



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

## Community Planning & Development Services Department

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### MEMORANDUM

TO: Chairman and Members of the Public Works Committee

FROM: Brett Limbaugh, Director CPDS

DATE: February 14, 2012

RE: Acknowledge Board and Committees Consolidation Study

The Community Planning & Development Services Department has worked diligently with the Second Floor Committee over the last year to draft new ordinances designed to streamline the development review process. The new ordinances are now before City Council for review and approval and will reduce the number of public hearings required. In concert with the ordinance amendments the Lehe Study identified inefficiencies caused by the number of boards and committees charged with the review and approval of applications. The City of Rapid City currently maintains a list of over eighty boards, commissions, and committees. The Department of Community Planning & Development Services is responsible for providing staff support for over twenty of these boards and committees. Staff support is very time consuming and includes at a minimum the following activities:

- Tracking membership appointments and contact information;
- Training the board and committee members;
- Researching and writing staff reports, policy documents, and ordinances;
- Preparing meeting agendas, packets, presentations, electronic files and links;
- Performing adjacent property owner notifications and advertising hearings;
- Attending meetings and hearings to perform presentations and answer questions.
- Recording and preparing meeting minutes;
- Archiving meeting agendas, minutes, and projects reports.

Attached to this memorandum is a list of boards and committees that the Community Planning & Development Services Department currently supports. Staff will be performing a review of this list and will prepare a recommendation for potential board and committee consolidation for review by City Council. Staff is requesting that the City Council acknowledge the evaluation and preparation of the Board and Committee Consolidation Study.



EQUAL HOUSING  
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

## **Community Planning & Development Services Department**

### **Boards, Commissions, and Committees**

#### **Air Quality Board**

Meets on the 2<sup>nd</sup> Monday of March, June, September, and December at 1:00 p.m. 1<sup>st</sup> Floor Community Room. The Board met four times in 2011.

#### **Electrical Board**

Meets on the 1<sup>st</sup> Wednesday each month at 3:00 p.m. Community Planning Conference Room. The Committee convened 10 times in 2011.

#### **Future Land Use Board**

Meets on Thursday mornings alternating with Planning Commission meetings at 7:00 a.m. in the Hilton Conference Room. The Committee convened 9 times in 2011.

#### **Gas Board**

Meets as needed. Location varies. The Board had no meetings in 2011.

#### **Historic Preservation Commission**

Meets on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays at 7:30 a.m. 3<sup>rd</sup> Floor West conference room. The Commission met 24 times in 2011.

#### **Historic Sign Review Committee**

Meets on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays at 8:00 a.m. 3<sup>rd</sup> Floor West conference room. The Committee met 18 times in 2011.

#### **Mechanical Board**

Meets on the 1<sup>st</sup> Wednesday at 7:30 a.m. 3<sup>rd</sup> Floor West conference room. The Board met 4 times in 2011.

#### **MPO – Citizens Advisory Committee**

Meets on the 3<sup>rd</sup> Thursday at 7:30 a.m. in the First Floor conference room. The Committee met 8 times in 2011.

#### **MPO – Technical Coordinating Committee**

Meets on the 3<sup>rd</sup> Thursday at 10:00 a.m. in the First Floor Conference Room. The Committee met 8 times in 2011.

#### **MPO – Executive Policy Committee**

Meets on the 3<sup>rd</sup> Thursday at 1:30 a.m. in the First Floor Conference Room. The Committee met 9 times in 2011.

#### **Planning Commission**

Meets on Thursdays 11 days prior to City Council at 7:00 a.m. in Council Chambers. The Planning Commission convened 24 times in 2011.

#### **Plumbing Board**

Meets on the 2<sup>nd</sup> Tuesday at 7:30 a.m. Community Planning conference room. The Board met 11 times in 2011.

**Residential Contractor Board**

Meets on the 2<sup>nd</sup> Thursday at 7:30 a.m. Community Planning conference room. The Board met 11 times in 2011.

**Sign Code Board of Appeals**

Meets on the 3<sup>rd</sup> Wednesday at 7:00 a.m. The Board met 4 times in 2011.

**Three Mile Limit Representation Task Force**

New task force being organized for a limited time.

**TIF District Project Review Committee**

Meets as needed in City Council Chambers. The Committee met 2 times in 2011.

**Zoning Board of Adjustment**

Meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 7:00 a.m. 3<sup>rd</sup> Floor East conference room. The Board met 17 times in 2011.

**Inactive Committees:**

**Annexation Committee**

**Americans with Disabilities Act Compliance Committee**

**Drinking Water Protection Committee**

**Flood Boundary Policy Committee**

**Historic District Study Committee**

**Landscape Code Committee**

**Off Premise Sign Permit Committee**

**Smart Growth Committee**

**Soccer Committee**

**Tax Increment Financing Guidelines Review Committee**

**Utility Services to Properties Outside City Limits Subcommittee**