



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

## Community Planning & Development Services Department

300 Sixth Street

Brett Limbaugh, Director  
Community Planning & Development Services  
city web: [www.rcgov.org](http://www.rcgov.org)

Phone: 605-394-4120  
Fax: 605-394-6636  
e-mail: [Brett.Limbaugh@rcgov.org](mailto:Brett.Limbaugh@rcgov.org)

### MEMORANDUM

TO: Chairman and Members of the Public Works Committee

FROM: Brett Limbaugh, Director CPDS

DATE: July 31, 2012

RE: Acknowledge Recommendations of the Board and Committees Consolidation Study

The City of Rapid City currently maintains a list of over 80 boards, commissions, and committees. The Department of Community Planning & Development Services is responsible for providing staff support to 29 of these boards and committees. Staff support for each of these boards and committees is very time consuming and includes at a minimum the following activities:

- Tracking membership appointments and contact information;
- Training the board and committee members;
- Researching and writing staff reports, policy documents, and ordinances;
- Preparing meeting agendas, packets, presentations, electronic files and links;
- Performing adjacent property owner notifications and advertising hearings;
- Preparing the hearing venue prior to the meeting and restoring the meeting space once the hearing is completed (set-up/tear-down);
- Attending meetings and hearings to perform presentations and answer questions;
- Recording and preparing meeting minutes;
- Archiving meeting agendas, minutes, and projects reports.

In February the City Council acknowledged a memorandum to consolidate these boards and committees supported by the Department. Over the last several months staff has



EQUAL HOUSING  
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

reviewed the meeting minutes for each meeting in 2010 and 2011 and has compiled total staff hours required to perform three functions:

- Set-up and tear/down of the meeting space
- Actual meeting time
- Time required to prepare and post the meeting minutes

Sixteen of the twenty-nine boards, commissions, and committees supported by the Department meet on a regular basis. The table below includes the totals for the number of meeting hours, number of meetings, average length of a meeting and number of staff support hours for the years 2010 and 2011.

<b>Total Boards and Commissions</b>	<b>2010</b>	<b>2011</b>
Total meeting hours per year	188 hrs.	139 hrs.
Total number of meetings	198	170
Average meeting length	57 min.	49 min.
Total staff hours per year	1,350 hrs.	855 hrs.

There was a dramatic reduction in the totals between 2010 and 2011 due to new ordinances and procedural changes approved by City Council designed to streamline the development process. Several additional ordinance revisions were completed in 2012 and it is anticipated that the total number of hours will decline due to the number of cases that can now be processed administratively rather than through a public hearing process.

A consolidation of the boards and committees would further reduce the total number of meetings and staff hours. Staff has met with each of the Boards Commissions and Committees over the last several months to discuss ways to consolidate, eliminate and/or reschedule meetings and has prepared a list of recommendations for review by the City Council. If the City Council acknowledges these recommendations then the Staff will revise the appropriate sections of the Municipal Code to complete the consolidation. In cases where a consolidation or merger of boards and committees is performed the membership will be reappointed by the Mayor following a review of qualifications, interview, and recommendation process of the candidates by the Department Staff. Listed below is an initial set of consolidation recommendations.

**Recommendations:**

**Merge the Sign Code Board of Appeals into the Zoning Board of Adjustment.** It is common practice for the sign code to be included within the Zoning Ordinance rather than in the Building Code chapter of the Municipal Code. Moving the Sign Code into the Zoning Ordinance will permit the Zoning Board of Adjustment to review sign code variances along with all other variance applications for buildings, landscaping, parking, and other zoning ordinance requirements. The Zoning Board of Adjustment is quasi-

judicial meaning the decisions to approve or deny a variance is final with no appeal to City Council. Any appeal must be appealed to the courts within 30 days of the hearing. The current Sign Code Board of Appeals allows a denial to be appealed to the City Council. Members of the Sign Code Board of Appeals expressed an interest in having at least one sign industry representative on the Zoning Board of Adjustment if the two Boards are combined. Should the City Council agree with the consolidation Staff will draft an ordinance to move the sign code to the Zoning Ordinance and include a provision that the membership includes a sign industry representative. Listed below is a summary of Sign Code Board of Appeals and Zoning Board of Adjustment activity for 2010 and 2011. A third table provides a summary of the two Boards activity in 2010 and 2011 and includes a target if the Boards are combined.

**Sign Code Board of Appeals**

Meets on the 3<sup>rd</sup> Wednesday at 7:00 a.m. 3<sup>rd</sup> Floor East conference room.

<b>Sign Code Board of Appeals</b>	<b>2010</b>	<b>2011</b>
Total meeting hours per year	3 hrs.	2 hrs.
Total number of meetings	8	4
Average meeting length	20 min.	27 min.
Total staff hours per year	21 hrs	11 hrs

**Zoning Board of Adjustment**

Meets 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 7:00 a.m. 3<sup>rd</sup> Floor East conference room.

<b>Zoning Board of Adjustment</b>	<b>2010</b>	<b>2011</b>
Total meeting hours per year	9 hrs.	8 hrs.
Total number of meetings	20	17
Average meeting length	28 min.	28 min.
Total staff hours per year	108 hrs	94 hrs

<b>Consolidated Zoning Board of Adjustment</b>	<b>2010</b>	<b>2011</b>	<b>Target</b>
Total meeting hours per year	12 hrs.	10 hrs.	8.75 hrs.
Total number of meetings	28	21	15
Average meeting length	26 min.	29 min.	35 min.
Total staff hours per year	129 hrs.	105 hrs.	83.75 hrs.

**Re-schedule the Historic Sign Review Committee to convene prior to the Historic Preservation Commission.** Presently the Historic Sign Review Committee and Historic Preservation Commission meet on alternating Fridays at 8:30 a.m. and 7:30 a.m. respectively. Generally the Historic Sign Review Committee meetings are 23-28 minutes in length while the Historic Preservation Commission meetings are more frequent and last an hour or longer. Staff has met with both groups about meeting on the same morning beginning with the Historic Sign Board at 7:00 a.m. and the Historic Preservation Commission at 7:30 or 7:45 a.m. The advantages of scheduling the meetings on the same day include:

- Meeting on the same day would be more convenient to those members of the Historic Preservation Commission that are also member on the on the Historic Sign Review Committee;
- Members of the Historic Preservation Commission could attend the Historic Sign Review Committee hearing prior to their meeting if they are interested in any item on the agenda.
- Staff set-up and tear-down of the meeting space would occur once every two weeks rather than nearly every Friday saving 11 -13 hours/year of Staff time.

The Historic Sign Review Committee reviews proposed signage in the Downtown Historic District to ensure that the proposals are aesthetically compatible with the building elevations. Presently, any applicant that is denied by the Historic Sign Review Committee may appeal to the Sign Code Board of Appeals. If the application is denied by the Sign Code Board of Appeals then the applicant can then appeal to the City Council.

If the Sign Code Board of Appeals is consolidated into the Zoning Board of Adjustment then Staff would recommend that the sign code be revised to allow the applicant to appeal directly to City Council rather than to the Zoning Board of Adjustment. Listed below is a summary of Historic Preservation Commission and Historic Sign Review Committee activity for 2010 and 2011. If the two groups meet on the same morning a reduction of 11-13 staff support hours annually may be achieved.

**Historic Preservation Commission**

Meets on 1<sup>st</sup> and 3<sup>rd</sup> Fridays at 7:30 a.m. 3<sup>rd</sup> Floor West conference room.

<b>Historic Preservation Commission</b>	<b>2010</b>	<b>2011</b>
Total meeting hours per year	32 hrs.	23 hrs.
Total number of meetings	28	23
Average meeting length	1.13 hrs.	59 min.
Total staff hours per year	181 hrs.	121 hrs.

**Historic Sign Review Committee**

Meets on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays at 8:30 a.m. 3<sup>rd</sup> Floor West conference room.

<b>Historic Sign Review Committee</b>	<b>2010</b>	<b>2011</b>
Total meeting hours per year	3 hrs.	6 hrs.
Total number of meetings	15	18
Average meeting length	14 min.	21 min.
Total staff hours per year	21 hrs.	27 hrs.

**Eliminate the Future Land Use Committee review of all Land Use Plan and Comprehensive Plan Amendments in favor of a recommendation by Staff directly to the Planning Commission.** Staff has met with the Future Land Use Committee and Planning Commission regarding the process for amendments to the Future Land Use Plan and other Comprehensive Plan elements. Presently the Future Land Use Committee reviews the application and makes a recommendation that is forwarded by Staff to the Planning Commission who then forward a recommendation to City Council. The Future Land Use Committee is a sub-committee of the Planning Commission and includes Planning Commissioners, City Council members, and citizens. This process adds an additional step that is time consuming and confusing to applicants as the recommendation from the Future Land Use Committee becomes the recommendation in the Staff report that is forwarded to the Planning Commission.

Furthermore, the City Council at the recommendation of the Second Floor Committee recently simplified the Future Land Use Map to five land use categories resulting in a reduction in the total number of applications. The Future Land Use Committee has agreed to disband and Staff is seeking an acknowledgement by City Council of this procedural change since the Municipal Code does not require an amendment to perform the elimination of this sub-committee. Listed below is a summary of Planning Commission and Future Land Use Committee activity for 2010 and 2011. A third table provides a summary of the Commission and Committee activity in 2010 and 2011 and includes a target for the Planning Commission with the elimination of the Future Land Use Committee.

**Planning Commission**

Meets on Thursdays 11 days prior to City Council at 7:00 a.m. in Council Chambers.

<b>Planning Commission</b>	<b>2010</b>	<b>2011</b>
Total meeting hours per year	41 hrs.	17 hrs.
Total number of meetings	30	24
Average meeting length	1.37 hrs.	43 min.
Total staff hours per year	550 hrs.	261 hrs.

**Future Land Use Committee**

Meets on Thursday mornings alternating with Planning Commission meetings at 7:00 a.m. in the Hilton Conference Room.

<b>Future Land Use Committee</b>	<b>2010</b>	<b>2011</b>
Total meeting hours per year	25 hrs.	15 hrs.
Total number of meetings	24	14
Average meeting length	1.04 hrs.	1.09 hrs.
Total staff hours per year	117 hrs	55 hrs

<b>Planning Commission</b>	<b>2010</b>	<b>2011</b>	<b>Target</b>
Total meeting hours per year	66 hrs.	32 hrs.	18 hrs
Total number of meetings	54	38	24
Average meeting length	1.22 hrs.	51 min.	45
Total staff hours per year	667 hrs.	316 hrs.	270 hrs.

**Retain the existing format and schedule of the Metropolitan Planning Organization Committees and Air Quality Board.** Rapid City receives Federal funding to support the activities of the Metropolitan Planning Organization meetings and Air Quality Board meetings. The three Metropolitan Planning Organization committees met eight times per year in 2010 and 2011. All three meetings are held sequentially on the same day in the first floor conference room. The three committees are required in order to receive the Federal funding. The Air Quality Board meets on average four times per year and this Board is also required to receive funding.

**MPO – Citizens Advisory Committee**

Meets on the 3<sup>rd</sup> Thursday at 7:30 a.m. in the First Floor conference room.

<b>Citizen Advisory Committee</b>	<b>2010</b>	<b>2011</b>
Total meeting hours per year	8 hrs.	7 hrs.
Total number of meetings	8	8
Average meeting length	57 min.	55 min.
Total staff hours per year	28 hrs.	35 hrs.

**MPO – Technical Coordinating Committee**

Meets on the 3<sup>rd</sup> Thursday at 10:00 a.m. in the First Floor Conference Room.

<b>Technical Coordinating Committee</b>	<b>2010</b>	<b>2011</b>
Total meeting hours per year	6 hrs.	5 hrs.
Total number of meetings	8	8
Average meeting length	41 min.	38 min.
Total staff hours per year	50 hrs.	49 hrs.

**MPO – Executive Policy Committee**

Meets on the 3<sup>rd</sup> Thursday at 1:30 a.m. in the First Floor Conference Room.

<b>Executive Policy Committee</b>	<b>2010</b>	<b>2011</b>
Total meeting hours per year	7 hrs.	7 hrs.
Total number of meetings	8	8
Average meeting length	52 min.	50 min.
Total staff hours per year	43 hrs.	37 hrs.

<b>MPO Committees</b>	<b>2010</b>	<b>2011</b>
Total meeting hours per year	21 hrs.	19 hrs.
Total number of meetings	24	24
Average meeting length	53 min.	48 min.
Total staff hours per year	121 hrs.	121 hrs.

**Air Quality Board**

Meets 2<sup>nd</sup> Monday of March, June, September, and December at 1:00 p.m. 1<sup>st</sup> Floor Community Room.

<b>Air Quality Board</b>	<b>2010</b>	<b>2011</b>
Total meeting hours per year	5 hrs.	3 hrs.
Total number of meetings	5	4
Average meeting length	58 min.	47 min.
Total staff hours per year	35 hrs.	27 hrs.

Staff will bring forward a consolidation recommendation for the Building Code Boards and remainder of the boards and committees supported by the Community Planning & Development Services Department within the next few weeks.