

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

An Ordinance Amending the Bylaws of the Deschutes County Bicycle and Pedestrian Advisory Committee to Provide for Explicit Representation for the City of La Pine and to Facilitate Broader and More Diversified Representation

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ORDER NO. 2014-014

WHEREAS, Deschutes County authorized the creation of the Deschutes County Bicycle Advisory Committee (“BAC”) with the adoption of the Bicycle Master Plan in Ordinance 92-023; and

WHEREAS, on March 22, 2006, in Policy P-2006-125, Deschutes County Board of County Commissioners (“Board”) adopted the bylaws of the Committee and changed the name of BAC to the Deschutes County Bicycle and Pedestrian Advisory Committee (“BPAC”); and

WHEREAS, the purpose of the BPAC is to advise the incorporated cities and other governmental bodies of Deschutes County in the development and maintenance of local and countywide pedestrian and bicycle plans and to perform the following:

- Encourage and facilitate safe walking and bicycling in Deschutes County.
- Provide review of transportation planning projects countywide to assess the pedestrian and bicycle components.
- Obtain and provide public input into the ongoing pedestrian and bicycle planning process, and provide review of public/private development plans for inclusion of appropriate bicycle and pedestrian infrastructure.
- Assist in establishing program priorities for implementation and maintenance of countywide pedestrian and bicycle plans.
- Promote and encourage safety, the application of nationally recognized sound engineering practices and education in walking and bicycling issues specifically as they relate to parking, public transit, senior/disabled needs and The Americans with Disabilities Act (ADA) requirements.
- Ensure complete transportation system planning that leads to a pedestrian and bicycle facility network.
- Encourage local jurisdictions to construct and maintain, “Complete Streets” that account for all transportation network users; and

WHEREAS, in a regular meeting on February 6, 2014, the BPAC voted unanimously to recommend to the Board of County Commissioners (“Board”) that those paragraphs pursuant to Membership and Quorum of these Bylaws be amended to a) acknowledge the incorporation of the City of La Pine by providing for a representative on the Committee, and b) to facilitate broader and more diversified representation on the Committee, and

WHEREAS, the BPAC desires the additional

WHEREAS, the Board desires to allow for future amendments to the BPAC bylaws and/or policies to be by resolution; now, therefore,

THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, ORDAINS as follows:

Section 1. Policy P-2006-125 is repealed.

Section 2. ADOPTION. Policy GA 12, attached and incorporated by reference hereing, is adopted.

Section 3. All future amendments to the BPAC bylaws and/or policies may be done by resolution of the Board.

Dated this 7th of May 2014

BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON


TAMMY BANEY, Chair


ANTHONY DEBONE, Vice Chair


ALAN UNGER, Commissioner

ATTEST:


Recording Secretary

Date of 1st Reading: 23rd day of April, 2014.

Date of 2nd Reading: 7th day of May, 2014.

Commissioner	Record of Adoption Vote:			
	Yes	No	Abstained	Excused
Tammy Baney	<u>✓</u>	—	—	—
Anthony DeBone	<u>✓</u>	—	—	—
Alan Unger	<u>✓</u>	—	—	—

Effective date: 6th day of August, 2014.



Deschutes County Administrative Policy No. GA-12

Effective Date: 5/7/14

**DUTIES AND RESPONSIBILITIES OF THE
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)**

STATEMENT OF POLICY

This Committee, first established by the Board of County Commissioners in 1992 (Ord. 92-023) and renamed the Deschutes County Bicycle and Pedestrian Advisory Committee in 2006, will be expanded to 13 voting members to reflect the incorporation of the City of La Pine and to accommodate the requests for BPAC members to serve on modal and technical committees.

POLICY AND PROCEDURE

The purpose of the BPAC is to advise the incorporated cities and other governmental bodies of Deschutes County on bicycle and pedestrian issues, assist in the development and maintenance of local and countywide pedestrian and bicycle plans, and to perform the following:

- Encourage and facilitate safe walking and bicycling in Deschutes County.
- Provide review of transportation planning projects countywide to assess the pedestrian and bicycle components.
- Obtain and provide public input into the ongoing pedestrian and bicycle planning process, and provide review of public/private development plans for inclusion of appropriate bicycle and pedestrian infrastructure.
- Assist in establishing program priorities for implementation and maintenance of countywide pedestrian and bicycle plans.
- Promote and encourage safety, the application of nationally recognized sound engineering practices and education in walking and bicycling issues specifically as they relate to parking, public transit, senior/disabled needs and The Americans with Disabilities Act (ADA) requirements.
- Ensure complete transportation system planning that leads to a pedestrian and bicycle facility network.
- Encourage local jurisdictions to construct and maintain, “complete streets” that account for all transportation network users.

MEMBERSHIP

The BPAC will consist of thirteen (13) voting members appointed by the Board of County Commissioners, and shall be composed as follows:

- Two (2) members from the Bend area, to be recommended for appointment by the Bend City Council;
- One (1) member from the La Pine area, to be recommended for appoint by the La Pine City Council;
- One (1) member from the Redmond area, to be recommended for appointment by the Redmond City Council;

- One (1) member from the Sisters area, to be recommended for appointment by the Sisters City Council; and;
- Eight (8) members from Deschutes County at large, representing the best possible geographic diversity, to be appointed by the Deschutes County Board of Commissioners.

In the event that candidates are unavailable to be recommended for appointment by the incorporated cities, the Board of County Commissioners can make appointments to fill the vacant positions. The BPAC shall encourage non-voting liaison representation from: the United States Forest Service, Bureau of Land Management, Oregon Department of Transportation, Oregon Parks and Recreation Department, Deschutes County Planning Department, Metropolitan Planning Organization, Bend Metro Parks and Recreation District, the cities of Bend, Redmond and Sisters, Bend Traffic Safety Committee, Sisters Planning and Community Development Department, Commute Options for Central Oregon, Central Oregon Trails Alliance and any other group with interests in bicycle and pedestrian issues throughout Deschutes County.

All members shall serve for a term of three (3) years. Any vacancy occurring in a position for any reason other than the expiration of the term shall be filled by appointment of the appropriate governing body for the remainder of the term.

All BPAC members shall serve without compensation.

OFFICERS, MEETINGS, RULES AND PROCEDURES

The officers shall consist of a Chairperson, Vice-Chairperson and Secretary, each elected annually by a majority vote in June to a one-year term.

- The Chairperson shall give notice of and preside over all meetings, have the power to speak to members of the media on behalf of and sign all communications from the BPAC.
- The Vice-Chairperson shall give notice of and preside over meetings during the absence of the Chairperson.
- The Secretary or their designee shall draft communications from the BPAC.

The regular time, place and notice of meeting shall be fixed by the BPAC. Special meetings may be called by the Chairperson or by action of the BPAC. Notice of a special meeting shall include the agenda for the meeting.

Meeting minutes and agendas will be distributed to BPAC members and as necessary to liaisons, city councils, commissions, and posted on the County Community Development Department's Website.

The BPAC shall strive to meet at least once annually in the City of Sisters, the City of Redmond, and a location in southern Deschutes County.

A Deschutes County staff liaison shall provide assistance in agenda preparation and meeting minutes. The BPAC may also request additional liaison staff assistance.

A majority of the thirteen (13) voting members shall constitute a quorum. A quorum is required to conduct any BPAC business or recommend any action to the governmental bodies it serves.

Members missing three consecutive meetings or six within one calendar year may be asked to relinquish their position.

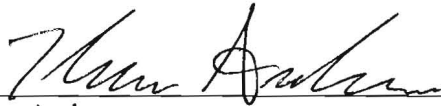
Meetings shall be open to the public and participation is encouraged in all aspects of the BPAC except voting.

Members may form subcommittees to organize on behalf of the goals and purpose of the BPAC. A voting member of the BPAC should act as chairperson of a subcommittee. The public is welcome to participate in subcommittees.

AMENDMENTS

These bylaws may be amended by the Board of County Commissioners as needed.

Approved by the Deschutes County Board of Commissioners May 7, 2014.



Tom Anderson
County Administrator