

## PEDESTRIAN ADVISORY COMMITTEE (PAC) ORGANIZATIONAL GUIDELINES

### Functions

The Pedestrian Advisory Committee (PAC) serves as an advisory committee to the Town of Vienna's Transportation Safety Commission (TSC) by providing citizen input and coordination in planning the pedestrian infrastructure improvements and in promoting pedestrian initiatives in accordance with the Town's Comprehensive Plan and Pedestrian Master Plan. The PAC reports directly to the TSC who then reviews any recommendations and reports to the Mayor and Town Council.

### Objectives

1. Propose and participate in ways in which the Town of Vienna may increase its pedestrian network throughout the Town including connecting and expanding the existing sidewalk networks.
2. Identify ways to make the Town of Vienna a pedestrian-friendly community as a means of encouraging a healthy lifestyle, and promoting a cleaner environment. To achieve this objective, the PAC might:
  - a. Propose and coordinate pedestrian awareness initiatives and programs.
  - b. Review area sidewalk plans and initiatives such as Safe Routes to School.
  - c. Coordinate, implement, and participate in pedestrian-related initiatives with Town staff, Transportation Safety Commission and Bicycle Advisory Committee.
3. Identify ways to support businesses, residents and visitors by enhancing pedestrian access to Town amenities, which include connections to other modes of transportation and places of interest, such as:
  - a. Transit connections, both Metrorail and bus (Metrobus and Fairfax Connector services)
  - b. Pedestrian connections to neighborhoods and the commercial corridors along Maple Avenue and Church Street; and
  - c. Community, civic, education, parks and recreation centers.
4. Provide open communication mechanisms to the public by means including:
  - a. Meeting agenda and action items reports:
  - b. Periodic reports to the TSC every six months, which will include updates on status, findings and recommendations.

### Meetings

The Committee will hold meetings every other month (alternating months with Bicycle Advisory Committee) before the regularly scheduled Transportation Safety Commission meeting, on the last Tuesday of each month except August and December. The Committee will hold work sessions on alternative months before regularly scheduled Transportation Safety Committee meetings. Joint meetings with the Bicycle Advisory Committee may be held as deemed necessary by the TSC, but no less than once a year.

Meetings will begin at 7:00 pm in the Council Chambers at Town Hall.

All meetings will comply with all of the Virginia Freedom of Information Act's requirements for notice and public access.

Minutes of all meetings shall be maintained by the Committee's recording secretary or clerk of the Committee and be available for public inspection.

Staff Representative: Jennifer Sigler, (703) 255-6382 Public Works

### Membership

There will be a total of seven members: two selected by the TSC from its membership, who will serve as chairperson and vice-chairperson and function as the conduit between the respective bodies; and five at-large appointments by the Town Council. Members shall be Town residents and the term of service shall be two years (or the completion of an unexpired term, as necessary). Members shall not miss more than 3 meetings in a row unless approval is granted by the TSC. Those interested in serving as at-large members must submit a completed Boards and Commissions Application for the Town Council's consideration.

Council will review overall committee progress after two years.