

STAFF REPORT

February 22, 2001

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**No. 010A002 - Ordinance Amendment**

**ITEM 21**

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GENERAL INFORMATION:

PETITIONER	City of Rapid City
REQUEST	<b>No. 010A002 - Ordinance Amendment</b>
DESCRIPTION	An Ordinance amending Section 16.08.030 of the Rapid City Municipal Code by setting forth procedures for Minor Plats.
REPORT BY	Bill Lass

RECOMMENDATION: Staff recommends that the Ordinance Amendment be approved.

GENERAL COMMENTS: On January 22, 2001 the Planning Commission authorized Staff to proceed with amendments to the Subdivision Regulations to set forth a procedure for Minor Plats. The proposed Ordinance has been attached to this Staff Report. Also attached is a flow chart outlining the proposed Minor Plat process.

As discussed on January 22, the main features of the Minor Plat process identified in the attached flow chart include:

- 1) Pre-application Process: At the time an individual wishes to submit a plat, the Planning Department and Engineering Division would review the proposed plat to see if it is a candidate for a Minor Plat. If the plat cannot be considered as a Minor Plat then the plat will follow the Layout, Preliminary and Final Plat process already in place.
- 2) Staff Review/Criteria: If the pre-application process has determined that the plat has the potential for being considered as a Minor Plat, then the plat will be routed for official Staff comment with all comments being returned within ten working days. In order to be considered as a Minor Plat, the following criteria **must** be met: a) Five or fewer lots must be involved; b) The property cannot have undergone platting within the last year; c) No subdivision improvements (except sidewalks) can be undertaken; d) No applications for Subdivision Variances can be submitted; and e) No right-of-way dedication can be required.
- 3) Internal Routing Process: The plat process will be routed to all of the affected agencies for review and comment. The agencies will have ten days in which to review the plat. If no comments are received back within that time frame, the plat will proceed to the approval stage.
- 4) Decision to Approve or Deny Minor Plat: Within three working days after receipt of all Staff comments, the Planning Department will prepare a written statement stating whether or not the plat will be approved as a Minor Plat. If the plat is approved as a Minor Plat, then within the next two days the signatures of the Planning Director, Public Works Director, and Finance Officer will be secured on the mylar. After all signatures have been secured and all subdivision requirements met, the plat shall be recorded with the Register of Deeds.

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If the Staff determines that the plat does not meet the Minor Plat criteria, then the petitioner has the right to appeal the decision. The appeal process will follow the same process as that required for Layout, Preliminary and Final Plats. Staff will prepare a Staff Report and the Planning Commission and the City Council will hear the request.

STAFF REVIEW: Staff has reviewed the proposed Minor Plat Ordinance and is recommending approval. The main advantage to the Minor Plat process would be that simple plats meeting certain criteria could be approved without Planning Commission and City Council action. The end result would be that simple plats could be approved in about half the time providing better and faster customer service while assuring adequate protections for the public.