

Comprehensive Transportation Plan Work Group (CTP WG)

July 2, 2020 from 12:30 to 2:00 PM

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/965345525>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 965-345-525

AGENDA – Meeting #8

1. Welcome and attendance - (5 Min) Agustin

2. Final review and approval of **CTP Amendment Guidelines** table – (15 min) All
Purpose: Finalize guidelines to set requirements between modes, scenarios, and levels of public engagement.

3. Final review and approval of **Public Information** description– (15 min) All
Purpose: Identify the most appropriate level of public engagement for each type of requirement.

4. Review **Unadopted CTP Amendment Process** document – (30 min) All
Purpose: Start dialogue for the steps on how to conduct CTP amendments.




5. PIP updates and process to consolidate new information – (20 min) Bob, Judy

6. Next steps, action items, next meeting – (5 Min) Agustin
 - Decision on make-up meeting mid-July?
 - Aug 6, 2020 from 12:30 to 2 PM

CTP Work Group Members

1. Andrew Grzymiski (CDOT)
2. Brian Nadolny (CATS)
3. Dana Stoogenke (Matthews) - Chair
4. Erika Martin (Mooresville)
5. Julio Paredes (GCLMPO)
6. Lisa Thompson (Weddington)
7. Richard Hoffman (Iredell Co.)
8. Stuart Basham (NCDOT Div 10)
9. Todd Huntsinger (Indian trail)
10. Tracy Newsome (CDOT)

CTP Amendment Guideline Recommendations

Mode	Facility Type	Administrative Amendment Scenarios	Information Only (Public & MPO)	Procedural Amendments (MPO Adoption Required)	Full Public Engagement Required
Highway	* Thoroughfares (Minor, Major, Boulevard, Freeway, Expressway)	Status change from recommended to existing Status change from needs improvement to existing Minor cartographic changes  Segmentation of alignment (non-cartographic) 		Add or remove facility Status change to recommended/needs improvement Noticeable change to alignment 	
	* Grade Separations, Interchanges * Managed Lanes Interchange (Direct Access)	Status change from recommended to existing Status change from needs improvement to existing		Add or remove facility Status change to recommended/needs improvement Change to location	
Bicycle and Pedestrian	* On-Road Facility * Multi-Use Path * Sidewalks	Status change from recommended to existing Status change from needs improvement to existing Realignment necessitated by roadway realignment Minor cartographic changes		Add or remove facility Status change to recommended/needs improvement Noticeable change to alignment	
	* Greenways * Grade Separations	Status change from recommended to existing Status change from needs improvement to existing Minor cartographic changes		Add or remove facility Status change to recommended/needs improvement Noticeable change to alignment	
Transit and Rail	* Active Rail * Commuter Rail * High Speed Rail Corridor * Fixed Guideway	Status change from recommended to existing Status change from needs improvement to existing Minor cartographic changes		Add or remove facility Status change to recommended/needs improvement Noticeable change to alignment	
	* Operational Strategies	Status change from recommended to existing Realignment necessitated by roadway realignment		Add Recommended/Existing Strategy	
	* Rail Stops, Bus Park & Rides * Intermodal Connectors * Rail-Rail * Rail-Highway Grade Separations	Status change from recommended to existing Status change from needs improvement to existing		Add or remove facility Status change to recommended/needs improvement Change to location	

Item #2
Comments and text in red for discussion.



Public Information/Notification



CTP administrative amendments requiring public information only will be subject to at least one (1) type of communication to the public. Approved public notification methods are stated in the CRTPO Public Involvement Plan (PIP). The jurisdiction/agency requesting the amendment should coordinate with CRTPO staff to determine the appropriate level and type of communication method(s) such as media releases, email blast, social media, flyers, utility bill notice, newsletter, among others. CTP amendments in this category will NOT be required to a public engagement and participation phase (e.g. public meetings, surveys, online mapping).

Public information may be limited to communicating to the public/community in the immediate vicinity from the CTP amendment area. The jurisdiction/agency requesting the amendment should coordinate with CRTPO staff to determine the appropriate limits for outreach. This will depend on a case by case basis.

Additional public notification may not be necessary if the petitioner can provide proof that one of the communication methods was conducted within the last **twelve (12)** months from the petition.



Public Engagement and Participation

Refer to the Charlotte Regional Transportation Planning Organization (CRTPO) Public Involvement Plan (PIP).

Item #3

Comments and text in red for discussion.

Unadopted & Unofficial CTP Amendment Process

1. City/Town staff initiates process by requesting agenda items to the Transportation Staff Meeting (TSM).
2. City/Town staff request agenda item to the Technical Coordinating Committee (TCC) Meeting for information and/or to open a 30-day public period.
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 public comments.
5. Then it moves again through TCC and Board meetings if approved by the preceding 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 90-120 calendar days from start to end.

Table I: Implementation Guidelines

PLAN or PROGRAM	INFORMATIONAL TECHNIQUES								OUTREACH TOOLS							ENGAGEMENT METHODS												
	Handouts	Articles in Regular Electronic Newsletter	Website	Social Media	Multi-language Hotline	Radio Interviews	Informational Videos	TCC Member Outreach Assistance	Media Release	E-blasts	Direct Mail	Social Media Advertisements	Bus Flyer	Utility Bill Notices	Online Targeted Newspaper Ads	Open Houses	Public Workshops	Public Meetings	Outreach at Events (Information Tables)	Pop-up Events	Small Group Meetings	Surveys	Online Interactive Mapping	Webinars	Web-based Public Engagement Platforms & Applications	Stakeholder Task Force	Social Media	
CTP Development	+	+	+	+	+	+	+	+	+	+		+	+	+	+	+					+	+	+	+	+	+	+	+
MTP Project Submission	+	+	+	+	+	+	+	+	+	+		+	+	+	+	+	+		+	+	+	+	+	+	+	+	+	+
MTP Fiscally Constrained Project List	+	+	+	+	+	+	+	+	+	+		+	+	+	+			+	+	+	+	+		+		+	+	
TIP Project Submittal Phase	+	+	+	+	+	+	+	+	+	+		+	+	+	+	+			+	+	+	+	+	+	+	+	+	+
TIP – Local Input Point Assignment Phase		+	+	+				+	+	+				+				+			+	+		+		+	+	
CTP Map Amendments, MTP Amendments: Tier 1			+	+					+	+	+			+							+							+
CTP Map Amendments, MTP Amendments: Tier 2			+	+					+	+	+	+		+					+		+	+						+
CTP Map Amendments, MTP Amendments: Tier 3			+	+					+	+	+	+	+	+					+		+	+		+				+
TIP Amendments (depends upon level of change)			+	+					+	+	+	+	+	+					+		+	+		+				+
Transportation Conformity Determination		+	+	+						+				+				+	+	+				+				+
Unified Planning Work Program		+	+	+						+				+										+				+

+ = Highly Recommended
 + = CRTPO May Consider Implementing Depending on Need

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.