

US 29 PUBLIC INVOLVEMENT PLAN (PIP): PRELIMINARY DESIGN PHASE MARCH 2017-NOVEMBER 2017



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1. Introduction

1.1 Outreach Strategy

The overarching goal of the US 29 Bus Rapid Transit (BRT) outreach effort is to educate the public on the project objectives and engage with stakeholders to collect meaningful feedback which can be incorporated into the project design. Within the outreach strategy, the project team will use a wide variety of public engagement tactics to reach diverse audiences within the US 29 service corridor. The outreach efforts build on the “Get on Board BRT” outreach program launched by Montgomery County in fall 2016, with the goal of establishing deeper knowledge of the US 29 BRT project by creating project-specific information and materials. Expanded community programming will integrate the public into the project’s outreach process.

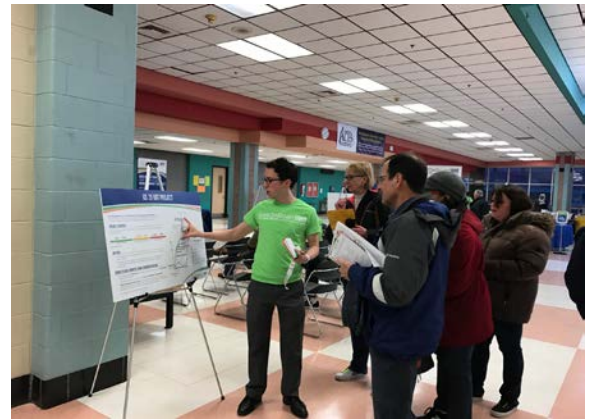


Figure 1: Project Team Member explains the US 29 Corridor to community members at an open house on March 13, 2017

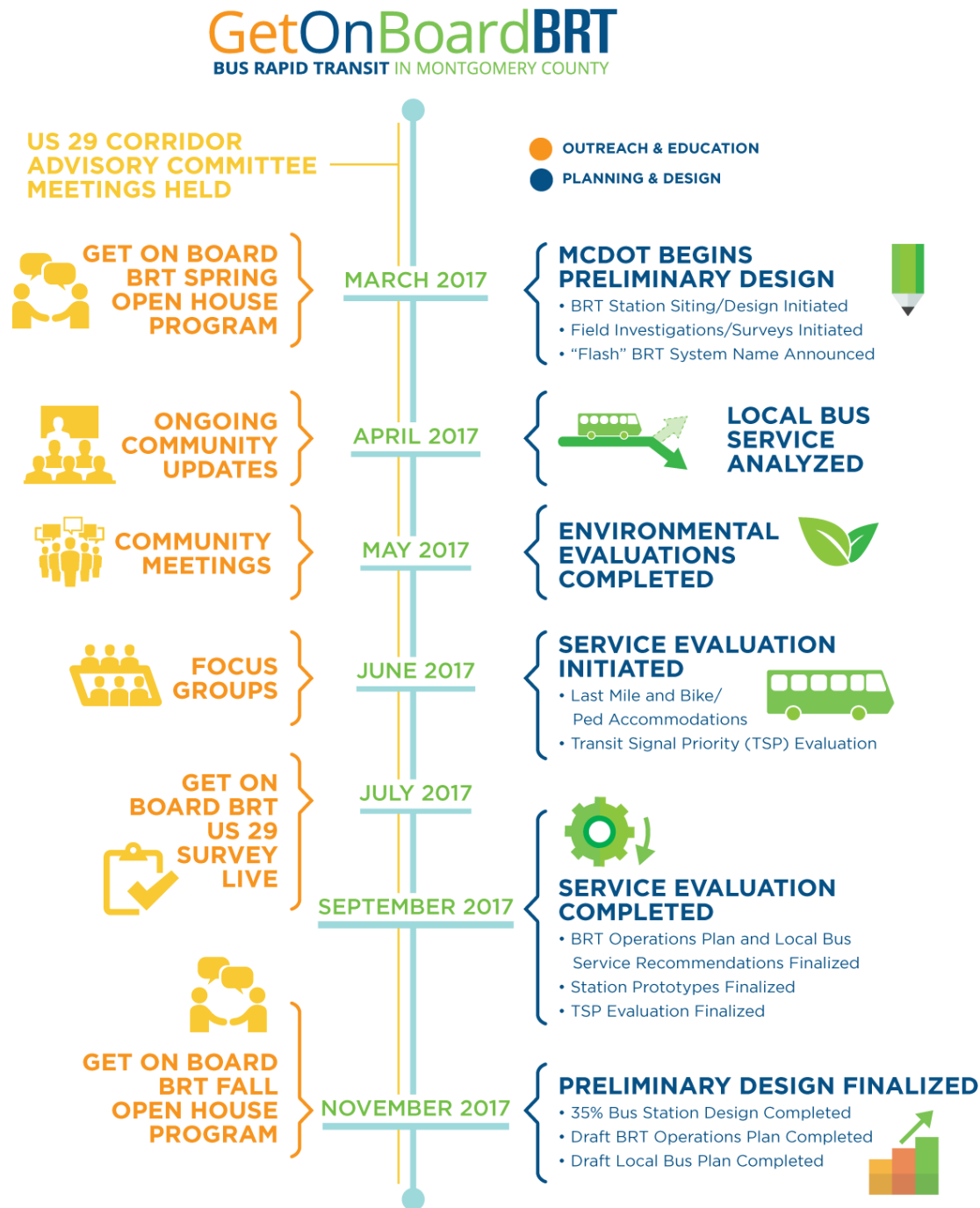
This phase of the outreach schedule spans from March 2017 through November 2017. Montgomery County residents are still unfamiliar with the concept of BRT, although the use of premium limited stop service has been positively received by current riders along the corridor. Outreach events will focus on informing and educating public on the US 29 BRT project and will include opportunities for public feedback. Topics include the distinction between local bus and BRT, the nature of the US 29 alignment, and passenger amenities. During this period, the County will finalize the preliminary design level for the BRT station infrastructure, and examine related elements including local bus service planning and access opportunities.

1.2 Internal Coordination

The previous project team for the BRT study was led by the Maryland Department of Transportation (MDOT) in partnership with Montgomery County. Starting in February 2017, the US 29 BRT project transitioned to County leadership for design and implementation, with transit service expected to start by early 2020. The County is developing the preliminary design for BRT stations, pedestrian and bike improvements, Transit Signal Priority (TSP), and recommendations for service realignments for local buses along and intersecting with the project corridor.

The Metropolitan Washington Council of Governments’ (MWCOG) Transportation/Land-use Connections (TLC) technical assistance program is funding development of the initial station prototypes in Montgomery County as part of the design plans. The design process for the US 29 corridor stations and the TLC grant station prototypes will be developed concurrently.

2. Project Schedule



3. Stakeholder Engagement

3.1 Corridor Advisory Committees

Since February 2015, two Corridor Advisory Committees (CAC) for the US 29 project have met regularly with the BRT project teams to review information and provide feedback. Comprised of key stakeholders, the CACs play a vital role in ensuring that local voices are represented in the planning and design of the BRT project. The CACs are advisory committees rather than decision-making groups, and feedback received at CAC meetings is a significant component in developing program recommendations and understanding the concerns of local communities along the US 29 corridor.

Starting in May 2017, the US 29 CACs will be divided into three segments: the US 29 Northern Committee, the US 29 Central Committee, and the US 29 Southern Committee. The Northern Committee comprises members who live north of New Hampshire Avenue, the Central Group comprises members who live south of New Hampshire Avenue and outside (north of) the Capital Beltway, and the Southern group comprises those who live inside (south of) the Capital Beltway. The CACs will continue to meet throughout the design and implementation process.

Table 1: CAC Draft Meeting Schedule

Meeting Dates	Meeting Topics
CAC #10 – Week of April 3, 2017	<ul style="list-style-type: none"> • Introductions • Expectations • Overview of CAC Program Plan and Public Involvement Plan • Topics for future meetings • Project Schedule and Update
CAC #11 – Week of May 22, 2017	<ul style="list-style-type: none"> • Station Locations • Station Architecture • Service Planning Overview
CAC #12 – Week of July 10, 2017¹	<ul style="list-style-type: none"> • Bicycle and Pedestrian Accommodations • Transit Signal Priority • Environmental Documentation
CAC #13 – Week of September 11, 2017¹	<ul style="list-style-type: none"> • BRT Operations Plan/Local Bus Service Plan Overview • Stormwater Management/Low Impact Development • Review of Project Impacts
CAC #14 – Week of October 16, 2017¹	<ul style="list-style-type: none"> • Other Topics of Interest to CAC members • Project Status/Outreach Update • Next Steps

¹ Meeting may be subject to schedule adjustment due to project updates or meeting site availability

The Corridor Advisory Committee Program Plan outlines the plans for the next phase of CAC meetings, spanning from March 2017 to October 2017 (see Corridor Advisory Committee Program Plan in **Appendix I**). The program plan includes an overview of the upcoming meeting schedule and topics that will be covered (**Table 1**).

With CAC members' assistance, the project team will conduct outreach to engage the broader community in the design and implementation process. Types of outreach are listed in **Table 2**.

3.2 Community Updates

To support outreach efforts and engage new audiences, project team members will conduct community updates through scheduled community events and meetings. These updates are held in coordination with local citizen groups such as homeowners' associations, employers, civic associations, community advocacy groups, rotary clubs, and Chambers of Commerce. Outreach is designed to target diverse audiences, including current riders, transit-dependent populations, minority populations, persons with disabilities, low-income communities, and environmentally-conscious groups. Community updates are designed to be 10-15 minute informational presentations to provide the public with a basic overview of the project and encourage increased participation in BRT community events and website visits to the GetOnBoardBRT site. These updates may also provide an opportunity for project team members to identify potential concerns that may warrant follow-up. Community members can request that project team members provide a community update by requesting this online through the project website, by contacting the project team through a CAC meeting, or by directly contacting any project team member. The project team will prepare and promote the meeting within four weeks of the request.

- The project team will create the community update content and attend community events starting in April 2017.

3.3 Community Meetings

Community meetings are an opportunity for additional, focused discussion. A community meeting involves a presentation and facilitated discussion about major concerns or questions that have arisen during the outreach process. The project team will recruit experts in the issue area to present and facilitate. In-depth discussions will inform the project team and assist in the design of the project. The meeting may involve other interactive components, and type of interaction may depend on the size of the meeting. Issue area topics may include operation planning, service planning, multi-modal access including bicycles and pedestrians, station infrastructure, and any other issues of interest or concern to residents and impacted businesses. Example of meeting partners are listed in **Table 2**.



Figure 2: Get on Board BRT will reach out directly to the community on issues of concern.

Table 2: Types of Outreach (Examples are not exhaustive)

Type	Outreach	Groups and Residents Engaged
Written	Monthly e-newsletter	All individuals in database.
	Sample paragraph updates for use in other newsletters	Municipal, County, State, and Federal elected officials' newsletters.
	Mailed newsletters	Individuals on mailing list.
	Employers	Flyers to be distributed.
In-person	School outreach	Outreach includes school plays, Back to School Nights, and sporting events.
	Umbrella Civic Groups	Includes citizens' associations in East Silver Spring, South Four Corners, Northwood Four Corners, Burtonsville, and Calverton as well as the Presidents' Council in Silver Spring.
	Silver Spring Opinion Leaders Groups	Includes Advisory boards in Silver Spring and East County.
	Residential Communities	<ul style="list-style-type: none"> • Enclave rental apartments • Riderwood
	Religious Institutions	Includes churches, temples, and religious centers.
	Outdoor Pools and Recreational Centers	<ul style="list-style-type: none"> • Martin Luther King County Pool • Community pools during swim meets
	Shopping Centers	Includes shopping centers in White Oak, Burnt Mills, Woodmoor, WesTech, Briggs Chaney, and Burtonsville.
	Rotary Clubs	E-blasts to clubs such as Knights of Columbus and Lions' Clubs.
	Event Tabling	Includes the Silver Spring Farmer's Market, concert series, and Burtonsville Day.
	County Parks	Includes playing fields in Indian Spring Terrace Local Park.
	Libraries	Silver Spring, White Oak, and Marilyn Praisner libraries.
	Grocery stores	Supermarkets along the US 29 corridor.
Pop-Up Events	Community Locations	Transit centers in along the project corridor.
	Montgomery County Parks "Pop Up" events	Parks include Fairview Road Urban Park, North Four Corners Local Park, and Caroline Freeland Urban Park

Key partners will include home owners' associations, public agency partners (e.g., libraries, schools, etc.), and Community Based Organizations (CBOs) such as Casa de Maryland. The project team will research and create a community outreach database, which will capture all civic groups that have engaged with the outreach efforts since March 2017 through August 2017. This database will support outreach to publicize the community meeting through a variety of media (e.g., e-blast, phone calls, direct site engagement, etc.) to ensure a diverse set of participants at each meeting.

- **The project team will create the community meeting content and a digital voting activity to capture feedback in real time. This feedback will also be analyzed and presented back to the CACs. A total of five meetings will take place from May 2017 through August 2017.**

4. Public Outreach Events

4.1 Interactive Open Houses

March 2017 Open Houses

Three public open houses were held in March 2017. Each open house location covered a key part of the project; the Silver Spring Civic Center covered the southern portion of the project's service area; Montgomery Blair High School represented a key constituency in the central portion of the service area; and the White Oak Community Center represented the northern portion of the service area. The Silver Spring and White Oak locations were chosen due to the existing precedent of State events typically being held at these locations, and the Montgomery Blair High School was added to the schedule due to a request from the community. All locations were accessible by transit. Open house locations, dates, and times are listed in **Table 3**.

Through the first round of Open Houses, the project team engaged 190 participants and received nearly 100 comment cards. This was a significant level of participation, and although there were inclement weather conditions during two of the events, the turnout remained steady through each open house. Comments received from participants through interactive activities are currently being tabulated and considered in the project design.



Figure 3: Boards display information about BRT Station Design at the Open House on March 7, 2017.

Table 3: Spring 2017 Open House Schedule

Open House Event Location	Date and Time
Silver Spring Civic Center 1 Veterans Place Silver Spring, MD 20910	Tuesday, March 7, 2017 6:30pm-8:30pm
Montgomery Blair High School 51 University Boulevard Silver Spring, MD 20901	Monday, March 13, 2017 7:00pm-9:00pm
White Oak Community Center 1700 April Lane Silver Spring, MD 20904	Wednesday, March 15, 2017 6:30pm-8:30pm

The concept and design of the open house program modeled and mirrored the experience of riding a BRT line through a series of designated “stations.” Stations reflected these five themes:

- **Area 1: Welcome to Get on Board BRT!** Welcome boards explored what makes BRT unique and what features will be implemented as part of the Montgomery County BRT program. A 2-minute video regarding BRT gave a brief introduction to the project.
- **Area 2: Explore the US 29 BRT Corridor.** This area presented information on service alignment on the US 29 corridor by the BRT service, including project timeline, project goals and objectives, graphic visualization of the service alignment, project budget, and project benefits.
- **Area 3: Improve Local Bus Service.** Infographics and text presented potential changes to existing bus service to improve overall network service quality and capacity. In a tradeoff exercise, participants chose priorities with yellow stickers.
- **Area 4: Learn about BRT Station Design.** This area focused on the features that define bus stop locations along the BRT corridor, including the types of amenities that could be provided based on the land use characteristics presented along the project corridor and the various station design options that could be implemented.
- **Area 5: How to Stay Involved.** Members of the public can stay involved through Corridor Advisory Committees, upcoming community events, upcoming community meetings, and employer focus groups. Participants were encouraged to complete the sign-in form, visit the project website, and engage on social media.

Results from the interactive activities, including the trade-off activity in Area 3 and word cloud activity in Area 4, will be utilized by the project team in developing the initial design for the BRT stations and the recommendations presented to the public on improvements to the local bus service along the corridor. The full presentation can be viewed in an online Virtual Open House (<http://getonboardbrt.com/us-29-virtual-open-house/>).

November 2017 Open Houses

The next set of Open Houses will take place in November 2017 and will be designed to update the public with findings from the preliminary design phase of the project. The project team will use local examples to create and display visualizations of the project corridor, including what mixed traffic and bus-on-shoulder plans look like for the US 29 corridor. The project team will present information on the effectiveness of Bus Rapid Transit systems, particularly that a BRT service will improve on-time performance and reliability of transit along the corridor.

A digital interactive map will allow participants to explore the planned US 29 corridor, and station locations will be noted with renderings visualizing future capital improvement options. The project team will present local bus service recommendations, indicating how public feedback received in the first set of open houses is reflected in this design. The project team will also present the bus station design recommendations, with types based on surrounding land use. The timeline for the final design and implementation of the project will be presented, providing detail about how the public can continue to be involved in the process. In addition, environmental and property impacts will be discussed. The Open Houses will be promoted in October 2017, with a location and time to be determined.

- **After the preliminary station design plans and local bus service planning recommendations are completed, another set of open houses will take place in November 2017. These meetings will be coordinated with the CACs and promoted in October 2017.**



Figure 4: Community member completes the trade-off activity at the Open House on March 15, 2017.

4.2 Focus Groups



Figure 5: "Get on Board BRT" giveaways available to the public as engagement incentives

Employee focus groups will take place in partnership with multiple employers served by the future US 29 BRT project. Key partners could include: FDA, Silver Spring Downtown Business District, Adventist Hospital and other major corridor employers. The project team will create the focus group content and a digital voting activity to capture feedback in real time. This effort will provide additional inputs into the US 29 service planning effort and station design.

The project team will research and create an employer outreach database, which will capture all employers that have engaged with the project since November 2016 through the end of May 2017. This database will support outreach conducted to promote focus groups through a variety of media (e-blast, phone calls, direct site

engagement) to ensure a diverse set of participants at each meeting.

Employers can currently fill out a virtual sign-up on the BRT website (<http://getonboardbrt.com/meeting-request-form/>) if they would like to request a focus group. A follow-up survey will be sent to all participants to better identify which interest groups they represent and which dates, times, and locations would be ideal for a focus group. Focus groups typically have a maximum of 20 participants to allow for effective interaction. Focus groups will offer food and giveaways as an incentive for participation of employers and employees.

- **The project team will set up a series of employee group meetings with employment centers in White Oak and Silver Spring. Two meetings will take place in June 2017.**

4.3 Pop Up Events, Community Events, and Festivals

The project team will host "pop up" events throughout the County to continue the BRT education program, "Get On Board BRT." They will include material regarding the US 29 project outreach effort. Events will be planned, such as festivals, as well as "Get On Board BRT" pop up events at transit, shopping, and employment centers along the project corridor. These events will be designed to disseminate educational materials regarding the future of the US 29 BRT project, the station design effort, and project timeline. "Get on Board BRT" themed giveaways will be used as incentives for public participation, and a digital and print survey will be utilized to obtain public feedback.

The project team will provide community updates and tabling at community events. Upcoming outreach opportunities include (but are not exclusive):

Table 4: Upcoming outreach events

Date	Event	Type of Event
March 8, 2017	Lee Development Group	Employer
March 8, 2017	Briggs Chaney Marketplace	Community
April 11, 2017	NOAA Employee Benefits Day	Employer
April 11, 2017	Silver Spring Metro-Transportation Week Pop-Up	Community
April 12, 2017	Silver Spring Metro-Transportation Week Pop-Up	Community
April 20, 2017	East County Collective Meeting	Community
April 27, 2017	FDA Earth Day	Employer
May 19, 2017	Silver Spring Bike to Work Day Pit Stop	Community
June-September 2017 (Monthly)	Montgomery County Metro Pop-Ups	Community

- **Pop up events will take place as part of the “Get On Board BRT” outreach and education efforts throughout the project schedule to educate the public of the overall BRT program in the County. Select events during the month of July 2017 will focus specifically on the efforts regarding the US 29 project.**

5. Outreach, Communication, and Reporting

5.1 Outreach and Communications Support

The project team will continue to maintain all online promotion and outreach through the “Get on Board BRT” project website and social media platforms (i.e., Twitter, Facebook, Instagram, and YouTube). Open houses were promoted through contact with local organizations, community boards/meetings, community listservs, on social media, the County’s website and email listserv, advertisements in online and print media, and through civic associations. Open house materials are available to the public on the “Get on Board BRT” website at <http://getonboardbrt.com/us-29-virtual-open-house/>. The digital survey designed for upcoming outreach efforts will be embedded into the project website and promoted through social media. In addition, all events and programs will be posted to the project website’s calendar and promoted through real time social media engagement.

- **Updates to the BRT and Get on Board BRT website and social media platforms will be made at key points in the project schedule.**

5.2 Public Involvement Survey

The project team will create a survey to better understand the needs of residents, employees, and visitors that could potentially utilize the US 29 service.

This survey will ask targeted questions regarding respondents’ current commute and demographic information. The survey will ask participants which bus services they use and how often they use public transit. It asks users to identify which community groups they belong to or represent; zip codes for where they work and live; time that would work best for a focus group; ethnic background; household income; level of education; language preference and level of English; and any other general comments. Additional details could be added regarding their general knowledge of BRT and trade-offs regarding potential station design options.

- **The survey will be completed in June 2017 to be ready for use at select pop up events. The digital format of this survey will be posted to the project website in July 2017.**

5.3 Public Feedback Analysis and Final Report

The project team will collect feedback from the public through a variety of media, including print feedback forms, digital survey tools, online comments, and interactive activities. All hand-written comment forms, notes and non-digital activity feedback taken during events is input into a public involvement comment database. At the end of the preliminary design phase, in the Fall of 2017, an outreach report will be produced that includes a summary of activities and outcomes from CAC meetings, public workshops, focus groups, community meetings, pop up/community events, survey responses, and online engagement.

- **Public feedback will be available throughout March 2017 – August 2017. A report will be created at the end of the project schedule in September – October 2017.**

Appendix

US 29 Corridor Advisory Committee Program Plan

Introduction

The Corridor Advisory Committees (CACs) play a unique and important role in the overall public engagement process for the Bus Rapid Transit (BRT) Corridor studies in Montgomery County. Since February 2015, the CACs have met regularly with the BRT project teams to review information, ask questions, and provide feedback on the development of each of the three initial BRT corridors, as recommended by the Montgomery County Council (US 29, MD 355, MD 586). As of March 2017, a total of 45 meetings had been held with the CACs, 19 of which were on the US 29 corridor.

In February 2017, US 29 BRT project leadership, including CAC facilitation, transitioned from the Maryland Department of Transportation (MDOT) to Montgomery County's Department of Transportation (MCDOT). It was determined that this transition would ensure that the project design was overseen by the local jurisdiction responsible for implementing the project. MCDOT will lead the project through design and construction and into operation. Under the new oversight of Montgomery County, expanded programming will take place to integrate the public into the outreach process in a meaningful and engaging manner. This includes the introduction of this newly developed program plan for the US 29 CACs. It will ensure a continued high level of inclusion of the CAC members into the project design and the public outreach process.

Originally conceived as two meeting groups, the US 29 CACs were divided into three segments in May 2017 due to a request by the CAC membership to provide geographic parity for meeting locations and enhance the level of discourse. The three groups are designated as follows: the US 29 Northern Committee, the US 29 Central Committee, and the US 29 Southern Committee. The Northern Committee comprises members who live north of New Hampshire Avenue, the Central group comprises members who live south of New Hampshire Avenue and outside (north of) the Capital Beltway, and the Southern group comprises those who live inside (south of) the Capital Beltway.

Corridor Advisory Committee and Project Team Expectations

The CACs are advisory committees, and not decision-making groups. However, the CACs do serve as a major component of the overall public outreach process for the BRT corridor studies. This is an important and valuable role for representing the public as part of the BRT planning process, and feedback received at CAC meetings is taken seriously in developing program recommendations and understanding concerns of all local communities represented along the US 29 corridor. Many CAC members have been chosen by the communities they represent, and an important part of their job is to be the liaison between the project team and their communities. Although CAC members represent their community, it is important for members to make a distinction between their individual points of view and the constituency they serve. The project is serving transit dependent and choice riders of the BRT and local bus service, and this should be taken into consideration in discussions regarding the project. In addition, rules

regarding the CAC member participation are included in the “[Montgomery County Rapid Transit System \(RTS\) Corridor Advisory Committees: Planning Outline for Structure and Selection Procedures](#)”².

Public engagement through public workshops, community meetings, employer focus groups, community events, and the project website will allow the broader public to provide input and feedback as the project progresses. The initial CAC program schedule spans from March 2017 through November 2017 as the County finalizes the preliminary design for the BRT station infrastructure and reports on the impacts of the project (i.e., capital improvement elements, environmental documentation, and right of way needs or impacts). The role of the CAC members in subsequent project stages (e.g., final design, construction, etc.) will be discussed as the project team nears completion of preliminary design efforts. It is expected that CAC members will serve as advocates of the public involvement process in their communities. Diverse perspectives on the US 29 project should be encouraged by CAC members at community boards/meetings, local organization meetings, community listservs, and on social media.

The US 29 project team will capture each CAC meeting with a detailed written summary. The CACs will be given a week to review the meeting summary before it is posted onto the CAC website. The team will strive to have the summary posted approximately two to three weeks after each meeting occurs.

CAC members will also be given an opportunity to request informational updates outside of CAC meetings by BRT project staff at community meetings. When information or a specific meeting is requested, the project team will need a reasonable period defined by the project team to research and prepare materials to ensure accurate and accessible materials are developed. Materials can be requested in alternative languages or ADA formats but the requesting party needs to provide adequate preparation time (no less than seven business days advanced notice).

Corridor Advisory Committee Meeting Schedule

The upcoming CAC meeting schedule (**Table 1**) aligns directly with the US 29 BRT project schedule and overall public outreach program. Each month, CAC members will have an opportunity to review critical materials associated with the development of the project corridor including: the design of BRT stations, operational planning for the BRT and local bus service along the corridor, multimodal access, and project impacts.

Table 5: CAC Program Schedule

Meeting Dates	Meeting Topics
CAC #10 – Week of April 3, 2017	<ul style="list-style-type: none"> • Introductions • Expectations • Overview of CAC Program Plan and Public Involvement Plan • Topics for future meetings • Project Schedule and Update

² https://www.montgomerycountymd.gov/BRT/Resources/Files/RTS%20AdvisoryCommittees-PlangDoc_Vers14_2civic.pdf

CAC #11 – Week of May 22, 2017	<ul style="list-style-type: none"> • Station Locations • Station Architecture • Service Planning Overview
CAC #12 – Week of July 10, 2017*	<ul style="list-style-type: none"> • Bicycle and Pedestrian Accommodations • Transit Signal Priority • Environmental Documentation
CAC #13 – Week of September 11, 2017*	<ul style="list-style-type: none"> • BRT Operations Plan/Local Bus Service Plan Overview • Stormwater Management/Low Impact Development • Review of Project Impacts
CAC #14 – Week of October 16, 2017*	<ul style="list-style-type: none"> • Other Topics of Interest to CAC members • Project Status/Outreach Update • Next Steps

** Meeting may be subject to schedule adjustment due to project updates or meeting site availability*

Corridor Advisory Committee Meeting Format and Materials

CAC members will receive meeting materials one week prior to the first scheduled CAC meeting. This will include an agenda, informational handouts, CAC site visit assignments (if applicable), and project reports. Meeting presentations will be based on the provided materials, but will not be provided prior to the meetings. Instead, it is requested that the CAC members take time to review the supportive program materials with care, consideration, and an objective eye to content to ensure members are prepared to engage in meaningful discourse on the project at each meeting.

Meeting agendas will provide details of the program content each month and define how meeting materials will be featured in each section of the meeting schedule. Activities that will take place during the meeting will be highlighted on the agenda, and a brief description will be provided. Informational handouts will offer updates on project progress, including details of the public outreach process, service planning effort, and station design progress. At select times, requests will be made of CAC members to go to specific sites along the US 29 corridor to review locations where project implementation will take place to provide a first-hand experience regarding existing land use conditions and to support visioning of future planning efforts. Materials will be available in a printed format at the meetings for distribution to members.

Proposed Detailed Meeting Schedule for US 29 Corridor Advisory Committees

The meeting schedule developed for each CAC meeting will be dynamic in nature, and is subject to modification and update based on feedback from CAC members and the project team. The current CAC schedule (subject to meeting site availability) is proposed to cover the following subject areas and topics:

CAC Meeting #10: Week of April 3, 2017

Serving as the kick-off for the County led CAC Program Plan, the CAC facilitator will use this meeting to reintroduce the project, present new technical and support staff, and set the stage for the four subsequent meetings that will present technical information for the project. CAC program expectations will be discussed to ensure an inclusive and engaging atmosphere is established for all future meetings.

The proposed CAC Program Plan will be reviewed to ensure that topics that CAC members are interested in hearing about are covered. A digital voting activity will be administered to represent CAC membership demographics, interests, and goals. After the digital voting activity is completed, CAC members will have a facilitated discussion regarding next steps for future meetings and updates to the CAC Program Plan. After this activity is completed, the meeting will end with a discussion of the overall interest of the CAC members regarding the status of the project.

CAC Meeting #11: Week of May 22, 2017

The second meeting will focus on the features of preliminary engineering and design of the US 29 corridor. The technical staff will present the station locations determined from a preliminary planning analysis perspective and will present proposed station sites to solicit feedback. In this context, “stations sites” means where each platform is proposed at each station with respect to the nearest cross street and configuration of the station (e.g., side platform vs. center platform). A site visit activity will be assigned to CAC members prior to the meeting via email by the project team to prepare for this section of the meeting agenda.

Station architecture prototypes will be presented to the groups based on work performed through the Metropolitan Washington Council of Governments’ (MWCOC) grant for the Countywide BRT station prototypes design and the US 29 BRT work. The framework for how the prototypes were developed will be presented along with conceptual architectural illustrations for the canopies, station sizes, station finishes, station safety, and station elements and amenities. CAC members will have an opportunity to review stations on a digital interactive map to see where station infrastructure could be placed at key intersections (this will not include right of way impacts covered in fourth meeting for the preliminary design phase – CAC meeting 13).

In addition, local bus service planning concepts will be reviewed, and a trade-off discussion will take place regarding the realignment of the local bus service. CAC members will consider how the diverse land use of the US 29 corridor will dictate different service goals for the project along the corridor, and details of the service planning analysis will be provided from the project team’s existing conditions report.

CAC Meeting #12: Week of July 10, 2017

The third meeting will focus on improvements to multimodal access and environmental impacts of the projects. Pedestrian and bicycle accommodations will be presented to CAC members, including facilities already available for pedestrians and bicycles to access the stations, where facilities could be added to enhance connections to the stations either in this project or by other local projects, and what type of bicycle infrastructure will be accommodated at the stations themselves, such as bicycle parking or bikeshare facilities.

The project team will define Transit Signal Priority (TSP) as a key tool in supporting BRT service and explain the preliminary results of where TSP may be beneficial to improve service for the BRT vehicles along the US 29 corridor. A case study of TSP efforts nationally and locally will be considered to provide evidence of programmatic success of this advanced bus technology.

The Environmental Documentation process will also be described to the CAC members. The process for achieving a signed Categorical Exclusion document through the Federal Transit Administration (FTA) and how it relates to the Transportation Investment Generating Economic Recovery (TIGER) grant funding that Montgomery County expects to receive for the project will also be presented. The level of detail presented at this meeting regarding the National Environmental Policy Act (NEPA) process will be contingent upon coordination with FTA.

CAC Meeting #13: Week of September 11, 2017

The fourth meeting for the preliminary design phase will focus on the topics of operational planning and stormwater management. The operations plan overview will cover the proposed BRT routes, the days of service for the routes, hours of service by day of week for each route, and the service frequency by time of day and day of week for each route. In addition to discussion of the operational plan, renderings of the BRT vehicles and a discussion of the BRT bus procurement process will be included. Local bus service recommendations will also be shared, and a discussion will be held regarding the impact local service will have on the overall transit network. Expert support will be provided from Montgomery County's Division of Transit Service to support the discussion.

The stormwater management approach for the project will be described including the project requirements and approving agencies. It will also include topics such as "What is Stormwater Management?", "What is Low Impact Design?", and "Why is Stormwater Management needed?".

Updates will also be provided regarding the impact of the service on the project corridor and the adjacent communities. This topic will be based on questions received from CAC members over the course of the program schedule.

CAC Meeting #14: Week of October 16, 2017

The final CAC meeting for the preliminary design phase will serve as an overview of the program thus far and ensure that CAC members understand how their feedback impacted the public involvement process. The overall public outreach program will be reviewed in detail and results of community engagement efforts will be presented. An update will be provided on the local bus service recommendations and BRT operations plan, including a discussion regarding how feedback from CAC members and the public impacted final recommendations. In addition, the upcoming final design program plan and project schedule will be updated and presented to the CAC members.

CAC members from each CAC will be given a chance to present their group's efforts to the other two CACs. One or two representatives will provide a summary of their CAC's program participation and feedback. (For example, the Southern CAC meeting will feature presentations by Central and Northern CAC representatives.) The project team will work with each CAC group to determine a representative for the final meeting, and this individual will be provided additional support from the project team to create their presentation and meeting materials. Please let the CAC program facilitator know if you are interested in presenting at meeting #14.