



MULTIMODAL TRANSPORTATION BOARD

May 28, 2019
7:00 p.m.

Columbia/Ellicott City Room, George Howard Building
3430 Court House Drive, Ellicott City MD 21043

AGENDA

Regular monthly meeting

1. Approval of the April 23, 2019 Minutes

2. Public Comment

3. Announcements/Updates

- i. Introduction of Bruce Gartner, Office of Transportation Administrator
- ii. RTA Service Enhancements and Upcoming Fare Adjustments
- iii. Complete Streets Policy update
- iv. Land Development Updates
- v. Central Maryland Regional Transit Plan update
- vi. Maximize2045 BRTB Public Meeting – Tuesday June 11, 2019 Elkrigde Public Library, 5-7:30pm
- vii. Transit passes for high school students

4. New Business

- i. Effect on Route 40 corridor from construction at I695/70 interchange
- ii. Board Membership Update

5. Adjournment

Future MTB Meetings Dates:

June 25, 2019
July 23, 2019



**MULTIMODAL TRANSPORTATION BOARD
MINUTES**

April 23, 2019 at 7:00pm

Members

Present: Larry Schoen, Vice Chair
David Zinner
Astamay Curtis
Rick Wilson
Alice Giles

Staff: Chris Eatough, Executive Secretary
Jason Quan, Office of Transportation
Rashidi Jackson, Office of Transportation
Lauren Frank, Office of Transportation

Members Not Present: Ron Hartman, Chair
Brian Dillard
David Drasin

Members of the Public: Terri Hansen, Howard County Office of Aging
Cristin Tolen, RTA
Jo McLaughlin

1. Approval of Agenda (minute :01)

Alice Giles requested to add a discussion regarding bus passes to the agenda. Agenda was approved as amended.

2. Approval of the March 26, 2019 Minutes (minute :01)

Larry Schoen requested adding “Alice Giles and Rick Wilson” to clarify they are the members who have agreed to come up with a proposal under item 6. iv.. David Zinner requested “ahead of time” be deleted from the first sentence of the third paragraph of agenda item 3.

David Zinner moved to approve the minutes as amended from the March 26, 2019 Multimodal Transportation Board (MTB) meeting. Rick Wilson seconded and the motion passed unanimously.

3. Public Comments (minute :03)

There were no public comments.

4. Special Guest (minute :04)

Kris Jagarapu, Bureau Chief of Highways gave a brief overview of the Department of Public Works (DPW) Road sweeping procedures in Howard County. The street sweeping program began as a requirement of the Municipal Separate Storm Sewer System (MS4) permit from the Environmental Protection Agency (EPA). DPW uses a contractor to sweep approximately 3,100 roadways out of roughly 3,600 roadways in Howard County to remove the pollutants in the road. Approximately \$400,000 is allocated towards the program. Kris reached out to the contractor regarding a pilot project to sweep roadways containing bike facilities as a separate pass rather than the regular street sweeping. Currently the contractor does not have the ability to take on additional work. Kris will try to find another option for the pilot project and agreed to provide the MTB with an update. As requested by board members, Kris will also find out if the permit's travel pattern can be adjusted or modified.

5. Announcements/Updates (minute :28)

i. Transit Development Plan Implementation (minute :28)

Chris Eatough announced that Howard County is on track for the route changes occurring on May 5th. Jason Quan gave a brief update on the public outreach events that are taking place by the Office of Transportation (OoT) and the Regional Transportation Agency (RTA) to inform riders of the upcoming changes.

6. Bus Passes (added agenda item) (minute :32)

Discussion occurred regarding a pilot program to offer free student bus passes. MTB members edited a proposal presented by Alice Giles for the Office of Transportation to submit to the RTA Board of Commissioners requesting 200 monthly bus passes for 100 students to attend the Innovative Pathways Summer Program.

Larry Schoen suggested adding the information presented by Alice Giles at the March 26, 2019 MTB meeting to provide the background with the proposal.

Larry Schoen moved to approve the bus pass proposal language for the Office of Transportation to submit to the RTA Board Commissioners. Rick Wilson seconded and the motion passed unanimously.

7. New Business (minute :33)

i. Complete Streets Policy update (minute :33)

Chris Eatough stated Howard County is in the process of updating the Complete Streets Draft Policy which will be taken to County Council for adoption. Updates to the Design Manual will follow after the Policy is adopted. Larry Schoen, Vice Chair for MTB is serving as a Complete Streets Implementation representative. A portion

of next month's MTB meeting will be used to review the final version of the policy. Larry Schoen suggested the MTB members look at the policy and send comments to the Office of Transportation.

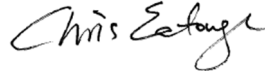
ii. Bicycle Infrastructure project in the proposed FY20 capital budget (minute 1:09)

Chris Eatough provided background of the Howard County's three-year BikeHoward Express plan and stated the County Executive has submitted his proposed budget to County Council which includes \$2.2 million for new bicycle infrastructure. Chris Eatough presented the BikeHoward Express proposed projects in a handout given to MTB members.

Alice Giles motioned for the Multimodal Transportation Board to fully endorse the \$2.2 million for FY20 for bicycle projects and for the Office of Transportation to write a supportive letter to be circulated to the MTB members for approval and sent to the County Executive and County Council Members. David Zinner seconded and the motion passed unanimously.

8. Adjournment

Larry Schoen adjourned the meeting at 8:25pm. The next MTB meeting is scheduled June 25, 2019.



5/7/2019

Chris Eatough
Executive Secretary

Date



5/7/2019

Lauren Frank
Office of Transportation

Date

DRAFT: Howard County Complete Streets Policy, May 28, 2019 (markup)

Gray highlights show significant changes since the March 2017 draft policy.

1. Vision

“To ensure that Howard County is a place for individuals of all backgrounds to live and travel freely, safely, and comfortably, public and private roadways in Howard County shall be safe and convenient for residents of all ages and abilities who travel by foot, bicycle, public transportation or automobile, ensuring sustainable communities Countywide.” - Council Resolution 35-2016.

2. Scope

This section has been fully reworded since the March 2017 draft.

The scope of this policy is every transportation project, whether new or retrofit, capital improvement, or subdivision and land development. Certain operations, repair, and maintenance activities also create an opportunity for safer, more accessible streets for users of all ages and abilities, who walk, bike, take the bus, and drive cars, motorcycles, and trucks. Project phases within the scope of the policy include: planning, programming, design, land acquisition and rights of way, construction engineering, construction and reconstruction.

Provision of temporary accommodations during periods of facility disturbance must also be considered. Capital projects in the early stages of design will be included if possible. If opportunities arise for Complete Streets improvements to be incorporated into projects that have another primary purpose, the scale of Complete Streets improvements should be appropriate to the scale of the project. The Design Manual will provide guidance on the appropriate scale of improvements. County operations and maintenance procedures must take into account the needs of all street users. Emergency repairs and similar situations that require an immediate response are excluded from this policy.

The continuous, connected network of Complete Streets that will result from this policy will have significant benefits for the residents of Howard County, including improved safety, more travel options, reduced transportation costs, improved access to goods and services, enhanced equity, and even better health.

3. Exceptions

Yellow highlighted areas remain to be addressed.

Complete Streets improvements may not be appropriate in some cases due to the context. There are different exception processes for capital projects and developer projects.

For capital projects within the scope of this policy, exceptions to this policy shall be reviewed and approved unanimously by the Director of Public Works, the Director of Planning and Zoning, and the Administrator of the Office of Transportation or their designees. [Staff is checking to make sure this provision is consistent with County code.] When a Complete Streets exception is being considered for a particular project, public notice, including a description of the project and the reason for the exception,

shall be given through the Office of Transportation website. The Multimodal Transportation Board shall be given the opportunity to offer an advisory opinion before an exception is granted.

For development projects, exceptions will be considered using the current development review process, which provides opportunities for technical review and public input.

Exceptions may be considered for approval when the project (either capital or developer) involves:

- i. An accommodation that is not necessary on corridors where specific user groups are prohibited;
- ii. A justifiable absence of current and future need exists and is not recommended in any existing planning documents;
- iii. A reasonable project of equivalent scope and schedule exists or is already programmed to provide connectivity for all users; or
- iv. Cost of accommodation or degree of impact is excessively disproportionate to the need or probable use.

[Routine minor maintenance was removed from this section and addressed in section 2]

4. Conflicting or Competing Needs

When there are conflicting needs among users and/or modes, safety shall be the highest priority; particularly safety for the most vulnerable street users (pedestrians, bicyclists, children, seniors and people with additional accessibility needs). Selection and weighting of performance measures shall also support investment in the most underinvested and underserved communities.

Motor vehicle speed, flow and driver convenience shall not be prioritized over safety for vulnerable street users. Reducing excessive motor vehicle speeds on streets where vulnerable users are likely will be considered a net benefit to the community.

To the extent that current code allows, when space is a limiting factor and where vulnerable users are likely, allocating space to a mode that is not currently accommodated shall be prioritized over providing additional space to a mode that is already accommodated.

5. Creating a network

To connect people to the places they want to go, the entire trip should be safe and comfortable. This requires a seamless, connected street network, regardless of mode, including safe and convenient pedestrian crossings and access to transit. Even a small interruption in the connection or one hazardous section can make a trip challenging.

Every street does not necessarily need to provide separate accommodations for every mode, but a network should be in place so that likely trips can be made by driving, walking, biking or public transit. The street network is also complemented by pathway connections in many locations.

The County shall require developers to implement Complete Streets. Furthermore, the County shall work proactively with the State of Maryland, neighboring communities and counties, and businesses and educational institutions to develop plans, facilities, and accommodations that further the County's

Complete Streets policy. Such coordination may result in continuing such infrastructure beyond the County's borders. [similar content, reworded]

6. Coordination and Engagement

Many organizations, agencies and entities have a role to play in implementing Complete Streets. Coordination and commitment from all agencies involved are required for success. Howard County is committed to being a leader in this effort. Some of the groups involved include:

- Howard County Government
- Howard County Public School System
- Community Associations
- State Highway Administration
- Developers
- Property owners
- Engineering companies
- Construction contractors
- Advisory groups such as the Multimodal Transportation Board and Public Works Board
- Advocacy groups
- Groups working with those with limited English proficiency

Community engagement is also essential to the success of Complete Streets, particularly in the planning and design phases. Regular engagement should occur prior to the planning and design of specific capital projects. For each capital project within the scope of this policy, input shall be sought from affected stakeholders prior to setting the scope and budget of the project.

Furthermore, resources should be allocated to proactive efforts to interact with the community to identify and communicate their experience regarding existing transportation facilities and identify areas of need and opportunity. This should occur at least annually in an open house format, potentially tied to the annual Complete Streets report or preparation of the County's MDOT priority letter. Local meetings or other opportunities for input should provide easy access for all members of the community.

7. Design Guidelines

Howard County Complete Streets Policy shall provide the policy context, themes and tone for Howard County Design Manual Volume III, Complete Streets and Bridges. Design of Complete Streets in Howard County shall draw on established state of the art street design guidelines including but not limited to national guidance from the Federal Highway Administration (FHWA), the Association of State Highway Transportation Officials (AASHTO) and the National Association of City Transportation Officials (NACTO). In addition to reliance on established street design guidelines, the design of Complete Streets in Howard County will be flexible and responsive to the evolving nature of transportation needs and innovation in design practice.

8. Context Sensitivity

Context sensitivity allows for flexible evaluation of the community's needs with respect to the existing streets and planned land use. The level of improvements should take into consideration the classification of the existing roadway as defined in the Design Manual, adjacent land use, type of community, and plans and guidelines, in particular, The Howard County General Plan. Improvements should consider the scale and character of the community and strive for connectivity between communities based on the expected transportation needs.

Context sensitivity also reflects the desires of communities affected by implementation of transportation improvements. At the planning phase of a capital project, before scope and budget are finalized, the County will obtain public input to identify transportation needs related to all modes of travel. Input will explicitly be sought from traditionally underrepresented populations in the project area. Unintended consequences to those populations, including potential gentrification and/or involuntary displacement, will be considered and mitigated.

9. Performance Measures

This section is still under development. Red text is proposed for the CSIT's consideration.

Performance measures shall be used to prioritize projects, evaluate designs, and track Complete Streets implementation progress. Categories will be safety, mode shift and accommodation, with safety for the most vulnerable street users carrying the highest weight. The goals supported by the performance measures include reduction in crashes, injuries, fatalities, and excessive speed, as well as shifting mode choice towards a more balanced and accessible transportation system and safe and convenient accommodation of all modes.

Performance measures shall be transparent and available to the public. The Complete Streets Implementation Team, in conjunction with the Office of Transportation, shall prepare an annual report documenting the County's progress with respect to each of the performance measures listed below. [Alternatively, the performance measures may be maintained in a separate list, publicly available on the Office of Transportation website, so it may be modified as circumstances change without requiring Council action.]

[List of performance measures]

10. Implementation

This section is still under development. All text must be reviewed by the CSIT, and yellow highlighted areas remain to be addressed. Red text is proposed for the CSIT's consideration.

Responsibility: It shall be the responsibility of the Office of Transportation to convene a Complete Streets Implementation Team, consisting of both internal and external stakeholders, to guide and track implementation of this Policy. Initial composition of the Team shall be determined within 60 days of County Council's vote to approve this Policy.

Update of Regulations, Standards and Plans: The County shall incorporate Complete Streets principles into all county-developed land use and transportation plans and shall review the Complete Streets Policy every five years to ensure the policy is in line with current best practices.

The County shall establish a routine process for project delivery that reflects the Complete Streets policy. The Department of Public Works, Office of Transportation, Department of Planning and Zoning, and all other relevant County departments and agencies will review and amend current design standards, including the Design Manual and the portions of the Subdivision and Land Development Regulations that apply to roadway and bridge construction or reconstruction, to ensure that they reflect the best available standards and effectively implement this Complete Streets Policy. Updates to the Design Manual shall be completed within two years of County Council's vote to approve this Policy. The Subdivision and Land Development Regulations shall be reviewed concurrently with the Design Manual updates, and recommended updates to the Regulations shall be made within XX months after the Design Manual is updated.

At such time as the Adequate Public Facilities Ordinance is revised, the provisions of the Complete Streets Policy shall be incorporated into that document.

Establishing Priority Projects: The County shall implement priority projects that would eliminate gaps in the pedestrian and bikeway network and that would correct intersections and street segments that present safety and access challenges for those who walk, bicycle, and drive. Priorities for improving transit operations and access will also be established. Relevant guidance for these efforts should come from the Howard County Bicycle Master Plan, Pedestrian Master Plan and Transit Development Plan. Projects shall be prioritized on an annual basis using the performance measures listed in this Policy.

Education and Training: The County shall provide training to developers, civil engineering firms, land use attorneys, and all staff in all County departments who are responsible for site and road improvements on the content of the Complete Streets Policy and the County's new standards for using the Policy for project development and review. The County shall provide training to staff who are responsible for street maintenance and operations to offer an understanding of how maintenance and operations activities affect the experience of all street users.

The County shall provide training to citizens serving on relevant boards and commissions on the content of the Complete Streets Policy and best practices for implementing the Policy. Education for the public on Complete Streets concepts, the Policy, and the implementation process will also be provided. Demonstration projects can be used as educational opportunities to build familiarity with new street designs.

The County will also encourage staff professional development and training on non-motorized transportation issues through attending conferences, classes, seminars and workshops, as appropriate.

Tracking and Reporting: Tracking progress with Complete Streets project implementation will facilitate coordination and transparency. The Office of Transportation – with the support of the Complete Streets Implementation Team, the Department of Public Works, and the Department of Planning and Zoning – shall track and document progress made in implementing this policy in the form of an annual report. The annual report shall include:

- Progress made on each performance measure during the previous year;
- Complete Streets related education or training undertaken by staff and citizen board members/commissioners; and
- Exceptions granted to incorporating Complete Streets into transportation projects, citing specific reasons.

Communication: Project plans and objectives shall be clearly communicated to stakeholders and the public at large. **As more fully described in Section 6 of this Policy,** the public shall be given ample opportunity to provide input to the annual tracking and reporting process for the Policy as a whole, as well as to individual projects before scopes and budgets are set.

Maintenance: Transportation facilities shall be maintained until they are decommissioned or replaced. All forms of transportation shall be **equitably** maintained, including during times of repair, upkeep or construction. “Maintenance of traffic” shall be applied to all modes. **To the extent possible,** maintenance of facilities for one mode **should** not disadvantage another.

The County shall update or establish maintenance procedures as follows:

- **Roads and streets shall be kept clear of debris through regular sweeping.**
- **Spot repair shall keep surfaces smooth and manholes or access covers flush with the pavement.**
- **Snow plowing should, to the extent that conditions allow, keep sidewalks, bicycle facilities, and bus stops clear of snow.**
- **Property owner responsibilities to keep sidewalks passable should be enforced.**

Funding sources: Funding for construction, operations, and maintenance is expected to come from a variety of areas including County budgets, developer projects, state, federal and other grants.

11. Conclusion

A Complete Streets approach will make the street network safer and more convenient for those who drive, bicycle, walk, or take the bus – improving quality of life and making Howard County a better **and more equitable** place to live, work, and play.

		Least	Less	Average	More	Most	Weighted Average	Ranking
ACCESS								
Network	Number of bus stops with sidewalk access (HoCo Dash)	0	0	2	1	3	4.17	1
	Percent of Bike Howard short term network completed (HoCo Dash)	0	0	2	1	3	4.17	1
	Percent of Walk Howard network completed (HoCo Dash)	0	0	2	1	3	4.17	1
	Vehicle Miles Traveled (VMT) per capita	1	3	1	0	1	2.5	5
	Number of new crosswalks, transit stops, and transit services	0	0	1	3	2	4.17	1
Project	Community connections: connects important destinations, e.g. schools, employment centers, homes, parks	0	0	1	1	4	4.5	1
	Transportation connections: closes gap between existing bike/walk facilities	0	0	1	2	3	4.33	2
	Community connections: Percent of persons living or working within ½ mile (for walking) and 3 miles (for bicycling) of facility; by gender, age,	0	0	1	3	2	4.17	3
	Community Connections: Percent of persons living or working within a set distance of transit stop; by gender, age, income, race, ethnicity, and	0	0	1	4	1	4	4
	Transit Trips: Transit trips as portion of total trips along project; measured by gender, age, income, race, ethnicity, and disability status	0	1	2	2	1	3.5	6
	Walk Trips: Walking trips as portion of total trips along project; measured by gender, age, income, race, ethnicity, and disability status	0	0	4	0	2	3.67	5
SAFETY/PUBLIC HEALTH								
Network	Number and locations of fatalities on Howard County Streets (HoCo Dash)	0	0	0	3	3	4.5	2
	Number of fatalities on Howard County Streets by mode	0	0	0	0	6	5	1
	Number of fatalities on Howard County Streets by age	0	0	1	3	2	4.17	3
	Number of fatalities on Howard County Streets by gender	0	0	3	2	0	3.4	5
	Number of fatalities on Howard County Streets by race	0	0	4	1	1	3.5	4

	Number of fatalities on Howard County Streets by ethnicity	0	0	4	1	0	3.2	6
	Number and locations of serious injuries on Howard County Streets (HoCo Dash)	0	0	0	3	3	4.5	2
	Number of serious injuries on Howard County Streets by mode	0	0	0	0	6	5	1
	Number of serious injuries on Howard County Streets by age	0	0	1	3	2	4.17	3
	Number of serious injuries on Howard County Streets by gender	0	0	3	2	0	3.4	5
	Number of serious injuries on Howard County Streets by race	0	0	4	1	1	3.5	4
	Number of serious injuries on Howard County Streets by ethnicity	0	0	4	1	0	3.2	6
Project	Number of fatalities on project corridor	0	0	1	3	2	4.17	4
	Number of fatalities on project corridor by mode	0	0	1	0	5	4.67	2
	Number of fatalities on project corridor by age	0	1	1	2	2	3.83	6
	Number of fatalities on project corridor by gender	0	1	3	1	0	3	11
	Number of fatalities on project corridor by race	1	0	3	1	1	3.17	10
	Number of fatalities on project corridor by ethnicity	1	0	3	1	0	2.8	12
	Number of serious injuries on project corridor	0	0	0	3	3	4.5	3
	Number of serious injuries on project corridor by mode	0	0	0	0	6	5	1
	Number of serious injuries on project corridor by age	0	0	1	3	2	4.17	4
	Number of serious injuries on project corridor by gender	0	0	3	2	0	3.4	8
	Number of serious injuries on project corridor by race	0	0	4	1	1	3.5	7
	Number of serious injuries on project corridor by ethnicity	0	0	4	1	0	3.2	9

PLACE								
Project	Resident participation: number or responses gathered	0	2	1	3	0	3.17	
	Resident participation: number of people at meeting/outreach events	0	2	2	2	0	3	
	Resident participation: public input is representative of community demographics and population size	0	0	1	3	2	4.17	
	Resident participation: number of community engagement/training sessions held and number of people engaged/trained	0	0	2	4	0	3.67	
ECONOMY								
Project	Access to opportunities: jobs accessible by 30 or 45 minute transit trip	0	0	1	2	3	4.33	
	Connects employment centers	0	0	1	1	4	4.5	
	Improves commercial corridors; could be evaluated via qualitative surveys of business owners	0	0	1	2	3	4.3	
ENVIRONMENT								
Project	Air quality: air toxics along project-diesel particulate matter, benzene; At the scale of most Howard County projects these calculations may not be	1	3	1	0	1	2.5	
	Stormwater runoff: i.e. treats runoff to a higher level of quality than set threshold, reduces rate and volume of runoff, etc.; If choosing stormwater	0	1	1	1	3	4	
	Stormwater runoff: i.e. treats runoff to a higher level of quality than set threshold, reduces rate and volume of runoff, etc.; If choosing stormwater	0	1	1	4	0	3.5	