



MULTIMODAL TRANSPORTATION BOARD  
MINUTES

May 28, 2019 at 7:00 p.m.

**Members**

**Present:** Ron Hartman, Chair  
Larry Schoen, Vice Chair  
Astamay Curtis  
David Zinner  
David Drasin  
Alice Giles

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

**Members**

**Excused:** Brian Dillard  
Rick Wilson

**Members  
of the**

**Public:** Andrew Johnson, RTA  
Terri Hansen, Office of Aging  
Chris Tsien, Environmental Sustainability Board  
Jack Guarneri, Bicycle Advocates of Howard County  
Jennifer White, American Heart Association  
Glenn Schneider, Horizon Foundation  
Christiana Mercer Rigby, District 3 Councilmember  
Jessica Bellah, Columbia Association  
Leah Kacanda, WRA  
Jeff Riegner, WRA  
Kevin McAliley  
Sam Sidh, Howard County Executive Chief of Staff

**1. Approval of the April 23, 2019 Minutes (minute :01)**

Before the approval of the minutes, Larry Schoen explained there might be action needed by the Multimodal Transportation Board for item 3 iii. on the agenda.

David Zinner moved to approve the minutes from the April 23, 2019 Multimodal Transportation Board (MTB) meeting. Larry Schoen asked that under item 4, the minutes reflect that Kris Jagarapu agreed to update the MTB on the pilot program and if the permit's travel pattern can be adjusted or modified.

David Zinner moved to approve the minutes as amended, Alice Giles seconded and motion passed unanimously.

## **2. Public Comments** (minute :02)

There were no public comments. It was mentioned that public comments would be allowed under item 3 iii.

## **3. Announcements/Updates** (minute :02)

### **i. Introduction of Bruce Gartner, Office of Transportation Administrator** (minute :02)

Chris Eatough introduced Bruce Gartner, the new Office of Transportation Administrator. Bruce Gartner gave a brief introduction and his described his work background.

### **ii. RTA Service Enhancements and Upcoming Fare Adjustments** (minute :04)

Jason Quan announced that the Regional Transportation Agency (RTA) service enhancements were implemented on May 5<sup>th</sup>, 2019 and were well received by the public. Jason Quan said there will be tweaks to the service in the coming months. Ron Hartman asked what the schedule would be for the next phase. Jason said this was a five-year plan, the next phase might occur in a year. It was noted that the Transit Development Plan containing the five-year plan is located at <https://www.howardcountymd.gov/Departments/County-Administration/Transportation>.

Jason Quan announced the RTA Mobility fare will increase to \$4 on July 1<sup>st</sup>, 2019 and will increase to \$5 in July 2020.

### **iii. Complete Streets Policy** (minute :12)

Chris Eatough gave a brief background of the Howard County Complete Streets Policy and stated the final version of the draft is almost complete. Chris Eatough introduced the members present of the Complete Streets Implementation Team and consultant for the Complete Streets Policy, Jeff Rieger of Whitman, Requardt and Associates (WRA). Chris Eatough explained that the 2016 draft policy is being updated to reflect recent changes in best practices nationwide including areas of equity.

David Zinner asked what action the Office of Transportation (OoT) is asking of the MTB regarding the Complete Streets Policy. Chris Eatough stated that it would be up to the board and added that an endorsement of the policy would be a strong sign of support as it moves to county council.

Jeff Rieger presented a markup of the Howard County Complete Streets Policy to the Multimodal Transportation Board and highlighted key elements that have changed from previous versions due to significant input from the implementation team, advocacy organizations, and members of the public.

A handout was presented to the MTB regarding performance measures being considered. It was noted that the implementation team has not made any decisions on which performance measures will be included.

Chris Eatough said the goal is to pre-file the Complete Streets Policy with County Council by the June 20<sup>th</sup>, 2019 deadline. There is one more meeting with the implementation team followed by an open comment period before the policy goes to Council.

Ron Hartman asked if the MTB should be endorsing the policy before the final version? Larry Schoen suggested that if an action is taken by the board, it should be conditional on receiving the final version with an opportunity to comment to Council.

Comments regarding the Complete Streets Policy were made from the MTB and members of the public, including various advocacy groups. Prior to the meeting, fourteen advocacy groups submitted a letter to the implementation team with comments. Jennifer White, American Heart Association and Glenn Schneider, Horizon Foundation urged the MTB not to endorse the policy at this time.

Ron Hartman stated he was not prepared to endorse the policy and the following were agreed upon by the MTB members and Office of Transportation:

1. OoT will send the Advocacy Letter to the MTB
2. OoT will send an annotated policy to the MTB before the next meeting on June 25<sup>th</sup>, 2019.
3. The MTB will draft a recommendation of the policy for the meeting on June 25<sup>th</sup>, 2019.

**iv. Land Development Updates (minute 1:35)**

Rashidi Jackson said the OoT has requested the developer of Robinson Overlook to show on the plans, bike improvements on Grace Drive for the Simpson Oaks development and bike improvements as they are today, and to reserve a transit stop for future expansion.

David Zinner requested the OoT use a different word other than “addressed” on the comment section on the handout.

**v. Central Maryland Regional Transit Plan Update (minute 1:42)**

Bruce Gartner announced there have been two meetings of the Central Maryland Regional Transit Commission. Sam Sidh, Howard County Executive Chief of Staff, is Howard County’s representative on the commission. Bruce Gartner explained that the plan and commission were created to put on paper what happens next for Transit in Baltimore City, Baltimore County, Howard County, Anne Arundel County, and Harford County.

**vi. Maximize2045 BRTB Public Meeting – Tuesday June 11, 2019 Elkridge Public Library, 5-7:30pm (minute 1:47)**

Bruce Gartner said the Maximize2045 BRTB public meeting on Tuesday June 11, 2019 at the Elkridge Branch Library, will be an opportunity for Howard County residents to talk about the county's priorities.

**vii. Transit passes for high school students (minute 1:47)**

Bruce Gartner announced that OoT has presented the MTB's recommendation to the RTA for a pilot program to provide transit passes to high school students for the Innovative Pathways Summer School Program. The RTA commission referred the program back to OoT to structure the pilot program. Bruce Gartner will be contacting the Howard County Public School System regarding future partnership in the pilot program. Alice Giles said that a survey will be given out at the end of the pilot program to track the success and usage of the passes.

**4. New Business (minute 1:51)**

**i. Effect on Route 40 corridor from construction at I695/70 interchange (minute 1:51)**

Bruce Gartner explained there were concerns with the project to replace the triple bridges on I695. Bruce explained that pressure needs to go to State for adequate provisions for the possible added congestion to Route 40.

**ii. Board Membership Update (minute 1:52)**

Chris Eatough announced that after tonight, Astamay Curtis will no longer be a member of the Multimodal Transportation Board. Chris presented a letter and a certificate to Astamay from County Executive Calvin Ball.

Chris Eatough said County Administration has requested applications for the vacant seats on the MTB.

**5. Adjournment (minute 1:55)**

Ron Hartman adjourned the meeting at 8:57 pm. The next MTB meeting is scheduled on June 25, 2018.

6/3/2019

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Bruce Gartner

Date

Executive Secretary

*Lauren Frank*

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6/3/2019

Lauren Frank

Date

Office of Transportation

DRAFT

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

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

### 1. Vision

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

### 2. Scope

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

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

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

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

### 3. Exceptions

Yellow highlighted areas remain to be addressed.

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

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

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

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

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

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

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

#### **4. Conflicting or Competing Needs**

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

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

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

#### **5. Creating a network**

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

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

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

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

## 6. Coordination and Engagement

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

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

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

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

## 7. Design Guidelines

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

## 8. Context Sensitivity

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

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

## **9. Performance Measures**

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

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

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

[List of performance measures]

## **10. Implementation**

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

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

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

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

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

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

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

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

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

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

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

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

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

The County shall update or establish maintenance procedures as follows:

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

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

## 11. Conclusion

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