



## Community Development

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# Policies / Interpretations / Procedures

PRO 3027

Adopted: May 16, 1993  
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## PREDEVELOPMENT AND PRECONSTRUCTION MEETINGS

### Procedure Summary:

Outlines the process for requesting predevelopment or preconstruction meetings, the responsibilities of the participants, meeting procedures, and the expected outcome of the meetings

### Background:

Preliminary review meetings are currently offered by Development Services in the form of predevelopment and preconstruction meetings. Predevelopment meetings are offered to applicants prior to plan submittal to assist in project planning. Preconstruction meetings are offered after the plans have been reviewed and approved but prior to construction commencing in order to discuss issues which emerged during the plan review process and/or to discuss process and procedures for proper inspection requests and approvals. These meetings may be convened at the request of the applicant or City staff.

This procedure outlines the process for requesting predevelopment or preconstruction meetings, the responsibilities of the participants, meeting procedures, and the expected outcome of the meetings.

In February, 2003, representatives of the Corvallis Economic Development Partnership and City staff developed an updated predevelopment meeting process. Included in these discussions was the development of a definition:

A predevelopment meeting is defined as a meeting, scheduled through the Development Services (Building) Division, with representatives of the City's plan review staff, convened at the request of a property owner, developer or design professional, to discuss questions regarding a specific development proposal which is still in the design stage and for which no building permit application has been submitted.

### Discussion:

Predevelopment and preconstruction meetings are primarily for the benefit of the applicant. If the applicant does not request such a meeting and City staff concludes that such a meeting would facilitate the project, staff will request that the applicant schedule a meeting. Although some jurisdictions charge the applicant a fee for this service, City staff has opted to offer this service free of charge.

These meetings are most successful when the applicant is fully prepared with specific questions based on plans submitted in advance. In the case of a predevelopment meeting, City staff will base responses on the plans submitted for the meeting; if the applicant submits design development documents, staff responses will be based on those plans. Staff response could change if the final plans differ from those submitted at the design development stage. In the case of preconstruction meetings, applicants should have specific questions based on the plans reviewed and approved by City staff, appropriate City contacts for inspection, inspection procedures, special inspection criteria and agreements, etc.

In order to ensure that the appropriate City Staff attend these meetings, advance notice is required. If little or no advance notice is given, some key staff members may not be available, and the potential for success of the meeting will be compromised.

It is in the best interests of all participating parties if meeting minutes are taken. The applicant has that responsibility, because City staff does not have the resources, to take meeting minutes.

It should be noted that it is not acceptable for a design professional to request a "general" review of preliminary plans without scheduling a predevelopment meeting. This type of general review is considered an introduction to a potential future project and is addressed through a Project Introduction Meeting. A predevelopment meeting allows staff to focus on specific questions and insures that questions and responses are documented through meeting minutes.

#### Procedure:

In order to assure a successful predevelopment or preconstruction meeting, the following procedures should be followed:

- For predevelopment meetings, upon the initial contact with City staff, the Project Coordinator or Project Manager will confirm that a predevelopment meeting is the most appropriate forum to address the customer's questions; there may be a better process available such as a pre-application meeting with Planning staff or direct contact with a Project Coordinator. For preconstruction meetings, either City staff or the applicant may initiate the request for a meeting.
- For predevelopment meetings, the Permit Technician will create a "PRE" case file in Accela at the request of the Project Coordinator.
- For predevelopment meetings, the customer will be required to submit the following in writing at least five (5) working days in advance of the meeting:

- proposed agenda
- summary of key questions (the more specific, the better)
- any plans that have been developed to date (1 set)
- name of project design professional

The five day advance submittal requirement better assures that schedules of the best qualified staff can be coordinated to attend and also allows sufficient time for staff to thoroughly review the proposal.

If the required information is not received at least five (5) working days in advance of the meeting, the meeting will be rescheduled

- Meeting length is limited to a maximum of one hour unless a longer time is deemed appropriate by the Project Coordinator (for predevelopment meetings) or the Specialty Inspection Supervisor (for preconstruction meetings) and is agreed upon in advance by all parties.
- If a design professional has been retained for the project, he/she must attend the predevelopment meeting.
- City staff will chair/facilitate the meeting; meetings will take place in City Hall.
- Customer will be asked to take meeting minutes; when the minutes have been completed and if requested by the customer, staff will review and “sign off” on the minutes prepared by the customer. City staff must concur with the meeting minutes if intended as binding for future discussion and design.
- For predevelopment meetings, all pertinent information related to the project shall be placed in the PRE case file until plans are submitted and a BLD case file is opened. At that point the PRE case file may be closed and documents rolled into the BLD case for future reference.

NEXT SCHEDULED REVIEW: May, 2015