

STAFF REPORT
March 26, 2009

No. 09OA001 - Ordinance Amendment to change the submittal requirements for Conditional Use Permits in Chapter 17.54.030A of the Rapid City Municipal Code **ITEM**

GENERAL INFORMATION:

APPLICANT/AGENT	City of Rapid City
REQUEST	No. 09OA001 - Ordinance Amendment to change the submittal requirements for Conditional Use Permits in Chapter 17.54.030A of the Rapid City Municipal Code
DATE OF APPLICATION	2/27/2009
REVIEWED BY	Karen Bulman

RECOMMENDATION: Staff recommends that the Ordinance Amendment to change the submittal requirements for Conditional Use Permits in Chapter 17.54.030A of the Rapid City Municipal Code be approved.

GENERAL COMMENTS: On February 5, 2009, the Planning Commission directed staff to prepare an ordinance amendment to clarify the submittal requirements for Conditional Use Permits within Section 17.54.030 A of the Rapid City Municipal Code.

STAFF REVIEW: Staff has reviewed the requirements in Chapter 17.54.030 of the Rapid City Municipal Code and found an inconsistency between the requirements for the application of a conditional use permit and the criteria to review the application for consideration of a conditional use permit.

The application requirements identified in Chapter 17.54.030.A.1 states that the application shall show the location and intended use of the site. Specifics on the site development, drawn to scale, include but are not limited to parking, landscaping and building setbacks. The criteria requirements identified in Chapter 17.54.030.E reviews fencing, screening, traffic, signs, lighting, building materials and colors, and other information that may have adverse impacts on adjacent uses. This additional data is necessary so that the Planning Commission can evaluate the effects of the proposed use on adjacent properties when reviewing a Conditional Use Permit application.

When all the information is not submitted at the time of the application, there may be delays in obtaining additional information, along with concerns that this information was not initially required. In order to eliminate any delays or confusion about what will be reviewed when a Conditional Use Permit is requested, a change in the ordinance to require the additional information at the time of the submittal is appropriate. As such, the amended ordinance requires the additional information, used to review the consideration, to be submitted at the time of the application.

Staff recommends approval of the Ordinance Amendment to Chapter 17.54.030.A.1 as attached.