PLANNED UNIT DEVELOPMENT

GUIDE TO REZONING AND SUBDIVIDING FOR A PUD

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 Raymore, 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 or 410 of the Raymore Unified Development Code may be permitted in a PUD, subject to review and approval.

Review and Approval Process

The PUD development process includes preliminary and final planning stages. The first stage encompasses the conventional rezoning and preliminary plat processes. The second stage parallels the process for final plat approval. Preliminary and final plans must be reviewed by City staff and the Planning and Zoning Commission and approved by the Raymore City Council. To obtain approval, the review and approval bodies must conclude that the PUD complies with all applicable ordinances in the Raymore City Code and complies with the City's Growth Management Plan. Furthermore, the Commission and Council will examine the provision of open space within the development in relation to the proposed development density. The Commission and Council then must find that the PUD proposed is a unique development that could not be accomplished through the use of a conventional zoning district.

Preliminary Development Plan

Review

The first stage in the PUD process is rezoning to the PUD District, which requires the review and approval of a preliminary development plan. The preliminary development plan serves as the preliminary plat for the subdivision. Any person submitting an application for a PUD must contact Development Services Department staff, who will explain the process and provide the necessary application materials. In addition, the applicant must meet with the City's Development Review Committee (DRC) to discuss the preliminary design and character of the proposed PUD. The DRC will inform the applicant of the requirements of the development regulations as they apply to the property to be developed and alert the applicant of potential problems with the location or design of the proposed PUD.

When the Development Services Department accepts a PUD application, staff reviews it for completeness and compliance with applicable plans and ordinances. Staff will contact the applicant if additions or revisions to the application are necessary. Staff prepares a report containing its findings and a recommendation of approval or denial of the request.

The application and staff report are submitted to the Planning and Zoning Commission for review and then to the City Council for final approval.

For residential developments, a meeting with the Parks and Recreation Board is required to determine how the applicant will fulfill the mandatory park land dedication requirement. The Board determines whether the requirement will be filled by land dedication, a fee in lieu of dedication, or both. Commercial and industrial properties are required to pay a fee based on the area of the property to be subdivided.

In addition to review by City staff and officials, the application is subject to comment from the general public. A "Good Neighbor" meeting is required to be held prior to the Planning and Zoning Commission meeting. The "Good Neighbor" meeting is meant to encourage dialogue early in the project planning process to pinpoint, discuss, and try to resolve neighborhood issues related to the impacts of the proposed rezoning. A notice will be sent to surrounding property owners informing them of the meeting. Additionally, a public hearing is required at the Planning and Zoning Commission and City Council meetings where the application is presented.

Approval

The preliminary development plan must be reviewed by the Planning and Zoning Commission. The Commission meets on the first and third Tuesday of every month. At the meeting, the Commission will allow the applicant and staff to present a report on the proposed development plan. A public hearing is also required. The Commission then makes "findings of fact" to determine whether the application meets the necessary criteria for a rezoning. Based on those determinations, the Commission provides a recommendation of approval or disapproval to the City Council. The Commission may recommend approval of an application subject to conditions reasonably necessary for conformance with the required conclusions.

City Council meetings are held on the second and fourth Monday of every month. The applicant and staff will again have the opportunity to present a report on the proposed PUD. A public hearing is required. The City Council will consider staff and Planning and Zoning Commission recommendations, along with the public's input, when making their decision to approve or deny the request for a PUD. A resolution must be passed by the City Council for final approval of the preliminary development plan.

Final Development Plan

After a preliminary plan has been approved, the applicant must submit a final development plan for approval. The applicant has one year after the date of the approval of the preliminary development plan to file a final plan application. If a final plan application is not submitted within one year, the preliminary development plan approval expires. Final development plans may be presented in phases, provided a phasing plan was approved with the preliminary plan.

Final development plans will be reviewed and approved according to the procedure for final plats. For details on that process, please refer to the Final Plat application packet.

PLANNED UNIT DEVELOPMENT
REVIEW & APPROVAL TIMELINES

Preliminary Development Plan Timeline

- Contact Development Services Department to obtain necessary forms and dates
- Meeting with Development Review Committee

30 Days Before P&Z Commission Meeting

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

Preliminary plat distributed to local agencies and utility companies for review

Staff review

Fourth Tuesday of Each Month

Park Board Meeting (for residential projects)

Prior to P&Z Commission Meeting

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

Good Neighbor Meeting

10 Working Days Before P&Z Commission

Final revisions submission deadline

First & Third Tuesday of the Month

Planning & Zoning Commission Meeting/ Public Hearing

Second & Fourth Monday of the Month

City Council Meeting/Public Hearing

Final Development Plan Timeline

30 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

Second & Fourth Monday of the Month

-City Council First Reading
-City Council Second Reading

Within One Year of Final Approval

Record plat with the county

PLANNED UNIT DEVELOPMENT

DISTRICT DESIGN STANDARDS

Raymore Unified Development Code Section 415.060 (D)	
Maintenance of Overall Density	The Planning and Zoning Commission and City Council may designate divisible geographic sections of the entire parcel to be developed as a unit, and may, in such a case, specify reasonable periods within which developments of such unit must be commenced. In the case of residential planned unit developments, the Planning and Zoning Commission may permit in each unit deviations from the number of dwelling units per acre established for the entire planned development, provided such deviation will be adjusted for in other sections of the development so that the number of dwelling units per acre authorized for the entire planned development is not increased.
Adequate Circulation System	a. The site must be accessible from public roads that are adequate to carry the traffic that will be imposed upon them by the proposed development, and the streets and driveways on the site of the proposed development must be adequate to serve the residents or occupants of the proposed development. b. A traffic study shall be submitted with the rezoning application in order to determine impacts of the proposed development and necessary improvements to the transportation system. The traffic study shall take into consideration the Transportation Plan of the City of Raymore. The Director of Public Works shall review the traffic study and make a recommendation to the Planning and Zoning Commission and City Council regarding necessary improvements to the transportations system.
Adequate Public Services	The development must not impose an undue burden upon public services and facilities, such as fire and police protection and public infrastructure. The development must make adequate provisions for resulting additional system demands imposed by the development upon roads and streets, water supply and storage, storm sewerage, sanitary sewerage and wastewater treatment. The developer must make arrangements and will furnish such performance bonds, escrow deposits or other guarantees as may be determined by the City to be reasonably required to assure consistency of the development with the City's Growth Management Plan.
Additional Buffering	When a commercial or industrial use within a Planned Unit Development district abuts a residential zoning district, a landscape buffer in compliance with UDC Section 430.080 (C) (1) shall be provided. If the residential zoning district and the commercial or industrial use are separated by a street right-of-way, a 10 foot wide landscaped buffer containing trees, shrubs and evergreens must be provided along the residential side of the right-of-way line. The applicant must provide for perpetual maintenance of the landscape buffer containing trees, shrubs and evergreens.

PUD PRELIMINARY PLAN

APPLICATION CHECKLIST

For applications filed under Unified Development Code Section 470.050

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

A completed application includes the following:

- ☐ **A completed application form.** The application form is available in the Development Services Office, located in Raymore City Hall, or on the Internet at www.raymore.com.
- ☐ **10 copies of the preliminary development plan**. The preliminary plan must include a formal plan, drawn to scale, indicating prominent existing features and the general layout of the proposed subdivision. The plan must contain all of the information listed on the Preliminary Plan Contents Checklist.
- ☐ **Digital copy of the plan** in AutoCAD.dwg and a **portable document format (.pdf)** of each sheet of the plan submittal.
- ☐ **Attached legal description** and legal description in Google Docs or Word Document format on a disk (legal description must be full description with callouts).
- ☐ **An application fee of twelve hundred dollars ($1,200.00)**, payable to the City of Raymore.
- ☐ **Ownership affidavit**, copy of deed, other proof of ownership OR completed owner(s) consent form.

In addition to the above application requirement, the applicant must take additional action before their application can be considered by the Planning and Zoning Commission.

- ■ **Good Neighbor Meeting.** A notice of the requested rezoning action will be mailed by the City to all property owners within one hundred and eighty-five (185) feet of the property to be rezoned, the president of any Homeowners' Association of adjacent property, and City Council ward representatives.

  A neighborhood meeting is required to be held prior to the Planning and Zoning Commission meeting. The City will schedule the time, date, and location of the Good Neighbor meeting. At the meeting, the applicant will present the details of the proposed rezoning to surrounding property owners.
- ■ **Parks and Recreation Board meeting**, if necessary, to determine how the applicant will meet the mandatory parkland dedication requirement, outlined in UDC Section 445.040. The Park Board meets the fourth Tuesday of every month.
- ■ A **Memorandum of Understanding** is required by the City for all Planned Unit Developments.

In addition to the above application requirements, the applicant must submit all materials required by the City of Raymore Engineering Department. Specific engineering requirements will be determined at the pre-application meeting with the Development Review Committee.

- ☐ **Traffic study.** A traffic study may be required with the rezoning application in order to determine impacts of the proposed development and necessary improvements to the transportation system. The traffic study shall take into consideration the Transportation Plan of the City of Raymore.
- ☐ **Preliminary stormwater management plan.** A preliminary plan that demonstrates the proposed stormwater management methods and locations on the site will be required upon submittal of the preliminary plan.
- ☐ **Preliminary public utility plans.** A conceptual plan of streets and utility locations will be required.
- ☐ **Preliminary grading and erosion control plans** will be required**.** See Raymore Unified Development Code Section 455.010 for plan submittal requirements.

PLANNED UNIT DEVELOPMENT

PLAN CONTENTS CHECKLIST

A preliminary plat must contain the following information:	
	Proposed name of the subdivision. Names shall not duplicate nor too closely resemble names of existing subdivisions.
	The full legal description of the boundaries of the property or properties to be included in the Planned Unit Development.
	The names and addresses of the owner, subdivider, and engineer or surveyor.
	The scale of the plan shall be, at most, one inch equals 100 feet.
	The date, north point, and legend.
	A vicinity or general location map showing section lines, the subdivision, adjacent subdivisions, corporate limits, main traffic arteries and other prominent features within 1000 feet of the proposed Planned Unit Development.
	The layout, number, and approximate dimensions and areas of lots and lot sizes in square feet.
Existing conditions:	
	The location, width, and name of each existing or platted street or other public way, utility rights-of-way, parks and other public open spaces, permanent buildings within or adjacent to the proposed subdivision, and other important features such as section lines and corners, survey monuments, and political subdivision boundaries.
	All existing sewers, water mains, gas mains, culverts, or other underground installations within the proposed subdivision or immediately adjacent thereto, with pipe size, grade, and locations shown.
	Contours at intervals of 2 feet.
	Location of natural features such as ponds, tree clusters and rock outcropping, water courses and such other existing features as may be pertinent to subdivision.
	The location and character of all adjacent existing public utilities lines, including sewers (storm and sanitary), water, gas and power lines. If a community sewage treatment plant or other type of community disposal system is to be installed or constructed to serve all or certain portions of the proposed subdivision, the general plan for such community type sewage treatment or disposal system shall be shown and so identified on the preliminary plan.
	Areas subject to flooding by a storm having the probability of occurring once in fifty (50) years, and areas in the official one hundred (100) year floodplain (as determined by the Federal Emergency Management Agency) shall be shown.
	Location, elevation, and description of the bench mark controlling the vertical survey which should, wherever possible, tie to USGS datum.

The following information with respect to the manner in which the tract is to be subdivided and developed shall be included on the preliminary plan.	
	Streets, showing the location, width, names and approximate grades thereof. Street names must be in compliance with the *City of Raymore Addressing and Street Naming Policies*.
	Building setback lines with dimensions.
	General location, size and use of all proposed structures in conformance with proposed yard requirements.
	All points of ingress and egress, driveways, circulation aisles, parking lots, parking spaces, and service areas.
	Location and size of areas set aside for common open space with the type of recreational facilities planned for each area indicated.
	Easements showing width and purpose.
	Location of required screening.
	Location and type of utilities to be installed.
	Location and width of proposed sidewalks in conformance with UDC Section 445.030 (K).
	Location and type of private amenities to be provided by the developer in the subdivision.
The preliminary plan shall also include a section designated as "General Provisions" and said section shall include the following items when applicable:	
	Net area in square feet and acres. (Note: Net area does not include land dedicated or necessary to be dedicated for public streets right-of-way. If more than one (1) parcel is proposed, designate net area of each parcel as well as total net area.)
	Density shall not exceed _____ dwelling units per acre or a total of _____ dwelling units for the entire plan.
	Building coverage shall not exceed _____ of the net area of the Planned Unit Development by individual parcel or total development.
	A minimum of _____ percent of the development plan shall be provided for common open space.
	A statement of adequate facilities shall be included describing the manner for the disposition of sanitary waste and storm water.
	Required number of off-street parking spaces.
	Gross floor area proposed, in square feet. (Commercial/Industrial PUD only)
The following data and information must be submitted with the preliminary plat. If practical, such data and information may be shown on the plat. Otherwise, separate statements and/or maps shall accompany the preliminary plan.	
	Proposed deed restrictions or restrictive covenants, if any, in outline form.
	Stages of development sequence if the total area is not proposed to be developed as one unit.
	Construction schedule. In the case where a Planned Unit Development calls for construction in units over a period of years, a schedule showing the proposed time and sequence within which the applications for final approval of all sections of the Planned Unit Development are intended to be filed shall be submitted.
	Schedule of when amenities will be constructed or installed.

	A statement of the improvements that will be installed by the developer and the time when such improvements will be completed. This statement shall be of sufficient detail to allow for determination of whether such improvements will comply with the Unified Development Code, and other applicable statutes, ordinances and regulations.
	Conceptual plans of streets and utility locations.
	A description, rendering or drawing of the general characteristics of proposed buildings.
	Evidence that the applicant has sufficient control over the tract to effectuate the proposed plan, including a statement of all the ownership and beneficial interests in the tract of land and the proposed development.
	Care and maintenance of open space. When a Planned Unit Development includes provisions for a common open space, or recreational facilities, a statement describing the provision that is to be made for the care and maintenance for such open space or recreational facilities shall be submitted. If it is proposed that such open space be owned and/or maintained by any entity other than a governmental authority, copies of the proposed Articles of incorporation and by-laws of such entity shall be submitted.
	A written statement by the applicant shall be submitted setting forth the reasons why, in his/her opinion, a Planned Unit Development would be in the public interest and would be consistent with the intent of the Governing Body on Planned Unit Development.