

STAFF REPORT

July 5, 2001

**UOR #01UR033 - Major Amendment to a Use on Review
for the library to allow a Drive-Up Window**

ITEM 45

GENERAL INFORMATION:

PETITIONER	Lund Associates, Inc.
REQUEST	UOR #01UR033 - Major Amendment to a Use on Review for th library to allow a Drive-Up Window
LEGAL DESCRIPTION	Lots 17 through 32, Block 104, Original Town of Rapid City, Section 1, T1N, R7E, BHM, Rapid City, Pennington County, South Dakota
PARCEL ACREAGE	approximately 1.3 acres
LOCATION	at the Rapid City Public Library, 610 Quincy Street
EXISTING ZONING	Central Business District
SURROUNDING ZONING	
North:	Central Business District
South:	High Density Residential District
East:	Central Business District
West:	Central Business District
PUBLIC UTILITIES	City Water and Sewer
REPORT BY	Blaise Emerson

RECOMMENDATION: Staff recommends that the Major Amendment to a Use on Review for the library to allow a Drive-Up Window be approved with the following stipulations:

Urban Planning Division Recommendations:

1. That a minimum of two stacking stalls for a total of 46 feet of stacking shall be provided for the drive-up window;
2. That only one drive-up window shall be allowed. If the second drive-up window is to be utilized, a major amendment to the Use On Review must be obtained; and,
3. That the use of the drive-up window shall be limited to reserved pick-up and drop off only.

GENERAL COMMENTS: The Rapid City Library is proposing an expansion of their facility located on Quincy Street. The expansion will be located to the west of the existing structure and will include a second story over a parking area. In April, the City Council approved the Use On Review for the Library expansion. A condition of approval was that a minimum of three, twenty-three foot stacking spaces be provided for the proposed drive-up windows. The Library could not meet this requirement and they eliminated the drive-up window from the site

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plan. The Library is now requesting approval to allow them to provide two twenty-three foot stacking spaces for the drive-up window rather than the three previously recommended.

STAFF REVIEW Staff has reviewed the request and noted the following:

The applicant has identified two drive-up windows on the west side of the building. The stacking lane for the drive-up window is located to the north towards the alley. Staff is concerned with potential blockage of the alley from vehicles waiting to use the drive-up window. The minimum stacking standard for drive-through lanes requires the provision of adequate stacking space for three cars not including the vehicle at the window. A total of sixty-nine feet of stacking lane is needed to meet the minimum standards applied to other uses not including the eighteen feet needed adjacent to the drive-up window.

The property in question is located in the Central Business District. The City's off street parking requirements do not apply to this zoning district; however, staff had utilized the city's adopted standard in making a recommendation on the original Use On Review.

The applicant has provided information on the use of drive-up windows from other libraries in the country. The information provided indicated that drive-up windows are utilized by those customers that have a hard time entering the library facility such as the elderly, mothers with young children, or people with health problems. In reviewing the information, Staff can support a reduction in the stacking stall to two stacking stalls. However, Staff cannot support the opening of both drive-up windows because of potential conflicts between the two windows. Staff is recommending approval of one drive up window allowing the situation to be monitored. Should the second window be needed, a Major Amendment could be submitted for review. A recommendation could be made based on the actual experience with the stacking associated with the first window.