

MINUTES
MAYOR'S BEAUTIFICATION COMMITTEE
November 21, 2001

MEMBERS PRESENT: Jacqueline Allen, Steve Doshier, Craig Grotenhouse, Sue Larson, Pat Pummel, Larry Stoner, John Wrede, Jim White

STAFF PRESENT: Bill Lass, Sharlene Mitchell, Lon VanDeusen

Call to Order

Grotenhouse called the meeting to order at 7:05 a.m.

Approval of September 13, 2001 Minutes

Doshier requested a correction to the discussion on the Red Rock Drainage Project. **White moved, Stoner seconded and carried unanimously to approve the Minutes of the September 13, 2001 meeting as corrected.**

Financial Report

Mitchell reviewed the October interest accrual and encumbered funding for the West Memorial Park project noting a current unencumbered account balance of \$4,666.06. Discussion followed regarding the status of the West Memorial Park TEA-21 grant application and the projected start date for the Omaha Street reconstruction project. *The Committee requested that Lass provide a status update on the West Memorial Park TEA-21 grant application at the December meeting.*

Pete Lien Fencing

Grotenhouse indicated that the billboards have been removed. Allen indicated that the advertising space is seasonal noting that new billboards would be erected in the spring. Discussion followed regarding the Committee's concerns with the fencing at the Pete Lien and Fitzgerald ball fields. Allen noted that the advertising billboards provide screen along the adjacent roadways. Larson recommended that the billboard issue be addressed with the Babe Ruth association now so they can address the concerns prior to seeking advertising for the summer season. *The Committee requested that Chlebek provide a status update on the Pete Lien Field Fence at the December meeting.*

Beautification Bylaws

Lass reviewed the amendments to the Bylaws noting that the City Council approved the Bylaws with no discussion. Grotenhouse indicated that the Bylaws require presentation of an Annual Report to the City Council at year-end and requested that Lass assist with preparation of that report. Discussion followed regarding the inclusion of the Prioritized Project List and Issues List in the annual report to the City Council and Mayor.

The Committee reviewed and amended the titles of items on the Prioritized Project List in order to provide a more clear description to the reader.

In response to Allen, Lass briefly reviewed the development of the East Boulevard Corridor Master Plan, the breakdown of projects on the Prioritized Project List from that Master Plan and the overall planning philosophy of the Master Plan process. Discussion followed regarding the impact of master plans on development requests within a study area.

Pummel moved, Wrede seconded and carried unanimously to approve the Prioritized Project List as amended and to approve the Beautification Issues list as presented. Grotenhouse requested that the amended Prioritized List be included in the December packet.

Donation Acceptance Subcommittee

Pummel briefly reviewed the current status of the Subcommittee and requested assistance in defining the Subcommittee's direction. Discussion followed regarding the philosophical issues associated with the acceptance of donations for new project development or maintenance/revamping of existing projects.

Doshier voiced support for the acceptance of donations noting that he did not feel the Committee should solicit donations. Wrede concurred with Doshier regarding the acceptance and solicitation of donations. Discussion followed regarding possible methods of informing the general public that the Beautification Commission does accept financial donations for project development.

The consensus of the Beautification Committee was to accept financial donations if offered but to do no direct solicitation of donations and to take advantage of opportunities to advertise the Committee's involvement in beautification projects such as the Haines Avenue/I-90 interchange and the Canyon Lake Chimney projects.

Billboard Subcommittee

Grotenhouse indicated that Busch would provide a report at the December meeting regarding seeking a moratorium on billboard permits to allow revision of the existing ordinance.

Lass presented the Nations Weekly article addressing the use of vacant billboards to display children's art. Discussion followed regarding the utilization of children's art to legitimize the billboard industry.

Omaha Street Reconstruction/Landscaping

Lass indicated that the Department of Transportation would contact the Beautification Committee when the landscaping issues related to the Omaha Street Reconstruction Project are to be addressed.

Landscape Code

Lass briefly reviewed the Committee's work to date in identifying the deficiencies of the existing code. Lass indicated that such issues as street trees, installation of irrigation and professional preparation of landscape plans are among the issues being addressed. Lass indicated that the final list of issues would then be presented to the Planning Commission for their review and comment.

Grotenhouse briefly reviewed the impact the current landscape code has on area development, the direction of the Committee and the assistance being provided to the Committee from area landscape architects. Discussion followed regarding the impact of landscaping on sight triangles and the issues being reviewed by the Committee.

Damage to City Property

Lass indicated that the City does seek reimbursement for damage to City property from the individual's insurance carrier. Lass indicated that with regard to the 2nd Street and Main Street accident the City has been reimbursed for the damages.

White suggested that those businesses adjacent to the downtown nodes assume responsibility for their maintenance. Discussion followed regarding various methods to encourage area businesses to assume maintenance responsibility for the downtown nodes and the immediate area around their businesses. Lass encouraged Grotenhouse to review these suggestions with the Mayor's Office before proceeding with any of the recommendations.

White, Larson and Allen volunteered to serve on the "Beautiful City Subcommittee". Grotenhouse and White indicated that they would address the program with the Mayor before proceeding.

Weed Control Funding

VanDeusen reviewed the public education program and weed-spraying projects conducted this year utilizing the Weed Control funding authorized by the City Council. Larson complemented VanDeusen on the effectiveness of the public education program. VanDeusen indicated that the impact of the weed-spraying project would be most visible in 2002 with the reduction of area weeds. VanDeusen reviewed the cost of the weed-spraying project noting that the Mission has provided assistance with weed mowing along the railroad right-of-way. Doshier requested that the Highway 79 South and I-190 areas be targeted for weed cleanup.

VanDeusen indicated that the City Council has approved the Parks Department staffing increase and Weed Control Funding for 2002. VanDeusen requested that the Beautification Committee provide a list of areas they feel need to be addressed in order to prepare the year 2002 work schedule.

Other Business

In response to an inquiry from White, Lass recommended that White discuss his concerns with the West Chicago/44th Street traffic flow pattern with Doug Adelman of the Engineering Department.

Term Appointments

Stoner indicated that he did not wish to be reappointed to the Beautification Committee. Allen and Grotenhouse indicated they would accept reappointment to the Beautification Committee with Grotenhouse clarifying that he would not accept nomination as Committee Chair. Doshier indicated that he would provide direction on his reappointment at the December meeting.

Other Business

Doshier requested that the Committee be updated on the Messenger project at the December meeting.

Wrede indicated that he would contact MDU regarding the status of their beautification funding.

Wrede moved, Pummel seconded and carried unanimously to approve Doshier's letter to the Department of Transportation thanking them for their participation and support for the Haines Avenue/I-190 interchange landscaping project. Grotenhouse requested that the letter be placed on Committee letterhead for his signature.

Doshier addressed the timetable to address color design for the Southeast Connector bridge over East Highway 44. Doshier indicated that he would prepare a letter to Todd Seaman of the

Department of Transportation regarding the Committee's willingness to assist in the color design of the East Highway 44 bridge.

Stoner informed the Committee of the Rapid City Garden Club annual wreath sale scheduled for December 2, 2001 at the Canyon Lake Senior Citizen Center starting at 8:00 a.m.

Adjourn

There being no further business the meeting was adjourned at 8:50 a.m.

MINUTES
RAPID CITY BEAUTIFICATION COMMITTEE
December 19, 2001

MEMBERS PRESENT: Jacqueline Allen, Martin Busch, Steve Doshier, Craig Grotenhouse, Joel Jundt, Sue Larson, Pat Pummel, Larry Stoner, Jim White, Lou Williams, John Wrede

OTHERS PRESENT: Council Liaison Ron Kroeger, Mayor Jerry Munson

STAFF PRESENT: Andrew Chlebek, Sharlene Mitchell, Lon VanDeusen

Call to Order

Grotenhouse called the meeting to order at 7:00 a.m.

Financial Report

Mitchell reviewed the financial report noting the November interest accrual of \$151.97.

Code Enforcement Report

Chlebek indicated that the billboard signs are installed each spring and removed each fall from the Pete Lien ball field noting the advertisement is a fund raiser for the ball club. Chlebek stated that the City Sign Code address billboard signage that can be viewed by the public noting there are no provisions in the code for signage facing into the ball fields. Discussion followed regarding methods to screen the backsides of the billboards from public view.

Chlebek indicated that he would prepare a courtesy letter to the ball club requesting that they consider painting the backsides of all the billboards a standard color to improve the public view of the ball field fencing.

Approval of Minutes

Busch moved, Doshier seconded and carried unanimously to approve the Minutes of the November 21, 2001 Meeting.

Chairperson Report

Noting that he and Doshier had met with Mayor Munson, Grotenhouse briefly reviewed the various committee issues and concerns addressed with the Mayor.

Munson addressed the Committee noting his excitement with the current direction of the billboard issue. Munson outlined his goals for the community and the anticipated timeframe to achieve those goals. Discussion followed regarding changes to the Sign Code including the fee structure, reduction of billboards, amortization of billboards, elimination of billboards and bringing billboards into compliance with the new code requirements.

Munson indicated that he would approach the City Council regarding the establishment of an annual budget for the Beautification Committee. Munson voiced his appreciation for the Committee's efforts and recommended utilizing publicity to bring attention to the Committee's projects.

Munson indicated that he would be making appointments to the Sign Board Committee and requested assistance from the Beautification Committee in identifying a committee member to serve on that committee.

Busch and Grotenhouse thanked the Mayor for his leadership with the billboard issue noting their encouragement with the action and direction taken by the Mayor and City Council. Recognizing the volunteer status of the membership, Munson thanked the Committee for their work and encouraged their continued efforts.

Pummel thanked Munson for his comments and his efforts to establish an annual budget for the Committee. Discussion followed regarding methods to encourage public and private community pride in beautification efforts.

Kroeger noted the catalyst for the renewed interest from the City Council in the off-premise sign issue. Kroeger encouraged the Mayor to establish the new Sign Board Committee as soon as possible in order to derive the most benefit from the current momentum. Kroeger suggested establishing an aggressive schedule for the Committee to insure the work is completed while public interest in the issue remains in the forefront.

Year 2001 Annual Report

Grotenhouse presented the Annual Report noting that the Prioritized Project List and Beautification Issues List would be attached to the report when presented to the Mayor and City Council.

Wrede moved, Pummel seconded and carried unanimously to approve the Year 2001 Annual Report as presented with the inclusion of the Prioritized Project List and Beautification Issues List.

Billboard Subcommittee

Busch briefly addressed the current interest in the billboard issue.

Busch moved, Pummel seconded and carried unanimously to recommend Grotenhouse for appointment to the Mayor's Sign Board Committee and recommended that Busch also be appointed to the Mayor's Sign Board Committee either as a full member or as an alternate.

Omaha Street Reconstruction/Landscaping

Mitchell requested assistance from the Committee in tracking the Omaha Street project noting that Karen Harris is the Department of Transportation project contact. Jundt volunteered for the Omaha Street Reconstruction/Landscaping Subcommittee indicating that he would act as liaison between the Committee and the Department of Transportation for the project.

VanDeusen encouraged the Committee's active involvement in the project noting the impact the project will have on past, present and future beautification projects.

In response to Grotenhouse, Jundt indicated that he would provide full project plans at the January meeting for Committee review and comment. Discussion followed regarding encouraging retention of the Sixth Street/Civic Center pedestrian corridor and the establishment of safe pedestrian access across Sixth Street.

Beautiful City Subcommittee

White recommended utilizing the City Cleanup Day program to encourage City beautification in an positive manner. Allen recommended sending letters to City businesses encouraging their assistance in improving the visual appearance of their properties. *The Committee*

recommended that a draft Letter of Encouragement be presented at the January meeting for Committee review and consideration. Discussion followed regarding coordination of efforts with the Chamber of Commerce beautification award program.

Rapid City Landscaping Committee

Grotenhouse reviewed the letter to the City Planning Commission regarding the direction and recommendations of the committee noting that these recommendations would be presented to the City Planning Commission at their January 10, 2002 meeting. Grotenhouse reviewed the volunteer work being undertaken by Eirik Heikes of Wyss Associates. Discussion followed regarding the issues outlined by the committee.

West Memorial Park TEA-21 Grant Application

Grotenhouse recommended that action be deferred on this item to the January noting that, per Lass, Elkins would provide direction after reviewing the project with the Department of Transportation.

Committee Term Expirations

Doshier and Stoner indicated their willingness to accept reappointment to the committee.

Election of Officers

Busch moved, Pummel seconded and carried unanimously to nominate Grotenhouse as Chairperson. Busch indicated that continuity of leadership was essential given the forward progress of the billboard issue.

Doshier moved, Busch seconded and carried unanimously to nominate Wrede as Vice Chairperson.

Other Business

Pummel moved, Wrede seconded and carried unanimously to approve the Resolution of Appreciation for Bill Lass.

Wrede voiced his appreciation for the support provided to the committee by both Lass and Mitchell. Discussion followed regarding a gift for Lass. Grotenhouse requested that those wishing to contribute to a gift for Lass leave their donations with Mitchell by year end.

SD Department of Transportation Letters

Grotenhouse presented the letters to the Department of Transportation regarding the Haines Avenue and Southeast Connector projects.

Jundt thanked the committee for their letters and provided an update on the progress of the Southeast Connector project. Jundt addressed the design of the East Highway 44 bridge structure noting the available funding for coloring of the bridge elements and landscaping. In response to a question, Jundt clarified that the Haines Avenue landscaping was funded through an enhancement grant noting that there were no enhancement funds in the Southeast Connector project. Discussion followed regarding the future possibilities for landscaping the East Highway 44 bridge structure.

Discussion followed regarding future Department of Transportation projects and the possibility of the Beautification Committee providing landscaping direction for those projects.

In response to a concern voiced by Wrede, the Committee requested that Chlebek inspect the Coon's Machine property and provide a report at the January meeting regarding clean up the property.

In response to a question from Doshier, Mitchell indicated that Messinger project is scheduled for presentation at the January Parks & Recreation Subcommittee meeting. Mitchell indicated that she would ask Johnson to also update the Beautification Committee at their January meeting.

Wrede indicated that he would contact MDU regarding the status of their beautification funding.

Adjourn

There being no further business the meeting was adjourned at 8:40 a.m.

MINUTES
MAYOR'S BEAUTIFICATION COMMITTEE
February 20, 2002

MEMBERS PRESENT: Martin Busch, Steve Doshier, Craig Grotenhouse, Joel Jundt, Pat Pummel, Larry Stoner, Jim White, Lou Williams, John Wrede

OTHERS PRESENT: Mayor Jerry Munson

STAFF PRESENT: Trish Anderson, Andrew Chlebek, Sharlene Mitchell, Lon VanDeusen

Call to Order

Grotenhouse called the meeting to order at 7:00 a.m.

Approval of Minutes

Pummel moved, Stoner seconded and carried unanimously to approve the minutes of the December 19, 2001 meeting.

Financial Report

Mitchell briefly reviewed the December interest accrual and the account status. Discussion followed regarding submission of the TEA-21 grant application for the West Memorial Park project.

Code Enforcement Report

Chlebek indicated that he has contacted the Babe Ruth organization regarding the committee's concerns with the physical appearance of the exterior finish of the outfield advertising billboards. Chlebek indicated that there are no provisions in the existing code to address the appearance or maintenance of the exterior sides of the billboards.

Chlebek indicated that the Code Enforcement Department activity has been higher than normal due to the mild winter. Discussion followed regarding the existing ordinances addressing the maintenance of private yards.

Discussion followed regarding the status of the recently demolished lots on Quincy Street and East North Street. Grotenhouse requested that Anderson research the paving requirements for the two lots.

Omaha Street Reconstruction/Landscaping

Jundt indicated that the Department of Transportation and the City would enter into negotiations regarding the value of the right-of-way to be taken with the Omaha Street project. Jundt indicated that a lump sum settlement will be paid to the City for the right-of-way. Jundt indicated that the City will determine the disposition of the compensation funding.

Doshier recommended that the Subcommittee meet in March to begin work on the itemized compensation list. Jundt indicated that VanDeusen has prepared a list of items to be considered in the right-of-way trade. In response to a question from Grotenhouse, Munson indicated that it was his feeling that the compensation funding should be used to replace the landscaping destroyed by the reconstruction project. Discussion followed regarding the Omaha Street design.

Jundt commented on the problems experienced in Sioux Falls with trees placed in the medians. He indicated that he would provide additional information at the March meeting regarding the types of trees planted and availability of irrigation.

Beautiful City Subcommittee

White presented photographs of the Coon's Machine Shop and Crum Electric Supply properties. White presented examples of the "Certificate of Appreciation" and "Letter of Encouragement" for the Committee's review and consideration.

Discussion followed regarding the best distribution method for the "encouragement letter". Grotenhouse requested that the Subcommittee provide a list of businesses they feel should receive the "encouragement letter" at the March meeting.

Discussion followed regarding amending the existing ordinance to permit cleanup of "grandfathered" junk properties. Grotenhouse volunteered to draft a letter to the City Attorney regarding the proposed ordinance amendment.

Mayor Item

Munson briefly reviewed his efforts regarding the establishment of a budget line item for the Beautification Committee.

Mayor's Committee on Sign Code Revision

Grotenhouse briefly reviewed the issues being addressed by the Committee in the redraft of the City Sign Ordinance including height, spacing, compliance requirements and fees. Grotenhouse indicated that he would also propose a "cap and replace" amendment to the new ordinance. Grotenhouse clarified that according to state law, the City cannot ban billboards on Interstate or State primary highway. Discussion continued regarding the City's ability to designate certain routes, such as Catron Boulevard, as a "no billboard" right-of-way.

Discussion followed regarding the sign company's reactions to the proposed ordinance amendments. Busch encouraged all committee members to be in attendance when the new ordinance is presented to the City Council for adoption. Williams recommended that the committee members contact their respective City Council representative and urge their support for the new ordinance.

Discussion continued regarding issues the Committee felt were critical to the billboard issue and should be addressed in the new ordinance.

Landscape Code

Grotenhouse indicated that the subcommittee is continuing to work on the ordinance amendments noting the assistance provided by Heikes.

Other Business

White expressed concern with the removal of the temporary poles along West Chicago Street. The Committee requested that Anderson research the issue and provide a report at the March meeting.

In response to questions from White, Mitchell reviewed the status of the Historic Preservation Commission fountain project and the Parks & Recreation Subcommittee Canyon Lake Park Chimney project.

Williams announced the plans for the Thirty-Year anniversary of the 1972 flood and encouraged the committee members to assist with the program.

VanDeusen announced the March 13, 2002 Lawn and Tree Workshop noting the items that will be addressed and the speakers who will present.

Adjourn

There being no further business the meeting was adjourned at 8:30 a.m.

MINUTES
MAYOR'S BEAUTIFICATION COMMITTEE
March 20, 2002

MEMBERS PRESENT: Jacqueline Allen, Martin Busch, Craig Grotenhouse, Joel Jundt, Larry Stoner, Lou Williams

STAFF PRESENT: Trish Anderson, Andrew Chlebek, Sharlene Mitchell

Call to Order

Grotenhouse called the meeting to order at 7:04 a.m.

Approval of Minutes

Stoner moved, Busch seconded and carried unanimously to approve the minutes of the February 20, 2002 meeting.

Financial Report

Mitchell briefly reviewed the financial statement noting the February interest accrual.

Code Enforcement Report

Chlebek indicated that the Engineering Department would be reviewing the issues identified by White.

Chlebek indicated that the vacant lots on Quincy Street and East North Street will be paved with the Quincy Street lot providing parking for the adjacent business and the East North Street lot being converted into a used car lot. Anderson indicated that she would review the landscaping issues in conjunction with the paving of the two lots. Discussion followed regarding the installation of curb, gutter and sidewalks.

Grotenhouse stated that he would draft a letter to the City Attorney's Office regarding the Committee's concerns with the Coon's property.

Chlebek presented the information on Clean Up Day. Discussion followed. The Committee selected the West Memorial Park area as their Clean Up Day project.

Anderson indicated that the light poles on West Chicago Street are temporary and will remain until the street reconstruction is completed.

Omaha Street Reconstruction/Landscaping

Anderson commented on the efforts to secure a landscape architect to design the median landscaping areas. Anderson indicated that Doshier is currently working with Design Works to determine landscape areas and costs.

Jundt recommended that the City provide the Department of Transportation with a written itemized list of issues and concerns associated with the Omaha Street project. Jundt reviewed the standard process for the exchange of right-of-way between government entities.

Beautiful City Subcommittee

Allen indicated that she had not received any further communication from White regarding the project. Grotenhouse indicated that the Committee had requested that the Subcommittee provide a list of businesses they would recommend be contacted regarding improvement of their

property. Discussion followed regarding distribution methods for the "incentive letters" and the maintenance requirements for vacant buildings.

Mayor's Committee on Sign Code Revision

Grotenhouse indicated that the ordinance amendments have been finalized and would be presented at March 27, 2002 Legal & Finance Committee meeting. He encouraged all Committee members to attend and participate in the discussions in support of the proposed amendments. Grotenhouse commented on the opposition anticipated from the area sign contractors.

Grotenhouse briefly summarized the proposed ordinance amendments and the level of participation received from the area sign contractors in the review process. Grotenhouse expressed concern that the area sign contractors will present a strong opposition to the proposed amendments. Discussion followed regarding the timetable for presentation of the ordinance proposal to the Legal & Finance Committee and City Council.

Landscape Code Committee

Grotenhouse briefly reviewed the status of the draft ordinance and summarized the proposed changes. Jundt recommended and the Committee concurred to forward the proposed ordinance to the City Engineering Department for their review and comment.

Adjourn

There being no further business the meeting was adjourned at 8:07 a.m.