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APPROVED:	Mark Leonard, Development Services Director

POLICY

The Planning and Development Department will assign a Team Leader or representative of the Office of Customer Advocacy to be the point of contact for projects meeting the criteria for the Adaptive Reuse Program. The point of contact may transition to another staff member between the due diligence stage of the project and the plan's submittal phase, but the customer will be clearly informed of any transitions.

The point of contact will assist the customer in resolving both technical and process-related issues. While the point of contact cannot be proficient in all aspects of the development process, he or she has general knowledge which will be applied to determine appropriate resources. The point of contact can coordinate appropriate meetings or processes to ensure resolution of any issues.

This policy applies to Tiers 1, 2, and 3 for structures permitted prior to 2000.

Tier 1: 5,000 square foot maximum. This can include an addition to the existing building. The addition cannot exceed 50% of the square footage of the existing building and a combined total of 5,000 square feet.

Tier 2: Greater than 5,000 square feet to 25,000 square feet.

Tier 3: Greater than 25,000 square feet to 100,000 square feet and Large-Scale Commercial Retail as defined in the Zoning Ordinance "big box" (Mercantile Occupancy).