

Baltimore City Department of Transportation

Complete Streets Advisory Committee Meeting

February 28, 2020

MINUTES

Attendees:

- Steve Sharkey, DOT
 - Graham Young, DOT
 - Theo Ngongang, DOT
 - Tereina Galloway, DOT
 - Mikah Zaslow, DOT
 - Kristen Ahearn, DOT
 - Yolanda Winkler, DPW
 - Laurie Feinberg, Planning
 - Sharonda Huffman, Equity and Civil Rights-Disability
 - Jamie Richardson, MDOT MTA
 - Liz Cornish, Bikemore
 - Johnathan Ehsani, Johns Hopkins
 - Robert Pipik, DHDC
 - Ben Groff, Tidemore
 - John Hillegass, Greater Washington Partnership
 - Alex Holt, Greater Greater Washington
 - Jeffrey Michael, Johns Hopkins
 - Benjamin Miller
 - Fred Lippert, Toole Design
 - Larry Marcus, Wallace Montgomery
 - Ray Moravec, Wallace Montgomery
 - Jill Patterson, Wallace Montgomery
1. Steve Sharkey welcomed meeting attendees and explained that the City is committed to continuing the momentum the Complete Streets initiative has gained within Baltimore. Introductions were made by the attendees.
 2. The minutes from the last Advisory Committee meeting (November 26) were approved by the Committee.
 3. The production status of the Manual was presented and discussed. The Complete Streets Manual has an April draft development schedule which includes (1) draft content production, (2) review by BCDOT, advisory committee, subcommittee, and City subject

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matter experts, (3) April draft layout formatting, (4) layout review by BCDOT, and (5) April draft production. The status of each of the Manual sections is as follows:

Message from the Mayor (**content complete, reviewed by the City, in layout, needs digital signature**)

Acknowledgements (**content complete, reviewed by City, currently in layout**)

Table of Contents (**content complete, reviewed by the City, in layout**)

1. Introduction (**layout complete, layout reviewed by City**)
 - a. A Call to Action
 - b. Guiding Principles and Tracking Success
 - c. How to Use this Manual
 - i. Integration with City Processes, guidance, etc.
 - d. Baltimore's Hierarchy of Modes
2. Street Typology (**layout complete, layout reviewed by City**)
 - a. Downtown Commercial
 - b. Downtown Mixed-Use
 - c. Urban Village Main
 - d. Urban Village Neighborhood
 - e. Urban Village Shared Street
 - f. Urban Center Connector
 - g. Neighborhood Corridor Street
 - h. Industrial Access Street
 - i. Parkway
 - j. Boulevard
3. Design Guidance (**content complete, reviewed by City, in layout**)
 - a. Street Design Overview
 - b. Sidewalk Area
 - i. Frontage Subzone
 - ii. Pedestrian Subzone
 - iii. Furnishing Subzone
 - c. Curbspace Management Zone
 - d. Roadway Zone
 - i. Bicycle Facilities
 - ii. Micromobility Facilities
 - iii. Transit Facilities
 - iv. Vehicle Facilities
 - v. Curbside Lane Subzone
 - vi. Street Buffer Subzone
 - vii. Travelway Subzone
 - viii. Median Subzone
 - e. Intersections, Crossings, Mid-Block Treatments
 - i. Intersection Types
 - ii. Traffic Signal Operations
 - iii. Corner Design
 - iv. Toolbox/Treatments to Reduce Crashes
 - f. Emerging Trends
 - i. Quick-Build/Tactical Urbanism

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- ii. Emerging Materials and Treatments
 - iii. Speed Management
 - iv. Green Stormwater
 - v. Emerging Trends in Transportation
4. Implementation (**content complete, reviewed by the City, in layout**)
- a. Addressing Equity in Baltimore
 - b. Equity in Public Engagement
 - c. Project Prioritization
 - d. Project Delivery Link
 - e. Annual Report to Measure Progress (from the legislation)
4. Meeting attendees were briefed on activities since the last Advisory Committee meeting. Seven subcommittee meetings have been held to review the content for the April draft manual. Several meetings were held with City subject matter experts to develop and review draft Manual content. An equity-focused meeting was also held to discuss equity topics in the Manual: equity in engagement, equity in project prioritization, and an equity evaluation in the annual report.
5. The draft Manual will be released for public review on April 1st, followed by a 45-day public comment period. The following topics were discussed regarding the draft release and public comment period:
- a. The Committee members requested that DOT meet with operational agencies (DPW, Public Safety, Community Engagement) and brief key council members prior to the release of the Manual.
 - b. Laurie Feinberg recommended that BCDOT use the same public comment software applied by the Planning Department (for public engagement) to obtain feedback on the April draft Manual during the 45-day public comment period.
 - c. Meeting attendees asked how private developers can use and apply the information provided in the Manual before its official publication and adoption. DOT will conduct internal meetings and will also meet with private developers 1-on-1 to educate them on the Complete Streets modal hierarchy and to give guidance on how they can successfully incorporate Complete Streets design principles into their projects.
6. Tereina Galloway gave an update on the ambassador program. Funding is currently being validated, and DOT is verifying that they can follow the last proposed plan. The ambassador program will recruit residents from different sections of the City to serve as community-based liaisons. Popups, walkabouts, and community meetings will be utilized to engage the community with the Complete Streets initiative. Residents can apply to be liaisons and will be interviewed for final selection. The application will go live on a website (yet to be determined if it will be on the City website), and will be advertised on social media and platforms such as NextDoor and City partner blast forms.

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The Equity and Civil Rights office can also help to disseminate information to community members about the ambassador program.

7. Preparation for the April draft Manual release:
 - a. DOT has been conducting preliminary outreach in preparation for the Manual release and public hearing. Six popups were held during fall 2019.
 - b. Next steps:
 - i. Determine the outreach methods.
 1. Spring outreach events are being planned at a variety of locations including community round table forums, senior centers, and business centers. Walkabouts will also occur throughout City communities.
 2. Consider having several smaller meetings rather than trying to get many diverse groups/people together at one time. For example, it's hard to bring modal advocates, seniors, and those with disabilities together all at the same time, so provide opportunities to engage using different methods / locations / timeframes.
 3. Identify meeting locations. Universities, libraries, and community centers were suggested as possible meeting locations. Baltimore Polytechnic Institute has been successfully used in the past, but one meeting attendee pointed out it does not have good parking for disabilities. Pimlico Elementary/Middle in Cherry Hill and other modern schools were proposed as accessible facilities.
 4. Ensure the meetings are accessible. Meeting attendees requested that attention be paid to involve seniors, people with disabilities, and the younger generations with the Complete Streets initiative. Some communities are very hard to reach and engage, and the traditional "6 pm" meetings will not work for those communities. Use technology, radio, call-in or virtual meetings, etc., to involve those who are hard to reach.
 - ii. Plan the public hearing. An open-house format was proposed for the public hearing. Meeting attendees agreed that this is a good fit for this type of public hearing. An open-house format would be interactive, have stations with a variety of detailed information to address different interests, and staging areas where people can walk around at their own pace, focus on their interests, and ask questions. An open-house hearing could be held for a longer time period (such as 4-8pm, or 11am -1pm and then again at 4-6pm) to attract more attendees. The Committee requested having different methods to collect public comment. The first week after Easter was proposed as a good date for the public hearing.
 - iii. Complete Streets conversations and changes will be ongoing after the public outreach period, the Manual adoption, and for many years in the future.