

**CITY OF SAINT PAUL**

Christopher B. Coleman, Mayor

25 West Fourth Street  
Saint Paul, MN 55102Telephone: 651-266-6700  
Facsimile: 651-228-3220**Materials and Presentations for the Transportation Committee**

Updated December 2012

**Materials**

The Transportation Committee is a twelve-person committee, with both sighted and vision-impaired members. Information should be concise, clear, and accessible to all users. Materials should be emailed to committee staff, and include the following:

- [Staff report](#) - required of all projects
- Pertinent project materials – map, draft plans, studies, reports, recommendations, etc. Any submitted materials must be legible at letter/tabloid paper sizes.
- Draft resolution - required of all action items
- Presentation – a concise, verbal presentation is preferred, but Powerpoint presentations are also acceptable if a copy is provided in advance.

Staff will compile your materials and distribute via email, and bring printed copies for committee members to the meeting.

To keep all items fully accessible, no items can be walked into committee. Desired changes or updates to materials should be presented verbally during the meeting.

**Format**

All visual materials submitted (including presentations) will be converted to an accessible reader format by PED staff. A document or application is accessible if it can be used by people with disabilities—such as mobility impairments, blindness, and low vision. If your project materials are heavily visual (containing many images or maps), communicate with staff early to discuss how to make materials as accessible as possible.

Remember, more is not always better. Edit your presentation and materials to be concise and clear for all users. Avoid using scanned documents or images of text. Instead, use Word documents or searchable PDFs. Take advantage of “Accessibility Checker” functions in Microsoft Office, and [read more](#) about what makes a Word document accessible.

Improving accessibility improves usability for all users. Making materials work for people who use screen readers takes little extra effort while bringing benefits for everyone.

## **Deadlines**

Generally, you should contact committee staff as soon as possible when you anticipate taking an item to the committee. If no items are anticipated, and no materials are received by the cut-off date, the committee meeting will be canceled.

Materials are due a week prior to the meeting, and should be sent to committee staff via email. All agenda items are then compiled into a packet and sent out via email to the committee and general public. For exact dates, see [this list](#) of cut-off dates for 2013.

## **Timing**

The purpose of the Committee is to advise the Planning Commission and City Council on transportation planning and project decisions, and to create a transparent public forum for such discussions. The committee's work helps the Planning Commission better integrate land use and transportation decisions as they relate to zoning, neighborhood and comprehensive planning, and infrastructure investments. To meet these goals, it is important to keep the committee updated on the progress major projects and plans, and to involve them early and often in order to provide authentic participation opportunities.

If you are unsure if or when your project should go to the committee, please discuss with committee staff, or Planning Director, Donna Drummond ([donna.drummond@ci.stpaul.mn.us](mailto:donna.drummond@ci.stpaul.mn.us)).

Your agenda item might require formal action, or may be informational.

- Action items are entering the adoption or approval process, and will go to the Planning Commission and City Council. Please provide a draft Planning Commission resolution for any item needing action. After committee action, staff will forward your materials and draft resolution to the full Planning Commission.
- Informational items update the committee on the progress of a project or study, but are not yet ready for formal action or approval. These items do not require a draft resolution. Informational items are always welcome, especially on complex or multi-year projects. Informational items often help prepare the committee for later action items (e.g. Municipal Consent or plan approval).

Please keep in mind that the Committee and Commission process needs to begin at least 5 to 8 weeks before the item goes to City Council. Exact timing will depend on committee schedule and recommendation. When in doubt, start the process as early as possible.

## **Attendance**

Staff are expected to attend, present, and answer questions on agenda items, both at the Committee and Planning Commission. Generally, action items at Transportation Committee are immediately forwarded to next Planning Commission meeting (held the following Friday).

## **Equipment**

A laptop and projector can be provided for your use during the meeting. Please contact committee staff in advance to coordinate this equipment.