

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



FROM: Supervisors Marion Ashley and John F. Tavaglione

SUBMITTAL DATE:
December 20, 2005

SUBJECT: Revisions to Board Policy A-32 (Fast Track Permit Processing of Major Commercial/Industrial Projects)

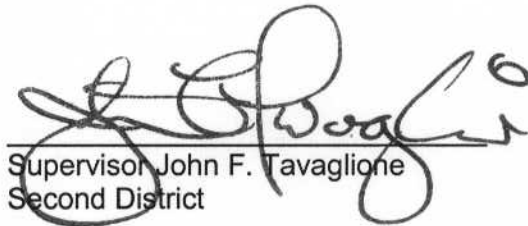
RECOMMENDED MOTION: That the Board of Supervisors approve the following recommended revisions to Board Policy A-32:

- 1) Fast Track authorization granted to childcare development projects;
- 2) Fast Track authorization granted to residential development projects that receive public assistance from the County of Riverside;
- 3) Revise the land-use application section to streamline the entitlement and permit approval process;
- 4) Fast Track projects reviewed in accordance with the timelines established by the Multi-Species Habitat Conservation Plan (MSHCP).
- 5) Fast Track projects expire after being inactive for one-year;

BACKGROUND (continued on Page 2):



Supervisor Marion Ashley
Fifth District



Supervisor John F. Tavaglione
Second District

MA:JFT

Departmental Concurrence

DEC 20 2005
COUNTY OF RIVERSIDE

BACKGROUND CONTINUED:

The Fast Track Program was created to expedite land-use approval and permit processing for qualified commercial and industrial projects. Fast Track customers receive the liaison services of the Economic Development Agency staff who work closely with development review staff from various county departments to ensure plans are reviewed within the allotted time period.

Staff is recommending two types of projects be added as qualifying for the program. First, that childcare development projects be processed in accordance to the Fast Track development review and plan check timelines. The childcare industry is an important income and job generating sector of the Riverside County economy. Accessible and affordable childcare facilities allow employers to attract and retain employees by reducing absenteeism and turnover. Second, that residential development projects which received a form of public assistance from the County of Riverside be processed in accordance with the Fast Track development review timelines. Additionally, in the effort to streamline the approval process, staff is recommending revisions to the Fast Track land-use and permit approval process. Fast Track projects will be reviewed in accordance with the timelines established by the MSHCP and authorized projects will expire after being inactive longer than one year.

Furthermore, it should be noted that further revisions to the policy may be needed upon adoption of the county's new development processing procedures and zoning ordinance. Attached for the Board's consideration is Revision No. 4 to Board Policy A-32 within the recommended changes incorporated therein. Staff recommends that the Board approve the attached Revision No. 4 to Board Policy A-32.

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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), Environmental Programs, Fire, Flood Control, Geology 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, change of zone applications, general plan amendments and parcel maps. Changes of zone, general plan amendments and parcel maps must be accompanied by a specific land use application and shall be processed concurrently with the land use application. No speculative applications or projects requiring an Environmental Impact Report (EIR) will be eligible.

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5. Childcare development projects will receive Fast Track authorization. These projects include, but are not limited to, the following: childcare centers, Head Start centers and child development centers.
6. Residential development projects which have received a form of public assistance from the County of Riverside will receive Fast Track authorization. The requirements are the following: where at least 15% of all project residential units have been enforceably restricted to be affordable to households earning not more than 80% of the area median income for a minimum period of 45 years if an owner occupied residential unit or for a minimum period of 55 years if a tenant occupied residential unit.

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 (2) 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.

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Review Timelines

1. All Team members will observe the following review timelines for Fast Track Projects:
 - a) Comprehensive Planning Review (CPR) meetings will be prescheduled no more than fifteen (15) days from submittal of a completed land use application to the Planning Department. If subsequent CPR meetings are necessary, they will also be scheduled within fifteen (15) days of submittal of amended exhibits to the Planning Department. Applicants will be exempt from additional CPR meetings if only minor changes are required to the exhibits.
 - 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 California Environmental Quality Act (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) Plot Plans and/or Conditional Use Permits submitted with a Commercial/Industrial Parcel Map shall be set for hearing with 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) Stand-Alone Conditional Use Permits 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.
 - 5) Plot Plans and/or Conditional Use Permits submitted with a Change of Zone shall be set for hearing with the Planning Commission within sixty (60) days of submittal of complete land-use application to the Planning Department and with the Board of Supervisors within thirty (30) days from action by the Planning Commission.
 - 6) Plot Plans and/or Conditional Use Permits submitted with a General Plan Amendment shall be set for hearing with 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

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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) Fast Track projects that are subject to the HANS Process shall be reviewed within forty-five (45) days of receipt of the development application.
- g) Fast Track projects that are subject to MSHCP Joint Project review shall be reviewed within fourteen (14) days of receipt of the development application in accordance with the MSHCP Section 6.62 E.2.
- h) 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).
 - 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.

REVISION NO.4

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Expiration

Fast Track Authorization will expire for development projects that remain inactive longer than one (1) year. Inactive means no land use approval and/or processing of building or grading plans or substantial construction activity within a one (1) year period.

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