



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN # 561**  
**Planned Unit Development Zoning Applications**

DATE: July 14, 2016

CREATED BY: Zoning Division

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**Purpose:**

As a customer service initiative, the Department created this Information Bulletin (*IB*) to assist customers in understanding the Planned Unit Development (PUD) submittal requirements for PUD district zoning applications received after January 1, 2016. This bulletin is a result of a recent amendment to the Unified Development Code (UDC), Sec. 35-344.02, which became effective January 1, 2016.

**Scope:**

This bulletin provides the submittal requirements for all Planned Unit Development Districts established after January 1, 2016, with the exception of those Planned Unit Development subdivisions established within the ETJ prior to January 1, 2016 and annexed into the city after January 1, 2016.

The change in zoning and/or plan amendment application for PUDs established after January 1, 2016 must meet the following minimum criteria:

- (1) Completed change in zoning and/or plan amendment application and payment of all applicable fees based on acreage, plus the additional site plan fee of \$700.00.
- (2) The application shall include a conceptual site plan that is prepared to scale. The conceptual site plan must be drawn with dimensions and a graphic scale must be provided.
- (3) To provide adequate information for City Council to make an informed decision on a request for a PUD district, each site plan shall illustrate the following:
  - A. PUD Perimeter Setback lines. Required PUD perimeter setbacks shall be twenty (20) feet for residential uses, including multi-family uses and for all other types of uses, the required PUD perimeter setbacks shall be the same as for the applicable zoning district which the nonresidential use would be allowed in if it were not a PUD.
  - B. Site layout indicating size, location, scale, north arrow, and perimeter boundaries and setbacks.
  - C. The general location of streets and parking areas.

- D. The general location of open space.
- E. The location of all entrances onto existing and/or proposed adjacent roadways, whether existing or proposed.
- F. The location of all proposed or existing lots.
- G. The general location of proposed parks and playgrounds.
- H. Proposed land uses by location, type, density, and size. A final statement in tabular form which sets forth the following data:
  - a. Total number of dwelling units, by development phase;
  - b. Residential density and units per acre;
  - c. Total floor area and floor area ratio for each type of use;
  - d. Total area in passive open space;
  - e. Total area in active developed recreational open space; and
  - f. Total number of off-street parking and loading spaces.
- I. The following statement: “I, \_\_\_\_\_, the property owner, acknowledge that this site plan submitted for the purpose of rezoning this property is in accordance with all applicable provisions of the Unified Development Code. Additionally, I understand that City Council approval of a site plan in conjunction with a rezoning case does not relieve me from adherence to any/all City-adopted Codes at the time of plan submittal for subdivision platting or building permits.”

The conceptual site plan shall be included with the zoning application and the procedures for approving a planned unit development zoning district shall be as required for a rezoning per Sec. 35-421(d) and as further set forth in Sec. 35-344.02.

Upon approval of a planned unit development zoning district by City Council, the applicant shall be eligible to proceed with the platting process and shall be subject to the requirements as set forth in Appendix B, Sec. 35-B101, Table B-101.

PUDs established after January 1, 2016, will not need a conceptual site plan approval from the Planning Commission; however, a Master Development Plan (MDP) and/or plat will be required to be submitted and approved as applicable.

Amendments to a PUD site plan shall be classified as minor or major as per 35-344.02(n). Major amendments to a PUD site plan established after January 1, 2016 shall be considered by the Zoning Commission and City Council following the same procedure required for the initial approval of the plan.

**Summary:**

It is the intent that the procedures set forth in the recent code amendments and this IB will allow applicants a more streamlined and cost-effective process in applying for Planned Unit Development Districts. This IB is for informational purposes only.

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