

Howard County Office of Transportation

Complete Streets Implementation Team, Meeting 1

Meeting Notes: 4/27/16, George Howard Building, Ilchester Conference Room

Participants:

Phil Nichols, Administration

Kris Jagarapu, Department of Public Works

Chad Edmondson, Department of Planning and Zoning

Paul Walsky, Department of Recreation and Parks

David Ramsay, Howard County Public School System

Mark DeLuca, Department of Public Works

Jane Dembner, Columbia Association

Chris Eatough, Office of Transportation

David Cookson, Office of Transportation

Jefferson Miller, Office of Transportation

Topics and discussion points

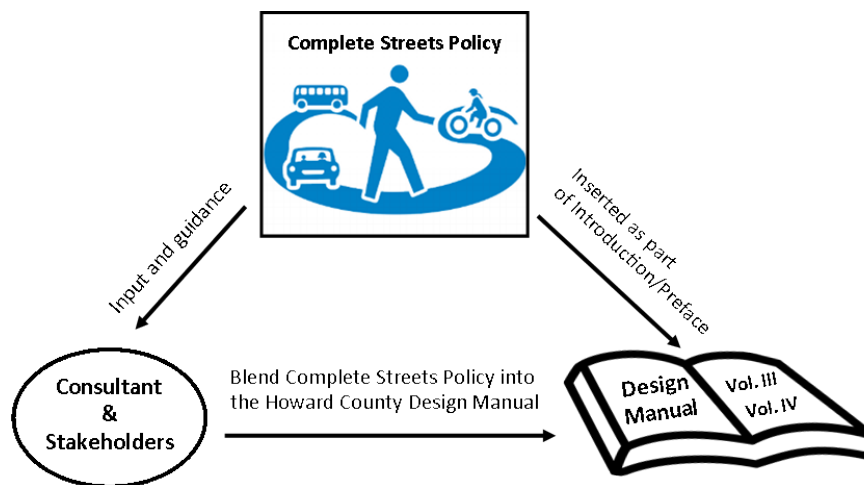
Kick-off meeting to discuss how to integrate Complete Streets Concepts and Policy into the Howard County Design Manual. As a follow up to the adoption of the Bicycle Master Plan and the endorsement of the County Executive's Complete Streets Policy Statement.

1. The implementation team decided to create a Complete Streets Policy Document (CSPD) that will be public facing and describe the background, need, general concepts of Complete Streets and Complete Streets Policy.
2. The CSPD could be inserted into the Design Manual Volume III, Complete Streets and Bridges in an early introduction/preface section, to set the tone that the County will design, build and operate Complete Streets.
3. The implementation team with the aid of additional stakeholders and consultant will blend complete streets policy concepts into the Design Manual Volume III, Complete Streets and Bridges document, and amend Design Manual Volume IV, Standard Specifications and Details for Construction as needed. See graphic below for overview of the process.
4. The implementation team reviewed examples of Complete Streets policies and projects from other communities.
 - a. Discussion of Examples:

- i. Howard County (Sunny Spring, Great Star Drive, Stevens Forest Road). Centennial Road was discussed at length, including the possible impact on car queuing for school drop off. General agreement that, as well as bike/ped infrastructure improvements, ongoing and education and encouragement is needed to change the culture of the school population to embrace and celebrate walking and biking and make efforts to reduce car drop off.
- ii. Maryland (Montgomery County, City of Rockville, Hagerstown)
- iii. United States (North Carolina)

Action Items

- Next meeting: Thursday, May 12 at 8:30am – Invitations/Meeting request will be created and sent out to team by Chris Eatough. Meetings will be bi-weekly.
- Kris Jagarapu will create an initial list of stakeholders to be shared with the group at the next meeting. Stakeholders will be invited for updates and for input at specific milestones during the 1 year process.
- Jane Dembner and Chris Eatough will create a draft work plan for the implementation team that will cover the entirety of the complete streets implementation process (estimated 1 year) to be discussed at the next meeting
- Possible future presentations on current design manuals (Howard County and Downtown Columbia). Possibly by Bureau of Engineering.
 - a. What is the process for updating the design manual? (major and minor updates)
 - b. Who can present this to the implementation team at a future meeting?



Meeting notes by Jefferson Miller