



## **Peoria Priority Track Development Review Guidelines Amendment No. 1**

In December 2015, the Peoria City Council approved the Economic Development Implementation Strategy (EDIS) II which provides an implementation-based plan for achieving the economic development goals of the City, as established by the City Council. One such strategy identified in the EDIS I is the creation and implementation of an Economic Development Incentive and Investment Policy (EDIIP) that sets forth in detail the type of public incentives and investments that the City is authorized and willing to make on a discretionary basis in furtherance of retaining existing businesses and attracting certain targeted businesses and industries identified in the EDIS.

One such mechanism towards attracting targeted industries is the Peoria Priority Track Development Review Process. The Priority Track process provides “front of the line” and reduced time frame City development plan review services (including civil engineering, building, and fire plan review, permitting and inspection services), *at no cost* to the targeted industry/business prospects. These services are offered only to eligible entities identified in the EDIS, as updated, and the EDIIP, as amended, including:

- Advanced Manufacturing
- Corporate or Divisional Headquarter Operations
- Advanced Business Services
- Back Office Operations (e.g. data centers, etc.)
- Research and development, or processes which involve the utilization of high technology or innovative new technologies
- Bioscience
- Alternative Energy
- Telecommunications
- Health Care
- Higher Education

Other compelling advanced industries, such as software development, and information, computing, technology will be eligible on a case by case basis, as determined by the City in its sole discretion. The preceding types of businesses shall meet the following criteria to be eligible for consideration in the Peoria Priority Track Development Review Process:

1. The expanding or relocating business must create a minimum of 10 new permanent full-time jobs with an average education level of a 4-year degree and average salary of \$50,000 per year on a FTE basis, with benefits.
2. The new or expanding business must invest a total of \$250,000 in capital expenditures.

Redevelopment and New Development Projects - The EDIIP also identifies projects that will economically reposition unused or underutilized properties as complying with the minimum EDIIP project qualification criteria.

1. Entities focused on redevelopment/reinvestment in EDIS Investment Zones **and** approved by the City Council for participation in the following city programs are eligible for the Peoria Priority Track Development Review Process.
  - i. Old Town Commercial Revitalization Program, and;
  - ii. P83 Building Reuse Program
2. New commercial office and industrial development projects located in EDIS Investment Zones **and** part of a City Council approved agreement are eligible for Peoria Priority Track Development Review Process services.

### **CITY DEVELOPMENT REVIEWS INCLUDED IN THE PRIORITY TRACK PROGRAM**

The Priority Track Program includes the review of new commercial office and industrial development, as well as tenant improvements in existing commercial or industrial space by the Fire Department, Engineering Department, Planning and Community Development Department, and the Public Works Department. Review times are generally 50% less than standard review times and can be customized to fit the type of business use, or development requirement.

### **PRIORITY TRACK REVIEW TIME FRAMES**

Review times are based on a 4-day work week (not including holidays) and are subject to the following:

*Please Note: Review times can be affected by size and complexity, required public meetings/hearings, and if the process involves further review by federal, state, or county agencies.*

#### **Building, Site, Fire, Environmental Reviews:**

1. New Commercial, Industrial Tenant, Spec Suite, Commercial Shell, Commercial or Industrial Tenant Improvement
  - a. First Review - 8 days maximum
  - b. Subsequent Reviews - 4 days maximum

#### **Engineering Reviews:**

1. Commercial or Industrial Project, Final Plat
  - a. First Review - 8 days maximum
  - b. Subsequent Reviews – 6 days maximum

#### **Planning and Community Development Reviews:**

1. Proposed sites which require General Plan Amendments, rezoning, conditional use permits, variances, and other public review processes to accommodate the project will receive accelerated reviews within a compressed schedule as reasonably practical, pursuant to the required public review process and notification timeframes.

#### **All other reviews:**

- a. First Review - 8 days maximum
- b. Subsequent Reviews – 8 days maximum

## **AUTHORIZATION AS A PRIORITY TRACK PROJECT**

The Priority Track Program is available only to eligible entities as determined by the City to meet the minimum project qualifications pursuant to the EDIS, Old Town Commercial Revitalization Program, P83 Building Reuse Program, new commercial office or industrial development in EDIS Investment Zones ***with*** a City Council approved agreement, and the EDIIP, as amended. Such determination can be made in the following ways:

1. Approval of an economic development agreement or equivalent agreement type by the City Council evidencing its support for Priority Track Program eligibility for an economic development purpose; or
2. Approval in writing for projects, that in the sole discretion of the City Manager meet the requirements of the EDIS and EDIIP, and which City Council approval is not required.

Either of these authorizations must include the estimated cost for the waiver of all of the associated plan review, permit, and inspection fees by the applicant. It shall also provide the City funding source used to subsidize the costs. All requests for Priority Track Development processing must be **in writing** to the Director of the Economic Development Services Department. Projects not meeting the qualifications in these guidelines may be considered eligible on a case-by-case basis. For projects to be approved by sole discretion of the City Manager, after consultation with the Economic Development Services, Engineering, and Planning and Community Development Department Directors, Finance and Budget, and the Fire Chief, the City Manager may determine eligibility and potential department review time frame commitments. The applicant must provide to the review agencies a written development schedule (working backwards from their proposed construction completion date).

If approved, the Priority Track Review Team, which represents all affected City departments in the review process, will hold a kick off meeting with the requestor's Development Team to discuss the project schedule and agree to project specific Priority Track review timelines. After the meeting, the Engineering and Development Services Department will issue a Letter of Mutual Understanding for the applicant to execute, with a copy to all effected City departments (see attached). This Letter must be signed by the applicant and submitted along with the plans to the City to initiate the entire development review process. When the development plans are received, they will receive a special designation for Priority Track Review.

Date: \_\_\_\_\_, 2016

Owner/Applicant Name:

Address:

Subject: Mutual Understanding for Priority Track Project

Dear:

The City of Peoria has determined that your project has met the requirements of the Priority Track Development Review Guidelines and will receive PRIORITY TRACK status. This status is contingent upon on your acceptance of, and compliance with, the responsibilities outlined below. Read these responsibilities and sign this document on behalf of your company. Please return the completed document to the Deputy Director of Development, who will be responsible for oversight of the PRIORITY TRACK status of your project from initial plan submittal through Certificate of Occupancy.

### Mutual Understanding

#### *The Priority Track Review Team shall...*

1. Have the Deputy Director of Development act as the single point of contact through the plan review and construction processes.
2. Complete, at no cost to the applicant, a technical review of the preliminary site plan.
3. Establish a building plan review turnaround timeframe that meets the proposed project timeframe.
4. Provide clear and concise review comments that are reduced in subsequent reviews if issues are addressed and no new changes are introduced.
5. Contact the applicant, without delay, once plans are available for pickup.
6. Assure permit issuance in a timely manner.

#### *The Owner/Applicant shall...*

1. Identify a representative to act as the single point of contact during the review and construction process and provide a development schedule to the city for compatibility with city review processes.
2. Submit adequate plans for the technical review of the preliminary site plan.
3. Provide 100% complete plan review submissions that are responsive to staff comments.
4. Meet with the Priority Track Review team after the First Review comments are returned and analyzed.
5. Retrieve the plan review documents as soon as possible following the city contact.
6. Ensure the design team is available for questions.

\_\_\_\_\_  
Engineering and Development Services Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Owner/Applicant

\_\_\_\_\_  
Date