HOWARD COUNTY
MARYLAND

Complete Streets Implementation Team Implementation Phase: Meeting #1

January 8, 2020

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Agenda

- Introduction
- Ground rules
- Review of the Complete Streets policy
- The CSIT's role in implementation tasks
- Next steps

CSIT members

Complete Streets Implementation Team, January 2020	
Agency/Department/Group	Representative
Howard County Executive's Office	Sam Sidh
Office of Transportation	Bruce Gartner*
Office of Transportation	Chris Eatough
Department of Public Works, Highways	Kris Jagarapu
Department of Public Works, Engineering	Tom Auyeung*
Department of Planning and Zoning	Chad Edmondson
Department of Recreation and Parks	Paul Walsky
Howard County Council	Christiana Rigby
Columbia Association	Kristin Russell
Equity Representative	Jeannine Giffin*
Horizon Foundation	Jennifer White*
Howard County General Hospital	David Nitkin*
Howard County Public Schools Transportation	David Ramsay
Multimodal Transportation Board	Larry Schoen
Private Sector Engineer	Carl Gutschick*
Public Works Board	Cory Summerson

* indicates new member
Green indicates Howard County Government Representative

GROUND RULES

Guidelines for decision-making

- How we treat each other
  - Each member has an equal right to speak and ask questions.
  - Each member is encouraged to share individual viewpoints. Individual opinions are valid whether others agree with them or not.
  - We will listen to, respect, and seek to understand the views of others, particularly those perspectives that differ from our own.
  - Disagreements will be explored, not suppressed.
  - We will be courteous when addressing other participants.
  - We will refrain from interrupting each other.
  - We will keep our comments relevant to the topic under discussion.

Guidelines for decision-making

- How we communicate
  - Ideas discussed within the Team should not be presented as representing the position of the Team without the agreement of the Team.
  - When speaking about the work of the Team outside of meetings, members are speaking for themselves only unless speaking from approved documents or positions of the Team.

Guidelines for decision-making

- How we make recommendations
  - The Team will operate by consensus whenever possible. Consensus does not necessarily mean agreement or active support by each member. Those not objecting are not necessarily indicating that they favor the proposal under consideration, but merely that they can "live with it."
  - In the absence of consensus, a vote will be taken.
    - There must be a majority of members present to vote on any recommendations. There are 16 Team members, so there must be at least 9 members present to take a vote.
    - A majority of the members present is required for approval of an action.
  - Non-members may attend meetings as observers and may be invited to offer comments if time allows.

REVIEW OF HOWARD COUNTY'S COMPLETE STREETS POLICY

Complete Streets policy

- The purpose of the Complete Streets policy is to update the County's practices to ensure that streets are planned, designed, built, operated, and maintained for the benefit of everyone

- The policy has ten elements to make that happen

Complete Streets policy
**Council Resolution 120-2019,
Adopted October 7, 2019**

1. Vision

To ensure that Howard County is a place for individuals of all backgrounds to live and travel freely, safely, and comfortably, public and private roadways in Howard County shall be safe and convenient for residents of all ages and abilities who travel by foot, bicycle, public transportation or automobile, ensuring sustainable communities Countywide.

Complete Streets policy

2. Scope

- All types of transportation projects
- Both County capital projects and private development projects
- Ultimately, create a continuous, connected network of Complete Streets

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Complete Streets policy

3. Exceptions

- Exceptions may be considered when:
  - An accommodation that is not necessary on corridors where specific user groups are prohibited;
  - A justifiable absence of current and future need exists and is not recommended in any existing planning documents;
  - A project of equivalent scope and schedule exists or is already programmed for funding within the next five years to provide connectivity for all users; or
  - Cost of accommodation or degree of impact is grossly disproportionate to the need or probable use.

Complete Streets policy

4. Conflicting or competing needs

- Provides guidance on trade-offs between modes of travel, prioritizing safety
- Support for investment in traditionally underserved communities

5. Creating a network

- Describes importance of a network, requiring coordination with other jurisdictions

Complete Streets policy

6. Coordination and engagement

- Charges the County with development of public outreach procedures that reach all communities

7. Design guidelines

- Charges the County with updates to design guidance in accordance with best practices for multimodal street design

Complete Streets policy

8. Context sensitivity

- The level of improvements should take into consideration roadway classification, land use, and adopted plans
- Consider the scale and character of the community
- Projects should reflect the desires of affected communities
- "At the planning phase of a capital project, before scope and budget are finalized, the County will obtain public input to identify transportation needs related to all modes of travel. Input will explicitly be sought from traditionally underrepresented populations in the project area."

Complete Streets policy

9. Performance measures

- Used to:
  - Track implementation progress
  - Prioritize projects
  - Evaluate alternatives for design

Complete Streets policy

- 13 performance measures are specified in the policy
  1. Safety/Public Health: Number and location of fatalities by road type and mode of travel, and by age and gender as data are available
  2. Safety/Public Health: Number and location of serious injuries by road type and mode of travel, and by age and gender as data are available
  3. Access: Miles of sidewalk, trail, and bicycle infrastructure installed or repaired
  4. Access: Number of curb ramps installed or repaired
  5. Access: Number of crosswalks installed or repaired
  6. Access: Number of transit stops with sidewalk access installed or repaired
  7. Access: Percentage of transit stops with marked crosswalks within 150 feet

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Complete Streets policy

- 13 performance measures are specified in the policy
  8. Access: Percent of Bike Howard short term network completed
  9. Access: Percent of Walk Howard network completed
  10. Access: Percent of the population with direct access to a low-stress bike network
  11. Access/Place: Connections to important destinations, including schools, libraries, parks, community centers, village centers, social service centers, significant health care facilities, and government centers
  12. Access/Economy: Connections to employment centers
  13. Equity: Percentage of new roadway projects or roadway repairs in priority communities
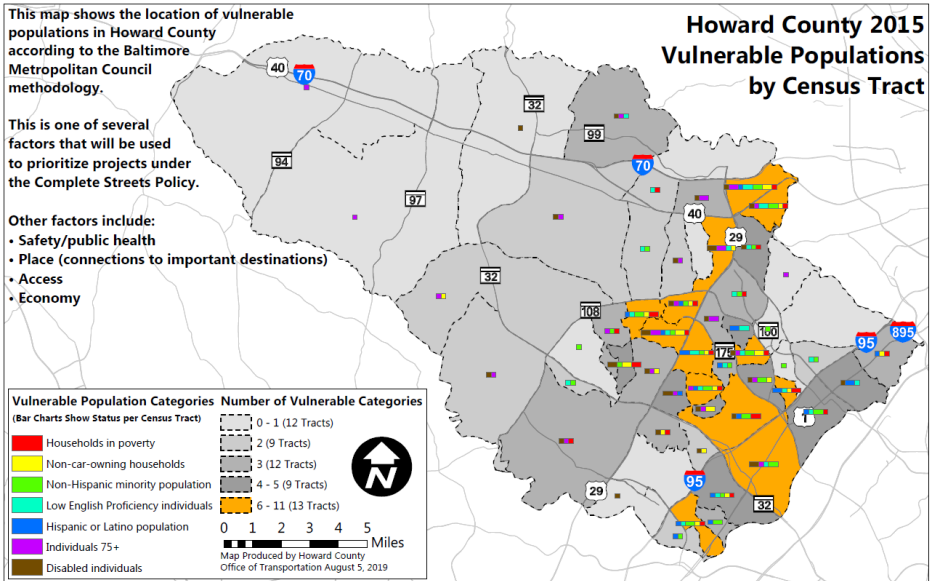
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Complete Streets policy

- "Equity shall be incorporated into every performance measure listed above to the extent data are available."
- Vulnerable Population Index based on:
  - Poverty
  - Non-Hispanic, Non-White
  - Hispanic
  - Limited English Proficiency (LEP)
  - Disabled
  - Elderly
  - Carless

Vulnerable Population Index

Complete Streets policy

10. Implementation

- This section includes specific actions to be taken by the County, along with timeframes
- Details will be discussed in a moment

THE CSIT'S ROLE IN IMPLEMENTING THE POLICY

CSIT's role
Council Resolution 120-2019, Section 10

- "It shall be the responsibility of the Office of Transportation to convene a Complete Streets Implementation Team, consisting of an equal number of internal and external stakeholders, to guide and track implementation of this policy."

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CSIT's role

- **Set the direction** for implementation tasks during 2020, ensuring progress is on schedule
  - **Public outreach** procedures by the end of September
  - **Project prioritization** process by the end of September
  - Ongoing **education and training**

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CSIT's role

- **Provide advice** on updates to County documents, ensuring progress is on schedule
  - These documents will be updated by County staff who are actively engaged in the CSIT, plus others
  - **Design Manual** updates by the end of March 2021
  - Updates to **Subdivision and Land Development Regulations** after Design Manual updates are complete
  - Interim updates that can be made prior to those deadlines will be carefully considered

- Maintain a list of **performance measures**

CSIT's role

- **Prepare a semiannual report** documenting progress, tentatively in March and September of each year
  - March 2020 report will provide information on the start of the implementation process
  - September reports are expected to describe implementation progress to date
  - March reports starting in 2021 will be more substantial, featuring annual tracking of performance measures and project prioritization during the previous calendar year

CSIT's role

- At least through spring 2021, as key implementation tasks are undertaken, the CSIT will meet monthly
- Even after initial implementation tasks are complete, the CSIT will have an ongoing role in tracking and reporting
  - We may reconsider the frequency of CSIT meetings once Design Manual updates are complete

NEXT STEPS

Next Steps

- Meetings
  - Beginning in February, the CSIT will meet **the first Wednesday of each month at 3:00 pm**
  - Anticipated agenda for February 5, subject to change:
    - Review of current design processes
    - Review of current capital budget/prioritization efforts
    - Discussion about public outreach procedures

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THANK YOU FOR YOUR PARTICIPATION!

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