



Commission Members:

Chair Pat Bailey, Andrew Butcher, Jennifer Fox, Jon Kachmar, Kara Wooldrik, Simon Rucker, Baxter Miatke, Jayne Foley, Daniel Herzlinger, Robert Foster and Andrew Zarro

City of Portland **Land Bank Commission Agenda**

July 30, 2021

1:00 PM

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82400292789?pwd=eTVscXZHUUnVnMEh0REJ5WTM3cnFBUT09>

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- I. Public Hearing on, and adoption of, Remote Participation Policy
 - i. Draft Remote Participation Policy attached.

A newly enacted law, 1 M.R.S. § 403-B, will allow remote participation in public board meetings under limited circumstances - for example if made necessary by an emergency or urgent issue or significant difficulties in travel - with the adoption of a remote participation policy. The proposed policy in the back up material is for municipal boards, committees and councils to adopt if they plan to use remote meeting technology after the expiration of legislation approved under Maine's Civil Emergency established by Executive Orders from Governor Janet Mills.

Action Item - Public Comment

- II. Adjournment

The Land Bank Commission is responsible for identifying and protecting open space resources within the City of Portland. The commission seeks to preserve a balance between development and conservation of open space important for wildlife, ecological, environmental, scenic or outdoor recreational values.



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REMOTE PARTICIPATION POLICY
OF THE
CITY OF PORTLAND LAND BANK COMMISSION

[To be considered JULY 30, 2021]

Pursuant to 1 M.R.S. § 403-B, and after public notice and a hearing, the Portland Land Bank Commission hereby adopts the following policy to govern the participation, via remote methods, in public proceedings or meetings of the Land Bank Commission (hereinafter referred to as “Board”).

Members of the Board are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the Board to meet via remote methods, or an illness or temporary absence of a Board member that causes significant difficulty traveling to the meeting location. The Chair or other presiding officer, in consultation with other members of the Board if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. And a Board member who is unable to attend a meeting in person will notify the Chair or other presiding officer as far in advance as possible.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public, City staff and applicants before the Board will be provided a meaningful opportunity to attend via remote methods when any member of the Board participates via remote methods or when remote methods are available and operational at a given Board meeting. If public input via remote methods is allowed or required at a meeting, an effective means of communication between the Board and the public will also be provided. The public will additionally be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire Board to meet using remote methods.

Notice of all Board meetings will be provided in accordance with 1 M.R.S. § 406, and the City Charter, City Code or policy, if applicable. When the public may attend via remote methods, the notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify the location where the public may attend the meeting in person. The Board will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires it to meet using remote methods of attendance.

The Board will make all documents and materials to be considered by it during a meeting available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred.

All votes taken during a Board meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the Board and the public. A member of the Board who participates remotely will be considered present for purposes of establishing a quorum and voting. This

policy will remain in force indefinitely unless amended by the Board.