

**CITY OF DEWITT, IOWA**  
**PDD PLANNED DEVELOPMENT DISTRICT PROCEDURE**

1. Submittal. Petitioner submits proposal on Rezoning Request from available from the Building Official, including required fee and specific information required for PDD proposals. If petitioner does not hold title to the property, evidence of control such as a purchase contract or option contract is required. The petitioner should obtain signs for posting the property from the Building Official at the time of filing the PDD Request.
2. Special Procedures. The following special procedures and requirements appear in 165.45 of the zoning Regulations.

165.45.060 Land Use Plan – Purpose

The land use plan establishes the range of acceptable uses by area that will be permitted within the PDD, Planned Development district, and provides a conceptual site plan proposing project layout and design. The land use plan gives general data for the site from which a determination can be made on the appropriateness of the proposed distribution of land uses that are to be developed and establishes a framework for the analysis of the development plan, as required in Section 165.45.070.

165.45.062 Land Use Plan – Procedure

Applications for rezoning and land use plans, and submittal of a land use plan for a previously zoned PDD, Planned Development District, shall require review by the Commission and approval by the Council for compliance with the provisions of the ordinance prior to the issuance of a building permit. The following procedures shall be followed:

The owner or owners of a tract of land shall submit to the Commission a plan for the use of such tract for the purpose stated above. The plan shall be accompanied by evidence concerning the feasibility of the project and its effects on surrounding property and other physical conditions. Said plan and supporting evidence shall include the following:

- A. A drawing or set of drawings and other materials that include, but may not be limited to, the following:
  1. The existing land use and zoning surrounding the proposed development and the distance from the subject property line to the nearest structures on all abutting properties within two hundred feet of the perimeter of the site.
  2. The location of existing services including: water, sanitary and storm sewer, electric, gas, streets, the capacity of those services and the service requirements of the development.

3. The site constraints including:
  - a. Slopes in excess of ten percent.
  - b. Drainage ways that carry water from abutting properties, drainage ways that drain areas on the site in excess of one acre and any area designated as flood plain or floodway within the flood plain and flood channel districts.
  - c. Soils that are unsuitable or require special treatment to support urban development as determined by the Soil Conservation Service Soil Survey. If unsuitable conditions are indicated, field testing may be required.
4. The total area in square feet of uses proposed for the site and the percentage of the site that is to be used for parking and building (impervious surface ratio).
5. A two foot interval topographical map of the site on a scale base of one inch equals 50 feet or other scale as approved by the Building Official. The topographic map should include major existing natural features and tree masses.

B. A traffic study which analyzes the aggregate trip generation to and from the site and the ability of the existing street system to accommodate the anticipated generation. Specific improvements should be proposed if the development causes the projected level of service to be less than level “c”, as defined by the most recent version of the Highway Capacity Manual by the Transportation Research Board of the National Safety Research Council.

C. Information concerning the proposed building uses, locations, number of stories, parking areas, access drives, detention basins, park or recreation areas and landscape buffers. It is recognized that this information is preliminary and that building foot prints, architectural design, parking lot layouts, etc., may change as detailed architectural, engineering and design work progresses.

D. The developer is also encouraged to contact neighborhood groups and organizations as soon as possible and to conduct at least one meeting with neighboring owners and residents.

#### 165.45.064 Land Use Plan – Review and Adoption

Before taking any action on the land use plan, together with all required statements and supplementary information, the Commission shall hold a public hearing regarding the proposal and shall review the proposal and cause to be prepared a report evaluating the plan and its supporting documents. The report shall also contain any specific recommendations regarding the

modification of the plan, as well as off-site improvements that may be required in support of the proposed development. The petitioner shall provide a written statement of all agreements reached with property owners within the two hundred foot notification area related to how the subject property will be developed or used. The Commission may recommend that the City be a party to any restrictive covenants with adjoining property owners or that the City directly negotiate restrictive covenants as part of any land use plan or rezoning approval. If the Commission recommends approval of the zoning request, the rezoning ordinance shall be included as part of the ordinance amendment and the recommendations of the Commission. The recommendations shall be forwarded to the Council for public hearing and consideration as an amendment to the zoning ordinance. The petitioner, at its discretion, may submit all information required in Section 165.45.062, Land Use Plan – Procedure, and Section 165.45.072, Development Plan – Procedure, and pursue concurrent adoption. It is anticipated that concurrent adoption will be for single use projects or where the development plan is known at the time of the original petition. The Council may add to, extend, reduce or delete any of the conditions or restrictions which have been recommended by the Commission.

#### 165.45.070 Development Plan - Purpose

The development plan provides a more detailed review of specific development proposals that are being readied for construction and is consistent with the provisions included in the land use plan. At this stage of review of the proposed project, specifications regarding building sizes, parking, access, general buffering, open space, and other related issues shall be analyzed for approval. Specific details may be required for sensitive matters that have been identified by interested parties.

#### 165.45.072 Development Plan – Procedure

The owner or owners of a tract of land, which has an approved PDD land use plan, shall submit to the Commission a development plan for the use of all or part of such a tract for the purpose stated above. The development plan shall be at a level of detail adequate to resolve concerns regarding the public safety and the logical extension of services to serve the project site, to determine the physical extent of the project – its building(s), parking, buffering, and their impact on surrounding properties.

The plan shall include, but not be limited to, the following as a minimum:

- A. An update of the information required in subsection 165.45.062.
- B. Building pad locations with proposed building area, number of stories, overall height, a list of proposed uses in the structure and their gross floor area.
- C. Proposed architectural elevations and a materials board. This should be the best information available. It is, however, understood that to some extent this can change as detailed design work progresses.

- D. Parking lot information including the extent of paving, the proposed circulation and parking layout and the number of cars to be parked.
- E. The proposed landscaping and buffering to be developed in the project. The massing and density of plant and other screening materials should be indicated. In areas where particularly sensitive issues have been identified in the public hearing process, more detailed plans should be provided.
- F. The location of loading docks, receiving areas, trash pickup areas and other areas requiring screening.
- G. The location of and configuration of all access points with City streets and a pedestrian circulation plan.
- H. A storm water management plan.
- I. A signage plan.
- J. A grading plan showing existing and final grades, the direction of storm water flow from roof drains and parking areas and the erosion control methods to be used during construction.
- K. The manner in which the developer intends to maintain any common ground to be included within the development.
- L. Development stages and schedule for commencement and completion of construction in each stage.
- M. For projects involving subdivision, the approval of the development plan shall constitute the approval of a preliminary plat provided all provisions of Chapter 170.16 of the Municipal Code have been fulfilled.

#### 165.45.074 Development Plan – Review and Adoption

After adoption of the land use plan the developer may proceed with the preparation of development plans on all or part of the area approved. The development plan should be reviewed with the Building Official prior to formal submittal in order to insure that all known issues have been addressed to prevent unnecessary delays.

Following a public hearing on the development plan, it will be reviewed by the Commission with recommendation to the Council. If the development plan conforms to the land use plan, the commission may make a positive recommendation to the Council. If a negative recommendation is made, written findings of the fact shall be prepared and transmitted to the applicant. The recommendation will then be forwarded to the Council for public hearing and consideration as an amendment to the zoning ordinance. If the Commission recommends approval of the rezoning request, the rezoning ordinance shall included as part of the ordinance

amendment the recommendations of the Commission. The petitioner shall provide a written statement of all agreements reached with property owners within the two hundred foot notification area related to how the subject property will be developed or used. The Council may add to, extend, reduce, or delete any of the conditions or restrictions which have been recommended by the Commission. As stated in Section 165.45.064, the development plan, at the petitioner's discretion, may be submitted concurrently with the submission of the land use plan and all provisions be incorporated into one ordinance for consideration.

#### 165.45.080 Site Plan – Purpose

The site plan as provided for in Chapter 165.45 is detailed development plan which precedes the issuance of building permits. The site plan shall be in conformance with the PDD, Planned Development District, land use and development plans and contain the detail necessary to determine compliance with the site plan provisions and performance standards. In case of conflicts between the site plan ordinance regulations and PDD, Planned Development District, regulations, the more restrictive regulations shall apply.

#### 165.45.082 Site Plan – Procedure

The site plan shall be submitted to the Building Official fifteen days prior to the anticipated start of construction. The Building Official shall review the site plan for compliance with all pertinent requirements and performance standards. The applicant shall be notified of any deficiencies within 10 days of receipt of the site plan. If, in the judgment of the building Official, the site plan and or building elevations and or building materials differ substantially from the approved development plan after approval by the Council has approved the plan shall be resubmitted in the same manner as the original development plan. Upon approval of the site plan and building plans and obtaining other permits as necessary, the project may proceed to construction. The Building Official shall review construction progress to ensure that all elements of the project are being developed in accordance with the approved PDD, Planned Development District, and site plans.

- A. Other Requirements. The applicant is referred to 165.45 for detailed use requirements, performance standards and other criteria pertaining to the approval of PDD Plans.