



CITY OF RAPID CITY

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Community Planning & Development Services Department

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MEMORANDUM

TO: Chairman and Members of the Public Works Committee

FROM: Brett Limbaugh, Director CPDS

DATE: August 28, 2012

RE: Acknowledge the Second Set of Board and Committee Consolidation Recommendations.

On August 6th the City Council acknowledged the first set of recommendations to consolidate several of the boards and committees that are supported by the Community Planning and Development Services Department. Sixteen of the twenty-nine boards, commissions, and committees meet on a regular basis. The initial recommendations addressed ten of those and included:

- Combining the Sign Code Board of Appeals into the Zoning Board of Adjustment;
- Eliminating the Future Land Use Committee in favor of sending Comprehensive Plan amendment applications directly to the Planning Commission for recommendation to the City Council;
- Requiring the Historic Sign Review Committee to meet on the same Friday and prior to the Historic Preservation Commission rather than alternating Fridays; and
- Retaining the existing structure of the Metropolitan Planning Organization committees and Air Quality Board as these boards are required in order to obtain Federal funding.

The remaining six boards that are presently scheduled to meet on a regular basis are the Building Code Boards. These boards were originally charged to review contractor licenses and hear appeals for each of the trade sections of the Building Code. The table below includes the totals for the number of meeting hours, number of meetings, and average length of each meeting in 2010 and 2011. The table also includes the



EQUAL HOUSING
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

amount of staff hours required to attend each meeting, provide set/up and tear/down of the meeting space, and prepare and post the meeting minutes.

Title 15 Building Code Boards

Meets on the 1st Wednesday at 3:00 p.m. in the Community Planning conference room.

Electrical Board	2010	2011
Total meeting hours per year	9 hrs.	7 hrs.
Total number of meetings	9	10
Average meeting length	59 min.	45 min.
Total staff hours per year	49 hrs.	39 hrs.

Meets as needed. Location varies. The Board has not met since 2008.

Gas Board	2010	2011
Total meeting hours per year	0 hrs.	0 hrs.
Total number of meetings	0	0
Average meeting length	0 hrs.	0 hrs.
Total staff hours per year	0 hrs	0 hrs.

Meets on the 1st Wednesday at 7:30 a.m. in the 3rd Floor West conference room.

Mechanical Board	2010	2011
Total meeting hours per year	12 hrs.	11 hrs.
Total number of meetings	9	9
Average meeting length	1.31 hrs.	1.24 hrs.
Total staff hours per year	47 hrs.	37 hrs.

Meets on the 2nd Tuesday at 7:30 a.m. in the Community Planning conference room.

Plumbing Board	2010	2011
Total meeting hours per year	8 hrs.	10 hrs.
Total number of meetings	11	10
Average meeting length	44 min.	1.03 hrs.
Total staff hours per year	32 hrs.	31 hrs.

Meets on the 2nd Thursday at 7:30 a.m. in the Community Planning conference room.

Residential Contractor Board	2010	2011
Total meeting hours per year	17 hrs.	17 hrs.
Total number of meetings	10	11
Average meeting length	1.66 hrs.	1.58 hrs.
Total staff hours per year	54 hrs	49 hrs

Recommendation:

Merge all of the Building Code Boards into a single Building Code Board of Appeals. It is common practice for cities and counties to have a single Building Board of Appeals rather than a separate board for each of the separate building code disciplines. The advantages of a single board are many and include:

- An applicant can appeal multiple sections of the code to a single board rather than requiring multiple hearings in front of specific trade boards;
- A single Board with membership from the various trades can review an appeal at the same hearing to determine if that request would have an impact on another area of the code;
- Increased transparency in that a single meeting covering all code appeals would be more convenient for the public and press to attend;
- A reduction in the number of board appointments would simplify the administrative costs to track board memberships and re-appointments;
- A reduction in the costs associated with performing site visits, producing project reports and meeting materials, and public notice requirements;
- A reduction in the total number of meetings and staff support hours; and
- Increase the availability of conference rooms and parking for other uses.

Should the City Council agree with this consolidation recommendation Staff will revise the appropriate sections of Title 15. The table below provides a summary of the existing Building Boards activity in 2010 and 2011 and includes a target if the Boards were to be combined:

Building Code Board of Appeals	2010	2011	Target
Total meeting hours per year	49 hrs.	46 hrs.	21 hrs.
Total number of meetings	44	42	12
Average meeting length	1.11 hrs.	1.10 hrs.	1.75 hrs
Total staff hours per year	196 hrs.	160 hrs.	90 hrs

The remainder of the Boards and Committees supported by the Community Planning & Development Services Department that have not been addressed by the first two memorandums consist of ad-hoc committees or other boards and committees that convene as required. Staff is presently reviewing each of these and will bring a third and final set of recommendations to the Committee in the next few weeks.