

City of Elkhart

INSTRUCTIONS AND FILING PROCEDURE FOR PLANNED UNIT DEVELOPMENT (PUD) AND PUD AMENDMENTS

The City of Elkhart Plan Commission and the City of Elkhart Common Council shall consider all applications for Planned Unit Developments (PUD) and Major Planned Unit Development Amendments. The Plan Commission conducts a public hearing at its regular meeting and makes a recommendation to the City Council. The City Council considers the Plan Commission recommendation and makes their own independent final decision. PUD and PUD Amendment petitions shall be filed by a property owner or a property owner's attorney. The following information is provided as a guide for filing petitions.

Full responsibility for handling and following through on a petition rests with the individual filing the petition. The importance of verifying and submitting a correct legal description, as well as all other required information pertinent to the consideration of the petition cannot be over-emphasized.

The Planning staff will gladly answer any questions you may have, but it is not their function to prepare the petition. If you do not feel comfortable preparing your petition, we would strongly recommend that you consult or hire an attorney to prepare it for you.

PUD and PUD Amendment Petitions must be filed with the Office of Planning and Development, Planning Services Division, 229 S. Second Street, Elkhart, Indiana. Petitions must be filed no later than the filing deadline dates shown on the Plan Commission calendar with all required signatures in permanent ink.

All Planned Unit Development (PUD) Petitions and PUD Amendment Petitions must contain the following information:

1. A completed Petition letter following the guide included with these instructions and including such data and/or information with a detailed explanation of why the property should be a Planned Unit Development. The petition must address and discuss each of **the applicable requirements contained in Section 20 of the Zoning Ordinance** that the Commission must use to make a judgment. Please include any other pertinent data that will assist the Commission in their decision.
2. A completed Petition form signed by the legal owner of record of the property that is the subject of the Petition. **The owner(s) of record at the time the petition is filed shall be considered the applicant and must sign the petition.** If the petition is filed by any person other than the legal owner or the owner's attorney, written authorization of the legal owner authorizing the person to act as the owner's agent for petition purposes must be filed with the petition. If the applicant is not an individual, the name(s) and title(s) of the person(s) who are authorized to execute legal documents for the applicant shall be supplied. Land Contract Purchasers or Renters cannot bring petitions without authorization from the owner of record.
3. A full and accurate legal description of the property for which the Planned Unit Development or PUD Amendment is being requested. (Not the abbreviated version shown on a tax form)
4. One (1) copy of an 11" x 17" or smaller scale drawing showing the dimensions of the property, buildings, yard setbacks, parking layouts, distances to adjoining buildings, and any other information that is pertinent to your petition. If drawing is larger than 11" x 17" 25 copies of the site plan must be provided. **Site Plans for all new commercial construction must be submitted to the Planning Services Department for Technical Review.**
5. Any supplemental information you wish to provide to the Plan Commission and City Council.
6. A filing fee in the amount listed in Section 29.12 of the Zoning Ordinance. Checks must be made payable to the City of Elkhart.

Conceptual PUD Petitions must include the following:

1. General site plan, including but not limited to: property boundaries, existing natural features on or adjacent to the site, general street layout, proposed uses, individual parcels, setbacks and/or buffers from adjoining properties, and a general on-site drainage plan.
2. Written documentation explaining the nature and purpose of the PUD and providing supplemental information for the site plan, including any restrictive covenants.

Standard PUD Petitions must include the following:

1. A detailed site plan including proposed dimensional layout to scale of any streets, buildings, building elevations (if available), open space, lots, parking areas, signage, on-site drainage, landscaping, and other elements basic to the development; and proposed locations, densities, and types of uses within the area of the development.
2. Any written documentation providing supplemental information for the site plan, including any restrictive covenants.
3. Any additional information deemed necessary by the Planning Services Staff.

PUD Amendments (Major Amendments). PUD Amendments are defined in the Zoning Ordinance as the following:

1. Change the land area of the PUD;
2. Change the density of use of the PUD;
3. Allow a use previously not permitted in the PUD; or
4. Constitute a change which, in the sole discretion of the Plan Commission, should be considered by the City Council as a new proposed development.

Major PUD Amendments shall be deemed a new application for approval of a Planned Unit Development and shall follow the procedures previously described in these instructions.

Petitions for PUD's and PUD Amendments are reviewed by the Planning Services staff prior to the public hearing and decision of the Plan Commission and City Council. You or your designated representative **must** be present at the Plan Commission meeting to make a presentation and answer any questions that may arise. In making your presentations to the Plan Commission, you will have the burden of presenting sufficient evidence to persuade the Commission to grant your request. The evidence must relate to the purposes listed below, as well as any other information you feel is pertinent to your petition. After you have completed your presentation, any proponents or opponents to your petition will be asked to speak. You will then be allowed to respond to any comments or answer any questions which may arise concerning your petition. This will be at the discretion of the Commission Chairman. After the hearing the Commission will send their recommendation (do pass or do not pass) to the City Council.

Section 20.1 Purpose (of PUD) contains the standards that must be considered by the Plan Commission and Council for a Planned Unit Development: The proposed PUD or PUD amendment

1. Is in accordance with the Comprehensive Plan;
2. Encourages innovations in development and/or redevelopment;
3. Fosters the safe, efficient, and economic use of the land, transportation, public facilities, and services;

4. Facilitates the provision of adequate public services such as transportation, water, sewer, storm, drainage, electricity, and public parks;
5. Avoids the inappropriate development of lands and provide for adequate drainage and reduction of flood damage;
6. Encourages patterns of land use which decrease trip length of automobile travel and encourage trip consolidation;
7. Minimizes adverse environmental impacts of development;
8. Improves the design, quality, and character of new development;
9. Fosters a more rational pattern of relationship between residential, business, and industrial uses;
10. Protects existing neighborhoods from harmful encroachment by intrusive or disruptive development;

The Planning Services staff will consider these standards when making a recommendation to the Plan Commission. You **must** address these standards in your Petition letter.

Failure to meet any of the above requirements will result in your application **not** being accepted by the staff until such time as said requirements are met.

The Plan Commission meets on the first Monday of each month at 1:45 p.m. in the Council Chambers on the second floor of the Municipal Building to hold public hearings and make recommendations. Notice of the public hearing shall be published in the newspaper 10 days prior to the meeting. Plan Commission recommendations are sent to the City Council for hearing and final action.

Once the recommendation is sent to the City Council, the following occurs: The Council has first reading of the proposed ordinance (your request). The title of the proposed ordinance is read aloud and is passed on for second and third reading. Public comment is not accepted and you do not need to attend this meeting. The second and third readings are normally held at the next regularly scheduled Council meeting, and the public hearing and comment will be heard. **You must attend this meeting in order to make a presentation to the Council or no action will be taken. It is your responsibility to check with the Council Secretary at 574.294-5471 x 351 to verify the date and time that this meeting will take place. There is no personal notification given for Council public hearings.** The City Council meets on the first and third Monday of each month at 7:00 p.m. in the Council Chambers.

This is NOT a fill-in form.
It is a sample form to be used as a guide
when preparing your letter to the Plan Commission

DATE: _____

TO: Honorable Members of the City Council
and Plan Commission
City of Elkhart, Indiana

RE: Planned Unit Development
 PUD Amendment
(Choose appropriate category)

The undersigned petitioner(s) respectfully shows the Council and Plan Commission:

1. I, *(insert property owner(s) name(s))*, am the owner of the following described real estate located within the City of Elkhart, _____ Township, Elkhart County, State of Indiana, to-wit:

Attach the accurate legal description and common address— a tax key number is not a legal description. This may be submitted electronically to kathy.kalman@coei.org.

2. The above described real estate presently has a zoning classification of _____
_____ District under the Zoning Ordinance of the City of Elkhart.
3. Petitioner(s) presently occupies *(or proposes to occupy)* the above described property in the following manner: (explain).
4. Petitioner(s) desires to rezone said real estate to Planned Unit Development District for that purpose.
- Or**
4. a. Petitioner(s) desires to amend said PUD for that purpose.
5. Using the standards from the previous page, address each standard. You cannot answer simply Yes or No; you must state **why** this is true (the reasons for your answer).

WHEREFORE, Petitioner prays and respectfully requests a hearing on this appeal and that after such hearing, the Plan Commission make a do pass recommendation and the Council, after hearing, pass on appropriate ordinance rezoning the above described parcel(s) of land located in the City of Elkhart to Planned Unit Development **or** amending the PUD as described in this petition.

Signature of Property Owner: _____

Printed Name: _____

Second Property Owner: _____

Printed Name: _____

Contact Person: _____

Name: _____

Address: _____

Phone Number where you can be reached: _____

Fax Number: _____

PETITION NUMBER: _____

Date Filed: _____

PETITION to the PLAN COMMISSION

Petition Type:

_____ Rezoning*	_____ PUD*	_____ PUD Amendment*
_____ Annexation*	_____ Final Site Plan	_____ Subdivision
_____ Wireless Communications Facility		

* denotes that this action requires final approval from the Common Council

Property Owner(s): _____

Mailing Address: _____

Phone: _____ email: _____

Contact Person: _____

Address: _____

Phone: _____ email: _____

Subject Property Address: _____

Zoning: _____ Present Use: _____

Proposed Use: _____

Checklist (✓) for submittal of the Petition to the Plan Commission docket: you must include:

- One copy of the required Petition Letter signed in ink by the owner of the property.
- A completed Petition form signed by the legal owner of record.
- If any other person other than the legal owner or the legal owner's attorney files the appeal, written authorization from the property owner must be supplied.
- A full and accurate legal description of the property.
- One to scale drawing of the property, smaller than 11" x 17". If larger than 11" x 17", 12 copies must be submitted.
- Cash or check made payable to the City of Elkhart.
- Any other information listed in the Instructions and Filing Procedure for your type of Petition.

Optional: any supplementary information you wish to include.

NOTE: The petitioner is the legal property owner of record, or a certified representative, and agrees the above information is accurate. Failure to provide a legal signature or accurate information will make this application null and void.

PROPERTY OWNER(S) (PRINT) _____

SIGNATURES _____

RECEIVED BY: _____ DATE: _____

Remit To:
CITY OF ELKHART – OFFICE OF PLANNING & DEVELOPMENT – Planning Services Division
Municipal Building, 229 S. Second Street, Elkhart, Indiana 46516

(staff to complete)

Ordinance Requirement: Sections(s): _____

MAP #: _____ AREA: _____

2021 ELKHART CITY PLAN COMMISSION CALENDAR

File by Date

Meeting Date

Friday, December 11, 2020

Monday, January 4, 2021

Friday, January 8, 2021

Monday, February 1, 2021

Friday, February 5, 2021

Monday, March 1, 2021

Friday, March 5, 2021

Monday, April 5, 2021

Friday, April 9, 2021

Monday, May 3, 2021

Friday, May 7, 2021

Monday, June 7, 2021

Friday, June 11, 2021

Tuesday, July 6, 2021

Friday, July 9, 2021

Monday, August 2, 2021

Friday, August 6, 2021

Tuesday, September 7, 2021

Friday, September 10, 2021

Monday, October 4, 2021

Friday, October 8, 2021

Monday, November 1, 2021

Friday, November 5, 2021

Monday, December 6, 2021

Friday, December 10, 2022

Monday, January 4, 2022

Note: All meetings are held in the Council Chambers, 2nd floor, City Municipal Building at 1:45 p.m., the 1st Monday of each month, unless indicated.

Reviewed and adopted by the Elkhart City Plan Commission at its regular meeting on December 7, 2020.

Jeffrey Shaffer, President

Dave Osborne, Vice President



SCHEDULE OF 2021 CITY COUNCIL MEETINGS

Following is the schedule for the regular Elkhart City Council meetings for 2021:

January 4
January 11*

July 12*
July 19

February 1
February 8*

August 2
August 16

March 1
March 15

September 13*
September 20

April 5
April 19

October 4
October 18

May 3
May 17

November 1
November 15

June 7
June 21

December 6
December 20

* Deviation from 1st or 3rd Monday because of Holidays