

City of Highland



Business Assistance Application Review Procedures

1. Applicants must first complete and submit the Business Assistance Programs Application to Economic Development Coordinator.
2. Upon receipt of a fully completed Business Assistance Programs Application (hereinafter “application”), the Economic Development Coordinator shall review and distribute the application to the City Manager, Finance Director (hereinafter the “Business Assistance Program Review Panel or Review Panel”) for preliminary review. The application shall also be submitted to the City Attorney for preliminary review.
3. Within two (2) weeks* of distribution, the Review Panel will convene privately to discuss the project.
4. Within two (2) weeks* after the Review Panel convenes, the applicant will be contacted to schedule a presentation of the project to the Review Panel.
5. Within two (2) weeks* after the date on which the applicant presents the project to the Review Panel, the Economic Development Department shall begin preparing and negotiate a Development Agreement with the applicant. The Review Panel and City Attorney shall participate in the negotiation process as necessary.
6. The proposed Development Agreement shall be placed onto the agenda for the next regularly scheduled Industrial Development Commission meeting, at which the Industrial Development Commission shall review the proposed Development Agreement. The Industrial Development Commission shall either refer the matter back to the Economic Development Department with directions for further revisions or approve the proposed Development Agreement and advance it to the City Council for review.**
7. If the Industrial Development Commission approves the proposed Development Agreement, it must sponsor a Resolution authorizing the City Manager to enter into the proposed Development Agreement, to be considered by City Council at its next regularly scheduled meeting.
8. The City Council shall consider the proposed Development Agreement and either approve the Resolution, deny it, or refer the matter back to the Review Panel with directions for reconsideration.
9. They City Council reserves the right to reject any Business Assistance Program application without cause.
10. The City Council reserves the right to waive the processes set forth herein, upon good cause shown by the applicant.

*The time frames stated herein, except where required by statute, are advisory and not mandatory. Depending upon the complexity of the application, the City estimates that the Business Assistance Program Application review process will be completed within three (3) to four (4) months.

**Until City Council approves the Development Agreement, no construction shall commence and no costs should be incurred.