

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

Meeting Location: CMGC Room 278

Meeting Date / Time: November 7, 2019; 12 to 1:30 p.m.

Meeting Participants: Dana Stoogenke (Matthews), Stuart Basham (NCDOT), Andy Grzymiski (CDOT), Todd Huntsinger (Indian Trail), Erika Martin (Mooresville), Brian Nadolny (CATS), Julio Paredes (GCLMPO), Jennifer Stafford (CDOT), Tracy Newsome (CDOT), Rich Hoffman (Iredell)

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

ACTION ITEMS FROM MEETING:

ACTIONS	RESPONSIBILITY
1. Distribute CTP Amendment process and PIP to the Work Group	Andy, Judy
2. Review CTP Amendment process and PIP documents	All
3. Send an updated invite for the December meeting	Agustin
4. Revised and sent updated SOW and schedule	Agustin

SUMMARY OF MEETING:

1. Welcome & Introductions:
Members introduced themselves.

2. Review proposed scope of work and schedule:
Agustin highlighted the tasks that were identified as priorities from the first meeting. A scope of work and schedule was created based on the initial group consensus. The group agreed with the scope of work, but the order will be modified to start with addressing the CTP amendment guidelines, then moving to the whitepaper recommendations. It was determined once the list of recommendations was reviewed, the schedule/order of tasks would be finalized.

3. Review, finalize and approve list of recommendations:
Dana led the group through a discussion of the top five ranked items on the list of recommendations.
 - (9) Identify tools within land development process for ROW reservation
 - (2) Develop model ordinance language for ROW
 - (6) Educational material on ROW preservation (elected officials, residents, agents, developers)
 - (10) Process for accepting and maintaining ROW
 - (3) Database of existing parcel as future corridors

(3) Database of existing parcel as future corridor

Questions and comments for this recommendation were asked: Who will fund the database? Who updates the database? What will it be used for? Isn't the same information already in GIS? What corridors are being reserved? What corridors have dedicated rights of way?

Jurisdictions can develop an attribute file and send it to CRTPO to maintain. Remember, it will take a lot of time. Is there value in it?

Gaston County gets site plans and checks them against the CTP maps; they check across maps. Matthews does not note this on their GIS layer at this time; it is on plan documents.

(10) Process for accepting and maintaining right of way

There are a lot of questions on this topic because of the NC Map Act repeal. We will most likely need legal guidance on how to proceed with this right now. We can also check with Loretta Barren (FHWA).

Who is responsible for these parcels? NCDOT prefers towns to hold and maintain the right of way. That really helps to lower the cleaning, mowing and maintenance costs for NCDOT. Plus, some parcels are held indefinitely for developers.

Two recommendations outside the top five were added as part of working group future goals to address:

- (8) Evaluate revolving fund program for developers – in conjunction to recommendation (9)
- (4) Develop template “future corridor” signs - in conjunction to recommendation (3)

(8) Evaluate revolving fund program for developers

It was discussed to evaluate the feasibility of a funding program for developers as a tool within the Land Development process (9), for situations when a transportation corridor can be constructed prior to TIP funding and during the private development process, thus the final corridor is built in advance.

(4) Develop template “future corridor” signs

This would be helpful. For example, signage was not installed at the soccer fields on Harris Boulevard. This property has been reserved for future development. Now, people are used to the soccer fields and don’t want them removed for the new development.

The group then reviewed the remaining recommendations, and it was decided this working group will not be addressing or conducting further evaluation:

- (1) Develop a process for disposition of unused ROW property
- (5) Developing design guidebook for recommended typical sections (emphasis on ROW)
- (7) Evaluate a landowner compensation fund program
- (11) Study on using Temporary Use Corridor Zones

(1) Develop a process for disposition of unused ROW property

How long can ROW be held? At some point, projects may become abandoned or another alignment is built. NCDOT has a process for mandatory referrals to offer ROW to other jurisdictions when disposing the property. NCDOT has a ROW Disposal Committee that meets monthly. The City of Charlotte has a process to dispose of assets. There was a consensus with the group that this item can be removed from the list. Each jurisdiction has a process that they follow.

(5) Developing design guidebook for recommended typical sections (emphasis on ROW)

NCDOT and some jurisdictions (e.g. City of Charlotte, Huntersville) have design guidelines. However, there is no consistency among each jurisdiction and often results in significant differences on ROW. Nevertheless, the group have decided this task should be address by NCDOT and the jurisdictions directly, rather than this working group.

(7) Evaluate a landowner compensation fund program – refers to hardships

It was agreed that items 7 can be removed from the list. Impact fees, used in Raleigh, are an MPO function. We could evaluate, not create, a process and add to the toolbox (ID# 9). Note: NCDOT is generally required to have the environmental document and 25% design before any compensation can be paid.

(11) Study on using Temporary Use Corridor Zones

This item didn't receive any votes in the ranking of recommendations and will not be discussed by the working work.

4. Start discussion for top recommendations:

CTP Amendments

The group agreed that the CTP Amendments review and update should be the first task addressed. How is the amendment process working now? What process or policies are missing (bike/ped, transit, etc.)? How do we improve the process? What are the steps to the process already identified in the Public Involvement Plan (PIP)?

Andy will provide the CTP Amendment process to the group; Judy will distribute the full PIP.

5. Next Steps for the Work Group:

The next meeting date was moved to Monday, December 2, 2019 from 12 to 1:30 p.m.

Dana said that discussions for the next meeting will include review of current CTP Amendment processes, what is missing and what we need to create/develop an update.

Adjourn

The meeting adjourned around 1:30 p.m.

MEETING HANDOUTS:

1. Agenda
2. Proposed schedule
3. Ranking Table