

# PEDESTRIAN ADVISORY COMMITTEE (PAC) CHARTER

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*This charter is intended to help clarify the role and process for the Pedestrian Advisory Committee.*

## PURPOSE AND SCOPE OF THE PEDESTRIAN PLAN

The Transportation Master Plan (TMP) is the guiding policy document for the city of Boulder's transportation system. The TMP is organized around five "Focus Areas." The Pedestrian Plan is an important component of the Safe & Complete Streets Focus Area.

The Pedestrian Plan is the blueprint to improve walking conditions in Boulder and is being updated in concert with the TMP. While the city has continued making improvements for pedestrians, the Pedestrian Plan was last updated in 1996.

## PEDESTRIAN ADVISORY COMMITTEE ROLE

The role of the Pedestrian Advisory Committee is to provide feedback to staff on project information at various stages of the plan update. Feedback will be used by city staff to help shape project materials, including those that will be presented to the Transportation Advisory Board and City Council during the planning phase of the Pedestrian Plan update.

Members of the committee will:

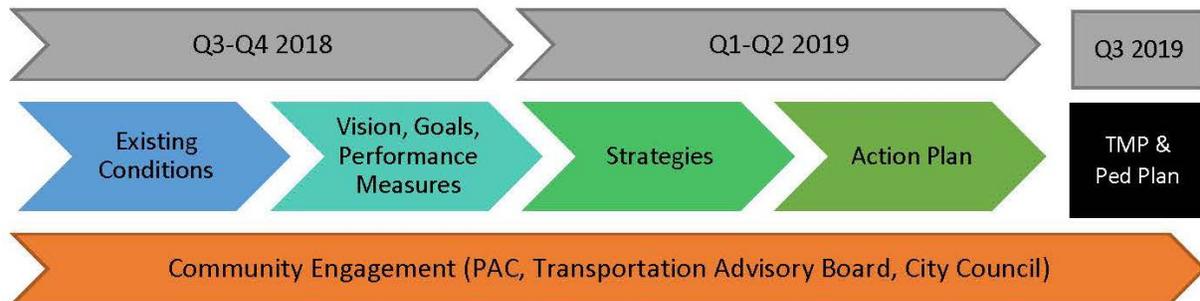
- **Identify and examine issues** related to being a pedestrian in Boulder from a variety of perspectives
- **Provide feedback** on information prepared by city staff to ensure it is understandable, accurate and complete
- **Provide advice** on community outreach strategies
- **Help share information and gather feedback and input** from other community members
- **Attend meetings, walkabouts, and webinars** and get up to speed when absent
- **Support staff at public events and meetings for TAB and Council**

## PEDESTRIAN PLAN UPDATE PROCESS

Key elements of the Pedestrian Plan update include:

- **Existing Conditions Snapshot** to understand where we are today
- **Vision Statement, Goals, Performance Measures** to determine the desired future
- **Strategies** to achieve the vision
- **Action Plan**, including responsible parties, and timelines for the city and partners to follow

These key elements are the building blocks of the Pedestrian Plan and will be integrated into the Transportation Master Plan in third quarter of 2019.



## OTHER ROLES AND RESPONSIBILITIES

**City Council** will be involved through updates and study sessions. The Pedestrian Plan will be a part of the Transportation Master Plan, which will be presented to Council to be accepted.

The **Transportation Advisory Board** is the main advisory body for the TMP and Ped Plan update. They will be updated on the Pedestrian Plan through monthly updates for the Transportation Master Plan. One TAB member will serve on the PAC (with one alternate).

**City of Boulder staff:** Amy Lewin is the Project Manager with the City of Boulder Transportation Division and is supported by a team of city staff members including Melanie Sloan (Transportation Planner), Frances Rasker (Program Coordinator), Michelle Melonakis (Transportation Engineer) and Samantha Glavin (Communications).

Staff is supported by **Barbara Lewis** of **Catalyst, Inc.** who facilitates the PAC meetings and **Darcy Kitching** of **Walk2Connect** who leads the walkabouts.

## COMMITMENTS

### ***Practice inclusive participation***

- Listen well and allow everyone the opportunity to speak and to be heard
- Respect each participant and their views; avoid personal attacks
- Seek to understand community input and be open to different perspectives
- View disagreements as opportunities to learn, not battles to be won
- Seek common ground

### ***Use our time productively***

- Stay on track
- Come to meetings prepared
- Be prepared to “agree to disagree” and move on
- Avoid rehashing past issues and meetings
- Reflect on your perspective and share with the group if what you have learned has changed it
- Start and end on time
- Be respectful of the limited meeting time and make sure each member has equal opportunity to participate; be careful about the length of personal anecdotes

### ***Share responsibility for success***

- Understand the process and how decisions will be made
- Respect the process and the working group’s role
- In speaking about the project, present individual views and only documented information; avoid trying to characterize the views of others
- Help elicit community input and bring comments into the committee process

### ***Serve the common good***

- Seek what is best for the community as a whole, putting yourself in others' "shoes"
- Recognize that personal goals may be different from the greater good
- Seek out and hear all perspectives equally.

### **DECISION-MAKING**

Where PAC members are called to reach agreement, the group will use a level of agreement scale as follows:

#### **Level of Agreement**

- 1 finger = full agreement
- 2 fingers = agree in support of the group but have concerns
- 3 fingers = unresolved issues; need further discussion
  
- If 3, be prepared to suggest how to move forward



### **EXTERNAL COMMUNICATIONS**

PAC members will be asked to support the City with community outreach at different points in the process. This may include sharing information with individuals and organizations, helping to promote project events, reviewing public input and assisting at public events.

In speaking to the media and others, PAC members are asked to present individual views only and avoid characterizing others' opinions or representing the views of the PAC.

## PROJECT TEAM COMMITMENTS

- Provide relevant information to support the PAC's input to the plan
- Provide easy-to-understand graphics
- Be accountable
- Be clear about the process (time for discussion, input, speaking, etc.)
- Use effective, outcome-driven processes