

## **FAST TRACK PERMIT PROGRAM**

The Board of Supervisors recognizes that certain development projects make a special contribution to the general welfare by providing employment opportunities, supporting government services or enhancing the general economic well-being of the County. The Board of Supervisors further recognizes the need to encourage such development projects by expediting the entitlement process and hereby establishes the following procedures:

### **FAST TRACK PERMIT PROCESSING**

#### **Eligibility Criteria**

The following development projects shall be eligible for fast track processing:

1. A commercial and/or industrial development project that meets at least one of the following criteria if, on the date a determination of fast track eligibility is requested as provided herein: 1) the project will create 50 new, permanent, full time jobs; or 2) the project will result in a capital investment of at least \$7 million, including land, buildings, infrastructure (on-site and off-site) and equipment; or 3) the project will generate at least \$10 million in annual taxable sales; or 4) the project proposes at least 75,000 square feet of building space.
2. Any portion of a project that was previously eligible for fast track processing shall once again be eligible until deemed complete by the Director of the Department of Community Development (Community Development Director), for individual portions such as signage, landscape, infill buildings, or design review.
3. A residential development project that meets at least one of the following criteria: 1) the project has received a form of public assistance from the County of Sacramento, State of California, Federal Government, Sacramento Housing & Redevelopment Agency or other suitable funding and at least 15 percent of all project residential units that are either owner occupied or tenant occupied have been deed restricted to be affordable to low-income households for a minimum period of thirty (30) years; or 2) the project has received a form of public assistance from the County of Sacramento and at least 15 percent of all project residential units that constitute mutual self-help housing units have been deed restricted to be affordable to very low-income and low-income household for a minimum period of fifteen (15) years; or 3) the project is funded by Multifamily Housing Revenue Bonds authorized by the California Debt Limit Allocation Committee and at least 20 percent of all project residential units have been deed restricted to be affordable to low-income households for a minimum period of thirty (30) years.
4. Renewable Energy Projects and development projects that are zero net energy.

5. Manufacturing facilities that develop new clean/green products, recycle waste streams or use 30 percent recycled material in the manufacture of new products.
6. Any other development project that is awarded fast track processing by a majority vote of the Board of Supervisors.

### **Authorization**

Except as provided in Paragraph 3 above, the Community Development Director shall determine whether a development project meets the eligibility criteria and sets timelines for fast track processing. The proponent of any development project may submit a written request and supportive documentation for a determination of fast track eligibility to the Community Development Director, who shall make the eligibility determination within ten (10) working days of the date of submittal.

### **Processing Team**

The Community Development Director shall call together applicable departments/agencies into a “Red Team” to be ready to meet when an eligible project is submitted.

The heads of the following entities shall be the standing Red Team, or their designees, shall serve as the Fast Track Processing Team: Office of Economic Development and Marketing (OEDM); the Community Development Department’s Planning and Environmental Review Division (PER), Building Permits & Inspection Division (BPI); Department of Transportation (DOT); Department of Water Resources (DWR); the applicable Fire Agency, the Environmental Management Department (EMD) and others added as necessary.

### **Processing Procedure**

Once the Community Development Director determines that a development project meets the eligibility criteria for fast track processing or a development project is awarded fast track processing by a majority vote of the Board of Supervisors, the development project shall be processed as follows:

1. The OEDM shall complete an authorization form and shall assign the project a fast track number and forward authorization to the developer/applicant to use as an attachment for each submittal/application.
2. The project proponent (developer) shall meet with the OEDM staff to discuss fast track processing.
3. The developer shall provide the OEDM staff electronic site plans, floor plans, elevations, grading plans and landscaping plans.
4. The OEDM shall send the Red Team members an email with the plans describing the project no less than five (5) working days before the Red Team meeting.
5. At the Red Team meeting, members shall identify, to the extent possible from the information provided, all required revisions to the site plan and all required special

studies, including, but not limited to, studies relating to traffic, geology, biology or cultural resources.

6. After the developer has made all the required revisions to the site plan and has prepared all the required special studies, the developer shall submit a complete land use application, including the required special studies and any applicable fees, to PER. The developer shall attach the fast track authorization form to the applications. The fast track process depends on a complete submittal and applicant responsiveness to staff requests.
7. The application shall be considered by PER and then set for hearing.

### **Review Timelines**

The following timelines shall be observed for development projects that have been fast tracked:

1. The Project Review Committee (PRC) shall meet and consider land use applications submitted to PER no more than twenty-one (21) days after the date of their submittal. PRC representatives shall review the applications, all exhibits thereto and all required special studies before the first meeting. If the PRC determines that the applications, exhibits and/or special studies need to be revised, the developer shall resubmit revised versions no more than thirty (30) days after the PRC meeting. A subsequent PRC meeting shall be held no more than fifteen (15) days after the developer has resubmitted the revised application, exhibits and/or special studies to PER. A subsequent PRC meeting is not required if the revisions are minor. In no event shall more than two (2) PRC meetings be held.
2. The Board of Supervisors or appropriate hearing body shall concurrently hear all land use applications related to a single project. Notwithstanding the above, if the developer fails to resubmit revised versions of the application, exhibits and/or special studies within the thirty (30) day period referenced in Paragraph 1 above, the Board of Supervisors or appropriate hearing body shall hear the application as soon as feasible.
3. If a land use application requires the preparation of an environmental document, including an Environmental Impact Report (EIR), PER shall expedite the California Environmental Quality Act (CEQA) document preparation process and the Board of Supervisors or appropriate hearing body shall hear the application as soon as feasible.
4. Concurrent grading and building plan checks shall be performed at the request of either OEDM or the developer.
5. Building Plan Check Reviews:
  - a) The following entities shall complete an initial review of building plans no more than ten (10) working days after receiving those plans: DOT, PER, Mitigation Monitoring & Reporting Program (MMRP), BPI, the EMD, the applicable Fire Agency and DWR.
  - b) Any additional Building Plan Check reviews shall be completed by the appropriate entity no more than five (5) working days after the developer has resubmitted documentation to that entity.
6. The review of all other development submittals, such as geo-technical reports and performance securities for grading and landscaping, shall be completed by the appropriate entity no more than ten (10) working days after receiving the submittal.

7. The OEDM shall coordinate with the applicable Fire Agency to encourage completion of an initial review of fire plans no more than ten (10) working days after receiving those plans. Any additional fire plan review shall be completed no more than five (5) working days after the developer has resubmitted documentation to that department.
8. Unless otherwise requested by OEDM or the developer, all plan checks shall be conducted by county staff and shall not be referred to outside consultants.