

PRE-DEVELOPMENT MEETING GUIDELINES*

In order to assure a successful pre-development meeting, the following guidelines should be followed:

- The Project Coordinator will submit the following information to the customer 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 Manager or Project Coordinator.
- If a design professional has been retained for the project, he/she must attend the pre-development meeting.
- City staff will chair/facilitate the meeting; meetings will normally take place in City Hall.
- Customer will be requested to take meeting minutes; if requested, staff will review and “sign off” on the minutes prepared by the customer.

*Extracted from City of Corvallis, Development Services *Project Development Guide*. See 05.07.5 for complete document.