



CHAPEL HILL TRANSIT  
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## CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE

### NOTICE OF COMMITTEE MEETING AND AGENDA

**APRIL 23, 2019 – 11:00 A.M. to 1:00 P.M.**

#### CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM

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**MEETING SUMMARY OF A REGULAR MEETING OF THE PUBLIC TRANSIT COMMITTEE  
CHAPEL HILL TRANSIT TRAINING ROOM**

**Tuesday, March 26, 2019 at 11:00 AM**

Present: Michael Parker, Chapel Hill Town Council  
Nancy Oates, Chapel Hill Town Council  
Damon Seils, Carrboro Alderman  
Anne-Marie Vanaman, Town of Carrboro Management Specialist  
Bethany Chaney, Carrboro Alderman  
Cheryl Stout, UNC Transportation Parking

Absent: Donna Bell, Chapel Hill Town Council, Than Austin, UNC Transportation & Parking, Brad Ives, UNC Associate Vice Chancellor for Campus Enterprises

Staff present: Brian Litchfield, Transit Director, Nick Pittman, Transit Planning Coordinator, Rick Shreve, Budget Manager, Tim Schwarzauer, Grants Coordinator, Matt Cecil, Transit Development Manager, Katy Fontaine, Training Coordinator, Flo Miller, Deputy Town Manager, Zachary Hallock, Carrboro Transportation Planner

Guests: Pam Hemminger, Town of Chapel Hill Mayor, Ryan Murray, ETC Institute, Blake Hodge, Reporter, Molly De Marco, Fred Lampe

1. The Meeting Summary of February 26, 2019 was received and approved.
2. Employee Recognition – no recognitions to present
3. **Consent Items**
  - A. October Financial Report – Rick reviewed financial report up to date. There was nothing unusual to report and financials were consistent with activity in previous years.
4. **Discussion Items**
  - A. Biennial Customer Survey Results Presentation– Ryan Murray with ETC Institute presented the finding of the most resent customer survey conducted in fall 2018. The survey was designed to identify ways to improve services and to gather information to better understand Transit’s customers such as who is riding, why they are riding, and where they are going.

There was a few changes in numbers from the previous survey conducted in 2016, however, most were minor changes <5%. The overall satisfaction was high with over 89% rating at excellent and good.

Some of the areas of improvement that were identified were timeliness of buses, weekend service, and how quickly buses get a rider to their destination. After presenting the data, the Partners asked if additional data could be provided on the demographics of riders who currently utilize Saturday service. For future surveys, partners requested to clarify the term timeliness and to ask more questions on frequency.

- B. FY19-FY20 Budget Development – Brian presented the preliminary numbers for the proposed budget for the next fiscal year. Some of the priorities for the next fiscal year will be to maintain our existing service, Short Range Transit Plan, the purchase of Electric Buses, the completion of the 30% design for NSBRT, Recruitment and Retention, Repair, Maintenance, and Expansion for security and parking lots, Bus Stop Improvements, and the continuation of the Art in Transit Collaboration.

Potential Funding for budget adjustments identified a decrease in state funding as well as a decrease from Orange County Transit Plan. Some of the other items needing identification is fuel, pay, and health insurance which all are unknown costs at this time. In regards to capital needs, the fleet size has been reduced to 93 vehicles and we have only debt financed 14 buses. There is a potential for slight increase in FTA funding as well as advertising revenue.

A GIS mapping for the stops identified for improvement was requested. Brian responded that staff will work to provide that information for the partners. Additionally, representatives from UNC has requested if ridership numbers could be provided more frequently in order to use as support in discussions with their organization. Brian agreed that we can provide that data more often.

There was additional discussion on the recommendation to bank the additional revenue from Orange County Transit Plan for around 2000 hours of service for FY 21 and its impact on the Short Range Transit Plan.

- C. Chapel Hill Transit Advertising Policy – Brian presented the new alternative created to the advertising policy that would provide a clearer definition of “Permitted Advertising” in addition to moving to a Non-public forum.

Discussion on opinions of new policy included comments that because of the current political climate that there were concerns about how the buses are used for advertising. Partner members expressed preference on providing a more defined list of what is permitted and what is not in order to still allow advertising by organizations that might be construed as political but provide the community with valuable services.

It was asked if we researched other Transit Advertising Policies when developing the proposed changes. Brian’s response was yes we did and that he would provide the previous item presented in January as a refresher.

It was agreed that review of the new proposed “Permitted List” internally for each agency will take place over the next few weeks and they will provide a response on the proposal. Brian agreed that they would share an update with the Mayor’s Office and Town Attorney.

- D. RESPC Proposal – This item was presented and approved.

**5. Information Items**

- A. Recruitment Update – This item was postponed until the next meeting.
- B. Legislative Update – This item was postponed until the next meeting.
- C. Short Range Transit Plan Update – The implementation of the Short Range Transit Plan has been deferred until August 2020. There were questions on what challenges had caused the delay for an entire year. Staff believed that the timeframe was too constrained especially if we are looking at implementation and marketing while transitioning fiscal years. They felt a longer period to market would allow the partners to have better information to provide their customers on the transition as well as the community.

It was agreed that a clear timeline needs to be developed for marketing and implementation and will be presented at the May 28<sup>th</sup> Partners Committee meeting.

**6. Departmental Monthly Reports**

- A. Operations – Provided for the Partners information.
- B. Community Outreach – Provided for the Partners information.
- C. Directors Report – Provided for the Partners information.

**7. Future Meeting Items**

**8. Partner Items**

- 9. **Next Meeting** – April 23, 2019 at Chapel Hill Transit – Transit Training Room

**10. Adjourn**

The Partners set a next meeting date for April 23, 2019
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**CONSENT ITEM**

April 23, 2019

## 3A. March Financial Report

Prepared by: Rick Shreve, Budget Manager

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- The March Financial Report will be provided at the meeting on April 23, 2019.

**3B. Disposition of Vehicles**

Action: Receive information provided by staff and approve staff to move forward with disposition of vehicles as funds are identified for replacements.

Staff Resource: Tim Schwarzauber, Grants Compliance Manager  
Peter Aube, Maintenance Manager

**Background**

Per Federal Transit Administration Circular 5010.1e, recipients of grant funds are required to maintain an Asset Management plan which includes a disposition schedule. As part of Chapel Hill Transit's ongoing effort to review and replace rolling stock, which has reached the end of its useful life, staff has identified the following vehicles currently ready for disposition:

**Heavy-Duty Buses – Fixed Route**

Equipment ID	Department ID	Model Year	Serial Number	Equipment Type	Manufacturer ID	License Number	Life Total Meter1
CHT-735	CHT-REV	2001	4RKFNFGAX1R835394	2001-NOVA-RTS	NOVA	89612T	163,305
CHT-736	CHT-REV	2001	4RKFNFGA11R835395	2001-NOVA-RTS	NOVA	89613T	391,565
CHT-737	CHT-REV	2001	4RKFNFGA31R835396	2001-NOVA-RTS	NOVA	90616T	397,652
CHT-740	CHT-REV	2001	4RKFNFGA91R835399	2001-NOVA-RTS	NOVA	89614T	388,169
CHT-743	CHT-REV	2001	4RKFNFGA51R835402	2001-NOVA-RTS	NOVA	89616T	333,983
CHT-746	CHT-REV	2001	4RKFNFGA01R835405	2001-NOVA-RTS	NOVA	89618T	293,077
CHT-747	CHT-REV	2001	4RKFNFGA21R835406	2001-NOVA-RTS	NOVA	89627T	359,227
CHT-748	CHT-REV	2001	4RKFNFGA41R835407	2001-NOVA-RTS	NOVA	89628T	361,096
CHT-801	CHT-REV	2002	4RKFNFGA62R835555	2002-NOVA-RTS	NOVA	89666T	415,952
CHT-802	CHT-REV	2002	4RKFNFGA82R835556	2002-NOVA-RTS	NOVA	89667T	428,080
CHT-803	CHT-REV	2002	4RKFNFGRX2R835557	2002-NOVA-RTS	NOVA	89668T	440,766
CHT-804	CHT-REV	2002	4RKFNFGA12R835558	2002-NOVA-RTS	NOVA	89669T	457,714
CHT-805	CHT-REV	2002	4RKFNFGA32R835559	2002-NOVA-RTS	NOVA	89670T	432,044
CHT-807	CHT-REV	2002	4RKFNFGA12R835561	2002-NOVA-RTS	NOVA	89672T	398,498
CHT-808	CHT-REV	2002	4RKFNFGA32R835562	2002-NOVA-RTS	NOVA	89673T	462,961
CHT-809	CHT-REV	2002	4RKFNFGA52R835563	2002-NOVA-RTS	NOVA	90608T	328,117

All vehicles listed are beyond their federally defined "useful life." As we begin to receive our new vehicles, staff recommends that we dispose of these vehicles in a federally compliant manner.

**Recommendation**

- Partners receive the information provided and approve staff to move forward with disposition of vehicles as funds are identified for replacements.

**DISCUSSION ITEM**

April 23, 2018

**4B. FY2019-20 Chapel Hill Transit Budget Development**

Action: 1. Receive information and provide staff with feedback.

Staff Resource: Rick Shreve, Budget Manager  
 Nick Pittman, Transit Planning Coordinator  
 Brian Litchfield, Director

**Overview**

Chapel Hill Transit staff continue to work internally and with the Town's Business Management Department (BMD) towards finalizing our FY2019-20 budget. The Town Manager will submit his Recommended Budget to Council on May 1, 2019. A presentation covering Partner contributions and capital will be provided at the April 23, 2019 meeting,

**Orange County Transit Plan Summary of Available Funds – FY20**

FY20 Available Bus Operating Revenue from GoTriangle	\$2,138,000*
Maximum Amount Eligible for Increased Cost of Existing Service (ICES)	\$632,416^
Services added FY'13-19	\$1,248,086
\$ Available for new services in FY'20	\$258,430
New Annual Hours Available for Service Expansion	2,000

\* Based on currently adopted Orange County Transit Plan.

^ \$145,590 less than FY19 due to lower than anticipated vehicle registration revenues. Staff has requested GoTriangle identify funding within the Transit Plan to offset this loss.

**Service Recommendations – FY20**

Staff has identified some potential service improvements/adjustments for FY20 that are consistent with the Short Range Transit Plan and can be funded with Orange County Transit Plan funds and State CMAQ funds. These include:

- **D Route** — Designed to eliminate overcrowding and improve frequency in a high-demand corridor. The Route will terminate at UNC Hospital (consistent with Short Range Plan) to allow for additional trips serving the University, UNC Hospital, Franklin Street, Elliott Road and Blue Hill District between 6:30 AM to 9:30 PM. The route will no longer serve Culbreth Road and Smith Level Road, which will be served by the extensions of the HS route.
- **HS Route** — Designed to improve ridership potential by extending the route to serve Downtown, University, UNC Hospital, ACC and Culbreth Road. The route will operate

weekdays from 6:00 AM to around 7:00 PM, providing hourly service (consistent with the Short Range Transit Plan).

- **NS Route** – Designed to meet increased demand from multifamily developments in the corridor during morning peak. This will improvement will add trips between 7:00 AM – 9:00 AM between Eubanks Park and Ride and UNC Hospital.
- **A Limited** – Remove from service due to lower ridership demand (several multifamily developments on Hillsborough Street are under construction or being redeveloped).
- **CM and CW Routes** — Designed to improve ridership potential by providing bi-directional service on both routes from 7:00 PM – 9:30 PM.

The improvements are also consistent with the guidelines established by the Partners for Orange County Transit Plan Funds:

- Implement service improvements such as evening/nighttime and weekend service, that would provide improved access to jobs with nontraditional work hours
- Expand access to retail, medical, recreational and educational destinations in Chapel Hill and Carrboro for lower-income and transit dependent residents
- Identified areas of interest including better serving Rogers Road community and other lower-income populations
- Meet peak-hour service demands (e.g. overcrowding, lack of service, etc.)
- Cover cost of existing services

Notes:

- Will not impact hour “banked” or saved to help fund service improvements identified in the Short Range Transit Plan.
- Recommended service improvements are funded solely with Orange County Transit Plan and CMAQ funds will not impact projected Partner contributions for FY20.
- These services could be implemented in August 2019, pending adoption of the FY20 budget by the Chapel Hill Town Council.

### **Recommendation**

- Partners discuss the information provided and provide staff with feedback and direction.



**4B. North South Corridor Bus Rapid Transit**

Action: Receive information provided by staff and approve staff to move forward with executing necessary agreements for scope of work, following review by Chapel Hill Town Council.

Staff Resource: Matt Cecil, Transit Development Manager

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**Committee Update**

- A joint Technical/Policy Committee meeting was held on April 9<sup>th</sup>, to transition into the next phase of work. Additional membership is being recruited from the Town of Chapel Hill's Board and Commissions. Transit staff members are currently scheduling future Committee meetings.

**Market Study Update**

- Staff has continued working with the consultant team to finalize the scope of work and details for the Market Study. We have worked with the consultant team to update the Market Study Scope of Work consistent with feedback obtained from the Partners Committee and Town of Chapel Hill's Land Use Management Ordinance Project Manager and Economic Development Officer. The following sections have been updated:
  - Section 2, Task 1a – Define Appropriate Character Typologies
  - Section 2, Task 1b – Collect Metrics to Assign Typologies to Corridor Segments and Stations
  - Section 2, Task 3a – Assess TOD Readiness and Implementation Needs
  - Project Management
  - Section 3 – Schedule
- Staff and the consultant team are taking a corridor approach to the planning work that will be undertaken as part of the 30% design. While we may talk station and station area (as required by FTA) our approach will be holistic and proposed station area improvements will be developed in the context of improving the full corridor. We would also note that some of the station area and TOD work could also inform our work on the future east-west corridor (Eastowne to Carrboro/White Cross).

**Public Outreach**

- Project staff will be evaluating opportunities late Spring/Early Summer for additional public outreach with Bicycle/Pedestrian groups, businesses, and will be hosting additional open houses.
- Project staff are currently evaluating opportunities to conduct outreach with the ADA community and further outreach with bicycle/pedestrian groups.

**Financial Impact**

- Funding will be provided with funds obligated to the NSBRT project in the Orange County Transit Plan.

**Attachment**

- April NSBRT Transit Oriented Development Scope of Work – Draft

**Recommendation**

- Partners receive information provided by staff and approve staff to move forward with executing necessary agreements for scope of work, following review by Chapel Hill Town Council.

DRAFT

# BRT Transit Oriented Development

Planning Proposal to  
Chapel Hill Transit

April 17, 2019

## DRAFT

### Quality information

Prepared by	Checked by	Verified by	Approved by
Jen McNeil Dhawal, AICP Senior Transportation Planner, AECOM  Amy Groves, AICP Principal & Senior Project Director, Dover, Kohl & Partners	Dan Meyers, AECOM Julia Suprock, AECOM		

### Revision History

Revision	Revision date	Details	Authorized	Name	Position
0 draft	February 22, 2019	Draft for review			
1 draft	February 26, 2019	Updated draft for review with Matt Cecil comments			
2 draft	April 17, 2019	Updated draft for review			

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# 1. Introduction

Chapel Hill Transit, in response to input from members of the Chapel Hill Town Council and other public stakeholders, proposes to undertake a study of Transit Oriented Development (TOD) along the NSBRT corridor currently under analysis, in order to maximize the utilization of the potential capital transportation investment and support the economic development potential in surrounding areas that transportation investments historically help to catalyze.

Chapel Hill Transit has identified the following goals to be supported under this study:

- Engage stakeholders in the development of a TOD framework plan, including members of the Town Council, neighborhood interest groups, and the general public
- Promote attractive and functional urban design along the NSBRT corridor and in the areas around the proposed NSBRT stations
- Introduce Complete Streets planning principles to wider station area planning, in addition to the planning and design under way for the NSBRT alignment itself
- Understand the types of development which may be compatible with urban design aspirations and may be feasible in the context of current real estate market conditions
- Understand the locations – from a land use compatibility and real estate market perspective – for the corridor potentially to host new affordable housing
- Articulate station area and TOD planning principles for consideration and integration with the Town's concurrent Future Land Use planning process
- Develop an implementation plan to undertake more detailed transit and TOD-supportive plans in station-area and the corridor, including such topics as economic development strategies, site master plans, detailed market analyses, public-way and urban design concept plans, and administrative codes.

In support of these goals, the following work program is proposed.

1. Develop TOD Typology Framework (35%)
2. Conduct an Urban Design Engagement (35%)
3. Identify an Implementation Plan for Achieving TOD (30%)

The timing of this proposed study is at an opportune moment in the design of the NSBRT corridor. Sufficient detail is known about the preferred alignment and potential station areas to allow the Town and Partners to begin laying the groundwork for TOD in the corridor and to demonstrate a holistic understanding and embrace of TOD planning to prospective funders and implementation partners, such as the FTA. This scope represents a solid foundation of work that can continue to be refined over time as the technical designs evolve to greater specificity and contextual community plans take shape.

## 2. Work Program

### Task 1: Develop TOD Typology Framework

Task 1 creates a framework for the desired urban design and character of TOD in the corridor, which will be used as an organizing construct and basis for implementation planning. While the analysis described in this scope of services pertains to the NSBRT Corridor, the conceptual frameworks developed here could be applied to other transit corridors in Chapel Hill in the future.

#### Task 1.a: Define Appropriate Character Typologies

The team will prepare a draft Station Area Character Typology framework that articulates a starter set of categories appropriate to the overall service area – including the NSBRT corridor as the subject of this planning effort – considering various urban transect types and station contexts/functions. Based on our experience, the station typology framework should include enough categories to meaningfully differentiate among places in the service area, but not so many that the typology fails to identify broad similarities. Similar to the character typology frameworks that AECOM has developed for other agencies, including Capital Metro Transit Authority in Austin, TX and the Northeast Ohio Areawide Coordinating Agency in Cleveland, OH, the framework for the NSBRT corridor (and greater Chapel Hill) will be aspirational in character as well as descriptive of current conditions.



*TOD Character Typology Framework for Capital Metro, Austin, TX*

We encourage the adoption of realistic forward-looking “aspirations” that are supported by plans and policies, are reasonable given market conditions, and would provide for optimal multi-modal mobility efficiency and service. We anticipate the typology framework will be developed in an iterative fashion: the first draft will be prepared using our professional judgment, experience in other cities across the U.S., and observations from field trips through the corridor, and then confirmed in an interactive outreach program described below in Task 2. Once the set of



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categories are drafted, benchmark or threshold values for the TOD metrics identified in Task 1.b will be established.

A brief profile will be prepared for each typology category, including target values or ranges for the TOD Metrics, and would be accompanied by graphics, to illustrate the intended character, development type, and scale/mass envisioned. These graphics are anticipated to be precedent / illustrative photographic images, photo-montage images, etc.

Through the exercise of assigning the draft typology categories to the corridor's designated stations/ stops and comparing actual conditions or planned aspirations to the guidance drafted for the framework, we may determine that the typology framework may need to be adjusted. Changes may be as subtle as tweaking certain TOD metric values for a given category so to "fit" reality better or as dramatic as adding or removing whole typology categories.

Assignment of the typology categories to the corridor stations will be represented in tabular formation as well as on a summary map of the corridor, using a color-coded or icon map to show the typologies of all stations/ stops at-a-glance.

### Task 1.b: Collect Metrics to Assign Typologies to Corridor Segments and Stations

The team will collect short list of metrics that reflect the distinct character in terms of place type and function at each transit station. These metrics, which will frame the Station Area Typology, are anticipated to include, but not be limited to the following: socio-economic and demographic characteristics; land use types and mixes; development scale and character; and transit service characteristics. The metrics will be drawn from readily available data sources providing electronic or GIS formats; data sources and metrics may be altered or refined, depending on data availability and quality. Data for corridor stations will be presented in tabular and GIS format as well. Further details about proposed metrics are provided in the table below.

TOD Typology	Category	Source(s)	Description
	Socioeconomic	Census ACS; Esri Business Analyst	Population, household characteristics, including age & income profiles as pertains to market assessment
	Socioeconomic	Census LEHD; Esri Business Analyst	Employment levels, sectors, & trends
	Land Use Type	Orange County GIS	Current land use by parcel. May be updated manually, depending on recency of data.
	Existing Development	CoStar, others as available	Commercial building height, building type and materials, as available.
	Existing Development	Orange County GIS	Parcel characteristics, including acreage, land and building value, tax status, ownership, year built and footprint, as available. Building footprint GIS data to assess lot coverage and/or FAR.
	Existing Development	National Affordable Housing DB, others	GIS data on the location and characteristics of affordable housing units and community assets.
	Transit Service	Chapel Hill Transit & GoTriangle GIS shapefiles or GTFS	Information regarding quality and quantity of existing transit service (e.g., routes accessible, service frequency)

The team will also collect another, overlapping list of metrics that reflect a station's TOD readiness or maturity, in terms of transit characteristics (including current ridership relative to optimal forecasts), market conditions, land availability, and regulatory support. These data will be applied in Task 3.a. and are a combination of quantitative measures from readily available

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data sources, as well as review and interpretation of planning and administrative tools to form qualitative measures. As above, data sources and metrics may be altered to suit data availability and quality, and will be presented in tabular and GIS format for each corridor station. Further details about proposed metrics are provided in the table below.

TOD Readiness	Category	Source(s)	Description
	Transit Usage	CHT & GoTriangle historical data	Current and forecast ridership (based on project team modeling)
	Market Conditions	CoStar, others as available	Commercial market activity, including inventory, deliveries, and absorption (sq.ft. or multifamily units), existing rent per sq.ft.; current figures and historical trends 2006-2019.
	Market Conditions	County Assessor data, as available	Sales transaction data (residential and commercial)
	Market Conditions	Census Building Permit Database, Chapel Hill permit data, as available	Residential building permit trends; Chapel Hill building permit location, type, and value, as available.
	Land Availability	Orange County GIS data	Parcel data and building footprint data to identify and evaluate underutilized land
	Regulatory Support	Orange County GIS data	Future land use (as available) to determine expected support for TOD
	Regulatory Support	Chapel Hill GIS data	Zoning districts (GIS) and descriptions.
	Regulatory Support	Various	Existing planning documents relevant to study area.

The market conditions analysis will consist of an assessment of key commercial market performance indicators (occupancy, rent, recent deliveries and absorption) for properties or parcels within the half-mile station area. These performance indicators will be benchmarked against larger market trends and/or suitable peer districts to assess pressure for (re)development in the context of demographic and employment trends. This analysis will fold into the evaluation of land availability, regulatory support, and transit connectivity to yield a high-level TOD Readiness score, as outlined in Task 3.a.

## Task 2: Conduct Urban Design Engagement

Task 2 is centered on a 2 to 3 day engagement workshop to collect input from key stakeholders – including Town Council / Partners - in interactive formats, and develop urban design guidance for future station areas in a collaborative fashion.

### Task 2.a: Prepare for Workshop

Prior to the Design Workshop, DK&P will work with AECOM and Town staff to prepare a detailed schedule of stakeholder/technical meetings and prepare needed meeting materials to conduct input exercises. The format of meetings will be designed to facilitate an exchange of ideas and to maximize opportunities for quality participation.

### Task 2.b: Multi-Day Workshop

DK&P will bring a 3-person planning team to collaborate with AECOM, Town staff, officials and community in an intensive 2 to 3-day work session to review Task 1 analysis and begin to define a preliminary vision for the corridor and its future station areas. The outline below describes events and activities that could be part of a multiday workshop.

## DRAFT

**Community/Stakeholder Meetings.** DK&P team members will conduct Community/Stakeholder Meetings to discuss project goals and objectives and review the preliminary station typology framework. Event(s) will include a presentation about the corridor and potential station areas, as well as presentations of case studies and best practices in transit-oriented development from peer communities. The consultant team will use events to gather feedback on what participants and community stakeholders want to achieve as a result of this process. Feedback can be gathered using keypad polling, short written feedback forms, and question-and-answer sessions. Optionally, hands-on design exercises can be prepared that allow participants to work with the design team and draw their ideas for the future. Events can be organized as a large community meeting, gatherings of invited stakeholders, and/or presentations to Town Council (as can be scheduled during the 2 to 3 day workshop).

**On-Site Design.** During the workshop, DK&P team members will work on-site in Chapel Hill to summarize input gathered at the community/stakeholder events into key themes and “big ideas” that can guide future decisions. Based on the station typology framework defined for the corridor (Task 1), the team will sketch the potential form and character of prototypical station areas. Sketch visualizations can depict potential future conditions for station areas in varying urban contexts along the corridor, illustrating elements such as street and public space design, potential building form/character, intensity, and potential mix of uses on blocks surrounding the station. The DK&P team will work with AECOM and Town staff to prioritize 1 to 2 station areas to focus on during the workshop, based on input received and available time/budget. A key benefit of working on-site is that it will allow for continued interaction/review by Town staff, key stakeholders, and other team members, so that design concepts can be quickly evolved and refined. The sketch illustrations may be produced using a combination of hand-drawn and computer-generated techniques; these draft, exploratory sketches will be primarily for the purposes of testing and identifying key features of the future urban form at the station areas. These could later be refined in conjunction with more detailed planning activities conducted as a future phase of work.

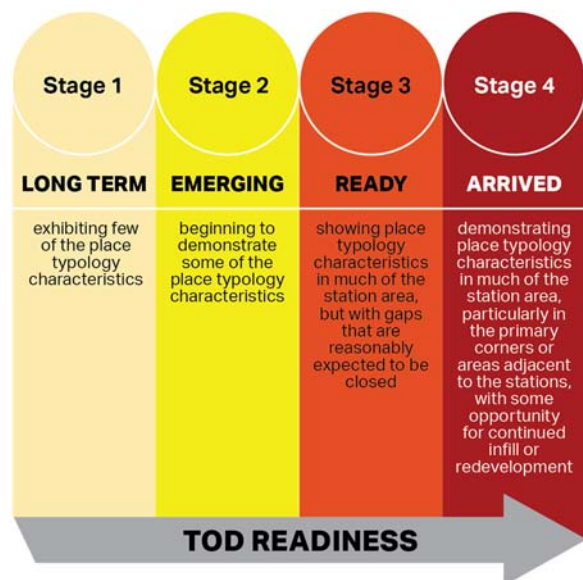
**Design Products.** Workshop deliverables will include scans of station area sketches, and a summary of input from community meetings, which may include meeting minutes, feedback forms, keypad polling results, as well as a summary of key themes/big ideas. These materials will inform the analysis in Task 3 and become part of the overall Plan document described in Task 3.c.

## Task 3: Identify an Implementation Plan for Achieving TOD

Task 3 prepares an actionable implementation guide for encouraging and achieving the community’s vision for transit oriented development in the Corridor.

### Task 3.a: Assess TOD Readiness and Implementation Needs

The team will develop general and specific guidance for actions required to encourage TOD in the corridor. In addition to assigning a Station Area Character Typology, the AECOM team will use the “readiness” metrics to create an overall “TOD readiness score” for each station area. This will be comparable to frameworks we have developed for other agencies.



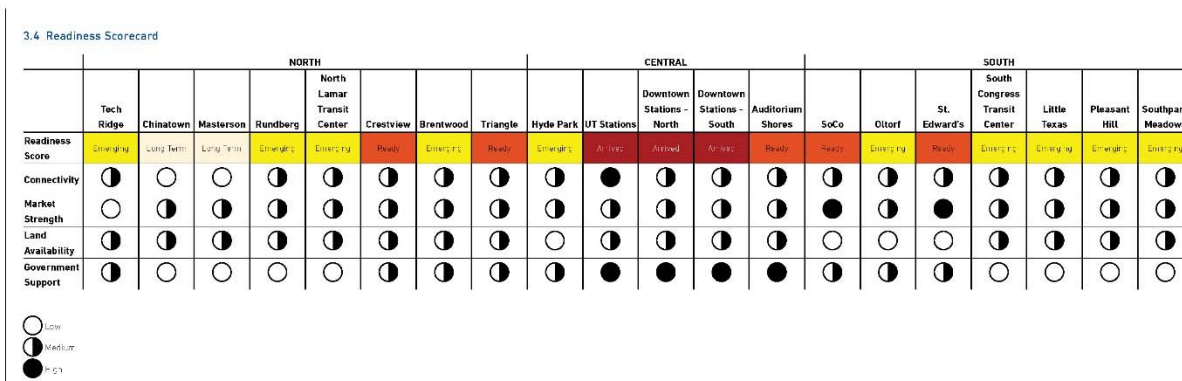
TOD Readiness Framework for Capital Metro, Austin, TX

The team will prepare Readiness Ratings for the corridor stations, which will be represented in matrix or “scorecard” format, as well as in a map format allowing users to see at a glance where the “most ready” stations are. Station-specific guidance will be provided regarding implementation actions that could help move a station along the maturity scale, and will be presented in the context of a standardized framework of elements that every station area plan should address and achieve. The images below show the metrics that were used to assess Readiness Ratings for MetroRapid station in Austin, TX; it is assumed that similar metrics will be used for the NSBRT.

<b>Connectivity</b>	How well the station is connected to its surroundings and to other parts of the transportation network.
<b>Market Strength</b>	How the real estate market is performing in the station area.
<b>Land Availability</b>	The extent to which the station area has vacant and underutilized land which could be developed or redeveloped.
<b>Government Support</b>	The degree of to which the relevant jurisdictions provide planning, regulatory, and infrastructure support for TOD.

The methodology behind this scoring framework is described below.

Subscore	Number of Metrics	Range of Scoring	Scoring Breakpoints
<b>Connectivity</b>	5	5-15	Low: 5-8 Medium: 9-12 High: 13-15
<b>Market Strength</b>	5	5-15	Low: 5-8 Medium: 9-12 High: 13-15
<b>Land Availability</b>	4	4-12	Low: 4-6 Medium: 7-9 High: 10-12
<b>Government Support</b>	3	3-9	Low: 3-4 Medium: 5-7 High: 8-9
<b>Total for all Subscores</b>	17	17-51	See following table



TOD Readiness Scores for Capital Metro's BRT Route 801 Stations

The Team will summarize implementation plan recommendations for each of the corridor stations. Near term capital improvements already identified and/or funded may be included within the implementation actions along with available planning level cost estimate. In presenting these implementation actions all together as an action plan, responsible stakeholders would better understand how to maximize results and where to focus resources, and when to recognize success or achievement. We anticipate organizing the implementation actions required according to complexity, scale of effort required, and potential time horizon. These needs analysis, scoring and implementation plan components will be discussed in consultation with stakeholders at the Engagement activity outlined above in Task 2.b.

### Task 3.b: Organize Implementation Action Items

A broader set of implementation guidance will be prepared for the corridor as a whole, and the communities that it traverses. These higher-level recommendations will address municipal policy and administration, including a workplan of community-driven tasks, such as updating comprehensive plan documents, zoning and unified development ordinances, capital improvement plans, etc.

Finally, the team will suggest additional study or research needs: follow-on projects that will support TOD in the corridor.

### Task 3.c: Project Plan Document

The findings from this task, as well as prior tasks, will be summarized in a project report. A draft report will be presented for review and comment

## Project Management

The team will conduct milestone conference calls with CHT Project Management to review interim work product findings and report progress for each work task. Draft interim work products will be shared for review.

## 3. Schedule

The team anticipates that the project can be conducted in a four to six month timeframe, according to the following schedule, subject to availability of key stakeholders for participation and timely acquisition of data:

	Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	Month	1					2			3				4				5			
Task 1: Develop TOD Typology Framework for Chapel Hill																					
Task 1.a: Define Appropriate Character Typologies																					
Task 1.b: Collect Metrics to Assign Typologies to Corridor Segments and Stations																					
Task 2: Conduct an Urban Design Engagement																					
Task 2.a: Prepare for Workshop																					
Task 2.b: Multiday Workshop																					
Task 3: Identify an Implementation Plan for Achieving TOD																					
Task 3.a: Assess TOD Readiness and Implementation Needs																					
Task 3.b: Organize Implementation Action Items																					
Task 3.c: Project Plan Document																					

Please note that this schedule will be adjusted in coordination with the Town once Notice to Proceed is given.

## 4. Budget

The team proposes allocating a project budget according to the following task breakdown:

Total	\$100,000
Task 1	\$ 35,000
Task 2	\$ 35,000
Task 3	\$ 30,000

## 5A. Greener Bus Fleet Plan Update

Staff Resource: Brian Litchfield, Transit Director

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- Chapel Hill Transit has developed a working group of Town staff to create a plan for purchasing and testing three (3) Battery Electric Buses (BEBs). Consistent with the sustainability goals of our funding partners, the Greener Bus Fleet Plan will outline our approach to moving from diesel/gasoline based vehicles to non-diesel/gasoline technologies and our steps to implementing and evaluating BEBs as an initial step in a longer-term strategy of transitioning our fleet to BEBs (or other non-diesel/gasoline technologies).
  - Chapel Hill Transit plays a significant role in meeting the sustainability goals and reducing the carbon footprint of Town of Chapel Hill, Town of Carrboro and University of North Carolina at Chapel Hill. Chapel Hill Transit has also been a leader in North Carolina in using hybrid bus and bus related technologies and invested in clean diesel technologies that have greatly reduced bus emissions.
  - Chapel Hill Transit is committed to becoming more sustainable and resilient and while taking steps to reduce our own emissions, we also believe it is important to provide strategic leadership in advancing technological innovation(s) that can reduce emissions. While BEBs are our current preferred technology for the bus fleet, other technologies and options may also hold promise and we do not believe it makes strategic sense to foreclose on other options at this time.
  - While our existing fare free service delivers extensive benefits to the environment and supports efforts to reduce carbon emission, our funding partners recognize that more can be done to reduce the environmental impact of transportation in our service area. Expanded and improved transit service will need to play a key role in meeting our funding partners' sustainability goals. Our Short Range Transit Plan also demonstrates an interest in increasing frequency, adding weekend service and improving the travel speed of transit. These investments will help promote additional transit use, reduce auto trips, help support planned development – all of which will reduce our collective carbon footprint. Moving away from diesel buses, combined with service improvements/expansions can provide the benefits of reducing emissions by expanding transit use while using vehicles that themselves emit less carbon.
- The Greener Bus Fleet Plan is envisioned to cover the following areas and will be developed in coordination with the Town of Chapel Hill's sustainability plan:
  - Introduction and Context
  - Industry Review of Non-Diesel Bus Technologies (Lessons Learned from North Carolina and other Transit Systems)

- Infrastructure Needs to Support BEBs (Short and Long-Term)
  - Testing and Implementation Strategy
  - Fiscal Analysis of Transitioning to BEBs
- A framework and basic draft of the plan will be provided at the April 23, 2019 meeting. The plan is intended to evolve and be updated over time. It will require detailed financial work that will be informed by our test of three (3) vehicles and our learning from other systems who are using BEBs.



## 5B. Project and Grant Update

Staff Resource: Tim Schwarzauber, Grants Compliance Manager

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**ADA Bus Stop Improvements:** Transit staff continue to work with the engineers at Ramey Kemp and Associates to review existing transit stops for compliance with the Americans with Disabilities Act (ADA) of 1990. The Request for Quotes (RFQ) – Q19-104 – was released on April 18, 2019. Bids are due May 14, 2019. We anticipate work to be performed from June through July, dependent upon weather. Due to the current high cost of construction projects that we are seeing across the Town and State, we may not be able to complete all of these stops this summer. We will keep the Partners informed of any decisions that need to be made regarding prioritization.

- Manning Drive at Hibbard Drive
- Manning Drive at Gravely Drive
- South Columbia Street at Mason Farm Road
- Pittsboro Street at Credit Union
- Martin Luther King Jr. Blvd at Ashley Forest
- East Franklin Street at Coffee Shop
- South Columbia Street at Abernathy Hall
- Martin Luther King Jr. Blvd at Timber Hollow Apartments
- South Road at Fetzer Gym
- NC Hwy 54 at Kingswood Apartments
- South Columbia Street at Westwood Drive
- South Columbia Street at Purefoy Road
- Martin Luther King Jr. Blvd at Adelaide Apartments
- Willow Drive at Estes Drive
- Franklin Street at Morehead Planetarium

Ramey Kemp and Associates will be tasked with undertaking a review all stops associated with the Senior Shuttle Route (grant funded), along with stops at Martin Luther King Jr. Blvd. and Taylor Street and Martin Luther King Jr. Blvd. and Longview Drive (see map).

**Employee Parking Lot and Bus Yard Repair Project:** Town Procurement staff released BID # A/E19-001 on January 28<sup>th</sup>, 2019 for engineering and design services related to our employee and guest parking lot expansion and repairs to the bus yard. Transit staff have reviewed a large number of qualified applicants and selected our top choices. We will begin negotiations with our first choice and hope to have a contract in place in a couple of weeks.

**Bus Yard Security Gate Project:** Transit staff are developing a RFP to find qualified vendors to update the security gate to our fleet yard and to make improvements and repairs to the existing perimeter fence.

# ADA Stop Upgrades



1. East Franklin Street at Coffee Shop
2. East Franklin Street at Planetarium
3. Manning Drive at Gravely Drive
4. Manning Drive at Hibbard Drive
5. Martin Luther King Jr. Blvd. at Adelaide Walters Apts.
6. Martin Luther King Jr. Blvd. at Ashley Forest Drive
7. Martin Luther King Jr. Blvd. at Timber Hollow
8. Pittsboro Street at State Employees Credit Union
9. South Columbia Street at Abernathy Hall
10. South Columbia Street at Mason Farm Road
11. South Columbia Street at Purefoy Road
12. South Columbia Street at Westwood Drive
13. South Road at Fetzer GYM
14. Wollow Drive at Estes Drive
15. Botanical Gardens
16. Carolina Springs
17. Carrboro Plaza
18. Manley Estates
19. Seymour Center
20. The Stratford/Covenant
21. University Place/Harris Teeter
22. Martin Luther King Jr. Blvd. at Taylor Street
23. Martin Luther King Jr. Blvd. at Longview Street
24. Rodgers Road at Purefoy Road (funded through the Town of Carrboro and the Orange County Transit plan)

**5C. Carrboro Plaza Lease Update**

Staff Resource: Tim Schwarzauber, Grants Compliance Manager

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**Overview**

Chapel Hill Transit, using primarily federal and state funds, developed a 145 space Park and Ride on the Old Fayetteville Road side of Carrboro Plaza almost 20 years ago. On weekdays the Park and Ride is served by the Carrboro Plaza Express and Jones Ferry Express (late evening) on Old Fayetteville Road and the CW from the NC 54 Bypass.

In June of 2018, the Partners agreed to extend the lease until August of 2019, at which point Carrboro Plaza Park and Ride would return to the owners of the Carrboro Plaza Shopping Center as part of the realignment envisioned in the Short Range Transit Plan. With the implementation date of the Short Range Transit Plan being adjusted to August 2020, the lease will need to be extended.

Transit staff are working with the management firm representing Carrboro Plaza Shopping Center in order to negotiate another short term extension of the lease through August 2020. We will keep the Partners' Committee informed of our progress.

**5D. Recruitment Update**

Staff Resource: Katy Luecken, Training Coordinator

Anita Badrock, Human Resources Development Partner

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- Staff will provide a presentation on recruitment challenges and efforts to address the challenges.

**5E. Legislative Update**

Staff Resource: Brian Litchfield, Transit Director

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**State Update**

- We continue to work with our funding partners, State Transit Association (NCPTA) and Metro Mayors, on our interest of having SMAP funding restored. Representative Insko filed House Bill 666, on April 16, 2019, which would restore funding to SMAP. We understand that there is a good opportunity for this to be included in the House Transportation appropriations section of the budget bill. We will continue to monitor and provide updates.
- The Chapel Hill Town Council also adopted the attached resolution (2019-04-10/R-1) in support of restoring SMAP funding and increasing Strategic Transportation Investments (STI) program funding for transit – which is funded through the Strategic Prioritization Process (currently known as SPOT 6.0).

**Attachments**

- House Bill 666 (2019-2020)
- Town of Chapel Hill Resolution on SMAP and STI

GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2019

**H.B. 666**  
**Apr 9, 2019**  
**HOUSE PRINCIPAL CLERK**

H

D

HOUSE BILL DRH40310-MWa-53B

Short Title: DOT/Restore funds to SMAP. (Public)

Sponsors: Representatives Insko, Lofton, Russell, and Willingham (Primary Sponsors).

Referred to:

A BILL TO BE ENTITLED  
AN ACT TO RESTORE FUNDS TO THE STATE MAINTENANCE ASSISTANCE  
PROGRAM (SMAP) TO SUPPORT THE OPERATING EXPENSES OF URBAN  
TRANSIT SYSTEMS OPERATING FIXED ROUTE SERVICES.

The General Assembly of North Carolina enacts:

**SECTION 1.** There is appropriated from the Highway Fund to the Department of  
Transportation the sum of eight million five hundred fifty-six thousand nine hundred twenty-two  
dollars (\$8,556,922) in recurring funds for the 2019-2020 fiscal year for the purpose of providing  
funds for the State Maintenance Assistance Program (SMAP) in order to support the operating  
expenses of urban transit systems operating fixed route services.

**SECTION 2.** This act becomes effective July 1, 2019.





**I, Amy T. Harvey, Deputy Town Clerk of the Town of Chapel Hill, North Carolina, hereby certify that the attached is a true and correct copy of (2019-04-10/R-1) adopted by the Chapel Hill Town Council on April 10, 2019.**

**This the 11<sup>th</sup> day of April, 2019.**

*Amy T. Harvey*

**Amy T. Harvey  
Deputy Town Clerk**



**A RESOLUTION IN SUPPORT OF INCREASED FUNDING FOR TRANSIT (2019-04-10/R-1)**

WHEREAS, since 1974 the Town of Chapel Hill has operated a transit system serving the Town of Chapel Hill and the Town of Carrboro, including the University of North Carolina at Chapel Hill; and

WHEREAS, despite being the 16<sup>th</sup> largest municipality in North Carolina, Chapel Hill Transit carries the second most passengers of any transit system in the State; and

WHEREAS, Chapel Hill Transit is the largest public fare free system in the country; and

WHEREAS, most of Chapel Hill Transit's funding comes from the local revenue provided by the University of North Carolina at Chapel Hill, the Town of Chapel Hill, and the Town of Carrboro; and

WHEREAS, in 2012 Orange County voters chose to impose a sales tax and other revenues that would be dedicated to local transit services; and

WHEREAS, the dedicated transit revenues have been used to increase Chapel Hill Transit service, fund new buses for Chapel Hill Transit, provide enhanced regional transit services that serve Chapel Hill and Carrboro and move forward on the North-South Bus Rapid Transit the Hillsborough Amtrak Station and other regional projects ; and

WHEREAS, the cost of providing transit service continues to increase, such that some of the dedicated transit revenues are used to pay for the increased cost of operating existing services; and

WHEREAS, NCDOT funding for public transit has been flat for many years and has recently begun to fall; and

WHEREAS, NCDOT unexpectedly made significant cuts to the State Maintenance Assistance Program (SMAP) which Chapel Hill Transit and other transit systems throughout the state rely on each year; and

WHEREAS, NCDOT's SMAP payments to the Chapel Hill Transit will drop from \$2,939,769 in fiscal year 2018 to \$2,253,325 in fiscal year 2019, a reduction of more than 23%, negatively impacting a public service that is essential for residents and visitors to our community in their efforts to get to work, seek healthcare, go shopping, visit family and friends, and engage in community life ;and

WHEREAS, in North Carolina, capital costs for transportation projects are allocated pursuant to the Strategic Transportation Investments (STI) program; and

WHEREAS, since the STI Program was enacted into law in 2013 the majority of funding has been directed to highways and away from any other modes; and

WHEREAS, by NCDOT policy, not by law, a minimum of 94% of the STI funds are directed towards roadway projects; and

WHEREAS, , a total of 14 public transit projects received funding in the latest round of STI funding, for a total of \$14.7 million; and

WHEREAS, billions of dollars were allocated towards highway funding in the same round of STI funding; and

WHEREAS, on October 29, 2018 Governor Roy Cooper issued Executive Order No. 80 which directs North Carolina to significantly reduce energy consumption; and

WHEREAS, Executive Order No. 80 requires state agencies to "evaluate the impacts of climate change on their programs and operations and integrate climate change mitigation and adaption practices into their programs and operations; and

WHEREAS, emphasizing transit use and discouraging use of single-occupancy vehicles is a key step towards combatting climate change; and

WHEREAS, the State of North Carolina is a critical and necessary partner for local governments in helping fund transit services in major metropolitan and rural areas of our State. As many local governments are increasing their investments in transit, we need the State to fund investments in transit and multimodal projects that do not support single-occupancy vehicles.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council requests that NCDOT modify its policies to provide increased funding to transit by increasing SMAP funds and increasing the funding available to transit through the STI process.

BE IT FURTHER RESOLVED that the Chapel Hill Town Council requests that the Town's representatives in the North Carolina General Assembly work to have the STI law amended to expand the amount of funding available for transit projects, including new and replacement buses, bus shelters, Bus Rapid Transit, and Rail Transit projects.

BE IT FURTHER RESOLVED that the Council directs that the resolution be sent to the Orange County Board of Commissioners, and the Town of Carrboro.

This the 10<sup>th</sup> day of April, 2019.

## 6A. Community Outreach

Staff Resource: Anita Hackney, Community Outreach Manager

Chapel Hill Transit provides transportation services to our community partners throughout the service area. Below are some community events Chapel Hill Transit participated in late March – April 2019.

- March 23, 2019 – UNC Undergrad Admissions shuttles
- March 30, 2019 – UNC Undergrad Admissions shuttles
- April 14, 2019 – UNC Undergrad Admissions shuttles
- April 7, 2019 – Carrboro Open Streets

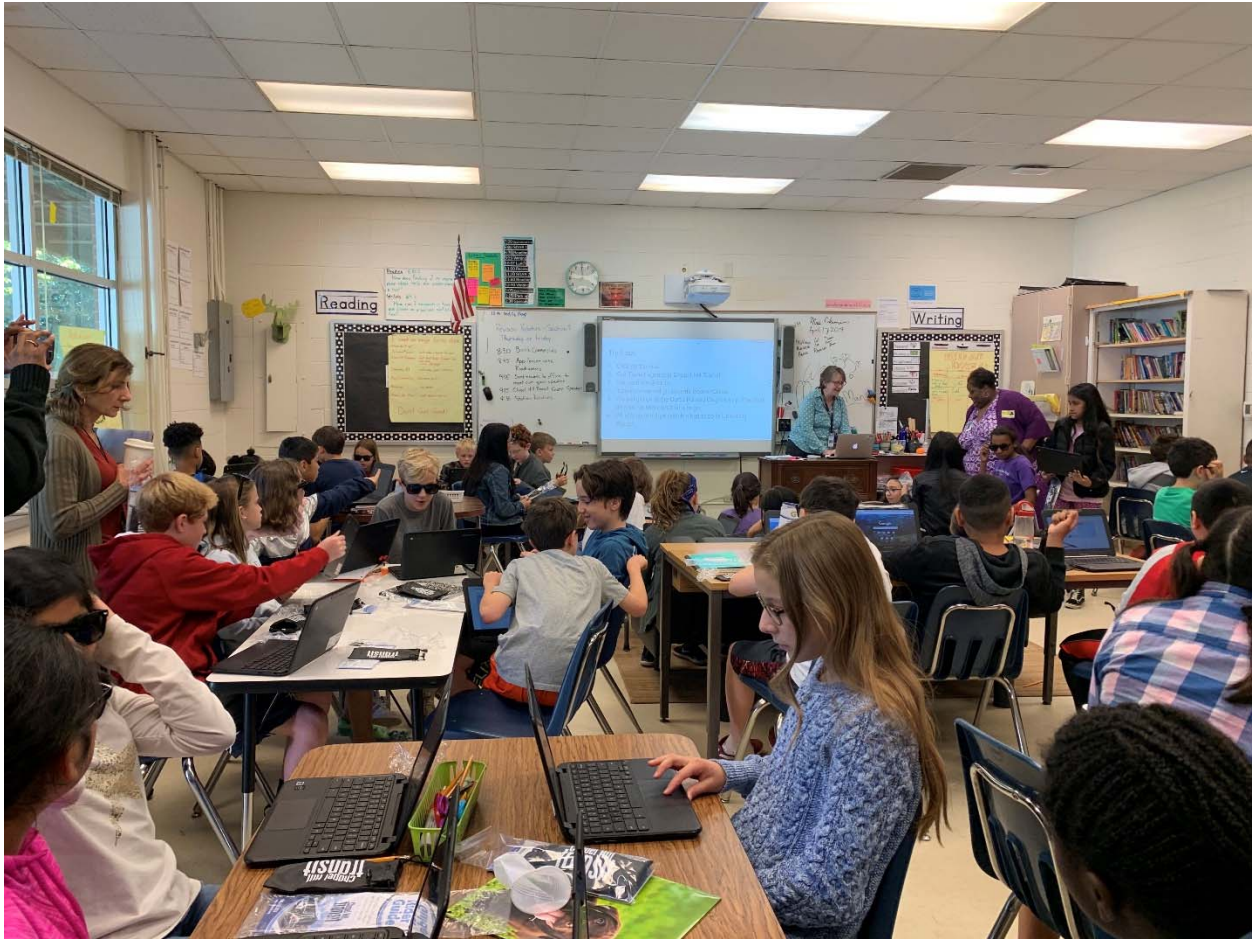




- April 7, 2019 – Touch A Truck



- April 17, 2019 - Estes Hills Elementary How To Ride Orientation – taught over 100 - 5<sup>th</sup> graders how to read a bus schedule, use trip planner & NextBus and safety/riding tips.



### Upcoming Events

- May 4, Chapel Hill Farmer's Market Bike Event
- May 18, Carrboro Farmer's Market Bike Event
- May 21-23, Valor Games

6B. Director

Staff Resource: Brian Litchfield, Transit Director

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- The Director's Report will be provided at the meeting on April 23, 2019.