

Bryant Planning Commission

CITY OF BRYANT
210 SW 3RD STREET
BRYANT, AR 72022
501-943-0309

PC MEETING DATE: SECOND MONDAY OF EACH MONTH
TIME: 6:00 P.M.
PLACE: COURTROOM - BRYANT OFFICE COMPLEX
AGENDA DEADLINE: 5:00 P.M. THREE WEEKS PRIOR TO THE REGULARLY SCHEDULED MEETING DATE

PROCEDURES FOR OBTAINING PUD ZONING

A three step review procedure is required for obtaining PUD zoning and final approval of the final plan and plat. The first step involves a Pre-Application Plan and Conference which is designed to provide information to the City's Department heads of the developer's intention with respect to the nature and scope of the proposed PUD and to allow the developer to be informed of the City's regulations and policies concerning development alternatives for the area. The second step involves submission of a formal application for rezoning of the area to a PUD District and simultaneous submission of a preliminary plat in accordance with the Bryant Subdivision Regulations. The last step involves submission of the final development plan and plat for approval and recording prior to commencing building construction. These steps are outlined as follows with respect to the procedure followed and submission requirements at each step.

I. PRE-APPLICATION PLAN AND CONFERENCE

A. Procedure

1. A Pre-Application Plan shall be submitted to the Bryant Planning Department for review of the area and proposed uses relative to the compatibility of a Planned Unit Development project with existing development in the surrounding area and the comprehensive Development Plan of the City.
2. Each applicant shall confer with the Planning Department and department heads in connection with the preparation of the PUD application. It shall be the responsibility of the Planning Secretary to contact and invite department heads and other parties to a joint meeting. The general outlines of the proposal, evidenced schematically by the Pre-Application Plan and such other information as may be desired, are to be considered before submission of the PUD application.
3. Upon review of the site plan and general area by City personnel, and during the Pre-Application Conference, the applicant will gather appropriate recommendations to inform and assist prior to preparing the components of the Planned Unit Development Application.

B. Submission Requirements

At the time of requesting a Pre-Application Conference, the applicant shall submit a scaled site plan and such other narrative or graphic information the applicant deems pertinent to the City's initial review and evaluation of the potential of the PUD proposed. The Pre-Application Plan shall

include the following:

1. Boundaries of the property involved;
2. Existing zoning of the area and zoning of adjoining properties;
3. Existing roadways, easements, and waterways;
4. Indication of availability of all utilities;
5. General plan of development at a level of detail sufficient to indicate to the City the nature and scope of the project as to its magnitude in terms of approximate number and types of dwelling units, location and extent of nonresidential elements, proposed locations of major open space areas, circulation and access.
6. A development schedule indicating the approximate date when construction of the PUD or stages of the PUD can be expected to begin and be completed.
7. A statement of the applicant's intentions with regard to the future selling or leasing of all or portions of the PUD, including land areas, and dwelling units.

II. ZONING APPLICATION AND PRELIMINARY PLAT

After the Pre-Application Conference, the applicant may proceed in preparing a formal Application for a PUD to the Bryant Planning Commission at which time a public hearing for the preliminary plan for rezoning shall be set not later than sixty (60) days after filing and shall be legally advertised by the Planning Commission at least one time in a newspaper of general circulation in the city, fifteen (15) days before the hearing.

The Application shall consist of a simultaneous submission of a preliminary plat and a rezoning application.

1. The Preliminary Plat
 - a. Shall conform to all requirements contained in the Subdivision Regulations.
 - b. A preliminary site plan shall be submitted and it shall include all information required by the Subdivision Checklist.
 - c. If the project is to be developed in more than one phase, the boundaries of each proposed phase shall be clearly indicated on the site plan map
 - d. Calculations shall be submitted of the total number of gross acres in the project, and the acres and percentages thereof, proposed to be devoted to the several dwelling types, commercial uses, other nonresidential uses, streets, parks, and other reservations
 - e. Tabulation of the total number of dwelling units by various types in the project and the total number of net residential acres within the project, or if the project is to be developed in phases, by each phase within the project. Tabulations shall so indicate conformance of the proposed project or each phase within the project to the residential density standards for the PUD district
 - f. If the preliminary development plan is conditionally approved, the applicant shall have ninety (90) days from the date of the Planning commission action granting conditional approval to submit a revised preliminary development plan
2. The Rezoning Application
 - a. The Application shall be processed following the procedure for a change of zone district boundary as contained in the City of Bryant Zoning Regulations.
 - b. Follow procedures for rezoning
3. Submittal to City Council
 - a. After approval from Planning Commission has been obtained for the Preliminary Plan for rezoning to a PUD, a recommendation for approval shall be submitted to City Council for

adoption of rezoning Ordinance.

- b. Submittal of additional 20 copies of plan for City Council review
- c. Attendance is required for all public meetings (Ordinances are adopted after three (3) readings from City Council).

III. FINAL PLAN AND PLAT

Upon the approval of the rezoning request by the City Council, the applicant may proceed with the preparation of the final plan and plat to be submitted to the Planning Commission. The final plat shall meet all applicable requirements of the Bryant Subdivision Regulations and shall be processed in accordance with those Regulations. The applicant shall submit a written and graphic description of any modifications made to the final plat from the approved preliminary plan.

If it is determined that no changes have been made from the preliminary plan, or if only minor plan changes have been made in accordance with the definition provided below, then the review by the Bryant Planning Commission may proceed and the plat may be submitted to the Planning Commission for approval. If approved, the plat shall be filed in the Saline county Recorder's office upon completion of the above information. If substantial changes are found to have been made to the agreed elements, then the application must be resubmitted for Preliminary Development Plan review.

IV. ADMINISTRATION AND ENFORCEMENT

A. Review Standards

The Planning Commission shall investigate and ascertain that the plans for a Planned Unit Development meet the following conditions:

1. Eligible properties shall lie within the planning and zoning area of the city.
2. Eligible applicants for preliminary plan review must be the landowners of record, holders of a lease for not less than 50 years, or their authorized agent and beneficiaries of all properties in question.
3. Eligible properties must normally be ½ acre or larger in size (gross acreage). Smaller parcels may be eligible if justified by owner.
4. In order to enhance the integrity and attractiveness of the development proper landscaping and screening are required.
5. A minimum of ten to fifteen percent (10-15%) of gross Multi-Family Residential areas shall be designated as usable open space.
6. Single Family detached developments shall have a minimum of 500 square feet of usable private open space per unit.
7. No more than one-third of the common usable open space may be covered by water.
8. The location and widths of all highways, thoroughfares, streets and roads shall conform to the Master Street Plan. The project shall provide adequate internal and external street systems.
9. Sites without access to either collector or arterial streets shall be developed at a density not to exceed four (4) units per gross acre.
10. The off-street parking and loading standards found in this regulation shall apply to the specific gross usable or leaseable floor areas of the respective use areas. The Planning Commission will designate those streets or street segments, which will be designed for on street parking and off street parking requirements.
11. Land uses approved for other zoning districts included in the PUD must comply with all applicable ordinances.

V. CAUSE FOR REVOCATION

The Planning Commission may recommend to the City Council that any previous Planned Unit Development approval be revoked and all building permits be voided under the following circumstances.

- A. If the applicant has not submitted a Final Development Plan to the staff within one year of Preliminary Plan approval.
- B. If no building permit has been issued within two (2) years from the recording date of the Final Development Plan and Plat.
- C. If the applicant does not adhere to the phased development schedule.
- D. If the construction and provision of all common open spaces and public and recreational facilities which are shown on the Final Development Plan and Plat are proceeding at a substantially slower rate than other project components.

ATTACHMENTS:

- 1. Subdivision Checklist
- 2. Landscape Ordinance
- 3. Rezoning Application