



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

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## Growth Management Department

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## MEMORANDUM

TO: Rapid City Planning Commission

FROM: Marcia Elkins, Growth Management Director

DATE: May 28, 2010

RE: Work Program

The Rapid City Planning Commission has requested an update on the various projects that are currently underway. A summary of the status of each project is provided below:

Local Historic Preservation Ordinance Study Commission – The Study Commission continues to meet regarding drafting a local historic district for the West Boulevard Area. The Study Commission is holding a neighborhood meeting on June 3, 2010 and will be making an interim report to the City Council after taking public comment.

Revisions to Historic Preservation Memorandum of Agreement with State of South Dakota – Staff is currently preparing possible revisions to the Memorandum of Agreement with the State of South Dakota – Office of History at the request of the Preservation Commission. The proposed revisions clarify and streamline the review of building demolitions.

Historic Preservation Commission Support - Staff has devoted significantly more time to providing support for the Historic Preservation Commission in the past year. In addition to Bylaw changes that have recently been approved by the Commission and that are pending before the Legal and Finance Committee, additional support has been provided in an effort to provide additional training to the Commission as well as providing additional public outreach. A series of three training sessions were conducted in March 2010 for the Commission. Staff attended the State Board of Trustees meeting in April during the consideration of the National Register Nomination of the Rapid City High School (Dakota Middle School) property. In addition, Commission members and staff have been involved in preliminary conversations regarding the proposed



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Theatre project. In May, staff provided support for a two day building training workshops provided to the public by the Commission and supported with grant funds. Staff anticipates the expenditure of additional time as public outreach efforts continue.

Tax Increment Financing Policy Updates – Staff has been working on some possible changes to the procedures used in modifying cost line items. The policy was most recently updated in December 2008. The Tax Increment Financing Committee has recommended approval of a change in the existing policy to provide a deadline for the submission of the project cost certification. Staff continues to discuss revisions to existing Tax Increment Financing Districts as well as possible new districts.

Annexations - The Annexation Committee recommended that staff proceed with a public meeting with the School Drive Annexation Area property owners regarding potential voluntary annexation. Staff anticipates scheduling that meeting in July. In addition, the Committee requested that staff contact an additional property owner regarding voluntary annexation. Staff has completed that task. Staff anticipates that the Annexation Committee will meet again to review the outcome of the next public meeting and those discussions in late July.

South Valley Drive Rezoning – Staff is continuing to complete the rezoning of the properties that were annexed in this area. With the changes to the Future Land Use Plans that were recently adopted, staff has been working with numerous property owners to revoke the approved Planned Residential Developments and Planned Development Designations as requested by the City Council.

Future Land Use Committee Review of South Valley Drive Plan – As a result of the recent Council discussions regarding the Melody Acres development, the Future Land Use Planning Committee is reviewing the land use designations along South Valley Drive. Staff is currently reviewing the existing land use to identify any other potential areas of conflict. The Committee will be meeting on June 3, 2010 to review additional information with any possible recommendations expected to be forwarded to the Planning Commission in early July.

RapidTrip - Long Range Transportation Plan – Staff continues to focus a high level of time and energy on this plan with monthly coordinating meetings and work on the plan continuing. Significant data has been prepared for the transportation model update. Additional public input was taken by staff during the 2010 Black Hills Home Builders Show. Staff continues to work with the consultant on completing the prioritization of the projects for the plan. The plan is anticipated to be available for comment later this summer with adoption to follow to comply with the Federal requirements.

M-Hill Overlay Future Study Area and Overlay Zoning District – Staff has started updating the draft plan to reflect the significant change in ownership that occurred in the area. Staff anticipates having a public meeting to take additional input on the updated draft plan in June 2010 with the goal of having the plan and draft overlay ordinance considered by the Planning Commission in August 2010. The South Dakota Department of Transportation recently released their draft I-190 Study options for public comment. Staff will continue to coordinate and track that proposal as it could have an impact on the southeast portion of the Study Area

Mount Rushmore Corridor Analysis – The preliminary draft Plan was presented to the Planning Commission at the February 18, 2010 meeting with City Council consideration on March 1, 2010.

Staff anticipates presenting the plan for formal adoption at the June 24, 2010 Planning Commission meeting.

Design Guidelines for Mount Rushmore – Staff is finalizing the contract with RDG for development of the Design Guidelines for the Mount Rushmore Corridor with work anticipated to start on the project in July.

Safe Routes to Schools Grants – Staff is working with the parents and staff of the Meadowbrook School on a Safe Routes to Schools Grant application that was presented to the State in May. Staff is hopeful that the grant will be awarded to the community.

Census – Staff continues to work with the U.S. Census Bureau on the 2010 Census. In addition to providing significant pre-census technical support in the preparation of address lists, block groups and other elements, staff has provided public relations support as part of the larger census project. Staff anticipates that they will be providing additional technical support and review as the data is being processed over the next 12 to 36 months.

Downtown Future Land Use Plan – A draft plan has been prepared by the Future Land Use Planning Committee and is ready to take to a neighborhood meeting with invitations to be sent to all of the land owners. This project remains on hold pending resolution of numerous other downtown issues.

Nemo Road Future Land Use Plan – The Nemo Road Future Land Use Plan draft has been completed by the Future Land Use Planning Committee. A neighborhood meeting with the major land owners was held in May. A neighborhood meeting with all the property owners is anticipated in late June.

Piedmont Valley – Staff is coordinating this Future Land Use Plan with Meade County as a function of the Metropolitan Planning Organization. The contract with Meade County for funding the study using Metropolitan Planning funds (and Meade County providing the matching funds) has been approved. Consultant interviews are scheduled for June 11, 2010.

Elk Creek Realignment Study – Staff is coordinating the Elk Creek Realignment Study as a function of the Metropolitan Planning Organization. Meade County has contracted with the consultant and is providing the matching funds. The draft report is anticipated to be available July 15, 2010.

1416 Study – Staff continues to provide support through the Metropolitan Planning Organization to the City of Box Elder and the consultant on the 1416 Study. The consultant is evaluating the various options to address primarily safety concerns with this corridor within the City of Box Elder.

Landscape Ordinance – The preliminary draft landscape ordinance was presented to the public and as a result of the input received, significant changes have been made to the original draft. Staff hopes to have the second draft ready for an additional public open house and comment period by the end of June.

Temporary Use Ordinance Revisions – As a result of numerous discussions regarding the temporary use regulations in the Zoning Ordinance, staff is in the process of preparing recommendations for modifications to the existing regulations for consideration by the Planning Commission.

Review of Parking Requirements for Storage Units – Staff is currently reviewing the off-street parking requirements for storage units. In particular, staff is reviewing those standards with the Fire Department staff. Any recommendations will be forwarded to the Planning Commission for discussion.

Mobile Home Regulations (Chapter 15 and Chapter 17) – At the request of the Legal and Finance Committee, staff has been reviewing and drafting revisions to the City's Mobile Home Regulations as contained in Chapter 15 and Chapter 17. The revisions are intended to streamline the process and provide better coordination and clarification. Those recommendations will be presented to the Legal and Finance Committee on June 2, 2010. The revisions to Chapter 17 will require review by the Planning Commission prior to final Council consideration.

Possible Child Care Ordinance Revisions – Staff has been contacted by a representative of the South Dakota Department of Social Services and a child care provider regarding possible updates to the City's Child Care Ordinances regulating child care centers, family day care homes as well as Before and After School care programs. The City staff, in conjunction with a Child Care Task Force, spent several years in the early 1990's revising the City's regulations to be consistent with the State of South Dakota's regulations. However, the State has subsequently revised a number of their program standards. Staff will be reviewing the State's requirements to determine if the City's regulations should be updated to more closely follow the State standards streamlining the process for providers to obtain the required approvals. Staff anticipates reporting back to the Planning Commission in the next sixty days.

International Building Code Updates – Staff has been coordinating the Code Committee and Residential Contractor Board reviews of the latest Code updates in hopes of having the local amendments drafted for consideration and adoption in July 2010. The State enabling statutes authorize the adoption of the new codes beginning July 1. The new Code updates are necessary to retain the City's ISO rating for insurance purposes.

Revisions to the Electrical Code – Staff has prepared revisions to the Electrical Code based on a review of the State policies by the Attorney General's staff. Rapid City is required to comply with the minimum standards as set out by the State of South Dakota. Based on the revised opinion, the City of Rapid City is required to revise our local ordinance. Under the revisions, a property owner will no longer be allowed to wire their own home unless they are physically residing on the premises.

Sidewalk Policies – Staff continues to work on the revisions to the sidewalk regulations. Preliminary drafts of the changes discussed by the Planning Commission previously have been completed and a public meeting with numerous consultants was held. However, staff review identified additional issues requiring additional discussion. Staff will be forwarding that information to the Planning Commission within the next 30 days.

Ad Hoc Bill Board Task Force – Staff support has been provided to the Ad Hoc Billboard Task Force reviewing the issue of sign credits for electronic billboards as well as the issue of off-premise messages. The Committee's recommendations will be considered by the Legal and Finance Committee on June 2, 2010. In addition to these two issues, the Committee is recommending that a new committee be formed to review the issue of off-premise signage on a more comprehensive basis.

Traffic Calming Alternatives/Stumer Road and Enchantment Road – At the Planning Commission's direction, staff has held two meetings with the group of residents that had expressed an interest in meeting to discuss the issue. A total of eight alternatives were developed with the assistance of the Public Works Department staff and the Fire Department staff. A consensus recommendation was reached by the neighbors and will be coming forward to the Planning Commission at the Special Meeting to be held on June 14, 2010.

Bicycle/Pedestrian Master Plan - The consultant has started the study and is continuing to work on the project. Additional coordination meetings are anticipated in June with the study continuing through the summer. Significant staff support is being provided to the consultant as the work on the project continues.

Chapel Valley Study – The preliminary draft study is being completed by the consultant following a very comprehensive public input process. Staff anticipates the draft study being presented to the Planning Commission in late June or early July.

Rapid City Regional Airport Master Plan Update, Phase 2 - The Airport Board has retained Kadrmas Lee & Jackson to complete the Master Plan Update Phase 2 – Zoning and Airport Land Use Compatibility Plan. Staff has been working with the Airport Staff and consultant for the past year in coordination with the Pennington County and Box Elder Planning staffs. A working draft is currently being reviewed with comments due by July 6, 2010. Staff anticipates that when the plan is completed, it will be presented to the Planning Commission for adoption as part of the City's Comprehensive Plan.

Founders Park Planning – Growth Management staff continues to meet with the consultants retained by the Parks and Recreation Department pursuant to the Federal earmarks obtained for the construction of the greenway improvements. Staff is addressing numerous issues regarding the future development of the area as it relates to the grant, as well as coordination with development of adjacent lands and the other pedestrian and bike path planning that is currently occurring.

Moving Forward With Ellsworth – At the Mayor's request, I have initiated a monthly co-ordination meeting with the Planning Directors from Meade County, Pennington County, Box Elder as well as the Base Planner and representatives from the Ellsworth Authority. The group continues to meet on an ongoing basis to co-ordinate planning activities both on a long term and current planning basis.

Implementation of Erosion and Sediment Control Regulations – With the hiring of a full time Erosion and Sediment Control inspector earlier this year, staff is continuing the process of establishing procedures for inspection and enforcement of the Erosion and Sediment Control Regulations. A handful of complaints have been received regarding the stepped up enforcement activities; however, with the recent two inch rain, a significant reduction in the amount of soil transported onto streets, as well as reduced track out onto the streets, was experienced. The implementation of the best practices significantly reduced the erosion that occurred. Staff anticipates that as the enforcement of the regulations continue, the general acceptance of the new standards by the development community and landowners will also increase.

Metropolitan Planning Organization – Growth Management staff provides significant support for the MPO as the Growth Management Director serves as the Executive Director for the MPO. The annual prioritization of local projects in consultation with the Public Works staff as well as

Pennington County, Meade County and Box Elder is continuing in preparation for the annual Metropolitan Planning Organization coordination meeting with the South Dakota Department of Transportation staff on June 8, 2010 and the annual State Transportation Improvement Hearing in late July.

Draft Criteria Manual Updates – The Development Criteria Manual updates were recommended for approval by the Council Development Committee. This project, assigned to the Public Works Department several years ago would result in significant changes and revisions to the development regulations. The City Attorney's Office has indicated that they may have the draft ordinances available for review and public comment later this summer. Due to the time involved in preparing the ordinances, staff anticipates that additional public comment and further revisions may require the commitment of significant additional Growth Management staff time.

Imaging System – The Growth Management Department purchased an imaging system in December 2009 and staff continues to work with the consultants and the IT Division on setting the system up. It is anticipated that when the system is operational, accessibility to files and records will improve and the need for additional storage space will be eliminated. Eventually, it is anticipated that the development files will be available to the public via the internet. Significant staff time continues to be spent on establishing the system parameters for the files maintained in each of the Department's divisions.

Zoning Map – Staff continues to coordinate with the GIS staff on the development of a format that would allow the City's zoning map to be available on-line to the public. Due to the manner in which the County's original Sidwell system was developed and then migrated to the City's GIS system, overlaying the Zoning Map on top of the GIS results in significant errors/misrepresentations of the zoning boundaries, particularly in new development areas where metes and bounds legal descriptions were used in the adoption of the zoning district boundaries. Staff has worked with the GIS staff on a number of pilot projects in an effort to identify an alternative that would provide data that the staff and public can rely upon. The GIS staff is currently proceeding with a consultant contract in an effort to move the project forward. Staff will continue to work and coordinate with the GIS staff on this project.

Development Permitting Software – In late 2008, the City entered into a contract with Azteca for the purchase of a development permitting software system. However, Azteca was unable to move the system out of the beta development phase and in 2009 the City withdrew from the contract with no expenditure of City funds. Staff has reviewed a number of systems and identified a potential solution. Requests for funding have been submitted as part of the 2011 Budget process.

Planning Commission Training Sessions - Staff anticipates that there may be new Planning Commissioners seated in July 2010. Additional training sessions are anticipated. Again, if there are particular issues that the Commission wishes to see addressed, please let me know so that sessions may be scheduled addressing the needs of the Commission.