

What's a Zoning Ordinance?

A Zoning Ordinance is a compilation of written regulations and laws that define how property in specific geographic zones can be used. These zones often include residential, commercial, industrial, shopping centers, and agriculture. Any project that comes through the town has to conform to the Zoning Ordinance.

What's a PUD?

A Planned Unit Development (PUD) zoning district is established to provide for an innovative development often times including mixed zoning classifications, densities, and uses under a common classification. It is not subject to standard zoning requirements, however PUDs often use the Zoning Ordinance as a foundation and must not violate the general purposes, goals, and objectives of the Zoning Ordinance and the Town's Comprehensive Plan.

What's Plan Commission?

Plan Commission is made up of 7 members appointed by Town Council, and holds a public meeting held the 4th Monday of every month. The Commissioners hear a variety of cases including Development Plan Reviews, Primary Plats, Subdivision Control Ordinance Amendments, Ordinance Amendments, Rezones, PUD proposals, and PUD Amendments. At the meeting commissioners hear staff's presentation and recommendation, the petitioner's thoughts, and the public's opinion during the Public Hearing. With all in mind Plan Commission votes, and then makes a positive or negative recommendation to Town Council.

Town Council

Town Council is an elected body of 5 members, and usually holds a public meeting on the second and fourth Thursday of the month. The Town Council hearing for a PUD proposal is similar to the Plan Commission's. Town Council hears the petitioner's explanation of the PUD, and factors in staff's recommendation, Plan Commission's recommendation, and the public's views from the Plan Commission Public Hearing. The Council votes, and the PUD is approved or denied.

What's the review process?

From the time of application to the time of approval, the review process takes about 3 months. Many times, depending on the size of the project, the review time is longer.

- 1.** Planning staff has a preliminary consultation to discuss the petitioner's vision for a piece of property.
- 2.** The petitioner submits the PUD application, proposed ordinance, concept site plan, fiscal impact study, traffic study, market survey, and phasing schedule. Staff takes the copies of the submittal and disperses them to the Public Works Department, Planning Department, Engineers, Fire Department, and affected Utilities for review to ensure compliance. These entities are a part of the Technical Advisory Committee (TAC).
- 3.** Two weeks after submittal, TAC meets with the petitioner to discuss comments about the project.
- 4.** Two weeks after the TAC meeting, the petitioner submits revised plans that reflect comments made at the TAC meeting.
- 5.** Planning staff coordinates with TAC to ensure the revised plans are in compliance with each entity's regulations, and receives approval letters.
- 6.** 10 days before the Plan Commission meeting, the petitioner sends certified letters to surrounding properties that are within 660 feet of the subject project, or two lots deep, whichever is less. A public notice sign is also posted on the subject property.
- 7.** Planning staff writes a staff report, and provides a positive or negative recommendation to the Plan Commission. The Plan Commission meeting agenda, minutes, and staff reports are available on the Town's website roughly one week before the meeting.
- 8.** First Plan Commission Meeting - Staff introduces the PUD to the Plan Commission. Commissioners provide comments to the petitioner. There is no public hearing, and no recommendation given at this time.
- 9.** Second Plan Commission Meeting - A public hearing is held and the public may comment on anything regarding the project. The Plan Commission may forward a positive, negative, or no recommendation to Town Council.
- 10.** First Town Council Meeting – Staff introduces the PUD to the Town Council. Council provides feedback.
- 11.** Second Town Council Meeting – Council deliberates and approves or denies the PUD proposal.

Preliminary Consultation

2 weeks before application deadline

Application Deadline

TAC Meeting

2 weeks after application deadline

Revised Plan Deadline

2 weeks after TAC

Written Notification & Sign Posting Deadline

10 days before meeting

Plan Commission Meeting: Introduction

No public hearing, no recommendation from the Plan Commission

Plan Commission Meeting: Public Hearing

Positive, negative, or no recommendation to Town Council

Town Council Meeting: First Reading

No public hearing, no vote from Town Council

Town Council Meeting: Final Reading and Vote

Town Council will approve or deny