




Howard County

Internal Memorandum

Subject: Howard County Complete Streets Policy – Twelve Month Implementation Update

To: Howard County Council

From: Bruce Gartner,  Administrator, Office of Transportation

Date: October 27, 2020

On October 7, 2019, Howard County Council passed Council Resolution 120-2019, adopting a Complete Streets Policy for the County. The policy specifies several implementation activities, as well as semi-annual reporting to County Council to describe progress. This memorandum is the second of those reports. The County Administration, Office of Transportation, Department of Public Works, and Department of Planning and Zoning are pleased to report that significant implementation progress has been made in the twelve months since the policy was adopted. That this work has advanced even during a pandemic is a testament to the commitment of many County staff and external stakeholders.

Our April 8, 2020 memorandum to County Council described progress made during the first six months after plan adoption. That progress has continued as described below.

Progress made during the last six months

The Office of Transportation continued to facilitate meetings of the Complete Streets Implementation Team (CSIT). The CSIT consists of internal and external stakeholders who are guiding and tracking implementation of the policy. Members of the CSIT are as follows:

Internal stakeholders:

Tom Auyeung, Department of Public Works, Engineering
Chris Eatough, Office of Transportation
Chad Edmondson, Department of Planning and Zoning
Kris Jagarapu, Department of Public Works, Highways
Christiana Rigby, Howard County Council
Sam Sidh, Howard County Executive's Office
Paul Walsky, Department of Recreation and Parks

External stakeholders:

Carl Gutschick, Private Sector Engineer
David Nitkin, Howard County General Hospital
David Ramsay, Howard County Public Schools
Kristin Russell, Columbia Association
Larry Schoen, Multimodal Transportation Board
Cory Summerson, Public Works Board
Jennifer White, Horizon Foundation

The CSIT held regular monthly meetings on May 6, June 3, July 1, August 5, September 2, and October 7, 2020.

- The May 6 meeting consisted of introducing a draft Community Engagement Plan and beginning discussions about updates to the County's 1999 sidewalk policy.
- During the June 3 meeting, there were further discussions about the Community Engagement Plan and the sidewalk policy. There were also brief updates on the structure of updates to Design Manual Volume III and development of a prioritization process.
- The July 1 meeting began with continued refinement and discussions regarding the Community Engagement Plan. There were presentations on the outline for updates to Design Manual Volume III as well as the transportation project prioritization process. The sidewalk policy was also discussed.
- The Community Engagement Plan was the primary focus of the August 5 meeting, as the discussion among CSIT members was oriented toward the details of the plan. There was also a substantial discussion of the prioritization process and more details on Design Manual updates were provided. The CSIT voted to approve the new sidewalk policy.
- The CSIT delved into the project prioritization process in great detail during most the September 2 meeting, with refinements made to the scoring system based on input from many team members. The finishing touches were put on the Community Engagement Plan and the late September workshops for the Plan were announced.
- During the October 7 meeting, the CSIT discussed and unanimously adopted the Community Engagement Plan and the prioritization process.

During this time the Core Team, a group of County staff involved in Complete Streets implementation, met multiple times to discuss all elements of Complete Streets implementation and advance updates to the Design Manual. As draft elements are developed, they will be presented to the CSIT and to the public.

Key accomplishments

The Complete Streets policy required the development of a Community Engagement Plan and transportation project prioritization process within twelve months of the adoption of the policy. Both of these products were delivered on time. In addition, the County, with the assistance of the CSIT, developed a new sidewalk expansion policy. These three items are described below and copies are attached to this memorandum.

- The **Community Engagement Plan** for Transportation Projects (CEP) provides best practices and procedures for how County employees and others involved in development of transportation projects will engage with the general public in the transportation project development process. It is designed to be used in conjunction with the County's Subdivision and Land Development Regulations, Design Manual, and Complete Streets policy. The CEP describes the importance of community engagement, the benefits of an inclusive process, and the importance of equity in decision making. It also includes

specific tools and checklists for both County capital projects and developer projects, providing clear guidance for how project managers can ensure public input is carefully considered during project development. The CEP is designed both to help the public be more engaged and help transportation project managers keep their projects on schedule and within budget.

Input on the CEP was gathered not only from the CSIT, but from the public at large. The procedures in the CEP were used to plan and conduct two public workshops in the afternoon and evening of September 23, 2020. Participants were happy to see that the CEP is being advanced and were encouraged to see more transparency in the project development process. In addition to some specific comments on the document, the County heard that the document is fairly long. The plan will include a Citizen's Guide to Community Engagement for those who would like an overview. The Office of Transportation would also like to acknowledge Jennifer White of the Horizon Foundation, a CSIT member, for her invaluable assistance in development of the CEP.

- The prioritization process is now called the **Transportation Improvement Prioritization System (TIPS)**. TIPS is designed to give an objective measure of the anticipated benefits of transportation projects as they are considered for inclusion in the capital budget. Under TIPS, candidate transportation improvements will be scored using four primary categories: (1) multimodal safety and access, (2) equity, (3) crash history, and (4) system preservation/maintenance. Bonus points are provided for those projects that leverage funding from non-County sources. Up to one third of the highest-scoring projects would be ranked as High Priority, up to one third as Medium Priority, and the remainder as Low Priority. Those priority levels will not form the entire decision making process; rather, they will inform the decision making process. The County Executive may determine that there needs to be a more diverse spread of projects in terms of cost, need, significant and unique funding opportunity, geographic location, or to address a significant and immediate safety need in any given fiscal year.

The intent of TIPS is to develop a more consistent and transparent method for advancing transportation projects when funding is available to do so. It is expected that the system will be refined after the first year of implementation to be sure it meets that goal.

- The **sidewalk expansion policy**, established through Executive Order 2020-16 on October 6, 2020, provides the procedure for communication with adjacent property owners regarding new sidewalk segments on public property along County roads. Advance notification is provided to adjacent property owners in four cases: (1) the sidewalk is in the Pedestrian Master Plan, (2) the sidewalk is within walking distance of a public school, (3) the sidewalk is an extension requested by the County as part of a development project, or (4) the sidewalk has been identified by the Office of Transportation as required for safe access to a transit stop, commercial or institutional use, use, park, sidewalk, pathway, or other public facility. In all other cases, the local community must express their support for the sidewalk through a vote to be administered by the County. Two-third majority support of the households that submit a vote is required to support sidewalk installation.

The new sidewalk policy is expected to provide better support for sidewalk installation. Under the previous policy a community vote was required for all sidewalks along County roads.

In addition, a Complete Streets website https://www.howardcountymd.gov/Departments/County-Administration/Transportation/Complete_Streets has been established and will be continually updated with new information as implementation of the Complete Streets policy continues.

Progress anticipated during the next six months

- Continued monthly CSIT meetings and regular Core Team meetings.
- Continued staff work on updating the Design Manual, in cooperation with the CSIT. This work is already underway, but completion of the 12-month deliverables means that the team can focus more on the Design Manual over the next several months. Design Manual updates are due within two years of the adoption of the policy, or by October 2021.
- Clarification of the exceptions process. The policy requires that exceptions “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.” Further detail is needed to determine how this process will work in practice.
- Review of Subdivision and Land Development Regulations for potential updates. Although these updates are due within nine months after the Design Manual updates are complete, the CSIT and County staff will look for opportunities to institute some updates more quickly.
- Development of a process to track and report on performance measures. The report each spring will report on progress made during the previous year. For example, progress made in 2020 would be described in the spring 2021 report.

Summary

Significant progress has been made on Complete Streets Implementation in the twelve months since adoption of the Complete Streets policy. The first products specified in the policy have been delivered on time. The Complete Streets Implementation Team and other County staff are on track to maintain progress on the remaining elements of Complete Streets policy implementation.

Attachments

- 1) Transportation Improvement Prioritization Process
- 2) Complete Streets Community Engagement Plan (CEP)
- 3) Executive Order (EO) 2020-16 - Sidewalk Expansion Policy

Howard County Complete Streets Policy – Twelve Month Implementation Update

cc: CSIT Members
Amy Gowan, DPZ Director
Tom Meunier, DPW Director
Diane Jones, County Council Administrator

ATTACHMENT 1

HOWARD COUNTY TRANSPORTATION IMPROVEMENT PRIORITIZATION SYSTEM – 10/7/20

Introduction:

The adoption of the Complete Streets policy (Council Resolution 120-2019) requires Howard County to develop a project scoring mechanism for all potential capital transportation projects based on a subset of the performance measures mentioned in the policy. Although all of the performance measures in the Complete Streets policy are to be used for annual tracking purposes, only selected measures can be estimated at the project prioritization stage.

Application and assumptions: Given the current availability of data for certain measures, the initial roll out for the scoring system will be limited to certain transportation projects that are focused on mobility, safety and enhancements to the system. Storm drainage, bridge, road resurfacing and certain other system preservation projects will not be scored by the method described below. Transportation projects that will be subject to scoring include road projects, sidewalks and shared use pathways, and traffic projects. Over the course of the next 18-24 months, depending on funding being made available for implementation of a Transportation Asset Management Program, the County will be documenting system preservation needs and goals to help determine if or when and how stand-alone system preservation programs or other projects should be considered by the scoring system. The proposed scoring system below will be applied in FY 2022 and be evaluated after the first year to refine the system based on one year of experience.

Categories and weighting:

The system recommended below includes four categories with a potential total score of 50 points for each project.

Multimodal Safety and Access are the core functions of all transportation projects, so this category includes a possible total of 20 points, or 40 percent of the total. This category includes 5 types of safety and access driven by the performance measures adopted in the Complete Streets policy. Each type of access can receive a maximum of 4 points, so a project providing multiple forms of access will score more highly. This is the essence of Complete Streets.

Equity scores are driven by the Vulnerable Population Index and map developed in response to concerns that wealth and access to decision makers has played an overly significant role in transportation decisions over the years. Greater investment is needed in traditionally underserved communities. The Complete Streets policy requires that equity be a significant criterion, so this category includes a possible total of 10 points, or 20 percent of the total score.

Points will be awarded based on the Vulnerable Population Index (VPI) as defined by the Complete Streets policy. Each census tract has a VPI between 0 and 14 based on several factors: poverty, non-Hispanic non-white population, Hispanic population, people with limited English proficiency, disabled population, elderly population, and households without cars. The project score in this category will be based on the VPI of the census tract in which a project is located.

Crash History is provided in addition to the Multimodal Safety and Access category to emphasize the importance of safe travel for everyone in Howard County. This category has a possible total of 10 points, or 20 percent of the total score. Locations with documented concerns regarding a history of crashes would be prioritized.

HOWARD COUNTY TRANSPORTATION IMPROVEMENT PRIORITIZATION SYSTEM – 10/7/20

System Preservation/Maintenance recognizes the significant transportation system preservation needs and the increased demands placed on departmental budgets when building and maintaining transportation projects. There are 10 possible points in this category, or 20 percent of the total score. To reiterate the points made above, this part of the scoring system is meant to capture the system preservation elements of projects that are not excluded during this stage of implementation. That is, if the project is not primarily a system preservation project, it will still get assessed by the scoring system. But generally, bridge projects, road resurfacing, and storm drainage projects will not be scored.

For future years (beyond FY 2022), the County needs to consider how to treat various levels of existing system preservation investment as part of a scoring matrix. For example, if the county has an overall goal to maintain certain items such as roads, signals, or crosswalks to certain standards, should a group or program of projects in these categories even be subjected to an overall scoring system if the level of investment in these projects is not achieving County goals related to asset management or system preservation?

Bonus points: Recognizing the importance of leveraging funding from non-County sources to minimize the burden on County taxpayers, up to 10 bonus points may be provided if cost sharing opportunities are available.

Application of Project Scores to Project Priority Levels

Up to one third of the highest-scoring projects would be ranked as High Priority, up to one third as Medium Priority, and the remainder as Low Priority. Prior to ranking any projects, it is difficult to determine where the line (point score) is for these categories. There may be a need to have several projects shift between categories after scoring if there isn't a logical break between the high, medium, and low categories. Minor differences in points between projects are not intended to result in a project with, say, 35 points being prioritized over a project with 34 points unless the lower points cause the project to fall into a different priority range (e.g. High vs Medium).

Limits to Project Prioritization Scoring

Just because a project ends up in a lower priority category does not mean it could not be funded prior to a project in a higher category. The County Executive may determine that there needs to be a more diverse spread of projects in terms of cost, need, significant and unique funding opportunity, geographic location, or to address a significant and immediate safety need in any given fiscal year. Further, if too many high priority projects tend to be large costly projects, the County Administration needs the ability to fund lower priority projects within the bounds of annual affordability guidelines.

The intent of this policy is to develop a more consistent and transparent method for advancing transportation projects when funding is available to do so.

HOWARD COUNTY TRANSPORTATION IMPROVEMENT PRIORITIZATION SYSTEM – 10/7/20

Project Scoring System (50 possible points)

MULTIMODAL ACCESS AND SAFETY (20 possible)

Pedestrian access

- Project provides pedestrian facilities (sidewalks, shared use pathways, crosswalks, etc.) in accordance with Walk Howard: 4 points
- Project provides pedestrian facilities (sidewalks, shared use pathways, crosswalks, etc.) in locations that were not specified in Walk Howard: 2 points
- Project does not provide pedestrian facilities: 0 points

Bicycle access

- Project provides bicycle facilities (shared use pathways, bike lanes, etc.) that result in Level of Traffic Stress (LTS) 1 or 2: 4 points
- Project provides bicycle facilities (bike lanes, etc.) that do not result in Level of Traffic Stress (LTS) 2 or better: 2 points
- Project does not provide bicycle facilities: 0 points

Transit access

- Project provides new or improved bus stops, enhancements to existing bus service, and/or improved access to bus stops: 4 points
- Project does not improve bus stops or access to bus stops: 0 points

Motor vehicle access

- Project addresses a documented traffic congestion concern based on the results of a traffic study: 4 points
- Project is expected to improve traffic congestion, but a traffic study has not been conducted: 2 points
- Project is not expected to address traffic congestion: 0 points

Access to community facilities

- Project provides pedestrian and/or bicycle facilities AND is within 1/4 mile of one or more of the following: schools, libraries, parks, community centers, village centers, social service centers, health care facilities, government centers, employment centers: 4 points
- Project provides pedestrian and/or bicycle facilities AND is within 1/2 mile of one or more of the following: schools, libraries, parks, community centers, village centers, social service centers, health care facilities, government centers, employment centers: 2 points
- Project does not provide pedestrian and/or bicycle facilities within 1/2 mile of the community facilities listed above: 0 points

HOWARD COUNTY TRANSPORTATION IMPROVEMENT PRIORITIZATION SYSTEM – 10/7/20

EQUITY (10 possible)

If a project is located in more than one census tract, the higher VPI will be used.

- Project is in a census tract with a VPI of 6 or higher: 10 points
- Project is in a census tract with a VPI between 3 and 5: 5 points
- Project is in a census tract with a VPI of 2 or less: 0 points

CRASH HISTORY (10 possible)

- Project provides safety improvements at a location that has a documented crash history as determined by the Howard County Director of Public Works: 10 points
- Project is expected to improve transportation safety, but a specific crash history has not been formally documented: 5 points
- Project is not expected to address transportation safety: 0 points

SYSTEM PRESERVATION/MAINTENANCE (10 possible)

- Project is principally focused on maintaining existing infrastructure and/or is expected to create no (or minimal) additional maintenance needs: 10 points
- Project is principally focused on maintaining existing infrastructure and/or is expected to create modest additional maintenance needs: 5 points
- Project is principally focused on creating new infrastructure and/or will create additional maintenance needs: 0 points

BONUS POINTS FOR COST SHARING (10 points)

- Project leverages at least 75 percent non-County funds (Federal, State, and/or private) to reduce cost to County taxpayers: 10 points
- Project leverages at least 50 percent (but less than 75 percent) non-County funds: 7 points
- Project leverages at least 25 percent (but less than 50 percent) non-County funds: 4 points
- Project leverages some non-County funds, but less than 25 percent: 1 point
- Project uses only County funds: 0 points

Transportation Improvement Prioritization System

OVERALL SCORE

0

(Insert Project Name here)

Note: There are 50 possible points per project (not accounting for bonus points).

Instructions

Please complete tan boxes.

Multimodal Access and Safety

0

Pedestrian access

4 points: Project provides pedestrian facilities (sidewalks, shared use pathways, crosswalks, etc.) in accordance with *WalkHoward*

2 points: Project provides pedestrian facilities (sidewalks, shared use pathways, crosswalks, etc.) in locations that were not specified in *WalkHoward*

0 points: Project does not provide pedestrian facilities

Bicycle access

4 points: Project provides bicycle facilities (shared use pathways, bike lanes, etc.) that result in Level of Traffic Stress (LTS) 1 or 2

2 points: Project provides bicycle facilities (bike lanes, etc.) that do not result in Level of Traffic Stress (LTS) 2 or better

0 points: Project does not provide bicycle facilities

Transit access

4 points: Project provides new or improved bus stops, enhancements to existing bus service, and/or improved access to bus stops

0 points: Project does not improve bus stops or access to bus stops

Motor vehicle access

4 points: Project addresses a documented traffic congestion concern based on the results of a traffic study

2 points: Project is expected to improve traffic congestion, but a traffic study has not been conducted

0 points: Project is not expected to address traffic congestion

Access to community facilities

4 points: Project provides pedestrian and/or bicycle facilities AND is within 1/4 mile of one or more of the following: schools, libraries, parks, community centers, village centers, social service centers, health care facilities, government centers, employment centers

2 points: Project provides pedestrian and/or bicycle facilities AND is within 1/2 mile of one or more of the following: schools, libraries, parks, community centers, village centers, social service centers, health care facilities, government centers, employment centers

0 points: Project does not provide pedestrian and/or bicycle facilities within 1/2 mile of the community facilities listed above

Transportation Improvement Prioritization System (page 2)

Equity

If a project is located in more than one census tract, the higher VPI will be used.

10 points: Project is in a census tract with a VPI of 6 or higher

5 points: Project is in a census tract with a VPI between 3 and 5

0 points: Project is in a census tract with a VPI of 2 or less

0

0

Crash History

10 points: Project provides safety improvements at a location that has a documented crash history as determined by the Howard County Director of Public Works

5 points: Project is expected to improve transportation safety, but a specific crash history has not been formally documented

0 points: Project is not expected to address transportation safety

0

0

System Preservation/Maintenance

10 points: Project is principally focused on maintaining existing infrastructure and/or is expected to create no (or minimal) additional maintenance needs

5 points: Project is principally focused on maintaining existing infrastructure and/or is expected to create modest additional maintenance needs

0 points: Project is principally focused on creating new infrastructure and/or will create additional maintenance needs

0

0

Bonus Points for Cost Sharing

10 points: Project leverages at least 75% non-County funds (Federal, State, and/or private) to reduce cost to County taxpayers

7 points: Project leverages at least 50% (but less than 75%) non-County funds

4 points: Project leverages at least 25% (but less than 50%) non-County funds

1 point: Project leverages some non-County funds, but less than 25%

0 points: Project only uses County funds

0

Note: Up to one third of the highest-scoring projects would be ranked as High Priority, up to one third as Medium Priority, and the remainder as Low Priority.

Based on: September 15, 2020 version of PROPOSED HOWARD COUNTY CAPITAL TRANSPORTATION PROJECT PRIORITIZATION SCORING SYSTEM – DRAFT V7

Today's date:

October 27, 2020

ATTACHMENT 2

Community Engagement Plan for Transportation Projects

Attachment 2

October 21, 2020

DRAFT



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How to use this document

This plan presents a community engagement approach for transportation projects as required by the Howard County Complete Streets policy. It is intended to illustrate procedures for how Howard County employees and others involved in development of transportation projects will engage with the general public in the transportation project development process.

These resources should be used in support of the requirements detailed in the Subdivision and Land Development Regulations, the Howard County Design Manual, and the Complete Streets policy.

This plan consists of the following sections:

What is community engagement?

This section provides background on the Howard County Complete Streets policy, explains what community engagement is, and lists the public entities who are involved with the transportation decision making process.

Why is engagement important?

This section sets out the vision and guiding principles that guide the County's community engagement process and explains why engagement is important. It also sets out the goals for the process, along with objectives and performance measures that will be used to gauge the County's success in achieving those goals.

Who is the community?

This section defines what community means in the context of the community engagement process. It explains the importance of striving for diversity, equity, and inclusion throughout engagement, and explains how to identify community stakeholders.

How do we engage the community?

This section outlines methods of communicating with the community as well as tools that will be used to interact with the community and collect public feedback.

How do we make decisions?

This section outlines a typical project development process and highlights the decision points where community input is critical. It suggests what tools may make sense to use during different steps of the process. County staff is responsible for making the final decision about a design after considering public feedback and technical analysis.

Citizen's Guide to Community Engagement

This section provides a guide for residents and other stakeholders to engage with Howard County transportation projects.

What is community engagement?

Community engagement gives the public the opportunity to influence the government decision-making process. Decisions about the transportation network impact how people move through their communities, whether by foot, scooter, bicycle, transit, or motor vehicle. Community engagement is a process designed to share information, generate feedback, and provide an opportunity for dialogue with the public. It is not a standalone activity or event.

Successful community engagement requires using a variety of techniques and tools because the public consists of a wide range of people who travel using different modes, have different perspectives and life experiences, and prefer different ways to communicate. Additionally, different types of information and feedback are necessary at different points of transportation project development. Sometimes the need for public input is limited, and at other times it is critical to determine the overall direction of a project.

Community engagement occurs on a spectrum, ranging from relatively low levels of engagement to high levels of engagement, as depicted in Figure 1.

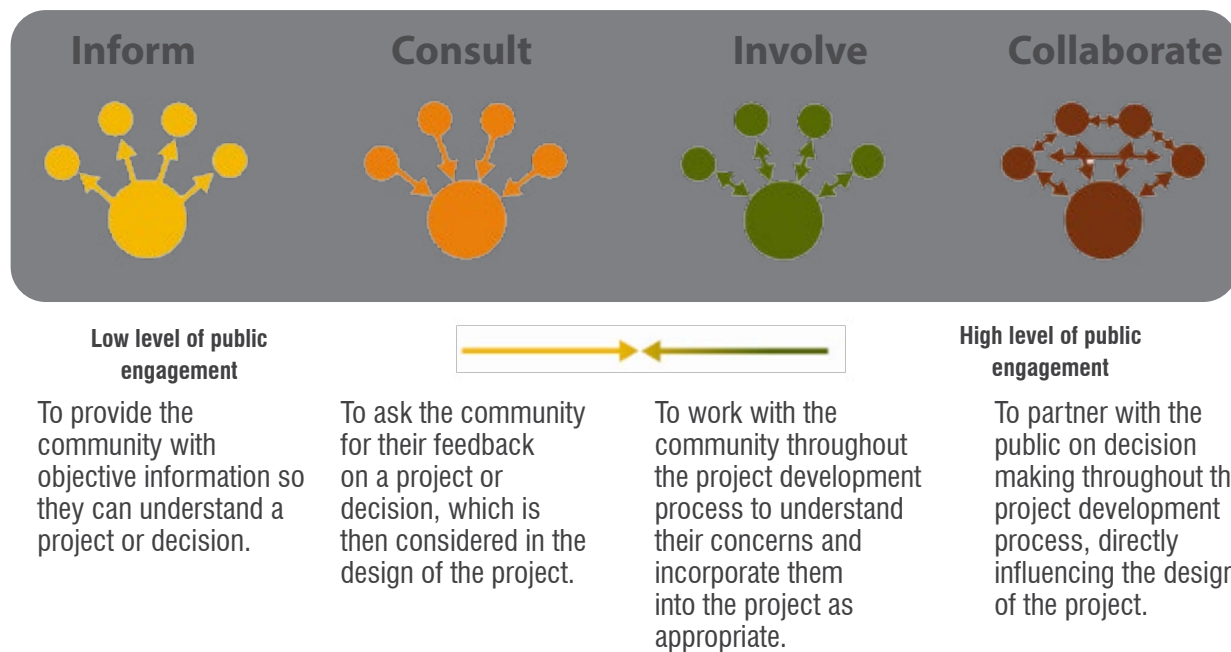


Figure 1: Spectrum of public engagement, adapted from the International Association for Public Participation

Most transportation projects go through a multi-step project development process that includes:

- Project initiation,
- Planning,
- Design, and:
- Plans, specifications, and estimate (PS&E), or final documents for bidding and construction.

Decisions made at early stages of the process are built upon in subsequent stages. For that reason, the opportunity for a high level of community engagement tends to be higher at the beginning of the project development process and decreases as the process goes on and decisions are made, as reflected by the chart in Figure 2.

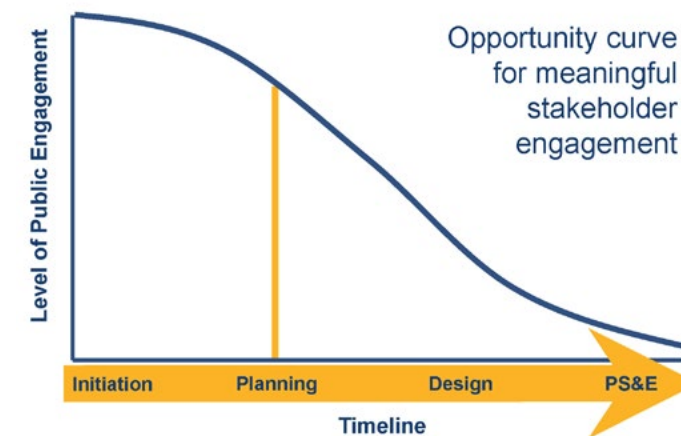


Figure 2. Opportunity curve for meaningful stakeholder engagement

The correct type of community engagement may depend upon the size and scope of the project and the extent to which decisions are informed by technical analysis and the Howard County Design Manual. When selecting the appropriate form of engagement for a project, consider the flowchart in Figure 3.

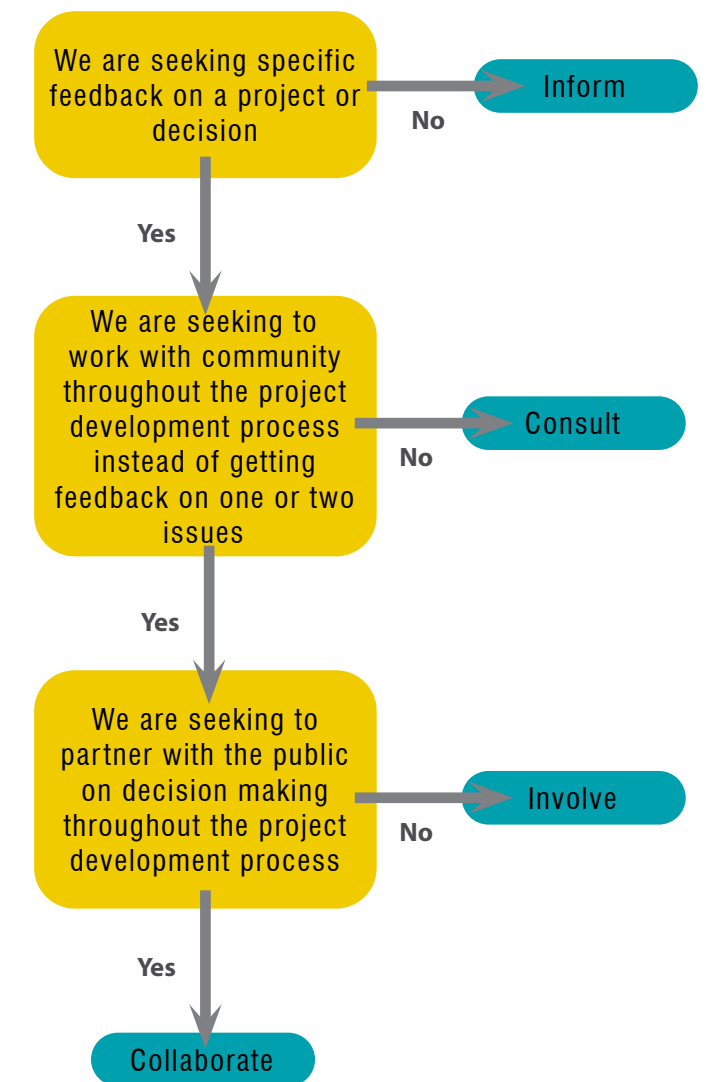


Figure 3. Community engagement decision-making flowchart

WHY NOW?

Howard County Council adopted a Complete Streets policy, Council Resolution 120-2019, on October 7, 2019. It states that “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.”

Section 6 of the Complete Streets policy, Coordination and Engagement, identifies community engagement as essential to the success of Complete Streets, particularly in the planning and design phases of transportation projects. The policy also acknowledges that different types of projects benefit from different types of public engagement and calls for the development of specific procedures for initiating public engagement, focusing on traditionally disenfranchised and underserved communities.

The processes and procedures outlined in this document only apply to County- and developer-led* transportation projects in Howard County. Although they do not apply to State-led transportation projects in the County, the County will work closely with the Maryland Department of Transportation to ensure that the goals of Complete Streets are addressed by State projects.

Community engagement with the project identification and prioritization phases is discussed in this document. Public engagement with project identification is primarily handled by the transportation master planning process, which resulted in WalkHoward and BikeHoward. Project prioritization is addressed in the Transportation Improvement Prioritization System (TIPS).



ENTITIES & ACRONYMS

Multiple Howard County governmental entities are involved with the initiation, planning, design, construction, and maintenance of the County's transportation network. A description of the role of those entities and the acronyms used to refer to them is provided below.

Department of County Administration

The Department of County Administration fosters interdepartmental coordination and provides day-to-day administrative and technical support to ensure efficient operation of government and effective use of tax dollars in delivering services. The Department is responsible for the annual preparation of an operating and capital budget for the review and approval by the County Council.

- The operating budget provides funding and appropriation for the day-to-day operation of all County public services provided to residents and businesses. This includes: annual County appropriation to education entities including Howard County Public School System (HCPSS); funding of County employee salaries and benefits, contractual services, and supplies and equipment for various day-to-day services; and principal and interest payments for existing and new loans borrowed to finance public infrastructure (capital projects).
- The capital budget provides funding and appropriation for the construction or acquisition of physical assets and covers many different projects, from construction of schools, libraries, and roads to renovations of recreation centers and bridges. Capital projects are primarily funded through issuing debt, typically 20-year General Obligation bonds, with annual principal and interest payments paid from the operating budget (similar to a home mortgage).

County Council

The County Council consists of five members who serve four-year terms. Since 1986, County Council members have been elected from five separate districts. There is a three-term limit for Council members. The elected members of the Council serve as the County's legislative branch, Zoning Board, and Liquor Board. They also provide constituent services for residents in their districts. County Council also reviews, provides public comment opportunities, discusses, and endorses the County's annual operating and capital budgets.

Office of Transportation (OoT)

The Office of Transportation's primary focus is to increase the efficiency and effectiveness of public transit, walking, bicycling, and micromobility transportation services in and around Howard County and to ensure that connectivity is front and center in land use planning and site development. OoT also staffs the Multimodal Transportation Board, the Bicycle Advisory Group, and Transit and Pedestrian Advisory Group, which are comprised of members of the public that represent multiple areas of expertise.

Multimodal Transportation Board (MTB)

The Multimodal Transportation Board advises the County Executive and County Administration on transportation matters including public transit (both fixed route and paratransit), bicycle transportation, pedestrian transportation, road networks that promote all modes of transportation, and transportation demand management.

Bicycle Advisory Group

The Bicycle Advisory Group advises the County Executive and County Administration on matters of bicycle transportation, particularly the implementation of the Bicycle Master Plan.

Transit and Pedestrian Advisory Group

The Transit and Pedestrian Advisory Group advises the County Executive and County Administration on matters of public transit and pedestrian transportation in Howard County.

Department of Public Works (DPW)

Howard County Department of Public Works is composed of the Director’s Office, Bureau of Engineering, Bureau of Environmental Services, Bureau of Facilities, Bureau of Highways, and Bureau of Utilities. The Bureau of Highways and Bureau of Engineering are both involved with transportation infrastructure.

- The Bureau of Highways is responsible for addressing issues concerning pavement, sidewalks, storm drains, and trees along more than 1,000 miles of County roads for the convenience and safety of the public. This work includes preservation efforts such as road crack-sealing and tree trimming, and remedial efforts such as County road snow removal and filling potholes.
- From concept to construction, the Bureau of Engineering is committed to quality project management of Howard County’s Capital Improvement Program. Projects include: bridges, parks, roads, sidewalks, storm drain systems, water and wastewater facilities. Their role with the developer sector includes quality control of construction methods and materials, to allow dedication of privately constructed facilities into the public system.

Public Works Board

The Public Works Board is required by Howard County Code to make recommendations to the County Executive and to the County Council relating to plans and policies on matters under the jurisdiction of the Department of Public Works. At the directive of the County Executive or by resolution by the County Council, the Board of Public Works shall review and make recommendations on any matter related to Public Works.

Department of Planning and Zoning (DPZ)

The Department of Planning and Zoning helps shape the growth and future of Howard County by facilitating the development of safe, healthy, equitable, connected, and sustained communities, concurrently respecting individual rights and protecting the County’s natural environment, its historical integrity, and character. Among other activity, DPZ oversees the development review process, which includes reviewing private development plans for compliance with County regulations governing infrastructure, including transportation infrastructure.

Planning Board

The Planning Board makes recommendations to the County Council and the Zoning Board on all matters relating to planning and zoning in the County. They also make decisions with respect to matters pursuant to the laws, rules, regulations, and ordinances of the County, and general plan guidelines. Particularly relevant to the implementation of the Complete Streets Policy, the Planning Board makes recommendations on capital programs and capital budgets and reviews private development for compliance with County Code and planning documents.

Complete Streets Implementation Team (CSIT)

The Complete Streets Implementation Team consists of an equal number of internal and external stakeholders that guide and track the implementation of Complete Streets policy. Internal stakeholders include representatives from the Howard County Executive’s Office, the Office of Transportation, the Department of Public Works Highways Bureau, the Department of Public Works Engineering Bureau, the Department of Planning and Zoning, the Department of Recreation and Parks, and Howard County Council. External stakeholders include representatives from Howard County Public School Systems (HCPSS) Transportation Office, Columbia Association, Multimodal Transportation Board, Howard County General Hospital, a private sector engineer, and the Horizon Foundation.

Why is engagement important?

VISION

The Howard County Complete Streets Policy vision is:

- *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.*

- Howard County Complete Streets policy passed by Council Resolution 120-2019

Howard County has identified community engagement as the best way to create a transportation network that is safe and convenient for Howard County residents, and acknowledges that:

- Community engagement during the planning and design phases of transportation projects is essential to the successful implementation of the Complete Streets policy in Howard County.

GUIDING PRINCIPLES

Howard County pledges to act according to the guiding principles in Figure 4 during the community engagement process.



Figure 4. Community Engagement Plan guiding principles

GOALS, OBJECTIVES, & PERFORMANCE MEASURES

Howard County will lead the community engagement process for transportation projects with the following goals and objectives in mind:

Goals	Objectives	Performance Measures
<p><i>Engagement</i></p> <p>Build relationships with community institutions representing community stakeholders to yield diverse public engagement with project development*</p> <p>*Community institutions are listed in Appendix A of this document. How to identify which community institutions should be engaged for a given project is described on page 10 of this plan.</p>	<ul style="list-style-type: none"> Consult with community institutions in advance of project scoping to gain historical perspectives and experiences with location under consideration and provide background information on project history and project development process Collaborate with community to determine appropriate public engagement approach, including where and when meetings should be held and the preferred format Proactively include community institution representatives on Complete Street email list and project email list for projects in their area 	<ul style="list-style-type: none"> Number and types of community institutions, organizations and stakeholders consulted Community meeting decisions documented on project website Number and types of organizations represented on Complete Streets and project specific listservs
<p><i>Communications</i></p> <p>Increase awareness about Complete Streets and transportation projects among community stakeholders</p>	<ul style="list-style-type: none"> Develop messaging that resonates with community stakeholders for use across multiple platforms, including emails, websites, social media, and signage Increase subscribers to Complete Streets and project specific listservs in affected communities Increase social media usage to promote educational content, events, surveys, by geo-targeting community stakeholders Increase online traffic annually to Howard County Complete Streets website and project specific website 	<ul style="list-style-type: none"> Utilize all communications channels to distribute messaging Number of Complete Streets and project specific listserv subscribers; Percentage of emails opened Number of social media shares, likes and comments for each post Number of unique visits to Complete Streets and project specific websites

<p><i>Equitable Access</i></p> <p>Provide multiple options and formats for public engagement that encourage meaningful interaction and collaboration between Howard County staff and community stakeholders</p>	<ul style="list-style-type: none"> Hold in-person and online opportunities to educate attendees and collect feedback throughout project development Provide in-person and online feedback opportunities that include survey and open-ended options Advertise participants can request special accommodations if they have accessibility challenges Where requested, provide project materials in alternative formats for individuals with barriers to access (disability, vision, hearing, language) 	<ul style="list-style-type: none"> Number of people attending in-person workshops and/or participating online Document and publish summary of survey results and other feedback; note which feedback is being incorporated into the design Percentage of engagement materials that include special accommodation notice Track percentage of requests met for accessible project materials
<p><i>Process and Outcomes</i></p> <p>Formalize internal processes, internal and external feedback loops, and ongoing community engagement</p>	<ul style="list-style-type: none"> Endorse and implement this Community Engagement Plan DPW, DPZ, OoT staff, and County consultants representing the County participate in annual training in equitable public engagement and the principles supporting the Complete Streets policy 	<ul style="list-style-type: none"> Conduct annual review of Community Engagement Checklists to ensure completion and assess how effective engagement initiatives have been Percentage of completed and published public engagement tracking sheets Number of staff participating in annual training

Tracking and Reporting

Tracking and reporting on the above performance measures will be completed during the preparation of the Complete Streets Annual Report by the Office of Transportation as mandated by the Howard County Complete Streets policy. The reports will be used to analyze trends over time, with a goal of seeing equal or improved measures year over year. Trends that do not improve will be analyzed and strategies will be adjusted accordingly.

WHO IS THE COMMUNITY?



The County will use a variety of communication channels to distribute information and solicit feedback about a project from community stakeholders. The methods used to communicate with the community depend on the type of stakeholder group.

The County will develop and maintain a Complete Streets Stakeholder List that includes contact information for key County institutions, homeowners associations, village boards, places of worship, schools, community organizations, and vulnerable populations. This list will be used for general outreach, and function as a starting point for project managers who are conducting outreach for a specific, geographically located project.

GENERAL PUBLIC

Demographic and socioeconomic data provides insight into the character of Howard County and its diverse communities. By better understanding the people and places of Howard County and their unique characteristics we can better plan and provide services.

Howard County has a diverse and growing population. Located between Washington, D.C. and Baltimore, Howard County is in the heart of one of the largest regional economies in the United States. There is much activity and movement with commuters and commercial freight coming into and leaving the County every day. The diverse economy attracts jobs and industries of all types, from basic services and retail, to manufacturing and warehousing, to high-tech employment. Despite being the center of all this activity and regional growth, a large portion of Howard County remains rural, with its western half made up of low-density housing and acres of farmland and natural resources, much of which is permanently preserved. The County's eastern half consists of higher density housing, including many apartment and townhome communities, and a significant number of jobs. The diversity of housing draws a diverse population made up of many races speaking a variety of languages. Given the high quality of

its school system Howard County attracts many families with children. As a result, it has a higher proportion of families with children compared to Maryland and the nation. However, like most places around the country, Howard County's population is rapidly aging, with increasing numbers of residents living alone and with disabilities.

The 2020 Vision for Health in Howard County produced by the Horizon Foundation acknowledges this diversity, but adds, "For decades, Howard County has been known for its forward-thinking approach to creating the highest quality of life, serving as a national example of how people of diverse backgrounds can create a thriving community." As a community that strives for the best, we must also acknowledge that not everybody has the same access to the county's resources and opportunities, and inequities are evident across a variety of outcomes in Howard County, including education, health, housing, and transportation.

IMPORTANCE OF DIVERSITY, EQUITY, AND INCLUSION

Given the diversity of Howard County, it is critical that public engagement strategies are designed with equity in mind. Striving for equity in engagement requires acknowledging that everyone does not start at the same place, and some people may need different resources to achieve the same outcome. There are persistent inequities across a variety of outcomes in the County – education, health, housing, and transportation among them – and these inequities need to be overcome. The various public engagement strategies outlined in this document are intended to ensure that everyone has the tools they need to engage in the transportation project development process in Howard County.

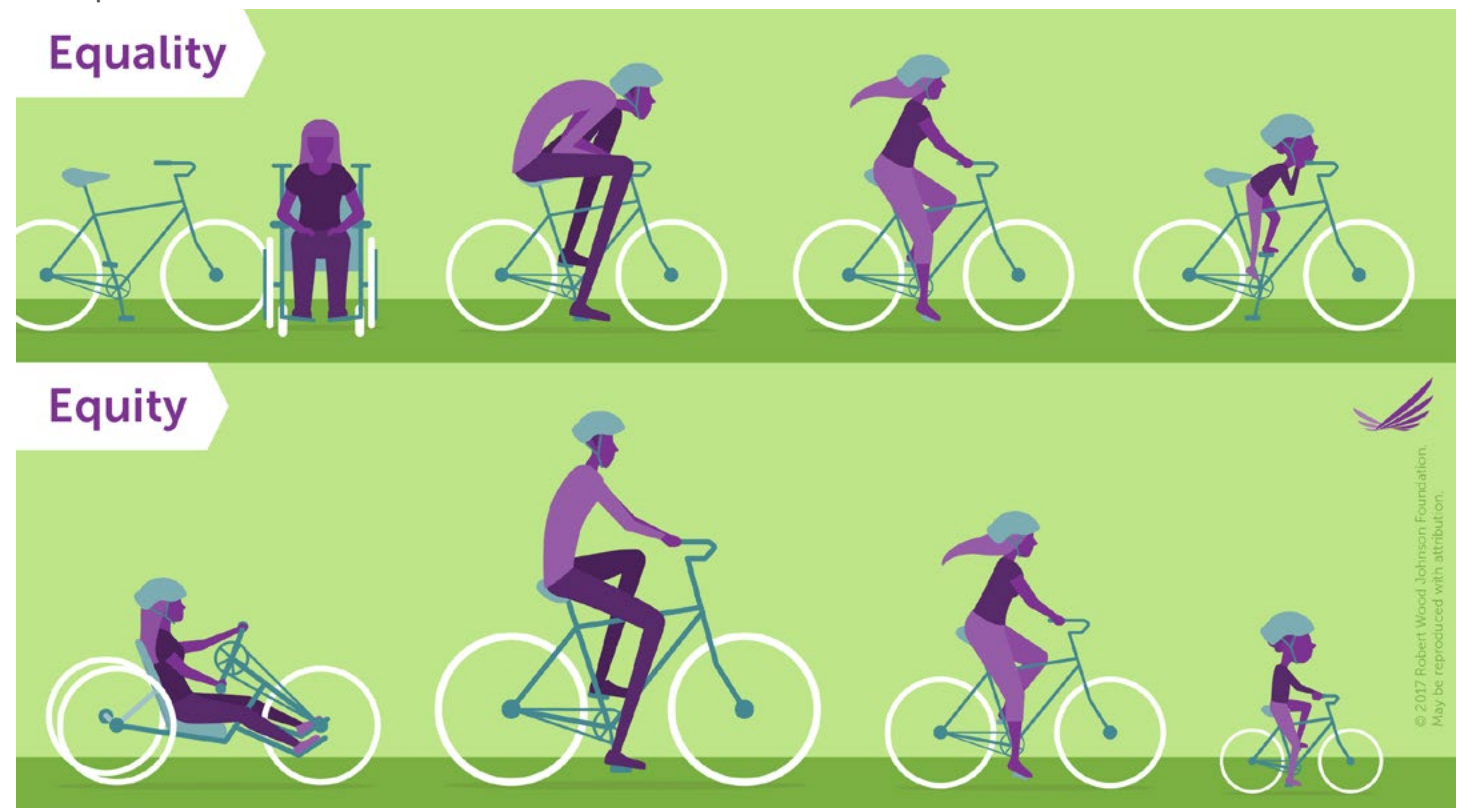
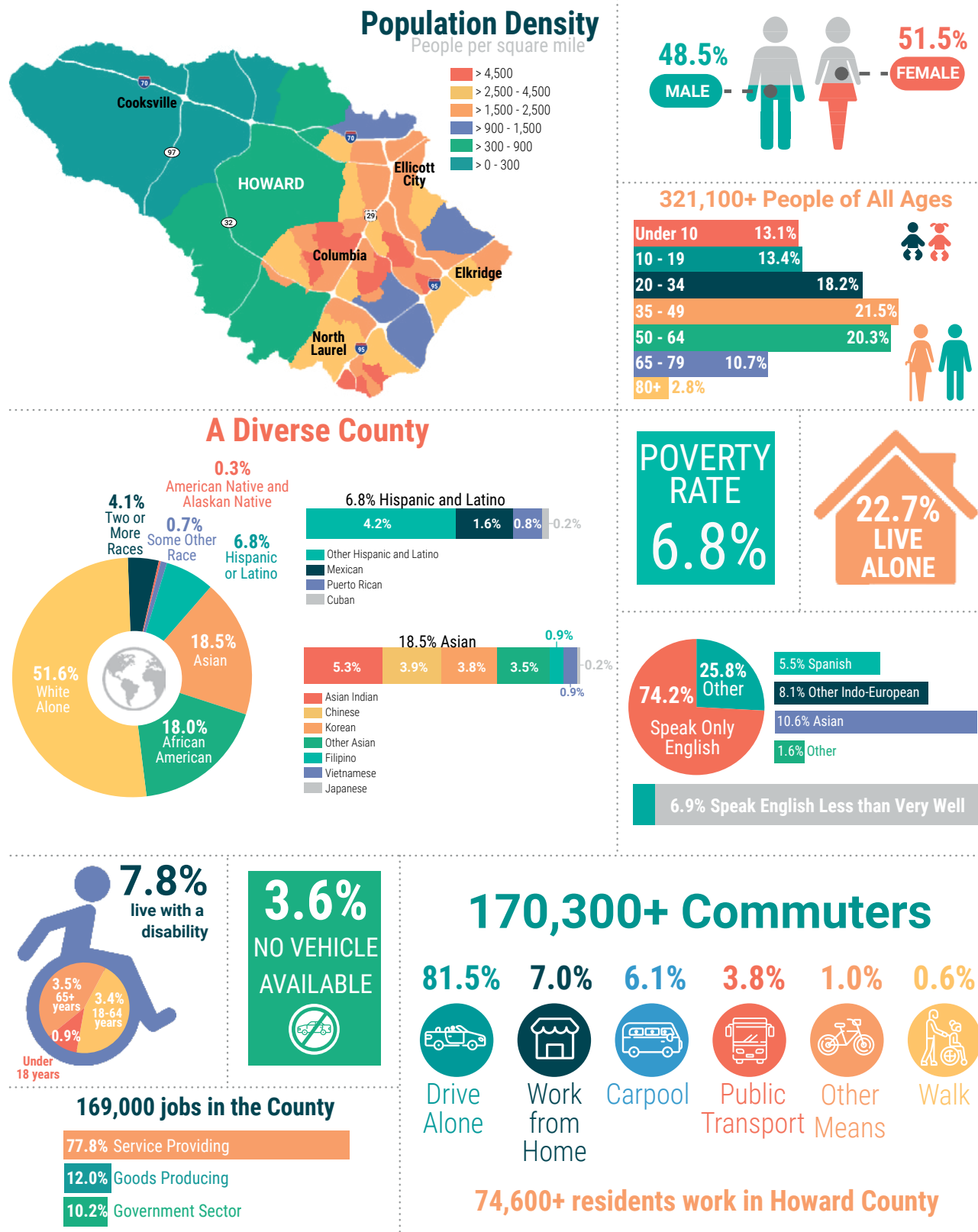


Figure 5. Equality vs. Equity from the Robert Wood Johnson Foundation Achieving Health Equity Collection

HOWARD COUNTY DEMOGRAPHICS



Source: 2017 American Community Survey, US Census Bureau

Figure 6. Howard County demographics

DEFINING COMMUNITY STAKEHOLDERS

This section defines the different types of community stakeholders who may be interested in a Complete Streets project, or those that are affected by the project. Individuals may fall into multiple stakeholder categories. It is important to identify which stakeholders should be involved at the beginning of the project. When facing a decision on who to include, it is best to err on the side of being more inclusive to create a comprehensive stakeholder list. The below chart provides a useful way to identify that populations that should be included in outreach efforts.

Some things to keep in mind when identifying which stakeholder perspectives are critical to the success of a project are which people:

- Will be affected by the decision, either directly or indirectly
- Would like to be engaged or are already engaged
- Can directly influence project decision-making
- Must provide support for the project to be implemented successfully
- May be concerned if they don't feel they've been heard
- Represent others who may not otherwise be heard

Issue Experience: Regular Road User / Potential User
How many people on your team have been directly impacted by the issue?

How many people on your team have been directly impacted by the issue?

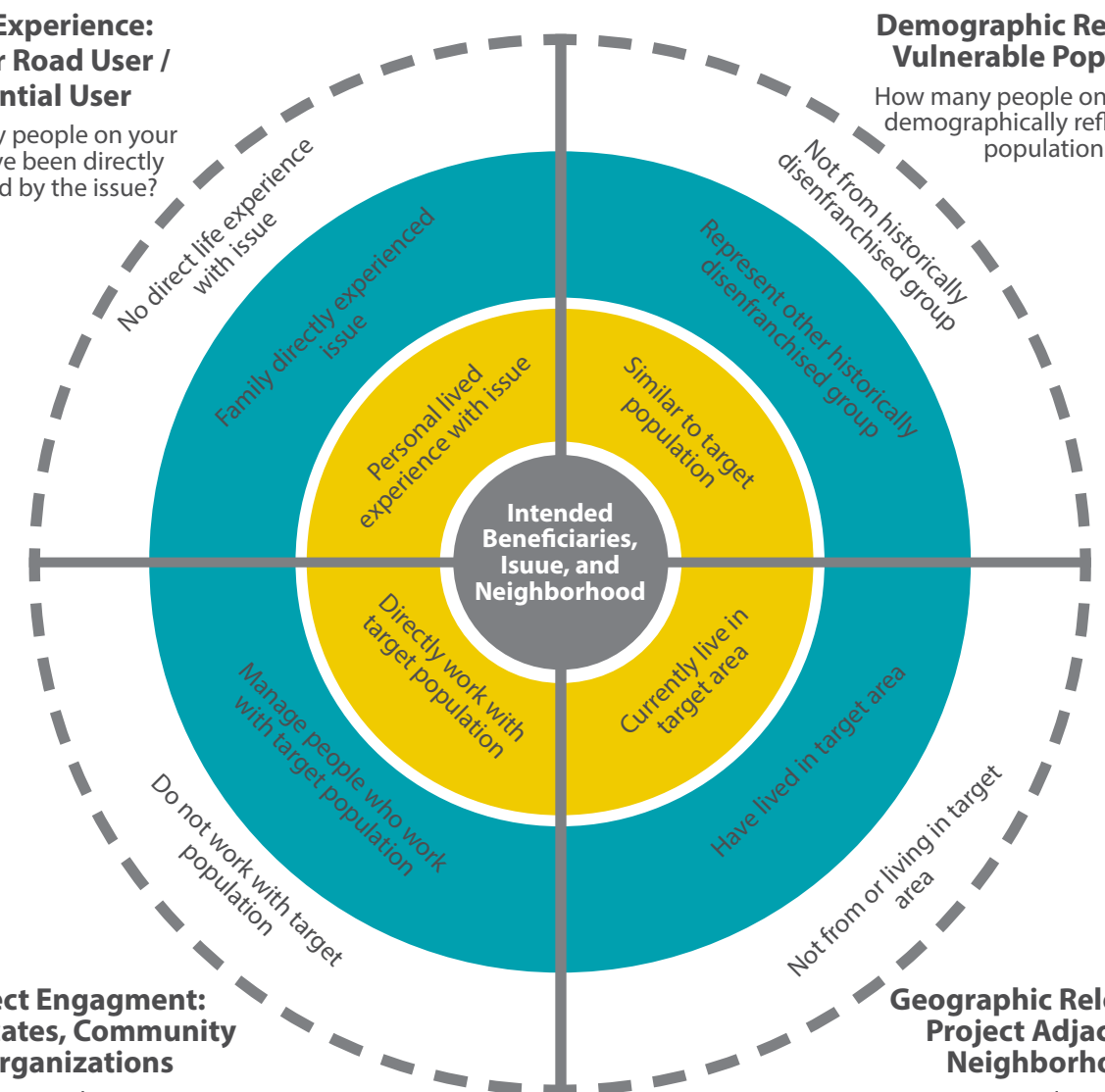


Figure 7. Defining community stakeholders, adopted from the Collective Impact Forum Community Engagement Toolkit

Vulnerable Population

Howard County has developed a Vulnerable Population Index (VPI) that uses U.S. Census Bureau data to measure the percentages of the following population groups in each census tract:

- Poverty
- Non-Hispanic, Non-White
- Hispanic
- Limited English Proficiency (LEP)
- Disabled
- Elderly
- Carless

When the percent of the seven population groups in each census tract is higher than the County mean, this tract is counted as vulnerable. Tracts with even greater disparity receive additional weight. Data from each group is combined to create a composite score to measure the degree to which each tract is vulnerable. This system is being used in the project prioritization process, whereby priority shall be given to census tracts with higher VPI scores. The current assessment shown below uses American Community Survey data from 2015 5-year data. The VPI and map will be updated periodically as the United States Census releases new data.

The VPI should also be used to identify which vulnerable populations, if any, live near a proposed transportation improvement. Engaging with vulnerable populations may require different communication techniques than engaging with other stakeholder groups. Seniors may not be as comfortable utilizing technology to learn about a project or provide feedback. People with limited English proficiency may not be able to understand project information that is posted or distributed in English. People with disabilities may not be able to readily travel to attend a public meeting. Efforts should be made to identify social service organizations who work as intermediaries between Howard County government and the vulnerable population to develop an appropriate engagement approach.

Neighborhood Population

People who live, work, play, or access services in a neighborhood that is slated for a transportation improvement will likely be impacted by decisions made during the project development process. This may happen either directly, as regular users of the transportation corridor, or indirectly, by changes in how their neighbors use the transportation network. Educational efforts may be necessary to help people understand the impact transportation changes have on their daily life and their community and encourage them to engage in the public engagement process. Regardless, it is important to invite people to participate and have input to the decision-making process. Often there are existing community groups, including civic associations, homeowners associations, and elected officials, that can assist with outreach to the neighborhood population.

If a project is located wholly within an established community, it may be easy to determine which organizations to contact. For projects located on the boundary of multiple communities, or projects that connect multiple communities, be sure to engage the community organization representing each geographic area.

Project Adjacent Population

People who live, work, play, or access services adjacent a corridor that is slated for transportation improvements will be directly impacted by decisions made during the project development process. At a minimum, the construction of a project may negatively impact quality of life in the short-term. In the long-term, changing circulation patterns may alter the character of the corridor or fail to provide opportunities for transportation choices that are inherent to Complete Streets. Those living directly adjacent to the project are likely to be the most upset if they feel they do not have input to the decision making process. They may also feel they have greater standing than regular users of the corridor. It is critical that people who live or own property adjacent to the project are invited to every step of the public engagement process and informed of decisions made along the way to avoid future resistance to proposed improvements and to create the most useful transportation project possible.

Current and Potential Project Users

People who are current or potential users of a corridor slated for a transportation improvement will be directly impacted by the decisions made during the project development process, even if they do not live or work in the project area. These stakeholders can offer critical input on the design of the project because they have the best understanding of the community's transportation needs and how those needs might not be currently met. Current corridor users can be reached by posting project information at the site. Post information along low-stress places to walk or bike that people currently use to travel through the area in order to reach potential users.

Community Organizations

Community based stakeholders such as Village Boards, Homeowners Associations, and local service providers including places of worship, schools, cultural institutions, libraries, community centers, and non-profit organizations have extensive ties to the communities they serve and are committed to improving the quality of life for their constituents. Some community stakeholders work within specific geographic areas and some work County-wide. Community stakeholders can distribute information about transportation projects to their networks. The County should maintain a comprehensive list of community stakeholders to reference when developing stakeholder lists for specific projects. Organizations that work County-wide should receive announcements about each project regardless of location.

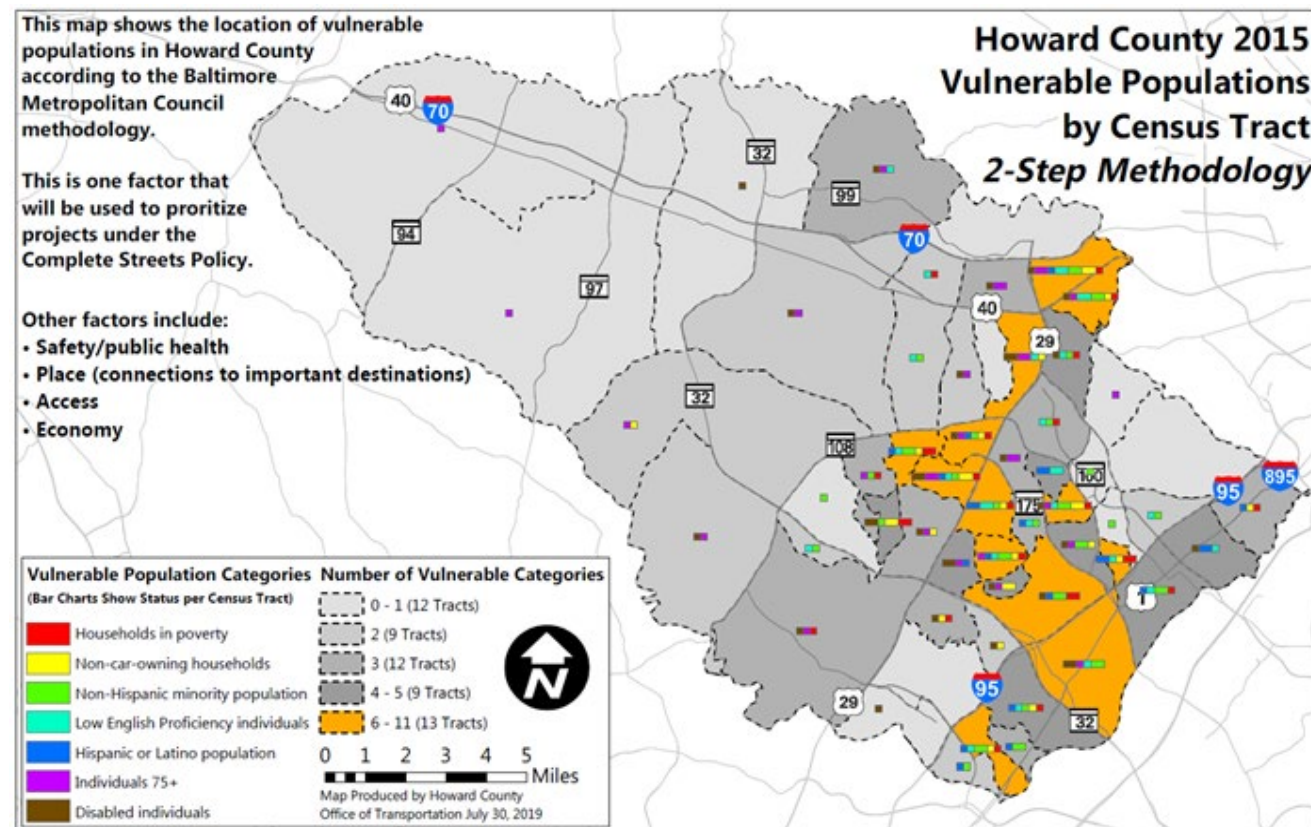


Figure 8. Howard County vulnerable populations

Advocates

There are several organizations actively advocating for Complete Streets in Howard County. These groups tend to be highly engaged with transportation projects. Advocacy organizations are directly connected to people who care about transportation issues and can use their communications channels to increase participation in public engagement around transportation projects. Examples include:

Streets for All in Howard County

According to its website, "Streets for All is a coalition of 20 groups advocating for Complete Streets in Howard County. We support a robust investment in sidewalks, crosswalks, bike lanes, bus stops and other infrastructure projects. We want everyone in Howard County, no matter who they are or where they live, can feel like they can safely, easily and comfortably bike, walk or take public transportation anywhere they need to go. Advocacy for Streets for All in Howard County is led by the Horizon Foundation, AARP Maryland and the American Heart Association."

Horizon Foundation

According to its website, "The Horizon Foundation is Howard County's community health foundation. We are committed to improving health through innovative initiatives, collaborative partnerships, strategic grantmaking and thoughtful advocacy. Our work is driven by community needs and is shaped around strategic solutions that promise a significant lasting impact on physical and mental health in Howard County. As the largest independent health philanthropy in Maryland, we are driven to help everyone in our community – especially those facing the greatest challenges."

AARP Maryland

AARP is a national organization whose mission is "to empower people to choose how they live as they age." One of its nationwide initiatives is AARP Livable Communities, which, "supports the efforts of neighborhoods, towns, cities and rural areas to be great places for people of all ages. We believe that communities should provide safe, walkable streets; age-friendly housing and transportation options; access to needed services; and opportunities for residents of all ages to participate in community life." AARP Maryland advocates for Howard County Complete Streets because Complete Streets will allow seniors to travel around their communities without relying on a personal automobile.

American Heart Association

The American Heart Association (AHA) is an international organization. The AHA has an office that serves the greater Baltimore area, including Howard County. Its mission is "to create a world free of heart disease and stroke – a world where everyone can achieve the best possible health – and it starts right here in Baltimore. That's why we must come together to solve complex issues that effect this generation and generations to come." One major policy area that AHA focuses on is Active Living, which is supported by transportation systems that include options for people who walk and bicycle.

Bicycling Advocates of Howard County

According to its website, "the Bicycling Advocates of Howard County (Bike HoCo) is a 501(c)4 non-profit organization founded in 2008 as a coalition of cycling clubs and bicycle riders in Howard County, Maryland. Bike HoCo advocates to improve the visibility and safety of bicycling, supports bicycling education programs for adults and children, and promotes a vision of bicycling and sharing the road as part of a healthy, energy efficient, and environmentally sound transportation system to help achieve a sustainable future for Howard County and for Maryland."

How do we engage the community?

After developing a comprehensive stakeholder list, the next step is to determine a reliable way to communicate with each stakeholder group. The section below discusses methods of communication, or how we reach out to the community. The following section reviews different communication formats, or what media we use.

A NOTE ON ONLINE ENGAGEMENT

Historically, public engagement has been conducted mostly in person at public meetings or workshops. However, online communications and engagement opportunities are increasingly becoming important elements of the community engagement process. The Internet makes it possible to reach a broader audience and achieve higher levels of participation than traditional methods.

- 85% of adults are online, 95% of teens are online
- 72% of online adults use social networks, 80% of online teens use social networks

Online engagement also presents new challenges. When communicating online or preparing materials for online engagement, make sure to account for:

- Mobile compatibility: many people will be accessing information with their cell phone or tablet
- Language: Translation should always be available, based on County demographics, to ensure people with limited English proficiency can provide input to the project
- WCAG 2.0 Certification (Web Content Accessibility Guidelines): The goal of WCAG is to provide a single shared standard that makes web content more accessible to people with disabilities
- Privacy Protection: Controls need to be in place to protect the personal information of individuals who are participating in online engagement opportunities

- Third party moderation: If an online platform offers opportunity for interactive comment, it is important to monitor the space and moderate if necessary
- Rich media: Rich media includes things like audio, video, or other elements that encourage people to interact with online content
- Technical guidance: create a document to assist the public in how to participate in a virtual meeting

Expanding online public engagement does not mean that traditional forms of communication and engagement can or should be abandoned. Instead, both online and in-person methods should be used in tandem to ensure that all stakeholder groups are engaged throughout the project process. As project materials are developed, the County should create both print and digital versions that can be used in-person and online. All materials should include a link to the project website.

METHODS OF COMMUNICATION

Different methods of communication can be utilized depending on the target audience. Marketing and communications attract the community to participate - whether it be a meeting, a survey or comment opportunity, or visiting the project website to learn more about the project. Whatever method of communication is used, be sure to remain in regular contact with interested stakeholders with project status updates, especially if there are challenges that impact the original project schedule. Communications will be coordinated with the County Office of Public Information.

Some common methods of communication are described below.

Email

Email is a great way to keep stakeholders informed about a project. Most – though not all – stakeholders have ready access to email and use it frequently. It is important to collect and maintain email lists for individual projects, as well as a separate list consisting of members of the public broadly interested in transportation improvements. Some best practices for using email to communicate include:

- Use an electronic sign-in at community meetings and events to avoid mis-spellings of names or email addresses and save staff time in entering data
- Build a transportation email listserv by sharing sign-in sheets/attendance records interdepartmentally
- Send out an email to the County Complete Streets listserv at least 14 days in advance of any public meeting and a second email a day or two prior to the meeting as a reminder
- Encourage email recipients to forward information to others who may be interested in the project
- Include a link to the project website in all email correspondence, as well as a reason to click the link
- Include a clear description of the purpose of any upcoming meeting
- Include a description of benefits to the public to participation in the process
- Include contact information to facilitate request for special accommodations, assistance with access
- Send a thank you for participant's interest and participation

Social Media

Social media platforms including Facebook and Twitter offer a way to get in touch with people who live in proximity to a proposed transportation project. Some best practices for using social media to communicate include:

- Establish a minimum radius, say one to two miles, from a prospective project location to target social media outreach and community engagement
- Begin “boosting” targeted social media posts (cost: \$30-\$50/post) at least 30 days in advance of a meeting or when feedback is due
- If engagement is low, buy digital ads featuring graphics, including gifs, memes, and other innovative media to attract interest
- Encourage community stakeholders to post or cross post project information directly from County agency social media pages

First-Class Mail

First-class mail should only be used selectively in order to meet County Code requirements since it has not been proven to be an effective engagement technique in many jurisdictions.

Newspaper Notices

Print and digital notices or ads in the Howard County Times or Columbia Flyer should be used selectively to advertise annual or special one-time only events. Advertisements are especially appropriate for events with a county-wide audience such as the annual Complete Streets Open House or projects that may attract users from across the County.

On-Site Signage

Posting a sign on-site that shares project information, opportunities for input, or notice of a community meeting is a good way to reach members of the public who regularly use a corridor, especially by foot or by bicycle. Signs should be ADA compliant and posted at least 30 days ahead of meetings. Signs should be oriented and sized to ensure community members can see the signs while passing the project site.

Via Community Stakeholders

Howard County Village Boards, Homeowners Associations, and elected officials are in regular communication with members of their community. Local service providers like places of worship, schools, cultural institutions, libraries, community centers, and non-profit organizations are also in regular communication with the populations they serve. These organizations can share project information with their constituents via emails, social media channels, in-person gatherings, and flyers or other information posted at their facilities.

County representatives should meet with community stakeholders at the start of the project development process to inform them about the project and public engagement process and learn about any existing conditions that would impact the project. County representatives should also identify which stakeholders work with the vulnerable population and meet with them to discuss and modify the public engagement strategy to ensure equitable public participation.

COMMUNICATION FORMAT

Different communication formats are best suited for sharing different types of information. Communication formats can be distributed via one of the methods of communication listed above, but they can also be used during the in-person or online engagement events discussed in the next section. Selecting the right type of communication format is important because engaging content brings the community back to subsequent engagement opportunities and encourages individuals to tell their neighbors and friends to get involved in the project. Some best practices for common communication formats are included below. Communications will be coordinated with the County Office of Public Information.

Project Website

A project website should document the full history of the project including any planning studies, all outreach to date, all project materials, an overview of the project schedule, an invitation to interested community members to participate in public engagement, the benefits to participation, and methods of communicating with the sponsoring department. All other project materials should include a link to the project site, with a goal of driving as much traffic to the site as possible. Larger transportation projects should have a standalone website, and smaller projects can share the same webpage. The project website will include links to digital versions of all other communication formats distributed over the course of the project.

Project Graphics

Any graphics developed for the project – whether diagrams, plans, or renderings – should be easy for the general public to read and understand. Make sure nearby landmarks and streets are clearly labeled so people can orient themselves. Include figures for scale wherever possible. Cross sections are generally easier for the public to understand than plan views, so they should always accompany plan views of a project. Photorealistic or artistic renderings may be appropriate for larger projects or projects that are more difficult to understand in

section or plan.

Informational Video

Sometimes, no matter how well-designed project graphics are, they may benefit from extra explanation from a project manager or other County representative. It is easy for someone to explain graphics while in person at a meeting, but that means the graphics are not as useful to someone perusing them on their own time. Consider creating short – less than two minutes – videos that explain a design. Short videos can boost online engagement, can be distributed via multiple communication channels, can be televised, and can be used at an in-person workshop to supplement conversations.

Project Flyer

A well-designed project flyer with interesting graphics is a great way to advertise a project meeting or opportunity for project input. An effective flyer should include: project name, project purpose, project number, project website, date, place, time of meeting, contact information, listserv signup information, note special accommodations available, alternate way(s) to provide input, and registration link (if applicable). It should:

- Include the project website, listserv signup information, and registration link (if applicable)
- Meet accessibility standards (WCAG 2.0)
- Be easy to distribute digitally (develop pdf for email distribution and versions appropriate for social media)
- Be easy to print and distribute as a hand-out (full color and black & white versions)
- Be distributed at least 30 days in advance of scheduled event or input opportunity; send out reminders as often as weekly leading up to the event, and every couple of days the week of the event
- Include a registration link for online meeting (if applicable)

County Press Release

Press releases are official communications sent to members of the news media that provide information, an official statement, or an announcement. Press releases should include media contact information, a headline, and basic information about the project including who, what, when, where, and why. Press releases are a useful tool to get information out to the general public because they are generally covered by multiple news sources, ensuring broad distribution. Press releases can be used to announce the kick-off of a large process, a public meeting, or the start or completion of construction. They should include where to find more information about the project

(project website), and how to sign up to receive regular project updates (project email listserv).

On-Site Signage

On-site signage offers a way to engage people who are regular users of the transportation corridor. Traditionally, on-site signage had only been used to provide public notice of developer projects, but in 2019 the Department of Public Works began using signage to increase public awareness and participation in public meetings for capital projects. Signs are 30'x60" and yellow in color, and are required to include public meeting date, time, and location, the project number, a link to receive additional information, and a contact phone number. Signs are posted at all roadway approaches to the site.

On-site signage can also be used to solicit public input on project design or inform people of a proposal. A sign soliciting public input can be succinct, perhaps just posing a basic question and asking residents to text their response to a number.



COLLECTING PUBLIC FEEDBACK

When deciding which engagement process to use, it is important to consider what tactics have worked in the past, how to ensure that all voices will be heard, how community stakeholders can engage in activities, how to balance technology versus traditional approaches, and cost.

Events

Events should be scheduled for times and at locations that are convenient and accessible for community members. An open house format where participants can attend as they are able is preferred to a format where mandatory attendance over multiple hours is required. Multiple events held at different times should also be considered to increase accessibility. Timing should consider the Howard County Public School System schedule, as well as federal and cultural holidays. Partner with key institutions in the project area to host community events and meetings. All engagement opportunities provided in-person should also be provided online in order to ensure maximum participation and accessibility. Online feedback should be given the same weight as in-person feedback when making decisions.

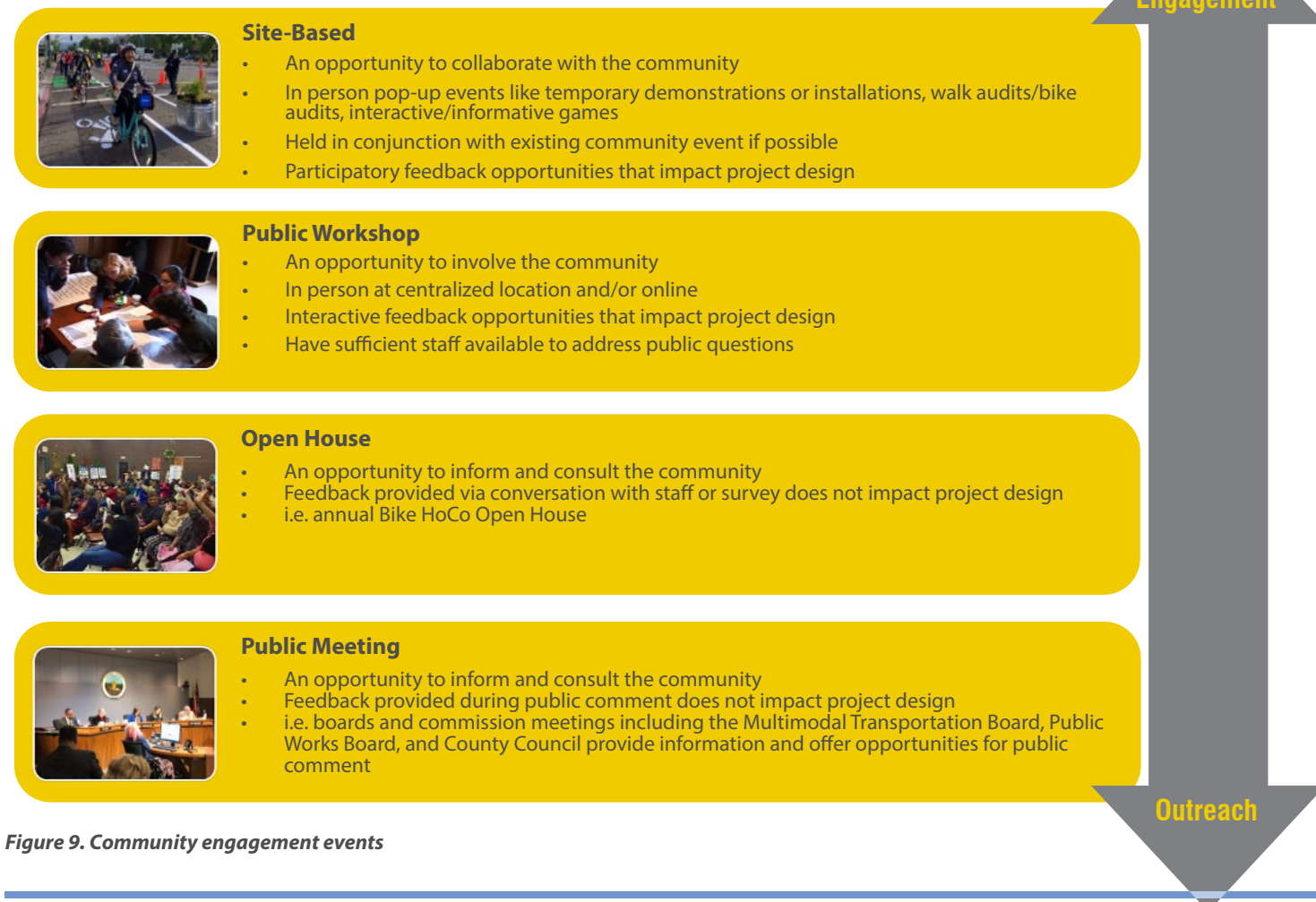


Figure 9. Community engagement events

Tools

Different tools can be used to collect feedback during in-person or online engagement events. Tools can be very controlled, in that they allow limited interaction between participants, or very open, in that they can allow participants to freely engage with each other. One type of environment is not better than the other; each has value when used at the appropriate time. Some common tools and best practices for their use are included below.



How do we make decisions?



The purpose of this section of the document is to explain each step of the transportation project process with a focus on when and how public engagement can impact the project design. County staff is responsible for making the final decision about a design after considering public feedback and technical analysis.

TRANSPORTATION PLANNING

The Office of Transportation coordinates closely with the Department of Planning and Zoning and the Department of Public Works on several transportation planning initiatives in Howard County. Transportation plans, including WalkHoward and BikeHoward, were created with extensive community engagement.

For BikeHoward, public engagement was facilitated through six public workshops, an online survey, and an online interactive map. More than 750 people were engaged in the process and provided comments and ideas on every aspect of bicycling in the county.

For WalkHoward, public engagement consisted of three open houses, online and printed surveys, and various opportunities that allowed the public to identify challenges and opportunities related to the accessibility and comfort of walking.

Transportation projects can also be identified outside of the formal planning process by members of the public or County staff, especially if there is a documented safety issue.

There are two ways a transportation project can advance out of the planning phase. A project can be funded by the County as a Capital Project or funded by a private developer as part of a Private Development Project. The Transportation Improvement Prioritization System (TIPS) document describes the process that County staff follows to evaluate and prioritize project ideas for funding through the County Capital Budget. Projects funded by a private developer occur when a parcel is proposed for redevelopment and is not based on the merit of the project.

Transportation projects must meet the requirements of the Subdivision and Land Development Regulations, the Howard County Design Manual, and the Complete Streets policy, which was adopted by resolution.

COUNTY CAPITAL TRANSPORTATION PROJECTS

Once a project is prioritized for inclusion in the County's Capital Budget, it is included in the Capital Improvement Master Plan or C.I.M.P for Transportation. Section 18.212 of the county code defines the C.I.M.P. for Transportation as:

"...a plan proposed by the County Executive upon the recommendations of the Director of Public Works and the Director of Planning and Zoning and adopted by the County Council pursuant to the provisions of section 22.405 of the Howard County Code. The plan indicates the capital improvements to the County's road and bridge network and public transportation system to be constructed during the next ten years in order to implement the housing and employment growth projections of the County's general plan. The C.I.M.P. for Transportation includes the roads, bridges, traffic lights, and public transportation system projects included in the Howard County Capital Budget and Capital Program and Extended Capital Program and the Maryland Consolidated Transportation Program."

The Capital Budget includes many types of transportation projects including bridge, road construction or reconstruction, road resurfacing, sidewalk/curb projects, and traffic/intersection projects. More complex projects generally cost more money and require more public engagement to develop a solution that works for community stakeholders. Less complex projects generally cost less money and require less public engagement to develop an appropriate design solution. For the purposes of the Community Engagement Plan, we are referring to these projects as "Major" and "Minor."

Simple (Minor Projects)	Complex (Major Projects)
Decision already made	Decision still needs to be made
Implementation stage, when government can implement on its own	Design and development stage
Routine	Potentially controversial
Based on accepted, known values	Based on values in conflict
Technical analysis provides clear answer	Technical analysis does not provide clear answer
Stakeholders: small number, defined/known, homogenous	Stakeholders: large number, undefined/unknown, diverse



Figure 10: Complexity of decision matrix for designating a project major or minor for purposes of public engagement, adapted from Hurley-Franks Associates, 2009

Major Capital Transportation Projects include:

- All bridge construction or reconstruction projects (B),
- All road construction or reconstruction projects (J),
- Sidewalk/curb projects (K), and;
- Some traffic/intersection projects (T).

Staff checklists for each phase of the Major Capital project process are included as Appendix B of this document.

Minor Capital Transportation Projects include:

- Some major road resurfacing (H),
- Some sidewalk/curb projects (K), and;
- Some traffic/intersection projects (T).

The letters are used as an abbreviation to describe the project type in the County Capital Budget. Whether an H, K, or T project is considered a Major or Minor project is determined by Howard County staff based on the complexity of the project. Once a project is determined to be Major or Minor by County staff, it follows the project development and engagement process outlined on the next two pages.

Staff checklists for each phase of the Minor Capital project process are included as Appendix C of this document.

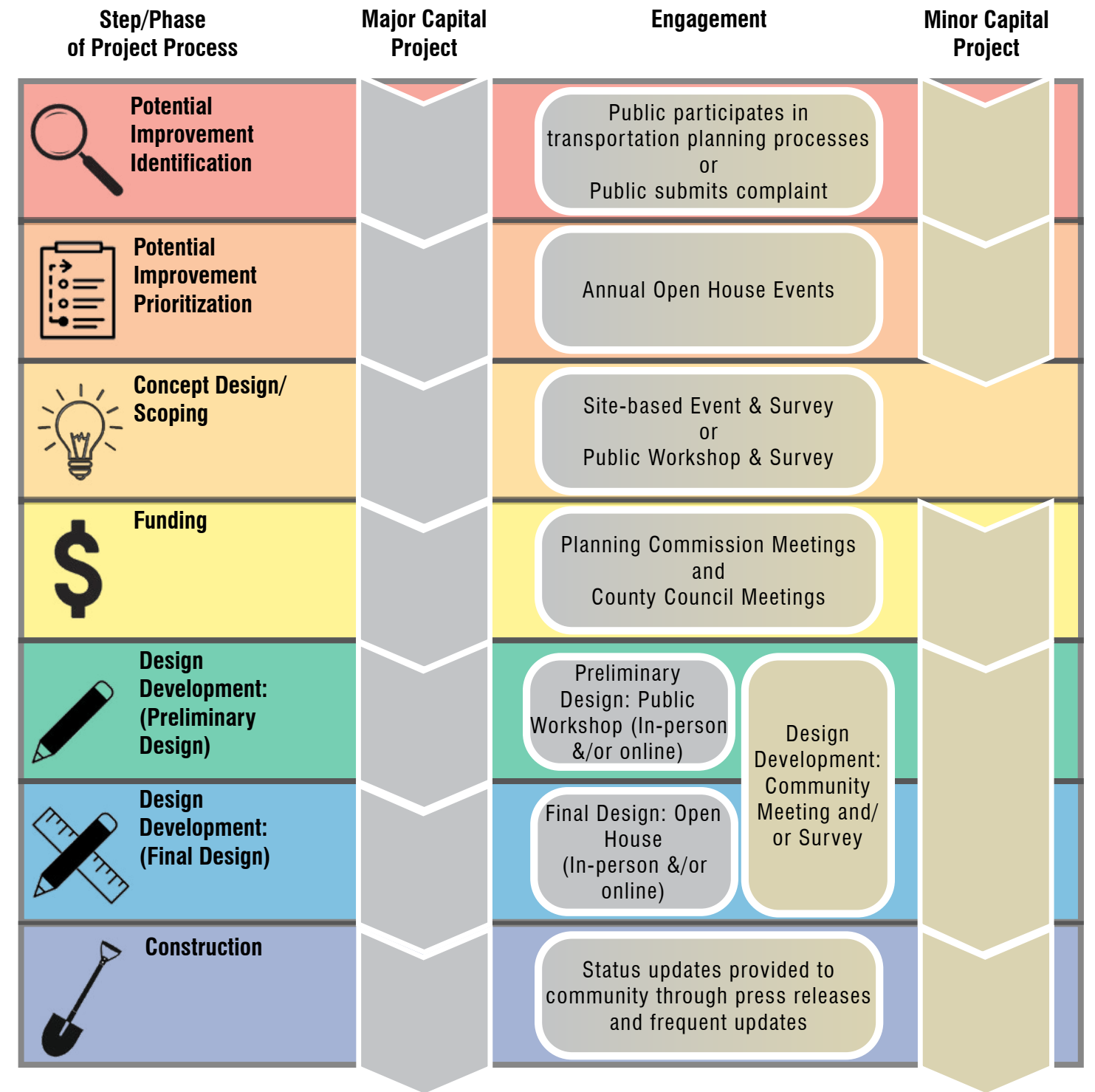


Figure 11: Overview of public engagement process for major and minor capital projects

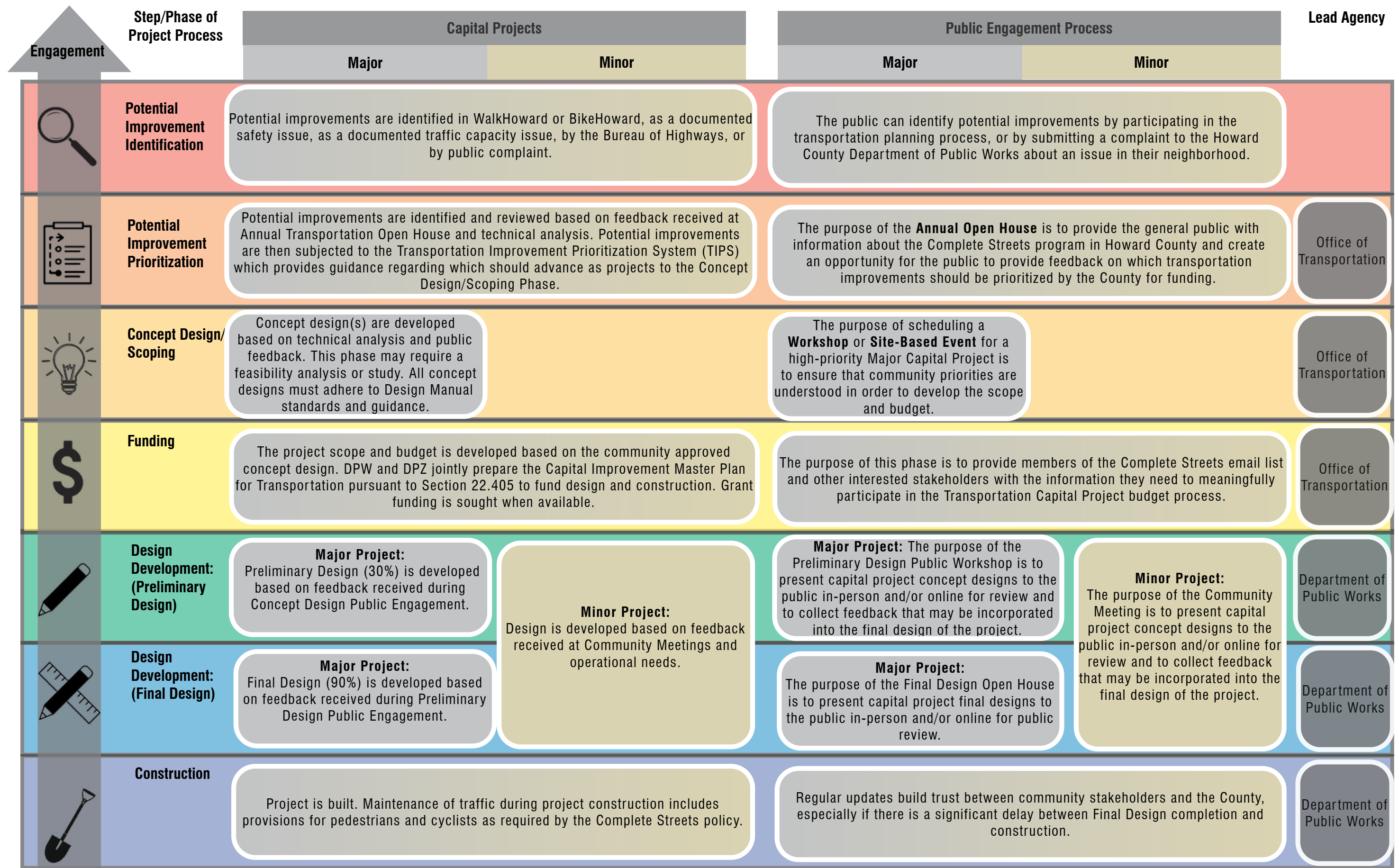


Figure 12: Detailed public engagement process for major and minor capital projects

PRIVATE DEVELOPMENT PROJECTS

The Division of Land Development within the Department of Planning and Zoning administers the development plan review process in an efficient and consistent manner to ensure that proposed development plans conform to all County regulations and are functional. Additionally, the Division helps property owners, business owners, community associations, realtors, prospective homeowners, and others obtain the information they need on development regulations and or plan approvals.

Development Technical Review

The Development Engineering Division (DED) is tasked with ensuring that commercial and residential development projects meet current State and County design requirements, including requirements relating to the transportation network. In addition, development projects must meet the requirements of the Complete Streets policy, which was adopted by resolution and states, "The County shall require developers to implement the Complete Streets policy as per this policy." DED is tasked with making sure that new subdivision roads and frontage improvements to existing roads are constructed with any new development. Improvements are governed by the requirements as set forth in the Howard County Design Manual, Volume III, Roads and Bridges, and the Howard County Design Manual, Volume IV, Standard Specifications and Details for Construction and the Howard County Design Manual - Volume IV, May 1, 2014 Revisions Only.

DED is tasked with evaluating whether developments impact existing road intersections by increasing traffic flow to unacceptable levels as prescribed in the current Howard County Code and Howard County Design Manual, Volume III. DED evaluates whether mitigation is required through construction of road improvements, intersection modifications, or whether a fee-in-lieu is to be paid into a Capital Project to correct the deficient intersection.

Major Subdivisions and Commercial Site Development Plans

Major Subdivisions and Commercial Site Development Plans are large projects that provide significant opportunity to make critical connections within the bicycle and pedestrian network; community engagement is an important part of this process.

A Major Subdivision is when a private development project proposes splitting an existing parcel into five or more parcels, usually for construction. The County reviews approximately 89 residential subdivisions and 22 commercial subdivisions a year according to the April 2020 Development Monitoring System Report.

A Commercial Site Development Plan is a detailed engineered drawing of a commercial development project on a single parcel, showing existing site conditions and proposed improvements with sufficient detail for agency review, approval, and subsequent construction. The Major Subdivision process also requires the completion of a Site Development Plan for the resulting parcels. The County reviews approximately 21 Commercial Site Development plans each year according to the April 2020 Development Monitoring System Report.

Major Subdivisions and Commercial Site Development Plans follow the project development and engagement process outlined on the next page. The process does not apply to Minor Subdivisions or Non-Commercial Site Development Plan submissions.

Staff checklists for the for the Multimodal Transportation Board and Planning Board meetings are included as Appendix D of this document.

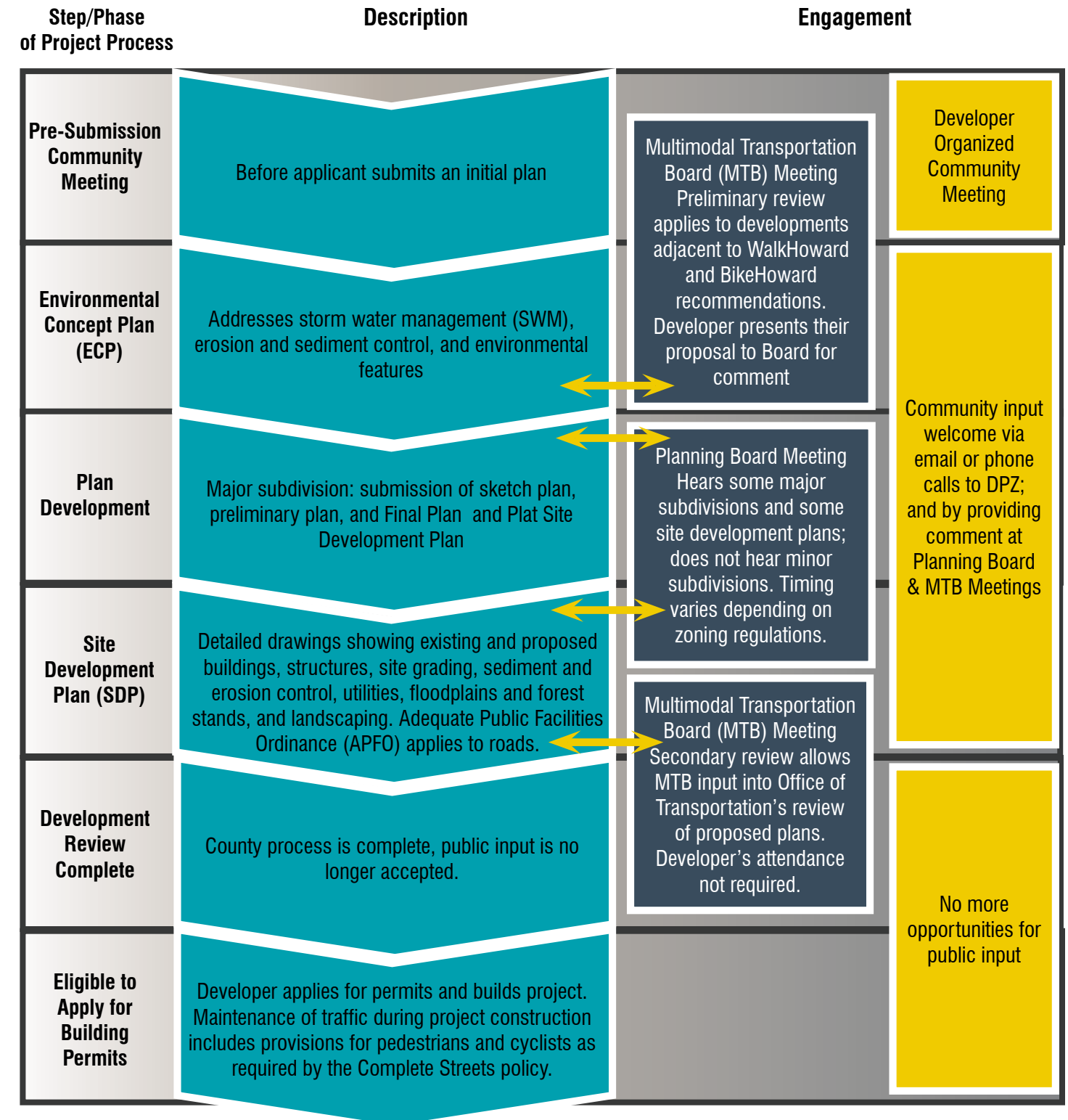


Figure 13: Public engagement process for private development projects

Citizen's Guide to Community Engagement

This Community Engagement Plan provides guidance to County staff on how to collaborate and collect feedback from the public on transportation projects in Howard County.

You are an expert on your community because you use the streets around your home every time you leave the house. You have insights that transportation professionals don't have, since you observe how your streets work at all times of the day throughout the year. Your insights will help the County design transportation facilities that work for you and your neighbors.

Any text below that is blue and underlined is a live link - just click it to travel to the linked website or document.

Frequently Asked Questions

[I would like to know more about transportation projects across Howard County. How can I get involved?](#)

Visit the Howard County Complete Streets Website:

- Bookmark the Howard County Complete Streets website:
www.howardcountymd.gov/completestreets

Sign up for Complete Streets Email Updates:

- Sign up for the Howard County Office of Transportation Complete Streets listserv by visiting:
www.howardcountymd.gov/completestreets
- Text to join is an option that should be explored for a future version of this plan.

Follow us on Social Media:

- Follow Howard County Office of Transportation's social media pages:
www.facebook.com/CommuteHoward
www.twitter.com/commutehoward

Attend Public Meetings:

Upcoming meetings will be advertised on the Complete Streets website, via email, and via social media. There are multiple regularly occurring meetings that are open to the public where transportation projects are discussed.

Attend the BikeHoward and Complete Streets Open House, generally held every January. At the Open House, you will have the chance to talk to County Staff about current projects and offer feedback on which proposed improvements are important to you.

The [Multimodal Transportation Board](#) (MTB) holds meetings monthly and they are open to the public. Meetings are generally on the fourth Tuesday of the month at 7:00 p.m. in the George Howard Building, 3430 Court House Drive, Ellicott City, Maryland 21043, or virtually as appropriate. The MTB advises the County Executive and County Administration on transportation matters. Agendas, minutes, and meeting materials are available on the County website.

The [Bicycle Advisory Group](#) (BAG) advises the County Executive and County Administration on matters of bicycle transportation, particularly the implementation of the Bicycle Master Plan. The BAG meets at least quarterly, and two of its meetings are required by the Howard County Code to be joint meetings with the Transit and Pedestrian Advisory Group (see below). Agendas, minutes, and meeting materials are available on the County website.

The [Transit and Pedestrian Advisory Group](#) (TPAG) advises the County Executive and County Administration on matters of public transit and pedestrian transportation. The TPAG meets at least quarterly and two of its meetings are required by the Howard County Code to be joint meetings with the Bicycle Advisory Group (see above). Agendas, minutes, and meeting materials are available on the County website.

[I would like to know more about transportation projects happening in my neighborhood. What can I do to make sure I am notified? Is there a way to check the status of a particular project?](#)

[A web tool is in development in partnership with the Department of Planning and Zoning and the Department of Public Works.]

[If I miss a public meeting, can I still provide input?](#)

- We understand not everyone can attend a meeting at a specific time, and not everyone may be comfortable providing feedback in a public forum
- Materials from every meeting will be posted to the project website for review along with an online survey so you can provide feedback
- All feedback received from the public will be taken into consideration, whether provided at a public meeting or via an online survey, email, or phone call

[Why doesn't the design of the project reflect my comments?](#)

- Although public feedback impacts the project design, designers and engineers are required to follow the Howard County Design Manual and the Howard County Subdivision and Land Development regulations when designing a project. Sometimes public recommendations conflict with the guidance offered in those documents. Howard County staff and representatives will do their best to address public comments while still following the technical requirements. In instances where design guidance conflicts with a public comment, the County will do their best to explain why in a way that the public can understand.
- The greatest opportunity to impact the design of a project is during the beginning planning phase of a project before a lot of money, time, and resources are spent on developing a detailed plan. At the beginning of a project, designers have questions that that members of the public can answer to inform the design of the project. As questions are answered based on public feedback and technical analysis, the design progresses, and becomes more difficult to change. By the final design phase, the purpose of public engagement is to inform the public about what the design will be and explain how public feedback was incorporated throughout the process.

[How long does it take for a transportation project to move from a proposed transportation improvement to construction?](#)

Capital transportation projects vary greatly in their size, scope, and complexity. There is no average amount of time it takes for a project to move from a proposed improvement to construction. The County will provide the public with an estimated timeline for the planning and design of every capital project and will notify the public if that schedule changes significantly. Oftentimes, the most unpredictable and time consuming part of a transportation project is between design and construction, when issues of project funding, land ownership, utilities, and easements are being resolved. After those issues are worked out and funding is secured, the project can go to construction. The Department of Public Works provides the public with estimated timelines for the construction of capital projects and will notify the public if that schedule changes significantly.

It is even more difficult to provide an estimate on how much time a developer led project will take, since timing is dictated by the private developer's schedule. The Department of Planning and Zoning will answer questions about the timing of a developer led project on a case-by-case basis.

Some Howard County Transportation Terms You Should Know

Complete Streets

According to the National Complete Streets Coalition, "Complete Streets are streets for everyone. They are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Complete Streets make it easy to cross the street, walk to shops, and bicycle to work."

Howard County Complete Streets Policy

The Howard County Council unanimously adopted the Complete Streets Resolution [CR120-2019](#) on October 7, 2019. The vision of Howard County's Complete Streets policy is "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."

Howard County Complete Streets Implementation Team (CSIT)

The [CSIT](#) is the group tasked by the County Executive with implementing Howard County's Complete Streets policy. The CSIT has 14 members, seven of which are Howard County government representatives, and seven of which are external stakeholders. The CSIT is responsible for ensuring that the following things happen:

- Draft, adopt, and implement this Community Engagement Plan
- Draft, adopt, and implement the Transportation Improvement Prioritization System
- Update the Howard County Design Manual
- Produce a publicly available Annual Report that provides updates on all projects and the status of all Complete Streets performance measures

Howard County Design Manual

The [Howard County Design Manual](#) is the document that shows Howard County engineers and designers how public infrastructure should be designed and built. [Volume III of the Design Manual](#) focuses on roads and bridges, and includes criteria and standards for the design of safe, efficient, and coordinated road systems. It also includes criteria for planning, environmental, bicyclist, and pedestrian related issues. Both private developer led projects and County led capital projects must conform to the Design Manual.

The Complete Streets policy requires that the Design Manual be updated to more fully incorporate Complete Streets by October 2021.

Subdivision and Land Development Regulations

The Howard County Subdivision and Land Development regulations are intended to promote the health, safety, and general welfare of the residents of the County by assisting orderly, efficient, and integrated development of land and providing uniform procedures and standards for the processing of development plans. All private development in Howard County must confirm to the Subdivision and Land Development Regulations before it can be constructed.

Howard County Transportation Master Plans

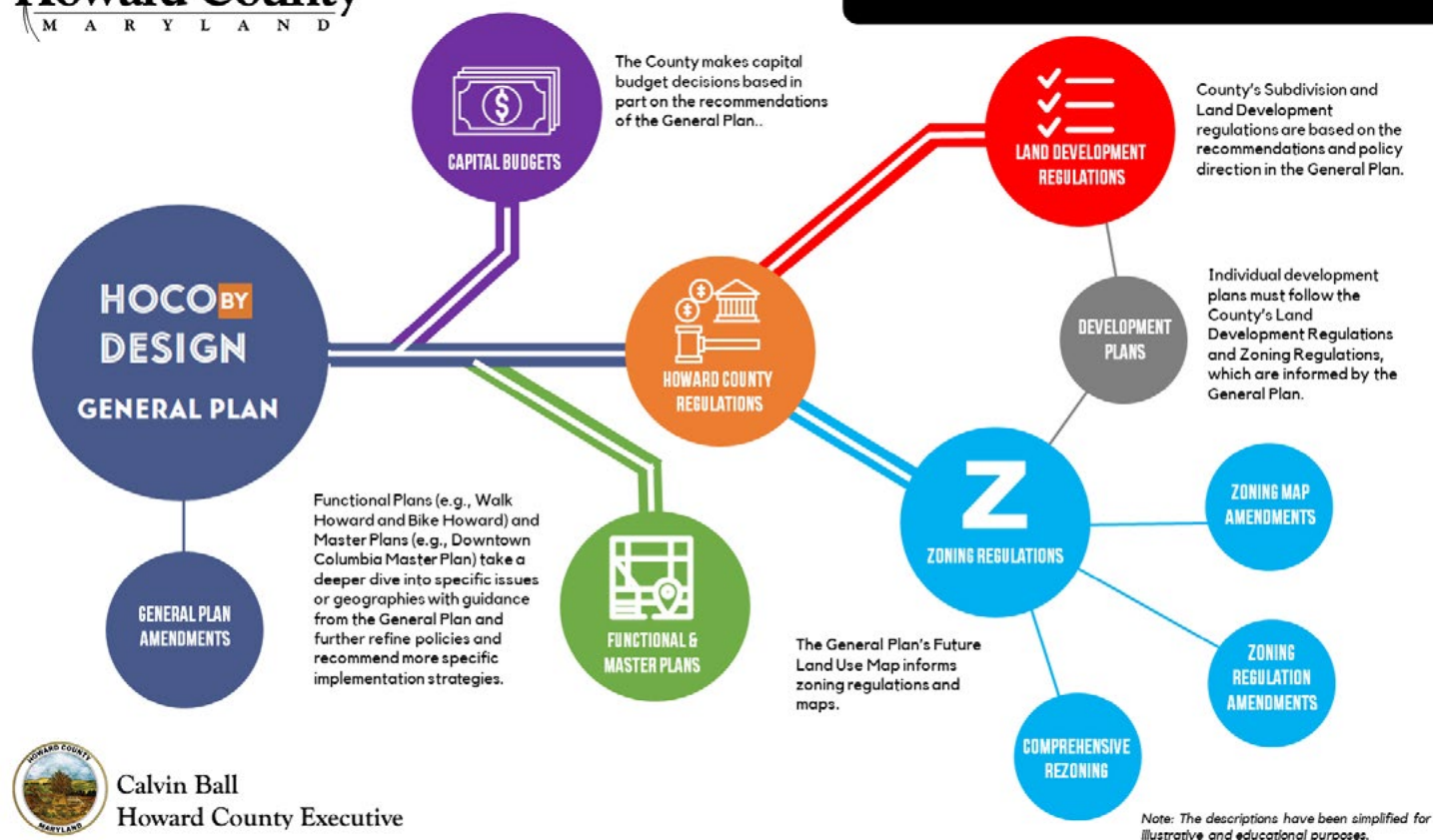
Howard County transportation master plans provide guidance on where and how the County should invest in the transportation network, including walking and bicycling.

PlanHoward and HoCo By Design

PlanHoward is the current general plan for Howard County. It is a long-range, visionary document that guides land use decisions, including decisions about where to make investments in the transportation network. HoCo By Design is Howard County's next general plan update, which is underway in 2020 and 2021.

A General Plan is required by Howard County Code. It includes demographic and population projections and assesses capacity to accommodate changes and growth. It evaluates demands on roads, schools, utilities, parks, housing, and other infrastructure and develops strategies to meet projected deficiencies. It anticipates how growth impacts community facilities and the environment and identifies areas where growth occurs. The State of Maryland provides a framework that suggests the following elements be included or addressed in General Plan policies: quality of life and sustainability, public participation, growth areas, community design, infrastructure, transportation, housing, economic development, environmental protection, resource conservation, stewardship, and implementation.

For more information, visit the [HoCo By Design](#) website.



BikeHoward

BikeHoward, the Howard County bicycle master plan, was adopted by the County Council in 2016. The plan provides guidance for improvements for transportation and recreational bicycling, both on-street and off-street. Recommendations are provided in the general areas of infrastructure improvements, policy and programs.

For more information, visit the [BikeHoward website](#).

WalkHoward

WalkHoward is Howard County's pedestrian master plan and was adopted in February 2020 through Council Resolution 14-2020. This master plan addresses walking in all of its forms – whether you are trying to get somewhere or just taking a casual stroll somewhere you love.

For more information, visit the [WalkHoward website](#).

Infrastructure Types

Bike Lane

Pavement marking designating a portion of roadway for preferential use of bicycles.

Buffered Bike Lane

A type of bike lane with additional striped buffer zones to provide increased separation from faster moving traffic.

Climbing Lane

Used where existing road width will support addition of only one bike lane. Bike lane provided in uphill and shared lane marking on the downhill portion of the road.

Separated Bike Lane (Cycletrack)

A one or two-way bicycle facility that is physically separated from moving traffic and pedestrians to create a lower stress bicycling experience.

Shared Roadway

Generally used on rural roads and neighborhood streets where there is good sight distance and low traffic volumes. Shared lane markings (sometimes known as “sharrows”) are used where the speed limit is 35 mph or lower. Although shared roadways don’t count as bicycle facilities, in selected locations they may fill gaps in the bicycle network, indicating cyclists’ safest path of travel and reminding motorists of their obligation to share the road.

Shared Use Pathway

An off-street bicycle and pedestrian facility, physically separated from the road and motor vehicle traffic creates a lower stress experience for people walking and bicycling.

Sidewalk

An off-street facility for people to walk. In general, sidewalk bicycling is discouraged, except for children and those just learning to ride a bicycle. In Howard County many casual and recreational cyclists ride on sidewalks for short sections of their ride or even long distances, because conditions on the roadway are too uncomfortable. Sidewalk cycling is permitted by county code.

Crosswalk

A recommended location for pedestrians to cross a road where drivers are required by law to stop for crossing pedestrians. Crosswalks may be marked or unmarked. Crosswalks that are not at intersections are always marked.

Pedestrian Refuge Island

A small section of pavement or sidewalk in the middle of a roadway with a refuge area intended to help protect pedestrians who are crossing a multi-lane road.

High-Intensity Activated Crosswalk (HAWK) Signal

A pedestrian activated traffic control device used to stop road traffic to allow pedestrians to cross safely.

Rapid Rectangular Flashing Beacon (RRFB)

A pedestrian activated traffic control device used to increase driver yielding behavior at crosswalks to allow pedestrians to cross safely.

Appendices

Appendix A: Stakeholder List

Appendix B: Major Capital Project Checklists

Appendix C: Minor Capital Project Checklists

Appendix D: Private Development Project Checklists

Stakeholder List

UNDER DEVELOPMENT

Appendix A

Major Capital Project Checklists

Appendix B

This checklist is identical to the Minor Potential Improvement Prioritization Checklist

Potential Improvement Prioritization **Annual Open House Checklist**

Enter the Open House date in the red box below; other dates will auto-populate.

Plan for Open House (3 months before Open House)	<input style="width: 50px;" type="text"/>
• Develop goals, outcomes, and specific engagement strategies	<input type="checkbox"/>
• Determine budget for event	<input type="checkbox"/>
• Set up a registration link, allow registrants to opt in for email Complete Street updates	<input type="checkbox"/>
• Secure location and/or schedule online meeting for Open House	<input type="checkbox"/>
• Develop communications plan with the Office of Public Information	<input type="checkbox"/>
Develop & Distribute Marketing (2 months before Open House)	<input style="width: 50px;" type="text"/>
• Develop flyer, social media messaging, and social media event for Open House	<input type="checkbox"/>
• Post flyer and messaging to all County social media pages and websites	<input type="checkbox"/>
• Share flyer with County Council, County agencies and departments to distribute to constituents	<input type="checkbox"/>
• Distribute flyer to Stakeholder List to share with their networks via social media, email, newsletters and at events	<input type="checkbox"/>
• Follow up with County agencies & Stakeholders to provide information about the open house & invite them to participate	<input type="checkbox"/>
Advertise & Prepare for Open House (1 month before Open House)	<input style="width: 50px;" type="text"/>
• Schedule ad in Howard County Times and Columbia Flyer 2 weeks before meeting	<input type="checkbox"/>
• Place announcement on public access cable channels	<input type="checkbox"/>
• Include in County Executive news bulletin	<input type="checkbox"/>
• Promote social media event, schedule weekly reminders 3 weeks out, frequent reminders one week out	<input type="checkbox"/>
• Secure targeted social media advertisements with ad boosting in key census tracts based on VPI data	<input type="checkbox"/>
• Email reminder to community institutions & organizations emphasizing importance of feedback & sharing with networks	<input type="checkbox"/>
• Develop participant evaluation	<input type="checkbox"/>
• Develop feedback mechanism	<input type="checkbox"/>
Hold Open House	<input style="width: 50px; border: 2px solid red;" type="text"/>
• Make sure all attendees sign in; allow attendees to opt in for Complete Street updates	<input type="checkbox"/>
• Have sufficient staff available to address public questions	<input type="checkbox"/>
• If online, update registration link to allow participants to register and immediately receive the link to participate	<input type="checkbox"/>
• Collect feedback using feedback mechanism	<input type="checkbox"/>
• Collect participant evaluations	<input type="checkbox"/>
Open House Follow-up (1 week after Open House)	<input style="width: 50px;" type="text"/>
• Document number of attendees on Complete Streets website	<input type="checkbox"/>
• Post Open House materials and feedback mechanism on Complete Streets website for 1 month	<input type="checkbox"/>
• Email attendees and post on social media event walls	<input type="checkbox"/>
• Thank them for attending	<input type="checkbox"/>
• List proposed transportation projects	<input type="checkbox"/>
• Include link to Complete Streets website/online survey and encourage sharing with their networks	<input type="checkbox"/>
• Follow up on any outstanding questions or comments received from attendees	<input type="checkbox"/>

A signature certifies that this process was completed on the date shown below and uploaded to the project website.

Project Manager Name _____ Project Manager Signature _____ Date _____

Major Capital Project Scoping **Workshop or Site-Based Event & Survey**

Before Advertisement: Consult with area Council members and/or community stakeholders to determine appropriate venue, time, and special accommodations that may be necessary 6-8 weeks before you hope to hold the event. Discuss whether an in-person public workshop, online public workshop, or site-based event is the best choice given community preferences and the nature of the project. Decide on the appropriate format and enter the date into the red box below.

Enter the Event date in the red box below; other dates will auto-populate.

Plan for Event (6 weeks before Event)	<input style="width: 50px;" type="text"/>
• Develop preliminary community stakeholder list	<input type="checkbox"/>
• Develop goals, outcomes, and specific engagement strategies for the project	<input type="checkbox"/>
• Determine budget for event	<input type="checkbox"/>
• Set up a registration link, allow registrants to opt in for email project updates	<input type="checkbox"/>
• Secure location and/or schedule online meeting for event	<input type="checkbox"/>
Advertise Event (4 weeks before Event)	<input style="width: 50px;" type="text"/>
• Prepare project notice/project flyer	<input type="checkbox"/>
• Post notice of meeting at the project site and meeting site	<input type="checkbox"/>
• Provide written notice by first-class mail to the DPZ registered list of subscribers as required by Code	<input type="checkbox"/>
• Email flyer to Community Stakeholders	<input type="checkbox"/>
• Include notice in County Executive news bulletin	<input type="checkbox"/>
• Schedule publication of notice in newspaper for 2 weeks prior to meeting	<input type="checkbox"/>
• Develop social media messaging, social media event, and schedule weekly reminders	<input type="checkbox"/>
• Secure targeted social media advertisements with ad boosting in project area	<input type="checkbox"/>
• Post notice on Department website and project webpage	<input type="checkbox"/>
Prepare for Event (3 weeks before Event)	<input style="width: 50px;" type="text"/>
• Develop meeting materials, graphics, and activities	<input type="checkbox"/>
• Develop participant evaluation	<input type="checkbox"/>
• Develop feedback mechanism	<input type="checkbox"/>
Hold Event	<input style="width: 50px; border: 2px solid red;" type="text"/>
• Make sure all attendees sign in; allow attendees to opt in for Complete Street updates	<input type="checkbox"/>
• Have sufficient staff available to address public questions	<input type="checkbox"/>
• If online, update registration link to allow participants to register and immediately receive the link to participate	<input type="checkbox"/>
• Collect feedback using feedback mechanism	<input type="checkbox"/>
• Collect participant evaluations	<input type="checkbox"/>
Event Follow-up (1 week after Event)	<input style="width: 50px;" type="text"/>
• Document number of attendees on Complete Streets website	<input type="checkbox"/>
• Post Open House materials and feedback mechanism on Complete Streets website for 2 weeks to 1 month	<input type="checkbox"/>
• Email attendees and post on social media event walls as needed	<input type="checkbox"/>
• Thank them for attending	<input type="checkbox"/>
• Include link to Complete Streets website/online survey and encourage sharing with their networks	<input type="checkbox"/>
• Follow up on any outstanding questions or comments received from attendees	<input type="checkbox"/>

A signature certifies that this process was completed on the date shown below and uploaded to the project website.

Project Manager Name _____ Project Manager Signature _____ Date _____

\$ Capital Project Funding **Planning Commission & County Council**

This checklist is identical to the Minor Capital Project Funding Checklist

Budget Season Preparation (October-November)	
• Develop overview of submitted transportation capital projects; include project description & origination (Master Plan, public comment, etc.), & overview of public feedback received to date	<input type="checkbox"/>
• Develop calendar of public meetings for transportation capital projects	<input type="checkbox"/>
• Explain how to give public feedback at each meeting	<input type="checkbox"/>
• Distribute above information via email to all members of email list, via social media, and post on Complete Streets website	<input type="checkbox"/>
County Executive's 1st Residents Budget Hearing (December)	
• Send reminder to Complete Streets email list and social media followers 2 weeks before meeting	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 week before meeting	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 day before meeting	<input type="checkbox"/>
Planning Board Meeting (February)	
The Planning Board typically meets the first and third Thursday of each month beginning at 7:00 pm in the Banneker Room of the George Howard Building (3430 Court House Drive, Ellicott City, MD 21043). Alternative dates may be scheduled at the discretion of the Board. Meeting agendas and all supplemental materials are posted to the Planning Board website two (2) weeks in advance of the meeting date.	
• Notify Complete Streets email list, social media followers, and post on Complete Streets website when Planning Board meeting materials and agenda are posted to the Planning Board website for public review	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 week before meeting	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 day before meeting	<input type="checkbox"/>
• After meeting, distribute Planning Board ranking of new projects and recommendations for County Executive to Complete Streets email list, via social media, and post on Complete Streets website	<input type="checkbox"/>
County Executive's 2nd Residents Budget Hearing (March)	
• Send reminder to Complete Streets email list and social media followers 2 weeks before meeting	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 week before meeting	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 day before meeting	<input type="checkbox"/>
County Council Public Hearings (April/May)	
• Send reminder to Complete Streets email list and social media followers 2 weeks before meeting	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 week before meeting	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 day before meeting	<input type="checkbox"/>
County Council Approves Capital Budget (June)	
• Distribute notice of approval and copy of budget to Complete Streets email list, via social media, and post on Complete Streets website	<input type="checkbox"/>
• Include description of project, project origination (Master Plan, public complaint, etc.), and overview of public feedback received to date for projects included in Budget	<input type="checkbox"/>

A signature certifies that this process was completed on the date shown below and uploaded to the project website.

Project Manager Name _____ Project Manager Signature _____ Date _____

Major Capital Project Preliminary Design **Public Workshop Checklist**

Before Advertisement: Consult with area Council members and/or community stakeholders to determine appropriate venue, time, and special accommodations that may be necessary 6-8 weeks before you hope to hold the Public Workshop. If an online workshop is preferred by the community, select the date and time of the event.

Enter the Workshop date in the red box below; other dates will auto-populate.

Plan for Workshop(s) (6 weeks before Workshop)		
• Develop goals, outcomes, and specific engagement strategies for the project	<input type="checkbox"/>	
• Set up a registration link, allow registrants to opt in for email project updates	<input type="checkbox"/>	
• Secure location and/or schedule online meeting for event	<input type="checkbox"/>	
Advertise Workshop(s) (4 weeks before Workshop)		
• Prepare project notice/project flyer	<input type="checkbox"/>	
• Post notice of meeting at the project site and meeting site	<input type="checkbox"/>	
• Provide written notice by first-class mail to the DPZ registered list of subscribers as required by Code	<input type="checkbox"/>	
• Post notice of meeting at the project site and meeting site	<input type="checkbox"/>	
• Provide written notice by first-class mail to the DPZ registered list of subscribers	<input type="checkbox"/>	
• Email flyer to Community Stakeholders	<input type="checkbox"/>	
• Include notice in County Executive news bulletin	<input type="checkbox"/>	
• Schedule publication of notice in newspaper for 2 weeks prior to meeting	<input type="checkbox"/>	
• Develop social media messaging, social media event, and schedule weekly reminders	<input type="checkbox"/>	
• Secure targeted social media advertisements with ad boosting in project area	<input type="checkbox"/>	
• Post notice on Department website and project webpage	<input type="checkbox"/>	
Prepare for Workshop(s) (3 weeks before Workshop)		
• Develop meeting materials and graphics	<input type="checkbox"/>	
• Develop participant evaluation	<input type="checkbox"/>	
• Develop feedback mechanism	<input type="checkbox"/>	
Hold Workshop		
• Make sure all attendees sign-in; allow attendees to opt in for email project updates (see p. 22)	<input type="checkbox"/>	
• Have sufficient staff available to address public questions	<input type="checkbox"/>	
• If online, update registration link to allow participants to register and immediately receive the link to participate	<input type="checkbox"/>	
• Collect feedback using feedback mechanism	<input type="checkbox"/>	
• Collect participant evaluations	<input type="checkbox"/>	
Workshop Follow-up (1 day after Workshop)		
• Document number of attendees on Complete Streets website	<input type="checkbox"/>	
• Post Workshop materials and feedback mechanism on Complete Streets website for 14 days	<input type="checkbox"/>	
• Email attendees and post on social media event walls	<input type="checkbox"/>	
• Thank them for attending	<input type="checkbox"/>	
• Share project schedule/next steps	<input type="checkbox"/>	
• Include link to Complete Streets website/online survey and encourage sharing with their networks	<input type="checkbox"/>	
• Follow up on any outstanding questions or comments received from attendees at Workshop	<input type="checkbox"/>	

(Continued on following page)



Major Capital Project Preliminary Design

Public Workshop Checklist

(Continued from previous page)

Feedback Follow-up (4 weeks after Workshop)	<input type="text"/>
• Process public feedback received at workshop, online, from letters, from phone calls, or in person	<input type="checkbox"/>
• Publish summary of feedback received and County's response on project website	<input type="checkbox"/>
• Email all interested parties	<input type="checkbox"/>
• Note how feedback will be incorporated into Final Design	<input type="checkbox"/>
• Note feedback that cannot be incorporated in Final Design and why	<input type="checkbox"/>
• Provide project schedule, next steps, and how to stay involved	<input type="checkbox"/>

A signature certifies that this process was completed on the date shown below and uploaded to the project website.

Project Manager Name _____

Project Manager Signature _____

Date _____



Major Capital Project Final Design

Open House Checklist

Before Advertisement: Consult with area Council members and/or community stakeholders to determine appropriate venue, time, and special accommodations that may be necessary 6-8 weeks before you hope to hold the Open House. If an online open house is preferred by the community, select the date and time of the event jointly.

Enter the Workshop date in the red box below; other dates will auto-populate.

Plan for Open House(s) (6 weeks before Open House)	<input type="text"/>
• Develop goals, outcomes, and specific engagement strategies for the project	<input type="checkbox"/>
• Set up a registration link, allow registrants to opt in for email project updates	<input type="checkbox"/>
• Secure location and/or schedule online meeting for event	<input type="checkbox"/>
Advertise Open House(s) (4 weeks before Open House)	<input type="text"/>
• Prepare project notice/project flyer	<input type="checkbox"/>
• Post notice of meeting at the project site and meeting site	<input type="checkbox"/>
• Provide written notice by first-class mail to the DPZ registered list of subscribers as required by Code	<input type="checkbox"/>
• Post notice of meeting at the project site and meeting site	<input type="checkbox"/>
• Provide written notice by first-class mail to the DPZ registered list of subscribers	<input type="checkbox"/>
• Email flyer to Community Stakeholders	<input type="checkbox"/>
• Include notice in County Executive news bulletin	<input type="checkbox"/>
• Schedule publication of notice in newspaper for 2 weeks prior to meeting	<input type="checkbox"/>
• Develop social media messaging, social media event, and schedule weekly reminders	<input type="checkbox"/>
• Secure targeted social media advertisements with ad boosting in project area	<input type="checkbox"/>
• Post notice on Department website and project webpage	<input type="checkbox"/>
Prepare for Open House (3 weeks before Open House)	<input type="text"/>
• Develop meeting materials and graphics	<input type="checkbox"/>
• Develop participant evaluation	<input type="checkbox"/>
• Develop feedback mechanism	<input type="checkbox"/>
Hold Open House	<input style="border: 2px solid red;" type="text"/>
• Make sure all attendees sign-in; allow attendees to opt in for email project updates	<input type="checkbox"/>
• Have sufficient staff available to address public questions	<input type="checkbox"/>
• If online, update registration link to allow participants to register and immediately receive the link to participate	<input type="checkbox"/>
• Collect feedback using feedback mechanism	<input type="checkbox"/>
• Collect participant evaluations	<input type="checkbox"/>
Open House Follow-up (1 day after Open House)	<input type="text"/>
• Document number of attendees on Complete Streets website (see p. 20)	<input type="checkbox"/>
• Post Workshop materials and feedback mechanism on Complete Streets website for 14 days (see p. 20)	<input type="checkbox"/>
• Email attendees and post on social media event walls (see p. 17)	<input type="checkbox"/>
• Thank them for attending	<input type="checkbox"/>
• Share project schedule/next steps	<input type="checkbox"/>
• Include link to Complete Streets website/online survey and encourage sharing with their networks	<input type="checkbox"/>
• Follow up on any outstanding questions or comments received from attendees at Workshop	<input type="checkbox"/>

(Continued on following page)



Major Capital Project Final Design

Open House Checklist

(Continued from previous page)

Feedback Follow-up (4 weeks after Open House)	<input type="text"/>
• Process public feedback received at workshop, online, from letters, from phone calls, or in person	<input type="checkbox"/>
• Publish summary of feedback received and County's response on project website	<input type="checkbox"/>
• Email all interested parties	<input type="checkbox"/>
• Note how feedback will be incorporated into Final Design	<input type="checkbox"/>
• Note feedback that cannot be incorporated in Final Design and why	<input type="checkbox"/>
• Provide project schedule, next steps, and how to stay involved	<input type="checkbox"/>

A signature certifies that this process was completed on the date shown below and uploaded to the project website.

Project Manager Name Project Manager Signature Date



Capital Project Construction

Status Updates

Enter the Open House date in the red box below; other dates will auto-populate.

After Design is Finalized	<input type="text"/>
• Contact community stakeholders via project email list, social media, and project website	<input type="checkbox"/>
• Thank them for their time and feedback	<input type="checkbox"/>
• Share final design	<input type="checkbox"/>
• Share tentative construction schedule	<input type="checkbox"/>
• Commit to notifying community if project is delayed	<input type="checkbox"/>
Before Construction (4 weeks before construction start)	<input type="text"/>
• Work with Office of Public Information to prepare press release one month before construction start	<input type="checkbox"/>
• Describe construction schedule, impacts, and share project contact	<input type="checkbox"/>
• Explain detours that will be in place for vehicles, bicycles, and pedestrians	<input type="checkbox"/>
• Distribute via media channels	<input type="checkbox"/>
• Distribute to community stakeholders via email list and social media	<input type="checkbox"/>
• Commit to providing community monthly status updates via email, social media, and project website	<input type="checkbox"/>
• Post signage on site describing project, schedule, and community benefits	<input type="checkbox"/>
During Construction	<input type="text"/>
• Distribute regular updates to community stakeholders via email, social media, and project website	<input type="checkbox"/>
• Include photographs of progress	<input type="checkbox"/>
• Include project contact	<input type="checkbox"/>
• Include whether project is moving according to schedule	<input type="checkbox"/>
After Construction (1 week after construction is complete)	<input style="border: 2px solid red;" type="text"/>
• Work with Office of Public Information to plan ribbon cutting event (dependent on size of project)	<input type="checkbox"/>
• Invite community stakeholders to event via email, project website, and social media	<input type="checkbox"/>
• Send final thank you to community stakeholders via email and social media	<input type="checkbox"/>
• Include photographs of project before and after	<input type="checkbox"/>
• Invite them to join the Complete Streets email list	<input type="checkbox"/>

A signature certifies that this process was completed on the date shown below and uploaded to the project website.

Project Manager Name Project Manager Signature Date

Minor Capital Project Checklists

Appendix C



This checklist is identical to the Major Potential Improvement Prioritization Checklist

Potential Improvement Prioritization

Annual Open House Checklist

Enter the Open House date in the red box below; other dates will auto-populate.

Plan for Open House (3 months before Open House)	<input type="text"/>
• Develop goals, outcomes, and specific engagement strategies	<input type="checkbox"/>
• Determine budget for event	<input type="checkbox"/>
• Set up a registration link, allow registrants to opt in for email Complete Street updates	<input type="checkbox"/>
• Secure location and/or schedule online meeting for Open House	<input type="checkbox"/>
• Develop communications plan with the Office of Public Information	<input type="checkbox"/>
Develop & Distribute Marketing (2 months before Open House)	<input type="text"/>
• Develop flyer, social media messaging, and social media event for Open House	<input type="checkbox"/>
• Post flyer and messaging to all County social media pages and websites	<input type="checkbox"/>
• Share flyer with County Council, County agencies and departments to distribute to constituents	<input type="checkbox"/>
• Distribute flyer to Stakeholder List to share with their networks via social media, email, newsletters and at events	<input type="checkbox"/>
• Follow up with county agencies & Stakeholders to provide information about the open house & invite them to participate	<input type="checkbox"/>
Advertise & Prepare for Open House (1 month before Open House)	<input type="text"/>
• Schedule full-page ad in Howard County Times and Columbia Flyer 2 weeks before meeting	<input type="checkbox"/>
• Place announcement on public access cable channels	<input type="checkbox"/>
• Include in County Executive news bulletin	<input type="checkbox"/>
• Promote social media event, schedule weekly reminders 3 weeks out, daily reminders one week out	<input type="checkbox"/>
• Secure targeted social media advertisements with ad boosting in key census tracts based on VPI data	<input type="checkbox"/>
• Email reminder to community institutions & organizations emphasizing importance of feedback & sharing with networks	<input type="checkbox"/>
• Develop participant evaluation	<input type="checkbox"/>
• Develop feedback mechanism	<input type="checkbox"/>
Hold Open House	<input style="border: 2px solid red;" type="text"/>
• Make sure all attendees sign in; allow attendees to opt in for Complete Street updates	<input type="checkbox"/>
• Have sufficient staff available to address public questions	<input type="checkbox"/>
• If online, update registration link to allow participants to register and immediately receive the link to participate	<input type="checkbox"/>
• Collect feedback using feedback mechanism	<input type="checkbox"/>
• Collect participant evaluations	<input type="checkbox"/>
Open House Follow-up (1 week after Open House)	<input type="text"/>
• Document number of attendees on Complete Streets website	<input type="checkbox"/>
• Post Open House materials and feedback mechanism on Complete Streets website for 1 month	<input type="checkbox"/>
• Email attendees and post on social media event walls	<input type="checkbox"/>
• Thank them for attending	<input type="checkbox"/>
• List proposed transportation projects	<input type="checkbox"/>
• Include link to Complete Streets website/online survey and encourage sharing with their networks	<input type="checkbox"/>
• Follow up on any outstanding questions or comments received from attendees	<input type="checkbox"/>

A signature certifies that this process was completed on the date shown below and uploaded to the project website.

Project Manager Name

Project Manager Signature

Date

This checklist is identical to the Major Capital Project Funding Checklist

\$ Capital Project Funding Planning Commission & County Council

Budget Season Preparation (October-November)	
• Develop overview of submitted transportation capital projects; include project description & origination (Master Plan, public complaint, etc.), & overview of public feedback received to date	<input type="checkbox"/>
• Develop calendar of public meetings for transportation capital projects	<input type="checkbox"/>
• Explain how to give public feedback at each meeting	<input type="checkbox"/>
• Distribute above information via email to all members of email list, via social media, and post on Complete Streets website	<input type="checkbox"/>
County Executive's 1st Residents Budget Hearing (December)	
• Send reminder to Complete Streets email list and social media followers 2 weeks before meeting	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 week before meeting	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 day before meeting	<input type="checkbox"/>
Planning Board Meeting (February)	
The Planning Board typically meets the first and third Thursday of each month beginning at 7:00 pm in the Bancker Room of the George Howard Building (3430 Court House Drive, Ellicott City, MD 21043). Alternative dates may be scheduled at the discretion of the Board. Meeting agendas and all supplemental materials are posted to the Planning Board website two (2) weeks in advance of the meeting date.	
• Notify Complete Streets email list, social media followers, and post on Complete Streets website when Planning Board meeting materials and agenda are posted to the Planning Board website for public review	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 week before meeting	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 day before meeting	<input type="checkbox"/>
• After meeting, distribute Planning Board ranking of new projects and recommendations for County Executive to Complete Streets email list, via social media, and post on Complete Streets website	<input type="checkbox"/>
County Executive's 2nd Residents Budget Hearing (March)	
• Send reminder to Complete Streets email list and social media followers 2 weeks before meeting	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 week before meeting	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 day before meeting	<input type="checkbox"/>
County Council Public Hearings (April/May)	
• Send reminder to Complete Streets email list and social media followers 2 weeks before meeting	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 week before meeting	<input type="checkbox"/>
• Send reminder to Complete Streets email list and social media followers 1 day before meeting	<input type="checkbox"/>
County Council Approves Capital Budget (June)	
• Distribute notice of approval and copy of budget to Complete Streets email list, via social media, and post on Complete Streets website	<input type="checkbox"/>
• Include description of project, project origination (Master Plan, public complaint, etc.), and overview of public feedback received to date for projects included in Budget	<input type="checkbox"/>

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Project Manager Name _____ Project Manager Signature _____ Date _____

Minor Capital Project Design Development Community Meeting Checklist

Before Advertisement: Consult with area Council members and/or community stakeholders to determine appropriate venue, time, and special accommodations that may be necessary 6-8 weeks before you hope to hold the Public Workshop. If an online workshop is preferred by the community, select the date and time of the event.

Enter the Meeting date in the red box below; other dates will auto-populate.

Advertise Meeting (4 weeks before Meeting)	
• Develop project flyer	<input type="checkbox"/>
• Post notice of meeting and flyer at the project site and meeting site	<input type="checkbox"/>
• Email flyer to Community Stakeholders	<input type="checkbox"/>
• Post notice on Department website and project webpage	<input type="checkbox"/>
Prepare for Meeting (3 weeks before Meeting)	
• Develop meeting materials and graphics	<input type="checkbox"/>
• Develop feedback mechanism	<input type="checkbox"/>
Present at Meeting	
• Encourage attendees to sign up for email project updates	<input style="border: 2px solid red;" type="checkbox"/>
• Have sufficient staff available to address public questions	<input type="checkbox"/>
• Collect feedback by taking meeting notes and using feedback mechanism	<input type="checkbox"/>
Meeting Follow-up (1 day after Meeting)	
• Post workshop materials and feedback mechanism on project website for 14 days	<input type="checkbox"/>
• Email attendees	<input type="checkbox"/>
• Thank them for attending	<input type="checkbox"/>
• Share project schedule/next steps	<input type="checkbox"/>
• Include link to project website/online survey and encourage sharing with their networks	<input type="checkbox"/>
• Follow up on any outstanding questions or comments received from meeting attendees	<input type="checkbox"/>
Feedback Follow-up (4 weeks after Meeting)	
• Process public feedback received at meeting, survey (if applicable), from letters, and from phone calls	<input type="checkbox"/>
• Publish summary of feedback received and County's response on project website	<input type="checkbox"/>
• Email all interested parties	<input type="checkbox"/>
• Note how feedback will be incorporated into Final Design	<input type="checkbox"/>
• Note feedback that cannot be incorporated in Final Design and why	<input type="checkbox"/>
• Provide project schedule, next steps, and how to stay involved	<input type="checkbox"/>
• Document number of attendees on Complete Streets website (see p. 20)	<input type="checkbox"/>
• Post Workshop materials and feedback mechanism on Complete Streets website for 14 days (see p. 20)	<input type="checkbox"/>
• Email attendees and post on social media event walls (see p. 17)	<input type="checkbox"/>
• Thank them for attending	<input type="checkbox"/>
• Share project schedule/next steps	<input type="checkbox"/>

A signature certifies that this process was completed on the date shown below and uploaded to the project website.

Project Manager Name _____ Project Manager Signature _____ Date _____



Enter the Open House date in the red box below; other dates will auto-populate.

After Design is Finalized	<input type="text"/>
• Contact community stakeholders via project email list, social media, and project website	<input type="checkbox"/>
• Thank them for their time and feedback	<input type="checkbox"/>
• Share final design	<input type="checkbox"/>
• Share tentative construction schedule	<input type="checkbox"/>
• Commit to notifying community if project is delayed	<input type="checkbox"/>
Before Construction	<input type="text"/>
• Work with Office of Public Information to prepare press release one month before construction start	<input type="checkbox"/>
• Describe construction schedule, impacts, and share project contact	<input type="checkbox"/>
• Explain detours that will be in place for vehicles, bicycles, and pedestrians	<input type="checkbox"/>
• Distribute via media channels	<input type="checkbox"/>
• Distribute to community stakeholders via email list and social media	<input type="checkbox"/>
• Commit to providing community monthly status updates via email, social media, and project website	<input type="checkbox"/>
• Post signage on site describing project, schedule, and community benefits	<input type="checkbox"/>
During Construction	<input type="text"/>
• Distribute regular updates to community stakeholders via email, social media, and project website	<input type="checkbox"/>
• Include photographs of progress	<input type="checkbox"/>
• Include project contact	<input type="checkbox"/>
• Include whether project is moving according to schedule	<input type="checkbox"/>
After Construction	<input style="border: 2px solid red;" type="text"/>
• Work with Office of Public Information to plan ribbon cutting event (dependent on size of project)	<input type="checkbox"/>
• Invite community stakeholders to event via email, project website, and social media	<input type="checkbox"/>
• Send final thank you to community stakeholders via email and social media	<input type="checkbox"/>
• Include photographs of project before and after	<input type="checkbox"/>
• Invite them to join the Complete Streets email list	<input type="checkbox"/>

A signature certifies that this process was completed on the date shown below and uploaded to the project website.

Project Manager Name _____

Project Manager Signature _____

Date _____

Private Development Project Checklists

Private Development Projects

Initial Multimodal Transportation Board Meeting

The purpose of the first Multimodal Transportation Board (MTB) meeting is to provide a forum for Board Members and the public to review private development concept designs, ask questions, and provide feedback to the developer on multimodal connectivity.

Enter the Open House date in the red box below; other dates will auto-populate.

Multimodal Transportation Board Meeting Preparation (4 weeks before Meeting)	<input type="text"/>
• Develop brief description of project, overview of existing adjacent multimodal facilities, and overview of planned multimodal facilities included in WalkHoward and BikeHoward	<input type="checkbox"/>
• Develop list of Community Stakeholders based on project location	<input type="checkbox"/>
• Notify Complete Streets email list and Community Stakeholder email list and post on Complete Streets website when MTB meeting materials are available for public review	<input type="checkbox"/>
• Link to agenda and presentation	<input type="checkbox"/>
• Provide information to public on how to provide oral testimony	<input type="checkbox"/>
• Provide information to public on how to provide written testimony	<input type="checkbox"/>
• Send reminder to Community Stakeholders email lists 1 week before meeting	<input type="checkbox"/>
• Send reminder to Community Stakeholders email lists 1 day before meeting	<input type="checkbox"/>
Hold Multimodal Transportation Board Meeting	<input style="border: 2px solid red;" type="text"/>
• Make sure all attendees sign in; allow attendees to opt in for Complete Street updates	<input type="checkbox"/>
• Have sufficient staff available to address public questions and maintain focus on MTB purview	<input type="checkbox"/>
Multimodal Transportation Board Meeting Follow-up (1 week after Meeting)	<input type="text"/>
• After meeting, distribute MTB notes on all developer projects to Complete Streets and Community Stakeholder and post on Complete Streets website, note next steps in review process (if applicable)	<input type="checkbox"/>

A signature certifies that this process was completed on the date shown below and uploaded to the project website.

Project Manager Name Project Manager Signature Date

Private Development Projects

Planning Board Meeting

The purpose of the Planning Board meeting is to provide a forum for the public to review submitted private development plans, provide comments, and ask questions. Not all private developer projects will be reviewed by the Planning Board for issues of multimodal connectivity. OoT will refer to the Planning Board agenda and staff report available before the meeting to ascertain whether multimodal connectivity is under the Planning Board’s purview for a specific project. If not, this checklist is skipped.

Enter the Open House date in the red box below; other dates will auto-populate.

Planning Board Meeting Preparation (4 weeks before Meeting)	<input type="text"/>
• Notify Complete Streets email list and Community Stakeholder email list and post on Complete Streets website when Planning Board meeting materials are available for public review	<input type="checkbox"/>
• Link to agenda and technical staff report	<input type="checkbox"/>
• Provide information to public on how to provide oral testimony	<input type="checkbox"/>
• Provide information to public on how to provide written testimony	<input type="checkbox"/>
• Send reminder to Community Stakeholders email lists 1 week before meeting	<input type="checkbox"/>
• Send reminder to Community Stakeholders email lists 1 day before meeting	<input type="checkbox"/>
Hold Planning Board Meeting	<input style="border: 2px solid red;" type="text"/>
• Make sure all attendees sign in; allow attendees to opt in for Complete Street updates	<input type="checkbox"/>
• Have sufficient staff available to address public questions and maintain focus on MTB purview	<input type="checkbox"/>
Planning Board Meeting Follow-up (1 week after Meeting)	<input type="text"/>
• After meeting, distribute MTB notes on all developer projects to Complete Streets and Community Stakeholder and post on Complete Streets website, note next steps in review process (if applicable)	<input type="checkbox"/>

A signature certifies that this process was completed on the date shown below and uploaded to the project website.

Project Manager Name Project Manager Signature Date

Private Development Projects Second Multimodal Transportation Board Meeting

The purpose of the first Multimodal Transportation Board (MTB) meeting is to provide a forum for Board Members and the public to review private development concept designs, ask questions, and provide feedback to the developer on multimodal connectivity.

Enter the Open House date in the red box below; other dates will auto-populate.

Multimodal Transportation Board Meeting Preparation (4 weeks before Meeting)	<input style="width: 80px; height: 20px;" type="text"/>
• Refine and expand description of project, provide overview of existing adjacent multimodal facilities, and overview of planned multimodal facilities included in WalkHoward and BikeHoward	<input type="checkbox"/>
• Notify Complete Streets email list and Community Stakeholder email list and post on Complete Streets website when MTB meeting materials are available for public review	<input type="checkbox"/>
• Link to agenda and presentation	<input type="checkbox"/>
• Link to Development Project Report	<input type="checkbox"/>
• Provide information to public on how to provide oral testimony	<input type="checkbox"/>
• Provide information to public on how to provide written testimony	<input type="checkbox"/>
• Send reminder to Community Stakeholders email lists 1 week before meeting	<input type="checkbox"/>
• Send reminder to Community Stakeholders email lists 1 day before meeting	<input type="checkbox"/>
Hold Multimodal Transportation Board Meeting	<input style="border: 2px solid red; width: 80px; height: 20px;" type="text"/>
• Make sure all attendees sign in; allow attendees to opt in for Complete Street updates	<input type="checkbox"/>
• Have sufficient staff available to address public questions and maintain focus on MTB purview	<input type="checkbox"/>
Multimodal Transportation Board Meeting Follow-up (1 week after Meeting)	<input style="width: 80px; height: 20px;" type="text"/>
• After meeting, distribute MTB notes on all developer projects to Complete Streets and Community Stakeholder and post on Complete Streets website, note next steps in review process (if applicable)	<input type="checkbox"/>
• Notify Complete Streets and Community Stakeholder email list and post on Complete Streets website when the developer review process is complete and provide link to final plans	<input type="checkbox"/>

A signature certifies that this process was completed on the date shown below and uploaded to the project website.

Project Manager Name _____ Project Manager Signature _____ Date _____

ATTACHMENT 3

**County Executive
of
Howard County, Maryland**

**Executive Order: 2020-16
Dated: October 6, 2020
Subject: Howard County Sidewalk
Expansion Policy – Process for Public
Input on Sidewalk Construction**

WHEREAS, when Howard County adds new sidewalk segments on public property along County roads the community benefits from improved safety and walkability, as do the adjacent property owners; and

WHEREAS, the current Howard County policy guiding the procedures for communication to adjacent property owners regarding new sidewalk segments on public property along County roads was adopted in 1999 through a County report entitled “sidewalk extensions in established residential neighborhoods policy”; and

WHEREAS, the vision and goals of the Howard County General Plan, the Howard County Pedestrian Master Plan and the Howard County Complete Streets Policy have superseded the 1999 policy and are intended to result in more positive outcomes in terms of communication to property owners, improved walkability, pedestrian safety, and quality of life in Howard County; and

WHEREAS, adjacent property owners need to be adequately notified and informed of their rights and responsibilities as they were under the previous sidewalk extension policy; and

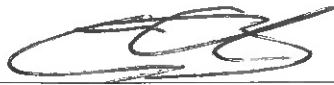
WHEREAS, the County has identified five different scenarios by which sidewalk extensions may be identified and/or recommended for construction and whereas slightly different notification and/or approval processes are needed for each situation; and

WHEREAS, the Complete Streets Implementation Team (CSIT) formed by the County Administration in compliance with Council Resolution No. 121-2019 and the Howard County Multimodal Transportation Board have reviewed and approved a new policy for community notification or approval of new sidewalks on public property along county roads.

NOW, THEREFORE, BE IT ORDERED that the policy of Howard County is to follow the process for public input on sidewalk construction as described in the Attachment A– “Howard County Sidewalk Expansion Policy – Process for Public Input on Sidewalk Construction” to this Executive Order.

IN WITNESS WHEREOF, I, Calvin Ball, as County Executive of Howard County, Maryland have hereunto set my hand and caused the seal of Howard County to be affixed this 6 th day of October, 2020.





Calvin Ball
County Executive

Introduction

When Howard County adds new sidewalk segments on public property along county roads the community benefits from improved safety and walkability. Adjacent property owners also benefit from the infrastructure improvements, however, they should also be aware of the maintenance responsibilities.

These guidelines provide the procedure for communication with adjacent property owners regarding new sidewalk segments on public property along county roads, replacing the 1999 report “Sidewalk Extensions in Established Residential Neighborhoods Policy”. The new guidelines support the vision and goals of the [Howard County General Plan](#), the [Howard County Pedestrian Master Plan](#) and the [Howard County Complete Streets Policy](#) and are intended to result in more positive outcomes in terms of communication to property owners, improved walkability, pedestrian safety, and quality of life in Howard County.

Process For Community Notification or Approval

The chart below will be used for new sidewalks on public property along county roads.

Scenario		Process
1	Sidewalk segment is identified in current Pedestrian Master Plan.	Adjacent property owners are notified of the new sidewalk segment, but their approval is not required. Project description, community benefit and adjacent property owner maintenance responsibilities must all be included in the notification. For scenarios 1, 2 and 4, Howard County Department of Public Works will send notification by certified mail to adjacent property owners at least 5 weeks before construction. Notice of construction to the public is generally 2 weeks before construction. Additional communication with adjacent property owners earlier in the process will be conducted as appropriate to ensure adequate awareness of County activity. For scenario 3, the developer will send notification to the adjacent property owners and Howard County Department of Planning and Zoning (DPZ) by certified mail prior to submission of the original mylars that show design of the sidewalk to be constructed. DPZ will upload a copy of this notification and certified mail receipt to the PDox exhibit folder.
2	Sidewalk segment is within walking distance of a Howard County Public School, as defined by Howard County Public School System Policy 5200 .	
3	Sidewalk segment is an extension requested by Howard County Government as part of a development project.	
4	Sidewalk segment has been identified by the Office of Transportation as required for safe access to a transit stop, commercial or institutional use, use, park, sidewalk, pathway, or other public facility. The Office of Transportation will update this list on an annual basis by July 1 of each year.	
5	Sidewalk segment does not meet any of the criteria in 1 through 4 above.	Property owner approval by the following process is required. Local community must express their support through a community vote to be administered by Howard County. There will be one vote per property on the affected street. All property owners on the affected street within one quarter mile of the new sidewalk will be provided the opportunity to vote. Two-thirds support of the households that submit a vote is required as expression of community support.

NOTES:

- 1) Sidewalk segments in scenario 5 with community support will be considered through a prioritization process for the annual capital budget. The Prioritization Process is being developed as part of Complete Streets Implementation in 2020. The Office of Transportation and the Department of Public Works will work together to identify the properties to be included in the vote based on the parameters above and make adjustments based on the location of each project.
- 2) For all scenarios, sidewalk segments proposed on private property, or requiring disturbance to adjacent private property for its construction, will go through the existing easement process.
- 3) Sidewalk segments that are part of capital projects for roadway improvements are excluded from this process and will continue to go through the community engagement process for capital projects.