



Chatham County Pre-application Meetings

Pre-application meetings offer prospective/existing business owners or someone considering a major subdivision an opportunity to meet informally with permitting staff. Meetings are not required, but are offered in an effort to make the permitting process as seamless as possible and provide feedback on preliminary proposals prior to document submittal. Staff is available to discuss site plans, rezoning, conditional use permit applications, major subdivisions, etc. **You may want to bring maps, sketches and any other information that will help staff understand your project.**

Meeting times: Wednesday afternoons, excluding holidays, at 1:00, 2:00, or 3:00 pm (**the deadline to schedule a pre-app meeting is 2:00 PM Friday of the previous week.**)

Location: Old Agriculture Auditorium, 65 E Chatham St. Pittsboro, NC 27312

Scheduling: Contact Janie Phelps at Janie.phelps@chathamnc.org or call 919-542-8221

Below is a list of permitting process staff who regularly attend the pre-application meetings:

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| Jason Sullivan, Planning Dept Planning Director 919-542-8233 jason.sullivan@chathamnc.org | Kimberly Tyson, Planning Dept Subdivision Administrator 919-542-8283 kimberly.tyson@chathamnc.org | Angela Birchett, Planning Dept Zoning Administrator 919-542-8285 angela.birchett@chathamnc.org |
| Rachael Thorn, Env. Quality Supervisor 919-545-8343 rachael.thorn@chathamnc.org | Anne Lowry, Env. Health Director 919-545-8310 anne.lowry@chathamnc.org | Rebecca McIver, Central Perm. Supervisor 919-545-8474 rebecca.mciver@chathamnc.org |
| Drew Blake, Env. Quality Riparian Buffers, Env. Inspector 919-545-8394 drew.blake@chathamnc.org | Kim Warren, Env Health Supervisor 919-545-8319 kim.warren@chathamnc.org | Brandon Ancona, Bldg Inspections Building Inspector 919-545-8346 brandon.ancona@chathamnc.org |
| Thomas Bender, Fire Marshal Fire Marshal 919-542-8259 thomas.bender@chathamnc.org | Morgan DeWit, PE, Environmental Quality Senior Watershed Specialist 919-542-8286 morgan.dewit@chathamnc.org | Lisa Morgan, Env. Health Food Establishments, Childcare, School Institutions 919-545-8309 lisa.morgan@chathamnc.org |
| Artie Barber, Fire Marshal Fire Inspector 919-545-8467 artie.barber@chathamnc.org | | Lesa Chavis, E-911 Specialist 919-545-8161 lesa.chavis@chathamnc.org |
| Alyssa Byrd, EDC Director of Communication & Strategic Projects 919-542-8278 abyrd@chathamedc.org | Larry Bridges, Public Utilities Utilities Director 919-542-8270 larry.bridges@chathamnc.org | David Brooks, Building Inspections Building Inspection's Director 919-545-8351 david.brooks@chathamnc.org |
| Neha Shah Director of Travel and Tourism 919-542-8296 neha@visitpittsboro.com | Jon Spoon, CCCC Small Business Center 919-545-8013 jspoon@cccc.edu | Pam King Tax Office 919-545-8475 pamela.king@chathamnc.org |

Non-regulatory county staff also participates in pre-app meetings.