

GoTriangle
Planning & Legislative Committee
July 26, 2017 2:30 pm-3:45 pm

I. Call to Order and Adoption of Agenda

ACTION REQUESTED: Adopt agenda.

(1 minute Will Allen III)

II. Approval of Minutes: June 28, 2017

ACTION REQUESTED: Approve minutes.

(1 minute Michelle Dawson)

III. Proposed Transit-Oriented Development (TOD) Policy Framework

ACTION REQUESTED: Recommend Board adoption of the TOD Policy Framework

(15 minutes Patrick McDonough)

TOD Attribute Assessment

TOD Policy Framework

IV. Guidelines for Transit Citizens Advisory Committee

(20 minutes Jeff Mann)

V. Adjournment

(Will Allen III)

GoTriangle Board of Trustees
Planning & Legislative Committee Meeting Minutes
June 28, 2017

Board Room, The Plaza, 4600 Emperor Blvd., Suite 100
Durham, NC

Committee Members Present:

Will Allen III, Committee Chair
Mary-Ann Baldwin

Wendy Jacobs
Vivian Jones

Committee Members Absent:

Jennifer Robinson (excused)

Committee Chair Will Allen III called the meeting to order at 2:28 p.m.

I. Adoption of Agenda

Action: On motion by Jones and second by W. Jacobs the agenda was adopted. The motion was carried unanimously.

II. Approval of Minutes

Action: On motion by Jones second by W. Jacobs the minutes of the May 24, 2017, meeting were approved. The motion was carried unanimously.

III. D-O LRT Project Design Change Approval Policy

Katharine Eggleston explained that FTA requires formal document management procedures for the D-O LRT project. After the FTA has issued the Record of Decision (ROD) for the project, design changes must be tracked through the final design or engineering phase. The proposed Design Change Approval Policy includes three steps: evaluation, local approval and FTA concurrence. Local approval is given by all four boards, the GoTriangle Board of Trustees or the D-O LRT Project Director, depending on the nature of the change as outlined in the policy.

W. Jacobs asked how changes approved by the D-O LRT Project Director would be communicated to the Board. Eggleston suggested adding this to the Director's monthly update to the Board.

Action: On motion by Jones and second by W. Jacobs the Committee voted to recommend that the Board approve the draft D-O LRT Project Design Change Approval Policy, adding that design changes approved by the project director would be reported to the Board monthly. The motion was carried unanimously.

IV. Update on Wake Transit Major Investment Study (MIS)

Patrick McDonough reported that the stakeholders have agreed to the scope of the study and consultants are submitting final cost proposals, with a notice to proceed anticipated the last week of July. He discussed the elements of the study, which will include defining systems standards, a concurrence check process and alternatives, identifying project sponsors and public involvement.

Allen asked for updates on this process. McDonough suggested monthly updates to the Committee beginning in August. Allen also requested a list of roles and responsibilities along with a project schedule.

V. Transit-Oriented Development Policy

Patrick McDonough reviewed the draft Transit-Oriented Development (TOD) policy prepared by GB place making.

W. Jacobs stated that GoTriangle should clarify its role in this process.

Baldwin stated she felt the policy should include a separate goal about collaboration and working with the private sector and development community to influence development. Jones agreed.

W. Jacobs then asked how this will impact staffing and how active a role GoTriangle will play. She said to be sustainable there will need to be expertise in-house and because TOD projects are complicated. She said the expertise gained could help in the future in smaller communities that may not have dedicated planning staff to TOD. McDonough responded that that information could be provided next month.

VI. Adjournment

Action: Chair Allen adjourned the meeting at 3:18 p.m.

Will Allen III, Committee Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the Board of Trustees

MEMORANDUM

TO: GoTriangle Planning & Legislative Committee
FROM: Capital Development
DATE: July 19, 2017
SUBJECT: **Proposed Transit-Oriented Development Policy Framework for GoTriangle**

Strategic Objective or Initiative Supported

This item relates to Goal 3.1 Encourage/promote transit-oriented development.

Action Requested

Staff requests that the Committee recommend Board adoption of the Transit-Oriented Development (TOD) Policy Framework.

Background and Purpose

Over the past several Planning & Legislative Committee meetings, GoTriangle and consultant staff have been seeking the Committee's guidance to develop a Transit-Oriented Development Policy Framework for GoTriangle.

In May, GB Arrington presented a review of best practices from other transit agencies around the United States and identified characteristics of the TOD programs at other agencies that are consistent with the goals of their policymakers. Staff received feedback from Committee members about priorities that they thought were important to include in a draft TOD Policy for GoTriangle.

In June, Patrick McDonough and GB Arrington presented a draft of a TOD Policy Framework for GoTriangle. This first draft incorporated elements from other transit agencies and was also informed by Board member recommendations at the May P&L meeting.

This agenda item presents a revised version of the TOD Policy Framework, with amendments in the document based on recommendations at the June committee meeting. This memo also addresses two questions raised by Board Members in the June meeting:

- What role is GoTriangle going to play in TOD in the region?
- What does this mean for GoTriangle staffing?

The Nature of GoTriangle's Emerging TOD Program

GoTriangle is in the process of formalizing its strategic approach to Transit-Oriented Development (TOD). To help define where GoTriangle's TOD program is headed, it is useful to see what types of TOD activities GoTriangle is already engaged in, and to put those activities in the context of the spectrum of TOD programs at peer agencies discussed by GB Arrington at the May 2017 Planning & Legislative Committee.

When staff created a matrix of the activities listed by Arrington in his presentation and marked the activities and approaches that most closely corresponded with GoTriangle's approach, it showed that GoTriangle's activities most strongly overlap with the "Hybrid" category of TOD program described by Arrington.

Attributes of GoTriangle's current work on TOD that led staff to this assessment include:

- TOD approach at GoTriangle has focused on walkable area, not just agency-owned land, for over a decade.
- At least three current staff members have TOD-related activities as part of their duties; a full-time TOD staff position has been identified and approved for hire in FY18 under the D-O LRT staffing plan.
- GoTriangle has previously developed Station Area Design Guidelines for the Regional Rail project, and is now supporting the development of similar guidelines in Durham and Chapel Hill via the TOD Planning Grant process.
- GoTriangle Staff's best practice approach for the conversion of surface to decked parking is that replacing parking spaces at below a 1:1 level is desirable to drive transit ridership in Triangle region markets.
- GoTriangle is frequently a catalyst of TOD activities in addition to being a participant in other processes. (i.e. TOD grant, RUS BUS)

Implications of Emerging GoTriangle TOD Program for Staffing

As of July 2017, there are at least three GoTriangle staff members that are regularly engaged in TOD activities are part of their job duties. They are:

- Manager of Planning and TOD
- Manager of Real Estate
- Transit/GIS Planner

In terms of hiring, the D-O LRT project team is in the process of recruiting for a TOD Planner position that will be the agency's first full-time staff position dedicated to TOD activities.

Once the TOD Planner is hired, we would estimate that the level of effort GoTriangle will be providing to support TOD work will be 1.75 to 2.25 Full-Time Equivalents (FTEs) in terms of staffing. Originally, the hiring plan for the D-O LRT project included two TOD planning positions for Durham-Orange corridor activities, but staff believes that with the capacity provided by Gateway Planning under the TOD grant, GoTriangle can hold off on recruiting for the second TOD position until at least Q4 of FY18, after the Gateway Planning team finishes their work in Q3 of FY18.

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With that in mind, here are the recommended assumptions for TOD staffing going forward:

FY18 – 1 new position, TOD Planner with D-O LRT project (already approved/funded in staffing plan)

FY19 – 1 new position, TOD Planner that could be D-O LRT only or could be partly Wake County as well based on progress of corridor plans and station site identification. Consideration of this position should occur through regular budget discussions in early 2018.

FY20 and beyond – To Be Determined at a later date.

Attachments

- TOD Program Attribute Assessment
- Proposed TOD Policy Framework

Staff Contact

- Patrick McDonough, 919-485-7455, pmcdonough@gotriangle.org



| TOD Program Attribute | TOD Program Type | | | |
|---|------------------|--------------|--------|-----------|
| | Minimal | Conventional | Hybrid | Expansive |
| TOD Not Seen As Core Function | X | | | |
| No Assigned TOD Staff | | | | |
| Some Education and Advocacy Results Driven by Others | | | | |
| Focus on Agency-Owned Land | | | | |
| Impact Limited By Land Holdings | | | | |
| Replace Parking 1:1 | | | | |
| Success = Ridership & Revenues | | | | |
| On Average 1 TOD staff person | X | | | |
| Focus on Agency Land & Walkable Area | | | X | |
| Guidelines: TOD at Station | | | X | |
| Replace Parking Less Than 1:1 | | | X | |
| Robust Partnerships | | | | |
| Success = Ridership & Revenues & Fostering Livable Communities | | | X | |
| On Average 3+ TOD staff | | | X | |
| TOD Part of a Broader Strategy for Regional Growth / Economic Development | | | | X |
| Staff w/ Development Experience | | | | |
| Order of Magnitude More TODs | | | | |
| Highly Value Innovation | | | | X |
| Creativity in Use of Land- Partner, Write Down | | | | |

X denotes activities or approaches GoTriangle is taking as of July 2017

GoTriangle TOD Policy Framework

July 26, 2017

Vision / Purpose

GoTriangle is a steward of large-scale public investment in the region's public transportation network. Transit-Oriented Development (TOD) can be utilized to further the agency's purpose and goals. TOD presents GoTriangle and the region an opportunity:

- to grow ridership;
- to foster sustainable, equitable, and livable communities focused on transit;
- to help to implement economic development and growth strategies in partnership with the communities we serve;

Leveraging transit's ability to shape the growth of the Triangle is consistent with the original enabling legislation of GoTriangle from 1989, which charges the agency to:

“enhance mobility and encourage sound growth patterns”

In 2017, the GoTriangle Board also adopted a goal of Encourage Sound Growth Patterns as one of its three primary goals for the GoTriangle 2017-2021 Strategic Plan.

This policy document clearly defines TOD from GoTriangle's perspective and establishes goals that should be pursued as GoTriangle staff work with residents, other local governments, partner transit agencies in the Triangle region, and the development community- to bring forth TOD projects supportive of the vision described above.

Definitions

Transit Oriented Development (TOD). A report issued by the California Department of Transportation (Caltrans) in 2002 adopted the following definition:

“Transit-Oriented Development (TOD) is moderate to higher density development, located within an easy walk of a major transit stop, generally with a mix of residential, employment and shopping opportunities designed for pedestrians without excluding the auto. TOD can be new construction or redevelopment of one or more buildings whose design and orientation facilitate transit.”

In the interest of promoting common usage and understanding of terms, the GoTriangle TOD Policy Framework adopts the Caltrans definition.

Joint Development (JD). Joint development is TOD that happens to be on publically owned land. The Federal Transit Administration (FTA) uses the following definition:

- Partnerships between transit agencies and the public or private sector in the development of land either owned by a transit agency or related to a transit system improvement
- Integrated development of transit and non-transit projects. Or, transit improvements physically related to, and often co-located with, commercial, residential, or mixed-use development
- Mutual benefit and shared cost among all of the partners involved

The FTA has issued detailed guidance for conducting joint development on land where there is a federal interest; their guidance applies to GoTriangle land acquired in part with federal funds.¹

¹ <https://www.transit.dot.gov/JointDevelopment>

Goals

- A. Complete Communities.** Partner to ensure GoTriangle contributes to neighborhood/district vitality, creating places offering a mix of uses and incomes.
- B. Sustainable Communities Strategy.** Lead in the delivery of the region's land use and transportation vision to achieve quality of life, economic, and greenhouse gas reduction goals.
- C. Ridership.** Increase GoTriangle ridership through the implementation of transit supportive growth patterns.
- D. Value Creation and Value Capture.** Enhance the stability of GoTriangle's financial base by capturing the value of transit, and reinvesting in the program to maximize TOD goals.
- E. Transportation Choice.** Leverage land use and urban design to encourage non-auto transportation choices both on and off GoTriangle property, through enhanced walkability and bikeability, and seamless transit connectivity.
- F. Affordability.** Serve households of all income levels by linking housing affordability with access to opportunity.
- G. Collaboration.** Create positive and productive working relationships with the development community, acknowledging that the most impactful TOD outcomes will occur through partnerships between community groups, neighborhoods, local governments, transit agencies, and the private sector.

Annual Workplan and Annual Progress Report

In order to set strategic priorities for GoTriangle TOD efforts and to demonstrate progress moving forward, this policy establishes that GoTriangle staff will complete two documents on an annual basis:

- **TOD Annual Workplan** – A description of TOD-related activities to be undertaken in the upcoming fiscal year. The workplan will identify task leaders for each major activity, departments across GoTriangle to be involved, timelines for each activity.
- **TOD Annual Progress Report** – An outcome-oriented review of the state of TOD in the GoTriangle service area, with a focus on major transit corridors where frequent service is already operating or being developed. The report will document the adoption of new and/or improved policies in GoTriangle service area jurisdictions that increase the likelihood of the region realizing TOD Goals.

The report will also track completion of actual projects including data on:

- Gross Square Footage of office, retail and hotel space
- Total new residential units
- Total new residential units with legally binding affordability regulations attached
- Total tax value of project
- Other metrics that are indicators of progress towards TOD Goals