

CITY OF RIFLE
PLANNED UNIT DEVELOPMENT (PUD) APPLICATION INFORMATION & CHECKLIST

Planned Unit Developments (PUD) are intended to promote the most beneficial and creative development of land in the City. PUDs permit greater flexibility in many aspects of the project including, but not limited to, the mixture of land uses, open space, setbacks, parking, and streets. In exchange for the flexibility afforded by the PUD process, PUDs shall have innovative and exceptional design that improves upon the standards of conventional zoning. PUDs shall provide benefits to the City such as high quality project design, transportation amenities, community facilities, open space, affordable housing or other benefits. PUDs shall conform to the Comprehensive Plan and all other approved plans by the City.

The PUD review process allows the City to evaluate the PUD proposal based on eleven different themes. Six themes outline the benefits that the city expects to receive from PUDs and five themes represent areas of flexibility that developers may receive in exchange for benefits provided to the City. A PUD is not required to provide all benefits, but rather the review criteria is meant to allow balance between flexible regulations and benefits to the City. The regulations serve as incentives to developers to provide benefits to the City.

Themes:

Benefits to the City

Project Design and Land Use
Architecture and Design
Perimeter Criteria
Affordable Housing
Energy Efficiency Measures
Parks and Open Space

Areas of Flexibility

Streets
Setbacks
Off Street Parking
Lot Size
Signage

Each PUD will be evaluated on a case by case basis by City staff, the Planning Commission and the City Council. Approval or conditional approval is granted only in conjunction with approval or conditional approval of subdivision Preliminary Plans and Final Plats by the Rifle Planning Commission and the City Council.

A PUD may be permitted in any zoning district in the City. Approval of a PUD will have the effect of overlaying the existing zoning and thereby adding to and modifying the existing zoning regulations. If there is conflict between the provisions of the existing zoning description and the PUD, the regulation of the underlying zone shall apply unless specifically addressed in the provisions of the approved PUD.

When a PUD is approved by the City Council, the zoning designation for that lot, tract, or parcel on the official zoning map shall include the suffix "(PUD)". An approved site for a PUD that is zoned LDR would then have the designation "LDR-PUD."

The full PUD guidelines can be found in Section 16.03.610 of the Rifle Municipal Code, or on the City webpage at www.rifleco.org.

_____Applicant shall pick up or obtain PUD Application and Review Criteria Theme descriptions supplement off City Website and read completely before submitting application

_____Applicant shall schedule and attend a pre-application meeting with the Planning Department

_____Applicant shall fill out Land Use Application completely with all necessary attachments (page 4) and submit with fee and deposit at least **60 days** prior to a regular Planning Commission meeting. Please note Title 16 permits staff 90 days referral for all complete applications. Updated fee sheets are available from the Planning Administrator or on the City webpage www.rifleco.org

_____Applicant shall schedule and attend a meeting with Planning Staff to review application for completeness

_____Planning Staff shall determine a date for public hearing in front of Planning Commission

_____Applicant shall pick up Public Notice sign and pay \$75 deposit. The sign shall be placed on subject property where it is easily seen by the general public at least 10 days prior to public hearing

_____Applicant shall place Public Notice in local newspaper (Citizen Telegram) at least 10 days prior to the public hearing (fill out outline on page 6 and submit to newspaper)

_____Notice must be given to property owners within 200' of the proposed rezoning via certified mail at least 10 days prior to the public hearing (copies of completed outline on page 6 should be mailed to property owners)

_____Planning Staff shall review proposed application and additional requirements may be determined at this time. Staff will send out referrals to relevant agencies that might be affected by the proposed rezoning. Referral comments are due within 15 days and will be made public record at the public hearing

_____Planning Staff will verify that public notice requirements are met 10 days prior to the public hearing by checking newspaper and certified mail receipt

_____Planning Staff will write a staff report for the proposed PUD to the Planning Director and a copy of this report will be sent to the applicant and the Planning Commission prior to the public hearing

_____After Planning Commission meeting, Planning Staff shall schedule a City Council input meeting/workshop

_____Applicant shall schedule meeting with Planning Staff to review project and changes to be reflected at Planning Commission and City Council's request. Staff shall review project to determine approval to proceed to Final Plat. At this point if Planning Staff deems project incomplete the applicant will be expected to resubmit project. If Planning Staff deems project complete the applicant will be free to move forward to Final Plat

_____Applicant shall pick up or obtain Major or Minor Subdivision application off City Website and read completely before submitting application

_____Applicant shall schedule and attend a pre-application meeting with the Planning Department

_____ Applicant shall fill out Land Use Application completely with all necessary attachments (page 4-5) and submit with fee and deposit at least **60 days** prior to a regular Planning Commission meeting. Please note Title 16 permits staff 90 days referral for all complete applications. Updated fee sheets are available from the Planning Administrator or on the City webpage www.rifleco.org

_____ Applicant shall schedule and attend a meeting with Planning Staff to review application for completeness

_____ Planning Staff shall review proposed application and additional requirements may be determined at this time. Staff will send out referrals to relevant agencies that might be affected by the proposed rezoning. Referral comments are due within 15 days and will be made public record at the public hearing

_____ Public Works and Engineering shall approve the construction drawings prior to Planning Staff setting a date for City Council

_____ Department head meeting shall determine the City Council Agenda. Planning Staff shall notify applicant of their scheduled date for public hearing

_____ City Clerk shall be responsible for issuing public notice for the project. Applicant shall be billed for any advertising costs

_____ Planning Staff will write a staff report for the proposed project to the Planning Director and a copy of this report will be sent to the applicant prior to the public hearing

_____ Applicant shall attend public hearing with City Council

_____ City Council shall make a resolution to approve, approve with conditions, or deny the application. If approved the applicant is able to proceed to the Final Plat process of recording Mylar copies.

A.) Please submit the following with your Sketch/Preliminary Subdivision Plan for a complete application:

1. An application form filled out completely and signed with original signatures
2. A legal description of the property included in the application
3. A title commitment or title policy for the subject property that is no more than ninety (90) days old
4. A statement of the existing and proposed zoning
5. A statement describing the planning objectives to be achieved by the PUD and the relationship of the PUD to the Comprehensive Plan.
6. A statement indicating the owner's intentions with respect to future selling or leasing of all or portions of the PUD including land, dwelling units and nonresidential buildings
7. A development schedule indicating the estimated timing and phasing of construction activities. The schedule shall include the estimated area allocated for each land use in each phase of development. The total area of common open space provided in any phase of the development shall also be indicated
8. A statement of the plans or programs that demonstrate the means by which all open space and recreation areas, walkways and private streets are to be maintained
9. A statement of intent as to the dedication of open space and streets for public use. If streets are to be retained for private ownership and maintenance, an easement shall be provided for access rights by police, fire, and other emergency services
10. A 3D image of the PUD project, created using a Sketchup or a similar program which shall represent the bulk and massing of the project to the City
11. PUD Land Use Summary Statement: In addition to the information included in the Land Use Summary Statement provided with a Preliminary Plan, the PUD Land Use Summary Statement shall include:
 - ❖ The proposed maximum residential density for each area of the PUD;
 - ❖ The maximum area of proposed nonresidential construction; The generalized location and proposed building floor area of all existing and proposed land uses, including maximum heights, types of dwelling units, density, floor area ratios, and type of nonresidential uses;
 - ❖ The area of open space and the percentage of the open space to the gross site area; and The location and area of all land to be used for common open space, recreation areas, public parks, school sites or other public uses;
 - ❖ The amount of off-street parking for use by residents and guests for residential uses or by employees and customers for business or industrial uses. The existing and proposed pedestrian circulation system including the relationships with vehicular traffic indicating the proposed treatment at the points of intersection
 - ❖ Information and description of the land areas adjacent to the proposed PUD with respect to land uses, zoning, and traffic patterns;
 - ❖ Any additional materials, data or studies that may be required by the Planning Commission or the City Council which may include, but are not limited to, fiscal impact assessments, market studies and transportation studies.

B.) Please submit the following with your Final Plat application for a complete application:

1. An application form filled out completely and signed with original signatures
2. Evidence that provision has been made for facility sites, easements, and rights of access for electrical and natural gas utility service sufficient to ensure reliable and adequate electric or, if applicable, natural gas service for any proposed PUD subdivision. Submission of a letter of agreement between the PUD applicant and utility serving the site shall be deemed sufficient to establish that adequate provision for electric or natural gas service to a proposed PUD subdivision has been made
3. A **Final Site Plan** showing the location, height, floor area ratio, floor area and use of all existing and proposed structures. Building locations may be delineated by building envelopes
4. A **PUD Site Plan** to include criteria specified by City Staff as checked off below:
 - Representation of items of PUD negotiations due to characteristics of site
 - Architectural elevations showing the proposed use as it will appear upon completion of construction or placement, indicating the pitch of the roof, the details of soffits, siding material and placement of other details necessary to accurately depict the finished appearance of the proposed use
 - Placement of the proposed use on the lot, indicating manmade and natural features on the lot and adjacent to the lot on which the proposed use will be located
 - Engineering detail showing the foundation or supports upon which the proposed use will be placed and the methods of connection for water supply, waste disposal and other utilities
 - The location of all existing and proposed buildings, utilities and other improvements on the property. A building envelope may be shown for proposed buildings to allow minor adjustments.
 - The location and number of parking spaces for off-street parking and loading areas
 - A traffic circulation plan showing the direction of traffic flows and indicating the locations of entries and exits of parking lots and the relationships of parking lots to entrances and exits of any buildings
 - The location of service and refuse collection areas
 - The location of all signs indicating the size, shape and height of each sign
 - The area and location of open space and recreation areas
 - The location and type of outdoor lighting
 - The location of existing and proposed fences, landscaping features and other methods of visual screening (The proposed landscaping plan shall indicate the method of maintenance of the landscaping, as well as a list of type, size and quantity of plant materials and the general location of the landscaping)
 - The estimated date of completion of the proposed improvements
 - Additional photos, if applicable
5. City staff may request other materials deemed necessary for review of specific cases

PUBLIC NOTICE

You are hereby notified that the City of Rifle Planning Commission (or Board of Adjustment) will conduct a Public Hearing to consider the following application. The Public Hearing will be held on _____ (date) at 7: 00 p.m. in Council Chambers at Rifle City Hall, 202 Railroad Avenue.

Applicant:

Request:

Legal Address:

Common Description or Address:

For more information, contact the Rifle Planning and Development Department at 202 Railroad Ave., Rifle, CO 81650 (970) 625-6224.

Sec. 16-3-610: Intent of PUD Regulations

Planned Unit Developments (PUDs) are intended to promote the most beneficial and creative development of land in the City. PUDs permit greater flexibility in many aspects of the project including, but not limited to, the mixture of land uses, open space, setbacks, parking, and streets. In exchange for the flexibility afforded by the PUD process, PUDs shall have innovative and exceptional design that improves upon the standards of conventional zoning. PUDs shall provide benefits to the City such as high quality project design, transportation amenities, community facilities, open space, affordable housing or other benefits. PUDs shall conform to the Comprehensive Plan and all other approved plans by the City.

Section 16-3-620: Permitted locations

This section shall remain unchanged.

Section 16-3-630: Review Process

This section shall remain unchanged except for the following addition:

(3) A 3-D image of the PUD project, created using Sketchup or a similar program, is required at the Preliminary Plan stage in order to represent the bulk and massing of the project to the City.

Section 16-3-640: Review Criteria

The review criteria for PUDs are divided into eleven themes. Each theme contains criteria by which the City will evaluate PUDs. Some criteria are mandatory, while other criteria are “encouraged.” In order to be approved by the City a PUD must incorporate enough of the “encouraged” criteria to justify the flexibility afforded by the PUD process. Each PUD will be evaluated on a case-by-case basis in order to balance flexibility with benefits to the city.

Themes 1-6 describe benefits that the City may receive from a PUD. Themes 7-11 describe areas of flexibility that the City may grant depending on the benefits provided by the PUD. The themes are intended to be interrelated so that individual criteria often reference and are dependent upon other criteria.

a. Review Criteria Themes

City Benefits:

1. Project Design and Land Use
2. Architecture and Design
3. Perimeter Criteria
4. Affordable Housing
5. Energy Efficiency Measures
6. Parks and Open Space

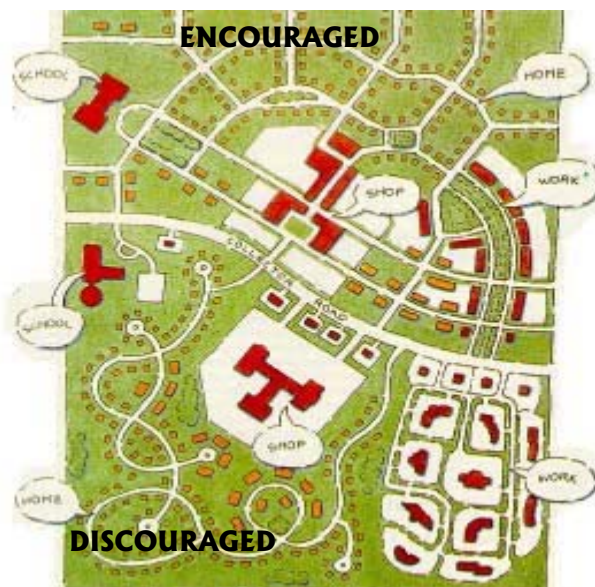
Areas of Flexibility:

7. Streets
8. Setbacks
9. Off-street Parking
10. Lot Size
11. Signage

b. Description of Review Criteria Themes

1. Project Design and Land Use.

- a. The PUD should integrate a variety of housing types and commercial uses through an interconnected street network oriented towards pedestrian activity (see picture at right). Traditional neighborhood design (top) is favored over conventional design (bottom). Smaller projects or projects with specific site



An interconnected neighborhood that connects different uses is preferred to cul-de-sacs and separated uses.

constraints may only have a single land use or fewer street connections but must still meet as many criteria as possible.

- b. Adjacent land uses shall be compatible with one another and with adjacent developments.
- c. Mixed-use buildings (residential dwellings above compatible commercial or office uses) are encouraged.
- d. Commercial “strip” development that separates buildings from the street with large parking lots is discouraged. Commercial development oriented towards pedestrians and adjacent neighborhoods is encouraged. In a residential PUD, commercial uses will be evaluated based on the architectural and design criteria and the economic benefit to the city.

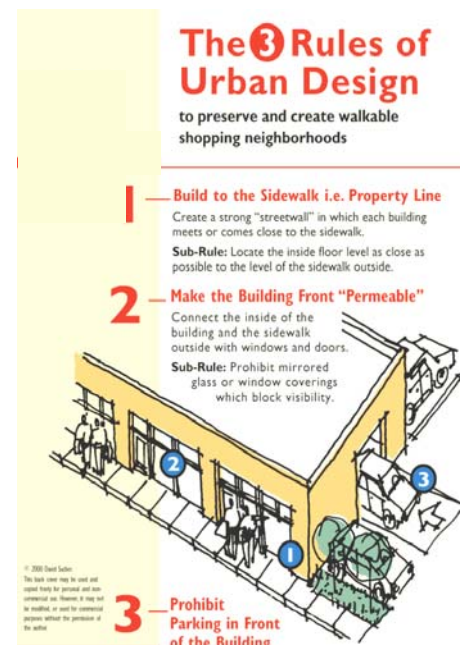
2. Architectural and Design Criteria.

PUD architecture and building design shall demonstrate the cohesive planning of the development and present a clearly identifiable design feature throughout, while also demonstrating creativity in the design of individual lots. A successful PUD shall include a diversity of building styles and types that create an attractive living environment, as promoted by the following criteria:

- a. The same exterior building elevation shall not repeat itself within 320 feet of street frontage, or four consecutive building lots.
- b. A variety of building materials should be utilized, including colors that vary but are selected for compatibility.
- c. Buildings should be “articulated” by breaking up flat surfaces with balconies, stepbacks, projections, and other three-dimensional details that create shadow lines.
- d. If garages are accessed from the street, garages must be setback 5 feet behind the front of the house, so that the garage is not the dominant visual feature of the structure.
- e. The rear of a building may not front on a local or collector street. The preferred building orientation is for building entrances to front the street. It is also acceptable for the side of a building to front a street if it is a corner lot. The intent of this requirement is to encourage a livable streetscape that avoids “dead” streets and integrates adjacent neighborhoods. This requirement is applicable to every street except those that have pre-existing conditions that make houses facing the street undesirable or impossible.
- f. Commercial and multi-family residential building design should be oriented towards pedestrians, as provided for by the following criteria (see picture at right):
 - 1. Place parking on the side or rear of buildings rather than the front of buildings.
 - 2. Build up to the sidewalk and include an entrance from the sidewalk.
 - 3. For commercial uses, make the building front “permeable” through windows and doors.
 - 4. The design of commercial, multi-family, or mixed use buildings will be evaluated based on the building’s relationship to the streetscape—the mass and bulk of the building should be at an appropriate ratio to the width of the street.



This picture illustrates how a large retail center can avoid being a “strip” center. Parking is behind the building, office uses are on the second floor, and windows make the building transparent.



3. Perimeter Criteria

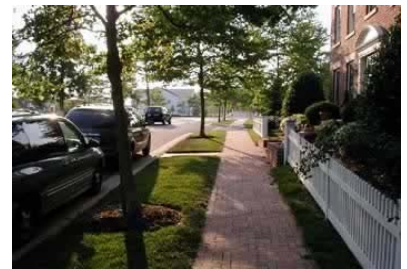
The PUD shall take into account the use and character of adjacent neighborhoods to ensure that the PUD is compatible with its surroundings. The perimeter streets and boundaries of the PUD must conform to the following standards:

- a. If the use, character, or intensity of the PUD is not compatible with adjacent neighborhoods, the nuisance shall be minimized through appropriate setbacks, landscaping and screening.
- b. If the PUD is compatible with surrounding neighborhoods (or with what is likely to be developed in the future) the neighborhoods shall be integrated to the maximum extent possible in order to prevent isolated neighborhoods and “dead streets” in between developments. Perimeter streets shall serve as the “glue” between adjacent developments. This is provided for by the following criteria:

1. Buildings shall front on the perimeter streets of the PUD so that they face out of the development unless the condition of adjacent properties are undesirable or the circumstances of the site dictate otherwise.
2. Stub-outs on streets shall allow for future connections to undeveloped parcels.
3. Frequent intersections with perimeter roads shall connect the interior street network with the exterior street network. If an adjacent development includes a stub-out or intersecting road, the PUD shall continue the street into the development.
4. When appropriate, locate higher intensity uses such as town homes, condos, parks, community facilities and commercial uses on perimeter streets to keep traffic off of minor streets and “amenitize” perimeter streets.
5. Include landscaping, street trees and sidewalks, on perimeter streets.
6. Consider the appropriate uses, setbacks, and character for the amount of traffic expected on perimeter streets.



The tendency of PUDs is often to isolate themselves from their surroundings, which can result in dead streets.



More lively perimeter streets can connect the PUD to adjacent developments.

4. Affordable Housing

PUDs shall seek to adopt strategies to increase the supply of affordable housing. Affordable housing is a benefit to the City that can be exchanged for flexibility in other areas. Examples of affordable housing strategies include, but are not limited to, the following:

- a. *Deed restrictions on the price of housing.* With this strategy, the price of certain housing units remains affordable to residents who make a set percentage of the median income (often 50% or 80%). Developers should work with a local housing authority to determine the appropriate pricing structure.
- b. *Owner-occupancy requirements.* This strategy places deed restrictions on whom may own the housing. By limiting ownership to residents that derive 90% of their income from Rifle, speculation is prevented and housing costs are kept down.
- c. *Partnerships with essential workforce providers.* Developers may partner with the school system, the hospital, or other essential employers to provide deed-restricted employee housing.
- d. *Cash contributions to Garfield County Housing Authority.* These funds shall be used specifically for Rifle housing.
- e. *Size Restrictions.* Developers can provide more affordable housing by building smaller units that cost less.

5. Energy Efficiency Measures

PUDs shall seek to adopt energy efficiency measures that decrease the amount of water, energy, or waste that households or businesses generate. Developers and builders are encouraged to look to the LEED and Energy Star systems for guidance on green building strategies. Some of the key energy saving measures of LEED and Energy Star include:

- a. *Building design and orientation.* Buildings should be oriented to face within 20% of due south for maximum solar exposure and designed for day-lighting that reduces the need for electricity. Trees should be placed strategically to maximize energy savings. Recycling bins can be built into homes.
- b. *Water conservation.* Grey water systems, rainfall capture for lawn-watering, xeriscaping, and low-use toilets and faucets are among strategies that can conserve water.
- c. *Construction techniques.* Energy needs can be reduced through the use of proper insulation, reduction of leaks, light-colored roofs and green roofs, and energy-efficient windows and doors. Include Energy Star rated appliances, efficient heating and cooling systems, and Compact Fluorescent Lamps.
- d. *Building materials.* Using local or recycled materials can cut down on energy use. Construction waste should be recycled.
- e. *Renewable energy sources.* Include solar or geothermal power systems, or design buildings so that these systems may be included in the future.

6. Parks and Open Space Criteria

Parks and open space shall be integrated within the PUD. Multi-family and higher density environments especially necessitate more common open space and recreational opportunities. While there is no specific percentage requirement for open space, as a general rule, open space of a higher quality shall not need to be as large.

- a. All housing must be within a ¼ mile, 5-minute walk of at least a half-acre park.
- b. Open space and parks shall be useful to residents, with both passive and active recreational opportunities.
- c. Environmentally sensitive areas must be preserved.
- d. The development must include trails and bike paths that connect to destinations outside the development whenever possible.

7. Setbacks

- a. Setbacks within a PUD are flexible to an extent. Setbacks *interior* to a privately owned area (side setbacks, rear setbacks, and setbacks from private driveways) shall meet all fire and building codes. *Exterior* setbacks (those that front a public right-of-way) must meet the following minimum standards:
 1. Single family units: 15-foot front yard setbacks.
 2. Multi-family dwellings or townhouses: 10-foot front yard setbacks.
 3. Commercial or Mixed Use buildings: Zero setbacks may be approved if an analysis of the architecture and design of the building and the relationship between the buildings mass and bulk and the width of the street warrants it.

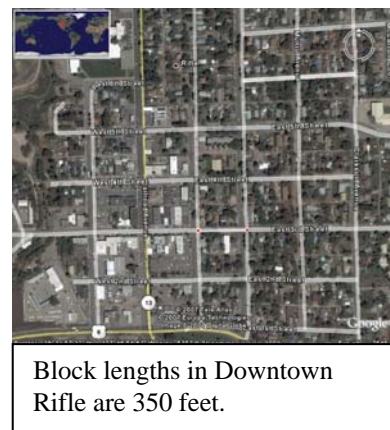
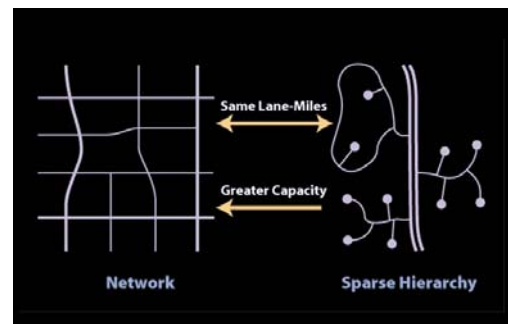
4. In exceptional circumstances, the City may authorize even smaller setbacks than those provided above if warranted by the benefits provided by the PUD.
- b. In order for a PUD to include setbacks that are smaller than those of the underlying conventional zoning district, the PUD must ensure that smaller setbacks will contribute to the following benefits:
1. Sufficient parks and open space (see Parks and Open Space section), so that residents have public recreational opportunities to make up for the loss of private yard space.
 2. A greater diversity of housing types and mixed use.
 3. An attractive streetscape and pleasant pedestrian environment (see street criteria and architectural and design criteria).
 4. Affordable housing.
- c. Reduced setbacks must also avoid creating substantial negative impacts, such as:
1. Difficulty in the provision of public utilities and services.
 2. Unnecessary traffic congestion.
 3. Negative impacts to property owners.
 4. Unsafe building design (must meet Fire Code and International Building Code).

8. Streets

The *maximum* street width in PUDs shall be the street standards described in the Public Works Manual—36 feet for local and collector residential streets and 40 feet for commercial collector streets. PUDs may include streets narrower than the Public Works standard if certain criteria are met in order to prevent traffic congestion and provide emergency service access.

The following street standards apply to all streets in PUDs unless stated otherwise. Additional requirements for narrower streets are also included.

1. PUDs should have an interconnected street network in the form of a grid-like pattern that eliminates cul-de-sacs. The purpose of this is to provide at least two access points to each structure, improve pedestrian access, and provide multiple routes from origins to destinations (see picture). This requirement is mandatory for narrower streets to ensure adequate emergency service.
2. Sidewalks must be at least 5'-8' wide and on both sides of the street.
3. Landscaping strips with street trees shall separate streets from the sidewalks.
4. Blocks must be no longer than 640 feet without being broken up by an intersection. For narrower streets, blocks should be in the 300 to 400 foot range (see picture).
5. Bulb-outs and pedestrian crossings shall be included to promote pedestrian activity.



6. The design of streets and parking must allow for adequate fire lanes. For narrower streets, a parking enforcement plan and other measures to provide adequate fire lanes must be included to ensure that emergency access is preserved.
7. On-street bike lanes are encouraged on collector streets.

9. Off-Street Parking

a. Except for the following circumstances, parking shall comply with the requirements of Article VII of this Chapter:

1. When the probable number of cars owned by occupants of dwellings in the PUD is fewer than normal (e.g., elderly housing).
2. For nonresidential uses.
3. Varying time periods of use, whenever joint use of common parking areas is proposed.

(b) Whenever the number of off-street parking spaces is reduced because of the nature of the occupancy, the developer shall provide the City with assurance that the nature of the occupancy will not change.

(c) The City Council may grant parking reductions up to 20% provided that no parking reductions shall be granted for developments requiring three (3) or fewer parking spaces.

10. Lot Size and Height

A PUD may receive flexibility with the lot size requirements of the underlying zone district, which are 6,000 feet for residential zones. A PUD may also receive flexibility with the city-wide height restriction of 35 feet.

11. Signage

A PUD may receive flexibility with the sign code.