



# Appendix B

## Public Participation Plan



# C-SMMPO COMPLETE STREETS PLAN PUBLIC PARTICIPATION PLAN

Submitted to:  
**Calvert - St. Mary's Metropolitan Planning Organization**





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## **I. PROJECT BACKGROUND**

The Calvert-St. Mary's Metropolitan Planning Organization (C-SMMPO) recognized the need for developing a Complete Streets Plan to ensure the continuation of connected communities with the ability to accommodate all relevant transportation modes and users of all ages and abilities on roadways within the region. This plan will be integral for existing and future growth patterns to provide a transportation network that not only meets the needs of the region but enhances the quality of life.

The Project Team will work closely with the C-SMMPO, the Citizen's Advisory Committee and the general public to develop an Existing Conditions Report, Alternative Plans and Context Zone Concepts to be incorporated into the Complete Streets Plan document. The team will conduct a dashboard review of existing GIS data to determine connectivity gaps and deficiencies within the network, and then perform a field visit to confirm the findings of the dashboard review. The team will also review the existing transportation-based documents and Complete Streets and Context Driven Design Plans to incorporate best practices as well as identify specific priorities and needs within the region.

The C-SMMPO has identified 11 projects within Calvert County and St. Mary's County of specific interest. The Project Team will evaluate these locations and provide recommendations and alternative plans that will address the needs identified in that area. Context Zone Concepts will also be developed to establish a set of easily implementable measures that can be used across the MPO to enhance bicyclist and pedestrian safety and connectivity for the community. The Project Team will compile the developed documents (Existing Conditions Report, Alternative Plans, and Context Zone Concepts) to create the final Complete Streets Plan, which will be used as a guideline for future C-SMMPO projects.

## **II. PUBLIC PARTICIPATION PLAN GOALS**

Public participation will be critical to develop a successful Complete Streets Plan that can be adopted and implemented within the community. The Project Team is seeking to engage a diverse set of stakeholders in the Complete Streets Plan Project so that the community is best served through the final deliverables. This Public Participation Plan identifies the key audience and stakeholders to engage and outlines the proposed public outreach efforts and methods that will be used for that engagement. This Plan also establishes a communication and outreach schedule for the Complete Streets Plan Project.

The C-SMMPO and JMT have collaborated to form a Citizen's Advisory Committee (CAC). The CAC is a collection of key members from different organizations around Calvert County and St. Mary's County that share the desire for community betterment. Individuals from various departments of Calvert County and St. Mary's County government are also members of the CAC. The CAC will review and help refine this Public Participation Plan to ensure that all facets of the community will be reached, and their input will be received.



### III. PROJECT TEAM

**Jennifer Ray, AICP**

*Project Manager for JMT, the consulting firm working on the C-SMMPO Complete Streets Project.* Jennifer will be responsible for guiding the production of all material and reviewing the material to be presented to the Citizen’s Advisory Committee for consistency and quality. Jennifer will also be responsible for the quality control of all public outreach communication and methods and for the material presented at the public meetings and workshops.

**Megan Duckett**

*Design Engineer for JMT.* Megan will be responsible for gathering the feedback from the CAC and the public workshops and meetings. Megan will use the input and feedback from the CAC to produce the material and reports to be presented to the general public.

**Kwasi Bosompem**

*Complete Streets Plan Project Manager.* Kwasi will be responsible for reviewing the deliverables provided by JMT before they are distributed to the CAC and the general public.

**Tamara Blake-Wallace**

*Calvert County Section Project Manager.* Tamara will be jointly responsible with Kwasi for reviewing the deliverables provided by JMT before they are distributed to the CAC and the general public.

**Ben Cohen**

*MPO Planner.* Ben will be responsible for assisting in the review of project materials before they are distributed to the CAC and the general public.

### IV. KEY STAKEHOLDERS

**Citizen’s Advisory Committee (CAC)**

The CAC is a collection of key members from different organizations around Calvert County and St. Mary’s County that share the desire for community betterment. The Project Team invited members from community organizations and government departments across St. Mary’s County and Calvert County to provide a liaison to participate in the Citizen’s Advisory Committee for the Complete Streets Plan Project. The Project Team will look to the CAC to provide feedback and input throughout the entire project process as key stakeholders. The CAC will review the material prepared by the Project Team as it becomes available to allow for a smooth flowing process and to ensure that all pieces of the final Complete Street Plan Document incorporate the CAC’s input. The organizations represented within the CAC and the respective primary contacts are provided below.

<b>C-SMMPO Complete Streets Plan: CAC Members</b>		
<b>Primary Contact</b>	<b>Organization</b>	<b>Email</b>
<b>ST. MARY'S COUNTY STAKEHOLDERS</b>		
Frank Allen	Patuxent Tidewater Land Trust (PTLT)	frank@ptlt.org
Frederick Tutman	Patuxent River Keeper	fred@paxriverkeeper.org
Greg Bowen	American Chestnut Land Trust	gbowen@actweb.org
Jacqueline Heaney	St. Mary's County Health Department (SMCHD)	jacqueline.heaney@maryland.gov
Vanessa Price	NAS/PAX	vanessa.price@navy.mil
Sabrina Hecht	NAS/PAX	sabrina.j.hecht@navy.mil
Elizabeth Ward	Sierra Club of Southern Maryland	lizzync@gmail.com
William Hall	NAACP- Lexington Park Minority Outreach & Lexington Park Community Leaders	bjhall03@gmail.com
Thomas A. Brewer	St Mary's County Commission on the Environment	tbrewer@smcm.edu
<b>CALVERT COUNTY STAKEHOLDERS</b>		
Vandy Young	Solomons Business Association	vandyyoung@gmail.com
Maggie Moudry	POACRE	gm@poacre.org
Andy Balchin	POACRE	Andy@bretonbayengineering.com
Ted Haynie	Solomons Civic Association	TaHaynie@towson.edu
<b>PROJECT TEAM MEMBERS</b>		
Kwasi Bosompem	St. Mary's County – Land Use and Growth Management, Complete Streets Plan Project Manager	Kwasi.Bosompem@stmarysmd.com
Tamara Blake-Wallace	Calvert County – Planning & Zoning – Transportation, Calvert County Project Manager	Tamara.Blake-Wallace@calvertcountymd.gov
John "JR" Cosgrove	Calvert County – Public Works, Capital Projects	John.Cosgrove@calvertcountymd.gov
Bill Hunt	St. Mary's County – Director of the Land Use Growth Management, C-SMMPO Administrator/ Manager	Bill.Hunt@stmarysmd.com
John Deatrck	St. Mary's County – Director of Public Works and Transportation (DPW&T)	John.Deatrck@stmarysmd.com
Arthur Shepherd	St Mary's County – Recreation and Parks	Arthur.Shepherd@stmarysmd.com
Sue Veith	St. Mary's County – Economic Development	Sue.Veith@stmarysmd.com
Shannon Nazzal	Calvert County – Park and Recreation	Shannon.Nazzal@calvertcountymd.gov
Danita Boonchaisri	Calvert County – Economic Development	Danita.Boonchaisri@calvertcountymd.gov
Jason Leavitt	Calvert County – Public Works, Capital Projects	Jason.Leavitt@calvertcountymd.gov
Jenny Plummer-Welker	Calvert County – Planning & Zoning, Long Range Planning	Jenny.Plummer-Welker@calvertcountymd.gov
Ben Cohen	St. Mary's County – Land Use and Growth Management	Ben.Cohen@stmarysmd.com
Jessicca Gaetano	Calvert County – Planning & Zoning	Jessicca.Gaetano@calvertcountymd.gov

## V. TARGET GROUPS AND COMMUNITY ORGANIZATIONS

The organizations, associations or facilities shown with an asterisk (\*) below denote groups that are represented within the CAC.

### 1. Naval Air Station Patuxent River\*

Located at the mouth of the Patuxent River and the Chesapeake Bay, Naval Air Station Patuxent River (NAS/PAX) occupies approximately 6,400 acres within St. Mary's County. NAS/PAX provides employment, housing and vital resources to military personnel and civilians in South Maryland and the greater Washington Metropolitan Area. This naval base is the largest employer in St. Mary's County and employs over 9,800 civilian employees, 5,700 contractors, and 2,400 active-duty military personnel at the Lexington Park facility. Because it is such an important provider for the MPO, this project will look to engage NAS/PAX community members during the public involvement process. **NAS/PAX representatives are members of the CAC** and will provide feedback on the project material and coordinate with the NAS/PAX Public Information Officer before it is disseminated to the general NAS/PAX community members.

### 2. Local Businesses

The C-SMMPO Complete Streets Project will focus on engaging local businesses around Calvert County and St. Mary's County to gain feedback on enhanced multi-modal accessibility for both the labor force and the consumers within the community. **Representatives for the Solomon's Business Association\* and the Department of Economic Development\* for both Counties are members of the CAC** and will provide input and feedback on the project material. Through the public outreach efforts, the Project Team will work with the members of the CAC from the Departments of Economic Development to help determine where connectivity issues for commuters and consumers exist within the MPO.

As part of the Dashboard Review, the Project Team will also analyze where there is a lack on connectivity between neighborhoods and local business parks or commercial and retail areas to benefit commuter and consumer mobility. By including local businesses in these outreach efforts, employers and employees will be able to use the public workshops and public meetings as a platform to voice concerns about gaps in the network and ways to address these issues. The local businesses and business associations that will be included in the public outreach effort are listed below.

- St. Mary's County
  - St. Mary's County Chamber of Commerce
- Calvert County
  - Solomon's Business Association\*
  - Patuxent Business Park
  - Calvert County Chamber of Commerce

### 3. Local Neighborhoods

The Project Team will reach out to neighborhoods and homeowners associations throughout the MPO to invite residents to attend public workshops and meetings, and to gather comments and input about connectivity issues the residents are currently experiencing and would like to see addressed in the Complete Streets Plan document. Engaging with the local neighborhoods will also help the Project Team learn about the commuting and recreational habits and goals of the MPO residents. The neighborhoods, residences and homeowners' associations included in this outreach are as follows:

- St. Mary's County
  - Forrest Farm Homeowner's Association
  - Greenbrier Homeowner's Association
  - The Residences at Wildewood
  - Greenview West Townhomes
  - Westbury Community Association
  - Patuxent Crossing
  - Great Mills Apartments
  - St. Mary's Landing Apartment Homes
  - Lexington Village Apartments
- Calvert County
  - Solomons Landing Condominiums
  - Chesapeake Ranch Estates (POACRE)
  - Drum Point Property Owners
  - Solomon's Nursing Home

### 4. Local Schools

St. Mary's College of Maryland brings students from across the state and around the country to the C-SMMPO area. Ensuring that this school and other local public and private schools are involved in the public workshops and meetings will allow the Project Team to gather input on the multi-modal transportation goals of these students and faculty members and enhance connectivity for students and faculty to recreational, commercial, retail, and residential areas. The colleges and schools included in this outreach effort are as follows:

- St. Mary's County
  - St. Mary's College of Maryland
  - St. Mary's County Public School System
  - Bay Montessori School
  - Chesapeake Public Charter School
  - The King's Christian Academy
- Calvert County
  - Calvert County Public Schools
  - Our Lady Star of the Sea School

## 5. Community Organizations

The Project Team will engage various community organizations around the MPO to invite members to attend public workshops and meetings to ensure that each group has an opportunity to provide their feedback on the Complete Streets Plan material. Community organizations help develop and engage their surrounding area and will be beneficial to have involved in the public workshops and meetings. The community organizations included in the outreach efforts are as follows:

- St. Mary's County
  - St. Mary's County Community Development Corporation
  - The Mission
  - Girls on the Run
  - Leadership Southern Maryland
  - The Patuxent Partnership
  - NAACP – Lexington Park, MD/Lexington Park Minority Outreach & Lexington Park Community Leaders\*
  - St. Mary's County Commission on the Environment\*
  - St. Mary's County Department of Aging and Human Services
  - Maryland Department of Natural Resources – Heritage and Wildlife
  
- Calvert County
  - Leadership Southern Maryland
  - Solomons Boys and Girls Club of America
  - Southern Community Center
  - Solomon's Civic Association\*
  - Parks & Recreation Advisory Board
  - Economic Development Advisory Commission
  - Calvert Nature Society
  - Calvert County Environmental Commission
  - Calvert County NAACP
  - Anmarie Sculpture Garden and Arts Center (Ann's Circle)
  - Calvert Marine Museum
  - Drum Point Club
  
- St. Mary's County and Calvert County
  - Sierra Club of Southern Maryland\*

## 6. Special Population Groups

The Project Team will invite special population groups to attend public workshops and meetings to ensure that community members of all ages, income levels, experiences and housing situations can provide their feedback on the Complete Streets Plan. The various nursing homes, retirement homes, assisted living homes, homeless shelters, social service organizations and veteran associations below will be contacted and included in the outreach efforts.

- St. Mary's County
  - St. Mary's Caring, Inc.
  - Chesapeake Shores
  - Lexington Park Senior Apartments
  - Three Oaks Programs Office
  - Victory Woods
  
- Calvert County
  - Solomon's Nursing Home
  - Southern Pines Senior Apartments
  - Inns of Evergreen
  - American Legion
  - The Hermitage at Solomons
  - Asbury Solomons
  - Friends of Calvert Cliffs
  - Arc of Southern Maryland
  - Calvert County Office on Aging
  - Blessed HOPE House
  - Calvert Community Resources Department

## 7. Clubs and Other Organizations

Connecting with the walking, running, and bicycling groups in Calvert County and St. Mary's County will provide insight from the organizations who specifically use the roadways and trails for recreational purposes. These organizations will be invited to attend public workshops and meetings. The recreational clubs and groups that will be contacted as part of this outreach program include the following:

- St. Mary's County
  - Bike to Work Southern Maryland
  - Lexington Park Walking Group
  - Running and Walking Group of the Bluegrass – Lexington Park
  
- St. Mary's County and Calvert County
  - Chesapeake Bay Running Club
  - PaxVelo, Southern Maryland's Premier Cycling and Bike Racing Club
  - Solomons Island Cycling / Southern Maryland Cycling Club
  - Southern Maryland Mountain Bike Association

## 8. Faith-Based Organizations

The Project Team will reach out to the various faith-based organizations near the 11 identified project areas to invite members to attend public workshops and meetings to gather information and feedback relating to how members and faculty of these organizations travel to the facilities and what connectivity issues are seen within the project areas. The faith-based organizations that will be contacted as part of this outreach program include the following:

- St. Mary's County
  - Abundant Life Christian Outreach Center
  - Good Samaritan Lutheran Church
  - United Christian Church
  - Oasis of Victory Christian Church
  - Lexington Park United Methodist Church
  - House of Disciples
  - God's House of Refuge
  - Church of Ascension, Lexington Park
  - Redeeming Grace Baptist Church
  - Immaculate Heart of Mary Church
  - Islamic Center of Lexington Park
  - Patuxent Baptist Church
- Calvert County
  - Solomon's United Methodist Church
  - St. Peter's Episcopal Church
  - Zion Hill COGIC Church
  - St. Paul United Methodist
  - Our Lady Star of the Sea

## 9. Health Organizations

The Project Team will reach out to the various medical centers and health-based organizations to attend public workshops and meetings. The members will be able to provide feedback on the Complete Streets Plan to help determine connectivity issues for patients and faculty of the organizations. The health-based organizations that will be contacted as part of this outreach program include the following:

- St. Mary's County
  - MedStar St. Mary's Hospital East Run Medical Center
  - Naval Health Clinic Patuxent River
  - Patuxent Medical Clinic
  - Hospice of St. Mary's
  - St. Mary's County Health Department\*
  - Healthy St. Mary's Partnership (HSMP)
- Calvert County
  - Patriot Urgent Care – Solomons
  - Calvert County Health Department

## 10. Libraries

The Project Team will reach out to the local libraries located near the 11 identified project areas to invite employees and local residents to attend public workshops and meetings gather the information regarding how the surrounding community travels to their facilities and what gaps in the multi-modal network prevent the public from accessing these libraries. The libraries that will be contacted as part of this outreach program include the following:

- St. Mary's County
  - Lexington Park Library – St. Mary's County Library
- Calvert County
  - Calvert Library Southern Branch



## VI. OUTREACH METHODS

### **Citizen’s Advisory Committee**

The Project Team will present Plan materials to the CAC members for initial feedback as it is prepared. There will be a total of five CAC meetings throughout the course of this project. The CAC will then be encouraged to take the information to their respective organizations for further feedback and input from their community groups. When the public workshops and public meetings are scheduled, the Project Team will provide the CAC members with the appropriate invitation and information to send out to their organization members, as identified in the previous section.

### **Online Survey**

Online surveys will be distributed to the various stakeholders and audience groups to determine what connectivity problems or visions are generally considered within the MPO. The online surveys will be distributed to the emails of the CAC members, target groups and community organizations and will also be advertised on the C-SMMPO website, Calvert County website and St. Mary’s County website. These surveys will help guide the Project Team in preparing the project material to best suit the goals and needs of the community members. The online surveys will be done in conjunction with the public workshops and public meetings to gather input during and after the events.

The results of the online surveys will be analyzed, and the information obtained by the results will be incorporated into the Complete Streets Plan document and the 11 project Alternatives created. The results will be summarized and shared with the CAC via email. The summary of the online survey results will also be posted on the C-SMMPO website, the Calvert County website, and the St. Mary’s County website.

### **Virtual Public Workshops**

The Project Team will convene two public workshops in each County, for a total of four workshops. The purpose of these public workshops is to collect information pertaining to the Preferred Preliminary Plan and Context Zone Concepts. These workshops are anticipated to be virtual meetings based on the project schedule and current statewide pandemic response. If public gatherings are permitted later in the project, an in-person public workshop may be considered.

The Project Team will reach out to the target groups and community organizations listed above through the contact methods specified on their respective websites. If an organization or facility does not have a website, the Project Team will call and inform the target group of the upcoming workshops. The workshops will also be advertised through the C-SMMPO website, the Calvert County website and the St. Mary’s County website. The CAC will be engaged to help promote these meetings through their respective advisory and community associations. The project team will also send informational flyers to the various local businesses, schools, community organizations, neighborhoods and homeowners’ associations discussed above regarding the upcoming public workshops.

### **Virtual Public Meetings**

The Project Team will convene two public meetings in each County, for a total of four meetings. The goal of these public meetings will be to present the elements of the plan and to receive additional input from the community. These meetings are anticipated to be held virtually based on the project schedule and current statewide pandemic response. If public gatherings are permitted later in the project, in-person public meetings may be considered.

The Project Team will reach out to the target groups and community organizations listed above through the contact methods specified on their respective websites. If an organization or facility does not have a website, the Project Team will call and inform the target group of the upcoming public meetings. The public meetings will also be advertised through the C-SMMPO website, the Calvert County website and the St. Mary's County website. The CAC will be engaged to help promote these meetings through their respective advisory and community associations. The project team will also send informational flyers to the various local businesses, schools, community organizations, neighborhoods and homeowners' associations discussed above regarding the upcoming public meetings.



## VII. OUTREACH SCHEDULE

C-SMMPO Complete Streets Plan - Outreach Schedule		
Week	Activity	Anticipated Date
<b>Month 1</b>		
4	Hold 1 <sup>st</sup> CAC meeting to review the project	2/18
<b>Month 2</b>		
8	Hold 2 <sup>nd</sup> CAC Meeting to review the Public Participation Plan	3/18
<b>Month 3</b>		
10	Send Draft Existing Conditions Report to C-SMMPO and CAC for Review	Week of 3/29
10	Advertise Public Workshops Through Public Outreach Methods Specified	Week of 3/29
11	Receive comments from the CAC regarding the Existing Conditions Report	Week of 4/5
12	Submit revised Existing Conditions Report to C-SMMPO	Week of 4/12
12	<b>Host Public Workshops (two meetings per week)</b>	<b>Week of 4/12</b>
<b>Month 4</b>		
13	<b>Host Public Workshops (two meetings per week)</b>	<b>Week of 4/19</b>
14	Online Survey for Public Comments	Week of 5/3
15	Submit Public Participation Input Report to C-SMMPO	Week of 5/10
<b>Month 5</b>		
17	Hold 3 <sup>rd</sup> CAC Meeting to review Draft Preliminary Plan and Context Zone Concept Report	Week of 5/31
18	Receive comments from C-SMMPO and CAC for Draft Preliminary Plan and Context Zone Concepts Report	Week of 6/7
18	Advertise Public Meetings Through Public Outreach Methods Specified	Week of 6/7
<b>Month 6</b>		
22	<b>Host Public Meetings (two meetings per week)</b>	<b>Week of 7/5</b>
23	<b>Host Public Meetings (two meetings per week)</b>	<b>Week of 7/12</b>
24	Online Survey for Public Comments	Week of 7/19
<b>Month 7</b>		
28	Hold 4 <sup>th</sup> CAC Meeting to review Draft Complete Streets Plan Document	Week of 8/16
<b>Month 8</b>		
30	Hold 5 <sup>th</sup> CAC Meeting to review Final Complete Streets Plan Document	Week of 8/30
32	Final Deliverables to C-SMMPO	Week of 9/13

*Note: All dates are in the year 2021 unless otherwise noted.*