GENERAL INFORMATION:

APPLICANT Pro-Mark Services, Inc.

AGENT James Warne - KTM Design Solutions, Inc.

PROPERTY OWNER Marlin Creek Holdings, LLC

REQUEST No. 16PL098 - Preliminary Subdivision Plan

EXISTING LEGAL DESCRIPTION Lot 22 of Marlin Industrial Park, located in Section 20, T1N, R8E, BHM, Rapid City, Pennington County, South Dakota

PROPOSED LEGAL DESCRIPTION Proposed Lots 22A through 22J of Marlin Industrial Park

PARCEL ACREAGE Approximately 1.79 acres

LOCATION In the northeast quadrant of the Creek Drive and Marlin Drive intersection

EXISTING ZONING General Commercial District (Planned Development Designation)

FUTURE LAND USE DESIGNATION Employment Center

SURROUNDING ZONING
North: General Commercial District (Planned Development Designation)
South: Light Industrial District (Planned Development Designation)
East: General Commercial District
West: General Commercial District (Planned Development Designation)

PUBLIC UTILITIES City sewer and water

DATE OF APPLICATION September 30, 2016

REVIEWED BY Vicki L. Fisher / Nicole Lecy

RECOMMENDATION:
Staff recommends that the Preliminary Subdivision Plan be approved with the following stipulations:
1. Prior to submittal of a Development Engineering Plan application, redlined comments shall be addressed. In addition, the redlined comments shall be returned with the
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Development Engineering Plan application;
2. Prior to submittal of a Development Engineering Plan application, an Exception shall be obtained to allow an access easement to serve more than four lots or the plat document shall be revised to show the proposed access and utility easement as right-of-way. If an Exception is obtained, a Road Maintenance Agreement for the easement shall be submitted for recording upon submittal of a Final Plat application;
3. Upon submittal of a Development Engineering Plan application, construction plans for the access and utility easement shall be submitted for review and approval showing the easement with a minimum width of 70 feet and constructed with a minimum 26 foot wide paved surface, curb, gutter, sidewalk, street light conduit, sewer and water or an Exception shall be obtained. If an Exception is obtained, a copy of the approved Exception shall be submitted with the Development Engineering Plan application;
4. Upon submittal of a Development Engineering Plan application, construction plans for Marlin Drive shall be submitted for review and approval showing the dedication of an additional 9.5 feet of right-of-way for a distance of 200 feet from the intersection of Creek Drive, an arterial street. The balance of Marlin Drive as it abuts the property shall show the dedication of 4.5 additional feet of right-of-way. In addition, the construction plans shall show the installation of 8 additional feet of paved surface or an Exception shall be obtained. If an Exception is obtained, a copy of the approved Exception shall be submitted with the Development Engineering Plan application;
5. Upon submittal of a Development Engineering Plan application, construction plans for Creek Drive shall be submitted for review and approval showing a second water main or an Exception shall be obtained. If an Exception is obtained, a copy of the approved Exception shall be submitted with the Development Engineering Plan application.
6. Upon submittal of a Development Engineering Plan application, a drainage plan and report prepared by a Registered Professional Engineer shall be submitted for review and approval for all subdivision improvements. The drainage plan and report shall address storm water quantity control and storm water quality treatment in conformance with the Infrastructure Design Criteria Manual and the Rapid City Municipal Code. In addition, easements shall be provided as needed;
7. Upon submittal of a Development Engineering Plan application, an Erosion and Sediment Control Plan in compliance with the adopted Stormwater Quality Manual and the Infrastructure Design Criteria Manual and a grading plan shall be submitted for review and approval;
8. Prior to Development Engineering Plan approval, engineering reports required for construction approval shall be accepted and agreements required for construction approval shall be executed, permits required shall be approved and issued and construction plans shall be accepted in accordance with the Infrastructure Design Criteria Manual. All final engineering reports shall be signed and sealed by a Professional Engineer and contain a Certification Statement of Conformance with City Standards, as required by the infrastructure Design Criteria Manual;
9. Prior to approval of the Development Engineering Plan application, a Development Agreement shall be entered into with the City for all public improvements, if applicable;
10. Upon submittal of a Development Engineering Plan application, a cost estimate of the required subdivision improvements shall be submitted for review and approval;
11. Upon submittal of a Final Plat application, surety for any required subdivision improvements that have not been completed shall be posted and the subdivision inspection fees shall be paid; and,
12. Prior to the City’s acceptance of the public improvements, a warranty surety shall be submitted for review and approval as required. In addition, any utilities and drainage proposed outside of the dedicated right-of-way shall be secured within easement(s).

GENERAL COMMENTS:
The applicant has submitted a Preliminary Subdivision Plan application to create 10 commercial lots. The lots will range in size from 0.12 acres to 0.27 acres and are to be known as Lots 22A through 22J, Marlin Industrial Park. The applicant has also submitted an Initial Planned Development application to allow an individual warehouse unit to be constructed on each of the proposed 10 lots (See File #16PL048).

The property is located in the northeast corner of the intersection of Creek Drive and Marlin Drive. Currently, the property is void of any structural development.

A Preliminary Subdivision Plan is a tentative plan of a proposed subdivision requiring the installation of public improvements. Approval of a Preliminary Subdivision Plan by the City Council is required before an applicant can proceed with Development Engineering Plans and a Final Plat application for all or part of the area within the Preliminary Subdivision Plan application.

STAFF REVIEW:
Staff has reviewed the Preliminary Subdivision Plan and has noted the following considerations:

Zoning: The property is zoned General Commercial District. As previously noted, the applicant has submitted an Initial Planned Development application to allow an individual warehouse unit to be constructed on each of the proposed 10 lots. The applicant should be aware that a Final Planned Development application must be approved prior to issuance of a building permit. As a part of the Final Planned Development, the applicant must demonstrate that the proposed lots are sufficiently sized to provide parking, including ADA parking, designed in compliance with the City’s Parking Regulations. This includes designing the parking to prevent backing into the access street.

Creek Drive: Creek Drive is located along the west lot line of the property and is classified as a minor arterial street on the City’s Major Street Plan requiring that the street be located within a minimum 100 foot wide right-of-way and constructed with a minimum 36 foot wide paved surface, curb, gutter, sidewalk, street light conduit, sewer and dual water. Currently, Creek Drive is located within a 100 foot wide right-of-way and constructed as a minor arterial street with the exception of a second water main. As such, upon submittal of a Development Engineering Plan application, construction plans for Creek Drive must be submitted for review and approval showing a second water main or an Exception must be obtained. If an Exception is obtained, a copy of the approved Exception must be submitted with the Development Engineering Plan application.

Marlin Drive: Marlin Drive is located along the south lot line of the property and is classified as a collector street requiring that it be located in a minimum 68 foot wide right-of-way and constructed with a minimum 34 foot wide paved surface, curb, gutter, sidewalk, street light conduit, water and sewer. Currently, Marlin Drive is located in a 59 foot wide right-of-way
and constructed with a 26 foot wide paved surface, curb, gutter, street light conduit, water and sewer. The applicant’s project overlay shows the construction of sidewalk as a part of a building permit for the development. Upon submittal of a Development Engineering Plan application, construction plans for Marlin Drive must be submitted for review and approval showing the dedication of an additional 9.5 feet of right-of-way for a distance of 200 feet from the intersection of Creek Drive, an arterial street. The balance of Marlin Drive as it abuts the property must show the dedication of 4.5 additional feet of right-of-way. In addition, the construction plans must show the installation of 8 additional feet of paved surface or an Exception must be obtained. If an Exception is obtained, a copy of the approved Exception must be submitted with the Development Engineering Plan application.

Access and Utility Easement: The plat identifies a 40 foot wide access and utility easement extending through the property to provide individual access to the 10 proposed lots. The easement is classified as a commercial street requiring that it be located in a minimum 70 foot wide right-of-way and constructed with a minimum 26 foot wide paved surface, curb, gutter, sidewalk, street light conduit, water and sewer. Upon submittal of a Development Engineering Plan application, construction plans for the access and utility easement must be submitted for review and approval as identified or an Exception must be obtained. If an Exception is obtained, a copy of the approved Exception must be submitted with the Development Engineering Plan application.

The Infrastructure Design Criteria Manual states that an easement may serve up to 4 lots. As previously noted, the proposed access and utility easement will serve 10 lots. As such, prior to submittal of a Development Engineering Plan application, an Exception must be obtained to allow an access easement to serve more than four lots or the plat document must be revised to show the proposed access and utility easement as right-of-way. If an Exception is obtained, a Road Maintenance Agreement for the easement must be submitted for recording upon submittal of a Final Plat application.

The applicant should also be aware that if the Exception to reduce the width of the access easement and/or right-of-way is not granted, the building envelopes and size of the proposed lots is significantly reduced. This may require that the lot layout and density be reconsidered.

Drainage: Upon submittal of a Development Engineering Plan application, a drainage plan report prepared by a Registered Professional Engineer as per the Infrastructure Design Criteria Manual must be submitted for review and approval. The drainage plan and report must address storm water quantity control and storm water quality treatment in conformance with the Infrastructure Design Criteria Manual and the Rapid City Municipal Code. In addition, easements must be provided as needed.

Stormwater Management Plan: The City Council has adopted a Stormwater Quality Manual and an Infrastructure Design Criteria Manual which provide criteria and technical guidance for erosion and sediment control at construction sites. As such, staff recommends that upon submittal of the Development Engineering Plan application, an Erosion and Sediment Control Plan in compliance with the adopted Stormwater Quality Manual and Infrastructure Design Criteria Manual be submitted for review and approval as required. In addition, an Erosion and Sediment Control Permit must be obtained prior to any construction.
Development Agreement: Section 1.16.1 of the Infrastructure Development Criteria Manual states that a Development Agreement may be required for construction approval. A Development Agreement is a tool which will provide the City and the developer with an instrument to document the financial and procedural requirements for the development of public improvements. Staff recommends that prior to approval of the Development Engineering Plan application, a Development Agreement must be entered into with the City for all public improvements.

Register of Deed’s: The Register of Deed’s Office has noted that the lots should be labeled Lots 22A through H and Lots 22J and 22K, since the letter “I” causes confusion as to whether it is the number “1” or the letter “I”. They are recommending this change but it is not required.

Summary: The proposed Preliminary Subdivision Plan generally complies with all applicable Zoning and Subdivision Regulations.