

STAFF REPORT  
December 9, 2010

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**No. 10UR037 - Major Amendment to a Conditional Use Permit to construct an addition to the existing maintenance shop**      **ITEM 19**

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GENERAL INFORMATION:

APPLICANT	Public Works Department City of Rapid City
PROPERTY OWNER	City of Rapid City
REQUEST	<b>No. 10UR037 - Major Amendment to a Conditional Use Permit to construct an addition to the existing maintenance shop</b>
EXISTING LEGAL DESCRIPTION	A portion of Tract 4 of Rapid City Greenway Tract located in Section 10, T1N, R7E, BHM, Rapid City, Pennington County, South Dakota
PARCEL ACREAGE	Approximately 165.27 Acres
LOCATION	2330 Arrowhead Drive
EXISTING ZONING	Park Forest District
SURROUNDING ZONING	
North:	Public District
South:	Park Forest District
East:	Park Forest District
West:	Park Forest District
PUBLIC UTILITIES	City water and sewer
DATE OF APPLICATION	11/8/2010
REVIEWED BY	Jim Flaaen / Mary Bosworth

RECOMMENDATION:

Staff recommends that the Major Amendment to a Conditional Use Permit to construct an addition to the existing maintenance shop be approved with the following stipulations:

1. Prior to issuance of a Building Permit, an industrial pretreatment plan shall be submitted for review and approval;
2. Prior to initiation of construction, a Building Permit shall be obtained and a Certificate of Occupancy shall be obtained prior to occupancy of the building;
3. All plans submitted for a Building Permit shall be stamped by a licensed architect or professional engineer as per SDCL 36-18A;
4. A minimum of five off-street parking spaces shall be continually provided. In addition, a minimum of one "van" handicap accessible space shall be provided at all times. The parking shall be installed and striped as per the approved parking plan and all provisions

STAFF REPORT  
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---

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---

- of the Off-Street Parking Ordinance shall be continually met;
5. A minimum of 37,419 landscaping points shall be provided. The landscaping plan shall comply with all requirements of the Zoning Ordinance. In addition, all landscaping shall be continually maintained in a live vegetative state and replaced as necessary;
  6. All outdoor lighting shall be reflected within the property boundaries so as to not shine onto adjoining properties and rights-of-way and to not be a hazard to the passing motorists;
  7. All altered portions of the building shall be made handicap accessible;
  8. All signage shall conform to the design, color and location as shown in the sign package submitted as a part of the Conditional Use Permit. Changes to the proposed sign package, which the Growth Management Director determines to be consistent with the original approved sign package, shall be allowed as a Minimal Amendment to the Conditional Use Permit. The addition of electronic signs shall require a Major Amendment to the Conditional Use Permit. In addition, the Growth Management Director may approve temporary signs in accordance with Chapter 15.28.080 of the Rapid City Municipal Code. The lighting for the signs shall be designed to preclude shining on the adjacent properties and/or street(s). A sign permit shall also be obtained for each individual sign;
  9. The proposed structure shall conform architecturally to the proposed elevations, design plans, color palette and general design comments submitted as part of this Conditional Use Permit. Modifications in the building elevations and design that are consistent with the approved elevations and structural development may be approved as a Minimal Amendment to the Conditional Use Permit;
  10. All provisions of the Park Forest Zoning District shall be continually met within the project boundary;
  11. The structures shall be fire sprinkler protected and all applicable provisions of the currently adopted International Fire Code shall be continually met; and,
  12. The Major Amendment to the Conditional Use Permit shall expire if the use is not undertaken within two years of the date of approval by the Planning Commission, or if the use as approved has ceased for a period of two years.

**GENERAL COMMENTS:** The applicant has submitted a Major Amendment to a Conditional Use Permit to construct an addition to the existing maintenance shop located at the Meadowbrook Golf Course. In particular, the applicant has proposed to construct a 3,329 square foot addition to the existing 2,400 maintenance shop and construct a new 3,000 square foot storage building to the east of the existing maintenance shop. The proposed additions will be used for storage, vehicle maintenance shop and offices.

The project site area is a part of the Meadowbrook Golf Course site located in a portion of Tract 4 of the Rapid City Greenway Tract. While the project site associated with this application is located in the Park Forest Zoning District, a portion of the property is located in the Flood Hazard Zoning District. As such, the entire property has had a history of Conditional Use Permits and Major Amendments to allow structures in the Flood Hazard Zoning District as required by Chapter 17.28 of the Rapid City Municipal Code.

On August 7, 2000, a Use of Review was approved for the property to allow water-

STAFF REPORT  
December 9, 2010

---

**No. 10UR037 - Major Amendment to a Conditional Use Permit to construct an addition to the existing maintenance shop** **ITEM 19**

---

monitoring structures in the Flood Hazard Zoning District. There were four stipulations of approval that addressed issues of obtaining a Special Exception to the Flood Area Construction Regulations, structural equipment changes, and equipment location changes.

On May 7, 2001, a Use on Review was approved for the property to allow for Meadowbrook Golf Course to be located on the property including a clubhouse replacement, maintenance building expansion and permanent restroom facilities. There were 12 stipulations of approval that addressed issues of flood plain development permits, emergency access, fire hydrant locations, permits, bike bath availability and construction, equipment location and parking. The stipulations of approval included a stipulation that identified that the approval "is only for the clubhouse and any additional structures will require a Major Amendment to this Use on Review".

On August 20, 2001, a Major Amendment to a Use on Review was approved to allow a temporary Pro Shop/Office on the property. There were six stipulations of approval that included:

1. Prior to City Council approval, a revised site plan shall be submitted identifying the location of the portable chemical toilets within the parking lot;
2. Prior to issuance of a Certificate of Occupancy, the Fire Department shall inspect the structure to insure compliance with all Fire Safety Codes;
3. A Building Permit shall be obtained prior to any construction and a Certificate of Occupancy shall be obtained prior to occupancy;
4. Prior to City Council approval, a revised site plan shall be submitted identifying the location of the temporary trailer a minimum of 150 feet west of the east parking lot approach;
5. That the bike path along the frontage of the parking lot shall remain clear of obstructions at all times; and,
6. That the Use on Review shall be valid from August 21, 2001 to May 31, 2002.

The property is located at 2330 Arrowhead Drive, west of Arrowhead Drive and south of West Flormann Street. The project area is a part of the Meadowbrook Golf Course site.

**STAFF REVIEW:** Staff has reviewed the Major Amendment to the Conditional Use Permit and has noted the following considerations:

**Design Features:** As previously stated the applicant has proposed to construct a 3,329 square foot expansion to the existing 2,400 square foot maintenance shop building and a new 3,000 square foot storage building to the east of the existing maintenance shop building. The maintenance building expansion will be approximately 31 feet high at the roof peak and will include a loft area. The expansion will be sided using new fiber-cement board shingle siding and will use asphalt shingles on the roof. Two 10 foot by 14 foot overhead garage doors will be located on the south side of the building. The new storage building will be approximately 22 feet high at the roof peak and will be finished with prefinished metal siding and roofing. The new storage building will include one 12 foot by 14 foot overhead garage door located on the west side of the building. In addition, the applicant has submitted artist renderings of

STAFF REPORT  
December 9, 2010

---

**No. 10UR037 - Major Amendment to a Conditional Use Permit to construct an addition to the existing maintenance shop**      **ITEM 19**

---

the proposed structure and has identified that the proposed buildings will be colored using grays, dark browns and tans. Staff review has noted that the proposed color palette submitted with the application does not match the color palette of the existing clubhouse at Meadowbrook Golf Course. Staff would suggest that the applicant consider amending the color palette for the proposed building expansion and new storage building to match that of the existing clubhouse.

Site Improvements: In addition to the proposed building addition and new construction, the applicant has indicated that several other structures will be removed from the property. An existing approximately 660 square foot lean-to shed is located to the east of the existing maintenance shop building and will be removed as a part of this project prior to construction of the new storage building. In addition, an existing house/office structure is located within the project boundary south of the existing maintenance building. This structure is proposed to be removed from the property as a part of a Phase 2 demolition upon completion of the maintenance shop expansion.

Parking: The submitted parking plan identifies that five parking spaces will be provided at the project site including one "van accessible" handicap space. Based on the uses of the buildings located on the site, a minimum of five parking spaces are required. The submitted parking plan satisfies the requirements of the Off-Street Parking Ordinance. Staff recommends that the off-street parking spaces be installed and continually maintained as per the approved parking plan.

Landscaping: The submitted site plan identifies that the project boundary will encompass 48,760 square feet of area. Based on the proposed building footprints, a minimum of 37,411 landscape points must be provided on the project site. The submitted landscape plan identifies that 4,919 landscape points currently exist on the property consisting of medium trees, shrubs and grassed areas. In addition, the applicant has proposed to install 32,500 additional landscape points in the property consisting of large and medium trees and shrubs. The proposed landscaping will provide 37,419 landscape points on the project site, exceeding the 37,411 required points. Staff recommends that the landscaping be installed as per the approved landscape plan and continually maintained in a live, vegetative state, kept free of refuse and debris and replaced when necessary.

Fire Code: The Fire Department has noted that the overall size of the facility will require that the structures be fire sprinkler protected. In addition, all applicable provisions of the currently adopted International Fire Code must be continually met.

Industrial Pretreatment: The Public Works staff noted that industrial pretreatment plans were not included with the application. As such, prior to issuance of a Building Permit, industrial pretreatment plans must be submitted for review and approval.

Permits: A Building Permit must be obtained prior to any construction on the property and a Certificate of Occupancy must be obtained prior to occupancy. In addition, all plans submitted as part of a Building Permit application must be prepared by a registered professional as required per South Dakota Codified Law 36-18A. A Sign Permit must be

STAFF REPORT  
December 9, 2010

---

**No. 10UR037 - Major Amendment to a Conditional Use Permit to construct an addition to the existing maintenance shop**      **ITEM 19**

---

obtained prior to the installation of any signage on the property.

Air Quality: An Air Quality Construction Permit is required for construction activities disturbing one acre or more of surface area. If this project will disturb 1 acre or more of surface area, an Air Quality Permit must be obtained prior to the initiation of construction activities.

Floodplain: As previously stated, the project site area is a part of the Meadowbrook Golf Course site located in a portion of Tract 4 of the Rapid City Greenway Tract. Portions of Tract 4 are located within the Federally Designated 100-year Floodplain. A Floodplain Development Permit is required for all structures located within the 100-year floodplain. However, the proposed maintenance shop expansion and new storage building are not located in the 100-year floodplain and as such, a Floodplain Development Permit is not required for the proposed project.

Master Plan: Staff strongly recommends that the Parks Department submit a Master Plan for all park facilities within the individual parks located within Rapid City. A Master Plan would eliminate the need for continued Conditional Use Permit and subsequent Major Amendment for all uses within the parks.

Notification Requirement: As of this writing, the receipts from the certified mailing have not been returned nor has the sign been posted on the property. Staff will notify the Planning Commission at the December 9, 2010 Planning Commission meeting if these requirements have not been met.

Staff recommends that the Major Amendment to a Conditional Use Permit be approved with the stipulations as identified above.