



City of Cambridge

Cambridge Street Safety Improvement Project Working Group

Working Group Charter | January 2025

Introduction to the Safety Improvement Project (SIP) on Cambridge Street

The City of Cambridge (“the City”) is making safety improvements, including the installation of separated bike lanes, on Cambridge Street between Inman Square and Second Street. As part of the project, the City will:

- **Change the layout of the street with quick-build materials:** new pavement markings, traffic signs, and flex posts
- **Add separated bike lanes:**
 - Move bike lanes to be next to the curb
 - Add white flex posts or other physical barriers to physically separate them from moving vehicles
- **Make improvements for people walking:**
 - Shorten crossing distances
 - Reconstruct curb ramps and sidewalks as needed for accessibility
- **Improve bus service**
 - Construct better waiting areas with more space and more amenities, such as shelters, trash cans and/or benches
 - Relocate stops as needed to provide more efficient stop spacing, increasing bus travel times
- **Reduce on-street parking**
 - Provide on-street parking spaces on one side of the street (parking can change sides)
 - Accommodate on-street outdoor street dining
 - Work with businesses and residents to identify the best locations and regulations for the remaining parking and loading spaces

These changes will help the City meet the requirements of the [Cambridge Cycling Safety Ordinance](#), support the City’s [Vision Zero goal](#) to eliminate crashes resulting in fatalities and serious injuries, and bring the City closer to realizing the [Cambridge Bicycle Network Vision](#).

1. Why the City created this Working Group

The City created this Working Group to have an avenue for sustained and more detailed discussion about the Cambridge Street Safety Improvement Project in a multi-stakeholder group across several meetings. This Working Group will advise the City on the Safety Improvement Project on Cambridge Street, offering advice, ideas, and concerns about project design, and advice on how the City conducts broader outreach about the project.



2. Working Group Purpose

- Provide feedback on the design of the project, including the layout of parking spaces, loading zones, bike lanes, crosswalks, and bus stops.
- Discuss project concerns and work collaboratively on solutions.
- Support information sharing and constructive dialogue about the project among different stakeholders, including businesses, residents, visitors/business patrons, and City staff.

3. Roles and responsibilities

- **Working Group members will:**
 - Participate in up to ten Working Group meetings.
 - Share their feedback on the design of the SIP.
 - Share what they know about the experiences and priorities of different stakeholder groups in Cambridge, in relation to the SIP.
 - Give input on the City's broader community engagement for the SIP.
 - Review meeting materials.
- **City staff will:**
 - Share information with Working Group members about the Cycling Safety Ordinance, Cambridge Bike Plan, Vision Zero, and other City plans and policies.
 - Share information with Working Group members about the SIP, and keep them updated on project schedules, engagement opportunities, and installation timelines.
 - Solicit feedback from Working Group members on project design elements that can be adjusted.
 - Solicit feedback from Working Group members on engagement for the SIP.
 - Listen to Working Group member perspectives and incorporate their feedback.
 - Post meeting information on the City website, including agendas ahead of meetings, and presentations and high-level meeting summaries after meetings.
- **The facilitation team will:**
 - Work with Working Group members and the City to design a process that enables group collaboration.
 - Facilitate group discussions and help guide the process.
 - Document the group's ideas and decisions.
 - Send meeting materials in advance of meetings, to the extent possible.

4. Working Group meetings

- **Agendas**

The facilitation team will use feedback from Working Group members and City staff to develop meeting agendas. Group members are welcome to share anything they would like to discuss or add to the agenda.
- **Meeting frequency**

The Working Group will help determine when it meets. An initial proposal is to meet roughly quarterly, with more meetings in the beginning of the project when there is a need for greater input upfront on design elements.
- **Meeting format**



The Working Group will help determine what meeting format it will use. An initial proposal is to meet in-person but have a hybrid option available for those unable to join in-person. It can also alternate between in-person and remote meetings.

- **Meeting summary**

The facilitators will draft high-level meeting summaries that capture the themes of discussion and issues considered. These will be shared with Working Group members and posted on the City's website for members of the public to access. Members may review these summaries and have a chance to revise them before City staff shares them publicly.

- **Public participation**

There will be opportunity for public input during the Working Group process. Members of the public are welcome to observe Working Group meetings and provide comment at a designated time during the meeting.

5. How will we work together?

The City team and Working Group members will set the agenda and priorities of the group meetings, and participate in active, collaborative discussion.

What does the Working Group have the power to decide?

The Working Group will be advising the on the design and broader community engagement strategy related to the SIP. The City is also receiving feedback from the public and other key stakeholders. The Working Group is not a decision-making body.

What are the outcomes of this process?

The Working Group will develop advice and recommendations, on an ongoing basis, around project design and broader community engagement for the SIP.

What if I have concerns?

If Working Group members have concerns with any part of the process, there is an open invitation to talk through issues with the CBI team: Abby Fullem (afullem@cbi.org), Meira Downie (mdownie@cbi.org), and Elizabeth Cooper (ecooper@cbi.org).

Guiding principles for working together

- Respect all participants (Working Group members, City staff, facilitation team, members of the public)
- Listen actively and with empathy.
- Talk about the topics, not people
- Be curious about and open to different perspectives and sources of information
- Speak for yourself from your own perspective (i.e., rather than attributing what you are saying to "what everyone thinks" or stating a perspective as a fact or "common sense".)
- Focus our work on actionable recommendations related to design, implementation, engagement, and outreach related to the Cambridge Street SIP.