



PLANNING BOARD MEETING AGENDA
September 11, 2025 – 7:00 P.M.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALEGIANCE TO THE FLAG

APPROVAL OF MINUTES

1. Approval of Meeting Minutes August 14, 2025

CITIZEN COMMENT ON AGENDA ITEMS

PUBLIC HEARING – CITY MASTER PLAN AMENDMENT

Notice is hereby given that, pursuant to state Public Act 33 of 2008, as amended, the City of Montrose Planning Commission will hold a public hearing on Wednesday, September 11, 2025 at 7:00 P.M. at the Montrose City Offices, located at 139 S. Saginaw Street, Montrose, MI, 48457. The public hearing is intended to provide an opportunity for interested citizens to express their opinions regarding all aspects a proposed amendment to the City's Master Plan to incorporate a new Housing Study into the Master Plan.

PUBLIC HEARING – PLANNED UNIT DEVELOPMENT DISTRICT

The City of Montrose Planning Commission will conduct a public hearing on Thursday, September 11, 2025, at 7:00 p.m., within the Montrose City Offices, located at 139 South Saginaw Street, Montrose, Michigan, 48457. The purpose of this hearing is to provide opportunity for public comment on a proposed amendment to the City of Montrose Zoning Ordinance to add a new Article 14, Planned Unit Development (PUD) District. A PUD is a development option which permits regulatory flexibility to achieve innovation in land use and variety in design, layout, and type of structures constructed.

COMMUNICATIONS – NONE

UNFINISHED BUSINESS – NONE

NEW BUSINESS

1. Consider Approving Housing Study Master Plan Amendment Adoption – Resolution
2. Consider Zoning Ordinance Planned Unit Development District



PLANNING BOARD MEETING AGENDA
September 11, 2025 – 7:00 P.M.

CITIZEN COMMENT

PLANNING COMMISSION MEMBER COMMENTS

ADJOURNMENT



**PLANNING BOARD MEETING MINUTES
AUGUST 14, 2025 – 7:00 P.M.**

CALL TO ORDER

Action: Meeting called to Order at 7:00 p.m. by Chairman Ray Foust

ROLL CALL

Action:

In attendance: Chairman Foust, Mr. Baryo, Mr. Brown, Mr. Edwards, Mrs. Putnam, and Council Representative Lori Machuk. Absent: Mr. Pangle and Mr. Wixson.

PLEDGE OF ALEGIANCE TO THE FLAG

Action:

Pledge of Allegiance was led by Chairman Foust.

APPROVAL OF MINUTES

1. Approval of Meeting Minutes July 17, 2025

Action:

Motion by Mr. Edwards.

Second by Mr. Brown.

A-YES. Motion Carried.

CITIZEN COMMENT ON AGENDA ITEMS

Action: No Comments from the Public

COMMUNICATIONS – None

UNFINISHED BUSINESS - None

NEW BUSINESS

1. Consider Site Plan Review 106 West State Street

Action:

Motion by Mr. Edwards Approval of Site Plan with a question to ask architect about fire rating for staircase, secondary escape and parking.

Second by Mr. Brown.

A-YES. Motion Carried.

2. Consider Review of PUD Option

Action:

Motion: Mr. Edwards – accept PUD Option & bring back to Planning Board next meeting in September for Public Hearing.

Second by Mr. Brown.

A-YES. Motion Carried.

3. Consider Discussion regarding Social District(s)

Action:

None. Discussion was had. Board indicated this was a primary function of the DDA.

4. Consider Discussion of General Business License (GBL)

Action:

None. Much discussion on history of the GBL and many ideas shared and why and why it is not needed. City Manager informed the DDA the Ordinance is in abeyance until end of September, and he is working on a hopeful solution.

CITIZEN COMMENT

Action: No Comments from the Public

PLANNING COMMISSION MEMBER COMMENTS

None

ADJOURNMENT

Meeting Adjourned: 8:26 P.M.

HOME OF THE ANNUAL BLUEBERRY FESTIVAL

139 S. SAGINAW ST. MONTROSE, MI 48457 / PHONE (810) 639-6168

**City of Montrose
Housing Study / Master Plan Amendment
Notice of Public Hearing**

Notice is hereby given that, pursuant to state Public Act 33 of 2008, as amended, the City of Montrose Planning Commission will hold a public hearing on Wednesday, September 11, 2025 at 7:00 P.M. at the Montrose City Offices, located at 139 S. Saginaw Street, Montrose, MI, 48457. The public hearing is intended to provide an opportunity for interested citizens to express their opinions regarding all aspects a proposed amendment to the City's Master Plan to incorporate a new Housing Study into the Master Plan.

An electronic copy of the Housing Study can be downloaded from the Planning Board page of the City website at the following internet address:
www.cityofmontrose.us/planning-board/

You may also request to view a hard copy of the Master Plan amendment during regular business hours at the Montrose City Offices.

Those unable to attend the public hearing are invited to submit written comments to the attention of the City Clerk by email to clerk@cityofmontrose.us or by mail to the Montrose City Offices address above. All written comments must be received no later than 4:00 p.m. on September 11, 2025. To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodations for this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk at (810) 639-6168 or clerk@cityofmontrose.us.

**NOTICE OF PUBLIC HEARING
ZONING TEXT AMENDMENT
CITY OF MONTROSE – PLANNING COMMISSION**

PLEASE TAKE NOTICE The City of Montrose Planning Commission will conduct a public hearing on Thursday, September 11, 2025, at 7:00 p.m., within the Montrose City Offices, located at 139 South Saginaw Street, Montrose, Michigan, 48457. The purpose of this hearing is to provide opportunity for public comment on a proposed amendment to the City of Montrose Zoning Ordinance to add a new Article 14, Planned Unit Development (PUD) District. A PUD is a development option which permits regulatory flexibility to achieve innovation in land use and variety in design, layout, and type of structures constructed.

To comply with the Americans with Disabilities Act (ADA), any citizen requesting accommodations for this meeting, and/or to obtain this notice in alternate formats, please contact the City Clerk at (810) 639-6168, or clerk@cityofmontrose.us by 4:00 p.m. the day of the meeting.

The text of the proposed amendments are available for public review and inspection during regular business hours at the City Clerk's office located the Montrose City Offices. Persons wishing to comment may do so at the hearing. Written comments may also be submitted prior to 4:00 p.m. on September 11, 2025, and should be addressed to:

Tina Rush, City Clerk
139 South Saginaw Street
Montrose, MI 48457

CITY OF MONTROSE MEMORANDUM

Date: July 1, 2025

To: Chairman Foust and Planning Commission Members

From: Joe Karlichek, Interim City Manager

Subject: Consider Housing Readiness Grant / Master Plan Amendment

Background: Attached to this memorandum is a memorandum sent to City Council for their review at the June 24, 2025, City Council meeting describing a Grant the City of Montrose engaged in and subsequent communication(s) with MSHDA and Wade Trim.

In this memorandum from city administration is a memorandum from Wade Trim, identifying the planned procedure to amend the Master Plan, timeline and for the Planning Commission to adopt the Housing Study.

Recommendation: **It is recommended the Planning Commission move to forward the draft Housing Study to City Council and request the Council to authorize the distribution of the study for review in accordance with State Law.**

CITY OF MONTROSE MEMORANDUM

Date: August 28, 2025

To: Chairman Foust and Planning Commission Members

From: Joe Karlichek, City Manager 

Subject: Consider Approving Housing Study Master Plan Amendment Adoption – Resolution

Background: As you are aware the Planning Board was provided a describing a Grant the City of Montrose engaged in and subsequent communication(s) with MSHDA and Wade Trim. identifying the planned procedure to amend the Master Plan, timeline and for the Planning Commission to adopt the Housing Study.

In this memorandum from city administration is a memorandum from Wade Trim, establishing the Public Hearing, which preceded this recommendation.

Recommendation: **It is recommended the Planning Commission adopt the Resolution Housing Study Master Plan Amendment so city administration can complete the final State-required steps, which includes sending out “notice of adoption” letters to the selected entities as required by the ACT.**



Wade Trim Associates, Inc.
500 Griswold Street, Suite 2500 • Detroit, MI 48226
313.961.3650 • www.wadetrim.com

MEMORANDUM

To: City of Montrose Planning Commission

From: Adam Young, AICP, Professional Planner, Wade Trim

Date: August 28, 2025

Subject: Community Housing Study (Master Plan Amendment) – Public Hearing and Adoption

As you know, a public hearing on the draft Montrose Community Housing Study has been scheduled for September 11, 2025. The Community Housing Study is intended to be an amendment and addendum to the City's 2024 Master Plan. The most current draft of the Community Housing Study is dated June 27, 2025, and can be downloaded from the City website at:

<https://www.cityofmontrose.us/planning-board/>

As an amendment to the City's 2024 Master Plan, the procedural requirements of the Michigan Planning Enabling Act (PA 33 of 2008) must be followed, including holding a public hearing. Notices of the public hearing were prepared by the City and published in accordance with State law. The following steps should be followed during the public hearing:

1. Planning Commission opens the public hearing
2. Any citizens present are given the opportunity to comment on the Housing Study
3. The PC Chair recognizes and summarizes any written comments that may have been submitted to the City Clerk
4. Planning Commission closes the public hearing

After the public hearing is closed, the Planning Commission should consider any comments received and may adopt the Community Housing Study by resolution. Enclosed is a sample resolution of adoption that you can utilize to adopt the study.

Once the Community Housing Study has been adopted by the Planning Commission, we will work with the City to complete the final State-required steps, which include sending out "notice of adoption" letters to selected entities as required by the Act.

If you have any questions, please do not hesitate to contact me at 313.961.3651 or ayoung@wadetrim.com.

ACY:Ikf
MTR 6112-01D
20250828_Planning Commission Public Hearing-Memo.docx

Enclosure: Sample Resolution of Adoption

RESOLUTION NO. _____

PLANNING COMMISSION RESOLUTION OF ADOPTION
MONTROSE COMMUNITY HOUSING STUDY /
MASTER PLAN AMENDMENT

City of Montrose
Genesee County, Michigan

The following Resolution was offered by Member _____ and supported by Member _____.

WHEREAS, The City of Montrose has established a Planning Commission under the Planning Enabling Act, State Public Act 33 of 2008, as amended; and,

WHEREAS, The Planning Commission is required by Section 7 of said Act to make and adopt a master plan as a guide for the physical development of the City; and,

WHEREAS, The City adopted a Master Plan in September 2024 as a guide for the physical development of the City; and,

WHEREAS, The City Planning Commission recognizes housing as a key issue in the community; and,

WHEREAS, The City Planning Commission has prepared a Community Housing Study which evaluates housing needs and opportunities and establishes an action plan containing recommendations to support increased housing supply, diversity, and affordability within the City; and,

WHEREAS, The City Planning Commission desires to adopt the Montrose Community Housing Study as an amendment and addendum to the 2024 Master Plan; and,

WHEREAS, The Montrose Community Housing Study was presented to the public at a hearing held on September 11, 2025, before the Planning Commission, with notice of the hearing being provided in accordance with Section 43 of Public Act 33 of 2008, as amended;

NOW THEREFORE BE IT RESOLVED THAT, The Montrose Community Housing Study, with the revisions as noted during this meeting, is hereby adopted by the Planning Commission as an amendment and addendum to the 2024 Master Plan this 11th day of September, 2025.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

, Secretary
City of Montrose Planning Commission

CITY OF MONTROSE MEMORANDUM

Date: August 28, 2025

To: Chairman Ray Foust and Planning Board Members

From: Joe Karlichek, City Manager

Subject: Consider Zoning Ordinance Planned Unit Development District

Background:

At the August 14, 2025 Planning Board Meeting the Board unanimously approved the PUD Option and to bring the PUD Option back to the September 11, 2025 Board for consideration for adoption. Doing so requires a Public Hearing. A Public Hearing was held preceding this consideration.

Attached to this memorandum is the prior memorandum from city administration for which the Board discussed and voted and an updated memorandum from City Planner describing the process and the Board's consideration to adopt the PUD.

The city planner's memorandum dated August 28, 2025, that would amend the City of Montrose Zoning Ordinance by establishing a new Article 14 titled Planned Unit Development District. (Presently, Article 14 is "Reserved").

After the public hearing is held, the Planning Commission would forward a recommendation of adoption to City Council.

Recommendation: It is recommended the Planning Commission consider adopting the PUD Option and direct city administration to take the proposed adoption to city council at their September 23, 2025 meeting as directed by our City Planner.

CITY OF MONTROSE MEMORANDUM

Date: August 3, 2025

To: Chairman Ray Foust and Planning Board Members

From: Joe Karlichek, Interim City Manager

Subject: Consider Review PUD Option

Background:

Enclosed for your consideration is a memorandum from the City of Montrose City Planner following discussion with both this board and meeting with Adam Young.

Contained in this memorandum is the city planner's memorandum and draft language, dated July 31, 2025, that would amend the City of Montrose Zoning Ordinance by establishing a new Article 14 titled Planned Unit Development District. (Presently, Article 14 is "Reserved") Please review the draft zoning amendment and share any comments or feedback with us. Ultimately, the Planning Commission would need to host a public hearing to gain citizen comments on the proposed language. After the public hearing is held, the Planning Commission would forward a recommendation of adoption to City Council.

Recommendation: **It is recommended the Planning Commission review the PUD Option and direct city administration to place this on the September 11, 2025, Planning Board Agenda as directed by our city planner.**



Wade Trim Associates, Inc.
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313.961.3650 • www.wadetrim.com

MEMORANDUM

To: City of Montrose Planning Commission

From: Adam Young, AICP, Professional Planner, Wade Trim

Date: August 28, 2025

Subject: Zoning Ordinance Text Amendment – Planned Unit Development District – Public Hearing

Last month, we provided draft language to establish a new planned unit development (PUD) option within the City of Montrose Zoning Ordinance. A PUD option allows flexibility in the regulation of land development and encourages innovation in land use and variety in design, layout, and type of structures. An approved PUD project often combines different yet compatible land uses – like housing, recreation, and commercial. The PUD review process allows the city to grant flexibility in terms of minimum lot sizes, setbacks, density, and mixture of uses. In exchange for the granting of regulatory flexibility, the developer must propose an innovative project that offers community benefits, such as the provision of unique amenities and the preservation of open space. As part of the PUD review process, the applicant must demonstrate, and the City must ultimately determine that the criteria and standards for approval have been met. These criteria and standards are outlined in Sections 14.3 and 14.4 of the draft language.

After discussion of the draft PUD language during your August meeting, you chose to move forward with the next step in the process, which is to hold a public hearing to gain citizen comment. This public hearing has been scheduled for your September 11, 2025, Planning Commission meeting. During the meeting, the following actions should be taken:

1. Planning Commission opens the public hearing
2. Any citizens present are given the opportunity to comment on the text amendment
3. The PC Chair recognizes and summarizes any written comments that may have been submitted to the City Clerk
4. Planning Commission closes the public hearing

After the public hearing is closed, the Planning Commission may then deliberate on the proposed text amendment language. The Planning Commission would then pass a motion recommending approval of the proposed text amendment, with or without changes. The Planning Commission's recommendation would then be taken to the City Council. The City Council has final authority for adoption of the proposed text amendment.

If you have any questions, please do not hesitate to contact me at 313.961.3651 or ayoung@wadetrim.com.

ACY:Ikf
MTR 6112-01D
20250828_Planning Commission PUD Text Amendment-Memo.docx

Enclosure: Planned Unit Development Zoning Text Amendment, dated June 31, 2025

MEMORANDUM

To: City of Montrose Planning Commission

From: Adam Young, AICP, Professional Planner, Wade Trim

Date: July 31, 2025

Subject: Zoning Ordinance Text Amendment – Planned Unit Development District

City Administration has requested that we assist the Planning Commission in the establishment of a new planned unit development (PUD) option within the City of Montrose Zoning Ordinance. We are pleased to respond to this request.

A PUD option allows flexibility in the regulation of land development and encourages innovation in land use and variety in design, layout, and type of structures. An approved PUD project often combines different yet compatible land uses — like housing, recreation, and commercial. The PUD review process allows the city to grant flexibility in terms of minimum lot sizes, setbacks, density, and mixture of uses. In exchange for the granting of regulatory flexibility, the developer must propose an innovative project that offers community benefits, such as the provision of unique amenities and the preservation of open space.

Most municipalities have PUD language within their zoning ordinance, giving property owners/developers the ability to propose, and the municipality the authority to approve, a PUD. However, the City of Montrose Zoning Ordinance does not establish a PUD option. The City's recently adopted Master Plan specifically encourages high-quality and unique development projects that offer a mixture of uses, are designed to protect and preserve the natural environment, and achieve similar community goals. Establishing a PUD option in the City of Montrose Zoning Ordinance would allow for this to occur.

Enclosed for your consideration is draft language, dated July 31, 2025, that would amend the City of Montrose Zoning Ordinance by establishing a new Article 14 titled Planned Unit Development District. (Presently, Article 14 is "Reserved") Please review the draft zoning amendment and share any comments or feedback with us. Ultimately, the Planning Commission would need to host a public hearing to gain citizen comments on the proposed language. After the public hearing is held, the Planning Commission would forward a recommendation of adoption to City Council.

If you have any questions, please do not hesitate to contact me at 313.961.3651 or ayoung@wadetrim.com.

ACY:Ikf
MTR 6111-01D
20250731_PlanningCommission-Memo.docx

Enclosure: Planned Unit Development Zoning Text Amendment, dated June 31, 2025

City of Montrose, Michigan

**Potential Zoning Ordinance Text Amendment
Adding a new Planned Unit Development (PUD) Option**
City of Montrose Zoning Ordinance (Code of Ordinances/Appendix A)

July 31, 2025 DRAFT
Prepared by Wade Trim

The City of Montrose Zoning Ordinance, Appendix A of the Code of Ordinances, is proposed to be amended to add a new Article 14 titled Planned Unit Development, to read as follows:

ARTICLE 14. – PLANNED UNIT DEVELOPMENT (PUD) DISTRICT

Sec. 14.1. – Purpose and Intent.

The purpose of this article is to permit flexibility in the regulation of land development; encourage innovation in land use and variety in design, layout, and type of structures constructed; achieve economy and efficiency in the use of land, natural resources and utilities; encourage provision of useful open space; provide adequate housing, employment, and shopping opportunities particularly suited to the needs of the residents of the City of Montrose and encourage the use, reuse, and improvement of existing sites and buildings when the uniform regulations contained in zoning districts do not provide adequate protection and safeguards for the site or surrounding area.

The planned unit development option is intended to accommodate developments with mixed or varied uses, to allow some degree of flexibility in the application of standards and regulations in this zoning ordinance to achieve innovation to development on sites with unusual topography or unique settings within the community, or on land which exhibits difficult or costly development problems, and shall not be allowed where this option is sought primarily to avoid the imposition of standards and requirements of zoning classifications rather than to achieve the stated purposes above.

The provisions of this article provide enabling authority and standards for the submission, review, and approval of applications for planned unit development.

Sec. 14.2. – Applicability and Land Use Authorization.

1. A planned unit development (PUD) may be applied for in any zoning district. The granting of a planned unit development application shall require a rezoning by way of amendment of this zoning ordinance upon the recommendation of the Planning Commission and approval of the City Council.
2. Any land use authorized in this zoning ordinance may be included in a planned unit development, subject to adequate public health, safety, and welfare protection mechanisms being designed into the development to ensure the compatibility of varied land uses both within and outside the development.

Sec. 14.3. – PUD Eligibility Criteria.

The applicant proposing a planned unit development must demonstrate each of the following criteria as a condition to being entitled to planned unit development treatment:

1. Granting of the planned unit development will result in at least one of the following:
 - a. A recognizable and material benefit to the ultimate users of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the planned unit development regulations;
 - b. Long-term protection and preservation of natural resources and natural features of a significant quantity and/or quality, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the planned unit development regulations; or
 - c. A nonconforming use shall, to a material extent, be rendered more conforming, or less offensive, to the zoning district in which it is situated.
2. The proposed type and density of use shall not result in an unreasonable increase in the need for or burden upon public services, facilities, streets, and utilities;
3. The proposed development shall be consistent with the public health, safety, and welfare of the city;
4. The proposed development shall not result in an unreasonable negative environmental impact on the subject site or surrounding land;
5. The proposed development shall not result in an unreasonable negative economic impact upon surrounding properties;
6. The proposed development shall be under single ownership and/or control such that there is a single person having responsibility for completing the project in conformity with this Ordinance; and
7. The proposed development shall be consistent with the goals and policies of the Master Plan.

Sec. 14.4. – PUD Design Standards.

The following design standards shall apply:

1. Residential design standards.
 - a. The property shall be a minimum size of two (2) acres.

- b. Residential density shall not be greater than the maximum density permitted in the zoning district in which the property is situated immediately prior to reclassification under this article.
- c. Additional density for residential uses may be allowed at the discretion of the Planning Commission and based upon a demonstration by the applicant of consistency with the Master Plan and of planning and design excellence resulting in a material benefit to the city, adjacent land uses, and/or the ultimate users of the project, where such benefit would otherwise be unlikely to be achieved without the application of the PUD regulations including, without limitation, innovative design producing significant energy efficiency, pedestrian or vehicular safety, long term aesthetic beauty, and protection and preservation of natural resources and features.

2. Non-residential design standards.

- a. The property shall be a minimum size of one (1) acre.
- b. Non-residential uses may be permitted in combination with other non-residential uses or as part of a common development with residential uses.
- c. The non-residential uses, including parking and vehicular traffic ways, shall be separated and buffered from residential units in a manner consistent with good land and community planning principles.

3. General design standards.

- a. All regulations applicable to setbacks, parking and loading, general provisions, and other requirements shall be met in relation to each respective land use in the development based upon zoning districts in which the use is listed as a principal permitted use. In all cases, the strictest provisions shall apply.
- b. Notwithstanding subsection (3)(a) above, deviations with respect to such regulations may be granted as part of the overall approval of the planned unit development, provided features or elements demonstrated by the applicant and deemed adequate by the Planning Commission are designed into the project plan for the purpose of achieving the objectives of this article.
- c. To the maximum extent feasible, the development shall be designed so as to preserve the natural resources and natural features. The benefit, which would reasonably be expected to accrue from the proposal, shall be balanced against the reasonably foreseeable detriments of the activity, taking into consideration the local, state, and national concern for the protection and preservation of the natural resources or features and the following criteria:
 - (1) The availability of feasible and prudent alternative methods of accomplishing any development;

- (2) The extent and permanence of the beneficial or detrimental effects of the proposed activity; and
- (3) The size, quality, and rarity of the natural resources or natural features which would be impaired or destroyed.

- d. A perimeter setback and berthing shall be required from the Planning Commission for the purpose of buffering the development in relation to surrounding properties. If the planned unit development project includes non-residential uses adjacent to a district authorizing residential uses, and/or if the project is larger than one acre in area, such perimeter setback shall be established with a dimension from the property line of up to 50 feet at the discretion of the Planning Commission, taking into consideration the use or uses in and adjacent to the development. The setback distance need not be uniform at all points on the perimeter of the development.
- e. Thoroughfare, drainage, and utility design shall meet or exceed the standards otherwise applicable in connection with each of the respective types of uses served.
- f. Underground installation of utilities shall be required, including electricity and telephone, as found necessary by the Planning Commission.
- g. Pedestrian walkways shall be separated from vehicular circulation, as found necessary by the Planning Commission.
- h. Signage, lighting, landscaping, building materials for the exterior of all structures, and other features of the project shall be designed and completed with the objective of achieving an integrated and controlled development, consistent with the character of the community, surrounding development or developments, and natural features of the area.
- i. Where non-residential uses adjoin off-site residentially zoned property, noise reduction, and visual screening mechanisms such as earthen and/or landscape berms and/or decorative walls, shall be employed. The Planning Commission, at its discretion, shall review and approve the design and location of such mechanisms.
- j. The City Council, upon the recommendation of the Planning Commission, shall resolve all ambiguities as to applicable regulations using this article, the Master Plan, and other city standards or policies as a guide.

Sec. 14.5. – PUD Review Procedure.

Review of a planned unit development shall occur in two phases, in accordance with the following:

1. Preliminary PUD Plan Submission and Review.
 - a. The applicant shall submit the following together with the application for PUD preliminary phase approval:
 - (1). A preliminary PUD plan depicting the proposed locations of streets, parking areas, open spaces, buildings and structures, and their spatial relationships, the relationship to off-site improvements and infrastructure and any unusual topographic features.
 - (2). A narrative report providing a description of the project, discussing the market concept and feasibility of the project, and explaining the manner in which the criteria and standards set forth in [section 14.3](#) and [section 14.4](#) have been met.
 - b. The Planning Commission shall review the preliminary PUD plan as it relates to the criteria and standards set forth in [section 14.3](#) and [section 14.4](#) and make appropriate comments or suggestions concerning the proposed development scheme.
 - c. This phase shall not be construed to require approval of the preliminary PUD plan by the Planning Commission. Further, the preliminary PUD plan is only intended to be used as a general guide to both the applicant and the city.
 - d. Upon completion of the preliminary PUD review phase, the applicant may proceed with a formal submission of the final PUD plan. Submission of a final PUD plan shall occur within six (6) months from the date of preliminary PUD review. If a final PUD plan is not submitted by the applicant within six (6) months, preliminary PUD plan review will be required in accordance with this subsection.
2. Final PUD Plan Submission and Review.
 - a. An application for PUD final phase approval shall be submitted along with the following information:
 - (1) A site plan meeting all requirements of [section 12.3](#);
 - (2) A separately delineated specification of all deviations from this zoning ordinance, which would otherwise be applicable to the uses and development proposed in the absence of this planned unit development article;
 - (3) A specific schedule of the intended development and construction details, including phasing or timing;
 - (4) A specific schedule of the general improvements to constitute a part of the development including, without limitation, lighting, signage,

the mechanisms designed to reduce noise, utilities, and visual screening features;

(5) A specification of the exterior building materials with respect to the structures proposed in the project; and

(6) Signatures of all parties having an interest in the property.

b. The final PUD plan shall constitute an application to amend this zoning ordinance, and shall be noticed for public hearing as a zoning amendment before the Planning Commission, and otherwise acted upon by the Planning Commission and the City Council, as provided by law.

c. Following the public hearing, the Planning Commission shall review the final PUD plan and shall take one of the following actions:

(1) Approval. Upon finding that the final PUD plan meets the criteria and standards set forth in [section 14.3](#) and [section 14.4](#), the Planning Commission shall recommend approval to the City Council.

(2) Tabling. Upon finding that the final PUD plan does not meet the criteria and standards set forth in [section 14.3](#) and [section 14.4](#), but could meet such criteria if revised, the Planning Commission may table action until a revised final plan is resubmitted.

(3) Denial. Upon finding that the final PUD plan does not and cannot meet the criteria and standards set forth in [section 14.3](#) and [section 14.4](#), the Planning Commission shall recommend denial to the City Council.

d. The Planning Commission shall, to the extent it deems appropriate, submit detailed recommendations relative to the final planned unit development project including, without limitation, recommendations with respect to matters on which the City Council must exercise discretion.

e. Upon receipt of a recommendation from the Planning Commission, the City Council shall review the final PUD Plan.

(1) Taking into consideration the recommendations of the Planning Commission and the criteria and standards set forth in [section 14.3](#) and [section 14.4](#), the City Council shall approve, table or deny the final PUD plan.

(2) Prior to approval of a final PUD plan, the City Council shall require all standards and conditions of approval to be incorporated in a development agreement. The agreement shall be prepared by the City Attorney, approved by the City Council, and signed by both the city and the applicant.

Sec. 14.6. – Conditions.

Reasonable conditions may be required with the approval of a planned unit development, to the extent authorized by law, in accordance with the following:

1. Conditions imposed shall be for the purpose of: ensuring that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity; protecting the natural environment and conserving natural resources and energy; ensuring compatibility with adjacent uses of land; and, promoting the use of land in a socially and economically desirable manner.
2. Conditions imposed shall be necessary to meet the intent and purpose of this article and be designed to: protect the public health, safety, and welfare; preserve natural features and resources; and, ensure compliance with the standards of this article.
3. All conditions imposed shall be made a part of the record of the approved planned unit development.

Sec. 14.7. – Phasing

Where a planned unit development project is proposed for construction in phases, the planning and design shall be such that, upon completion, each phase shall be capable of standing on its own in terms of the presence of services, facilities, and open space, and shall contain the necessary components to ensure protection of natural resources and the health, safety, and welfare of the users of the planned unit development and the residents of the surrounding area. All conditions that are phase specific shall be completed during development of the subject phase, and cannot be postponed for completion during other phases. In addition, in developments which include residential and non-residential uses, the relative mix of uses, and the scheduled completion of construction for each phase shall be disclosed and determined to be reasonable at the discretion of the City Council, after recommendation from the Planning Commission.

Sec. 14.8. – Commencement and Completion of Construction.

To ensure completion of required improvements, the city is authorized to impose performance guarantees in accordance with [section 19.4](#). Construction shall be commenced within one (1) year following final approval of a planned unit development and shall proceed substantially in conformance with the schedule set forth by the applicant, as required by [section 14.7](#). If construction is not commenced within such time, any approval of a final PUD plan on the project shall expire and be null and void, provided, an extension for a specified period may be granted by the City Council upon good cause shown if such request is made to the City Council prior to the expiration of the initial period. Moreover, in the event a final PUD plan has expired, the City Council, based on a recommendation from the Planning Commission, shall be authorized to rezone the property in any reasonable manner and, if the property remains classified as PUD, a new application shall be required, and shall be reviewed in light of then existing and applicable law and ordinance provisions.

Sec. 14.9. – Effect of Approval.

When approved, the planned unit development, with all conditions imposed, if any, shall constitute the land use authorization for the property, and all improvement and use shall be in conformity with such amendment. Notice of adoption of the final PUD plan and conditions shall be recorded by the applicant at the County Register of Deeds, evidence of which shall be supplied to the Zoning Administrator.

Sec. 14.10. – Amendments to an Approved Final PUD Plan.

Incidental or minor changes may be approved by the Planning Commission if the proposed modifications do not alter the basic design or land uses of the final PUD plan. If the Planning Commission determines that the proposed modifications are significant or major, review and approval in accordance with section 14.5 shall be required.