

**CRTPO TECHNICAL COORDINATING COMMITTEE**  
**Summary Meeting Minutes**  
**Charlotte-Mecklenburg Government Center**  
**Room 267**  
**March 6, 2014**

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**Voting Members:** *Vice-Chair* – Joe Lesch (Union County), Norm Steinman – alt for Danny Pleasant (CDOT), David Meachum (Charlotte E&PM), Ken Tippet (CDOT-Bicycle Coordinator), Jonathan Wells – alt for Debra Campbell (C-M Planning), Andrew Grant (Cornelius), Bill Coxe (Huntersville), Adam McLamb – alt for Scott Kaufhold (Indian Trail), Andrew Ventresca (Iredell County), David Nelson – alt for Ralph Messera (Matthews), Eric Moore (LUESA-Air Quality), John Rose – alt for David McDonald (CATS), Donna Cook – alt for Lisa Thompson (Marvin), Lisa Stiwinter (Monroe), Allison Kraft ( Mooresville), Scott Cole – alt for Louis Mitchell (NCDOT-Div. 10), David Keilson (NCDOT-Div. 12), Anil Panicker (NCDOT-TPB), Erinn Nichols – alt for Lynne Hair (Stallings), Sherry Ashley – alt for Phil Collins (Statesville), Erika Martin (Troutman)

**Staff:** Robert Cook (CRTPO), Stuart Basham (CRTPO), Curtis Bridges (CRTPO), Neil Burke (CRTPO), Loretta Barren (FHWA), James Lim (NCDOT-Public Transportation), Dick Winters (Mecklenburg County Health), Gwen Cook (Mecklenburg County Park and Rec), Pate Butler (NCDOT), Jim Loyd (Monroe)

**Guests:** Todd Steiss (PB), Steve Blakely (Kimley-Horn)

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Joe Lesch opened the meeting at 10:00 AM.

**1. Adoption of the Agenda**

Mr. Lesch asked if any changes to the agenda are necessary. Hearing none, the March agenda was adopted by acclamation.

**2. Consideration of February Meeting Minutes**

Mr. Lesch asked if any changes to the minutes are necessary. Hearing none, he asked for a motion to approve the minutes. Bill Coxe made a motion to approve the February TCC meeting minutes. Scott Cole seconded the motion. Upon being put to a vote, the motion passed unanimously.

**3. TCC Bylaws**

Presenter: Robert Cook

Summary/Action Requested:

Mr. Cook began his presentation by providing an overview of the modifications that have been made to the TCC bylaws, and requesting that the TCC consider appointing transportation focus area representatives. The contents of his presentation can be viewed [here](#). Mr. Cook indicated that with the new members from the MPO expansion and inclusion of focus area members that the quorum for TCC would be reduced from 50% to 40%. Then, he recalled the discussion at the February meeting regarding the matter of the NCDOT- Public Transportation Division (PTD) included as a voting member of the TCC. There was support of the TCC to keep NCDOT - PTD as a voting member; however, James Lim had indicated that confirmation of this would be required from Ms. Debra Collins, the new director of the Division. Mr. Cook indicated that he received correspondence from Mr. Lim indicating that as of 2013 NCDOT - PTD decided to end being voting members on TCCs throughout North Carolina. NCDOT-PTD had

concerns about voting on issues approved and/or funded through PTD would be construed as a conflict of interest.

Andrew Grant encouraged the TCC to consider allowing for public comment during each TCC meeting because TCC members are government employees working with state and federal funding on public projects. Norm Steinman indicated that public involvement is an integral part of the planning and implementation process for projects throughout the region, and he did not see any further need to bring CRTPO into the process.

Mr. Steinman noted that Article 5, Section 7 of TCC bylaws contain the provisions for alignment modifications to the Comprehensive Transportation Plan, and he questioned if this documentation had been removed from the CRTPO MOU. Mr. Cook mentioned that this content is better suited for the TCC bylaws and there is a reference to this provision within the MOU.

Motion:

Mr. Coxe made a motion to approve the TCC bylaws with the conditions that NCDOT-PTD remains a voting member of the TCC, and Section 5, Article 7 of the TCC bylaws is referenced in the CRTPO MOU. Mr. Steinman seconded the motion. The motion passed with the approval of the majority of the voting members, with Mr. Grant, representing Cornelius, voting in opposition.

Following the approval of the motion, Mr. Cook indicated that a decision would be required to appoint representatives for bicycle, greenway, pedestrian, and public health focus areas as voting TCC members. Each appointee must possess a reasonable level of knowledge and experience. He indicated that the TCC could elect to name interim representatives today, then initiate a selection process at a later date; or appoint representatives for the remainder of 2014. Staff recommended the following professionals as interim representatives:

- Bicycle: Ken Tippet, Charlotte DOT Bicycle Coordinator
- Greenway: Gwen Cook, Mecklenburg County Park and Recreation Planner
- Pedestrian: Scott Correll, Charlotte DOT Interim Pedestrian Coordinator
- Public Health: Dick Winters, Mecklenburg County Health Coordinator

Mr. Steinman asked if these focus area representatives represent a specific agency or if they are intended to provide advocacy and expertise to the TCC on their respective mode of transportation? Mr. Cook replied that they do not represent specific agencies.

Motion:

Erika Martin made a motion to appoint the four staff recommended representatives for the balance of 2014. Mr. Coxe seconded the motion. Upon being put to a vote, the motion passed unanimously.

**4. 2040 Metropolitan Transportation Plan (MTP)**

Presenter: Robert Cook

Summary/FYI:

Mr. Cook gave an update on the status of the MTP and stated that progress is being made, and the plan should be brought to the TCC and MPO for consideration of adoption in April. He mentioned that CRTPO staff has been conducting public workshops throughout the region, and two additional workshops are scheduled for this week. To date, Mr. Cook indicated that 45 comments had been received on the MTP through various methods. He also mentioned that two radio interviews had been conducted and one of which was with a Spanish language radio station. Mr. Cook's presentation concluded by encouraging the TCC to review chapters that are of interest and submit comments to CRTPO staff

**5. Prioritization 3.0 (P3.0)**

**a. Update**

Presenter: Neil Burke

Summary/FYI:

Mr. Burke provided the following update about the P3.0 process:

- The end of MPO project entry window shifted by one week to January 27 – March 3. NCDOT has stated that this will not delay the overall P3.0 timeline.
- CRTPO staff entered 22 new highway projects and 20 bike/ped projects into NCDOT's SPOT database.
- The NCDOT Divisions also received 20 bicycle and pedestrian entries as part of P3.0. NCDOT division staff entered the following projects at the recommendation of CRTPO staff:
  - NCDOT - Division 10
    - 21. Southfork Crooked Creek Greenway (Indian Trail)
    - 23. NC 115 bicycle lanes (Huntersville)
    - 24. Mallard Creek Greenway (Charlotte)
    - 25. NC 84 Sidewalk Project (Wesley Chapel)
    - 26. Sam Newell Multi-use Path (Matthews)
  - NCDOT - Division 12
    - 22. Downtown – LN State Park Greenway, Phase 1 (Troutman)

Mr. Burke provided a summary of NCDOT's P3.0 schedule for the remainder of 2014. Since the window to enter new projects has ended, NCDOT is currently calculating quantitative scores for all projects. It is anticipated that final scores for all projects will be distributed to the Divisions and MPO's by the end of April or beginning of May.

Mr. Burke indicated that CRTPO will begin to use its local points methodology to assign its points to projects this spring. Once there is a draft list of points allocated to projects, CRTPO staff will present the list to the TCC and MPO as information only with the request to open a public comment period. Once the public comment period has concluded, Mr. Burke explained that any comments received will be presented to the TCC and MPO, and it will be recommended that the allocation of local points is endorsed for adoption. The final allocation of local input points must be submitted to NCDOT by August 1. Then, NCDOT will finalize scores for all projects, and develop the Draft STIP.

**b. P3.0 Local Input Point Methodology**

Presenter: Neil Burke

Summary/FYI:

Mr. Burke provided a summary of the public comment period on CRTPO's local points methodology. The

public comment period began on January 28 and ended on February 12. A press release was issued on January 28. The draft local input points document was posted on the CRTPO website, with an opportunity for users to submit comments via the website. The MPO meeting on February 17 also served as an opportunity for public comment. Mr. Burke explained that one person did speak during public comment on the P3.0 process, but there was no correlation to CRTPO's local points methodology.

In total, Mr. Burke indicated that CRTPO received three public comment submittals on CRTPO's local points methodology. He said that CRTPO was thankful for such thoughtful responses, and the comments will help staff think holistically about the process. The following individuals submitted comments on CRTPO's local points methodology:

- John Cock, Alta Planning + Design
- Kym Hunter, Southern Environmental Law Center
- Shannon Binns, Sustain Charlotte

Mr. Burke then summarized the comments received that specifically pertained to the public involvement, ranking factors, and non-highway ranking process for the local points methodology. The comments received are summarized [here](#).

Mr. Steinman indicated that the P3.0 process is difficult to explain to elected officials and those individuals not involved in transportation, and he suggested developing a process to explain how NCDOT's P3.0 process relates to the CTP and MTP. Mr. Burke explained that there was not much time to improve the readability of the document before adoption was required. CRTPO staff is working with an on-call consultant to develop an infographic that should make the process understandable for all users.

### **c. P3.0 Local Input Point Allocation Process**

Presenter: Neil Burke

#### Summary/Action Requested:

Mr. Burke explained that a process has been outlined to assign CRTPO's local input points that is consistent with the SPOT office requirements and the adopted local input points methodology. He explained that since the local input points subcommittee is most familiar with the process that it is recommended that this group is re-purposed to serve in an advisory capacity to assist staff with the assignment of points to SPOT projects. There will be 2-3 meetings of this subcommittee to ensure that the assignment of points is consistent with CRTPO's methodology.

Mr. Coxe asked if a public comment period will begin before the allocated points list is shared with the TCC and MPO. Mr. Burke responded that the exact timeline for the presentation of this information and public involvement is unknown at this time, but it is his preference that the list would be presented to the TCC and MPO as information only along with a recommendation to initiate a public involvement period. Once the public comment period on the draft allocated points list is completed, then the list would be presented to the TCC and MPO along with any comments received with the recommendation to approve the list.

#### Motion:

Mr. Steinman made a motion to endorse the transition of the local points methodology subcommittee to serve in an advisory role in the allocation of local input points. Adam McLamb seconded the motion.

The motion passed unanimously.

## **6. FY 2015 Unified Planning Work Program (UPWP)**

### **a. Update**

Presenter: Robert Cook

Summary/FYI:

Mr. Cook provided information to the TCC via a Power Point presentation, the contents of which are incorporated into the minutes [here](#). He re-visited the unobligated balance of \$580,383 within the UPWP budget that was initially discussed at the February TCC meeting. He explained that the UPWP subcommittee has met to review the thirteen local project submittals. Twelve of the thirteen proposals are eligible uses of PL funds. The subcommittee did have questions or concerns about the project scope on nine of the projects, and CRTPO staff will contact the sponsoring communities to respond to the questions.

Mr. Cook mentioned that the Monroe Land Use/Transportation Plan was deemed ineligible because the proposal was focused on land use planning. The subcommittee was willing to support the revised proposal to fund only the transportation component. The subcommittee also recommended a two-year funding approach for the Traffic Circulation Plan-US 21/NC 115 Corridor in Troutman.

Based upon the modifications to the project list, and scope the current revised total amount requested is \$629,525. Given the total amount available is \$580,383, this leaves a deficit of \$49,142. Mr. Cook mentioned that the UPWP Review Subcommittee will meet again on March 21, and a Draft UPWP will be presented for consideration of endorsement at the April TCC meeting.

Mr. Coxe questioned why the City of Charlotte crash geo-location project was listed in both the FY 2014 UPWP amendment and the FY 2015 draft UPWP. Mr. Cook explained that the City of Charlotte crash data geo-location project will be a two-year effort, and he plans to invite Debbie Smith from CDOT to an upcoming transportation staff meeting to explain the scope of the project.

### **b. FY 2014 UPWP Amendment**

Presenter: Robert Cook

Summary/Action Requested:

Mr. Cook explained that a mid-year review of the UPWP that has been conducted and several minor amendments are needed. The first amendment involved the re-appropriation of \$40,000 that was initially programmed to a regional freight study will not be pursued this year. The re-appropriated funds are recommended to be used for a traffic count program that would support the Metrolina regional travel demand model.

Mr. Cook stated that the second amendment to the UPWP is recommended to fund a CDOT crash data geo-location project in the amount of \$70,000 under the corridor protection and special projects task code. The City of Charlotte will supply the local match for this project. Mr. Coxe explained that the UPWP does have some bearing on the generation of member dues for the upcoming fiscal years. Mr. Cook responded by indicating that it appears that the dues for the next fiscal year should remain stable, and member jurisdictions should anticipate paying a similar amount to last year.

Motion:

A motion was made by David Meachum to recommend to the MPO that it consider approving the FY 2014 UPWP amendment. Mr. Coxe seconded the motion. The motion passed unanimously.

## **7. CONNECT Update**

Presenter: Jonathan Wells, C-M Planning

Summary/FYI:

Mr. Wells gave an update on the CONNECT regional study by indicating that the consultant team in collaboration with the project focus groups have developed four growth scenarios for the region based upon the public input received to date. He anticipates that the final growth scenario that is adopted will be a hybrid containing characteristics of several of the four growth scenarios.

There are six community input meetings scheduled in the Charlotte region over the next several weeks, and there is an online survey to obtain input regarding users preferred regional growth scenario. The survey will remain open for at least the next month. Additional information can be found [here](#).

Ms. Martin explained that she was contacted by two residents that could not attend the public input sessions because they were held during the day. Mr. Wells explained that the decision to change the meeting times from evenings to during the day was made because of poor attendance with the previous rounds of input sessions.

Mr. Coxe inquired about the purpose or intended outcome of this round of county forums for the CONNECT process. Mr. Wells indicated that participants can analyze the four growth scenarios to develop consensus.

## **8. Upcoming Issues**

Mr. Cook provided an update to the TCC regarding several items that will be presented at the April meeting. There will be an agenda item to discuss a means to distribute the FTA 5307 funds to Iredell and York Counties. In addition, there will be an item on the April agenda to name an agency as a designated recipient for the FTA 5310 funds. Mr. Cook also indicated that there will be an agenda item concerning an update of the CRAFT MOU to modify inaccuracies such as the referencing of the Lake Norman RPO, which disbanded in 2013. He also mentioned that FHWA will soon release a set of new MAP-21 performance measures related to the MPO planning process, and there may be an opportunity for CRTPO to provide comments.

**9. Adjourn:** Mr. Lesch noted that the agenda had been adequately completed and adjourned the meeting at 11:33 a.m.