



## Agenda

### Complete Streets Implementation Team Meeting #7

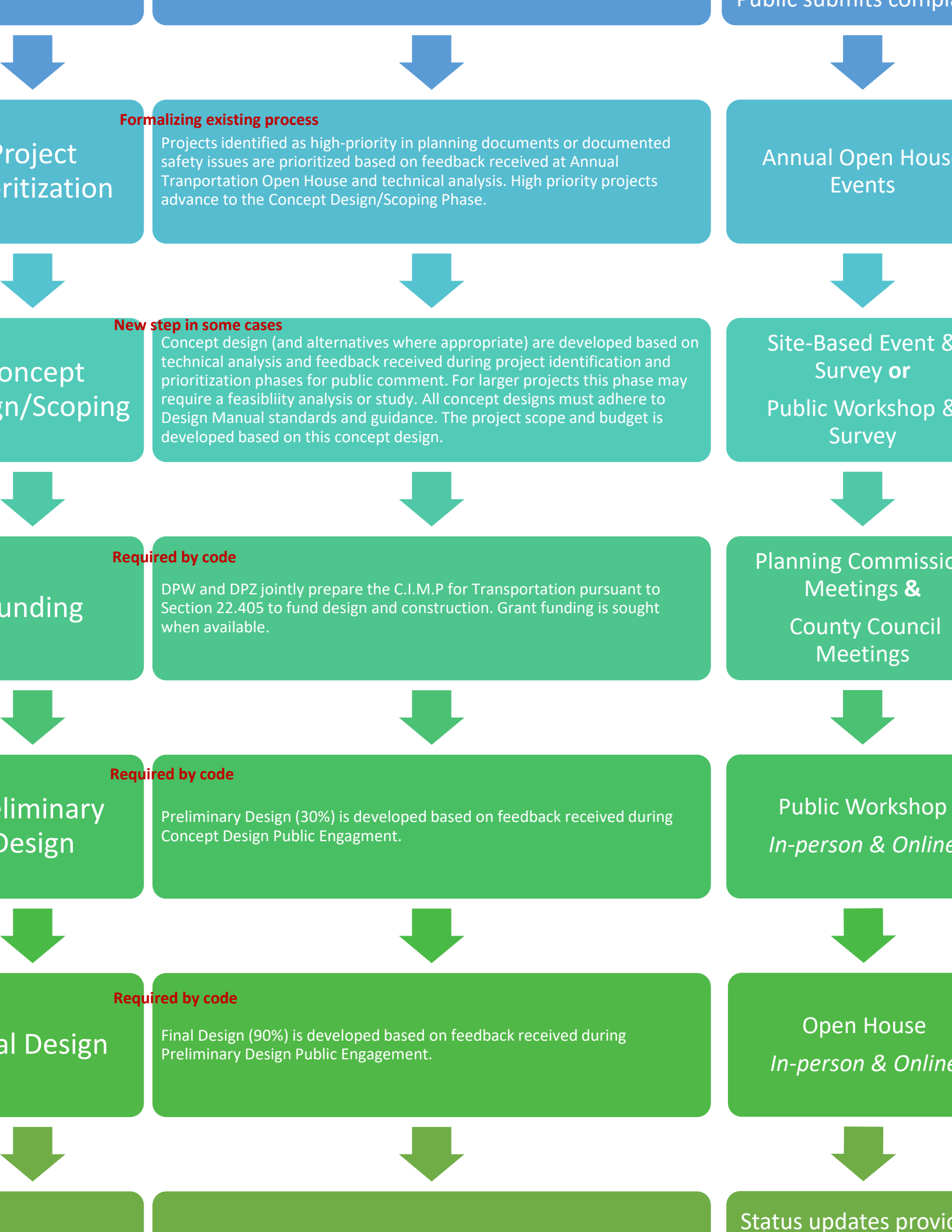
Wednesday, July 1, 2020, 3:00 pm

GoToMeeting: <https://global.gotomeeting.com/join/544479165>

Audio is available by computer through the link above or by phone:  
571.317.3122, access code 544-479-165

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Introduction, roll call, agenda review, review and approval of June meeting minutes .....	3:00
Community Engagement Plan .....	3:05
Design Manual .....	3:25
Project prioritization .....	3:50
Brief updates.....	4:15
<ul style="list-style-type: none"><li>• Sidewalk policy</li></ul>	
Next steps.....	4:20
<ul style="list-style-type: none"><li>• Next CSIT meeting: Wednesday, August 5 at 3:00 pm</li><li>• Action items from this meeting</li></ul>	
Adjourn .....	4:30



# Preliminary Design Public Workshop

The purpose of the Preliminary Design Public Workshop is to present capital project concept designs to the public for review and to collect feedback that may be incorporated into the final design of the project. Supplemental information on public engagement best practices is available on the page numbers included in parentheses.

## Before Advertisement

Meet with community institutions to determine appropriate venue, time, and special accommodations that may be necessary 6-8 weeks before you hope to hold the Preliminary Design Public Workshop (see p. 18). Once you decide on a date, enter it into the red box below.

## Advertise Workshop

[auto populates to show date 4 weeks prior to workshop date] =>

All notices should include: project name, project purpose, project number, project website, date, place, time of meeting, contact information, listserv signup info, note special accommodations available

- Post notice at the project site (see p. 18)
- Written notice by first-class mail to the DPZ registered list of subscribers (see p. 17)
- Schedule publication of notice in newspaper for 2 weeks prior to meeting (see p. 17)
- Create and promote Facebook and Nextdoor event (see p. 17)
- Email notice to adjacent community institutions and organizations (see p. 17 & 18)

## Hold Workshop

[enter date]

- Make sure all attendees sign-in, note email will be used for project updates (see p. 22)
- Have sufficient staff available to address public questions
- Use at least one of below mechanisms to collect feedback (see p. 23) 
  - Interview conducted by project representative
  - Survey at event
  - Follow-up calls/email after event
  - Survey after event

## Workshop Follow-Up

[auto populates to show date 1 day after workshop date] =>

- Scan sign-in sheet and document number of attendees on project website (see p. 20)
- Post workshop materials and feedback mechanism on project website for comment (see p. 20)
- Email attendees and post on Facebook and Nextdoor event walls (see p. 17) 
  - Thank them for attending
  - Share project schedule/next steps
  - Include link to project website/online survey and encourage sharing

## Feedback Follow-Up

[auto populates to show date 4 weeks after workshop date] =>

- Process public feedback received at workshop and online
- Publish feedback received on project website (anonymize data) (see p. 20)
- Email in-person and online participants (see p. 17) 
  - Note how feedback will be incorporated into Final Design
  - Note which comments will not be addressed by Final Design and why
  - Reiterate project schedule/next steps/how to stay involved

A signature certifies that this process was completed on the date shown below and uploaded to the project website.

\_\_\_\_\_  
Project Manager Name

\_\_\_\_\_  
Project Manager Signature



\_\_\_\_\_  
Date




Project  
Prioritization

Formalizing existing process

Projects identified as high-priority in planning documents or documented safety issues are prioritized based on feedback received at Annual Transportation Open House and technical analysis. High priority projects advance to the Concept Design/Scoping Phase.




Annual Open House  
Events



Funding

DPW and DPZ jointly prepare the C.I.M.P for Transportation pursuant to Section 22.405 to fund design and construction. Grant funding is sought when available.




Planning Commission  
Meetings &  
County Council  
Meetings



Design  
Development

Formalizing existing process

Design is developed based on feedback received at Community Meetings and operational needs.




Community Meetings  
&/or Survey



Construction

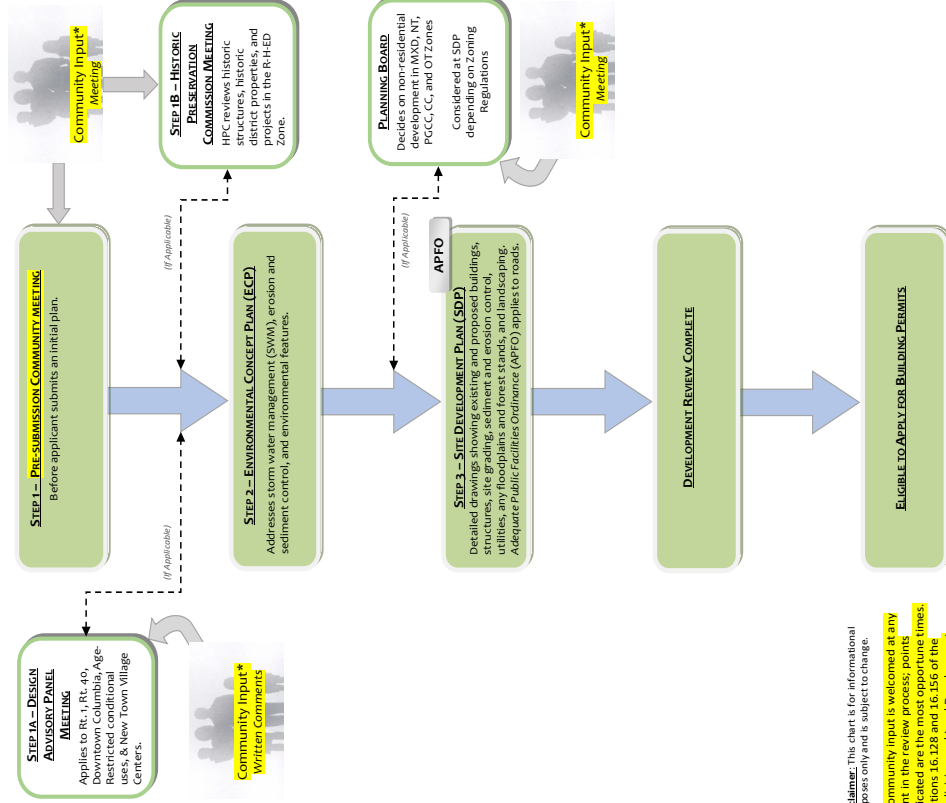
Project is built. Maintenance of traffic during project construction includes provisions for pedestrians and cyclists as required by the Complete Streets policy.



Status updates provided  
to community through  
press releases and  
weekly updates

# Site Development Plan

## NON-RESIDENTIAL DEVELOPMENT PROCESS



**Disclaimer:** This chart is for informational purposes only and is subject to change.

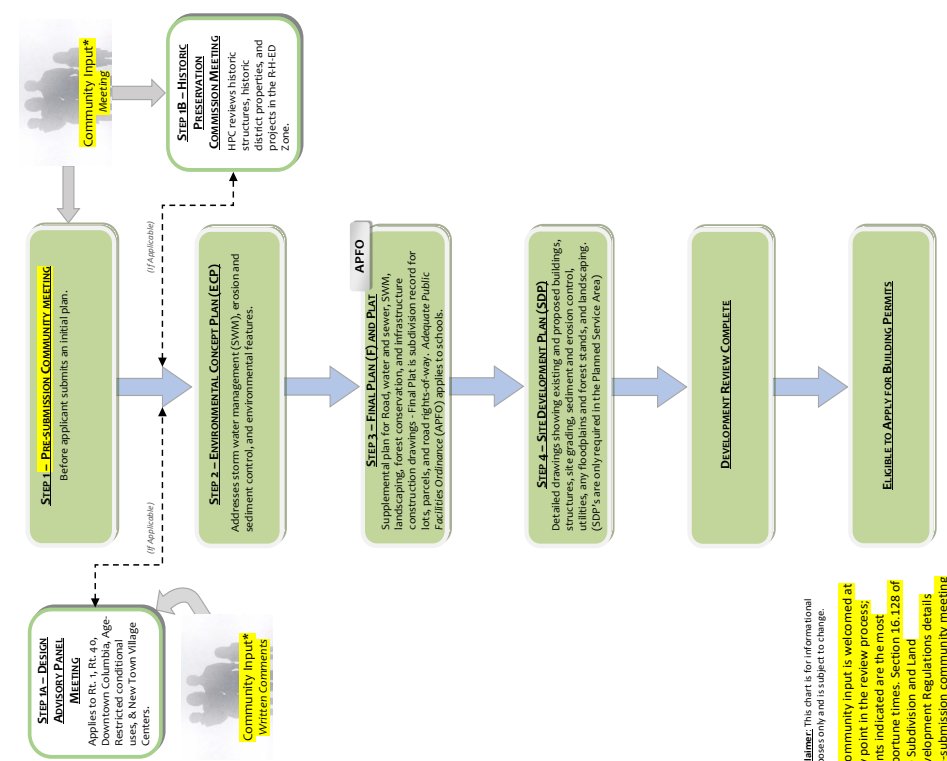
\* Community input is welcomed at any point in the review process, points to be reviewed are outlined in the Rules Sections 16.128 and 16.156 of the Subdivision and Land Development Regulations details pre-submission community meeting requirements.

Updated 3/20/2019



# Minor Subdivision

## MINOR SUBDIVISION PROCESS (4 LOTS OR LESS)



**Disclaimer:** This chart is for informational purposes only and is subject to change.

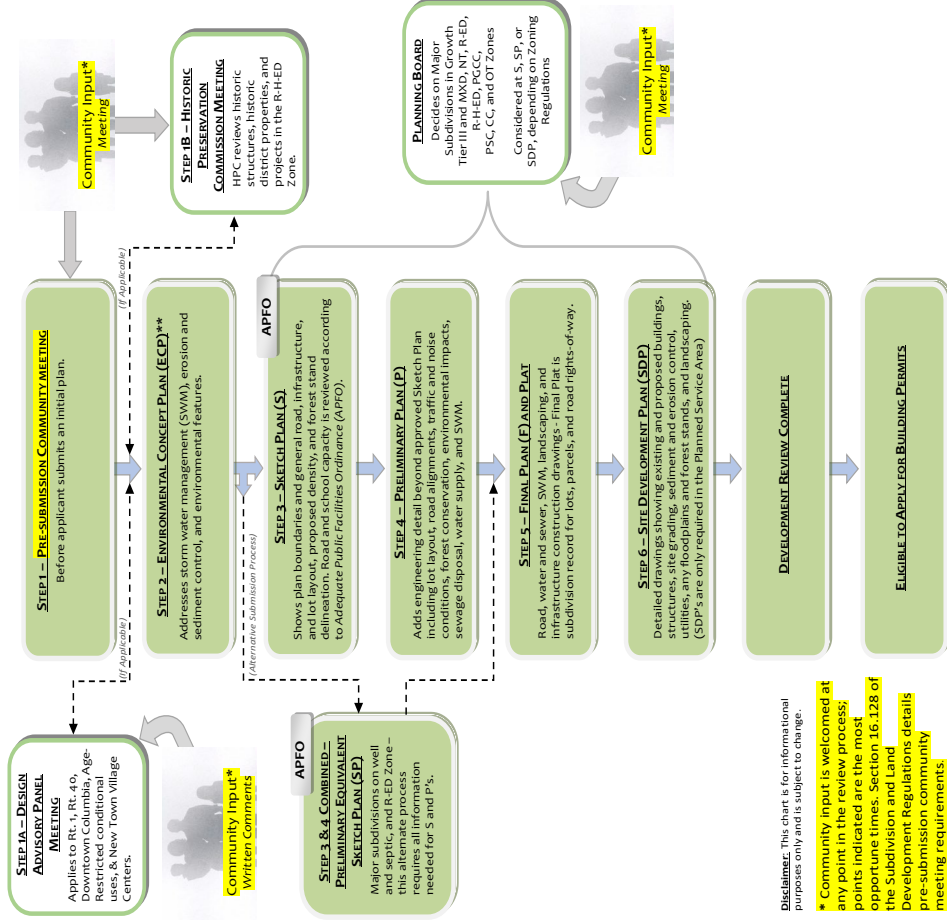
\* Community input is welcomed at any point in the review process; points indicated are the most opportune times. Section 16.128 of the Subdivision and Land Development Regulations details pre-submission community meeting requirements.

Updated 3/20/2019



# Major Subdivision Flow Chart

## MAJOR SUBDIVISION PROCESS (5 LOTS OR MORE)



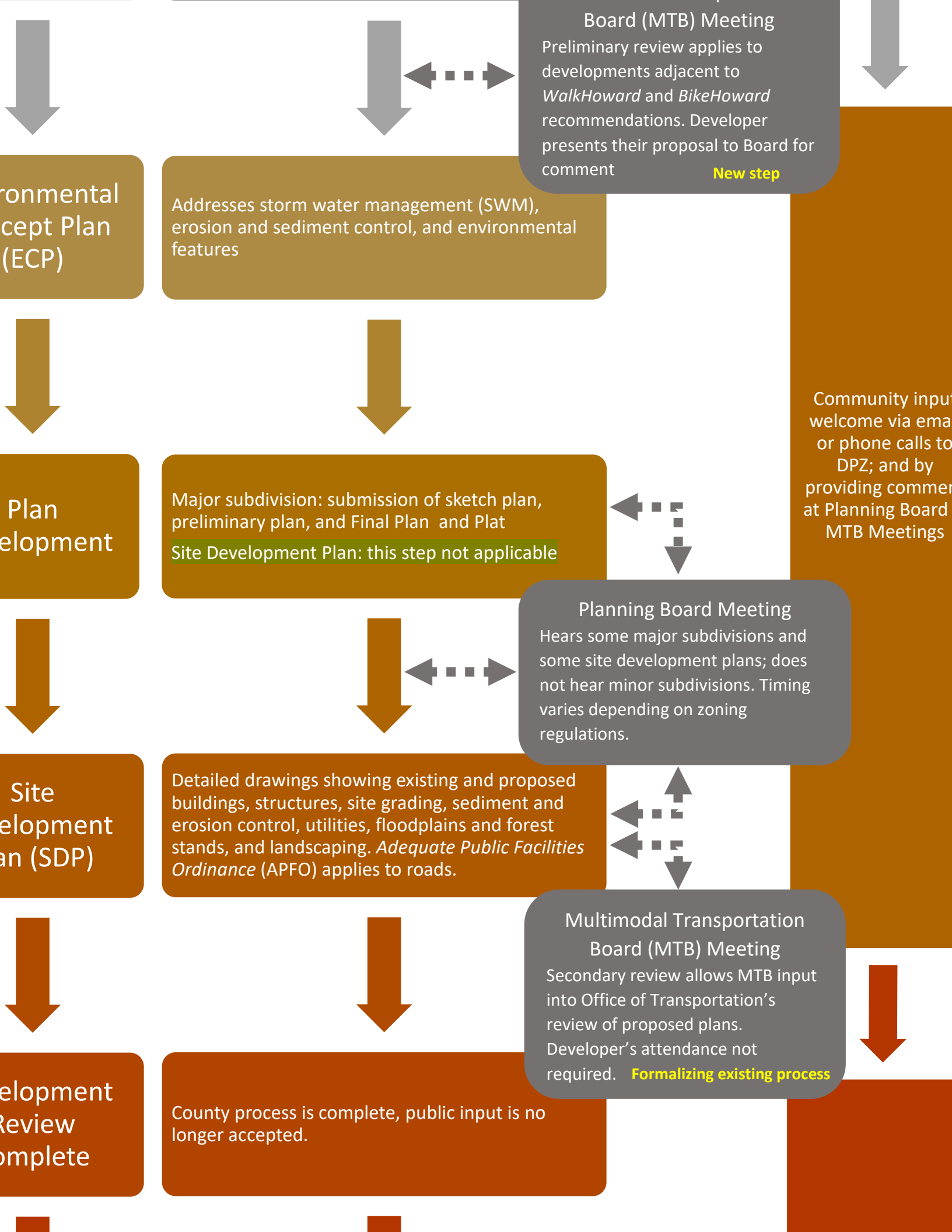
**Disclaimer:** This chart is for informational purposes only and is subject to change.

\* Community input is welcomed at any point in the review process; points indicated are the most opportune times. Section 16.128 of the Subdivision and Land Development Regulations details pre-submission community meeting requirements.

\*\* Environmental Concept Plan (ECP) must be submitted with S or SP and prior to SDP and Resubmission Final Plans.

Updated 3/20/2019





Environmental Concept Plan (ECP)

Addresses storm water management (SWM), erosion and sediment control, and environmental features

**Board (MTB) Meeting**  
 Preliminary review applies to developments adjacent to *WalkHoward* and *BikeHoward* recommendations. Developer presents their proposal to Board for comment  
**New step**

Plan Development

Major subdivision: submission of sketch plan, preliminary plan, and Final Plan and Plat  
 Site Development Plan: this step not applicable

**Planning Board Meeting**  
 Hears some major subdivisions and some site development plans; does not hear minor subdivisions. Timing varies depending on zoning regulations.

Site Development Plan (SDP)

Detailed drawings showing existing and proposed buildings, structures, site grading, sediment and erosion control, utilities, floodplains and forest stands, and landscaping. *Adequate Public Facilities Ordinance (APFO)* applies to roads.

**Multimodal Transportation Board (MTB) Meeting**  
 Secondary review allows MTB input into Office of Transportation's review of proposed plans. Developer's attendance not required. **Formalizing existing process**

Development Review Complete

County process is complete, public input is no longer accepted.

Community input welcome via email or phone calls to DPZ; and by providing comments at Planning Board and MTB Meetings





# CHAPTER 1 Introduction and General Information

## 1.1 INTRODUCTION

- A. How to Use This Manual ..... 1-X  
[new section]
- B. How This Manual was Developed ..... 1-X  
[new section]
- C. Benefits of Complete Streets ..... 1-X  
[new section]
- D. Complete Streets Policy ..... 1-X  
[new section]
- E. Vulnerable Population Index and  
Priority Areas ..... 1-X  
[new section]
- F. Authorization ..... 1-X  
[based on current section 1.1.B]

## 1.2 PROJECT TYPES AND DELIVERY PROCESS

- A. Capital Projects ..... 1-X  
[based on current sections 1.4.A and 1.6.B]
- B. Land Development Projects ..... 1-X  
[based on current sections 1.4.B and 1.6.A]
- C. Project Prioritization ..... 1-X  
[new section]
- D. Community Engagement Plan ..... 1-X  
[new section]
- E. Exceptions ..... 1-X  
[revision of 1.1.D Waivers to comply with  
Complete Streets policy]

## 1.3 STREET TYPES

- [revision of 1.5 Highway Classification System]
- A. Land Use Context ..... 1-X  
[new section]
- B. Transportation Function ..... 1-X  
[new section]
- C. Typology ..... 1-X  
[new section]

- D. Bike Howard Overlay ..... 1-X  
[new section]
- E. Scenic Roadway Overlay ..... 1-X  
[based on current section 2.15 Maintenance  
of Scenic Roadways]
- F. Trade-Offs ..... 1-X  
[new section]

## 1.4 ENGINEERING REPORTS

- [based on section 1.7]
- A. Purpose of Report ..... 1-X
- B. Content of Report ..... 1-X
- C. Submission for Review ..... 1-X
- D. Public Meetings ..... 1-X

## 1.5 CONTROL, TOPOGRAPHIC AND CONSTRUCTION SURVEYS

- [based on section 1.8]
- A. Control Surveys ..... 1-X
- B. Topographic Surveys ..... 1-X

## 1.6 PREPARATION OF CONSTRUCTION PLANS

- [based on section 1.9]
- A. General ..... 1-X
- B. Purpose ..... 1-X
- C. Drafting and Graphic Standards ..... 1-X
- D. Computer Applications ..... 1-X
- E. Standards for Depicting Existing Conditions... 1-X

## 1.7 PREPARATION OF CONSTRUCTION SPECIFICATIONS

- [based on section 1.10]
- A. General ..... 1-X
- B. Standard Format ..... 1-X
- C. Special Provisions/Technical Specifications... 1-X
- D. Proposals ..... 1-X

## 1.8 RECORD DRAWINGS

- [based on section 1.11]
- A. General ..... 1-X
- B. Electronic Files ..... 1-X
- C. Replacement Drawings ..... 1-X

## 1.9 DEFINITIONS ..... 1-X

- [based on section 1.3]

## 1.10 ABBREVIATIONS ..... 1-X

- [based on section 1.2]

Purple denotes revision of existing section  
Green denotes new section

## **CAPITAL PROGRAM QUESTIONS RELATED TO TRANSPORTATION**

### **How Are Transportation Projects Added or Adjusted in the Capital Program?**

1. How are transportation projects added to the capital program each year?
2. Is there clear guidance and definition of criteria used for selecting capital projects?
3. How do transportation projects move from:
  - a. Concept to design?
  - b. Design to engineering?
  - c. Engineering to construction?

### **Use of Condition Assessments**

4. Are there projects that should be evaluated using an asset inventory and condition assessment process, that are not currently evaluated using this process?
5. How is the allocation of funding determined between system preservation and new/expansion projects?

### **Financial Determinations**

6. How is allocation of funds related to county goals and policy priorities?
7. How is the allocation of funds for program levels (rather than individual projects) determined each year?
8. Are feasibility studies conducted prior to committing to potential projects? Is there funding allocated each year for new feasibility studies?
9. How are yearly cashflows determined for multi-year projects?
10. What process is used for project controls? Is there an internal project status reporting process and review for approval of modifications in scope, budget and schedule?

### **Public Involvement**

11. How is the public involved in the creation of the capital budget?

### **Others**