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MEETING SUMMARY

FROM: Devyn Lozzi, EI, RKA

SUBJECT: Core Technical Team Meeting #4, June 6, 2018

The following attendees met on June 6, 2018 in the Town of Apex for the SWAS Core Technical Team (CTT) Meeting number 4.

Brian Byfield, RKA

Gina Clapp, Town of Holly Springs

Shannon Cox, Town of Apex

Russell Dalton, Town of Apex

Mark Eatman, NCDOT

Elizabeth Goodson, Town of Holly Springs

Roger Henderson, RKA

Sean Johnson, Town of Angier

Scott Lane, Stantec

Mark Locklear, Harnett County

Devyn Lozzi, RKA

Chris Lukasina, CAMPO

David McRae, Harnett County

Akul Nishawala, Town of Fuquay-Varina

Bonnie Parker, CAMPO

Michelle Peele, Stantec

Shelby Powell, CAMPO

Jenna Shouse, Town of Apex

Melissa Sigmund, Town of Holly Springs

Steven Sposato, Wake County Public School System

Jay Sikes, Harnett County

Darius Sturdivant, NCDOT

Kenneth Withrow, CAMPO

The following is a list of topics discussed:

Points of Discussion:

1. Shannon Cox welcomed members to Apex.
2. Kenneth Withrow kicked off the meeting with a brief overview of the agenda.
3. Upcoming Important Dates
 - a. Roger Henderson reviewed with the CTT participants a schedule that provided tentative dates and locations for all future CTT meetings. The sheet is attached to these minutes.

- b. CTT Meeting 5: Tuesday, July 17 from 2:00 – 4:00 PM at the Town of Holly Springs Cultural Center at 300 West Ballentine Street.
 - c. CTT participants agreed by consensus that future CTT meetings will be held from 2:00 – 4:00 PM.
 - d. Shannon Cox made note that a meeting on September 12 conflicted with prior commitment for the Town of Apex staff, but that someone would attend the CTT / SOT meeting to represent Apex.
 - e. Following the meeting, some switching occurred for Jan/Feb. 2019. A revised schedule is attached.
4. Draft Existing Conditions Report
- a. Roger Henderson provided a brief overview of the draft Existing Conditions Report that was sent to CTT members via email from Devyn Lozzi at Ramey Kemp & Associates at 12:01 pm on 6/6/18.
 - b. The draft Existing Conditions Report provides a script to the presentation shown to the CTT members at the first CTT meeting held on February 28, 2018. Revisions to the Report include:
 - i. Total population within the study area is now reported by county and for the study area rather than by municipality.
 - ii. More context has been included regarding the environmental context and sensitivity within the study area.
 - c. CTT members may provide their comments to Devyn Lozzi (dlozzi@rameykemp.com) no later than June 20, 2018. Note that the edited report will be converted into a graphics-rich document.
5. Safe Routes to School (SRTS)
- a. Scott Lane presented the scope of work specific to the SRTS analysis, ten shortlisted schools, and anticipated report content.
 - b. Stantec worked with the municipalities and Harnett County to pick ten focus schools. These are the chosen schools and, in parentheses, the estimated population within a one-mile radius:
 - i. Salem Middle – Apex (Population: 2,800)
 - ii. Laurel Park Elementary – Apex (Population: 1,315)
 - iii. Oakview Elementary – Holly Springs (Population: 6,358)
 - iv. Holly Grove Elementary – Fuquay-Varina (Population: 4,733)
 - v. Herbert Atkins Road Elementary – Fuquay-Varina (Population: 2,546)
 - vi. Fuquay-Varina Elementary – Fuquay-Varina (Population: 6,069)
 - vii. Fuquay-Varina Middle – Fuquay-Varina (Population: 2,997)
 - viii. Angier Elementary – Angier (Population: 2,847)
 - ix. North Harnett Primary – Harnett County (Population: 2,147)
 - x. Willow Springs Elementary – Wake County (Population: 2,341)

c. Report Content

- i. Will include two pages for each school analyzed.
 - ii. Basic information: school name, location, grades, capacity, and first bell will be included.
 - iii. Concerns regarding safe active transportation to the school will be discussed.
 - iv. Recommendations to improve the concerns will be summarized in addition to a map locating various recommendation sites.
- d. Stephen Sposato mentioned it may be good to also consider safe routes to bus stops along with safe routes to school.
- i. Scott Lane agreed with this and mentioned he had already considered sidewalk improvements that could be termed as safe routes to bus stops.
- e. Stephen Sposato confirmed that typically areas with no bus service are at least within a 1.25-mile radius of the school, if not closer but only if there is good sidewalk connectivity for students to walk. The areas with no service varies between schools.
- f. Town of Holly Springs staff recommended that some mention of feasibility be noted in the report. Scott stated that he will modify the School Study Template to incorporate “Feasibility”.

6. Project Performance

- a. Scott Lane initiated a discussion of Performance Measures and Measures of Efficiency (MOEs), by linking the concepts to our Guiding Principles. He foretold the ultimate use will be to rank projects based on their ability to fulfill the Guiding Principles. Scott then showed a list of Guiding Principles from the 2012 SWAS and some new principles discussed at the 5/2/18 Study Oversight Team (SOT) meeting.
- b. The 2012 Guiding Principles along with the draft 2018 version are attached to these minutes.
- c. Presented Guiding Principles
 - i. Livability
 1. It was suggested to include “for all people” in the description of this principle to be inclusive to the Environmental Justice (EJ) populations.
 2. Consider the inclusion of affordability in the description. Housing affordability was mentioned by Ms. Shannon Cox as was affordable transportation with a reference to NC 540 tolls.
 3. Consider the inclusion of healthy communities in the description.
 - ii. Mobility
 1. EJ populations could also be considered within this principle as mobility is limited for some population groups.

2. Within the description change “transportation mobility” to “improving transportation options.”
3. Concluded that the Accessibility principle will be encompassed under Mobility.

iii. Environmental Balance

1. There was a discussion on the importance of farm preservation. This is important to Harnett County staff, as they would like their jurisdiction to grow but still appear and feel rural. There are substantial challenges to preserving farmland or rural heritage lands due to the overriding principle of private property rights and a trend toward younger generations moving away from farming and selling the family farm to developers.
2. Consider the inclusion of integrated growth and sustaining rural character and heritage.
3. Harnett County staff mentioned they have allowed dense developments be approved but require them to provide significant open space.
4. Concluded to include this in a new principle titled “Sustainability”

iv. Economic Vitality & Development

1. There was a discussion on encouraging employment options in new locations and how employers often base their location decisions, in part, on existing transportation rather than promised future facilities. Developments and large employment / industrial centers want the roads and access in place prior to developing.
2. It was noted that transportation options and availability can impact property values.
3. This principle should be geared towards planning a transportation network that would support economic development opportunities.
4. Concluded to move the housing aspect of this to the Livability principle so this principle focuses exclusively on employment.
5. Concluded to include this in a new principle titled “Sustainability”

v. Regional Collaboration

1. There was discussion that this seemed less like a principle and more of an approach. It was suggested that this be removed from the list of principles and simply stated within the report.
2. Concluded to move this to a preamble.

vi. Accessibility

1. Concluded that this will be moved underneath mobility.

vii. Technology

1. Consider including innovation within the main phrase or description.
2. Consider removing reference to automated vehicles within the description. AVs should be considered as one of the “new technology” that is expected to come.
3. Should rewritten to state, “Incorporating and embracing technologies that transform travel patterns and transportation habits”.

viii. Infrastructure

1. Concluded to include this in a new principle titled “Sustainability.” Sustainability should be its own guiding principle that includes infrastructure sustainability, economic sustainability, and environmental sustainability.

ix. A reconstituted set of Guiding Principles would incorporate:

1. Livability
2. Mobility
3. Sustainability
4. Technology

7. Public Outreach Update

- a. Roger Henderson described how the first phase of public involvement would be conducted for the study and addressed the concept of “Traveling Roadshows”. The “Traveling Roadshows” would involve using both paper and digital maps.
 - b. Project flyers and business cards were handed out to each municipality to provide at their town public spaces for residents to take. The flyer and business card direct people to the project website and also provide a brief overview of the project description and goals. Ms. Devyn Lozzi gave the participants a brief explanation concerning the business cards and QR codes.
 - c. A handout was provided with rough dates for events and locations to be set-up at to reach out to the public at “pop-up” events.
 - i. Holly Springs staff noted that attending the farmers market would be good, but that June 30 is a much better date as it attracts four times as many people.
 - ii. Apex staff noted that the town holds concerts on Friday nights that attract large crowds.
 - iii. The project team asked that the municipalities provide any additional suggested events, particularly to reach out to the Latino / Hispanic community.
 - iv. CAMPO staff has an interest in ice cream socials in Fuquay-Varina and Apex.
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- d. The project team asked that the municipality push out social media posts and blasts about visiting the tent/table.
 - e. Approximate public involvement schedule:
 - i. June – Pop-Ups Round 1
 - ii. September – Public Workshop 1
 - iii. October – Pop-Ups Round 2
 - iv. February – Public Workshop 2
8. Next Meeting
- a. Tuesday July 17th, 2:00 – 4:00 PM. Holly Springs Cultural Center, 300 West Ballentine Street
 - b. Topics: Population density, transit, follow-up of SWAS 2018 guiding principles

Action Items:

1. Each municipality to send Existing Conditions edits / comments to Devyn Lozzi (dlozzi@rameykemp.com) by June 20th.
2. Each municipality is asked to review both the old text and the new revised text for the Guiding Principles, and provide their revisions to Devyn by June 20, 2018.
3. Each municipality is asked to check the availability of a suitable meeting room to host future CTT meetings on the dates listed in the handout.
4. Akul Nishawala will check the availability of a suitable meeting place to host the September 12 and January 16 joint SOT / CTT meetings.
5. Gina Clapp and Roger Henderson will coordinate for a pop-up event at the Town's June 30 Farmers Market.
6. Sean Johnson and Roger Henderson will coordinate for a pop-up event at the June 14 concert in the park in Angier.
7. Shannon Cox and Roger Henderson will coordinate for a pop-up event at the August 6 Advance Apex Public Meeting and possibly a Friday evening concert.

The meeting was adjourned at 2:45 pm with a call to all CTT members to make an appearance and spend some time at the pop-up event in your community as a great way to attract more people.

Attachments:

1. Meeting Agenda
 2. Project schedule with tentative dates and timelines handout
 3. Original guiding principles vs. updated guiding principles
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