
To: Palmyra Village Board
From: Josh Meyerhofer, MSA
Subject: Westfield (Marsh Road) PUD – Subdivision Plat, Preliminary Plat
Date: October 31, 2025

Request

The applicant is requesting approval of the Preliminary Plat associated with the Westfield (Marsh Road) Planned Unit Development (PUD). The parcel numbers included in this Preliminary Plat are 171-0516-2814-000 (18.42 Acres), 171-0516-2811-000 (40 Acres), and 171-0516-2722-000 (29 Acres).

A final CSM preceded the approval of this plat and has been submitted for all phases of the development as part of this process. All parcels will be rezoned according to the Planned Unit Development General Development Plan.

(See attached application and proposed Preliminary Plat)

Applicable Zoning & Development Code Regulations

17.05(6)(a) – Matrix of Use and Bulk Regulations
17.05(6)(b) – Matrix of Bulk Regulations
17.06 – Planned Unit Development Overlay District (PUD)
17.16(2) – Subdivision Plats

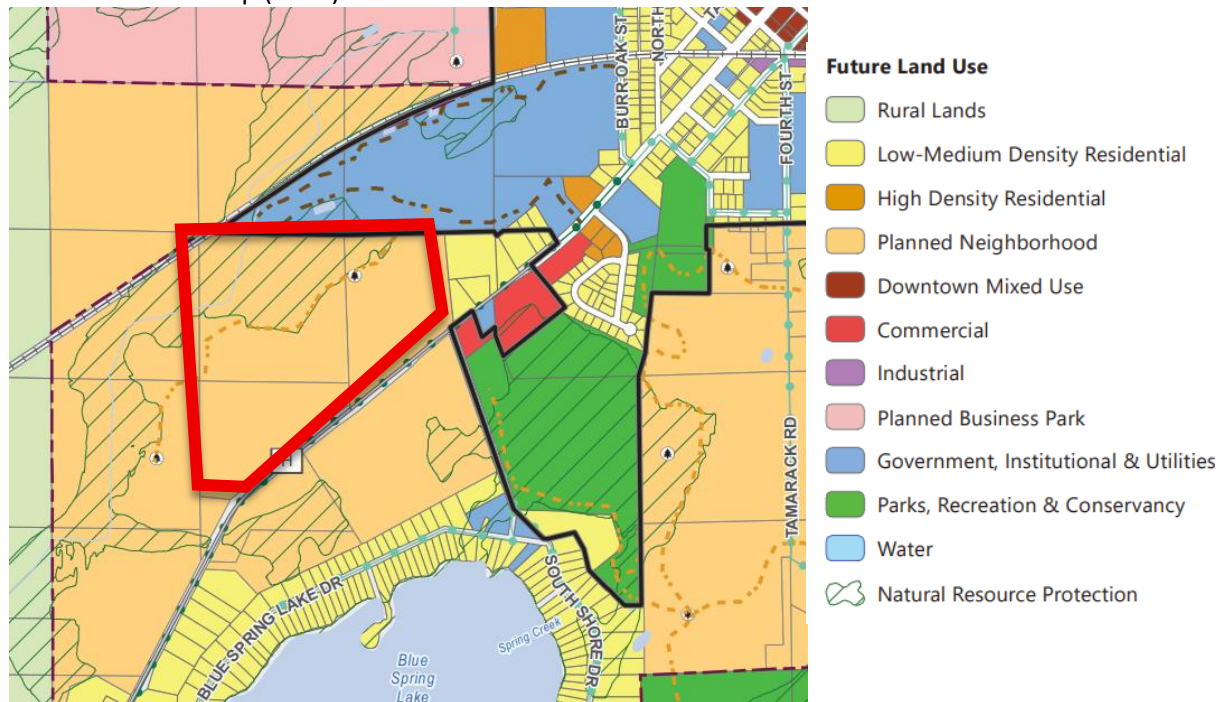
Consistency with the Village Comprehensive Plan

171-0516-2814-000 (18.42 Acres), 171-0516-2811-000 (40 Acres), and 171-0516-2722-000 (29 Acres) all all currently designated as Planned Neighborhood on the Future Land Use Map in the Village of Palmyra Comprehensive Plan. Per the Comprehensive Plan:

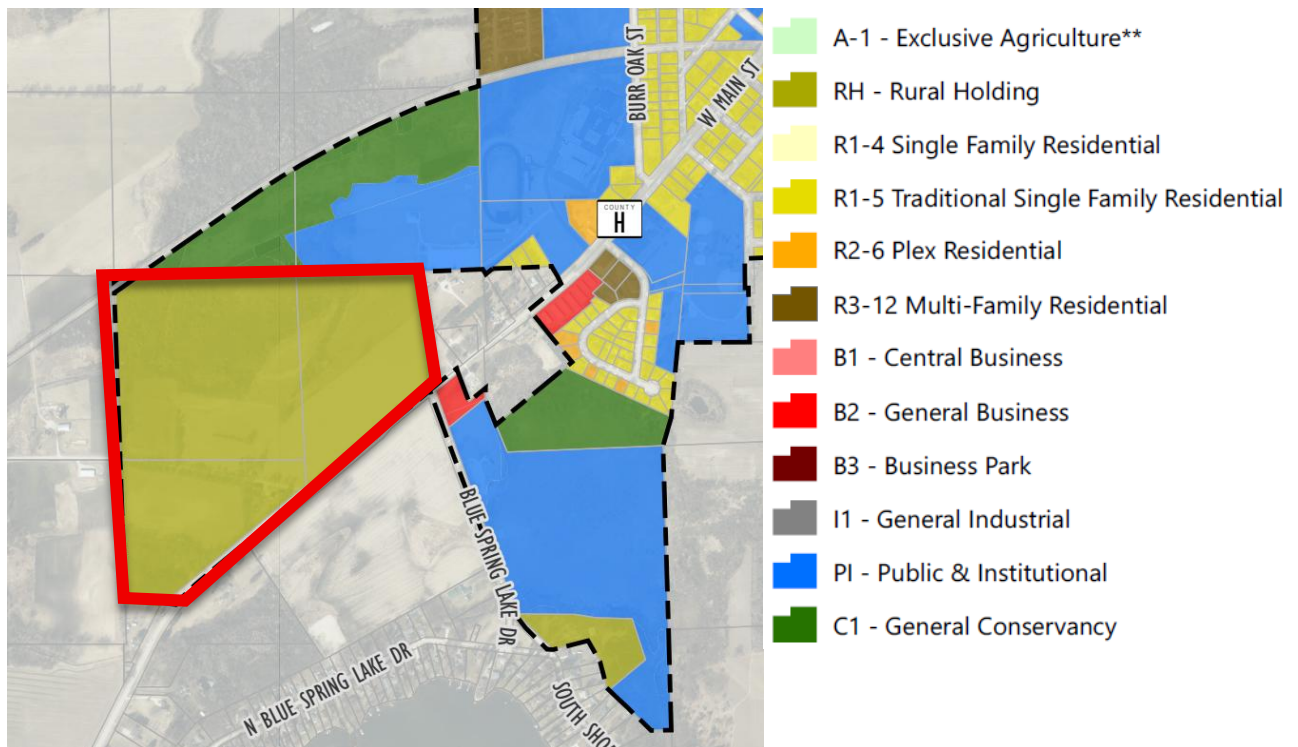
Planned Neighborhoods are typically unplatted and undeveloped lands that are located within and adjacent to the Village's Urban Service Area. They represent areas of logical expansion of the Village. Complete development of these areas may or may not occur within the next 20-years based on market conditions and landowner desires. Planned Neighborhoods should feature a variety of lot sizes and housing styles. These areas should include a carefully planned mixture of predominately singlefamily residential development combined with two-family and multi-family developments. This allows higher density development to be dispersed throughout the community instead of being concentrated in any one area. A small amount of neighborhood business uses or mixed uses may be appropriate; however, incremental commercial strip development is discouraged, as the downtown should remain the focal point of retail services in the community. Planned Neighborhoods should include opportunities for residents to gather through the development of public open spaces or parks. The typical development mix for these areas should be 75% or more LMDR, up to 20% HDR, and up to 5% Commercial. Higher

density residential and commercial uses should typically be located along major roadways and intersections to the Planned Neighborhoods.

Future Land Use Map (2021)

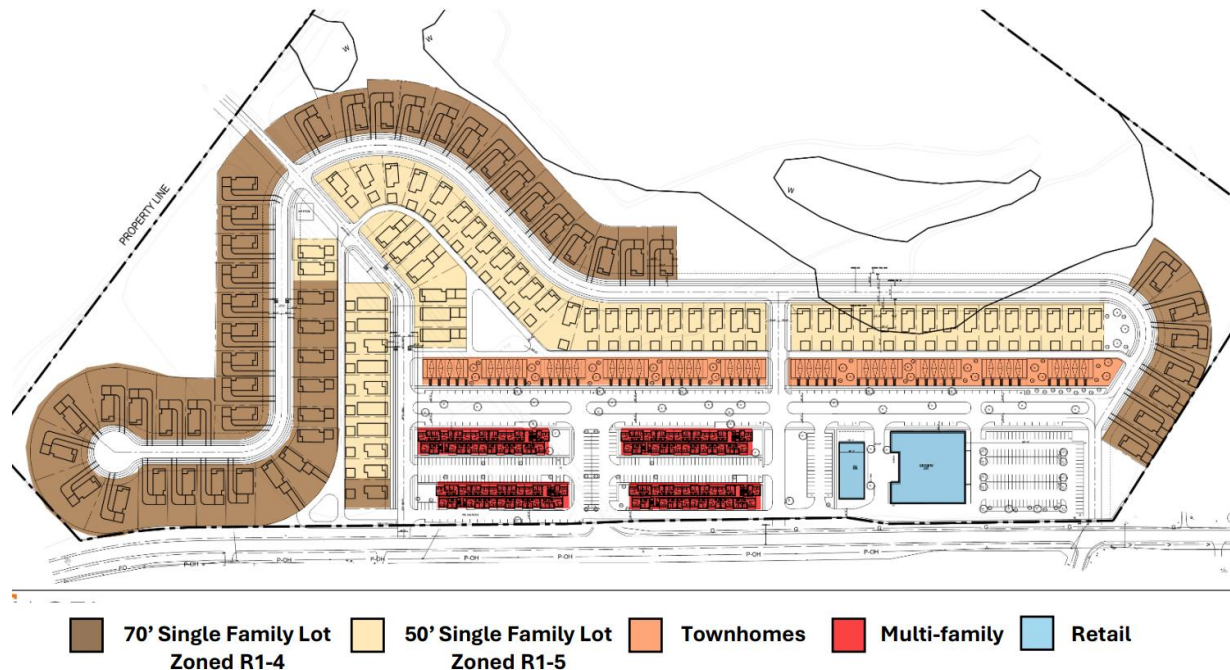


Consistency with the Village Zoning Code



A Planned Unit Development is an overlay district that relies on the underlying district zoning standards and applies exemptions for them based on development trade-offs. The proposed zoning as outlined on the Westfield (Marsh Rd) Planned Unit Development designates properties within the following zoning districts:

- R1-4 (Single Family Lot)
- R1-5 (Traditional Single Family Lot)
- R2-6 (Plex Residential/Townhome Lot)
- R3-12 (Multi-Family Lot)
- B-2 (General Business/Retail)



Inconsistencies Noted on Plat for Reference

1. The plat notes that every owner is given an 'equal fractional share' of all outlots and community facilities. However, some of the outlots designated on the plat are clearly meant for stormwater management and should be noted as dedicated to the Village. Additionally, some open space will need to be maintained after construction. Per the GDP, a community association like a homeowner's association should be established with supporting documents, covenants, and bylaws. Such document drafts should be provided for review prior to approval of the Final Plat.
2. Lot sizes in the areas marked for R1-4 and R1-5 Single Family lots are not consistent with the underlying zoning district requirements. R1-4 has a minimum lot size of 10,890 sq ft and R1-5 has a minimum lot size of 7,000 sq feet. In the proposed Preliminary Plat, lot sizes in the R1-4 district range from 8,553 sq feet up to 23,929 sq feet with most lots falling in the 9- to 10,000 sq ft range. R1-5 lots are proposed to be from 5,265 sq ft up to 9,049 sq ft with most lots falling in the 5- to 6,000 sq ft range. The GDP should be updated to reflect these changes to be consistent with the zoning standards and requested zoning exemptions included therein.

MSA Recommendations

MSA recommends approval of the Subdivision Plat/Preliminary Plat subject to the following conditions:

1. The Preliminary Plat shall be consistent with the approved General Development Plan for the Planned Unit Development, including land use allocations, density, open space, and circulation patterns. Final approval of the Specific Implementation Plan shall be required prior to the Village signing the Final Plat.
2. Technical Corrections as noted by the Village Engineer in the attached documentation. Notes are listed as red comments.
3. Detailed engineering plans for grading, stormwater management, utilities, and street design shall be submitted for review and approval by the Village Engineer prior to Final Plat approval.
4. Erosion controls and stormwater management plans intended to serve lots in the Final Plat must be reviewed and accepted by the Village before signing said Plat. Stormwater management will be evaluated as part of the construction plan review.
5. All easements the Village of Palmyra Utilities and/or Public Works Department identify as necessary during the course of reviewing the Final Plat or the construction plans and specifications must be dedicated on the Final Plat with proof of said review and acceptance provided.
6. The applicant shall provide all necessary covenants and restrictions that will be recorded with the plat for the subdivision for review. Access agreements for shared driveways and private roadways shall be documented and reviewed prior to the Final Plat being approved.
7. The developer shall outline the type of organizational structure will maintain the outlots and other community facilities through the means of, for example, a homeowner's association as stipulated in the General Development Plan.
8. The applicant shall submit a Final Plat for review and approval within 12 months of Preliminary Plat approval, consistent with the timelines established in the subdivision ordinance and PUD approval.
9. No building permits may be issued, or site improvements made until proof of the recorded Plat has been provided.
10. The applicant shall amend the General Development Plan through the rezone/amendment process to address lot sizes compared to the underlying districts to be consistent with requested zoning standard exemptions listed therein.