IN CITY COUNCIL
AMENDED
ORDER #205-18/19

ORDERED, that an *ad hoc* Willard Beach Master Plan Committee is hereby established; and

BE IT FURTHER ORDERED, that the purpose, membership, outcomes, and timeline for this committee shall be as follows:

**Purpose**
The purpose of the *ad hoc* Willard Beach Master Plan Committee shall be to present the South Portland City Council with a draft Master Plan for Willard Beach. The plan must include, but is not limited to, reviewing and providing recommendations on: the extent and type of any human intervention in beach morphology (such as dune expansion and sand replenishment), the adequacy of existing facilities, environmental considerations (i.e. storm water, sea level rise/resiliency, hazard mitigation), existing policies and procedures, and maintenance by City staff. The plan must include timelines and cost estimates (if any) for each recommendation, as well as several opportunities for input from the entire South Portland community. Unless their charge is extended by the City Council, the committee shall be considered dissolved upon presentation of the master plan at a meeting of the City Council.

**Membership**
The committee shall be comprised of thirteen (13) members who shall serve until the committee is dissolved. Members shall include:

**Voting Members (11)**
- Two residents from District 1, appointed by the District 1 Councilor;
- One resident from each of the remaining districts, appointed by the respective district Councilor;
- Two residents at large from any district, appointed by each of the at large Councilors, respectively;
- The Director of Parks, Recreation, and Waterfront (or his/her designee);
- The Park Ranger; and
- The Director of Planning (or his/her designee).

**Non-Voting Members (2)**
- The City Councilor from District 1; and
• A consultant (to be hired through an RFP process).

No district shall have more than three (3) Voting Members on the committee. No one other than Voting Members shall be allowed to vote on any issue considered by the committee.

If for whatever reason a seat shall become vacant during the course of the committee’s work, a replacement shall be made as soon as practicable following the process outlined in Article III, Section 2-67 of the City of South Portland ordinance.

There shall be three officers selected amongst the thirteen committee members: Chair, Vice Chair, and Secretary. The Chair shall preside over the committee meetings; work with the selected consultant, staff, and others outside of the meeting to ensure that action items are followed up on; and help prepare agendas and ensure they are posted with the City Clerk’s office. The Vice Chair shall perform the functions of the Chair upon the Chair’s absence from a meeting. The Secretary shall keep minutes of each committee meeting and prepare drafts to be voted on and approved by the full committee at the next meeting. Once approved, the Secretary shall file the minutes with the City Clerk’s Office. The Secretary shall also ensure that meeting agendas are posted with the City Clerk’s Office. All officers have the same voting rights as the other Voting Members. Staff members shall not serve as Chair or Vice Chair.

The committee shall meet as needed at its sole discretion.

Outcomes
As part of its duties, the committee shall:

• Review previous plans for Willard Beach and relevant sections of other documents, such as the City’s 2012 Comprehensive Plan
• Consult experts from various state and federal agencies – such as the Maine Department of Environmental Protection (MDEP) – along with local stakeholder groups
• Host several public events where members of the public from across the City can provide feedback to be considered for incorporation into the plan
• Hold various committee meetings and work to draft the master plan
• Draft and issue an RFP for consulting services to hire a professional and/or firm (explore existing community resources prior to considering hiring professional consultants as necessary) to help facilitate committee meetings, organize public outreach events, create the master plan document, and present the master plan to the City Council at a future workshop

Timeline
Within one year of the selection of a consultant for this project, the committee shall present the master plan at a meeting of the City Council. Council may extend this deadline upon recommendation of the committee. The committee shall also be empowered to bring
recommendations forward to the City Council during this process if a majority feel the matter(s) cannot wait until the completion of the report.

**BE IT FURTHER ORDERED,** that the committee may expend up to fifty thousand dollars ($50,000) to achieve its work with Council authorization.

Said amount shall be charged to the FY20 CIP Parks – Master Plan Development Willard Beach Account #407765-658800-20771

Fiscal Note: Not to Exceed $50,000

Date: June 13, 2019