

Attachment B

V. Development Review Timeline Policies

F. Expedited Development Review Process

Development applications as indicated in CDC Section 702.M are eligible for Expedited Development Review. The following procedures shall be followed for all Expedited projects instead of standard procedures outlined in this document. For any procedures or policies not specified in this section, the standard procedures and policies shall apply.

1. **Identify the City Project Team** – The city project team and project manager will be identified before the initial project meeting and will lead the project for its duration.
2. **Pre-Application Meeting** – The applicant and city project team shall have a mandatory Pre-Application meeting to thoroughly discuss the project, submittal requirements, and pre consultation requirements.
 - i. The purpose of the meeting is to ensure a complete submittal and understanding of all submittal requirements.
 - ii. The applicant and city project team shall clearly communicate expectations and commitments to ensure a successfully expedited project.
 - iii. **Project Schedule** – The applicant and city project team shall develop a Project Schedule at the Pre-Application meeting.
 - The goal for an Expedited process is 8-10 weeks from application to decision.
 - Preconsultation is not included in the project schedule and should be completed by the applicant and DRT prior to application.
 - All deadlines for a project, including applicant submittals, review comments, and hearing dates, will be included in the Project Schedule.
 - The schedule will be reviewed and agreed to by all parties at the Pre-Application meeting and at each subsequent meeting in the process.
 - If deadlines are missed, have not been amended by mutual agreement, or if more than two submittals are necessary to address corrections, the Project Manager and Principal Planner may decide to remove the project from the expedited review process.
3. **Project Timeframe** – An Expedited project shall have the following timeframes unless otherwise agreed to at the Pre-Application meeting:
 - i. **Preconsultation:** The DRT shall complete pre-consultation review within one week from pre-consultation submittal.
 - ii. **Complete Application:** The Project Schedule starts with a complete application. The time frame for application submittal from the applicant will be determined at the pre-application meeting.
 - iii. **Review of Submittal #1:** Within two weeks of complete application.
 - iv. **DRT coordination:** The DRT shall review and confirm comments before sending to the applicant. Coordination shall occur during submittal review and at least two days prior to the comment deadline.

- v. **Comment Review Meeting:** The Applicant and City Team will participate in a mandatory comment review meeting one day after comments are due. PM will schedule this meeting when the complete application is received.
- vi. **Applicant Response and Second Submittal:** Within 2 weeks of DRT comments date.
- vii. **Submittal #2,** and each subsequent submittal, **review time:** 1 week.
- viii. **Comment Review or Project Scheduling meeting:** The Applicant and City Team will participate in a mandatory comment review/project scheduling meeting one day after comments are due. PM will schedule this meeting when Submittal 2 is received.
- ix. **Schedule for hearing(s):** 1 day. PM will schedule the project for the next available hearings.
- x. **Public Notice Period:** 2 weeks - standard CDC time frame.
- xi. **Project Decision:** End of expedited process.

Target Expedited Review time frame: 8-10 weeks from application to decision. The target review time frame may vary depending on application complexity as determined at the Pre-Application meeting.

- 4. **Concurrent Applications** – If the project includes concurrent applications, all applications will be included in the project schedule and reviewed during the expedited time frame. Concurrent applications must be submitted on the same date. If applications are submitted separately, the Project Timeframe will begin on the date of the latest application submittal.
- 5. **Conditions of Approval and Deferred Submittals** – To expedite the project, the DRT will strive to defer final submittals or use conditions of approval to address minor corrections. Conditions of approval or deferred submittals will be reviewed and agreed to at the comment review/project scheduling meeting.
- 6. **Post Approval Applications** – Post Approval applications associated with an expedited review project will also be expedited consistent with these policies. Post Development Applications excluded from this section are: Construction Permits, Certificates of Completion, and Certificates of Occupancy.
- 7. **City Project Team Expectations**
 - i. The City Project Team will know when to expect submittals and should be able to plan their work to accommodate the expedited project.
 - ii. The project team shall attend all project meetings to answer questions and provide information to keep the project on schedule.
 - iii. When Expedited Development Review Applications are in process, review timeframes for other applications will be impacted.