



City of

PORTLAND, OREGON

Development Review Advisory Committee

1900 SW 4th Avenue, Suite 5000
Portland, Oregon 97201
503-823-7308
FAX: 503-823-7250
TTY 503-823-6868
www.portlandonline.com/bds

Development Review Advisory Committee Meeting Guidelines Revised April 6, 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 & Handouts:** 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 contact Mark Feters, DRAC Staff Support, at (503) 823-1028 or mark.feters@portlandoregon.gov no later than two weeks prior to the next DRAC meeting.

Presenters at DRAC meetings should send meeting handouts to Mark no later than one week prior to the DRAC meeting. BDS's goal is to post DRAC agendas and meeting handouts 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. The Oregon Attorney General's Public Records and Meetings Manual gives the DRAC Chair authority to keep order and impose "any reasonable restrictions necessary for the efficient and orderly conduct of a meeting." (see http://www.doj.state.or.us/public_records/manual/public_meetings.shtml)
- **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.
- **Recording DRAC Meetings:** The Attorney General's Public Records and Meetings Manual allows for audio or video recording of DRAC meetings by members of the public, so long as the recording is unobtrusive and does not disrupt the meeting (see http://www.doj.state.or.us/public_records/manual/public_meetings.shtml).
- **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 7 days after the meetings. Minutes become final when approved by a quorum of DRAC members by vote.

DRAFT