**Complete Streets Advisory Committee Meeting Minutes**

Date: March 15, 2021

Time: 4:30 PM –5:30 PM

Location: Virtual Meeting

1. **Introductions and Purpose of Meeting**
	1. Roll Call for voting members
		1. Department of Planning
		2. Department of Public Works
		3. Baltimore City Fire Department
		4. Department of Transportation
		5. Department of Housing and Community Development

Note: MTA are not a voting member

Attendees:

Steve Sharkey

Theo Ngongang

Graham Young

Larry Marcus

Yolanda Winkler

Laurie Feinberg

Kimberly Rubens

Adrea Turner

C Boyle

Derrick Ready

German Vigil

Monica Nimmagadda

Stephanie Murdock

Zachary Chissell

Ben Groff

Jed Weeks (Bikemore)

Clarissa Chen (Bikemore)

Liam Davis

Jill Patterson

1. **Run-through on the updated or new sections since the last meeting**
	1. A link for the final Manual pdf was sent to all Advisory Committee members last Friday.
	2. See attached slides for summary of public comments, recommended updates and changes.
	3. Graham’s presented an example for how the Manual is already being used:
		1. There is currently a proposed state bill to remove the requirement for an engineering study to implement a different speed limit on roads. DOT presented the Complete Streets Manual to demonstrate how Street Types can and will be used to set speed limits.
	4. Laurie Feinberg’s comment page 154: Please change “Baltimore City Equity in Planning Committee” to “Department of Planning Equity Committee”.
	5. Question about the table on page 163: What is the difference between 1 vs. 2 in the weighting scale? Answer: 2 means it is weighted more.
	6. Question about page 172 criteria in appendix 1: Is this standardized for Complete Streets Design or does it deviate from National Standards? Answer: it is fairly in-line with other City guidance and with NACTO, though there is some deviation from AASHTO.
	7. Question about page 172 criteria in appendix 1: has the size of service vehicles that need access to the curbside been taken into account for street design? Answer: Yes.
2. **Vote on the adoption of the Complete Streets Manual by the Advisory Committee**
	1. Motion to adopt the Manual with the amendment of pg. 154.
		1. **Committee members unanimously agreed to adopt the manual.**
		2. DOT will move forward to file the Manual according to Ordinance requirements.
3. **Future Advisory Committee Meetings topics**
	1. We will still have quarterly (or more as needed) as per the Complete Streets legislation.
	2. We will brainstorm ideas such as presentations, initiatives, and collaboration on projects.
	3. We can amend the Manual through the Advisory Committee as needed.
	4. Please talk to others in your departments and possibly create a shared doc where people can enter applicable ideas/info so the Manual can evolve.
	5. Question about updates/amendments: Is it only annually, or can it be more frequently? Answer: it can be more frequently, as it will be a dynamic document reflecting best practices and adopt to evolving community culture.
	6. The Annual Report is due in August, and it will include the Performance Measures in the Manual as well as the legislated ones. The Annual Report will be a good way to check the progress of Complete Streets implementation / effectiveness.
	7. The Manual as well as FAQ’s are on the DOT website and will be kept updated.
	8. Question: Do you want help from other departments to push this out? Answer: please check with Mayor’s office and DPW. A press release and social media posts have been sent out notifying the public that the Manual has been adopted.