

Development Services Technical Advisory Committee Charter (revised 4/2025)

Background:

The City of Charlotte provides land development services including regulatory plan reviews and inspections for development in Charlotte. Their objective is to provide professional services that are comprehensive and consistent in the interpretation and enforcement of local ordinances, standards and the North Carolina General Statutes. These services shall align with the City's overarching goals including providing a safe community, promoting economic development, and protecting the environment

Consistent communications and feedback opportunities are necessary to effectively support and remain flexible with the dynamic land development community. Therefore, it is appropriate to establish a Development Services Technical Advisory Committee (DSTAC) to serve in an advisory role and provide input on technical and procedural regulatory issues regarding development in Charlotte. This committee is to serve as a forum for discussing policy and procedural changes or conflicts regarding plan approval, inspection services, and enforcement of land development requirements and provide recommendations, as needed. Developmental policy formulation and review will not be a function of this advisory committee. The committee will be led by two co-chairpersons, and the committee members shall include representatives from City Departments, Partner Agencies and the Development Industry, including developers, designers, and development associations.

Strategic Linkages:

Strategic linkages are listed below (Attachment A).

1. Local policies, ordinances and standards related to land development.
2. Staff, Development Customers and Shared Responsibility

General Operating Assumptions:

DSTAC is to provide the following related to land development technical issues and processes: (1) feedback regarding issues raised by staff and the industry; (2) strategic or tactical concerns with land development process and enforcement; and (3) new ideas and opportunities to enhance service. City staff will establish ad hoc committees as directed by the co-chairs to deal with issues with a broader array of stakeholders. The committee is not charged to make recommendations directly to City Council. The committee is not intended to deal with individual project issues except as they may serve to illustrate a broader topic. DSTAC will meet monthly, including a quarterly in person stakeholders meeting open to all in the development community. DSTAC meetings will be in person for the membership and open to all via a virtual meeting. An agenda will be established and provided prior to each meeting. Meeting minutes will be kept and distributed after each meeting.

Committee Members:

Committee members represent applicable City agencies including:

Co-chairs: **City of Charlotte UDO Administration Department's Division Managers:** Planning, Design and Development's (PDD) Land Development Division, Stormwater Land Development Services, Planning's Community Tree Canopy Preservation and Charlotte Department of Transportation's Land Development Services Division (CDOT) will rotate the co-chair responsibility for 3 fiscal years (to allow for rotation of staff, the initial term for this assignment will be 2 years)

Development-representative: A representative from the Development Industry appointed by the Executive Director of the CLT Development Center, the Assistant City Manager's Office ,Planning Development Services Relationship Manager and the CLT Development Center Division Managers (DSTAC Leadership Team) and shall serve a three-year term.

Members:

- Staff membership includes the UDO administrators (or their designee). The UDO administrators include leadership from Zoning Administration, Stormwater, Urban Forestry, and Subdivision
- One representative from Charlotte's Department of Transportation, North Carolina Department of Transportation, Planning's Entitlement Team and Charlotte Water.
- Mecklenburg County LUESA to serve as an ex officio member
- One representative each from: the Real Estate and Building Industry Coalition (REBIC), the Greater Charlotte Apartment Association (GCAA,) the Homebuilders Association (HBA), and the Commercial Real Estate Development Association (NAIOP). These four agencies shall self-appoint with members serving a 3-year term (beginning on July 1 on the appropriate fiscal year) and selecting an alternate to attend meetings when the representative is unable to attend.
- Two representatives from the design and development community. Members of these communities shall apply for consideration to this board. The City's DSTAC's Leadership Team will select the members based on the applications. The basis of these appointments shall take into consideration one's level of experience in the development industry and ability to add value to the work of the committee.
- One member from the affordable housing community.
- A term is for 3 years and is a one term limit. (exception is the initial membership team where some members may be serving a 2-year term – see membership chart) Terms begin on July 1 – beginning of the appropriate fiscal year.
- Members may serve on one additional City sponsor committee.

Responsibilities:

The committee co-chairperson from the city will provide administrative leadership to the committee and will be responsible for:

- Managing the routine administration of the committee including agendas, presentations, and meeting minutes.
- Acting as the liaison with the City's committee members.
- Representing the committee to other committees and cabinets as needed.
- Communicating how committee input/feedback will be handled.

The committee developer co-chairperson will provide operational leadership to the committee and will be responsible for:

- Actively collaborate and advise on agenda items from the development community perspective.
- Managing the routine operations of the committee including running the meetings.
- Conducting all meetings in accordance with the charter.
- Acting as liaison with the Development Industry committee members.

All committee members will be responsible for:

- Actively participating in committee meetings and actively advancing the work of the committee. Members should strive to attend all meetings, but no less than 75% of meetings (including monthly meetings and the Quarterly stakeholder's meetings) for each year (12-month) of service.
- Serving as the point of contact for their discipline and should share outcomes and other City land development messaging with their colleagues.
- Meeting schedules and deliverables as agreed upon at meetings.
- Conducting selves in a professional manner, being courteous with, and respectful of, one another.

Failure to comply with these responsibilities may result in removal from the committee as agreed upon by the co-chairs. Appeals from being removed may be made to and considered by the Assistant City Manager over the CLT Development Center.

Meeting Format:

- DSTAC members are encouraged to attend all meetings in person. All others will be invited to attend via a virtual meeting invite.
- Agenda to be distributed to the DSTAC membership prior to the meeting.
- Prior to monthly meetings, non-members should contact a committee member to review an issue that they would like DSTAC to assess. At the beginning of the meeting, the DSTAC member will sponsor the issue brought to their attention by the non-member and DSTAC membership will review and determine next steps.
- Comments at meetings will be allowed for the DSTAC membership, only, unless a member specifically ask for clarification from a non-member participant who is not a member of the committee.
- Once a quarter a Stakeholders meeting, with all DSTAC member in attendance, will be held. This meeting will be open to all in the development community. This will be an in-person meeting with a set agenda. The month the Quarterly Stakeholder meeting is held, the DSTAC meeting will not be held.

DSTAC Membership Rotation

Position	Position Number	Session Dates for Initial Rollout of DSTAC Length of Initial Membership Term Being Dates (Fiscal Year) July 1, 2025 July 1, 2026 July 1, 2027	First /Initial Term Expires	Continuous Session for 3-year Terms of DSTAC Being Dates (Fiscal Year) July 1, 2028 July 1, 2029 July 1, 2030	Continuous Session for 3-year Terms of DSTAC
Co-Chairman (City) – This will rotate among the Division Managers for Charlotte Department of Transportation (CDOT), Stormwater, Community Tree Canopy Preservation and Planning's Land Development. (this will not be the same staff member for the agency listed below.)	1	2	July 1, 2025, to June 30, 2027	3	July 1, 2027, to June 30, 2030
Co-Chairman (Development Community) appointed by the City's DSTAC Leadership Team	2	3	July 1, 2025, to June 30, 2028	3	July 1, 2028, to June 30, 2031
UDO Administrator Zoning – Program Manager	3	Continuous			
UDO Administrator Stormwater- Program Manager	4	Continuous			
UDO Administrator Urban Forestry – Program Manager	5	Continuous			
UDO Administrator Subdivision – Program Manager	6	Continuous			
CDOT – Program Manager	7	Continuous			
NCDOT	8	Continuous			
CLT Water	9	Continuous			
Planning's Entitlement Program Manager	10	Continuous			
GCAA-Greater Charlotte Apartment Association	11	2	July 1, 2025, to June 30, 2027	3	July 1, 2027, to June 30, 2030
HBA -Homebuilder Association	12	3	July 1, 2025, to June 30, 2028	3	July 1, 2028, to June 30, 2031
NAIOP - Commercial Real Estate Development Association	13	3	July 1, 2025, to June 30, 2028	3	July 1, 2028, to June 30, 2031
REBIC	14	2	July 1, 2025, to June 30, 2027	3	July 1, 2027, to June 30, 2030
Member of Design and Development Community – Affordable Housing (applied position and the candidate will be selected by the DSTAC leadership team)	15	3	July 1, 2025, to June 30, 2028	3	July 1, 2028, to June 30, 2031
Member of Design and Development Community (applied position and the candidate will be selected by the DSTAC leadership team)	16	2	July 1, 2025, to June 30, 2027	3	July 1, 2027, to June 30, 2030
Member of Design and Development Community (applied position and the candidate will be selected by the DSTAC leadership team)	17	3	July 1, 2025, to June 30, 2028	3	July 1, 2028, to June 30, 2031
Mecklenburg County LUESA (ex officio)	18	Continuous			
Fire	19	Continuous			

Initially, some members will be serving a 2-year term (not a 3-year term). This is to allow a staggered rotation.

Attachment A:

Strategic Linkages:

The Unified Development Ordinance: [Home | Read the UDO \(charlotteudo.org\)](#)

Local standards include but are not limited to the Charlotte Land Development Standards Manual and can be viewed at: [Land Development Standards Manual \(CLDSM\) - City of Charlotte \(charlottenc.gov\)](#)

Staff, Development Customers and Shared Responsibility: [shared-responsibilities-venn-diagram.pdf \(charlottenc.gov\)](#)