



HOWARD COUNTY OFFICE OF TRANSPORTATION

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TRANSIT AND PEDESTRIAN ADVISORY GROUP

November 29, 2017

3:00 p.m.

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

AGENDA

1. Vote to adopt Bylaws/ Election of Officers

2. Approval of the October 25, 2017 Minutes

3. Public Comment

4. Old Business
Transit Development Plan – draft final

5. New Business
Walk Howard Pedestrian Plan

6. Adjournment

Future MTB Meetings Date
January 24, 2017

For confirmation, please call the Office of Transportation at 410-313-4312.



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TRANSIT AND PEDESTRIAN ADVISORY GROUP MINUTES

October 25, 2017 3:00 p.m.

Members Present: Astamay Curtis Phil Dulaney Adam Eldridge Jackie Eng Marlene Hendler Bob McLaughlin David Ramsey Jen Terrasa Marian Vessels Paul Walsky Hanna Witkin	Staff: Clive Graham, Executive Secretary John Ainsley, Recording Secretary
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1. **Opening Comments** (minute 01¹)

Introductions (minute 01)

Clive Graham, Administrator of the Office of Transportation (OoT), opened the meeting introduced the office staff to the members. The group members introduced themselves and gave a brief background of their experience and interests.

Council Bill 20-2017 (minute 17)

Clive reminded the members that the Transit and Pedestrian Advisory Group (TPAG) had been formed because of the recent passing of County Council Bill 20-2017 that required two advisory groups to be formed to advise the OoT. Clive walked members through the bill's provisions and answered questions.

2. **Public Comments** (minute 25)

There were no public comments.

¹ Minute references are to the meeting audio recording; see link on the Transportation and Pedestrian Advisory Group page of the Office of Transportation webpage.

3. **New Business** (minute 26)

Bylaws (minute 26)

Clive presented a draft of bylaws for the TPAG to be reviewed and amended for adoption. There was discussion regarding several bylaw provisions that resulted in recommended changes.

After discussion, the group decided that the vote to adopt the bylaws should be deferred to the next TPAG meeting. Clive said he would forward the draft revisions to the group prior to that meeting for review.

Election of Officers (minute 62)

Clive said the TPAG will need to elect a Chair and Vice Chair once the bylaws have been adopted. Clive requested that any member that may be interested in chairing the group to please let him know prior to the next meeting.

Office of Transportation (minute 63)

Clive gave an overview of the OoT duties and current projects which included the following;

- Composition of the Office
- Key projects and work plans
- Transit Development Plan
- Upgrade of public transit fleet
- Complete Streets Plan
- Walk Howard Pedestrian Plan
- Upgrade of Pedestrian Bridge over US 29

Member Interests (minute 83)

Clive asked the TPAG members their thoughts and interests for inclusion at future TPAG meetings.

- Jen Terrasa stated that one of the main purposes of having separate advisory groups was to be able to comment on the focus of that particular groups view (BAG or TPAG) regarding future county transportation master plans.
- Another suggestion is that groups can view master plans for discussion and input while the plan is in earlier stages, prior to it being a finalized plan that is going before the council.
- It was also suggested that the TPAG communicate and interface with the Multimodal Transportation Board.

Future meetings (minute 91)


Clive reminded the TPAG that it must meet at least four times a year, of which two meetings would be a joint meeting with the Bicycle Advisory Group (BAG). Clive advised the BAG is planning to have meetings in January, March, June and September. The TPAG agreed to hold joint meetings with the BAG at the March and September meetings. The groups could hold joint a joint meeting and, if warranted, separate to hold their own meetings.

After discussion, the Group agreed to continue to generally hold meetings the 4th Wednesday of the month at 3 p.m.

The TPAG decided to hold a special meeting to review the draft Transit Development Plan. Clive said he hoped to send out a link to the Plan before Thanksgiving. The special meeting will be held on November 29, 2017. The next regular quarterly meeting will be held in January 2018.

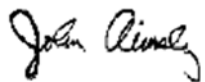
4. **Adjournment** (minute 108)

Mr. Graham adjourned the meeting at 4:55 pm. The next Transportation and Pedestrian Advisory Group meeting is scheduled for **November 29, 2017 at 3:00 pm.**



Clive Graham
Executive Secretary

11/8/17
Date



John Ainsley
Recording Secretary

11/8/17
Date

**RULES OF PROCEDURE OF THE HOWARD COUNTY TRANSIT AND
PEDESTRIAN ADVISORY GROUP,**

DRAFT, ~~OCTOBER-NOVEMBER~~ 2017

Section 1.100 Authority

These Rules of Procedure of the Howard County Transit and Pedestrian Advisory Group (TPAG) 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 TPAG, 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 TPAG. Members shall serve until they resign or are replaced by the organizations that selected them.

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

The Chairperson shall have the duty and responsibility for the overall direction of the TPAG's activities in coordination with the Executive Secretary. The Chairperson shall preside at TPAG 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 TPAG meetings is expected of TPAG members. Unless excused by resolution of the TPAG, whenever a member of the TPAG has accumulated three consecutive absences from regular TPAG meetings, the Executive Secretary shall inform the organization that selected the member and request a replacement member. Chairperson shall notify the Administrator of the Office of Transportation that the position is deemed vacant and request

¹ The TPAG 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.

~~initiation of procedures for filling the vacancy.~~

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

The Administrator of the Office of Transportation or the Administrator's designee shall act as the Executive Secretary to the TPAG. The Executive Secretary shall attend all TPAG meetings, notify all members of meetings, maintain a record of all meetings, and provide appropriate staff assistance as required.

Section 1.102 Meetings

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

Pursuant to Code section 6.408, the TPAG 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 TPAG.~~ A majority vote of the members present shall decide any question or issue before the TPAG. Any business transacted absent a majority of the members ~~quorum~~ shall not be binding on the TPAG unless ratified by a ~~quorum~~ majority of the members at a subsequent meeting or via email responses.

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

The TPAG 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 TPAG meetings.~~

Section 1.103 Record of Meetings

The TPAG 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 TPAG 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 TPAG.

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 TPAG, 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 TPAG 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 Chair to enforce order on its own initiative without any point of order being made by a member. Under circumstances of confusion and disorder, the Chair shall have the power, and it shall be the duty of the Chair, to order the meeting room cleared or to recess the meeting, and the Chair may, on its 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 TPAG ~~shall be in writing~~ and shall be approved by a majority of the TPAG members and shall be in writing 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

Transit Development Plan Draft Final (November 2017)

Highlights for Howard County (11-29-17)

Purpose:

The Transit Development Plan (TDP) is a plan to implement short-term transit objectives within a 5-year horizon. This TDP also includes longer-term transit concepts. The TDP is regional, covering portions of Anne Arundel, Howard, and Prince George's Counties.

Public hearings are required before implementation - when details are finalized (routing, timetables)

Routes

Phase 1

- More shorter routes, fewer longer routes. Overall, 14 proposed routes versus 9 today.
- Current: 9 routes: 6 entirely within Howard County and 3 regional. Proposed: 14 routes: 10 entirely within Howard County and 4 regional.
- Half-hour headways on 4 key routes, Monday through Saturday during daytime hours.
- Increased weekend service.
- More service overall. Approximately 132,400 annual service hours in Phase 1, versus approximately 109,500 today.
- Reduced travel times on many routes, e.g., 405 (Columbia Mall to Ellicott City) 406 (Columbia Mall to Columbia Gateway)
- Almost no loss in service. Two stops only out of 500; both on the 408; at Millrace Ct. and at Carriage House Lane. Nearest stops will be approximately 1,000 feet away.
- Objective is to implement in winter/spring 2019.
- Annual operating cost increase: \$1.3 million (\$9.6 million vs. \$8.3 million).

Phase 2

- Expand service to areas not currently served: Maple Lawn (via APL); Elkridge (via Long Reach); River Hill (via HCPS headquarters); Turf Valley. Catonsville (with MTA, Baltimore County support).
- More service overall; more routes, more routes with half hour frequency, more weekend service. Approximately 171,788 annual service hours.
- Timing of expansions—dependent on funding and community interest/support.

Fleet

- Continue to bring fleet to state of good repair, eliminate over age vehicles, and provide for adequate spares—to provide reliable service
- Phase 1 routes implementation would require 3 additional buses (covered under 13 new buses currently on order). Implementation of Phases 1 and 2 and elimination of over-age vehicles by FY 2023 would require 17 buses in addition to the 13 currently on order.

Mobility Services (ADA and General Paratransit)

- TDP identifies options to address the high cost and rising demand for demand-response services, but includes no specific proposals for immediate implementation. Recommends discussions with affected communities beginning in spring/summer of 2018.

- Ideas suggested to focus mobility services to where needs are greatest, encourage paratransit riders to use fixed routes, and ensure long-term program financial stability. Begin community discussion in spring/summer 2018.
- Examples of ideas: more use of taxicab services; free fares for seniors/disabled on fixed routes, raise senior age from 60 to 65.

Future Services

- Bus Rapid Transit to Burtonsville/Silver Spring.
- Downtown Columbia to Gateway transit corridor.
- Downtown Columbia shuttle.

Regional Transportation Agency (RTA) service and facility improvements

- Driver training/customer service.
- Real time bus tracking on mobile devices (RouteShout).
- Consolidated fare structure.
- Electronic fare media.
- Downtown Columbia Transit Center.
- Bus stop/shelter improvements.
- Marketing and branding to improve/increase name recognition.

Route Highlights – Phase 1

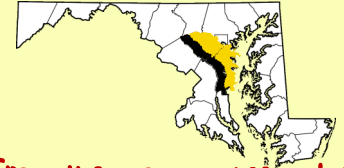
Route	Serving	Route versus current	Frequency change
401	Columbia Mall to Clary’s Forest	Same	More half-hour service (Mon-Sat, daytime hours)
402	Ellicott City to Snowden Square	New route	
403	Columbia Mall to Dorsey’s Search /Red Branch	Serves southern portion of existing Route 405	
404	Columbia Mall to Hickory Ridge	Serves northern portion of existing route	
405	Columbia Mall to Ellicott City	Serves northern portion of existing route; more direct alignment	
406	Columbia Mall to Columbia Gateway	Shorter, more direct alignment between current endpoints of existing route	
407	Columbia Mall to Kings Contrivance	Same with minor modifications	Half-hour service on northern portion (Mon-Sat, daytime hours)
408	Columbia Mall to Sherwood Crossing	Shorter, more direct alignment between current endpoints of existing route	
409	Towne Centre Laurel to Elkridge	Small adjustments to current (since 10-17). Route 409 will be split into Routes 409A and 409B	

Route	Serving	Route versus current	Frequency change
410	Columbia Mall to Long Reach Village	New route (serving mainly portions of existing Route 406)	Half-hour service (in conjunction with Route 505) (Mon-Sat, daytime hours)
411	Columbia Mall to Kings Contrivance Village	Serves southern portion of existing Route 404; more direct alignment	
501	Columbia Mall to Arundel Mills Mall	Will no longer serve BWI; service to BWI via 505 or via a shuttle from Arundel Mills	Half-hour service on western portion (Mon-Sat, daytime hours); 60-minute versus current 90 on entire route
503	Columbia Mall to Towne Centre Laurel	Same	
505	Columbia Mall to BWI Airport	New route (serving portions of existing Routes 406 and 501)	Half-hour service on western portion (in conjunction with Route 410) (Mon-Sat, daytime hours)

Central Maryland Transit Development Plan

Planning the Future of Transit in Our Region

Your Transit Future 2022



Transit for Central Maryland

Draft Final TDP Plan Now Available

The development of the Transit Development Plan for Central Maryland began in the Fall of 2016. The purpose of the plan is to evaluate the performance of the existing transit service, identify public transit needs in the region, and develop proposals to meet those needs and improve transit service.

The draft final plan (November 2017) is available on the project website at www.kfhgroup.com/centralmd/transitplan.html and will be reviewed by the Howard County Multimodal Transportation Board, the Howard County Transit and Pedestrian Advisory Group, the Howard County Council, the Anne Arundel County Transportation Commission and the Anne Arundel County Council.

The Transit Development Plan will serve as a guide for transit services in the Central Maryland region, including Anne Arundel County, Howard County, Northern Prince George's County, and the City of Laurel. It provides a roadmap for implementing service improvements, including potential service expansion, during the next five years. Implementation of the plan recommendations is subject to future budget and funding availability. In addition, public hearings will be conducted as part of the implementation process.

Upcoming Plan Review Meetings

The draft final plan will be reviewed at the following meetings...

- **Howard County Transit and Pedestrian Advisory Group**,
Nov. 29, 3:00 p.m., Vernon Gray Room in the George Howard Building, 3430 Court House Drive, Ellicott City, MD 21043
- **Howard County Multimodal Transportation Board**,
Dec. 5, 7:00 p.m., Ellicott Room in the George Howard Building, 3430 Court House Drive, Ellicott City, Maryland 21043
- **Howard County Council**,
Tentative date January 16, 2018
- **Anne Arundel County Transportation Commission**,
Dec. 13, 6:30 p.m., Independence Room, in the Heritage Complex, 2664 Riva Road, Annapolis, MD 21401
- **Anne Arundel County Council**,
Upcoming 2018 meeting

These meetings are open to the public. Visit the project website at www.kfhgroup.com/centralmd/transitplan.html or Howard and Anne Arundel County websites for more information on the Central Maryland Transit Development Draft Final Plan and meeting locations and times.

Partners



Anne Arundel
County



Prince George's
County



Howard
County



City of Laurel



Regional Transportation
Agency of Central Maryland

Anne Arundel and Howard Counties, in partnership with the City of Laurel and Northern Prince George's County, are conducting the Central Maryland Transit Development Plan. The City of Annapolis and Prince George's County will be conducting their own plans separately.

SIGN-IN SHEET

Transit Pedestrian Advisory Group

Date: 11/29/17

PLEASE PRINT

	NAME	ADDRESS	E-MAIL ADDRESS (Optional)
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