

South Portland City Council
Position Paper of the City Manager

Subject:

ORDER #30-17/18 – Establishing an *ad hoc* Open Space Committee. Passage requires majority vote.

Position:

At a workshop held earlier this summer, Council informally supported the creation of an *ad hoc* Open Space Committee. As further detailed in the attached document created by open space advocates, their charge would be to create an Open Space Strategic Plan that would eventually be considered for adoption by the City Council.

To help facilitate the creation of this plan, these advocates are proposing to hire a consultant to organize public forums and to draft the plan. They have crafted a draft RFP for such a consultant and, upon formal creation of this committee by the Council, staff will review the document with the committee members and make any necessary adjustments before issuing it.

Council is being asked to do two things tonight:

- Approve the creation of the committee, allowing the group to select and appoint its own members and chairperson, whose membership shall include:
 - Representatives from the South Portland Conservation Commission
 - Representatives from the South Portland Land Trust
 - 1 representative from the Parks & Rec Department
 - 1 representative from the Planning Department
 - 1 representative from the Planning Board
 - 1-2 City Councilors
 - Representatives from the Chamber of Commerce or Business Community
 - Representatives from Neighborhood Groups and Residents
 - Representatives from Scientific Environmental and/or Education Organizations
 - Representatives from Greater Portland Council of Governments

- Approve allocating up to \$30,000 from reserves to hire a consultant to lead this process and draft the Open Space Strategic Plan

Requested Action:

Council passage of ORDER #30-17/18.



City Manager

South Portland Open Space RFP Committee:

Megan Sheehan
Bret Bergst
Bob McKeagney
Dan Hogan
Barb Dee
Jody Meredith
Tom Blake
Bethany Woodworth
Kate Lewis

South Portland Open Space Purpose Statement

The Open Space Strategic Planning Committee is charged with overseeing the creation of a future-focused and thorough Open Space Strategic Plan for South Portland. The committee will work in partnership with a professional consultant, technical experts, and a broad cross-section of community stakeholders to develop a plan to be recommended for approval by the City Council and incorporated into the City's Comprehensive Plan.

The Committee will develop and address the community's vision for open space, which includes:

- agreed-upon definition of "open space"
- habitat preservation
- neighborhood trail access and connectivity
- wetland preservation
- conservation of native species and elimination of invasive species
- preservation of geologic, historical, cultural and recreational features
- evaluation of the South Portland Land Bank criteria

The committee will require that the consultant hold public forums by neighborhood (or by District), so that the forums are inclusive and accurately capture public comments and concerns.

Specifically, the committee will:

1. Develop and post a request for proposals (RFP) from professional consultants to help guide and inform the Open Space Strategic Plan;
2. Review proposals and advise on selection of the consultant by the City;
3. Work with the consultant to augment the committee's ranks with additional community stakeholders;
4. Work with the consultant to engage in broad and extensive outreach to the community to ensure the Open Space Plan is the public's plan;
5. Oversee the work of the consultant according to benchmarks laid out in the contract and RFP;

6. Review data and information uncovered during plan creation and make recommendations on organization and content for the Open Space Strategic Plan;
7. Seek input of additional experts as necessary;
8. Help in the creation and review of initial drafts of the Open Space Strategic Plan in workshop sessions;
9. Recommend (and defend or change as necessary) the final Open Space Strategic Plan to the City Council for approval and incorporation into the comprehensive plan;
10. Work with the consultant and Council to transition to develop an implementation process for the Open Space Strategic Plan.

Suggested Open Space Committee Members (consultant will help finalize):

Representatives from the South Portland Conservation Commission

Representatives from the South Portland Land Trust

1 representative from the Parks & Rec Department

1 representative from the Planning Department

1 representative from the Planning Board

1-2 City Councilors

Representatives from the Chamber of Commerce or Business Community

Representatives from Neighborhood Groups and Residents

Representatives from Scientific Environmental and/or Education Organizations

Representatives from Greater Portland Council of Governments



CITY OF SOUTH PORTLAND

PATRICIA A. SMITH
Mayor

SCOTT T. MORELLI
City Manager

EMILY F. SCULLY
City Clerk

SALLY J. DAGGETT
Jensen Baird Gardner & Henry

**IN CITY COUNCIL
ORDER #30-17/18**

District One
CLAUDE V. Z. MORGAN

District Two
PATRICIA A. SMITH

District Three
EBEN C. ROSE

District Four
LINDA C. COHEN

District Five
BRAD FOX

At Large
MAXINE R. BEECHER

At Large
SUSAN J. HENDERSON

ORDERED, that an *ad hoc* Open Space Committee is hereby established to oversee the creation of an Open Space Strategic Plan for South Portland and to present this plan to a future City Council for consideration for adoption.

BE IT FURTHER ORDERED, that the committee is authorized to select its own membership and appoint its own chairperson. The membership of the committee shall be comprised as follows, subject to input from a consultant:

- Representative(s) from the South Portland Conservation Commission
- Representative(s) from the South Portland Land Trust
- 1 representative from the Parks & Rec Department
- 1 representative from the Planning Department
- 1 representative from the Planning Board
- 1-2 City Councilors
- Representative(s) from the Chamber of Commerce or Business Community
- Representative(s) from Neighborhood Groups and Residents
- Representative(s) from Scientific Environmental and/or Education Organizations
- Representative(s) from Greater Portland Council of Governments

BE IT FURTHER ORDERED, that the committee is authorized to work with City staff to issue an RFP for and to hire a consultant to help facilitate the process of creating the Open Space Strategic Plan, at a cost not to exceed thirty thousand dollars (\$30,000).

Said amount shall be charged to the Municipal Buildings and Land Acquisition Reserve Account #187262-628800-18778.

Fiscal Note: Up to \$30,000

Dated: August 21, 2017