



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

## Growth Management Department

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### MEMORANDUM

TO: Planning Commission

FROM: Vicki L. Fisher, Planning Manager

DATE: January 29, 2009

RE: Submission Requirements for Conditional Use Permits

Section A of Chapter 17.54.030 currently states that the application for a Conditional Use Permit shall show the location and intended use of the site. Specifics on site development shall include, but not be limited to parking, landscaping and building setbacks.

Section E of Chapter 17.54.030 lists the criteria to be reviewed by the City for a Conditional Use Permit. In particular, Section E states that "due consideration shall be given to the following:

1. The location, character and natural features of the property;
2. The location, character and design of adjacent buildings;
3. Proposed fencing, screening and landscaping;
4. Proposed vegetation, topography and natural drainage;
5. Proposed pedestrian and vehicular access, circulation and parking, including that related to bicycles and other unpowered vehicles and provisions for handicap persons;
6. Existing traffic and traffic to be generated by the proposed use;
7. Proposed signs and lighting;
8. The availability of public utilities and services;
9. The objectives of the adopted comprehensive plan and the purpose of the ordinance codified herein;
10. The overall density, yard, height and other requirements of the zone in which it is located;
11. The effects of noise, odor, smoke, dust, air and water pollution and the degree of control through the use of clarifiers, screening, setbacks and orientation; and,
12. The degree to which conditions imposed will mitigate any probable adverse impacts of the proposed use on existing adjacent uses."



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In order to adequately review the criteria as noted in Section E, the City has typically required that additional information be submitted that is not specifically identified in Section A. In addition to the information listed in Section E, the following is a partial list of information that has been requested:

- Structural elevations of the proposed buildings which include a list of building materials and color scheme;
- The design of the rooftop and screening of rooftop equipment when applicable;
- The location of exterior mechanical equipment and proposed screening when applicable;
- The dumpster location and proposed screening; and,
- Other items specific to the site.

Revising Section A of Chapter 17.54.030 to include the additional information as noted above will clarify what is needed as a part of the submittal for a Conditional Use Permit application in order to adequately review the request as per Section E. As such, staff is requesting that the Planning Commission authorize staff to advertise public hearings to consider amendments to Chapter 17.54.030 of the Rapid City Municipal Code to revise the submittal requirements for Conditional Use Permits.

**Staff Recommendation: Authorize staff to advertise public hearings to consider amendments to Chapter 17.54.030 of the Rapid City Municipal Code to revise the submittal requirements for Conditional Use Permits.**