

**SOUTH BURLINGTON  
BICYCLE & PEDESTRIAN COMMITTEE  
MISSION AND DUTIES**

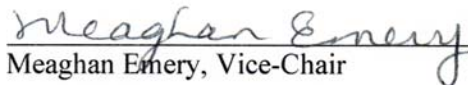
1. The South Burlington Bicycle & Pedestrian Committee shall consist of seven to nine members, duly appointed by the City Council for three-year renewable terms, with the appointments staggered so that not more than three appointed terms expire in any one year.
2. The Mission of the Bicycle & Pedestrian Committee is to advocate for the City's bicycle and pedestrian infrastructure including new and existing shared-use paths, sidewalks, bike lanes, crosswalks and trails and advise the City Council of bicycle and pedestrian policy and safety issues, operational needs and future development plans for the City's bicycle and pedestrian infrastructure.
3. The Bicycle & Pedestrian Committee shall annually elect a Chairperson, Vice Chairperson, and Clerk.
4. Meetings shall be held at the discretion of the Committee. The Committee shall establish a regular meeting schedule, and when a deviation from the regular schedule is required, shall post public notice of the meeting in accordance with general City procedures.
5. Meetings are subject to the Open Meeting Law. Meetings shall have a proposed agenda published in advance of each meeting. Minutes of each meeting shall be recorded and maintained. A designated staff liaison shall be assigned to support the Committee's work and to organize and run its regular meetings to ensure compliance with Vermont's Open Meeting Law. The liaison shall be the sole point of contact to the City's professional staff resources and may communicate with and utilize additional professional staff expertise as reasonably available to support the Committee's work.
6. Duties of the Bicycle & Pedestrian Committee are:
  - a. Develop and recommend to the City Council rules and regulations for the operation of the City's bicycle and pedestrian infrastructure in accordance with existing ordinances and policies. The Committee shall develop and propose new and/or revised ordinances and regulations as needed.
  - b. Keep the City Council informed on the operation of the bicycle and pedestrian infrastructure through published minutes and attendance at appropriate meetings.
  - c. Make recommendations to the Public Works Department of the City for bicycle and pedestrian infrastructure maintenance needs and meet quarterly with the Director of Public Works or their designee.

- d. Make recommendations to the Police Department of the City for bicycle and pedestrian infrastructure security and safety needs.
- e. Make recommendations concerning the annual Capital Improvement Program (CIP) budget for bicycle and pedestrian infrastructure.
- f. Prepare and submit to the City an annual operations report suitable for inclusion in the Annual City Report.
- g. Provide support for studies related to bicycle and pedestrian infrastructure as requested.
- h. Review all proposed developments and zoning changes which come before the Development Review Board and/or the Planning Commission for the impact upon the City's bicycle and pedestrian infrastructure. Meet with developers and City staff and make recommendations as is appropriate in accordance with City Council, Development Review Board and Planning Commission policy.

Approved this 19<sup>th</sup> day of December, 2022.

SOUTH BURLINGTON CITY COUNCIL

  
Helen Riehle, Chair

  
Meaghan Emery, Vice-Chair

  
Tim Barritt, Clerk

  
Tom Chittenden

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Matt Cota