Agenda

- Introduction
- Review and approval of April meeting minutes
- Community Engagement Plan
  - Review of first rough draft
  - Discussion
- Sidewalk policy
- Next steps
Community Engagement Plan (CEP)

Draft outline

• How to use this document
• Background/introduction
• Why is engagement important? (Values)
  – Vision, guiding principles, goals, objectives, performance measures
• How do we engage the community? (Process)
  – Defining community, communicating with the community, collecting public feedback
• What are we deciding? (Decisions)
  – Capital projects and developer projects
• Citizens Guide to Community Engagement
Why is engagement important?

(Values)
CEP Vision

• Complete Streets Policy 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.”

• Do you agree with this Community Engagement Plan Vision?
  Robust 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.
CEP Guiding Principles

Inclusive
Identify all user groups and engage them around what they care about

Transparent
Communicate early and often, making sure to set clear expectations

Balanced
Use a variety of techniques including online and in-person tactics

Adaptable
Modify engagement techniques if they aren’t working

Receptive
Willing to listen and consider alternate options

Collaborative
Build a relationship and partner with the community
### CEP Goals, Objectives, & Performance Measures

<table>
<thead>
<tr>
<th>Goals (desired results)</th>
<th>Objectives (measurable strategies, achievable and specific)</th>
<th>Performance Measures (mark progress toward objectives)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build awareness in the affected communities (communications)</td>
<td></td>
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<tr>
<td>Provide equitable access by ensuring multiple options for providing feedback</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create opportunities for meaningful interaction and collaboration (events)</td>
<td></td>
<td><strong>Objectives and Performance Measures will be determined once goals are finalized by the CSIT</strong></td>
</tr>
<tr>
<td>Develop strong community partnerships</td>
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<td></td>
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<tr>
<td>Improve the quality of the project outcomes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Community Engagement Plan (CEP)

How do we engage the community? (Process)
CEP Process

• Defining community
• Communicating with the community
  – Method of communication
  – Communication format
• Collecting public feedback
  – Events
  – Tools
**CEP Process Next Steps**

- Create clear engagement steps for the County and citizens to follow during project development
- Add information about tailoring community engagement for historically disenfranchised populations
  - Use the VPI to develop baseline information about community
  - Identify a diverse group of community leaders
  - Partner with community based organizations
  - Develop outreach strategies in partnership with community

- Are we missing anything else?
Community Engagement Plan (CEP)

What are we deciding? (Decision/program)
How specific should we be?

- The “What are we deciding?” section will
  - Identify opportunities for public engagement at each stage of the project development process
  - Clarify role of engagement during each step
  - Establish how existing outreach methods can be supplemented with best community engagement practices
  - Establish new methods where necessary
  - Identify which strategies could be used when

- However, engagement strategies may
  - Differ depending upon project size and scope
  - Differ between capital projects and developer projects
  - Be tailored to the community where the project is located
  - Evolve with nationwide best practice
Project Development and Review Process

Step 1: Project Initiation
- City of Boston Managed:
  - PWD, BTD, or Boston Redevelopment Authority (BRA) identify project with community based on needs assessment and strategic planning.
- Developer Managed:
  - Developer proposes project.

Step 2: Concept Design
- City of Boston Managed:
  - Design and construction funded by the City and listed in the City of Boston Capital Plan.
- Developer Managed:
  - Design and construction funded by the developer and listed in BTD Transportation Access Plan Agreement (TAPA) and BRA Cooperation Agreement.

Step 3: 25% to Final Design
- City of Boston Managed:
  - BTD, PWD, and BRA develop through corridor or district Transportation Action Plans and project-specific initiatives.
- Developer Managed:
  - Developer proposes as part of Article 80 and TAPA approvals.

All Concept Designs must adhere to Boston Complete Streets policies and guidelines.

Step 4: Construction
- City of Boston Managed:
  - PWD bides and manages construction of City-funded projects.
- Developer Managed:
  - Developer manages construction.

Public Involvement

Community
- Neighborhood, business and advocacy groups propose projects for consideration by the City, developers and State.

- Extensive community and citizen advisory group meetings are held to inform the vision and review and select from concept design alternatives.

- Community and abutter meetings are held to review design details and ROW impacts at 25% and 75%; MassDOT holds hearings for state-funded projects.

- Project proponent appoints community liaison to address construction impacts.

- Local residents and businesses participate in maintenance based on abutter agreements.

Example from Boston’s Complete Streets Guidelines
SIDEWALK POLICY
Sidewalk policy
## Sidewalk policy

### Updating Howard County Policy for New Sidewalk on Public Right of Way

**Issue:** The current administrative policy is in conflict with the County Council adopted Complete Streets Policy and Pedestrian Master Plan and hinders the delivery of sidewalk projects.

1. Review the key policy details and identify issues with policy language and/or application
2. Review results from survey of adjacent counties
3. Discuss and brainstorm remedies
## Sidewalk policy

<table>
<thead>
<tr>
<th>Topic</th>
<th>Key Policy Detail</th>
<th>Key Issues with Policy/Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2- Policy Applicability</td>
<td>This section states:</td>
<td>The policy seems to be applied broadly to most proposed sidewalks, including those on collectors and arterials, sidewalks for school walk zones and developer projects. This is contrary to both the policy language and intent of the taskforce.</td>
</tr>
</tbody>
</table>
| Details where the policy should be applied | *This policy is applicable only to new sidewalks on existing County maintained roads in established residential neighborhoods.*  

*This policy is not applicable to the construction of new sidewalks when those sidewalks are included with other capital projects (i.e., road, park or building construction projects).* |                                                                                                                                                                                                 | In the topics of discussions in the report, the task force clearly stated “*It is anticipated that not all proposed sidewalk projects will fall within the scope of this Policy. Those projects will continue to go through the Capital Project process.*” |
|                               |                                                                                                                                                                                                              | **PROPOSED NEXT STEP:** Revise Policy and Practice to ensure compliance with Complete Streets Resolution.                                                                                                                                         |
## Sidewalk policy

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<td><strong>Section 3- Sidewalk Criteria</strong></td>
<td>This section details the intensity of land use and road types matched to the need to provide a sidewalk in addition to specifying the criteria and requirements to move a sidewalk request to design and construction.</td>
<td>This section is superseded by the Design Manual Volume 3, which includes specific design guidance on sidewalk design based on the roadway classification.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Pedestrian Master Plans have prioritized projects.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PROPOSED NEXT STEP: Update policy to reflect existence of Design Manual Vol 3 and Pedestrian Master Plan</td>
</tr>
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# Sidewalk policy

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<td><strong>Section 4- Notification/Approval Process</strong></td>
<td>The policy guides how the needs and interests of the homeowners abutting the proposed sidewalk must be weighed against the enhanced safety benefit of pedestrians in a neighborhood sidewalk project”. Approval of 2/3 of abutting property owners is required, but no other community members are polled. This method only polls the residents that are more likely to be opposed to new sidewalk (the adjacent property owner) and provides no vote for the local residents that are more likely to support and use the new sidewalk.</td>
<td>This method is outdated and is superseded by adopted Complete Streets Policy, which states that safety is the highest priority on our streets, particularly safety for the most vulnerable street users (pedestrians, bicyclists, children, seniors, and people with additional accessibility needs). Neighboring jurisdictions do not provide adjacent property owners the right to refuse a sidewalk on public property. PROPOSED NEXT STEPS: Review survey of nearby county practices, develop new scope and property owner input process and communicate changes to public.</td>
</tr>
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**Details the notification and approval process for sidewalks**
## Sidewalk policy

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<td>Section 5-Prioritization</td>
<td>Details how sidewalk projects are prioritized by ranking projects based on four priorities, including direction to construct sidewalks that would serve the most people first.</td>
<td>This section is superseded by the Pedestrian Master Plan, which has developed connections based on a range of criteria to score connections, including equity.</td>
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# Sidewalk policy

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<td>Section 6- Sidewalk Details</td>
<td>This section details the design specifications for sidewalks.</td>
<td>This section is superseded by the Design Manual Volume 3 and AASHTO and is duplicative.</td>
</tr>
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<td></td>
</tr>
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<td>-------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>Sidewalk Policy</td>
<td>Details the maintenance obligations of adjacent property owners.</td>
<td></td>
</tr>
<tr>
<td>Section 7: Abutting Property Owner Responsibility</td>
<td>No key issues, descriptive statement.</td>
<td></td>
</tr>
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**Sidewalk policy**
## Sidewalk policy

### SURVEY OF COUNTIES IN BALTIMORE REGION ON SIDEWALK APPROVAL AND MAINTENANCE

<table>
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<th>Question</th>
<th>Description</th>
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<tr>
<td>Question 1</td>
<td>Who maintains the sidewalks in your jurisdiction?</td>
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<td>Question 2</td>
<td>When adding new sidewalks in the public right of way (no private property impacts) through a CAPITAL PROJECT, what is your jurisdiction’s policy for approval or communication with the property owners adjacent to the new sidewalk?</td>
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<td>Question 3</td>
<td>When adding new sidewalks in the public right of way (no private property impacts) through a DEVELOPMENT PROJECT what is your jurisdiction’s policy for approval or communication with the property owners adjacent to the new sidewalk?</td>
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## Sidewalk policy

### Question 1: Who maintains the sidewalks in your jurisdiction?

<table>
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<tr>
<th>County</th>
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<tbody>
<tr>
<td>Howard County</td>
<td>Adjacent property owner</td>
</tr>
<tr>
<td>Harford County</td>
<td>County/City&lt;br&gt;The Director of Public Works shall give 15 days notice to surrounding property owners before any changes are made</td>
</tr>
<tr>
<td>Baltimore County</td>
<td>Adjacent property owner. County/City, State if it’s in their ROW</td>
</tr>
<tr>
<td>Anne Arundel</td>
<td>Adjacent property owner&lt;br&gt;County/City</td>
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## Sidewalk policy

**Question 2:** When adding new sidewalks in the public right of way (no private property impacts) through a CAPITAL PROJECT, what is your jurisdiction’s policy for approval or communication with the property owners adjacent to the new sidewalk?

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<tr>
<th>County</th>
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<tr>
<td>Howard County</td>
<td>Request approval from the adjacent property owner and provide them with the right to block the project. 2/3 majority approval required.</td>
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<tr>
<td>Harford County</td>
<td>When the sidewalk is going in the public right of way and there is no private property impact we really do not engage the adjacent property owners. However, with community input meetings we do communicate with the adjacent property owners and inform them of the new sidewalk. We do not involve them in the design process and we do not give them the information they need to block the project.</td>
</tr>
<tr>
<td>Baltimore County</td>
<td>Communicate with the adjacent property owner to inform them of the new sidewalk</td>
</tr>
<tr>
<td>Anne Arundel County</td>
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# Sidewalk policy

Question 3: When adding new sidewalks in the public right of way (no private property impacts) through a DEVELOPMENT PROJECT what is your jurisdiction’s policy for approval or communication with the property owners adjacent to the new sidewalk?

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Next steps

• Next meeting – Wednesday, June 3, 3:00 pm

• Action items from this meeting