

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

209



**FROM:** Economic Development Agency **SUBMITTAL DATE:** March 7, 2003

**SUBJECT: FAST TRACK PROGRAM RECOMMENDED REVISIONS**

**RECOMMENDED MOTION:** That the Board of Supervisors approve the recommended revisions to Board Policy A-32.

**BACKGROUND:**

The Fast Track Program was created to streamline land-use approval and permit processing for qualified projects. Fast Track customers receive the liaison services of the EDA Fast Track Coordinator who works closely with County staff to ensure that plans are reviewed within the allotted time period and that the applicant's team is responsive to county staff's requests.

In 2002, revisions were made to the Fast Track program to increase the eligibility criteria in the job creation and investment categories. This revision effectively decreased the number of projects that qualify for the Fast Track Program. Staff is recommending additional revisions in order to improve the efficiency of the Fast Track Program and to allow for Fast Track Authorizations to expire after one year of inactivity. The recommended changes offer clarification for County staff on development review timelines and expand the policy to include all persons involved in the development review and/or plan check process. Attached for the Board's consideration is Revision No. 3 to Board Policy A-32 with the recommended changes incorporated therein. Staff recommends that the Board approve Revision No. 3 to Board Policy A-32.

Bradley J. Hudson, Executive Director

**FINANCIAL DATA:**

CURRENT YEAR COST: \$0  
NET COUNTY COST: \$0  
BUDGET ADJUSTMENT: NO  
COMPANION ITEM ON BOARD OF DIRECTORS AGENDA: NO  
SOURCE OF FUNDS: N/A

ANNUAL COST \$0  
IN CURRENT YEAR BUDGET: N/A  
FOR FY: 2002-2003

FORM APPROVED  
COUNTY COUNSEL

**C.E.O. RECOMMENDATIONS:**

**APPROVE**

MAR 13 2003

County Executive Officer Signature:

BY Lee A. Juscow

Department Recommendation:  Consent  Policy  
Per Executive Office:  Consent  Policy

F:\Shared\RDACOM\FASTTRK\2003 Fast Track Revisions Form 11.doc

Prev. Agn. Ref.  
4/09/02, 3.15

Dist.  
All

AGENDA NO.

3.12

COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

**Policy**  
**Number**      **Page**  
A-32              1 of 4

**Subject:**

**Procedures for Fast Track Permit Processing of Major Commercial/Industrial Projects**

**POLICY:**

The County of Riverside recognizes the value of commercial and industrial development in the county through the provision of employment opportunity, support for various government services and of the contribution of such investments to the general economic well being of the county. The Board of Supervisors further recognizes the need for expediting the permit processes of county government to facilitate and encourage such investment and establishes the following procedures:

**PROCEDURES FOR FAST TRACK PERMIT PROCESSING**

**Fast Track Permit Processing Team**

The following departments shall function as the Fast Track Permit Processing Team composed of department heads or representatives with decision making authority: Economic Development Agency (EDA), Transportation and Land Management Agency (Planning, Building and Safety, Transportation), Fire, Flood Control and Water Conservation District, Environmental Health, Hazardous Materials, County Counsel and any other County departments that may become involved in development review and/or plan check shall be subject to this policy.

**ELIGIBILITY**

1. Consistent with Board Policy, EDA shall authorize Fast Track status to eligible commercial and/or industrial projects.
2. Commercial and/or industrial projects must meet at least one of the following criteria: 1) Create 75 new permanent full-time jobs; or 2) Invest \$10 million in land, building and equipment; or 3) Generate at least \$25 million in taxable sales annually.
3. Other projects not eligible under this policy can receive Fast Track status by a majority vote of the Board of Supervisors.
4. Policy applies to commercial and/or industrial plot plans, conditional use permits, changes of zone, general plan amendments and parcel maps. Changes of zone, general plan amendments and parcel maps must be accompanied by a specific land use application with an identified end user. No speculative applications or projects requiring an Environmental Impact Report (EIR) will be eligible.

COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

Policy  
Number      Page  
A-32              2 of 4

**Subject:**

**Procedures for Fast Track Permit Processing of Major Commercial/Industrial Projects**

**Fast Track Authorization**

1. The Fast Track Authorization Form is prepared by EDA and a Fast Track number is assigned to each project. After authorization the following will occur:
  - a) Project proponent (Developer) will meet with EDA staff to discuss the Fast Track Permit Processing program, its procedures, requirements and expectations of Developer.
  - b) EDA staff will request at least twelve (12) folded site plans (floor plans, elevations, grading plans, and landscaping plans if available) from Developer.
  - c) Team members will receive, from EDA, a memorandum attached to a site plan describing the project five (5) working days prior to the Predevelopment meeting (the meeting held prior to submittal to Planning Department).
  - c) Fast Track Predevelopment meetings will be held on every Monday, excluding holidays, at 9:00 a.m., 10:00 a.m. and 11:00 a.m. as necessary at the offices of the Economic Development Agency, or other location as designated by EDA. All Fast Track Permit Processing Team (Team) members will reserve these meeting times for Fast Track Predevelopment Meetings or other Fast Track related meetings.
  - d) If Developer requests consultation from any of the Team members, a preliminary meeting will be held on one of the reserved Predevelopment meeting times, with a minimum of two working days notice to the Team member(s) by EDA.
  - e) Developer will make corrections to the site plan as requested by the Fast Track Team at the Predevelopment meeting. After site plans are amended, Developer will make an appointment to submit a complete application package to the Planning Department, including all special studies and fees, with the Fast Track Form attached.

**Review Timelines**

1. All Team members will observe the following review timelines for Fast Track Projects:
  - a) Land Development Committee meetings will be prescheduled no more than fifteen (15) days from submittal of a completed land use application to Planning Department. If subsequent Land Development Committee meetings are necessary, they will also be scheduled within 15 days of submittal of amended exhibits to the Planning Department. Applicants will be exempt from additional LDC meetings if only minor changes are required to the exhibits.

COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

Policy  
Number      Page  
A-32              3 of 4

**Subject:**

**Procedures for Fast Track Permit Processing of Major Commercial/Industrial Projects**

- b) All special studies (i.e. traffic studies) will be reviewed by appropriate Team members within fifteen (15) days of submittal to reviewing agency.
- c) Decision on Land Use Application:
  - 1) Plot Plans exempt from CEQA shall be heard at the Planning Director's hearing within thirty (30) days of submittal of complete land use application to the Planning Department.
  - 2) Plot Plans not exempt from CEQA shall be heard at the Planning Director's Hearing within sixty (60) days of submittal of complete land use application to the Planning Department.
  - 3) Stand Alone Conditional Use Permits and Commercial/Industrial Parcel Maps shall be set for hearing by the Board of Supervisors within sixty (60) days of submittal of complete land use application to the Planning Department: no Planning Commission hearing will be required.
  - 4) Changes of Zone shall be set for hearing by the Planning Commission within sixty (60) days of submittal of complete land use application to the Planning Department and by the Board of Supervisors within thirty (30) days from action by the Planning Commission.
  - 5) General Plan Amendments shall be set for hearing by the Planning Commission within ninety (90) days of submittal of a complete land use application to the Planning Department and to the Board of Supervisors within thirty (30) days from action by the Planning Commission. The required resolution will be presented to the Planning Commission along with the General Plan Amendment staff report at the initial public hearing.
- d) The appeal period for approved Plot Plans will be ten (10) days from the date of the decision by the Planning Department. At the conclusion of the appeal period, the final conditions of approval ("pinks") will be issued.
- e) Concurrent grading and building plan check shall be provided at the request of EDA and/or Developer.
- f) Review for Grading Plan Check:
  - 1) The following departments must provide an initial review of grading plans within five (5) working days of receipt by department: Building and Safety, Transportation, Flood Control and Environmental Health.
  - 2) Any additional Grading Plan Check reviews must be completed within two (2) working days from date of re-submittal by Developer to reviewing department(s).

COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

<u>Policy Number</u>	<u>Page</u>
A-32	4 of 4

**Subject:**

**Procedures for Fast Track Permit Processing of Major Commercial/Industrial Projects**

- 3) County staff will conduct plan review in order to ensure expedited processing. Plans will not be sent to outside consultants for review.
- g) Review for Building Plan Check:
  - 1) The following departments must provide an initial review of building plans within five (5) working days of receipt by department: Building and Safety, Fire, and Environmental Health.
  - 2) Any additional Building Plan Check reviews must be completed within two (2) working days from the date of re-submittal by Developer to reviewing department.
- h) Other reviews, such as geo-technical reports and performance securities for grading and landscaping, shall be reviewed by the appropriate department within five (5) working days of receipt by department.
- i) All County departments involved in the review process shall be subject to Fast Track plan check timelines.

**Expiration**

Fast Track Authorization will expire for projects that remain inactive longer than one (1) year.