



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

300 Sixth Street

MEMORANDUM

TO: Rapid City Planning Commission

FROM: Blaise Emerson, Assistant Planning Director
Bill Lass, Senior Planner

DATE: 1/17/01

RE: Proposed Minor Plat Ordinance

This memo is to request the Planning Commission to authorize Staff to advertise for changes to the Subdivision Ordinance to set forth a procedure for Minor Plats. To assist you in understanding the proposed changes to the subdivision process regarding Minor Plats, Staff has prepared a flow chart outlining the procedures (see attached). The main advantage to the Minor Plat process would be that simple plats meeting certain criteria could be approved without Planning Commission and City Council action. The end result would be that simple plats could be approved in about half the time providing better (and speedier) customer service while assuring adequate protections for the public.

The main features of the Minor Plat process identified in the attached flow chart include:

- 1) Pre-application Process: At the time an individual wishes to submit a plat, the Planning Department and Engineering Division would review the proposed plat to see if it is a candidate for a Minor Plat. If the plat cannot be considered as a Minor Plat then the plat will follow the Layout, Preliminary and Final Plat process already in place.
- 2) Staff Review/Criteria: If the pre-application process has determined that the plat has the potential for being considered as a Minor Plat, then the plat will be routed for official Staff comment with all comments being returned within ten working days. In order to be considered as a Minor Plat, the following criteria **must** be met: a) Five or fewer lots must be involved; b) The property cannot have undergone platting within the last year; c) No subdivision improvements (except sidewalks) can be undertaken; d) No applications for Subdivision Variances can be submitted; and e) No right-of-way dedication can be required.
- 3) Internal Routing Process: The process will be routed to all of the affected agencies for review and comment. The agencies will have ten days in which to review the plat. If no comments are received back within that time frame, the plat will proceed to the approval stage.



EQUAL OPPORTUNITY EMPLOYER

- 4) Decision to Approve or Deny Minor Plat: Within three working days after receipt of all Staff comments, the Planning Department will prepare a written statement stating whether or not the plat will be approved as a minor plat. If the plat is approved as a Minor Plat, then within the next two days the signatures of the Planning Director, Public Works Director, and Finance Officer will be secured on the mylar. After all signatures have been secured and all subdivision requirements met, the plat shall be recorded with the Register of Deeds.

If the Staff determines that the plat does not meet the Minor Plat criteria, then the petitioner has the right to appeal the decision. The appeal process will follow the same process as that required for Layout, Preliminary and Final Plats. Staff will prepare a Staff Report and the Planning Commission and the City Council will hear the request.

Staff will be present at your January 25, 2001 Planning Commission meeting to discuss the proposed procedures and to answer any questions you may have.

FLOW CHART OF PLATTING PROCESS INCLUDING PROPOSED MINOR PLATTING PROCESS

