

STAFF REPORT  
July 23, 2015

**No. 15PL055 - Preliminary Subdivision Plan**

GENERAL INFORMATION:

APPLICANT	Dakota Heartland, Inc.
AGENT	Renee Catron - Renner & Associates, LLC
PROPERTY OWNER	Dakota Heartland Inc.
REQUEST	<b>No. 15PL055 - Preliminary Subdivision Plan</b>
EXISTING LEGAL DESCRIPTION	A portion of the W1/2 of the SW1/4 of the NE1/4 of Section 3, T1N, R8E, BHM, Rapid City, Pennington County, South Dakota
PROPOSED LEGAL DESCRIPTION	Proposed Lot 1 of Block 2 of Big Sky Business Park
PARCEL ACREAGE	Approximately 1 acres
LOCATION	Lying south of Homestead Street
EXISTING ZONING	General Commercial (Planned Development Designation)
FUTURE LAND USE DESIGNATION	Urban Neighborhood
SURROUNDING ZONING	
North:	General Commercial (Planned Development) - General Commercial (Planned Development Designation)
South:	General Commercial (Planned Development Designation)
East:	General Commercial (Planned Development Designation)
West:	General Commercial - Light Industrial District
PUBLIC UTILITIES	City sewer and water
DATE OF APPLICATION	June 26, 2015
REVIEWED BY	Vicki L. Fisher / Ted Johnson

RECOMMENDATION:

Staff recommends that the Preliminary Subdivision Plan be approved with the following stipulations:

1. Upon submittal of a Development Engineering Plan application, construction plans showing the installation of a sewer main along Homestead Street shall be submitted for

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- review and approval or an Exception shall be obtained. If an Exception is obtained, a copy of the approved document shall be submitted with the Development Engineering Plan application;
2. Upon submittal of a Development Engineering Plan application, construction plans for Elk Vale Road shall be submitted for review and approval showing the construction of curb and gutter or an Exception shall be obtained. If an Exception is obtained, a copy of the approved document shall be submitted with the Development Engineering Plan application. In addition, the construction plans shall show the construction of sidewalk along Elk Vale Road or a Variance shall be obtained from City Council;
  3. Upon submittal of a Development Engineering Plan application, water plans and analysis prepared by a Registered Professional Engineer shall be submitted for review and approval in accordance with the Infrastructure Design Criteria Manual or an Exception shall be obtained. The water plan and analysis shall demonstrate that the water service is adequate to meet estimated domestic flows and required fire flows to support the proposed development. Utility easements shall also be provided as needed;
  4. Upon submittal of a Development Engineering Plan application, sewer plans prepared by a Registered Professional Engineer as per the Infrastructure Design Criteria Manual shall be submitted for review and approval or an Exception shall be obtained. The sewer data shall demonstrate that the sanitary sewer capacity is adequate to meet estimated flows and provide sufficient system capacity. In addition, utility easements shall be provided as needed;
  5. Prior to submittal of the Development Engineering Plan application or Final Plat application if subdivision improvements are not needed, redlined comments shall be addressed. In addition, the redlined comments shall be returned with the application;
  6. Prior to approval of the Development Engineering Plan application, engineering reports required for construction approval shall be accepted and agreements required for construction approval shall be executed. In addition, permits required for construction shall be approved and issued and construction plans shall be accepted in accordance with the Infrastructure Design Criteria Manual. Final subdivision improvement plans in accordance with the City's plan preparation and drafting standards shall be provided. All final engineering reports shall be signed and sealed by a Professional Engineer and contain a Certification Statement of Conformance with City Standards as required by the Infrastructure Design Criteria Manual;
  7. Upon submittal of a Development Engineering Plan application, a drainage plan prepared by a Registered Professional Engineer as per the Infrastructure Design Criteria Manual and in compliance with the City's Drainage Basin Plan shall be submitted for review and approval if subdivision improvements are required or an Exception shall be obtained. The drainage plan shall address storm water quantity control and storm water quality treatment. Drainage easements shall also be provided as necessary;
  8. Upon submittal of a Development Engineering Plan application, a grading plan and an Erosion and Sediment Control Plan in compliance with the adopted Stormwater Quality Manual and the Infrastructure Design Criteria Manual shall be submitted for review and approval if subdivision improvements are required;
  9. Prior to approval of the Development Engineering Plan application, a Development Agreement shall be entered into with the City for all public improvements, if applicable;
  10. Upon submittal of a Development Engineering Plan application, a cost estimate of any required subdivision improvements shall be submitted for review and approval;
  11. Prior to submittal of a Final Plat application, the outstanding Infrastructure Development

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- Partnership Fund (IDPF) payment shall be resolved to the satisfaction of the City;
11. Upon submittal of a Final Plat application, surety for any required subdivision improvements that have not been completed shall be posted and the subdivision inspection fees shall be paid; and,
  12. Prior to the City's acceptance of the public improvements, a warranty surety shall be submitted for review and approval as required

**GENERAL COMMENTS:**

The applicant has submitted a Preliminary Subdivision Plan to subdivide a 9 acre parcel creating a 1.0 acre commercial lot and leaving a non-transferable unplatted balance. The lot is to be known as Lot 1 of Block 2, Big Sky Business Park.

The property is located in the southeast corner of Elk Vale Road and Homestead Street. Currently, the property is void of any structural development.

A Preliminary Subdivision Plan is a tentative plan of a proposed subdivision requiring the installation of public improvements. Approval of a Preliminary Subdivision Plan by the City Council is required before an applicant can proceed with Development Engineering Plans and a Final Plat application for all or part of the area within the Preliminary Subdivision Plan application.

**STAFF REVIEW:**

Staff has reviewed the Preliminary Subdivision Plan and has noted the following considerations:

**Zoning:** The property is currently zoned General Commercial District with a Planned Development Designation. Prior to issuance of a Building Permit, a Final Planned Development must be approved.

**Master Plan:** The applicant has submitted a Master Plan for the 9 acres showing the construction of an urgent care facility with a future addition on proposed Lot 1 and future commercial development on the balance of the property. The information provided on the associated site plan is not sufficient to determine if all land use and design criteria is being met. In addition, a future 10,000 square foot commercial building located south of proposed Lot 1 is shown to be located within a 40 foot wide private drive and utility easement. These issues will be resolved as a part of any future Initial and/or Final Planned Development review and approval. The applicant should be aware that approval of the Master Plan does not indicate approval of the proposed site layout and design.

**Elk Vale Road:** Elk Vale Road is located along the west lot line of the property and is classified as a principal arterial street on the City's Major Street Plan requiring that the street be located in a minimum 100 foot wide right-of-way and constructed with a minimum 36 foot wide paved surface, curb, gutter, sidewalk, street light conduit, sewer and dual water mains. Currently, Elk Vale Road has been constructed in compliance with principal arterial street design standards with the exception of curb, gutter and sidewalk. As such, upon submittal of a Development Engineering Plan application, construction plans for Elk Vale Road must be submitted for review and approval showing the construction of curb and gutter or an Exception must be obtained. If an Exception is obtained, a copy of the approved document

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must be submitted with the Development Engineering Plan application. In addition, the construction plans must show the construction of sidewalk along Elk Vale Road or a Variance must be obtained from City Council.

Homestead Street: Homestead Street is located along the north lot line and is classified as a collector street requiring that it be located within a minimum 68 foot wide right-of-way and constructed with a minimum 34 foot wide paved surface, curb, gutter, sidewalk, street light conduit, water and sewer. Currently, Homestead Street has been constructed in compliance with collector street design standards with the exception of a sewer main. As such, upon submittal of a Development Engineering Plan application, construction plans showing the installation of a sewer main along Homestead Street must be submitted for review and approval or an Exception must be obtained. If an Exception is obtained, a copy of the approved Exception must be submitted the with Development Engineering Plan application.

Drainage: Upon submittal of a Development Engineering Plan application, a drainage plan prepared by a Registered Professional Engineer as per the Infrastructure Design Criteria Manual and in compliance with the City's Drainage Basin Plan must be submitted for review and approval if subdivision improvements are needed. The drainage plan must address storm water quantity control and storm water quality treatment. Drainage easements must also be provided as necessary.

Water: City water mains currently exist along Elk Vale Road and Homestead Street. Upon submittal of a Development Engineering Plan application, water plans and analysis prepared by a Registered Professional Engineer must be submitted for review and approval in accordance with the Infrastructure Design Criteria Manual or an Exception must be obtained. The water plan and analysis must demonstrate that the water service is adequate to meet estimated domestic flows and required fire flows to support the proposed development. In addition, utility easements must be secured as needed.

Sewer: A City sewer main currently exists along Elk Vale Road. Upon submittal of a Development Engineering Plan application, sewer plans prepared by a Registered Professional Engineer as per the Infrastructure Design Criteria Manual must be submitted for review and approval or an Exception must be obtained. The sewer data must demonstrate that the sanitary sewer capacity is adequate to meet estimated flows and provide sufficient system capacity. In addition, utility easements must also be provided as needed.

Stormwater Management Plan: The City Council has adopted a Stormwater Quality Manual and an Infrastructure Design Criteria Manual which provide criteria and technical guidance for erosion and sediment control at construction sites. As such, staff recommends that upon submittal of the Development Engineering Plan application, an Erosion and Sediment Control Plan in compliance with the adopted Stormwater Quality Manual and Infrastructure Design Criteria Manual be submitted for review and approval if subdivision improvements are required. In addition, an Erosion and Sediment Control Permit must be obtained prior to any construction.

Development Agreement: Section 1.16.1 of the Infrastructure Development Criteria Manual states that a Development Agreement may be required for construction approval. A

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Development Agreement is a tool which will provide the City and the developer with an instrument to document the financial and procedural requirements for the development of public improvements. Staff recommends that prior to approval of the Development Engineering Plan application, a Development Agreement must be entered into with the City for all public improvements if applicable.

Infrastructure Development Partnership Fund: The City Finance Office has identified that an outstanding Infrastructure Development Partnership Fund (IDPF) payment is due on the subject property. As such, prior to submittal of a Final Plat application, the outstanding IDPF payment must be resolved to the satisfaction of the City.

Summary: The proposed Preliminary Subdivision Plan generally complies with all applicable Zoning and Subdivision Regulations assuming compliance with the stated stipulations.