



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

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MEMORANDUM

TO: Rapid City Planning Commission
FROM: Marcia Elkins, Planning Director
DATE: January 2, 2002
RE: December 2002 Planning Commission meetings

Historically we have not scheduled a second Planning Commission meeting in December providing the Planning Commission with a short break at year end.

As a result of this practice in coordination with submittal deadlines and activity volumes the January 10, 2002 Planning Commission agenda will be approximately forty-two items. This places a burden on staff to balance the demands of the office and their families during the holidays.

In an effort to alleviate this year end work load we would propose re-instituting the second Planning Commission meeting for December 2002. We propose scheduling a Planning Commission meeting for Thursday, December 19, 2002 with a submittal deadline for this meeting of November 22, 2002. The December 19 date would continue the normal work flow of every two weeks and hopefully alleviate the volume issue resulting from a five week break between meetings. Scheduling the December 19 meeting would not impact the flow of applications through the Public Works, Legal & Finance and City Council process.

Attached are the November and December 2002 and January 2003 calendars for your review. Thank you for your consideration of this request.



EQUAL OPPORTUNITY EMPLOYER

November 2002

November 2002							December 2002						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				November 1 Submit Deadline 11/8 DTHSB 7:30am HPC	2
					3
4 7:00pm City Council	5 7:00am ZBoA	6	7 7:00am City PC 1:00pm City DRT 11/21 PC	8 Submit Deadline 11/15 HPC Submit Deadline 12/5 PC 8:30am DTHSB	9
					10
11 VETERAN'S DAY - Office Closed	12	13 1:15pm PWks/L&F Meeting 4:00pm Submit Deadline 11/18 Council	14	15 Submit Deadline 11/22 DTHSB 7:30am HPC	16
					17
18 7:00pm City Council	19 7:00am ZBOA	20	21 7:00am City PC 1:30pm City DRT 12/5 PC	22 Submit Deadline 12/19 PC 8:30am DTHSB	23
					24
25	26	27 Submit Deadline 12/6 HPC 1:15pm PWks/L&F Meeting 4:00pm Submit Deadline 12/1 Council	28 THANKSGIVING DAY - Office Clos	29 THANKSGIVING DAY - Office Clos	30

December 2002

December 2002							January 2003						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	31	
29	30	31											

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					December 1
2 7:00pm City Council	3 7:00am ZBoA	4	5 7:00am City PC	6 Submit Deadline 12/13 DTHSB 7:30am HPC	7
9	10	11 Submit Deadline 12/16 Council 1:15pm PWks/L&F Meeting	12	13 Submit Deadline 1/9 PC Submit Deadline 12/20 HPC 8:30am DTHSB	14
16 7:00pm City Council	17 7:00am ZBOA	18	19 7:00am City PC	20 Submit Deadline 12/27 DTHSB 7:30am HPC	21
23	24	25 CHRISTMAS - Office Closed	26 7:00am NO City PC 1:00pm City DRT 1/9 PC	27 Submit Deadline 1/23 PC Submit Deadline 1/3 HPC 8:30am DTHSB	28
30	31 4:00pm Submit Deadline 1/6 Council				29

January 2003

January 2003							February 2003						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		January 1, 2003 NEW YEAR'S DAY - Office Closed 1:15pm PWks/L&F Meeting			
				Submit Deadline 1/10 DTHSB 7:30am HPC	
6 7:00pm City Council	7 7:00am ZBoA		9 7:00am City PC 1:30pm City DRT 1/23 PC	10 Submit Deadline 1/17 HPC Submit Deadline 2/6 PC 8:30am DTHSB	
13	14	15 1:15pm PWks/L&F Meeting 4:00pm Submit Deadline 1/20 Council	16	17 Submit Deadline 1/24 DTHSB 7:30am HPC	
20 7:00pm City Council	21 7:00am ZBOA		23 7:00am City PC 1:30pm City DRT 2/6 PC	24 Submit Deadline 2/20 PC 8:30am DTHSB	
27	28	29 1:15pm PWks/L&F Meeting 4:00pm Submit Deadline 2/3 Council	30	31 Submit Deadline 2/7 HPC	