



Development Advisory Committee (DAC) Meeting
August 20, 2012 @ 12:00 - 2:00 p.m.
ODOT McLane Room, 640 A Street, Springfield, OR

Attendees: *Josh Burstein, Rick Satre, Renee Clough, Shaun Hyland, Philip Farrington, Eric Hall, Mike Koivula, Ed McMahon, Carole Knapel, Greg James (PC), Sean VanGordon (CC), Jim Donovan, Matt Stouder, Len Goodwin, Joe Leahy, Greg Mott, John Tamulonis, Karen LaFleur*

Call to Order:

Jim Donovan opened the meeting and reviewed the meeting agenda and upcoming processes.

City Councilor - Sean VanGordon

Councilor VanGordon welcomed and thanked everyone for volunteering their time to this committee. What the council would like to come out of this committee is to help set the tone for the type of experience developers can expect to have when dealing with the city.

- Striving for processes that are:
 - Creative
 - Effective
 - Handled in a timely manner
 - Economically good for both the developer and city

Councilor VanGordon is looking forward to working with the committee.

Planning Commissioner - Greg James

Commissioner James is excited and interested in hearing and working with this group as well. This process is a little different than the joint work team process. It's a little more broad based representation, more in alignment with Goal 1 processing in planning.

- How can we be more creative in making the city more user friendly:
 - Invite businesses
 - Family oriented and others - the strength and foundation of Springfield
 - Strong work force

Committee Member Introductions:

Josh Burnstein -

- Grew up in New York; lived in Boston; Eugene-Springfield area for last four years and loves it here
- Former attorney (6 yrs); Law School Administrator (10 yrs)
- Involved in Leadership groups; Eug/Spfld City clubs; LCOG; Eugene Urban Renewal
- Looks at Springfield positively, as a city that is rapidly and efficiently growing.
- Feels that Eugene/Springfield is all connected, and would like to see us grow more in that direction.

Richard Satre -

- Partner in Schirmer-Satre Associates in Eugene
- Land Use Planning; Landscape Architecture; Environmental compliancy
- Lives in Springfield "on purpose" since 1979
- Big fan of Springfield
- Enjoyed working with the joint work team earlier
- Excited to work with this group

Renee Clough -

- Partner in Branch Engineering in Springfield
- Civil Engineer & Survey license; AICP Planning credentials
- Primary focuses on surveying aspects; prepares land use applications
- Grew up in Springfield, currently lives in Pleasant Hill
- Worked with the joint work team
- Feels Springfield has lots to offer
- Hopeful this group will look at a few changes to certain code items she feels are needed.

Shaun Hyland -

- Has lived in Springfield all his life
- Family business for 34 years, with most of their developments in Springfield
- Wants to see Springfield to continue to grow with more businesses
- Pleased recently with fees coming down a bit
- Worked with the joint work team accomplished some great things

Philip Farrington -

- Director, Land Use Planning & Development for PeaceHealth
- Moved to Springfield 1993; worked for Willamalane; Rick Satre
- Serves as commissioner of the western US region of American Certified Planners
- Appreciates that Springfield has continuing quality improvement efforts, self-analysis of its own code
- Springfield has interest in helping to achieve community objectives as well

Eric Hall -

- Registered Architect with the State of Oregon
- Established business in 1992; as principal owner does mainly commercial and industrial work
- Lives in the west Fern Ridge area
- Has a host of Springfield residents as clients
- Helps his clients through the development process of expansions, new construction, etc.
- Re-discover the Springfield way

Mike Koivula -

- Twenty year resident of the City of Springfield
- Lived in the WA areas of Seattle, Spokane; traveled the west & east coasts, as well as Europe and Africa.
- Graduate of Washington State University in geology
- Worked for a lot of small and large agencies, including government as a land surveyor; heavy construction (utilities)
- Understands basic economics and business cycles
- Opportunity for community benefit in this process, community input and involvement; opportunity to see incentives for development; transparency in development requirements
- After the next business cycle and we become busier, better processes that will be sustainable into the future.

Ed MaMahon -

- Executive Director for the Lane County Home Builders Association past 15 years
- Has an awareness of what is happening out in the building community, as he is the first one to be called when things aren't going well.
- Springfield's customer service had gone way down, but now is greatly improved.
- Springfield efficiencies/fees were heard and are continuing to be worked on.
- Excited that the Springfield way is being rediscovered in an attempt to find a win-win for all parties involved, and to be a part of this committee.

Carole Knapel -

- KPFF Consultant Engineer/Project Manager - Plan Parenthood; Bring Recycling projects
- Employed by Springfield for 5 years as a Project Manager; managed the RiverBend Hospital; Justice Center; Fire Station 16 projects.
- During her tenure with the city she understood & followed the guideline processes of her projects. This gives her an insight into both sides which will help in giving her input and experience to this committee.

Legal Requirements: Joe Leahy

Mr. Leahy thanked the group for volunteering their time and energy as "public officials" to this committee, working together to come up with recommendations and ideas for staff.

Structure and Role of the Committee -

- Committee is constituted by the City Council for three specific requirement areas.
 - Public Meeting
 - Public Record
 - Public Ethics

City Attorney, Joe Leahy distributed and gave an overview/discussed with the committee several handouts. Springfield DAC operating procedures; Opinion letter to Jeff Towery from Government Ethics Committee dated (4-5-12) and Guide for Public Officials.

Public meeting and notice requirements -

- Published in the newspaper - like PC/CC items
- Meetings open to the public
- Quorum is required
 - If there is a quorum outside meeting - no public business can be discussed

Public Records

- E-mails - remember you are writing for the Register Guard
- All records are public
- Remember the public has the right to know everything
- Exceptions - NONE

Public Ethics

- Recognition that there are those of you on this committee that are interested in certain aspects of development in Springfield. No ethics issue.
- Would be an ethics issue if you are trying to push something through and don't give the committee that information up front of their interest.
- Will be only giving recommendations to the City Council, not making the final decision.

Summary -

- Transparency is vital to healthy democracy
- Records available
- Identify and Disclose conflicts
- Remember - this committee is making recommendations only, as the City Council will make the final decisions.
- Reliance on attorney - cannot happen on ethics

Operating Agreement: Jim Donovan

Reviewed ground rules and operating principles - (Adopted)

- Document to be used as a guide
- Document includes a process for consensus
- Jim asked if the committee would like to go through the document by sections or some other way.
 - Ed McMahon stated that he had already reviewed the document and if others had also looked previously at document, and felt ready to vote on its adoption.
 - Vote was taken, and adoption of operating principles was unanimously approved.
- Question was raised concerning the consensus voting. Will the voting take place at each meeting or is it done at the following meeting, as old business? Jim responded that group decision would occur possibly up to three rounds. There may be enough discussion on occasion to table until the following meeting.
- Commissioner James asked if both the Planning Commissioner and City Councilor appointees were voting members. The response was yes they were both voting members.
- There is a total of (11) eleven members on this committee.
- Both Jim Donovan and Matt Stouder are not voting members, staff only.

Order of Business: Chair and Vice-Chair - Jim Donovan

Jim reviewed duties of chair and vice-chair. Nominations for Chair and Vice-Chair positions were opened up to the committee

- Chair Nominations
 - Ed McMahon nominated Renee Clough
 - Mike Koivula nominated Josh Burstein - Josh respectively declined nomination

Motion:

Motion was made to closed nominations and elect Renee Clough as Chair of the Development Advisory Committee.

Motion was seconded.

Motion carried unanimously.

- Vice-Chair Nominations
 - Shaun Hyland nominated Ed McMahon
 - Mike Koivula nominated Josh Burstein - Josh respectively declined nomination

Motion:

Motion was made to elect Ed McMahon as Vice-Chair of the Development Advisory Committee.

Motion was seconded.

Motion carried unanimously.

Local Economic Development Presentation: *John Tamulonis, Economic Development Mgr.*

John Tamulonis gave a power point presentation of past, present and future projects happening within Springfield.

Jim Donovan handed out a list of the planning applications by total number and values FY2008-2012 to illustrate how the trend of application submittal has been during that time period.

- Ed McMahon asked Jim if he could break the figures down between commercial and residential (SFR). Jim said that he could that for him.
- Jim discussed the impervious surface fee calculation methods past/present.

Next Steps:

Timelines that were discussed with council -

- Approximately (3) meetings will be needed before bringing back to the Planning Commission for their first review of the committee recommendations
- Next DAC meeting will have a full agenda to meet these guidelines.

Confirmation of next meeting date/time -

- Suggested meeting date/times
 - Towards the end of September for next meeting, at same location
 - 12:10 - 1:50 p.m.
 - How long would you like meeting to last - 1 or 2 hours
 - Attendees will provide their own lunch

Agenda Items for next meeting:

- Potential items for discussion from members
- E-mail your hot topic issues to Jim or Matt
- Priority list will be created from e-mailed items
- Feeling of urgency to move this process along by some members
- Nothing is off the table to discuss

PC and CC Roles:

- **Planning Commission-**
 - Gatekeeper, process filter, meeting goal one and state land use goals
- **City Councilor-**
 - Policy decisions
 - Suggested that when members are making their lists to look for the smaller items that can drive actual results to improve and support public trust/experience.

Adjourn:

The meeting was adjourned at 2:15 p.m.