



## Optional Pre-Development Consultation with Board of Commissioners



The Town of Matthews now offers to those considering land development projects an optional pre-development consultation (PDC) before the Matthews Board of Commissioners. This optional process is purely at the request of an applicant, developer, land owner or any individual interested in pursuing a development project that may require rezoning or other formal review by the Matthews Board. 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 Consultation on the 4<sup>th</sup> Monday of every month at 5:30 pm.

### Procedure for Requesting a Pre-Development Consultation

- Requests for pre-development consultation must be received at least 10 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 Land Use Plan, UDO and other applicable plans or policies.
- Presentations of up to 10 minutes will be allowed, followed by question and answer with elected officials and staff.
- 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.

If you would like to schedule a pre-development consultation, or simply have further questions about the process, please contact Senior Planner Jay Camp at 704-708-1226 or [jcamp@matthewsnc.gov](mailto:jcamp@matthewsnc.gov)