

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

**Meeting Location:** CMGC Room 886 (Innovation Station)

**Meeting Date / Time:** October 3, 2019; 12:30 p.m.

**Meeting Participants:** Stuart Basham (NCDOT), Andy Grzynski (CDOT), Jessica Hill (CCOG), Todd Huntsinger (Indian Trail), Travis Johnson (Davidson), Erika Martin ( Mooresville), Brian Nadolny (CATS), Julio Paredes (GCLMPO), Dana Stoogenke (Matthews), Lisa Thompson (Weddington), Dominique Boyd (NCDOT)

**Staff:** Judy Dellert-O’Keef, Robert Cook, Agustin Rodriguez, Theo Thomson

**Summary by:** Theo Thomson

**ACTION ITEMS FROM MEETING:**

ACTIONS	RESPONSIBILITY
1. Follow up with top priorities for the Work Group	Agustin
2. Create and send an invite for a monthly meeting to the Work Group	Agustin

**SUMMARY OF MEETING:**

1. Welcome & Introductions:  
Members introduced themselves.
2. CTP Previous Groups:  
Bob reviewed the work of previous workgroups.
3. CTP Work Group – New Mission:  
Dana said there are three things for the work group to evaluate:
  - a. ROW/ land preservation issues for transportation planning
  - b. Evaluating recommendations from the Whitepaper
  - c. Amendment guidelines (all modes)
4. Amendment Guidelines Overview:  
Bob said the work to be done on the guidelines falls in five categories:
  - a. The guidelines as adopted are unclear, and CRTPO needs help in writing them. Bob said it is almost a matter of starting over. The bike/ped and highway areas need a refresh. For transit and railroads, it may be best to rely on policies used in those areas.
  - b. The Work Group needs to establish how requests for amendments come to CRTPO – can requests come only from jurisdictions, or can anyone request an amendment?
  - c. Who manages the amendment process?
  - d. When an outside entity brings an amendment, what is their responsibility in the process? For instance, will we expect a developer to hold public meetings?
  - e. The guidelines were intentionally vague, so we could be nimble and flexible. Perhaps the process should be more formal and clear, even if this means less flexibility.

This would be an amendment to the public involvement process and would be approved by the Board. Dana asked whether consultants would write the document. Bob replied that we are trying to do this now without consultant support, but we are open to using the on-call contract if the process gets bogged down.

Andy commented on the current tiers of approval. He asked if the MOU or bylaws could be modified so levels of approval could be streamlined to one document. He asked who has the authority to approve CTP amendments. Bob said the Board is the only body that can approve CTP amendments. Julio said that their Board recently adopted a document that may be relevant; Bob said he will review that document.

5. Whitepaper Review and Recommendation Prioritization:

Jessica said that CCOG has conducted surveys with CRTPO member jurisdictions. Most jurisdictions reference CRTPO's CTP in their plans and zoning ordinances. However, some haven't updated their documents, and some MOUs still refer to the Thoroughfare Plan instead of the CTP.

Jessica said that challenges are related to:

- a. Time, such as corridor plans that shift over time, etc. Also, the time it would take to create an original database of properties already identified on the CTP,
- b. Education for developers and elected officials, property owners who purchase land without knowing about future transportation plans,
- c. Regulation, since the Thoroughfare Plan had more understanding of terms. For example, Charlotte and Davidson may not define "boulevard" the same way. There needs to be an understanding of each jurisdiction's guidelines and/or policy.
- d. Cost – local jurisdictions often do not have the funds to purchase property for future transportation corridor ROW.

Jessica said one suggestion was to consider a temporary use for corridor zones. Instead of a house, property owners could build storage units. Andy said Charlotte did that on Independence Boulevard but got rid of the regulation. Stuart said that NCDOT is dealing with that now with a storage unit property. Having to negotiate with each individual that rents a unit in a storage facility and pay damages is difficult; Jessica agreed that storage facilities should come off the list of possible temporary uses given that illustration. Dana said the question is how to portray a conceptual network; it is a hard question to answer.

The group did an exercise to determine the top priorities for the Work Group, with the acknowledgement that none of the priorities was easy. The top priorities were:

1. Identify tools within the land development process for ROW reservation (9 votes)
2. Develop model ordinance language for ROW (9 votes)
3. Educational material on ROW preservation (elected officials, residents, agents, developers) (6 votes). The group agreed that this supports the top two priorities.
4. Process for accepting and maintaining ROW (4 votes)

Dana said that it is clear that ROW preservation is viewed as a top priority for the group.

6. Schedule Overview:

The group decided to hold meetings over the next 12-18 months from 12p-1:30p, right after the TCC meeting ends. The group will meet monthly for the first six months. The Work Group may shift to fewer meetings after that but will keep the monthly placeholder on their calendars for now. The next meeting will be November 7.

7. Next Steps for the Work Group:

Dana said that discussions for the next meeting will include the amendment process and a ROW discussion. Bob will talk with the City Attorney's office to see if a City Attorney can speak with us about ROW issues.

**Adjourn**

The meeting adjourned around 2 p.m.

**MEETING HANDOUTS:**

1. Agenda
2. Ranking Table

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**Note:**

Please contact Theo Thomson at [Tthomson@charlottenc.gov](mailto:Tthomson@charlottenc.gov) if any changes to these meeting summary are needed.

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## Sign-in Sheet (Oct 3, 2019)

### CTP Work Group - Kickoff Meeting

Name	Agency/Jurisdiction	Email
Agustin Rodriguez	CRTPO	agustin.rodriguez@charlottenc.gov
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\* Guest