

Howard County Bicycle Advisory Group (BAG) Quarterly Meeting, 10/24/17

Columbia/Ellicott City Room, George Howard Building, 3pm to 5pm.

1. Changes to the Bicycle Advisory Group under CB20-2017
2. Draft Rules of Procedure
3. FY18 Capital Budget
4. US 1 Safety Evaluation

Future BAG Meeting Schedule

Month	Joint Meeting with TPAG?*	Focus Topics
January	No	Organizational annual objectives
March	Yes	Pre-Budget and Pre-Grant application discussion
June	No	Ongoing Status and Issues
October	Yes	Tracking Bicycle Master Plan Progress

*TPAG is the Transit and Pedestrian Advisory Group

Exact dates to be determined

Howard County Code Excerpt Establishing the Bicycle Advisory Group

Sec. 6.408. - Office of Transportation.

- (e) *Advisory Groups to the Office of Transportation.* The Office shall establish a Bicycle Advisory Group and a Transit and Pedestrian Advisory Group to advise the Office on issues related to the modes of transportation. Both advisory groups shall be staffed by the Office of Transportation.
- (1) *Bicycle Advisory Group.* The group shall be comprised of:
- (a) A member of the Multimodal Transportation Board;
 - (b) A Howard County Student, selected by Voices for Change;
 - (c) A Howard County Student, selected by the Howard County Association of Student Councils;
 - (d) At least one representative from each of the following organizations:
 - (i) The Bicycling Advocates of Howard County;
 - (ii) The Columbia Association;
 - (iii) The Howard County Department of Public Works;
 - (iv) The Howard County Department of Recreation and Parks;
 - (v) The Howard County Police Department;
 - (vi) The Howard County Public School System; and
 - (vii) The Howard County Council; and
 - (e) Other members at the discretion of the Administrator of the Office.
- ...
- (3) *Advisory Group Meetings.*
- (a) Each advisory group shall meet at least four times per year. At least two meetings shall be joint meetings with the Bicycle Advisory Group and the Transit and Pedestrian Advisory Group, and at least two meetings shall be held separately.
 - (b) Each meeting shall include an open forum component in which members of the public are invited to comment about transportation.
 - (c) Advisory groups shall follow the State of Maryland Open Meetings Law.
 - (d) The Office of Transportation shall notify directly the groups and organizations listed in section 6.408(e)(1)(d) and section 6.408(e)(2)(g) of each advisory group meeting, but an advisory group's work shall not be invalidated for lack of representation from one or more of the listed groups or organizations.
- (4) *Advisory Group Responsibilities.* Advisory groups shall:
- (a) Advise and inform the Office on transportation matters;
 - (b) Provide additional subject matter expertise to the Office; and
 - (c) Provide feedback and technical assistance on the implementation of master plans and other initiatives and policy issues.

(C.B. 5, 2011, § 1; C.B. 20, 2017, § 1)

**RULES OF PROCEDURE OF THE HOWARD COUNTY BICYCLE ADVISORY
GROUP, DRAFT, OCTOBER 2017**

Section 1.100 Authority

These Rules of Procedure of the Howard County Bicycle Advisory Group (BAG) are adopted in pursuant to the authority of the Howard County Code Section 6.408 (Office of Transportation)¹.

Section 1.101 General Powers and Duties, Officers, Members

The general powers and duties of the BAG, as set forth in Section 6.408, are to:

1. Advise and inform the Office of Transportation on Transportation matters;
2. Provide additional subject matter expertise to the Office of Transportation; and
3. Provide feedback and technical assistance on the implementation of master plans and other initiatives and policy issues.

Howard County Code Section 6.408 lists the members of the BAG. Members shall serve until they resign or are replaced.

The BAG shall elect a Chairperson and a Vice Chairperson, to serve for a term of two years. A majority vote of members present shall be necessary to elect a BAG member to these offices.

The Chairperson shall have the duty and responsibility for the overall direction of the BAG's activities in coordination with the Executive Secretary. The Chairperson shall preside at BAG meetings and shall rule on preliminary matters of a procedural nature.

The Vice Chairperson shall have all the powers and responsibilities of the Chairperson, in his or her absence.

Attendance and participation in BAG meetings is expected of BAG members. Unless excused by resolution of the BAG, whenever a member of the BAG has accumulated three consecutive absences from regular BAG meetings, the Chairperson shall notify the Administrator of the Office of Transportation that the position is deemed vacant and request initiation of procedures for filling the vacancy.

A BAG member may arrange for a proxy to attend a BAG meeting if they are not available to attend.

The Administrator of the Office of Transportation or the Administrator's designee shall act as the

¹ The BAG was created under CB 20-2017 which is attached to these Rules, until CB 20-2017 is incorporated into the online version of the Code.

Executive Secretary to the BAG. The Executive Secretary shall attend all meetings, notify all BAG members of meetings, maintain a record of all BAG meetings, and provide appropriate staff assistance as required.

Section 1.102 Meetings

The BAG shall follow the provisions of Maryland's Open Meetings Act.

Pursuant to Code section 6.408, the BAG shall meet at least four times per year.

A quorum is necessary to hold a meeting. A quorum, necessary to transact business, shall consist of at least 25 percent of the current membership of the BAG. A majority vote of the members present shall decide any question or issue before the BAG. Any business transacted absent a quorum shall not be binding on the BAG unless ratified by a quorum at a subsequent meeting.

Each meeting shall include an open forum component in which members of the public are invited to comment about bicycling in Howard County.

The BAG shall meet in the George Howard Building, 3430 Courthouse Drive, Ellicott City, Maryland, except as may otherwise be scheduled by the Executive Secretary after consultation with the Chairperson.

Except where inconsistent with the provisions of these Rules of Procedure, Robert's Rules of Order, as may be revised from time to time, shall be the parliamentary requirements at BAG meetings.

Section 1.103 Record of Meetings

The BAG shall keep the record of its transactions, resolutions, recommendations, and decisions and shall keep minutes of its proceedings, all of which shall be filed in the Office of Transportation and be a public record, unless otherwise required by law.

Section 1.104--Public Attendance

The general public is invited to attend all BAG meetings. All persons attending are expected to maintain order and decorum and to refrain from disturbing the orderly process of the meeting.

The Chairperson may impose a reasonable time limit for speaking on those who wish to make an oral presentation to the BAG.

Section 1.105—Advertising, Notification of Meetings

The Executive Secretary shall arrange appropriate public notification of the meetings.

Section 1.106 Conduct of Meeting, Maintenance of Order

On any matter before the BAG, any member may ask relevant questions of the Office of Transportation or of any person attending the meeting, upon recognition by the Chairperson.

It shall be the duty of the Chairperson to maintain order during BAG meetings. Whenever confusion or disorder arises in the meeting room or demonstrations of approval or disapproval of those persons in attendance occur, it shall be the duty of the Chairperson to enforce order on its own initiative without any point of order being made by a member. Under circumstances of confusion and disorder, the Chairperson shall have the power, and it shall be the duty of the Chairperson, to order the meeting room cleared or to recess the meeting, and the Chairperson may, on his or her own motion and without a second or putting the matter to a vote, order the meeting recessed to a fixed hour and date.

Section 1.107 Recommendations, Resolutions

Recommendations and/or resolutions by the BAG shall be in writing and shall be approved by a majority of the BAG members present.

Section 1.108 Adoption and Amendment of Rules

Adoption and amendment of these Rules of Procedure shall be subject to Title 2, Subtitle 1. of the County Code, - Administrative Procedure Act, as applicable.

Clive Graham, Executive Secretary

Date

Potential FY2019 K5066 Bicycle Master Plan Projects

◀ denotes a project that would improve a component of The Bikeway

New Projects

Bike Lanes – Implementation

- ◀ Harriet Tubman Lane between Cedar Lane and Freetown Road and Martin Road between Freetown Road and Seneca Drive – *BikeHoward* Structured Project #2
- ◀ Martin Road between Seneca Drive and Owen Brown Road – part of *BikeHoward* Structured Project #10
- Edgar Road and Meadowbrook Lane – part of *BikeHoward* Structured Project #13
- ◀ Columbia Road between Old Annapolis Road and Gray Rock Drive – part of *BikeHoward* Structured Project #19

Shared Roadway Projects – Implementation

Adding a series of sharrows, signs and paved and striped shoulders on River Road, Levering Avenue, and Furnace Avenue between Gun Road at Race Road – part of *BikeHoward* Structured Project #28

Final Design – Pathways

Dobbin Road/McGaw Road Shared-Use Path

A new shared-use-path alongside Dobbin Road between Oakland Mills Road and McGaw Road, and alongside McGaw Road between Dobbin Road and Stanford Boulevard, along with a new crossing of Oakland Mills Road at Dobbin Road, to connect retail areas to an existing pathway south of Oakland Mills Road.

Initial Design – Pathways

- ◀ Upgrade an existing pathway between Blandair Park and the Elkhorn Branch Trail – *BikeHoward* Structured Project #23
- A new 500-foot pathway connection between the intersection of Hickory Ridge Road and Broken Land Parkway and the existing CA pathway between Martin Road and the end of Sebring Drive – part of *BikeHoward* Structured Project #55

Road Diet Feasibility Studies

- ◀ Tamar Drive between Lambskin Lane and Snowden River Parkway – *BikeHoward* Structured Project #61
- Oakland Mills Road between Old Montgomery Road and Dobbin Road

Carryover Projects

Construction – Pathways

Cedar Lane Pathway

A new pathway connection alongside Cedar Lane between Little Patuxent Parkway and Harpers Farm Road.

Final Design – Pathways

◀ North Laurel Connections

A new pathway connection between Royal Path Court and Ridings Way in Laurel, along with potential wayfinding and bike lanes on roadways leading to the pathway connection, to create an all-ages-and-abilities connection between Savage and Laurel) – parts of *BikeHoward* Structured Project #5 and #6. Applied for Maryland Bikeways Program grant for final design, with response expected in early November.

Minor Retrofits

Howard County Bike Rack Program

Installation of up to 200 bike racks funded by the Maryland Bikeways Program; grant has been extended to September 29, 2018.

Bicycle-Friendly Storm Drain Grate Replacement

Ongoing replacement of parallel storm drain grates with bicycle-friendly grates.

Automated Bicycle and Pedestrian Counter Purchase

Purchase of two permanent automated bicycle and pedestrian counters (to be placed at the US 29 bicycle/pedestrian bridge and at Lake Elkhorn) and eight counters that can be deployed for up to a month at a time, funded by the National Recreational Trails Program through a grant expiring July 7, 2021.

Projects – FY2018 Completion

Bike Lanes – Implementation

Centennial Lane between Old Annapolis Road and Frederick Road – part of *BikeHoward* Structured Project #18

Mellenbrook Road between Lightning View Road and Creekbed Court

Old Dobbin Lane between Dobbin Road and Tamar Drive

Thunder Hill Road between Santiago Road and MD 175 – part of *BikeHoward* Structured Project #13

Toll House Road between Old Columbia Pike and Frederick Road – part of *BikeHoward* Structured Project #17

Construction – Pathways

◀ Howard Community College Connector

A new pathway connection between the Downtown Columbia Trail and Hickory Ridge Road through the campus of Howard Community College, and a new crossing of Hickory Ridge Road at the south end of the pathway. – part of *BikeHoward* Structured Project #10

Final Design – Pathways

Cedar Lane Pathway 100% Design

Maryland Bikeways Grant Applications

Response expected in early November

Clarksville Pike Shared-Use Path

A 1.7-mile long, 10-foot wide shared-use path along the western side of Clarksville Pike (MD 108) between Guilford Rd and Trotter Rd, with crossings of MD 108 as necessary, providing access to the center of Clarksville.

◀ Downtown Columbia to Stevens Forest Road Pathway

Currently at 30% design, this pathway would provide a 1.3 mile long, 10 foot wide, off-street connection accessible to users of all ages and abilities from Stevens Forest Road to Downtown Columbia, using an existing utility right-of-way and crossing underneath Broken Land Parkway and US-29.

◀ North Laurel Connections





See “Carryover Projects – Final Design – Pathways”

Robert Fulton Drive Shared-Use Path



This project would consist of wayfinding signage along Gracious End Court and Gentle Shade and the creation of a new shared-use-path along Robert Fulton Drive from Solar Walk to Columbia Gateway Drive, a distance of 0.7 miles, with the 2 segments linked by wayfinding improvements to, and possible widening of, an existing pathway from Gentle Shade to Solar Walk.

Potential FY2019 K5066 Bicycle Master Plan Projects



New For FY19

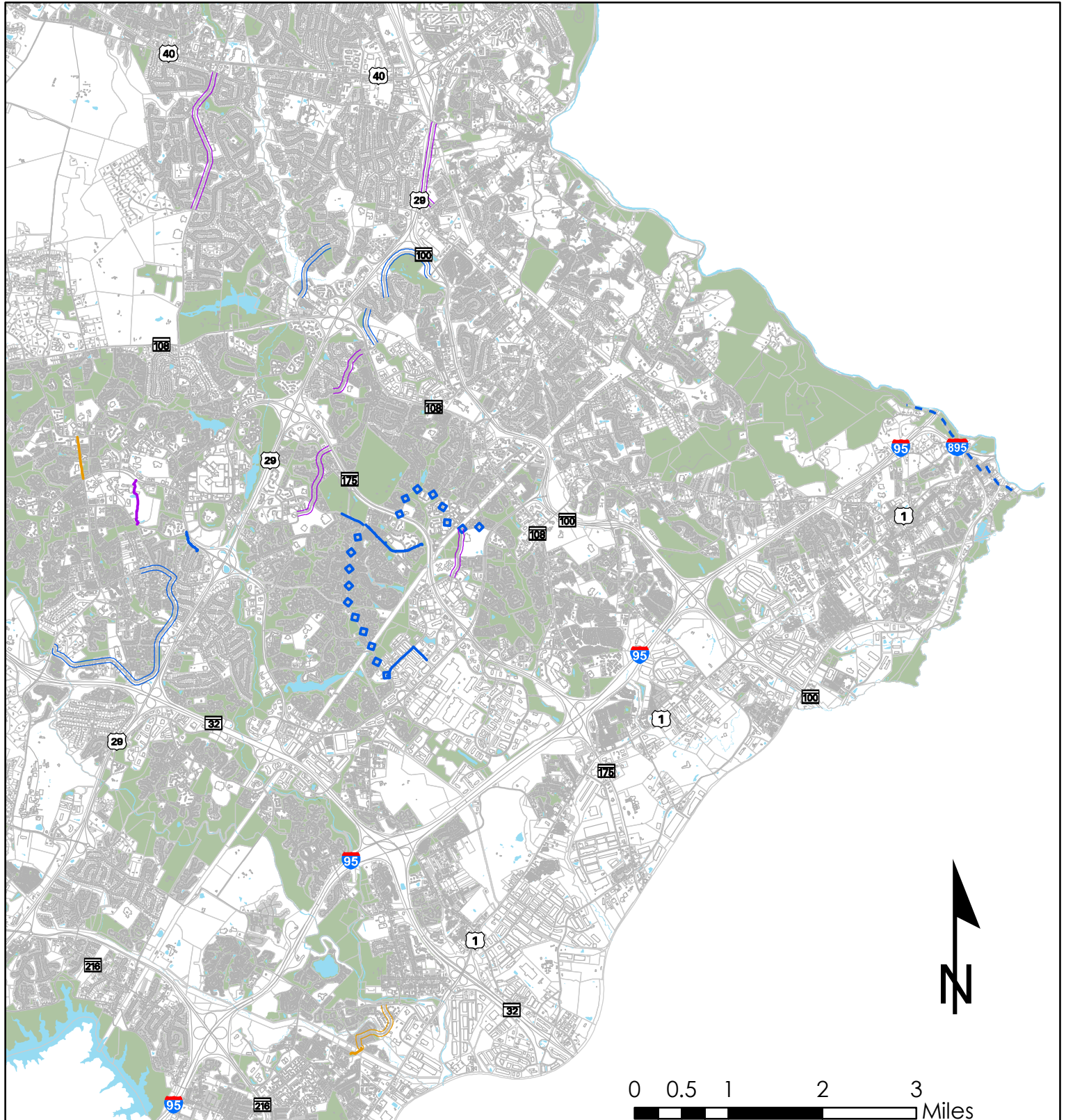
-  Bike Lane Project
-  Pathway Project
-  Shared Roadway Project
-  Road Diet Study

Carried Over from FY18

-  Bike Lane Project
-  Pathway Project

Anticipated for Completion in FY18

-  Bike Lane Project
-  Pathway Project



US 1 Safety Evaluation

October 2018 Update

Public Input

36 attendees at 2 open houses (one each in Elkridge and North Laurel) supplied 41 comment forms and identified 89 specific locations of concern.

16 emails from residents—most of whom did not attend the open houses—provided additional information.

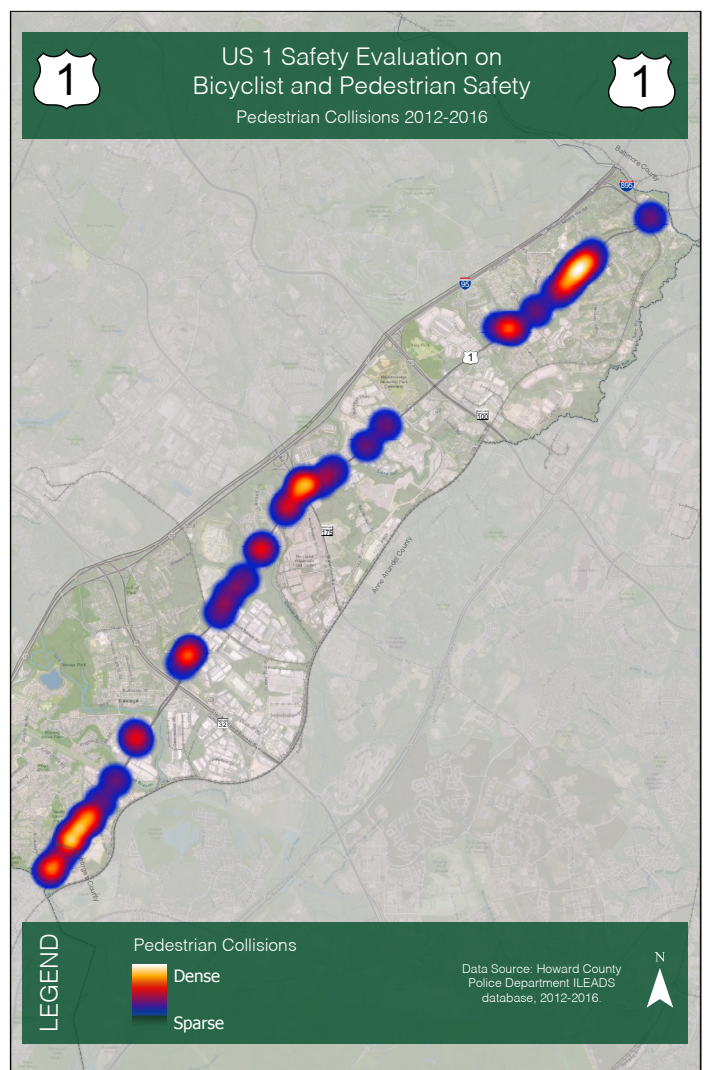
Data Analysis

Engineers from Sabra Wang studied traffic volumes and speeds, existing and planned development, bus ridership, and pedestrian volumes to identify areas of need.






Maps of all crashes, all pedestrian crashes, and pedestrian crashes by lighting, collision type, and severity informed the selection of focus areas.

Focus Area Selection

Based on the public input and data analysis, the Core Team (representatives from the Department of Public Works, Office of Transportation, Howard County Police Department, Maryland Highway Safety Office, and State Highway Administration) selected the focus areas on the reverse. These focus areas will be studied in depth and each will be subject to two field visits.



US 1 Safety Evaluation Focus Areas

-  Focus Area 1: City of Laurel/Howard County Line to Whiskey Bottom Rd
-  Focus Area 2: Guilford Rd to Patuxent Range Rd
-  Focus Area 3: Crestmount Rd/Assateague Dr to Cemetery Ln
-  Focus Area 4: Greenfield Rd to Levering Ave
-  US 1 (Washington Boulevard/North Second Street)

