

RESOLUTION NO. 2009-149

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE ADOPTING GUIDELINES FOR REVIEW OF SPECIFIC NON-RESIDENTIAL DEVELOPMENT PROJECTS THAT WILL BENEFIT THE CITY'S LOCAL AND REGIONAL ECONOMY

WHEREAS, on July 23, 2008, the City Council approved the Development Service System Assessment Report Implementation Plan; and

WHEREAS, the Implementation Plan identified changes, improvements, and actions related to Development Services operations; and

WHEREAS, the City Council has prioritized process streamlining and customer service as established by the following statement:

The Elk Grove City Council believes that economic development is a critical component to the overall success of the City, and has made balancing the City's jobs/housing ratio a priority. The Council has made significant investments in economic development to stimulate a healthier economy in order to generate more revenues and help fund essential local services. To best support the City's economic development efforts, the City must improve our business planning and approval processes and make Elk Grove City Hall an exceptional place to do business.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk Grove hereby adopts the following guidelines for review of specific non-residential development projects that will benefit the City's local and regional economy as described below:

- 1) An "Economic Development Project" is any non-residential development project that upon completion will result in one or more of the following:
 - a. Create 50 new permanent full time jobs within the City;
 - b. Create 25 new permanent full time jobs with wages at or above the Area Median Income (AMI) for Sacramento County;
 - c. Generate new annual sales tax in excess of \$150,000;
 - d. Construction of major public infrastructure improvements valued at \$1.0 million dollars or more;
 - e. Investment resulting in a 25% increase in property tax revenue for the subject parcel;
 - f. Any development proposal involving an existing nonresidential use that meets one or more of the above criteria for the purpose of expanding the operations of said use; or
 - g. Another factor that fulfills the intent of this policy as deemed appropriate by the City Manager and/or his or her designee

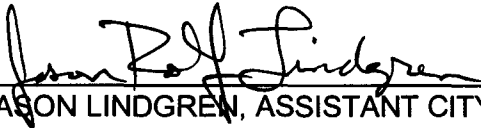
- 2) Economic Development Projects will be eligible for assignment to the Economic Development Project Review Team process described in Exhibit A for project entitlement and construction plan review.

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 22nd day of July 2009.



PATRICK HUME, MAYOR of the
CITY OF ELK GROVE

ATTEST:



JASON LINDGREN, ASSISTANT CITY CLERK

APPROVED AS TO FORM:



SUSAN COCHRAN, CITY ATTORNEY

EXHIBIT A

Economic Development Project Review Team

Purpose:

The purpose of specific processing procedures for economic development projects is to provide increased process oversight to ensure efficient and expeditious development review processing. Currently, projects are assigned to the Economic Development Project Review Team (EDPRT) by the Planning Director, Public Works Director, and/or the Assistant City Manager. The City Council will consider a policy establishing guidelines for EDPRT assignments in the near future. A successful process for EDPRT projects will provide the applicant with guaranteed timelines, pinpointed troubleshooting to solve any possible problems, as well as specific points of contact through the entitlement and plan review phases of the development process.

Economic Development Project Review Team:

Department	Contact	Number
Planning	Jessica Shalamunec	(916) 478-2246
Public Works	Darren Wilson	(916) 627-3446
Building	Sarah Sandoval	(916) 478-3629

The City's Economic Development Ombudsman, Heather Ross, may also be contacted for assistance regarding the EDPRT process. She can be reached at (916) 478-3686.

Process:

1. Upon submittal, City officials identify an economic development project; EDPRT is activated.
2. Case planner is assigned by current planning manager
3. Project is routed through normal channels
4. Case planner makes contact with applicant to inform the project has been assigned to the EDPRT and to gain an understanding of the applicant's economic and temporal goals for the process; Case planner schedules meeting with applicant within 2 weeks at this time
5. Case planner prepares "Project Detail Sheet" in preparation of initial EDPRT meeting
6. Within 5 business days of submittal, the EDPRT holds an initial project review meeting to:
 - a. Identify any potential policy issues
 - b. Review project for fatal flaws
 - c. Establish timeline for project processing
 - d. Identify contact network for applicant, providing direct access into City Hall
7. Following EDPRT meeting, case planner amends "Project Detail Sheet" to reflect EDPRT discussion in preparation of initial meeting with applicant (within 5 days following first

- EDPRT meeting); case planner also prepares process timeline including applicant milestones necessary to reach applicant's temporal goals for entitlement process
8. EDPRT meeting with applicant to review "Project Detail Sheet" and is provided overview of process flow chart
 9. Project review process continues throughout as normal (30 day review, Development Review Committee meeting, etc)
 10. EDPRT meets monthly to ensure continued successful processing through entitlements; case planner reports to Planning EDPRT contact on weekly basis throughout and informs Planning EDPRT contact if issues arise. Applicant is called into EDPRT meeting as needed.
 11. Entitlements granted by appropriate Approving Authority (Planning Director, Planning Commission, and/or City Council).
 12. EDPRT convenes for post-entitlement meeting with applicant within 5 business days of public hearing at which project is approved; Leadership of the process becomes Public Works EDPRT contact; concurrent plan review is negotiated as needed to meet applicant's goals; Goals of meeting include:
 - a. Review of improvement plan submittal requirements
 - b. Review of building permit submittal requirements
 - c. Review of conditions of approval to identify compliance needs
 13. Improvement plans submitted; comments are provided from various departments within established timeframes
 14. EDPRT continues to meet monthly to troubleshoot any potential problems; Public Works EDPRT contact is lead to convey needs to applicant; assistance with outside agencies provided as needed
 15. Improvement plans approved
 16. Construction begins
 17. Building permits submitted; comments are provided from various departments within established timeframes
 18. EDPRT continues to meet monthly to troubleshoot any potential problems; Building is lead to convey needs to applicant; assistance with outside agencies provided as needed
 19. Building permits issued
 20. Construction completed
 21. Final inspections provided
 22. Case closed successfully and within applicant's desired timeframe

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2009-149

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) ss
CITY OF ELK GROVE)

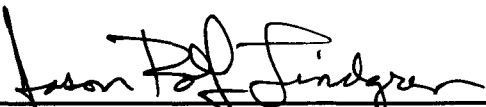
I, Jason Lindgren, Assistant City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on July 22, 2009 by the following vote:

AYES : **COUNCILMEMBERS:** *Hume, Scherman, Cooper, Davis, Detrick*

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN : **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *None*



Jason Lindgren, Assistant City Clerk
City of Elk Grove, California