Agenda
Complete Streets Implementation Team
Meeting #7

Wednesday, July 1, 2020, 3:00 pm

GoToMeeting: https://global.gotomeeting.com/join/544479165
Audio is available by computer through the link above or by phone:
571.317.3122, access code 544-479-165

Introduction, roll call, agenda review,
review and approval of June meeting minutes................................. 3:00

Community Engagement Plan ............................................................ 3:05

Design Manual .................................................................................. 3:25

Project prioritization ......................................................................... 3:50

Brief updates..................................................................................... 4:15
  • Sidewalk policy

Next steps.......................................................................................... 4:20
  • Next CSIT meeting: Wednesday, August 5 at 3:00 pm
  • Action items from this meeting

Adjourn .......................................................................................... 4:30
Project Identification

Projects are identified by WalkHoward, BikeHoward, documented safety or security issues, or public complaints.

Project Prioritization

Projects identified as high-priority in planning documents or documented safety or security issues are prioritized based on feedback received at Annual Transportation Open House and technical analysis. High priority projects advance to the Concept Design/Scoping Phase.

Concept Design/Scoping

Concept design (and alternatives where appropriate) are developed based on technical analysis and feedback received during project identification and prioritization phases for public comment. For larger projects this phase may require a feasibility analysis or study. All concept designs must adhere to Design Manual standards and guidance. The project scope and budget is developed based on this concept design.

Funding

DPW and DPZ jointly prepare the C.I.M.P for Transportation pursuant to Section 22.405 to fund design and construction. Grant funding is sought when available.

Preliminary Design

Preliminary Design (30%) is developed based on feedback received during Concept Design Public Engagement.

Final Design

Final Design (90%) is developed based on feedback received during Preliminary Design Public Engagement.

Construction

Project is built. Maintenance of traffic during project construction includes provisions for pedestrians and cyclists as required by the Complete Streets policy.

Public Engagement

Public participates in transportation planning processes or public submits complaints at:

- Annual Open House Events
- Site-Based Event & Survey or Public Workshop & Survey
- Planning Commission Meetings & County Council Meetings
- Public Workshop In-person & Online
- Open House In-person & Online
- Status updates provided to community through press releases and weekly updates
Preliminary Design Public Workshop

The purpose of the Preliminary Design Public Workshop is to present capital project concept designs to the public for review and to collect feedback that may be incorporated into the final design of the project. Supplemental information on public engagement best practices is available on the page numbers included in parentheses.

Before Advertisement

Meet with community institutions to determine appropriate venue, time, and special accommodations that may be necessary 6-8 weeks before you hope to hold the Preliminary Design Public Workshop (see p. 18). Once you decide on a date, enter it into the red box below.

Advertise Workshop

All notices should include: project name, project purpose, project number, project website, date, place, time of meeting, contact information, listserv signup info, note special accommodations available

- Post notice at the project site (see p. 18)  
- Written notice by first-class mail to the DPZ registered list of subscribers (see p. 17)  
- Schedule publication of notice in newspaper for 2 weeks prior to meeting (see p. 17)  
- Create and promote Facebook and Nextdoor event (see p. 17)  
- Email notice to adjacent community institutions and organizations (see p. 17 & 18)

Hold Workshop

- Make sure all attendees sign-in, note email will be used for project updates (see p. 22)  
- Have sufficient staff available to address public questions  
- Use at least one of below mechanisms to collect feedback (see p. 23)
  - Interview conducted by project representative  
  - Survey at event  
  - Follow-up calls/email after event  
  - Survey after event

Workshop Follow-Up

- Scan sign-in sheet and document number of attendees on project website (see p. 20)  
- Post workshop materials and feedback mechanism on project website for comment (see p. 20)  
- Email attendees and post on Facebook and Nextdoor event walls (see p. 17)
  - Thank them for attending  
  - Share project schedule/next steps  
  - Include link to project website/online survey and encourage sharing

Feedback Follow-Up

- Process public feedback received at workshop and online  
- Publish feedback received on project website (anonymize data) (see p. 20)  
- Email in-person and online participants (see p. 17)
  - Note how feedback will be incorporated into Final Design  
  - Note which comments will not be addressed by Final Design and why  
  - Reiterate project schedule/next steps/how to stay involved

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
Operational Project Process

**Project Identification**

Projects are identified by WalkHoward, BikeHoward, documented safety issues, public complaints, or because infrastructure is at the end of its life cycle.

**Project Prioritization**

Projects identified as high-priority in planning documents or documented safety issues are prioritized based on feedback received at the Annual Transportation Open House and technical analysis. High priority projects advance to the Concept Design/Scoping Phase.

**Funding**

DPW and DPZ jointly prepare the C.I.M.P for Transportation pursuant to Section 22.405 to fund design and construction. Grant funding is sought when available.

**Design Development**

Design is developed based on feedback received at Community Meetings and operational needs.

**Construction**

Projects are built. Maintenance of traffic during project construction includes provisions for pedestrians and cyclists as required by the Complete Streets policy.

**Public Engagement**

Public participates in transportation planning processes or public submits complaints.

**Status Updates**

Status updates provided to the community through press releases and weekly updates.
Site Development Plan

NON-RESIDENTIAL DEVELOPMENT PROCESS

**Step 1a – Design Advisory Panel Meeting**
Appplies to Rt. 1, Rt. 40, Downtown Columbia, Age Restricted conditional uses, & New Town Village Centers.

**Step 2 – Environmental Concept Plan (ECP)**
Addresses storm water management (SWM), erosion and sediment control, and environmental features.

**Step 3 – Site Development Plan (SDP)**
Detailed drawings showing existing and proposed buildings, structures, site grading, sediment and erosion control, utilities, any floodplains and forest stands, and landscaping. Adequate Public Facilities Ordinance (APFO) applies to roads.

**Development Review Complete**

**Eligible to Apply for Building Permits**

*Disclaimer: This chart is for informational purposes only and is subject to change.*

*Community input is welcomed at any point in the review process, points indicated are the most opportune times. Section S16.128 and S16.156 of the Subdivision and Land Development Regulations detail pre-submission community meeting requirements.*

Updated: 3/20/2019
Minor Subdivision

MINOR SUBDIVISION PROCESS
(4 LOTS OR LESS)

STEP 1 – DESIGN ADVISORY PANEL MEETING
Applies for Rt. 1, Rt. 40, Downtown Columbia, Age Restricted Conditional Uses, and Town Village Centers.

STEP 2 – PRELIMINARY COMMUNITY MEETING
Before applicant submits proposed plan.

STEP 3 – ENVIRONMENTAL CONCEPT PLAN (ECP)
Addresses storm water management (SWM), erosion and sediment control, and environmental features.

STEP 3–4 – FINAL PLAN (F)
Detailed site plan for roads, water and sewer, SWM, landscaping, forest conservation, and infrastructure construction drawings. Completed supplemental plan for lots, parcels, and existing soil, topography, and floodplains and forest stands, and landscaping.

APFO

STEP 4 – DEVELOPMENT PLAN (DLP)
Detailed site plan for roads, water and sewer, SWM, landscaping, forest conservation, and infrastructure construction drawings. Completed supplemental plan for lots, parcels, and existing soil, topography, and floodplains and forest stands, and landscaping.

Development Review Committee

PLANNING AND ZONING BOARD

Approval

Community Input:

* Community input is welcomed at any point in the review process. Points indicated are the most opportune times. Section 16.128 of the Subdivision and Land Development Regulations details pre-submittal community meeting requirements.

Updated 3/20/2019
Major Subdivision Flow Chart

Major Subdivision Process
(5 Lots or More)

**Step 1 – Pre-Submission Community Meeting**
Before applicant submits an initial plan.

**Step 2 – Environmental Concept Plan (ECP)**
Addresses storm water management (SWM), erosion and sediment control, and environmental features.

**Step 3 – Sector Plan(S)**
Shows plan boundaries and general roads, infrastructure, and lot layout, proposed density, and forest stand deterioration. Road and school capacity is reviewed according to Adequate Public Facilities Ordinance (APFO).

**Step 4 – Preliminary PLan(P)**
Advisory panel and historical districts.

**Step 5 – Final Plan(F) and Plat**
Road, water and sewer, SWM, landscaping, and infrastructure construction drawings - Final Plan is subdivision record for lots, parcels, and road rights-of-way.

**Step 6 – Site Development Plan (SDP)**
Detailed drawings showing existing and proposed buildings, structures, site grading, sediment and erosion control, utilities, any floodplains and forest stands, and landscaping. (SDPs are only required in the Planned Service Area.)

Development Review Contacts

Figure 1 to Apply for Building Permits

Disclaimer:
This chart is for informational purposes and is subject to change.

*Community input is welcomed at any point in the review process, points indicated are the most opportune times. Section 16.128 of the Subdivision and Land Development Regulations details pre-submission community meeting requirements.

**Environmental Concept Plan (ECP) must be submitted with an SF and prior to SDP and Resubdivision Final Plans.

Updated 3/20/2019
**Developer**

**Project Process**

- Commercial Site Development Plan and Major Subdivision, does not include Minor Subdivision

**Pre-Submission Community Meeting**

Environmental Concept Plan (ECP)

- Addresses storm water management (SWM), erosion and sediment control, and environmental features

**Major Subdivision**

- Submission of sketch plan, preliminary plan, and Final Plan and Plat

- Site Development Plan: this step not applicable

**Site Development Plan (SDP)**

- Detailed drawings showing existing and proposed buildings, structures, site grading, sediment and erosion control, utilities, floodplains and forest stands, and landscaping. *Adequate Public Facilities Ordinance (APFO) applies to roads.*

**Development Review Complete**

- County process is complete, public input is no longer accepted.

**Planning Board Meeting**

- Hears some major subdivisions and some site development plans; does not hear minor subdivisions. Timing varies depending on zoning regulations.

**Multimodal Transportation Board (MTB) Meeting**

- Preliminary review applies to developments adjacent to *WalkHoward* and *BikeHoward* recommendations. Developer presents their proposal to Board for comment

Community input welcome via email or phone calls to DPZ; and by providing comment at Planning Board & MTB Meetings

- New step

- Formalizing existing process
CHAPTER 1
Introduction and General Information

1.1 INTRODUCTION

A. How to Use This Manual ........................................ 1-X
   [new section]
B. How This Manual was Developed ......................... 1-X
   [new section]
C. Benefits of Complete Streets ............................ 1-X
   [new section]
D. Complete Streets Policy .................................. 1-X
   [new section]
E. Vulnerable Population Index and Priority Areas .... 1-X
   [new section]
F. Authorization .................................................. 1-X
   [based on current section 1.1.B]

1.2 PROJECT TYPES AND DELIVERY PROCESS

A. Capital Projects .............................................. 1-X
   [based on current sections 1.4.A and 1.6.B]
B. Land Development Projects ............................... 1-X
   [based on current sections 1.4.B and 1.6.A]
C. Project Prioritization ...................................... 1-X
   [new section]
D. Community Engagement Plan ............................. 1-X
   [new section]
E. Exceptions ..................................................... 1-X
   [revision of 1.1.D Waivers to comply with Complete Streets policy]

1.3 STREET TYPES
   [revision of 1.5 Highway Classification System]

A. Land Use Context ............................................. 1-X
   [new section]
B. Transportation Function .................................. 1-X
   [new section]
C. Typology ....................................................... 1-X
   [new section]
D. Bike Howard Overlay ....................................... 1-X
   [new section]
E. Scenic Roadway Overlay ................................... 1-X
   [based on current section 2.15 Maintenance of Scenic Roadways]
F. Trade-Offs ..................................................... 1-X
   [new section]

1.4 ENGINEERING REPORTS
   [based on section 1.7]
A. Purpose of Report .......................................... 1-X
B. Content of Report .......................................... 1-X
C. Submission for Review ..................................... 1-X
D. Public Meetings ............................................. 1-X

1.5 CONTROL, TOPOGRAPHIC AND CONSTRUCTION SURVEYS
   [based on section 1.8]
A. Control Surveys ............................................. 1-X
B. Topographic Surveys ....................................... 1-X

1.6 PREPARATION OF CONSTRUCTION PLANS
   [based on section 1.9]
A. General ......................................................... 1-X
B. Purpose ......................................................... 1-X
C. Drafting and Graphic Standards ........................ 1-X
D. Computer Applications ..................................... 1-X
E. Standards for Depicting Existing Conditions ....... 1-X

1.7 PREPARATION OF CONSTRUCTION SPECIFICATIONS
   [based on section 1.10]
A. General ......................................................... 1-X
B. Standard Format ............................................ 1-X
C. Special Provisions/Technical Specifications ....... 1-X
D. Proposals ....................................................... 1-X

1.8 RECORD DRAWINGS
   [based on section 1.11]
A. General ......................................................... 1-X
B. Electronic Files ............................................. 1-X
C. Replacement Drawings ..................................... 1-X

1.9 DEFINITIONS .................................................. 1-X
   [based on section 1.3]

1.10 ABBREVIATIONS .............................................. 1-X
    [based on section 1.2]

Purple denotes revision of existing section
Green denotes new section
CAPITAL PROGRAM QUESTIONS RELATED TO TRANSPORTATION

How Are Transportation Projects Added or Adjusted in the Capital Program?
1. How are transportation projects added to the capital program each year?
2. Is there clear guidance and definition of criteria used for selecting capital projects?
3. How do transportation projects move from:
   a. Concept to design?
   b. Design to engineering?
   c. Engineering to construction?

Use of Condition Assessments
4. Are there projects that should be evaluated using an asset inventory and condition assessment process, that are not currently evaluated using this process?
5. How is the allocation of funding determined between system preservation and new/expansion projects?

Financial Determinations
6. How is allocation of funds related to county goals and policy priorities?
7. How is the allocation of funds for program levels (rather than individual projects) determined each year?
8. Are feasibility studies conducted prior to committing to potential projects? Is there funding allocated each year for new feasibility studies?
9. How are yearly cashflows determined for multi-year projects?
10. What process is used for project controls? Is there an internal project status reporting process and review for approval of modifications in scope, budget and schedule?

Public Involvement
11. How is the public involved in the creation of the capital budget?

Others