoining lots so as to provide a continuous “ribbon” of pedestrian access throughout the community.

Aerial View of Lewis Ranch, Phase 2
OTHER REQUIREMENTS

14. In addition to the requirements established herein, all subdivision plats shall comply with all other applicable rules, regulations and laws including but not limited to the Growth Plan (Comprehensive Plan), the Conway Zoning Ordinance, building and housing codes, and any other regulations adopted by the City Council and any regulations or special requirements of the State Health Department, State Highway & Transportation Department, or other appropriate State agencies.

AUTHORIZATION TO PROCEED

15. Receipt of an approved or conditionally approved copy of the Preliminary Plat, together with an approved copy of the Improvements Plan shall constitute authorization of the Planning Commission for the developer to proceed with the preparation of the Final Plat, the installation of improvements, and the staking out of lots and blocks. The developer, after conditional approval of the Preliminary Plat, shall complete all improvements required under this regulation.

EXPIRATION OF PLAT

16. Plats will expire at the end of one year from acceptance of the Preliminary Plat unless an extension is requested and granted by the Planning Commission. The Lewis Ranch Phase II will expire on 02/3/2018.
CAMPBELL COVE PUD, PRELIMINARY SUBDIVISION

APPLICANT
Hal Crafton
Rush-Hal Development, Inc.
3200 Tyler Street
Conway, AR 72034

STAFF REVIEW BY
Scott Grummer, City Planner
1201 Oak Street
Conway, AR 72032

SITE DATA
Location. Property located south of Central Baptist Church, west of Mattison Road, north of Donnell Ridge Road

Site Area. ±10.07 acres

Current Zoning. R-1 (Single-family residential)

Existing Structures. None

STAFF COMMENTS
This is a follow up plat for PUD approved by the Planning Commission and City Council in January 2017.

STAFF RECOMMENDATIONS
Planning Commission approval is needed for items 12 and 20. Staff recommends approval of the preliminary plat subject to the completed punch list.

CONWAY CITY PLANNING DEPARTMENT REVIEW
CAMPBELL COVE PUD PRELIMINARY PLAT
SUBMITTED BY: HAL CRAFTON

This review lists the changes and/or additions as required by the Conway Subdivision Ordinance for preliminary plat approval.

CAMPBELL COVE PUD, PRELIMINARY SUBDIVISION

5. A draft of any Bill of Assurance proposed for the subdivision generally describing proposed covenants, restrictions and conditions applicable to the property included in the submitted plat is needed.

GENERAL DESIGN REQUIREMENTS
6. The development plans shall include and identify a prepared and dedicated flowage path or floodway that will accommodate a one hundred (100) year frequency storm event across and through the development. The floodway shall be uniformly graded along the length of the flowage such that water will not pond or accumulate on the surface due to humps or depressions along the route. Computations for the quantity of storm water runoff, sizing of the floodway and elevation of the one hundred (100) year flood shall be prepared by a registered professional engineer and submitted to the City Engineer for review and approval. The computations shall be made using usual and accepted methods and procedures as approved by the City Engineer.

ADDITIONAL INFORMATION NEEDED, BUT NOT ON THE PLAT
3. Improvement plans for each new utility system are subject to the completed punch list.

4. The Certificate of Preliminary Engineering Accuracy is needed on each set of street and drainage plans.

5. The Certificate of Preliminary Engineering Accuracy is needed on each set of street and drainage plans.

6. An easement of adequate width to accommodate the required floodway shall be provided on the plat. The easement shall clearly identify the easement as a "100-year Floodway". The plat shall have a note that reads as follows: "No structures, fill or obstructions shall be placed in the 100 year floodway easement. No reshaping of the surface within the 100 year Floodway easement shall be made without the approval of the City Engineer. No fences shall be in the floodway easement."

8. Storm water detention or another storm water flow reduction measures shall be provided where existing downstream subdivisions or developments have storm drainage systems with a capacity of less than a ten (10) year frequency storm. The requirement does not apply to the inadequate natural streams or creeks flowing through undeveloped areas. The storm water detention facilities shall be designed to provide a holding area such that storm water runoff can be accumulated and released through an outlet structure. The required storage volume and outlet structure shall be sized to release the storm water at a rate that does not exceed the capacity of the downstream storm drainage system or a computed runoff rate equal to that of the pre-development conditions of the proposed development, whichever is the greater. The detention facilities shall be based on a twenty-five (25) year frequency storm event. Computations for the sizing of the detention facilities and outlet structure shall be prepared by a registered professional engineer and submitted to the City Engineer for review and approval. The computations shall be made using usual and accepted methods and procedures as approved by the City Engineer.

9. Detention basins may be either wet basins having a permanent pool of water for aesthetic purposes or a dry basin that retains no water other than that required during the storm event. A dry basin shall be graded and shaped to provide for the positive drainage of surface water from all portions of the basin. A concrete paved channel may be required from the inlet pipe to the outlet pipe to provide a maintainable bottom area.

10. An easement shall be placed around the high water limits of the detention area.

STREET DESIGN REQUIREMENTS
11. The rights-of-way of all streets must conform to the Master Street Plan and the requirements of Table 1, Street Classification & Design Standards, City of Conway in the Subdivisions Ordinance. Donnell Ridge Road requires 80’ ROW, so additional dedication of 15’ is required.

12. Property line corners at street intersections shall be rounded with a radius of at least 28 feet. A variance request has been received to allow corner radii of 25 feet due to the approved PUD reduced street rights of way. The Planning Commission must approve this variance or this condition must be corrected.

ALLEY DESIGN REQUIREMENTS
13. All alleys must be paved with concrete or asphalt with the center depressed to carry water.

14. Curbs and gutters are not required for alleys.

15. Alleys must have a paved width of no less than 16 feet.

16. Alley intersections and sharp changes in alignment shall be avoided.

EASEMENT DESIGN REQUIREMENTS
17. Easements shall be provided for utilities where a subdivision is traversed by a water course, drainageway, channel or stream, or there shall be provided a storm
Preliminary Plat

water easement conforming substantially with the lines of the water course and shall be adequate for such intended purpose.

18. Utility easements as required by Conway Corporation are needed.

19. Drainage easements as required by the City Engineer are needed.

LOT DESIGN REQUIREMENTS

20. Double frontage lots other than corner lots fronting on two streets shall not be platted except under extreme circumstances, as may be approved by the Planning Commission. Planning Commission must approve lot 87 as a double frontage lot or this condition must be corrected.

SIDEWALK DESIGN REQUIREMENTS

21. Sidewalks are required along both sides of all streets within all zoning districts within Conway city limits and within the Conway Territorial Jurisdiction. A minimum green space of three (3) feet should be provided between the sidewalk and curb along residential streets for developer required street trees.

OTHER REQUIREMENTS

22. In addition to the requirements established herein, all subdivision plats shall comply with all other applicable rules, regulations and laws including but not limited to the Growth Plan (Comprehensive Plan), the Conway Zoning Ordinance, building and housing codes, and any other regulations adopted by the City Council and any regulations or special requirements of the State Health Department, State Highway & Transportation Department, or other appropriate State agencies.

AUTHORIZATION TO PROCEED

23. Receipt of an approved or conditionally approved copy of the Preliminary Plat, together with an approved copy of the Improvements Plan shall constitute authorization of the Planning Commission for the developer to proceed with the preparation of the Final Plat, the installation of improvements, and the staking out of lots and blocks. The developer, after conditional approval of the Preliminary Plat, shall complete all improvements required under this regulation.

EXPIRATION OF PLAT

24. Plats will expire at the end of one year from acceptance of the Preliminary Plat unless an extension is requested and granted by the Planning Commission. The Campbell Cove PUD will expire on 02/03/2018.
RUSH-HAL REQUEST TO REZONE FROM A-1 TO R-1

RUSH-HAL DEVELOPMENT REQUEST TO REZONE FROM A-1 (AGRICULTURAL) TO R-1 (SINGLE-FAMILY RESIDENTIAL) FOR PROPERTY LOCATED NORTH OF THE EXISTING PHASE 1, WINTERBROOK SUBDIVISION, WEST TYLER STREET

APPLICANT
Hal Crafton
Rush-Hal Development, Inc.
3200 Tyler Street
Conway, AR 72034

STAFF REVIEW BY
Jason Lyon, Assistant Director of Planning & Development
1201 Oak Street
Conway, AR 72032

SITE DATA
Location. Winterbrook Phase 2, 3300 Block Tyler Street

Site Area. 12.90 acres +/-

Current Zoning. A-1 (Architectural)

Requested Zoning. R-1 (Single-family residential)

Existing Structures. Single Family Home on west side of property

Overlay. None

Comprehensive Plan. The Comprehensive Plan this area as appropriate for single family residences. The surrounding area is all single family homes and open pasture.

Projected Traffic Impact. With a rezoning to R-1, traffic impact would be potentially 330 trips per day with a full build out of 33 homes. Subdivision access is through Briley or Winterbrook Drives onto Tyler Street which has capacity for additional car trips.

Flood Drainage. No flood problems on this property.

Utilities. The proposed rezoning should have no utility service problems. Area utilities were expanded with the addition of Winterbrook Phase 1.

Street Improvement. There are no current plans for any area street improvements.

Conway 2025. Not applicable.

STAFF COMMENTS
The applicant is seeking a rezoning from A-1 (Agricultural District) to R-1 (Single-Family Residential District) with plans to potentially build a new 33 lot subdivision; Winterbrook Phase 2. This subdivision was approved by the Planning Commission in January 2017 contingent on rezoning. The proposed rezoning and subdivision are an expansion of Winterbrook Phase 1. Subdivision access will be provided by extensions of Winterbrook, Briley, and Daffodil Drives. Additional street connections should be considered during the platting of future phases to connect St John’s Subdivision to the west and Irby Street to the north.

STAFF RECOMMENDATIONS
Planning Staff recommends approval of this request, the rezoning is for the second phase of Winterbrook Subdivision. Developer will extend Briley and Winterbrook Drives for neighborhood access.
SALTER PROPERTIES REQUEST TO REZONE FROM R-2A TO PUD

APPLICANT
Brent Salter
Salter Properties, LLC
P.O. Box 11778/201 Lee Andrew Lane
Conway, Arkansas 72034

STAFF REVIEW BY
Bryan Patrick, Director of Planning & Development
1201 Oak Street
Conway, AR 72032

SITE DATA
Location. 1912 and 1918 Robinson Avenue
Site Area. +/- 0.54 acres
Current Zoning. R-2A (Large Lot Duplex)
Requested Zoning. PUD (Planned Unit Development)
Existing Structures. Two duplexes; 1408 s.f. and 1344 s.f., and one small rear yard cottage, 728 s.f. (5 living units total)
Overlay. The property is within the Asa P. Robinson Historic District.

Projected traffic Impact. Under current R-2A zoning with the existing number of residential units, approximately 50 vehicle trips per day would be typical. With a rezoning to PUD and developed as proposed with 9 units, around 90 vehicle trips per day are projected.

Utility Infrastructure. Conway Corporation Engineering will review and consider the adequacy of existing infrastructure. Extensions and re-routing of utilities may be required.

Flood / Drainage. This property is not within the 100 year floodplain or floodway.

Street Improvements. No area street improvements are planned in the near future.

Conway 2025. Conway 2025 has several statements applicable to the proposed development:
In 2025, Conway has a number of walkable/livable “villages” that were developed using planning tools such as Traditional Neighborhood Development and form-based zoning.
In 2025, mixed use developments are prevalent throughout Conway. The city has moved away from its previous “subdivision ordinance” style of planning.

Comprehensive Plan. The Comprehensive Plan shows this area as appropriate for single family residential. However, the property is currently used as duplexes and a cottage rental.
PUD Specific Requirements. Below is an examination of requirements specific to PUD zoning requests:

- **Relation to Utilities and Major Roads.** A PUD shall be located in relation to utility systems, drainage systems, and major roads so that neither extension or enlargement of public facilities shall be at the public’s expense. The proposal would not create any additional expense to the public. All required utility extension and construction will be the developer’s expense.

- **Internal Street Network.** A PUD shall include an internal system of streets, parking aisles, and/or cross access drives that can safely and efficiently accommodate vehicular traffic generated by the PUD. The proposed PUD would use the existing gravel driveway to access a larger gravel driveway/parking area at the rear of the lot between the two new structures.

- **Sidewalk System.** Unless there are outstanding reasons that warrant otherwise, all internal streets within the PUD shall include pedestrian sidewalks. There is an existing sidewalk along Robinson Avenue. However, the sidewalk appears to be partially in disrepair. If approved, the sidewalk should be repaired as part of this project. There is no internal street; rather, a gravel driveway. No internal sidewalks are proposed. The gravel driveway would serve as pedestrian access.

**Common Space.** The incorporation of plazas, courtyards, and other outdoor spaces for people to gather is encouraged. No common gathering area is proposed.

**Green Space.** Planned Unit Developments less than three acres shall dedicate a minimum of 5 percent to 20 percent of the total project area to pervious surface typically reserved for green space and/or landscaping. Around 40% permeable green space is shown.

**Property Owners Association.** PUDs may require the formation of a property owners association to oversee the upkeep of common areas and green spaces. No information has been presented concerning a property owners association at this time.

**Required Meetings.** A PUD request requires two specific meetings prior to the Planning Commission public hearing: a development review meeting and a public informational meeting. The development review meeting was held on February 8, 2017 at City Hall. This meeting is a technical meeting between the applicant and city officials to determine any technical development issues. The Fire Department noted that the dead end access lane is over 150 feet in length and would require fire approved turnaround. Utility main extensions might be required at the developer’s expense. Sanitation service would not be a problem.

On February 16, 2017 a public information meeting is scheduled at Conway City Hall at 5:30 pm. A followup email will be sent to Planning Commissioners on Friday, February 17, 2017.

**Signage.** Unless specified otherwise, a PUD is subject to current Conway sign regulations. However, as part of the PUD’s final development plan, signage may deviate from these requirements. There are no special sign variance requests as part of the PUD. Signage must be approved by the Historic District Commission.

**Platting, Development Review.** If approved, the proposed PUD must be re-platted into one lot as it currently occupies two lots.

**STAFF RECOMMENDATION**

The proposed PUD would introduce a level of residential density that is not typically found within the Asa P. Robinson Historic District. The District consists primarily of single family and duplex residences. Of 135 residential structures in the district, 4 multi-family structures have a similar level of density; 1618 and 1622 Robinson (3 blocks east), and 915 and 931 Faulkner Street (4 miles northwest). These structures were originally built as walkup multifamily dwellings and are the sole structure on each lot. They have a density equal to MF-1 (12 units/acre).

The proposed PUD occupies property in a block, bounded by Caldwell, Mitchell, Watkins, and Robinson. This block has 16 single family residences and 3 duplexes. Several lots within the block are narrow and deep similar to the proposed development lots.

In general, Planning Staff is supportive of denser infill developments. However, this proposal is in the heart of a local certified historic district. One of the key roles of this historic district designation is preservation. There is no historic precedent or context for a development of this type and density within the Robinson District. The proposed structures are somewhat similar to “carriage houses” with a living unit above a garage. However, they are very large for carriage houses. There are several examples of small living units above a garage in the Robinson District and the Old Conway area. There is no precedent for multiple living units above multiple garages in Conway’s historic areas. The proposed new structures are 2 story in height. As proposed, the structures will be visible above the one story duplex’s rooftops. The developer has indicated that the proposed structures are very similar to existing garage apartment units at Centerstone Apartments at Dave Ward Drive and Moix Boulevard.

There will be a much opposition to this proposal from area neighbors and those in the Conway historic preservation community. The Planning Commission may choose to approve this request, deny this request, or approve with conditions.

**Suggested PUD Final Development Plan Conditions.** A list of possible conditions is presented below. These conditions are provided for consideration by the Commission only if the Commission feels that the requested land use is appropriate. Conditions 1 and 2 concerning density are likely the most important conditions for consideration. Condition 5 is crafted to specify general parameters, without limiting the Historic District Commission’s review. The Planning Commission should examine these suggested conditions and delete, modify, or add as needed.
SALTER PROPERTIES REQUEST TO REZONE FROM R-2A TO PUD
Staff Suggested Conditions:

1. The PUD shall allow a maximum of 9 (or less) residential units. A possible compromise might be (1) additional residential unit per lot behind each existing duplex or (6) units maximum

2. The PUD shall have a maximum of 8 (or less) garage units. A possible compromise might be (1) additional 2 car garage per each existing duplex for a maximum of (2) 2 car garages

3. New structures must be situated to minimize visibility from Robinson Avenue.

4. Any signage must be approved by the Historic District Commission.

5. The PUD shall be generally developed as shown on site plan. Specific structure design, materials, landscaping, and variations from the submitted plan shall be allowed per Historic District Commission review. However, the density and intent of the site plan shall be followed.

6. Platting shall be required.

7. Setbacks, easements, etc shall be defined in the final development plan and PUD documents. Some dimensions, such as setbacks, shall be determined during Historic District Commission review.

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**Planned Unit Development?**

A Planned Unit Development (PUD) district is intended to accommodate developments that might otherwise be impractical or impossible to implement through traditional zoning.

A PUD project allows the creation of specific development standards to address each PUD’S unique characteristics. The PUD district also allows variances and/or the setting of conditions by the Planning Commission / City Council including, but not limited to; land use, building setbacks, parking, density, common space, green space, ingress/egress points, architectural design, and landscaping/buffering. Any conditions placed on a PUD request are incorporated into the PUD Final Plan. The PUD Final Plan typically consists of a site plan, a text document including conditions, variances, and any additional drawings or information defining the PUD. The Final PUD Plan is kept on file with the Planning Department and becomes the regulating document for the PUD.

Three planning meetings are involved in a PUD rezoning request. The first meeting is a technical meeting between the developer and various City Departments: Planning, Engineering, Permits, Sanitation, Fire, and Conway Corporation. The second meeting is a public information meeting to allow the public a chance to receive information and ask questions in an informal setting. At the third meeting, the Planning Commission meeting, the Commission reviews the PUD request. The Planning Commission may deny or approve the request with appropriate variances and conditions.

The Planning Commission recommendation is passed onto the City Council for approval or denial. The Council takes public input at the Council meeting. The City Council makes the final decision which includes; denial, approval as recommended by the Planning Commission, or approval with conditions as amended by the City Council.

Once approved, the Final PUD Plan is created. The developer must plat any unplatted property. The PUD is also subject to Planning Staff Development Review. Development Review examines a project’s ingress/egress, landscaping, parking requirements, lighting, architectural standards, drainage, etc. Once development review is complete, the Permits Department may begin review for life safety/ building codes. A building permit is issued upon completion of the building code review.

PUDs may be granted minor amendments without re-opening the PUD to Commission/Council review. A minor amendment may be granted by the Director of Planning. A minor amendment may not expand the specifically allowed land uses, nor change the character or function of approved driveways or streets, nor cause any foreseeable significant increase in traffic volume or negative impacts on traffic flow, nor significantly reduce the amount and/or distribution of common space or green space, nor create any significant change to the nature or character of the approved PUD.

A major amendment is any change beyond the scope of a minor amendment and must have City Council approval. Additionally, the Director of Planning and Development may elect to follow the major modification method for approval of any amendment if the amendment is deemed to be in the public interest.

PUD amendments that require public review must be submitted to the Planning Commission and City Council. Notifications must be posted and the PUD amendment must begin PUD approval procedures as if it were a new PUD rezoning request. A re-opening of the PUD for a major amendment does not make the entire PUD subject for review, only that portion being modified.

At its discretion, the Planning Commission may periodically review a Planned Unit Development’s implementation status. If the Planning Commission determines that the PUD is not being implemented in accordance with the Final PUD Plan, the Planning Commission may recommend that the City Council review the progress of the project. The City Council may allow the project to continue uninterrupted, may require the applicant and/or developer to submit a revised PUD plan, or take any other reasonable action to ensure that the subject property is developed in an appropriate manner.