

STAFF REPORT

September 25, 2003

---

**No. 03OA006 - Ordinance Amendment - Administrative Approval of Final Plats**      **ITEM 10**

---

GENERAL INFORMATION:

PETITIONER	City of Rapid City
REQUEST	<b>No. 03OA006 - Ordinance Amendment - Administrative Approval of Final Plats</b>
EXISTING LEGAL DESCRIPTION	An Ordinance to authorize administrative approval of certain plats by adding Section 16.08.035 to the Rapid City Municipal Code.
DATE OF APPLICATION	07/25/2003
REPORT BY	Marcia Elkins

RECOMMENDATION: Staff recommends that the Ordinance Amendment - Administrative Approval of Final Plats be **approved**.

GENERAL COMMENTS: On December 6, 2001, the Rapid City Planning Commission directed staff to advertise for ordinance amendments regarding the administrative approval of Final Plats. Under the existing procedures, Final Plats were frequently continued on City Council agendas for a number of meetings to allow the applicant time to meet the stipulations identified at the Preliminary Plat stage, complete the installation of improvements or obtain surety or required signatures. The repetition of having incomplete Final Plats appear over and over again on the City Council agendas results in burdensome agendas for the City Council and is time consuming and frustrating for the developers and consulting engineers.

On May 9, 2002, the Planning Commission unanimously recommended approval of the amendments to Chapter 16.08 of the Rapid City Municipal Code providing for the administrative approval of Final Plats. Subsequently, the City Council denied the ordinance amendment on second reading on June 3, 2002. Since that time, staff has had numerous conversations with members of the development community and Council members regarding the benefits of the administrative review process for City Council as well as applicants and their engineers.

STAFF REVIEW: **Under the existing Subdivision Regulations, a request for Final Plat approval must be reviewed by the Planning Commission and approved by the City Council. A request for Final Plat approval is currently submitted in accordance with the normal submittal schedule, 26 working days prior to the date of the City Council meeting. This schedule allows plats to be approved twice a month, on the first and third Monday's of the month.**

**The proposed amendment will allow an applicant to submit a request for Final Plat**

## STAFF REPORT

September 25, 2003

---

**No. 03OA006 - Ordinance Amendment - Administrative Approval of Final Plats** **ITEM 10**

---

approval at any time and require staff approval or denial within thirteen working days. This will mitigate the difficulties associated with the minimum two-week delay should a deadline be missed by a late letter of credit or a missing signature. An appeal process is included to allow an applicant to appeal a denial of a Final Plat request to the City Council for review.

This process is part of the City of Rapid City's on-going efforts to improve and streamline the development review process. It is intended to provide a more flexible and efficient method for obtaining Final Plat approval with a more responsive schedule. However, it will require that all of the substantive issues be addressed as part of the Preliminary Plat process. As a result, the Final Plat will simply be an administrative action insuring that the necessary signatures appear on the document, the surety has been posted and all other requirements have been met.

Staff has not had the opportunity to send copies of the draft ordinance to the development and consulting engineering community to insure them adequate time to review the draft ordinance. A revised draft ordinance was prepared on August 29, 2003 and will be mailed out to developers and consulting engineers **on September 2, 2003**. **Staff received two phone responses to the notice: One individual asked for information regarding the change and had no comment; and the other individual indicated support for the change in process and the staff's attempt to streamline the process.**