

Vision	The Transportation Commission (TC) is expected to help shape the future of Bellingham by taking a long-range, strategic look at transportation issues and providing recommendations on policy choices and investment priorities.
Authorities and Duties (Abridged)	1. Advise the City Council regarding transportation policy and proposed transportation projects, and provide advice concerning transportation policy and its relation to Comprehensive Plan policies and goals. 2. Provide advice to the City Council and the City Planning Commission on revisions to the Comprehensive Plan. 3. Provide a list of investment priorities to inform the development of the Transportation Improvement Plan (TIP) and annual revisions thereof, and provide review and advice on this plan to the Department of Public Works and the City Council. 4. Upon request by the City Council, oversee the creation or review of detailed investment plans to advance city transportation goals as stated in the Comprehensive Plan, including but not limited to bicycle and pedestrian investment plans, and downtown or citywide circulation plans. 5. Provide advice to the Council on Concurrency Planning. 6. Provide information to the City Council and to the WTA to ensure that routes and schedules support City plans for infill and mode shift. 7. Develop parking policies for on and off-street facilities that support both business vitality and mode shift. 8. Advise the City on intercity transportation issues. 9. Facilitate citizen and neighborhood involvement in transportation policy decision-making. 10. The TC is authorized to work with City departments and any public development authorities established by the City, in order to assist in planning and development of mixed-use parking structures, and to ensure that the development of such facilities remains consistent with mode shift goals as stated in the Comprehensive Plan. 11. The TC is authorized to provide advice to the Bellingham Transportation Benefit District No. 1 regarding transportation policy and proposed Transportation Benefit District projects.

Member Selection Process	1. Mayor's office posts openings and makes appointment, pending Council approval. 2. Members should represent a range of perspectives and expertise that will focus on the community's long-term vision for mobility options throughout the city. 3. Applicants must be residents of Whatcom County for at least two years, and the State of Washington for three years, to be eligible for appointment." 4. Public Works (PW) collects applications, sends 2nd set of TC-specific questions to applicants, collects responses and forwards to TC, and invites candidates to next meeting. 5. Applicants are expected to attend at least one TC meeting before the TC votes on recommendations. 6. TC may interview applicant(s) (via whole Commission or Task Group) and makes a group recommendation to mayor. 7. PW advises new member of Council approval as soon as possible and adds the name to TC email contact list. PW ensures that the cob.org website is updated with new member and new terms information. □
Terms of Appointment	1. Each member shall serve for a period of three years. 2. Members may serve for no more than two full three year consecutive terms. 3. Members are subject to removal with more than 3 unexcused absences from regular meeting per year. □
Meeting Schedule	1. Meetings will be the 2nd Tuesday of the month from 6-8pm in the Mayor's Board Room at City Hall. If needed for committee (i.e., task group) work and/or presentations, meetings may be held on the 4th Tuesday. 2. PW will provide Task Group/sub-committee public meeting notice if there will be a quorum of the TC or discussion of a "decision" topic is involved. 3. All TC meetings are public meetings. The TC does not hold public hearings. Therefore, time limits will be set on topics, presentations and public comment.

Agenda	1. The Chair solicits items from the TC and coordinates the agenda with PW 2. PW sends the agenda out with any supporting documentation attached one week before the meeting. The agenda is posted on cob.org at the same time. 3. The printed agenda identifies the person responsible, amount of time expected for a topic and the expected outcome (i.e., Information Only, Discussion, and Decision). 4. TC members should print own copies of agenda, minutes and supporting documents 5. PW provides copies of the agenda, minutes & supporting documents for other attendees, including the general public. 6. Agenda modifications prior to a meeting are made by TC chair & PW in collaboration – in order to be posted on cob.org. □
Meeting Process	1. A laptop & projector should be provided by PW for real time drafting of resolutions, reference to documents and presentations, when needed. 2. Minutes should include a description of topics discussed and decisions taken but are not verbatim notes. The objective is transparency for citizens and Council, and information for absent members. 3. Minutes should include: • Supporting attachments, • Short summary of information presented and • Decisions (including vote count), further action identified or consensus reached.
Meeting Follow Up	1. TC Chair/Vice Chair shall ensure that PW forwards recommendations/decisions within one week to Council and/or Planning Commission, depending on topic (with copy to Mayor). Decisions/resolutions should be posted to cob.org at same time. Chair shall present TC information to Council and Planning Commission as needed. 2. PW sends the current draft Minutes to TC within 1 week of meeting. 3. The TC approves minutes at following meeting. 4. PW posts minutes on cob.org immediately following approval. Supporting material and resolutions should be attached. Include persons responsible (according to agenda) when necessary.

Organization	1. The Commission shall annually elect a chair and vice-chair from among its members. 2. Task Groups shall be formed as needed. 3. Task groups may include additional citizens who are not members of the TC. 4. The TC may assign liaison roles for Commission members. Liaison responsibilities would include keeping abreast of current activities and plans for areas which may have transportation impacts. 5. Possible liaison topics may include: • Waterfront Development Plan • Downtown Development Plan • Planning Commission docketed items with significant transportation impact • Comprehensive Plan • WTA • Parks / Greenways • Bike / Ped master plans 6. The TC shall review Comprehensive Plan amendments and rezones where there is a significant or unusual transportation impact (Criteria to be developed).
Work Plan	1. The TC shall develop an annual work plan with 1) standing items from the BMC charter, and 2) areas for emphasis in the coming year 2. The Chair shall present the Work Plan for the coming year to Council for endorsement. At the same time the Chair shall review the prior year's activities for the Council.