



MEMO

Date: September 8, 2016
To: Board of Commissioners
From: Jason Burdette, Planning Director
Re: Optional pre-development meeting with Board of Commissioners

1. PURPOSE

The purpose of this memo is to describe the potential implementation of an optional pre-development meeting consultation with the Board of Commissioners.

2. BACKGROUND

When an applicant proposes a conditional rezoning or conventional rezoning, staff looks to gauge the Board of Commissioners' willingness to consider said proposal before staff commits resources and time to the project. In the past, this communication has taken place via two-by-two meetings, one-off meetings, or email. Unfortunately, this allows for gaps in communication between staff and commissioners, among commissioners themselves, staff and the applicant, and commissioners and the applicant (who also seek to gauge commissioners' support for said project).

Staff has looked to other communities to see how they address these communication gaps. After review, staff would like to propose something akin to a process used in Matthews where an optional pre-development consultation with the Board of Commissioners for specific types of projects is permitted.

3. PROCESS

Staff proposes an optional pre-development consultation with the Board of Commissioners as a pilot program where we might evaluate its effectiveness after a given period of time. As a voluntary meeting, no ordinance changes would be required at this time, only a development packet modification. This meeting would allow staff, the applicant, and the commissioners to hear the same information at the same time.

4. WHAT WOULD THIS LOOK LIKE?

On the following page is language used in Matthews, with some minor Davidson-specific changes:

OPTIONAL PRE-DEVELOPMENT CONSULTATION WITH BOARD OF COMMISSIONERS

The Town of Davidson now offers to those considering conditional rezonings or conventional rezonings an optional pre-development consultation (PDC) before the Town of Davidson Board of Commissioners. This optional process is purely at the request of an applicant, developer, land owner, or any individual interested in pursuing a project that may require a rezoning or other formal review by the Board of Commissioners. Pre-Development Consultation is not a replacement for rezoning, but rather an informal opportunity to meet with the Board and discuss a potential project prior to submission of a rezoning request and/or expending significant funds for design work. The Board of Commissioners will be available for Pre-Development Consultations as part of their fourth Tuesday work session meeting.

PROCEDURE FOR REQUESTING A PRE-DEVELOPMENT CONSULTATION

- *Requests for pre-development consultation must be received at least 14 days prior to the scheduled meeting.*
- *The request should be accompanied by a development description or draft site plan.*
- *Planning Staff will review the proposal and prepare a summary of the concept to determine consistency with the Davidson Planning Ordinance or any other applicable plan. This is not a replacement for a staff analysis, which would come later in the process.*
- *The Board of Commissioners will provide feedback; however, no decisions will be made.*
- *Please note that the meeting is a public meeting and thus subject to North Carolina open meetings law. Minutes will be taken.*