

Expedited Priority Case Review Policy

Overview

Expedited Priority Case Review (EPCR) is an internal designation for development projects that meet certain goals of the City Council, City Manager's Office, Economic Development, Public Works, and Community Development. Each application for EPCR designation will be evaluated on a case-by-case basis. In addition to project eligibility, City Staff availability and current workload will be determining factors in granting any approval. Because staff is inundated with development requests, the intent of establishing this policy is to provide clarity about which types of development projects may be internally prioritized to achieve the vision and goals outlined in the City's Comprehensive Plan.

Purpose of Policy

The purpose of this policy is to establish criteria for Expedited Priority Case Review (EPCR). Qualifying administrative review cases will benefit from the expedited review process. If an applicant desires to receive EPCR designation, then they will need to submit a formal request form and a detailed response to the three (3) project evaluation criteria below along with the latest development plan sheets for the City's EPCR Team to review. The EPCR Team members include the City Engineer, the Community Development Director, the Economic Development Director, the Planning Manager, and Management Analyst II, as assigned. Non-administrative review cases may be granted EPCR status on a very limited basis after approval by the EPCR Team.

Expectations of EPCR Designation

For cases that receive EPCR approval and subsequent designation, the City and its partners at the Fire and Water Districts will strive to follow a nine-week review schedule, which includes a four-week review for round one, a three-week review for round two, and two-week review for round three¹. In addition, applicants of cases that receive EPCR designation are expected to be available for live meetings with the designated City Planner and/or Project Team (including Engineering and Economic Development staff). Such meetings are intended to serve as informal review meetings, and are expected to be regularly scheduled with the designated City Planner to successfully implement the expedited review.

Project Eligibility

The City may provide expedited review, as outlined above, when necessary or appropriate to attract, retain, expand, or assist projects or businesses that meet certain goals of the City Council, City Manager's Office, Economic Development, Public Works, and Community Development and subsequently receive EPCR designation. Projects eligible for EPCR consideration by the City's EPCR Team must meet at least two of the following criteria:

¹ The nine-week review timeline occurs after an initial five day completeness check by the Case Planner

- A. Economic development projects which attract, expand, or retain targeted business types as identified in the City's Economic Development Strategic Plan including full-service restaurants;
- B. Economic development projects which attract, expand, or retain business that produce primary jobs or a high level of capital investment and have a valuation of at least \$500,000;
- C. Major commercial, office, or mixed-use projects within 1,000 feet of a RTD FasTracks station;
- D. Retail/commercial development, office, hospitality, or mixed-use projects within an Urban Renewal Area;
- E. Multi-lot development that is 10 acres or larger;
- F. Quasi-governmental projects such as water, sewer, police, and fire, which help to ensure public health and safety;
- G. Hotels and other full-service hospitality uses;
- H. Entertainment and targeted recreation, which includes any project that may benefit the city by increasing tourism or bringing additional entertainment venues, such as private or public recreation, public art, theater, or concert venues, but excluding sexually oriented businesses;
- I. Affordable housing projects financed, in whole or in part, by public funds and prioritized by Community Development or the Housing Division

Eligibility for the EPCR designation will be based on the number of open applications, number of staff members, and staff capacity, to be capped at 25 total cases per City Planner, including non-expedited cases. Current workload and ability of the City's Development Review Engineers to take on additional projects will also be taken into consideration. Please note that if a development includes or will include multiple lots, case types, and/or phases, EPCR designation may not be granted to all aspects of the project

Project Evaluation

In addition to meeting at least two requirements for eligibility, the applicant must: 1) quantify the project's significant overall benefit to the community, and 2) prove significant adverse scheduling and quantified financial impacts if the project does not receive EPCR designation. For the purposes of this policy, "community" refers to the immediate area surrounding the proposed development and the City as a whole but does not exclude regional considerations.

Each EPCR application will be submitted to the Director of Community Development for review and a decision prior to the full land use application being submitted to the Community Development Department. Land use applications that are submitted first to the Community Development without a determination made for EPCR status, may be denied subsequent priority status. Each application for EPCR will be evaluated on a case-by-case basis. If a department or

partner is unable to meet EPCR turnaround times due to high volume and staff resources, EPCR designation may be withheld from projects that otherwise qualify. The EPCR Team will evaluate each project on an ongoing basis to ensure its conformity with the program criteria.

Fees

An application review service fee of \$500 will be charged for a determination of EPCR eligibility. Once designated as EPCR, the applicant will be required to pay any fees charged by any third party reviewer, including those of the City's referral partners (e.g. SAWSD) needed to review the development. These charges will be in addition to any existing application fee. Finally, any such fees will be subject to an additional administrative services fee of 1.5%.