



PUBLIC TRANSPORTATION BOARD

May 24, 2016

7:00 p.m.

The George Howard Building
3430 Court House Drive, Ellicott City, MD 21043

AGENDA

1. Approval of the April 26, 2016 Minutes
2. Announcements
3. Public Comment
4. Old Business
 - RTA bus replacement
 - Role of the Public Transportation Board – bike/ped committee
 - Transportation Development Plan
 - Regional Transportation Agency Commission
 - Maryland Department of Transportation Priority Letter
5. New Business
 - Development Review
6. Adjournment

Future PTB Meetings Dates

June 28, 2016
July 26, 2016
September 27, 2016
October 25, 2016
December 7, 2016

For confirmation, please call the Office of Transportation at 410-313-3130.



PUBLIC TRANSPORTATION BOARD MINUTES

May 24, 2016 at 7:00 p.m.

Members Present: Ron Hartman, Chair
Jason Quan
Astamay Curtis
Larry Schoen
Hector Garcia
Earl Armiger
Alice Giles

Staff: Clive Graham, Executive Secretary
John Ainsley, Recording Secretary

1. Approval of the April 26, 2016, Minutes

The Minutes were approved by a vote of 6-0. Ms. Giles abstained from the vote.

2. Announcements

- Mr. Graham advised the Office of Transportation would be holding a public hearing on June 16, 2016 at the Regional Transportation Agency (RTA) office regarding Policy on Fare or Service change. The required public notice for the hearing had been put on the RTA website, notices on buses and in local newspapers in each of the partner's jurisdictional areas; within the service area of the RTA. The Howard County Council had been informed, as required by the County Administration Procedures Act regarding any procedural change in Policy.

The policy sets forth the decision making process, including public input requirements, for approving fare or major service change in the RTA service area. Upon this policy being approved, the County Executive of Howard County would make a final decision on major route or fare changes. Before making a decision, the Executive would have to consider recommendations from the partner jurisdictions and the public.

- Columbia Maryland was awarded a Bronze Award by the League of American Bicyclists for being the third most bicycle friendly community in the United States.
- The Office of Transportation hosted the 19th Annual Bike to Work Day on May 20, 2016. It was a very successful event in which over 300 bicyclists were enrolled in the annual event.

3. **Public Comments**

There were no public comments.

4. **Old Business**

Regional Transportation Agency Bus Replacement (Update)

Mr. Graham advised the current FY17 budget includes funding to replace 11 Howard County buses by using a lease option for the purchase. The County Council would be voting on May 26, 2016 and it is expected the budget will be passed.

The MTA has applied for FTA funding for bus fleet replacement that has become available. The MTA has applied on behalf of the Local Operated Transit Systems (LOTS) in the state, including the RTA.

Role of the Public Transportation Board- bike/ped committee

Mr. Schoen recommended that the Public Transportation Board (PTB) widen its scope to also serve as the Bicycle and Pedestrian Advisory Board, a new body recommended in BikeHoward, the Bicycle Master Plan. Mr. Graham advised that currently, there has been no movement in the Administration to create such an advisory board. He suggested that the PTB might send a letter to the Administration if they wished to widen the scope of the PTB's charter. Mr. Hartman requested that the OoT draft such a letter with this recommendation to widen the scope of the PTB.

Transit Development Plan – TDP (Update)

Mr. Graham advised that the Office of Transportation (OoT), Maryland Transit Administration (MTA), and KFH Group (KFH) along with area partners are currently scoping out the TDP. KFH is currently fleshing out a scope which will include reviewing Howard County transit as they have not been reviewed for several years.

The scope may include some key questions: 1) what are the priorities for service? (serving low-income populations?) 2) How constrained are future operating budgets? (can we use the planning process to explore a larger system with shorter headways?)

Mr. Garcia suggested in addition to route changes, to also include a higher quality of service that will provide and communicate to a diverse population here in Howard County.

PTB members will be updated as the TDP project proceeds and Clive welcomed the board's input. He suggested devoting the next PTB meeting to a broader policy discussion on the TDP.

Regional Transportation Agency Commission

Mr. Graham advised the draft of the bylaws and the Memorandum of Understanding (MOU) for the RTA Commission has been completed. They are currently being reviewed by Anne Arundel County and he believed that both Howard and Anne Arundel Counties are in agreement. After this review the MOU and by-laws will be forwarded to Prince George's County and the City of Laurel for review. Once all partners are in agreement and have signed, the RTA Commission can be seated.

Maryland Department of Transportation Priority Letter (Update)

Mr. Graham notified the PTB board that this year's priority letter had been signed by the County Executive and by the chairs of the County Council and state delegation, and had been forwarded to the Office of the Secretary of the Maryland Department of Transportation (MDOT). The letter includes a summary of transportation projects and funding which Howard County would like to see in the upcoming Fiscal Year 2017. PTB board members were furnished a copy of the priority letter.

5. New Business

Development Review

Kathleen Donodeo (OoT) gave a presentation on the Office of Transportation's (OoT) role in the Development Review process.

Mr. Hartman stated the main concern of the Board is to ensure the OoT has a role in the processing and approval of any new developments in the County. Ms. Donodeo stated she is now optimistic that the OoT is being involved at the beginning stages of all projects so the OoT can provide input on development design. This would include roadway, bikeways, sidewalks, and ADA conformity of new development.

Ms. Donodeo advised that new developments are often not being built in locations that are logical in a transportation point of view. She stated that private developers purchase the locations for new development and then the Planning & Zoning/ Public Works departments review the plans for compliance with the Howard County Design Manual requirements. Ms. Donodeo presented the current DPZ workflow chart and gave examples of past developments where OoT input recommended sidewalks to a plan, and whether that input was taken or not.. OoT now reviews new plans and signs off with comments to the given department prior to the project moving forward. Ms. Donodeo would also like for the OoT to have the opportunity to have input on future county building development locations such as a new Senior Center. New locations of buildings can have dramatic impacts on the ability of County residents to access these services using existing fixed bus routes. Finally, she distributed a current draft site plan and discussed the issues and tradeoffs related to transit and pedestrian access at the site.


Mr. Schoen suggested that the current Subdivision and Regulations be revised to more fully include bicycle and pedestrian needs. These revisions would follow the “Complete Streets Policy” in the Howard County Master Bicycle Plan. Clive said that a Complete Streets workgroup had started to meet and could present to the PTB when it was further along.

Upcoming June meeting

The board discussed agenda topics for the upcoming PTB meetings. Mr. Graham suggested the June meeting might cover policy aspects of the Transit Development Plan. Mr. Hartman concurred.


6. Adjournment

Mr. Hartman adjourned the meeting at 8:45 pm. The next Public Transportation Board meeting is scheduled for **June 28, 2016 at 7:00 pm.**



Clive Graham
Executive Secretary

6/21/16
Date



John Ainsley
Recording Secretary

6/21/16
Date

Introduced _____
Public Hearing _____
Council Action _____
Executive Action _____
Effective Date _____

County Council of Howard County, Maryland

2016 Legislative Session

Legislative Day No. __

Bill No. _____ -2016

Introduced by: The Chairperson at the request of the County Executive

AN ACT authorizing.

Introduced and read first time _____, 2016. Ordered posted and hearing scheduled.

By order _____
Jessica Feldmark, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on _____, 2016.

By order _____
Jessica Feldmark, Administrator

This Bill was read the third time on _____, 2016 and Passed ____, Passed with amendments _____, Failed _____.

By order _____
Jessica Feldmark, Administrator

Sealed with the County Seal and presented to the County Executive for approval this ____ day of _____, 2016 at ____ a.m./p.m.

By order _____
Jessica Feldmark, Administrator

Approved/Vetoed by the County Executive _____, 2016

Allan H. Kittleman, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; ~~Strike out~~ indicates material deleted by amendment; Underlining indicates material added by amendment.

1 **Section 1. Be It Enacted** by the County Council of Howard County, Maryland, that the
2 Howard County Code is amended as follows:

3 *By amending:*

- 4 1. *Title 6 “County Executive and the Executive Branch”*
5 *Section 6.408 “Office of Transportation”*
6
- 7 2. *Title 21 “Traffic Control and Transportation”*
8 *Section 21.503 “Public Transportation Board”*
9
- 10 3. *Title 16 “Planning, Zoning and Subdivisions and Land Development*
11 *Regulations”*
12 *Subsection (b)(47) of Section 16.108 “Rules of Construction; Definitions”*
13

14 **Title 6. County Executive and the Executive Branch.**

15 **Subtitle 4. Department of County Administration.**

16
17 **Section 6.408. Office of Transportation.**

18 (a) *General Provisions.* General provisions applicable to this office are set forth in
19 subtitle 2, "Administrative Departments and Offices," of this title of the Howard County
20 Code.

21 (b) *Head.* The Administrator of the Office of Transportation shall head the Office of
22 Transportation under the general supervision of the Chief Administrative Officer.

23 (c) *Qualifications of the Administrator of the Office of Transportation.* The
24 Administrator of the Office of Transportation shall:

25 [(1) Have extensive knowledge of the principles and practices of the oversight
26 and operation of fixed-route and paratransit systems;

27 (2) Have experience in financing, budget development, and grants
28 management; and

29 (3) Have had, at the time of appointment, at least five years of increasingly
30 responsible executive experience in the management and oversight of transit services and
31 other related experience including transit planning.]]

1 (1) HAVE A STRONG KNOWLEDGE OF THE FOLLOWING TRANSPORTATION
2 ELEMENTS, INCLUDING, BUT NOT LIMITED TO:

- 3 (i) PUBLIC TRANSIT;
- 4 (ii) BICYCLE INFRASTRUCTURE;
- 5 (iii) PEDESTRIAN INFRASTRUCTURE; AND
- 6 (iv) VEHICULAR TRAFFIC NETWORKS;

7 (2) HAVE EXPERIENCE IN, OR UNDERSTANDING OF, FISCAL RESPONSIBILITY, AS
8 IT PERTAINS TO DEVELOPING AND MANAGING TRANSPORTATION BUDGETS; AND

9 (3) HAVE HAD, AT THE TIME OF APPOINTMENT, AT LEAST FIVE YEARS OF
10 EXPERIENCE IN THE TRANSPORTATION FIELD, INCLUDING PARTICIPATION IN PROJECTS
11 RELATING TO THE TRANSPORTATION ELEMENTS DESCRIBED IN THIS SUBSECTION.

12 (d) *Duties and Responsibilities.* The Office of Transportation shall promote and
13 enhance the County's transportation [[and transit operations]] needs by performing the
14 following functions:

15 (1) Overseeing the [[acquisition]] PROVISION, management, FUNDING, and
16 operation of the County's transit and paratransit services;

17 (2) Coordinating and PLANNING VEHICULAR TRAFFIC NETWORKS; [[managing
18 the funding for the operation and management of the County's transit and paratransit
19 services;]]

20 (3) Developing and managing transportation alternatives AND STRATEGIES TO
21 REDUCE [[to]] single occupancy vehicle[[s]] USE;

22 (4) Ensuring coordination of VEHICULAR, transit, pedestrian, and bicycle
23 modes OF TRANSPORTATION;

24 (5) Developing and instituting policies and procedures for transportation in
25 the County and region;

26 (6) Overseeing and providing support for the Public Transportation Board;

27 (7) [[Coordinating]] WORKING IN CONJUNCTION with the Department of
28 Planning and Zoning AND THE DEPARTMENT OF PUBLIC WORKS to ensure the integration
29 of land use [[and transit planning]] DECISIONS WITH TRANSPORTATION PLANNING THAT
30 TAKE INTO ACCOUNT ALL OF THE TRANSPORTATION ELEMENTS DESCRIBED IN THIS SECTION;

1 (8) Establishing and maintaining official and informal associations with
2 various federal, state, and local officials and professionals to facilitate and promote the
3 County's transportation goals and objectives; and

4 (9) Representing and providing advice to the County Executive on transit and
5 transportation issues.
6
7

8 **Title 21. Traffic Control and Transportation.**

9 **Subtitle 5. Public Transportation.**

10
11 **Section 21.503.** General powers and duties of Public Transportation Board.

12 The Howard County Public Transportation Board shall:

13 [[(a) Identify financial and other resources to support and expand existing public
14 transportation services and to initiate and assist in providing additional public
15 transportation for Howard County residents;]]

16 (A) INITIATE AND ASSIST IN PROVIDING TRANSPORTATION OPTIONS FOR HOWARD COUNTY
17 RESIDENTS AND BUSINESSES, INCLUDING, BUT NOT LIMITED TO:

18 (1) PUBLIC TRANSIT;

19 (2) BICYCLE;

20 (3) PEDESTRIAN;

21 (4) VEHICULAR; AND,

22 (5) TRANSPORTATION DEMAND MANAGEMENT;

23 (b) Make recommendations to the County Executive concerning contracts with State and
24 Federal agencies, firms, corporations, and associations to provide public transportation
25 services to Howard County;

26 (c) Encourage additional home-to-work transit services, INCLUDING, BUT NOT LIMITED TO
27 THE MODES OF TRANSPORTATION DESCRIBED IN SUBSECTION (A) OF THIS SECTION;

28 (d) Assist in [[procuring]] PROVIDING adequate public transportation for County residents
29 having no alternative means of transportation;

30 (e) Assist in increasing transportation access to social services, educational institutions,
31 recreational facilities and OTHER GOODS AND SERVICES[[domestic supplies]];

1 (f) Develop and submit recommendations to County, State, and regional administrative
2 bodies in planning comprehensive transportation services for Howard County residents;
3 (g) Receive and coordinate [[citizen]] PUBLIC comment and complaints concerning
4 transportation needs and to recommend actions thereon; AND
5 [[(h) Evaluate present transportation services for the purpose of developing a
6 comprehensive transit program for the County, with appropriate linkages to both the
7 Baltimore and Washington areas; and]]
8 [[(i)] (H) Furnish recommendations and provide information to the County Executive
9 and the County Council on any matter concerning the present and future needs of public
10 transportation in Howard County.

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13 **Title 16. Planning, Zoning and Subdivisions and Land Development Regulations.**

14 **Subtitle 1. Subdivision and Land Development Regulations.**

15 **Article I. General.**

16
17 **Section 16.108.** Rules of construction; definitions.

18 (b) *Definitions.* As used in these regulations, the following terms shall be defined as
19 follows:

20 (47) Review committee means an advisory group to the Department of
21 Planning and Zoning, organized to coordinate the subdivision and site development plan
22 review process. The group shall include, but not be limited to, representatives of the
23 following agencies:

- 24 (i) Department of Public Works;
- 25 (ii) Health Department;
- 26 (iii) Department of Education;
- 27 (iv) Department of Recreation and Parks;
- 28 (v) Department of Fire and Rescue Services;
- 29 (vi) Department of Inspections, Licenses and Permits;
- 30 (vii) Soil conservation district; [[and]]
- 31 (viii) Maryland State Highway Administration[.]; AND

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(IX) OFFICE OF TRANSPORTATION.

Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland, that this Act shall become effective 61 days after its enactment.

DRAFT