



## City of Cambridge Cycling Safety Ordinance Advisory Group

Advisory Group Charter - April 2023

### Introduction to the Cambridge Cycling Safety Ordinance (CSO)

The Cycling Safety Ordinance Advisory Group is being convened by order of the Cambridge City Council ([POR 2021 #276](#)).

The [Cycling Safety Ordinance](#) sets ambitious requirements for the installation of approximately 25 miles of separated bike lanes from 2020 to 2027. Separated bike lanes create space for bikes that is physically separated from vehicle traffic, which improves safety and comfort for people biking. Many separated bike lane projects also improve safety for pedestrians by adding, narrowing, or otherwise improving crosswalks. Adding separated bike lanes also visually narrows the roadway width, encouraging slower traffic speeds, and provides shorter crossing distances for people walking.

The Ordinance requires the installation of separated bike lanes on:

- all of Massachusetts Avenue
- Broadway (from Quincy Street to Hampshire Street)
- Cambridge Street (from Oak Street to Second Street)
- Hampshire Street (from Amory Street to Broadway)
- Garden Street (eastbound from Huron Avenue to Berkeley Street and westbound from Mason Street to Huron Avenue)

In addition to these specific streets, the Ordinance requires the installation of 11.6 additional miles of separated bike lanes on streets designated for greater separation in [Cambridge's Bicycle Network Vision](#).

A lack of safe and accessible routes and facilities for people of all ages and abilities prevents many people from biking. The City's goal is to increase safety and encourage more people to bike by building a network of these separated lanes, connecting important destinations throughout Cambridge. Safer, more comfortable bike infrastructure helps us get closer to "[Vision Zero](#)" -- our commitment to eliminating transportation-related deaths and serious injuries while increasing healthy, equitable mobility for all.

### 1. Why the City created this Advisory Group

In the years since the City Council first adopted the [Ordinance](#), there have been calls for the City to expand outreach to residents and businesses about related changes to Cambridge's street. This committee will advise the City on that outreach, as well as provide input into and feedback on implementation processes and project evaluation. This forum will help channel community members'

thoughts, ideas, and concerns about the CSO implementation so that the City may use this feedback to improve upon how the process is conducted.

## 2. Advisory Group Purpose

The Advisory Group's work will focus on exploring key interests and concerns of community members regarding the CSO implementation and developing advice and recommendations on community outreach regarding the CSO.

To advance these purposes, the group will focus on the following priority topics:

1. Look back at completed projects and glean lessons learned on design and implementation
2. Share timely feedback about best practices for implementation on current projects
3. Provide guidance on how to make outreach and engagement as effective as possible
4. Provide input on how the City should evaluate projects (what data to look at and what metrics to consider)

## 3. Roles and responsibilities

a. Advisory Group members will:

- i. Participate in monthly Advisory Committee meetings
- ii. Share feedback on how the CSO has been implemented so far, and continue to provide feedback as projects continue
- iii. Share what they know about the experiences and priorities of different stakeholder groups in Cambridge, in relation to the CSO
- iv. Give input on community engagement and implementation strategies for the CSO

b. City staff will:

- i. Share information with Advisory Group members about the Cycling Safety Ordinance, Cambridge Bike Plan, Vision Zero, and other City plans and policies
- ii. Share information with Advisory Group members about upcoming CSO projects, and keep them updated on project schedules, engagement opportunities, and installation timelines
- iii. Solicit feedback from Advisory Group members on engagement and implementation for CSO projects
- iv. Listen to Advisory Group member perspectives and incorporate their feedback
- v. Post meeting information on the City website, including agendas ahead of meetings and presentations and minutes after meetings

c. The facilitation team will:

- i. Work with group members and the City to design a process for group collaboration
- ii. Facilitate group discussions and help guide the process
- iii. Document the group's ideas and decisions

## 4. How will we work together?

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

*What if I have concerns?*

If members have concerns with any part of the process, there is an open invitation to talk through issues.

- Any issues that arise can be addressed to the CBI team: Elizabeth Cooper ([ecooper@cbi.org](mailto:ecooper@cbi.org)) and Simenesh Semine ([ssemine@cbi.org](mailto:ssemine@cbi.org))

*What does the Advisory Committee have the power to decide?*

The Advisory Committee will be advising the City of Cambridge primarily on their communication and outreach strategy related to the CSO. This may include advising on the implementation process. This is not a decision-making body.

*What are the outcomes of this process?*

The Advisory Committee will develop advice and recommendations, on an ongoing basis, around community engagement, outreach, and rollout of the CSO.

## 5. Advisory Group meetings

### a. **Agendas**

The project team will use feedback from the group to create draft meeting agendas for the group to review and provide input. Group members are welcome to share anything they would like to discuss or add to the agenda.

### b. **How often and where?**

The group will help determine where and when it meets. An initial proposal is to meet monthly and have a mix of virtual and in-person meetings.

### c. **Meeting notes**

The facilitators will write up meeting summaries capturing the themes of discussion and issues considered, to share with group members and people in the public. Members may review these summaries and have a chance to revise them before City staff shares them publicly.

### d. **Public participation**

There will be opportunity for public input during the process, including observing Advisory Group meetings and providing comment at designated times.

## 6. Guiding principles for working together

The following discussion guidelines were drafted at the first meeting on March 10, 2023:

- Respect all participants (Members, Staff, Public)
- Bring as much eagerness to listen deeply for understanding as to speak
- Talk about the topics, not people
- Be curious about and be open to different perspectives and sources of information
- Keep the focus on what we can create together
- Keep a respectful tone throughout the conversation
- Do not stereotype groups