

City Council Workshop

Agenda Item #4

December 11, 2017

Formalizing Committees

Currently, the City has two informal committees that are staff-appointed – the Bicycle and Pedestrian Safety Committee and the Comprehensive Plan Implementation Committee. As these committees hold regular meetings and provide recommendations on a variety of critical issues, Staff would like Council to consider formalizing these entities as official City committees with Councilors making the appointments to each. Attached are draft Orders that would achieve this. These orders are still up for comment by existing committee members and stakeholders but should serve as a good starting point for your discussion.

In addition, City Staff continue to be inundated with complaints about speeding, unsafe bicyclist/pedestrian areas, and other traffic-related concerns. As the ongoing *ad hoc* group looking at traffic issues on Cottage Road has shown, having a somewhat formal process in place for the citizens and staff to review and explore potential solutions to such concerns seems to be something this community would embrace. A Council-appointed committee to work through these issues would also be consistent with what a number of other municipalities have in place. As such, Staff is seeking guidance from Council as to whether it would like to pursue forming this type of committee on a permanent basis. This committee – tentatively dubbed the “Traffic & Pedestrian Safety Committee” – would perform a variety of tasks, from simple decisions about prioritization and placement of signs to full-blown analyses of areas within the community identified by residents and/or the committee as safety hazards (i.e. Willard Square). It would include a mix of staff from at least Police, Public Works, and Planning, as well as representation from the public, the Bike-Ped Committee, and City Council.

Should this type of committee appeal to Council, staff will be prepared to come to a meeting in the near future with an Order ready for approval.



City Manager

**Proposed Enabling Ordinance for the
BICYCLE-PEDESTRIAN COMMITTEE**

ARTICLE III. BOARDS AND COMMISSIONS

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DIVISION 11. BICYCLE-PEDESTRIAN COMMITTEE

Sec. 2-xxx. Establishment and Purpose.

A Bicycle-Pedestrian Committee is hereby established. The purpose of the Bicycle-Pedestrian Committee (BPC) is to assist the City Council in implementing the City's Complete Streets policy, particularly in terms of ensuring that there are good quality, complete, and safe facilities for bicyclists and pedestrians.

Sec. 2-xxx. Composition; appointment; qualifications; and quorum.

- (a) The BPC shall consist of nine (9) members, all of whom, except for outside organization representatives, shall be residents of the City. There shall be no more than three (3) members from any one voting district. There shall be one (1) City Council member, one (1) representative from the Portland Area Comprehensive Transportation System, and one (1) representative from the Bicycle Coalition of Maine. Other interested individuals may participate on the BPC at the invitation of the BPC Chairperson on a non-voting basis.
- (b) Appointment to the BPC shall be made by the City Council. It shall serve as an advisory body to the City Council and the City Manager.
- (c) All members of the BPC shall be selected upon the basis of their interest and qualifications in bicycle and pedestrian transportation. In addition, the City Council should strive to include members representative of a diverse community.
- (d) City staff assisting the BPC shall include the Planning & Development Director and/or any other City official the City Manager may appoint for continuous or periodic participation.
- (e) A quorum shall consist of five (5) members.

Sec. 2-xxx. Terms of office.

The terms of office of the members of the BPC shall be three (3) years, except that initial appointments after the date of establishment of the committee shall be such that the terms of office of no more than four (4) members shall expire in any single year.

Sec. 2-xxx. Duties generally.

Duties of the BPC include, but are not limited to, the following:

- (a) Developing plans, making recommendations, and coordinating with transportation officials to implement the Complete Streets policy, especially as it relates to bicycle and pedestrian modes of travel.
- (b) Developing a comprehensive bicycle plan for the City that includes an inventory of existing facilities and prioritized recommendations for future bicycle facility improvements.
- (c) Assisting the Public Works Department in prioritizing and implementing improvements to the City's sidewalk system.
- (d) Providing input to the Maine Department of Transportation (MDOT) during the design stage of MDOT road projects in South Portland to ensure that the projects include proper bicycle and pedestrian features.
- (e) Overseeing other bicycle-pedestrian projects as requested by the City Council or the City Manager.

Sec. 2-xxx. Officers, meetings, and records.

- (a) The members shall annually elect a Chairperson from their membership, and, to run meetings that the Chairperson cannot attend, a Vice-Chairperson.
- (b) The City Manager shall provide a well-qualified minutes-taker for the purpose of taking minutes and related duties. Minutes shall be kept of all meetings with a copy filed with the City Clerk. An annual report of the BPC's activities shall be submitted to the City Council in January of each year.

- (c) All meetings of the BPC shall be open to the public. Notice of each meeting shall comply with the City's notice policies and Maine's Freedom of Access Act.

**Proposed Enabling Ordinance for the
COMPREHENSIVE PLAN IMPLEMENTATION COMMITTEE**

ARTICLE III. BOARDS AND COMMISSIONS

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DIVISION 10. COMPREHENSIVE PLAN IMPLEMENTATION COMMITTEE

Sec. 2-xxx. Establishment and Purpose.

A Comprehensive Plan Implementation Committee is hereby established. The purpose of the Comprehensive Plan Implementation Committee (CPIC) is to assist the City Council in implementing the policies and recommendations of the City's Comprehensive Plan (the "Plan") as adopted in accordance with the State Growth Management Program, 30-A M.R.S.A. § 4321 et seq. While the CPIC may from time to time be called upon to lead in the development of minor amendments to the Plan, substantial changes, updates, or replacements of the Plan shall be outside of the CPIC's purview.

Sec. 2-xxx. Composition; appointment; qualifications; and quorum.

- (a) The CPIC shall consist of eleven (11) members, all of whom shall be residents of the City, or, in the case of no more than two (2) members, persons who do not reside in South Portland but who own or are part of the management of a business, non-profit organization, or similar enterprise located within the City. There shall be no more than three (3) members from any one voting district. There shall be two (2) City Council members and one (1) Planning Board member.
- (b) Appointment to the CPIC shall be made by the City Council. It shall serve as an advisory body to the City Council and the Planning Board.
- (c) All members of the CPIC shall be selected upon the basis of their interest and qualifications in the topics covered by the Comprehensive Plan, including:
 - Land Use Regulation
 - The Local Economy
 - Natural and Marine resources
 - Transportation

- Housing
- Public Facilities
- Recreation and Open Space
- Historic and Archaeological Resources
- Fiscal Capacity
- Energy and Environment Considerations
- Arts and Culture

Appointment of members already serving on related City committees who are also willing to serve on the CPIC is not required but would have communication and coordination advantages. In addition, the City Council should strive to include members representative of a diverse community.

- (d) City staff assisting the CPIC shall include the Planning & Development Director and any other City official the City Manager may appoint for continuous or periodic participation.
- (e) A quorum shall consist of six (6) members.

Sec. 2-xxx. Terms of office.

The terms of office of the members of the CPIC shall be three (3) years, except that initial appointments after the date of establishment of the committee shall be such that the terms of office of no more than four (4) members shall expire in any single year.

Sec. 2-xxx. Duties generally.

Duties of the CPIC include, but are not limited to, the following:

- (a) Monitoring and prioritizing the Ongoing, Immediate, Short-Term, and Long-Term Activities listed in the Implementation Strategy chapter, or its equivalent in the future, of the Comprehensive Plan.
- (b) In consultation with the City Council and the City Manager, bringing forward recommended planning projects, zoning amendments, and other activities that fall to the CPIC under the Plan's Implementation Strategy.
- (c) Coordinating to ensure completion of Comprehensive Plan activities with individuals or groups other than the CPIC whom the Plan identifies as being responsible parties.

- (d) Developing minor amendments to the Comprehensive Plan as needed in consultation with the City Council and the City Manager.

Sec. 2-xxx. Officers, meetings, and records.

- (a) The members shall annually elect a Chairperson from their membership, and, to run meetings that the chairperson cannot attend, a Vice-Chairperson.
- (b) The City Manager shall provide a well-qualified minutes-taker for the purpose of taking minutes and related duties. Minutes shall be kept of all meetings with a copy filed with the City Clerk. An annual report of the CPIC's activities shall be submitted to the City Council in January of each year.
- (c) All meetings of the AHPC shall be open to the public. Notice of each meeting shall comply with the City's notice policies and Maine's Freedom of Access Act.