

Comprehensive Transportation Plan Work Group (CTP WG)

March 5, 2020 from 12:00 - 1:30 PM

Charlotte-Mecklenburg Government Center - **Room 801**

Call-in GoToMeeting:

<https://global.gotomeeting.com/join/165572461>

United States: +1 (872) 240-3311

Access Code: 165-572-461

AGENDA – Meeting #5

1. Intros and lunch (10 Min)
2. Confirmation on mission statement (5 Min)

Amend the Public Involvement Plan (PIP) to update the CTP amendment guidelines by establishing improved techniques to guide the public outreach.

The working group (WG) will serve as the technical advisors throughout the amendment's guidelines revision process and will be asked to make a formal recommendation to the TCC on the amendment's guidelines content.

3. Establish definition of Administrative Modification (30 Min)
4. Determine if current tier amendment distinctions are valid (30 Min)
5. Review steps City of Charlotte currently uses for CTP amendments (10 Min)
6. Next Meeting April 2nd (2 Min)
7. Next Steps and action items (3 Min)

1. Comprehensive Transportation Plan (CTP)

The CTP represents the CRTPO's long-term vision for the evolution of the transportation network to serve residents and employers in the region. It assesses the condition of the entire surface transportation network through a needs assessment conveyed in four modal maps. The CTP does not include specific projects or improvement schedules, but instead represents the status of the network that may be required to support anticipated growth. The most important aspect of the CTP lies in its ability to reserve right-of-way for future transportation improvements provided that the local jurisdiction has provisions for the CTP within its zoning ordinance.

The following guidelines are intended only to provide a framework of potential public involvement methods that may be implemented based on a CTP amendment's magnitude of impact to stakeholders and the public.

- Staff will work with local municipalities the most appropriate public involvement methods to utilize based upon the type of amendment and local knowledge.
- Proposed changes will be reviewed to ensure that low-income and/or minority populations will not experience disproportionate impacts as noted in Executive Order 12898 (see Chapter I, Section B).
- The CRTPO website will be updated with revised CTP maps and project descriptions once the MPO has approved the change. The project description should include information about why the change has been proposed and the previous project description.

The CTP Work Group is in the process of defining criteria to identify CTP map amendments that are categorized as an “**administrative modification**” or a “**CTP map amendment**.” The PIP will be updated with the final criteria once it has been approved by the CRTPO.

Administrative Modification: Residents and/or stakeholders are determined to have no impact to very minor impact based upon the proposed CTP map amendment. The proposed modification will not alter the intent of a project. Public involvement will not be conducted if the change is determined to be an administrative modification.

Examples of modifications may include:

- Typographical errors
- Changing the type of a proposed bicycle/pedestrian facility
- Minor train station improvements

Amendment: The proposed CTP map amendment impact to residents and/or stakeholders range from minor impact to major impact. This type of change may alter the intent of a project or to add or remove a project. The resulting impacts of map amendments will differ from one another because there are four different modes.

For example, an amendment to a bicycle facility will not have the same impact to the public as a highway amendment. Article V, Section 7 of the [TCC bylaws](#), contains specified circumstances that authorize the TCC to approve map amendments. In other instances, public involvement may be required. The public involvement strategy for each map amendment will be established based upon its level of impact. The three tiers of impacts for the map amendments are further described below.

A. Tier 1 CTP Map Amendments

A Tier 1 impact will be minor, affecting a small number of residents. The degree of public involvement will be limited.

Examples of map amendments may include:

- Addition or deletion of a facility (e.g. bicycle lanes) that is part of another project;
- Downgrade in thoroughfare classification (e.g. major thoroughfare to minor thoroughfare);
- Minor revision of an alignment to reflect reservation of right-of-way as a result of a jurisdiction's land development process;
- Minor revision to a transit alignment that would not modify the location of the proposed stations; and,
- A revision of a greenway alignment that would not result in the relocation of a major segment.

I. Highway, Bicycle/Pedestrian CTP Map Amendments:

Public Notification – The CRTPO should distribute information to notify the residents within a reasonable vicinity of the proposed amendment. Notifications will include information summarizing the proposed CTP map modification, instructions to direct residents to additional information, and a schedule of presentations to the TCC and MPO for information and adoption.

Information can be distributed using one or more of the following methods:

- The distribution should be targeted to the affected property owners, and those residents that may experience a secondary impact. The distribution area should be determined by CRTPO staff and the local jurisdiction's judgement.
- Media release to the appropriate markets.
- Post CTP map amendment information to CRTPO website; and

- The municipality of the proposed amendment should post information regarding the amendment on its website, social media, and other appropriate techniques.
- Notices may be distributed within utility bill mailings to affected communities. Staff may coordinate with the utility company to distribute a notice to inform property owners of the amendment and opportunities to learn more and provide input.

The CRTPO should consult the affected jurisdiction(s) to determine the most appropriate types of public notification given local knowledge of staff.

Public Comment - Residents will have the ability to provide input based upon the following methods:

- Public comment period during an MPO meeting;
- E-Mail; and,
- Regular Mail or Facsimile.

II. Transit and Rail CTP Map Amendments

Public Notification

- The local transit agency that has initiated the CTP map amendment will lead the public involvement activities in accordance with its local outreach policy.
- State passenger rail and/or freight amendments will follow the public notification methods described under Section I. Highway, Bicycle, and Pedestrian Mode Amendments.

B. Tier 2 CTP Map Amendments

A Tier 2 CTP map amendment would affect residents within more than one community. Staff will coordinate with the affected municipalities to determine if a public meeting is required and agree upon the appropriate level of public outreach. The member jurisdiction should be responsible for conducting and facilitating public outreach in coordination with CRTPO, NCDOT, and other entities.

Examples of amendments may include:

- Major revision of an alignment to reflect reservation of right-of-way as a result of a jurisdiction's land development process;
- Minor revision of a proposed roadway alignment;
- A revision of a transit alignment that would result in the addition, deletion, or relocation of a station; and,
- A revision of a greenway alignment that would result in the addition or deletion of a major segment.

I. Highway, Bicycle/Pedestrian CTP Map Amendments:

Public Notification – The CRTPO will distribute information to notify the residents within a reasonable vicinity of the proposed amendment. Notifications will include information summarizing the proposed CTP map modification, instructions to direct residents to additional information, and a schedule of presentations to the TCC and MPO for information and adoption. Information will be distributed based upon the following methods:

- The distribution should be targeted to the affected property owners, and those residents that may experience a secondary impact. The distribution area should be determined by CRTPO staff and the local jurisdiction's judgement.
- Media release to the appropriate markets.
- Post CTP map amendment information to CRTPO website.
- The municipality of the proposed amendment should post information regarding the amendment on its website, social media, and other appropriate techniques.
- Notices may be distributed within utility bill mailings to affected communities. The CRTPO may coordinate with the utility company to distribute a notice to inform property owners of the amendment and opportunities to learn more and provide input.

The CRTPO may implement the following techniques to inform residents of the CTP map amendments:

- An announcement can be displayed on CRTPO's website regarding the proposed amendment, and instructions will be provided on how residents can provide input;
- Social media advertisements may be used to promote the details of the MPO meetings that are scheduled to review and/or act on the amendment.
- Notices may be distributed within utility bill mailings to affected communities. CRTPO may coordinate with the utility company to distribute a notice to inform property owners of the amendment and opportunities to learn more and provide input.

Public Comment – Residents can provide input based upon the following methods:

- Public comment period during an MPO meeting;
- E-Mail;
- Regular Mail or Facsimile;
- CRTPO staff can conduct a presentation during a regularly scheduled meeting in the affected municipality
- CRTPO staff can have an informational table at a scheduled event in the affected municipality.

II. Transit and Rail CTP Map Amendments

Public Notification

- The local transit agency that has initiated the CTP map amendment will lead the public involvement activities in accordance with its local outreach policy.
- State passenger rail and/or freight amendments will follow the Public Notification methods as described under Section I. Highway, Bicycle, and Pedestrian Mode Amendments.

C. Tier 3 CTP Map Amendments

A Tier 3 CTP map amendment would significantly impact residents and stakeholders. At least one public meeting should be conducted. Staff will coordinate with the affected municipality to conduct a public meeting and any additional public outreach efforts that are determined to be necessary. The municipality will be responsible for conducting and facilitating public outreach in coordination with CRTPO, NCDOT, and other entities.

Examples of amendments may include:

- Addition or deletion of a proposed improvement identified in the CTP;
- Addition or deletion of an interchange between freeway and major arterial;
- Major revision of a proposed roadway alignment; and
- A revision of a transit alignment that would result in the relocation of multiple stations.

I. Highway, Bicycle/Pedestrian CTP Map Amendments:

Public Notification - The CRTPO will distribute information to notify the residents within a reasonable vicinity of the proposed amendment. Notifications will include information summarizing the proposed CTP map modification, instructions to direct residents to additional information, and a schedule of presentations to the TCC and MPO for information and adoption. Information will be distributed based upon the following methods:

- The distribution should be targeted to the affected property owners, and those residents that may experience a secondary impact. The distribution area should be determined by CRTPO staff and the local jurisdiction's judgement.
- Media release to the appropriate markets.
- Post CTP map amendment information to CRTPO website; and
- The municipality of the proposed amendment should post information regarding the amendment on its website, social media, and other appropriate techniques.

The CRTPO may implement the following techniques to inform residents of the CTP map amendments:

- An announcement can be displayed on CRTPO's website regarding the proposed amendment, and instructions will be provided on how residents can provide input;
- Social media advertisements may be used to promote the details of the MPO meetings that are scheduled to review and/or act on the amendment.
- Notices may be distributed within utility bill mailings to affected communities. CRTPO may coordinate with the utility company to distribute a notice to inform property owners of the amendment and opportunities to learn more and provide input.
- The municipality of the proposed amendment should post information regarding the amendment on its website, social media, and other appropriate techniques.

Public Comment – Residents will have the ability to provide input based upon the following methods:

- Public comment period during an MPO meeting;
- E-Mail
- Regular Mail or Facsimile
- CRTPO staff can conduct a presentation during a regularly scheduled meeting in the affected municipality
- CRTPO staff can have an informational table at a scheduled event in the affected municipality.
- Conduct a webinar with information regarding the purpose and need for the CTP amendment.

II. Transit and Rail CTP Map Amendments

Public Notification

- The local transit agency that has initiated the CTP map amendment will lead the public involvement activities in accordance with its local outreach policy.
- State passenger rail and/or freight amendments will follow the Public Notification methods as described under Section I. Highway, Bicycle, and Pedestrian Mode Amendments.

Waiver of Public Involvement Activities - Public involvement efforts for amendments may be waived only if the agency proposing the amendment has conducted public involvement efforts sufficient to meet the guidelines on the CRTPO's PIP.

City of Charlotte Unadopted CTP Amendment Process

1. City staff (e.g. CDOT, Aviation, CATS, etc.) initiates process by requesting agenda items to Transportation Staff Meeting (TSM).
2. Same as above, a request for an agenda item to the Technical Coordinating Committee (TCC) Meeting.
3. From TCC meeting, then it moves to CRTPO Board meeting (No meeting on month of December). The action to request will be to open a 30-day public comment period.
4. At the end of the public comment period, City staff goes back to TSM for final action and after addressing any comments.
5. Then it moves again through TCC and Board meetings if approved by the preceding meeting/group.

* Steps 2 and 3 (30-day public comment period) can be waived if evidence of enough public engagement can be justified.

* Process typically takes 90 days from start to end.