



**Development Advisory Committee (DAC) Meeting
January 10, 2013 @ 6:00 – 8:00 p.m.
Library Meeting Room, Springfield City Hall**

Attendees: *Renee Clough (Chair), Rick Satre, Eric Hall, Joshua Burstein, Philip Farrington, Mike Koivula, Sean VanGordon (CC), Matt Stouder, Jim Donovan, Karen LaFleur*

Call to Order:

The agenda was reviewed and approved.

December 13, 2012 meeting minutes were approved as written.

Public Comment: none

Review Final Edition of Priority Matrix:

- Committee reviewed the Matrix and Supplemental information, dated January 2, 2013. Renee noted this is the same matrix that came out of the December 29, 2012 meeting, except sorted to reflect the agreed upon prioritizations.
- Jim Donovan explained there were a couple of updates incorporated into the Planning Commission agenda item summary packet.
 - The DAC Supplemental information, dated January 2, 2013 attached gives additional prospective for the Planning Commission on what the groups consensus was and how they arrived at this conclusion.
 - Break out and joint sessions are included, noted this was information provided by the DAC after those sessions.
 - Copies of the DAC minutes from August 20, 12 - December 13, 2012.
- Renee suggested that on Page 3, Attachment 1-3 on the Draft - DAC priority Matrix that the word "*draft*" be deleted, and the date changed to say 1-2-13 rather than 12-19-12. Jim will make these changes prior to PC packets going out to Planning Commissioners.

Review PC agenda and Determine "Speaking Points"

- Jim reviewed the normal joint work session Planning Commission procedures with the group.

- Jim stated either Matt and/or he would be comfortable opening up the discussion with the background information and explain why we're here, and then turn the meeting over to the chair or whomever the DAC chooses to present.
- Discussion occurred.
 - Renee asked at this point if she should summarize the matrix contents, and then have a discussion of each of the items that would be delegated to different members of the committee.
 - Jim agreed, but noted other primary items such as *DAC's background prospective, work areas, and criteria* could also be presented.
 - Philip Farrington during discussion related his willingness to do research/homework on his own of the code pertaining to Site Review and areas we could look at for possible change. Philip encouraged others to look at other such areas that they could individually do some analysis of that could be looked at for potential changes.
 - Mike Koivula felt that bullet points on the work areas would be helpful, but more importantly to have only one spokes person explain in detail the January 2, 2013 DAC Priority Matrix Supplemental information at the meeting.
 - Rick Satre agreed the January 2nd information was the most important information to convey to the Commissioners.
 - Josh Burstein suggested we put the supplemental information right after the matrix, and then place the minutes at the end. Josh would like to see only a few from the committee speak, rather than the entire group each giving small portions of the information.
 - Committee agreed they want to use the time frame after the PC meeting on Jan. 15th productively. This can be handled by another meeting soon after the 15th to discuss what the committee's direction from the Planning Commission is. Renee suggested the same approach of scheduling a meeting soon after the City Council meeting on March 11th.
 - Matt Stouder stated his staff opinion preference. If we get the direction from PC to look at any one of items on the matrix that we continue to work together as a group, rather than having sub-groups each working on something different. Matt felt it is a better public process working with the entire DAC group.
 - General consensus of the group for first agenda item for meeting after Joint PC work session on Jan 15th.
 - Debrief/review as a group the Planning Commission meeting conversation and feed back.
 - Based on interests and what we learned from PC fine tune what and how best to utilize the time between now and the March 11th City Council meeting.

- Mike Koivula asked if staff at the follow up meeting could give the committee feedback regarding resources towards the matrix. This will allow the group to have a more realistic view from both staff and planning commissions input prior to meeting with City Council. Eric Hall was concerned we won't have enough information for staff to give anything but broad guesses. Councilor Van Gordon's stated his preference would be to wait and see how the Planning Commission meeting goes, have the meeting directly after the Planning Commission Jan 15th meeting, and then discuss having another meeting after that. After the PC meeting on the 15th the committee will know much clearer which direction to take.
- Philip Farrington asked staff if there are any intern resources within the city that could be used. Jim Donovan said no not really at this point, but perhaps further down the line. Josh Burstein wanted to caution the group that we would need to be very careful about using interns due to legal ramifications.
- The Planning Commission Joint Work Session meeting will be held Tuesday, January 15th @ 6:00 - 7:00 p.m. in Jesse Maine Room.

Adjourn:

Meeting was adjourned at 7:15 p.m.