



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

## PLANNING DEPARTMENT

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## MEMORANDUM

TO: Planning Commission

FROM: Trish Anderson, Planner II

DATE: May 15, 2002

RE: Notification Requirements

The Zoning Ordinance requires that for Planned Developments, Conditional Use Permits, Rezones, Variances and Special Exceptions to Flood Area Construction Regulations the owners of property located within 150 feet excluding right-of-way be notified. The notification requirement for an on-sale liquor establishment is 250 feet excluding the right-of-way. Currently the Pennington County Department of Equalization provides these lists for a fee of \$20 per list. Staff is recommending that the distance be modified from 150 feet excluding rights-of-way to 250 feet including rights-of-way. The change would allow staff to generate the property owner lists internally using the Geographic Information System. Generating the lists internally would lead to a more efficient process, better customer service and the potential for providing the mailing labels for applicants for the same or a slightly higher fee than is charged now. There would be a minimal change in the overall area notified.

Currently after an application for one of the aforementioned actions is submitted, staff contacts the Department of Equalization for the property owner list. The Director of Equalization's staff hand generates the notification area and prepares the list. The list is returned to the Planning Office and staff. The process typically takes three or four days and the \$20 fee paid by the applicant is forwarded to the Department of Equalization. The applicant then hand addresses the requisite number of certified notifications and mails them out. The generation of these lists internally, made possible by the Geographic Information System and the establishment of a uniform distance for all types of applications, could save applicants time and effort.

**Recommendation:** Staff is recommending that the Planning Commission authorize staff to advertise a public hearing to consider an ordinance amendment changing the notification requirement from 150 feet excluding right-of-way to 250 feet including right-of-way for all applications.



EQUAL OPPORTUNITY EMPLOYER