

**Charlotte Regional Transportation Planning Organization
CRTPO CTP Work Group Meeting Summary**

Meeting Location: CMGC Room 267

Meeting Date / Time: February 6, 2020; 12 to 1:30 p.m.

Meeting Participants: See sign-in sheet

SUMMARY OF MEETING:

Items Discussed:

- Bob Cook reviewed the goals for the CTP amendment guidelines process
 - Public Involvement Plan
 - Specific vs. flexibility
 - Other issues (Environmental justice, multiple languages, etc.)
- The Work Group (WG) reviewed the comments provided on the samples previously distributed.
- The WG discussed CAMPOs process, which is to include CTP information in their MTP document.
- The WG had conversations about the purpose, process and need for CTP guidelines; how it fits into zoning and/or rezoning; the developer's responsibilities, and how we can educate the member jurisdictions on the CTP.
- What are the triggers and timelines?
- What is an administrative modification vs. an amendment?
- Do we identify a percentage of change to determine when amendments need to go before the Board?
- Do we need to see all requests for amendments?
- Are amendments needed for bike/ped changes?
- How do jurisdictions preserve alignments?
- Should the CTP be a line on the map or a swath?
 - It was determined that a 'swath' often leads to misinformation in the community. People often assume this means all of the highlighted area will be taken for construction/development.
- An attorney will need to review the WG's guidelines for state statutes.

Next Steps / Action Items:

- Resend December 2019 meeting minutes - Agustin
- What is administrative vs. a full amendment? – Agustin to check with Loretta Barren (FHWA)
- Compile a list of steps CDOT uses for the amendment process to start reviewing steps – Agustin
- Confirmation on the mission statement from WG – Bob to send mission statement
- Continue discussion and review of comments received by WG - All

Next Meeting:

March 5, 2020, 12 to 1:30 p.m., CMGC Room 801.

Sign-in Sheet (Feb 6, 2020)

CTP Work Group - Meeting #4

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