

Howard County Office of Transportation

Complete Streets Implementation Team, Meeting 7

Meeting Notes: 7/21/16, George Howard Building, Ilchester Conference Room

Participants:

Phil Nichols, Administration

Chad Edmondson, Department of Planning and Zoning

Jane Dembner, Columbia Association

Chris Eatough, Office of Transportation

David Cookson, Office of Transportation

Paul Walsky, Department of Recreation and Parks

Mark DeLuca, Department of Public Works

Clive Graham, Office of Transportation

Topics and discussion points:

1. Legal implications of various policies and plans, feedback from Jim Vannoy
Phil provided some feedback from Jim Vannoy. The document outlining interaction between Complete Streets Policy and existing County Plans and Guidelines was finalized.
2. Review draft documents:
 - a. Complete Streets Policy and Design Manual interaction with other documents. This document was finalized. Chris will post it to the Howard County Complete Streets website and will email it out to stakeholders.
 - b. Survey form for phone calls to other communities (also assign phone calls). This survey form was finalized and phone call interviews were assigned.
 - c. Template for Complete Streets Policy. Template was finalized. Each section will be fleshed out in more detail by a different team member.
3. Tasks for consultant and process for hiring – David Cookson
Can be assigned to an on-call consultant. David provided a short list of potential on-call consultants and their expertise. David will reach out to them to gauge interest.
4. Field visits, Arlington and Montgomery County – Chris and Kris
Still working on possible dates in August.
5. Dates and availability for upcoming meetings
Meeting schedule will stay the same through the summer. Every other Thursday at 8:30am. Some individuals will miss some meetings, but the group will stay on track with emails and assignments between meetings.

Group initiated a discussion on how to designate the areas where Complete Streets Policy would apply in Howard County. This will be the planned service area, plus a few other small areas with retail or other land uses that attract non-auto travel. Discussion will continue at the next meeting, with a recommendation from Chad.

Action items:

1. Phone survey interviews were assigned.
2. Filling in details of Complete Streets Policy Template sections was assigned.
3. Chris will post “interactions” document to the Howard County Complete Streets website and will email it out to stakeholders.
4. Chris will provide possible dates for Arlington site visit and Kris will provide possible dates for Montgomery County site visit.
5. David Cookson will reach out to on-call consultants to gauge interest.
6. Chad will provide recommendation for how to designate areas within Howard County where Complete Streets Policy applies.

Parking lot items:

- Field visits. Who, where, when, how? Kris will contact Montgomery County to request a guided tour of implemented Complete Streets features (possibly Bethesda)
- Details of typical cross sections to include bike lanes.
- Sidewalk maintenance, explore new approaches for sidewalk maintenance policy.
- Will there be criteria for alternative compliance to Complete Streets design?
- What are the expected cost implications of Complete Streets design?
- What tasks might need expertise and assistance from consultant? To be discussed at 7/21 meeting.

Next Meeting: 8/4/16. 8:30am to 10:30am. Ilchester Room, George Howard Building.