AN ORDINANCE TO REVISE THE ORGANIZATION OF THE DEPARTMENT OF COMMUNITY DEVELOPMENT BY AMENDING CHAPTER 2.47 OF THE RAPID CITY MUNICIPAL CODE

WHEREAS, the City of Rapid City has created the Department of Community Development to oversee planning and development services provided by the City; and

WHEREAS, the Common Council finds it in the best interests of the City and the efficient administration of the City’s resources to reorganize the Department.

NOW THEREFORE, BE IT ORDAINED by the City of Rapid City that Chapter 2.47 of the Rapid City Municipal Code be and is hereby amended to read in its entirety as follows:

CHAPTER 2.47: DEPARTMENT OF COMMUNITY DEVELOPMENT

Section
2.47.010 Department of Community Development created.
2.47.020 Director created.
2.47.030 Building Services Division.
2.47.040 Long Range Planning Division.
2.47.050 Current Planning Division.
2.47.060 CDBG Program Community Enrichment Division.
2.47.070 Code Enforcement Division.
2.47.080 Planning Projects Division.
2.47.090 Parking Operations Division.

2.47.010 Department of Community Development created.

The Department of Community Development, previously created as the Department of Community Planning and Development Services, is hereby continued. Its function shall be to coordinate all community planning and development activities, building permitting and associated inspections, code enforcement, and CDBG Program implementation.

2.47.020 Director created.

A. There is hereby created the Office of the Director of the Department of Community Development. The Director shall be appointed by the Mayor with approval by the Council and shall serve at the pleasure of the Mayor.

B. The duties of the Director shall be as follows:
   1. Administer all operations in the Department;
   2. Supervision of all employees assigned to the Department and recommend to the Mayor and Council appropriate staffing levels throughout the Department;
   3. Annually prepare and submit to the Mayor and Council a proposed budget for the Department;
   4. Act as the liaison to the Planning Commission;
   5. Act as the Executive Director of the Metropolitan Planning Organization;
6. Ensure the efficient operation of the Department; and
7. Provide input to the Mayor, Council and other city boards and committees to ensure the continued efficient operation of the Department while protecting the health, safety and welfare of the community.

2.47.030 Building Services Division.
The Building Services Division of the Department of Community Development is hereby created and shall be responsible for building permit issuance, building plans review, building inspections, and air quality services. The Building Services Division shall perform other functions as assigned by the Director.

2.47.040 Long Range Planning Division.
The Long Range Planning Division of the Department of Community Development is hereby created and shall be responsible for several long-range planning programs regarding the future growth and development of Rapid City, including the promotion, maintenance and updating of the City’s comprehensive plan. The Division shall act as the sponsor and administrator of the Rapid City Area Metropolitan Planning Organization (MPO), which oversees transportation planning for the MPO. Other long-range planning programs and functions include neighborhood planning, growth analysis and projections, and Future Land Use Plan amendments. The Division provides staff support for the Metropolitan Planning Organization and its committees, future land use planning, annexation planning and implementation, and transportation planning. The Long Range Planning Division shall perform other functions as assigned by the Director.

2.47.050 Current Planning Division.
The Current Planning Division of the Department of Community Development is hereby created and shall be responsible for the review and processing of development applications including, re-zoning requests, within the city and all subdivision applications within the city and within the city’s extraterritorial jurisdiction as established by state law and city ordinance. The Current Planning Division shall perform other functions as assigned by the Director.

2.47.060 CDBG Program Community Enrichment Division.
The CDBG Program Community Enrichment Division of the Department of Community Development is hereby created. The CDBG Community Enrichment Division shall be responsible for the finance programs prescribed for the enhancement of Rapid City, including the administration of the Community Development Block Grant Program, coordination with United States government agencies in relation to activities under the Community Development Act, management of the tax increment financing program, and other duties as assigned by the Director. The Division shall review funding applications for public service, public facility, economic development, and affordable housing projects and provides project oversight in accordance with local, state, and federal regulations.

2.47.070 Code Enforcement Division.
The Code Enforcement Division is hereby created within the Department and shall be directly responsible for the enforcement of the Rapid City Municipal Code other than those functions assigned to the Police Department. The Code Enforcement Division shall perform other functions as assigned by the Director.
2.47.080 Planning Projects Division.

The Planning Projects Division is hereby created within the Department and shall coordinate planning projects and other studies surrounding growth, development, and redevelopment in our community. The Division shall work with the Current Planning Division and the Long Range Planning Division, as well as other internal and external partners, to facilitate the implementation of special projects and studies into ordinances, policies and procedures in accordance with the City’s comprehensive plan. The Division shall review development applications and conduct annexation studies. The City’s Historic Preservation program is housed under this Division which includes staff support for the Historic Preservation Commission, Historic Sign Review, grant management, and a community education program. The Planning Projects Division shall perform other functions as assigned by the Director.

2.47.090 Parking Operations Division.

The Parking Operations Division is hereby created within the Department. The Division shall implement and manage all City parking plans, oversee parking operations and maintenance, supervise enforcement of parking ordinances, administer the City’s leased parking program, forecast future parking needs, facilitate projects, and staff the City’s Parking Advisory Board. The Parking Operations Division shall perform other functions as assigned by the Director.

CITY OF RAPID CITY

Mayor

Attest

_________________________________
Finance Director

(seal)