



**Development Advisory Committee (DAC) Meeting**  
**September 26, 2012 @ 12:00 – 2:00 p.m.**  
**Library Meeting Room, 225 Fifth St. Springfield, OR**

**Attendees:** *Ed McMahon, Rick Satre, Shaun Hyland, Carole Knapel, Renee Clough, Mike Koivula, Greg James (PC), Sean VanGordon (CC), Matt Stouder, Joe Leahy, Mark Metzger, Karen LaFleur*

**Call to Order:**

Chair, Renee Clough called the meeting to order.

**Public Comment:** none

**Housekeeping:**

***Review of Council Direction -***

Matt Stouder handed out and reviewed City Council and Planning Commission feedback from the July 16, 2012 Joint Work Session on Committee, Mission Statement and Process.

- The process outline was:
  1. DAC forms and focuses on ground rules, process issues, and initial list of issues. Planning Commission review the initial list created by DAC in Work Session on Oct 16, 2012.
  2. Initial level of analysis with DAC will include filtering for statutory mandates and estimates of time and resources; the draft analysis will be presented back to PC for first prioritization. (Jan 13)
  3. The Planning Commission and City Council conduct Joint Session to authorize process and initiatives. (Feb 13)
  4. DAC conducts full review and approved public involvement procedures for initiatives. (July 13)
  5. PC/CC Review, adoption and implementation procedures. (Sept 13)

Question was asked if the committee was restricted to just code revisions or could other items such as fees/customer service/etc. be discussed too? The response was that yes, additional items could be discussed.

***Meeting Time/Logistics -***

- Renee postponed making a decision on setting regular meeting date/time due to time restraints at this meeting. This will be discussed after the Joint DAC/PC meeting in October.
- Ed McMahon asked that future meetings start promptly and the meeting room be set up, and ready to go fifteen minutes prior to actual meeting time.

### ***Meeting Conduct -***

- Reminded everyone to speak up and be polite.
- Asked that you be recognized by Chair or Vice-Chair before speaking.
- Keep your comments brief and to the point.

### **Voting Dot Exercise/Discussion/Prioritizing Issues to Discuss w/PC:**

- Each of the committee members shared their list of five priority concern items to the group prior to the dot exercise beginning.
- The committee reviewed the posted sheets and added additional items to the lists. Discussion and prioritizing of the issues occurred.
- **Motion:**  
*A motion was made by Commissioner Greg James, to allow the Chair, Vice-Chair, and support staff to take the list compiled today, and develop a draft format for presentation to the Planning Commission, at the Joint Planning Commission meeting, on October 16<sup>th</sup> with the Development Advisory Committee (DAC).*  
*Motion was seconded.*  
*Motion carried unanimously.*
- **Motion Amended:**  
*The motion was amended to also allow Chair, Vice-Chair and staff to have some editorial ability to re-title the categories appropriately as the committee discussed.*  
*Motion was seconded.*  
*Motion carried unanimously.*
- See the attached "Process Results List of the Dot Exercise" (dated 10-2-12) that was revised by Chair, Vice-Chair, and staff.

### **Next Steps:**

#### ***Confirm Meeting Time & Agenda Items***

- The next DAC meeting will be the Joint DAC/PC Work Session meeting scheduled for Tuesday, October 16, 2012 @ 6:00 p.m. in the Jesse Maine Room.

### **Adjourn:**

The meeting was adjourned at 2:00 p.m.