

2 x 2 Meeting * Duncan McDonald House & Town
Hall
August 7, 2024 @ 8:00 AM



A. AGENDA TOPICS

1. **Food Truck Follow-Up**

Downtown, Engineering, Admin & Parks and Rec Staff are proposing a solution to the W N Main Street block food truck topic. The solution utilizes the gravel drive next to the water tank, a space we have recently invested resources in. Staff will present the solution and discuss downtown benefits and next steps.

A long-term food truck deep-dive has been added to the Downtown Master Plan scope.

[DT Food Trucks 08.2024](#)

2. **Discussion of PED Bridge/Crossing Grant:**

The Great Trails State Program provides funding for new trail development and extension of existing trails within the state of North Carolina. After vetting the best option for the Waxhaw East-West Greenway/Trail corridor connection, the pedestrian crossing within Segment 6 is the most viable for grant and town funds.

[Great Trails State Grant Presentation](#)

3. **Patriot Day Ceremony Update**

On September 11, 2024, we honor and remember those Fallen Hero's during the annual Patriot Day Ceremony Event. The Parks and Recreation Department has partnered with the Waxhaw Police and Waxhaw Volunteer Fire Departments to help with the event. Staff is requesting feedback on the proposed location change to the Waxhaw Police Department and will present the timeline for the event.

[Parks . Rec NC Patriot Day Ceremony](#)

4. **Discussion of Proposed Revisions to the Organization Advisory Board (OAB) Rules of Procedure**

Staff will present minor revisions to OAB Rules of Procedures. It is necessary to review the rules of procedures from to time to time to ensure they are aligned with State Statue and continuity with OAB practices. Staff is seeking feedback from the Board on the revisions, which are highlighted in yellow.

[Proposed Revisions to OAB Rules of Procedure](#)

5. **Discussion of NCDOT Additional Programming and Funding:**

Staff is presenting an informational item on current NCDOT funding challenges for the region. CRTPO will be recommending a Seniority Approach to address the funding deficit, which puts projects within Waxhaw at risk for project delay and/or

decommission.

- 2026 – 2035 TIP Development (NCDOT Prioritization 7.0)
- Project Seniority/Funding Availability Update

[NCDOT 2026 - 2035 STIP](#)

B. BONUS ITEMS

Downtown Food Truck Solution

Mary O'Neill's Concerns

- Cones reserving parking spaces for food trucks were often out most of the day, limiting where customers could park. Town doesn't allow business to reserve public parking spaces.
- There's a need for available parking spaces. Reducing two spaces on N Church St could affect businesses negatively.
- There's a lack of ADA accessible spaces.
- Food trucks can cause competition for brick-and-mortar restaurants and don't carry the same costs.

Great Wagon Road Concerns

- Often doesn't have enough staff vehicles on site to ensure spaces are available when the food trucks arrive. In addition, they can't have staff leave a busy bar to move vehicles.
- Scheduling food trucks without guaranteed parking spaces can lead to lost cost for food trucks.
- GWR sales down 32% without food truck.
- Food trucks provide food options for customers on busy nights when brick and mortar restaurants can't handle additional volume.
- GWR could use a loading zone for large deliveries for their distilling operations.

Staff Solution

Matt, James, Jeff, Ashley, Alara, and Dena brainstormed solutions that both kept parking available and guaranteed a parking space for a food truck. We are proposing using the gravel drive next to the water tank for food truck parking. This property is owned and managed by the town and its Parks & Rec Department. Parks & Rec and Downtown Waxhaw have invested resources in creating a gathering space here over the last year, adding planters, picnic tables, seating, and lights. This could further activate an underutilized space downtown!

The town would need to draft a Memorandum of Understanding (MOU) with GWR, outlining when the space could be used, fees for electrical usage, and additional terms for the relationship.

This also allows time for the Downtown Master Plan process to begin, where we will take a deeper dive into food trucks in downtown. The Master Plan will look into solutions used in other towns and main street communities, more equitable permit costs/fees, and ideal locations for food truck activities.

Benefits to Downtown

- Activates the water tank space, where we have invested resources over last year.
- Property owned and managed by the town.
- No cost to the town as the electrical cost for food trucks would be covered by GWR.
- Provides additional food options for downtown shoppers on busy evenings.
- Provides a dedicated/guaranteed space for a food truck, without taking up parking spaces.
- Food truck would be more visible and promote more accessibility for all downtown customers, not just those at GWR.
- Great solution for immediate problem while we add long-term food truck discussion to upcoming downtown master plan.

Timeline

- Aug 7-12 – Discussions with BOC at 2x2s
- Sept 6 – Draft MOU, consult with town attorney
- Sept 9-13 – Review with GWR Team
- Sept 24 – BOC Approval



Grant Committee & Parks & Recreation
Great Trail State Program Grant
Robin Viar- Parks & Rec. Admin Manager and
Susan Lee- Administrative Services Manager





Great Trails State Program Grant

12-mile Creek Greenway Installation Grant – Recap

Mission

The Great Trails State Program (GTSP) provides funding for the new trail development and extension of existing trails within the state of North Carolina. There will be one grant cycle distributing the full \$25 million dollars in non-recurring funds.

Scope

We intend to apply for a construction grant with the GTSP. We have worked with the Great Trails Coalition; this is the group mostly responsible for lobbying and funding for this grant, and we showed support by participating in 2023 Year of the Trail monthly events.



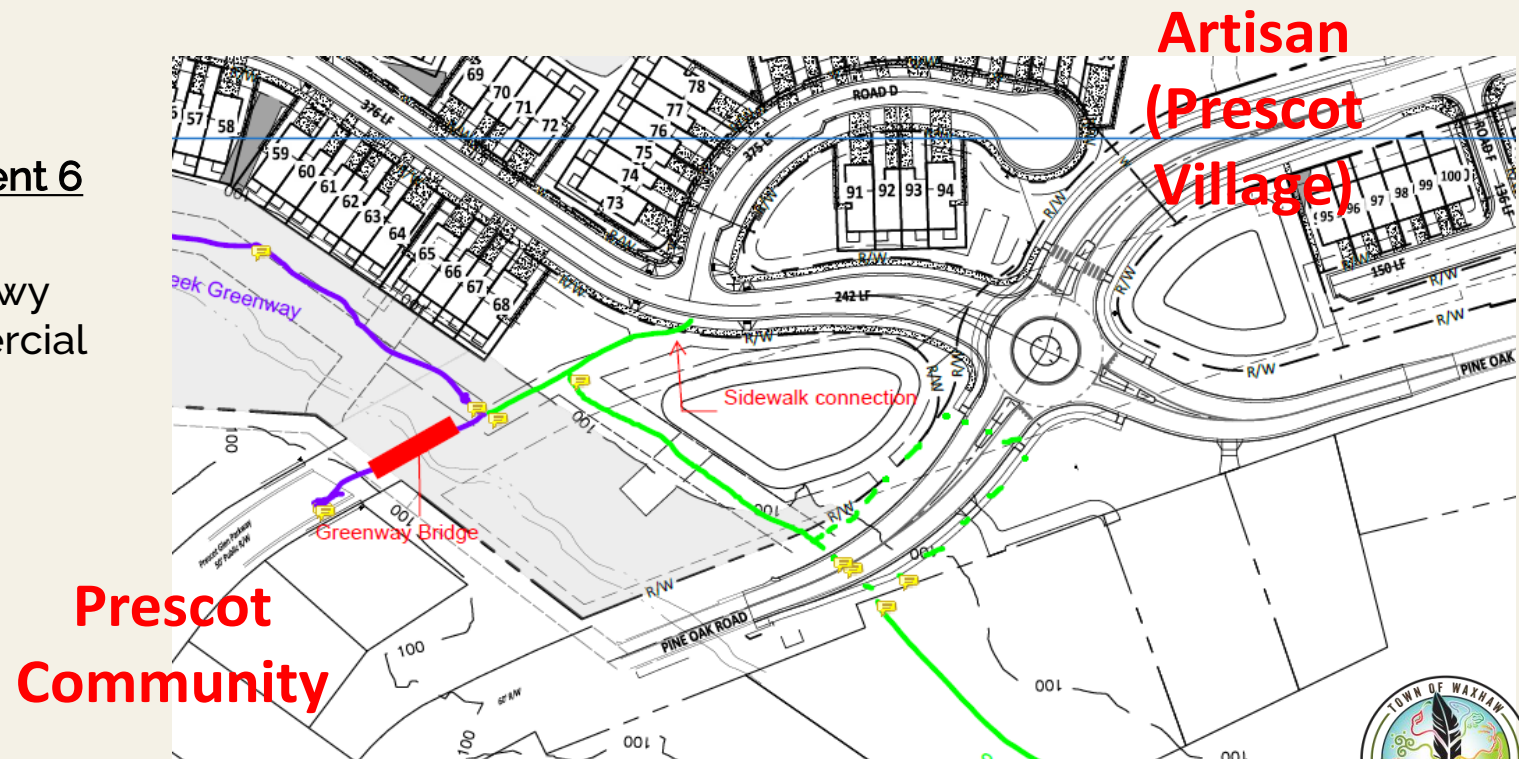


Great Trails State Program Grant

12-mile Creek Greenway Installation Grant - Updated

Updated Project Area – Segment 6

Connection of Prescott Glen Pkwy East to Prescott Village Commercial (Bridge 6a)





Great Trails State Program Grant

12-mile Creek Greenway Installation Grant-Updated

Project Area- Segment 6a Bridge



As we continue to review the draft of the 12-Mile Creek Greenway Feasibility Study, we have found that the estimated costs for each segment exceed the maximum award amount of the Great Trails Grant. After evaluating the segment details, we identified Bridge 6a in Segment 6 as the highest priority. This bridge will provide a connection the east corridor of Town to Prescott Commercial, enhancing pedestrian access all the way to Hwy 16. This crucial connection will significantly improve the walkability of the corridor and falls within the grant's overall award amount. The maximum grant award is \$500,000, and we have received several vendor proposals that are within this budget.





Great Trails State Program Grant

12-mile Creek Greenway Installation Grant

Timeline*

- Application Deadline: September 3, 2024
- Awards Made: Early 2025 (no date specified)
- Project Completion Deadline: 3 years from award date

BOC Request

- Project Total Cost Maximum: \$500,000
- Match requirement for Tier 3 county (Union County): 100%
- **Match will be a maximum of \$250,000**
- Asking for a resolution at the BOC meeting on August 27th



Parks & Recreation- **mission** of the department is to provide recreational, educational, and cultural opportunities that promote a healthy lifestyle and excellent quality of life in a safe environment for citizens of all ages, means, and abilities.

Questions?



Parks & Recreation
Patriot Day Ceremony Updates for 2024
Melissa Johnson, Deputy Director of Recreation





Patriot Day Ceremony – September 11

Proposed Changes for 2024 Event

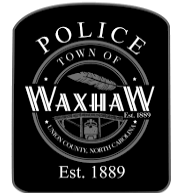
Ceremony location update – Now to be held at Waxhaw Police Department

Room of Remembrance to Honor the Fallen Heroes

- Event time: 8am-10am
- Ceremony start: 8:30am
- Speakers: Mayor Murray and Frank DeMasi
- Partner with Waxhaw Police Department and Waxhaw Fire Department
- Heroes slideshow
- Drop-in Time before/after ceremony for quiet reflection

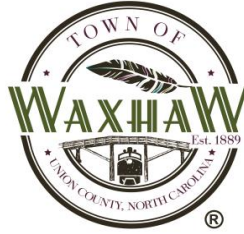


Patriot Day Ceremony – September 11



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Questions?



RULES OF PROCEDURE WAXHAW ORGANIZATION ADVISORY BOARD

I. Name and Purpose

- A. The name of this Board is the Waxhaw Organization Advisory Board (OAB).
- B. These Rules of Procedure set forth the purpose and establish rules, regulations and procedures for organizing the business of the OAB.
- C. The purpose of the OAB is to ensure, promote, advise and assist the Town on matters including but is not limited to:
 - 1. Facilitate and make recommendations for candidate appointments to the volunteer boards and commissions.

II. Appointments and Terms

- A. The OAB shall be composed of five (5) members who shall serve a three (3) year term, except that the initial appointments of these OAB members shall be as follows: two (2) members shall serve a three (3) year term, two (2) members shall serve a two (2) year term, and one (1) member shall serve a one (1) year term.
- B. Composition of the OAB shall consist of the Chairs, Vice-Chairs or **Designee** from each Advisory Board from the ABC Board, Historic Preservation Commission (HPC), Planning Board (PB), Parks, Cultural & Recreation (PCR), and Public Art Committee (PAC).
- C. If a vacancy on the OAB occurs, the seat shall be filled by the Town Board in an expeditious manner for the duration of the unexpired term.
- D. The Town Clerk shall be responsible for maintaining a current list of OAB members, including the effective date of their appointment and the expiration date of their term. The Clerk shall keep the Town Board informed of **as when** any expiring terms in July. **expires at least sixty (60) days prior to expiration date.**

- E. An orientation meeting for newly appointed OAB members shall be conducted by the **Town Clerk** within thirty (30) days of appointment.

III. Election of Officers

- A. The Chairman and Vice-Chairman shall be elected by OAB Board members. Elections shall occur at the OAB's Annual Meeting at a time established by the OAB and should be held every twelve months. Each officer shall serve for a one (1) year term and is elected by a simple majority. Officers may serve a second term having been elected with a simple majority. Officers may not serve beyond two consecutive terms. Each officer shall serve until relieved of his duties as herein provided.
- B. The Chairman shall decide upon all points of order and procedure, subject to these rules, unless directed by a majority of the OAB in session at the time. The Vice-Chairman shall serve as acting Chairman in the absence of the Chairman, and at such times she/he shall have the same powers and duties as the Chairman.
- C. In the event of the absence of both the Chairman and the Vice-Chairman from an OAB meeting, the regular members present may elect a temporary Chairman for that meeting and proceed with the order of business.
- D. The chair shall designate a board member or Staff Liaison as Secretary. The **Town Clerk** ~~Secretary or Staff Liaison~~ shall keep or cause to be kept a full and true permanent record of all meetings of the OAB. The **Town Clerk** ~~Secretary or Staff Liaison~~ shall assist or cause to be sent out notice of regular and special meetings at least in accordance with applicable law.
- E. Town Staff will not be considered a board member or eligible to vote upon any matter.

IV. Rules of Conduct

- A. Faithful and prompt attendance at all meetings of the OAB and conscientious performance of the duties required of members shall be imperative to continuing membership on the OAB. If a member fails to attend three (3) consecutive meetings or a minimum of seventy percent (70%) of all meetings in any fiscal year, the OAB may request that the Board of Commissioners determine such position vacated. The OAB may further recommend removal of a member for duly cited causes and the request must be in writing signed by the Chairman or Vice-Chairman.
- B. Each member shall agree to abide by various Town policies which may affect them including but not limited to the Town's Ethics Policy.
- C. The Board of Commissioners may remove any member for cause.

V. Meetings

- A. At its initial meeting, the OAB shall establish a meeting schedule and location for regular meetings which shall continue unless a change is approved by the OAB. Special called meetings may be held at any other convenient place as directed by the person(s) calling the meeting.
- B. A quorum of the OAB shall be in attendance before action of an official nature can be taken. A quorum is at least one (1) more than half the number of members appointed.
- C. Special meetings of the OAB may be called at any time by the Chairman or two members. At least forty-eight (48) hours in advance of the meeting and in accordance with all provisions of the NC Open Meetings Law.
- D. Whenever there is no business to be presented for consideration by the OAB, the Chairman may, at his or her discretion, dispense with a regular meeting by giving notice to all members prior to the time set for the regular meeting. Notice of meeting cancellations shall also be conspicuously posted at the Waxhaw Town Hall and on the Town of Waxhaw official website and appropriate notification given to the press as required by North Carolina law.
- E. All meetings shall be open to the public. The order of business at regular meetings shall be as follows:
 - 1. Determination of a Quorum
 - 2. Approval of Minutes of Previous Meeting
 - 3. Old Business
 - 4. New Business
 - 5. Staff Updates
 - 6. Adjournment

VI. Amendment Procedures

These Rules of Procedure may only be amended by the Town Board. The OAB may request proposed amendments to the Town Board.

VII. Adoption

These Rules of Procedure shall become effective upon adoption by the Waxhaw Board of Commissioners.

Robert J. Murray, III, Mayor

ATTEST:

Barbara Bruce, Town Clerk

Amended: August 27, 2024.



NCDOT – STIP 2026 TO 2035 TIP

Development

August 2x2s





NCDOT – North Carolina Department of Transportation

NCDOT is responsible for building, repairing, and operating highways, bridges, and other modes of transportation including ferries in North Carolina.

- Formed in 1915 as the State Highway Commission
- Board of Transportation governs the department and is the decision-making body

• Divisions of NCDOT:

- **Division of Highways**

- Division of Motor Vehicles (DMV)

- Division of Aviation, Bicycle and Pedestrian Division, Ferry Division, Rail Division, etc.



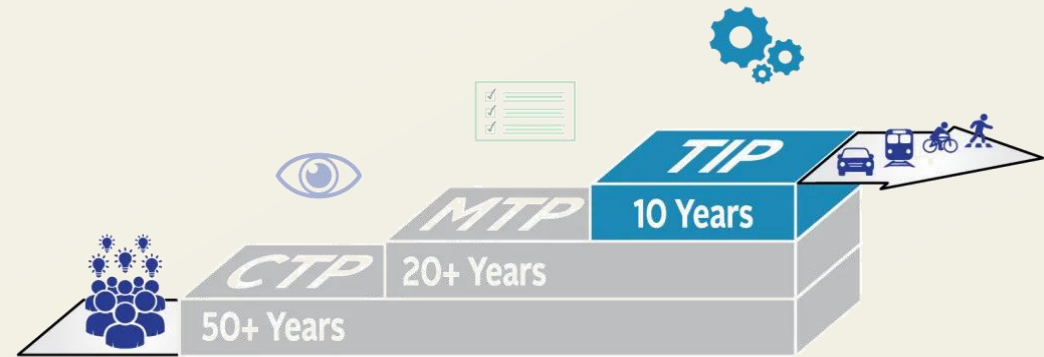
Mission: Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina.



What is the STIP? Why is it important?

The NCDOT State Transportation Improvement Program (STIP):

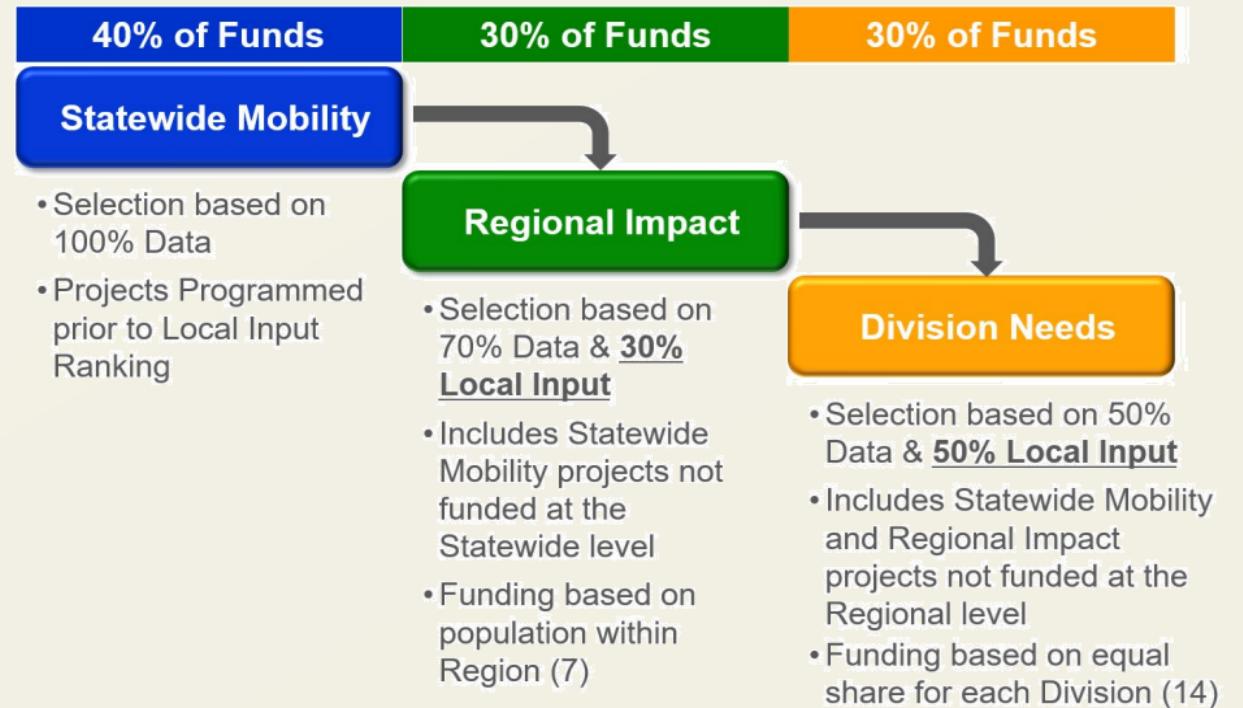
- Identifies the transportation projects and strategies that CRTPO and NCDOT plan to undertake over the next ten (10) years
- Region's way of allocating its transportation resources among the various capital and operating needs of the area, based on a clear set of short-term transportation priorities
- All projects receiving federal funding must be in the STIP
- Updated at least every two years





Prioritization 7.0 (P7.0)

- Prioritization is NCDOT's decision-making tool for developing the State Transportation Improvement Program (STIP)
- **2026 – 2035 Program Years**
- Strategic Transportation Investments (**STI**) legislation
 - Establishes the Strategic Mobility Formula, which allocates available revenues based on data-driven scoring and local input.



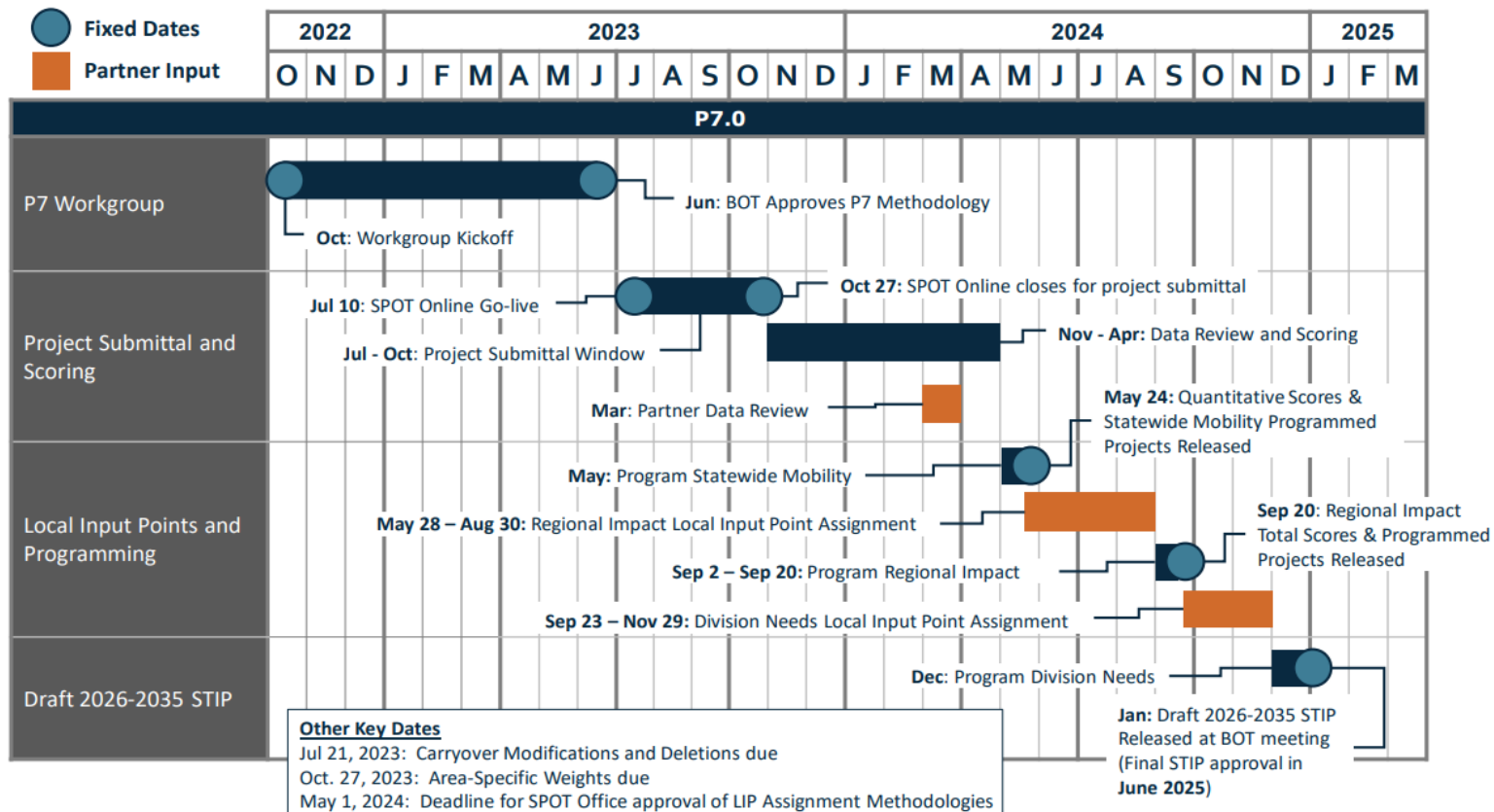


Prioritization 7.0 (P7.0) Schedule

P7 Schedule

Revised – March 2024

Dates set per P7 Workgroup in October 2022



- Local input point allocations can be adjusted based upon results of public input.
- Public feedback is justification for deviating from STI legislation methodology adjustments



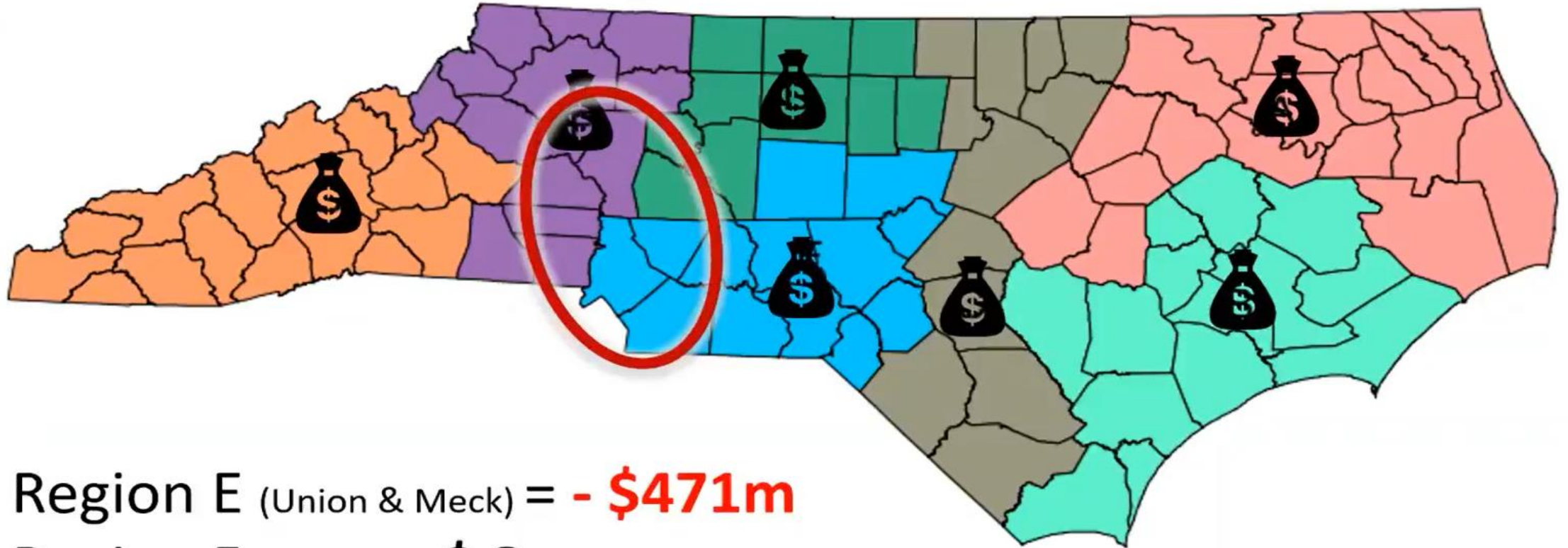
STI Funding: Statewide Mobility



Statewide Mobility =
\$1,033m



STI Funding: Regional Impact Tier



Region E (Union & Meck) = - **\$471m**

Region F (Iredell) = **\$ 8m**

https://crtpo.org/PDFs/Prioritization/P7/CRTPO_EC_Region_E.pdf



STI Funding: Division Needs Tier



Division 10 (Union & Meck) = - **\$108m**

Division 12 (Iredell) = - **\$72m**

https://crtpo.org/PDFs/Prioritization/P7/CRTPO_EC_Div_10.pdf



CRTPO Seniority Approach

- NCDOT P3.0 (2015), P4.0 (2017), P5.0 (2019)
- Seniority Approach ranks projects in each STI funding category:
 - Highest to lowest scoring projects from P3.0
 - Highest to lowest scoring projects from P4.0
 - Highest to lowest scoring projects from P5.0
- **Projects that become unfunded in the DRAFT STIP would be reprioritized in P8.0 – FY 2035+**
- Waxhaw Impacted Projects (**Expect Delays/Project Decommission**):
 - P5.0 – (P-5748B): Helms Road Grade Separation
 - P4.0 – (U-5769A): NC-16 Widening (Rea Rd. to Bonds Grove Church Rd)
 - P4.0 – (U-5769AA): Bonds Grove Church Rd Intersection Improvements
 - P4.0 – (U-5769B): NC-16 Widening (Bonds Grove Church Rd to Waxhaw Pkwy)



Projects at Risk for Delay and/or Decommission

- **Need for project advocacy at state legislature level**
- If projects are delayed and/or decommitted, consider different priorities and cost reduction
 - P4.0 – (U-5769A): NC-16 Widening (Rea Rd. to Bonds Grove Church Rd)
 - Seniority Rank **12 out of 22 (Region E)**
 - Remaining STI Costs: \$35,500,000.00
 - Current Schedule: ROW FY 2025, CON Start FY 2029
 - P4.0 – (U-5769AA): Bonds Grove Church Rd Intersection Improvements
 - Seniority Rank **13 out of 22 (Region E)**
 - Remaining STI Costs: \$6,100,000.00
 - Current Schedule: ROW FY 2024, CON Start FY 2026
 - P4.0 – (U-5769B): NC-16 Widening (Bonds Grove Church Rd to Waxhaw Pkwy)
 - Seniority Rank **18 out of 22 (Region E)**
 - Remaining STI Costs: \$49,700,000.00
 - Current Schedule: ROW FY 2025, CON Start FY 2029
 - P5.0 – (P-5748B): Helms Road Grade Separation
 - Seniority Rank **19 out of 22 (Region E)**
 - Remaining STI Costs: \$24,629,000.00
 - Current Schedule: ROW FY 2023, CON Start FY 2025
- **N.C.G.S. 136-66.8: Agreements with units of local government to expedite projects ([G.S. 136-66.8](https://www.ncleg.gov/ArticlesOfInterest.aspx?ID=136-66.8) [ncleg.gov](https://www.ncleg.gov/))**
- **Pennies for Progress Approach – Need for County and State Legislature Support**

Questions?