



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT
300 Sixth Street

Marcia Elkins
Planning Director
city web: www.rcgov.org

Phone: 605-394-4120
Fax: 605-394-6636
e-mail: marcia.elkins@rcgov.org

MEMORANDUM

TO: Public Works Committee

FROM: Marcia Elkins, ^{*me*} Planning Director

DATE: March 27, 2003

RE: City Walk Through Inspection Program

Attached please find a preliminary draft outlining a more formalized approach to providing informal "walk through" inspections. This information was prepared as directed by the City Council previously. The draft seeks to outline the following key components:

- 1) The inspection program is completely voluntary;
- 2) The inspection program is intended to identify major issues only; and,
- 3) The inspection program does not substitute for the services of professional architects or engineers.

The draft does not identify a fee for this service. In my previous experience, communities generally provided this service at no cost recognizing that it could enhance the City's relationship with the development community and could promote economic development efforts. However, the Committee should acknowledge that this service does involve a commitment of staff time, particularly the Fire Department and Building Inspection. The Committee should determine what, if any, fee should be charged for this public service.

Please contact me if you have any questions or suggestions on additional items or issues that should be addressed in this policy.

c: Dan Bjerke
Jim Clark
Adam Altman
Jason Green
Gary Shepherd
Bill Knight



EQUAL OPPORTUNITY EMPLOYER

DRAFT

City Walk Through Inspection Program

The City of Rapid City operates a Walk Through Inspection Program to assist individuals considering the location or relocation of businesses within the City of Rapid City. The informal inspection program is an entirely voluntary program.

PURPOSE: The purpose of the Walk Through Program is to provide information and assistance relative to City Code requirements. It is intended to be an opportunity for City staff working in conjunction with business or property owners to identify areas of concern that may have a significant impact on the location and relocation of the proposed business at a particular site. It is anticipated that the informal inspection will help business or property owners to identify issues early in their decision making process and develop constructive communications between City staff and individuals considering business development, relocation or expansion projects. In particular, the inspections are intended to identify major items or issues which may be costly to correct or alter, prior to the business or property owner investing significant time and resources in the development of engineering or design plans.

As complete plans are typically not available at the time the informal inspection is conducted, the business or property owners should be aware that the inspection can not necessarily identify every item or issue. The information provided through this program should not be considered conclusive and should not substitute for a complete building inspection or code compliance review by a licensed architect or professional engineer. A signed statement acknowledging the terms of the informal inspection including the signature of the property owner shall be submitted prior to the initiation of any inspection.

INSPECTIONS: Building Walk Through Inspections shall be performed upon the request of a business or property owner by any City department or division. The individual requesting the inspection shall obtain the written approval of the property owner prior to the initiation of the inspection.

It is anticipated that requests for the informal inspection will primarily be made of the Building Inspection Division, the Urban Planning Division, the Transportation Planning Division, the City Engineering Division and the Fire Department. An individual may request an inspection by one or more City departments or divisions, at the discretion of the business or property owner. If more than one City department or division is requested to conduct an informal inspection, every effort to coordinate those inspections shall be made by the department or division initially contacted. Such inspections shall be scheduled within five working days of receiving the request, unless there are unanticipated conflicts associated with obtaining access to the property.

Written comments summarizing the findings of the inspection shall be provided to the individual requesting the inspection and the property owner within five working days of conducting the inspection.

Minutes of Council action directing staff to draft City Walk Through Inspection Program

Meeting of the City Council

January 20, 2003

WHEREAS, the evaluation established that the duties and responsibilities of the described position of Director of Golf justify placing this classification in Grade 21 of the Non-Union pay scale;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rapid City to revise the Non-Union Pay Plan by adding this position classification description at the Grade 21 as recommended in the job evaluation.

Passed this 20th day of January, 2003

ATTEST:
s/ James F. Preston
Finance Officer
(SEAL)

THE CITY COUNCIL
s/ Jerry Munson, Mayor

The motion for adoption of the foregoing Resolution was seconded by Hanks. The following voted AYE: Hanks, Johnson, Murphy, Kooiker, Rodriguez, Waugh, Kroeger, Hadley, Dreyer and Kriebel; NO: None, whereupon said Resolution was declared duly passed and adopted.

Motion was made by Rodriguez and seconded by Johnson to approve a **travel request** for Adam Altman to attend the IMLA Conference to be held in Guadalajara, Mexico, from February 15, 2003, through February 20, 2003, in an approximate amount of \$2,578. Roll call vote was taken: AYE: Rodriguez, Murphy, Hanks, Dreyer, Kroeger, Waugh, Johnson, Kriebel and Hadley; NO: Kooiker. Motion carried, 9-1.

Public Works Committee Items

Motion was made by Rodriguez and seconded by Hanks to direct staff to prepare a new policy for the Building Inspection Division requiring **preliminary inspections of improvements** on property prior to commenting on Conditional Use Permit or zoning changes (No. PW011403-12). Johnson spoke against the motion noting that he feels this action will leave the city open for litigation. Altman stated that generally speaking, the City Attorney's Office does not like this type of action. The City is assuming an additional and not required area of responsibility and as such we are opening the city up to some sorts of exposure. Kriebel and Kooiker spoke in support of the motion noting that more information will be made available to the public through this process. It is a pre-inspection and is by no means meant to be exhaustive in nature. Dreyer spoke against the issue stating that there are firms in the private sector that provide this service. Planning Director Elkins stated that the Planning & Fire Department staff currently provide this service. This is an informal review process where staff can flag issues upfront and identify that there are issues on a site. Bjerke stated that the city's staff currently does provide information on these issues. The new policy would require that staff go on-site and do a physical inspection to identify areas where changes would need to be made to the structure. This is a service that the city has not provided in the past because there are professional individuals who do this type of work. Kooiker noted that this motion only requests that the policy be drafted. It will be brought back to the Council for additional consideration. Hanks called the question and there were no objections. Roll call vote was taken: AYE: Rodriguez, Hanks, Kroeger, Waugh, Kriebel, Kooiker and Hadley; NO: Murphy, Dreyer and Johnson. Motion carried, 7-3.

Finance Officer

The following Resolution was introduced, read and Johnson moved its adoption:

RESOLUTION ESTABLISHING ENCUMBRANCES