

Development Review Advisory Committee

Meeting Guidelines

March 16, 2015

Development Review Advisory Committee (DRAC) Mission

The mission of the DRAC is to foster a timely, predictable and accountable development review process that implements the City's goals for land use, transportation, housing, economic development, neighborhood livability and the environment; and advocates for and supports consistent and fair application and implementation of regulations.

DRAC Meeting Guidelines

- **Public Meetings:** All DRAC regular, special, and subcommittee meetings are open to the public.
- **Meeting Agendas:** DRAC meeting agendas are prepared by BDS staff and the DRAC Chair and Vice Chair. DRAC members or others wishing to submit agenda items for consideration should send them to Mark Feters, DRAC Staff Support, at mark.feters@portlandoregon.gov. BDS's goal is to post DRAC agendas on the DRAC website one week in advance of DRAC meetings.
- **Meeting Management:** The DRAC Chair is responsible for the conduct of DRAC meetings and managing meeting agendas.
- **Meeting Decorum:** DRAC meeting attendees are expected to listen respectfully to speakers and to refrain from applauding, booing, or other outbursts.
- **Recognizing Speakers:** DRAC members and meeting attendees wishing to comment or ask questions must first raise a hand and be recognized by the DRAC Chair.
- **Time Limits:** There are no formal time limits for speakers at DRAC meetings, other than the timelines provided in meeting agendas. However, the DRAC Chair regulates discussion and may limit speakers or discussion of agenda items due to time constraints.
- **Written Comments:** Comments and questions may also be submitted in writing to Mark Feters, DRAC Staff Support, at mark.feters@portlandoregon.gov. Written comments received within seven (7) calendar days of a DRAC meeting will be included in the meeting minutes.
- **Meeting Minutes:** Draft minutes from DRAC meetings will be posted seven (7) calendar days after the meetings. Minutes become final when approved by a quorum of DRAC members by vote.