Town of Apex Transit Advisory Committee

Regular Meeting Minutes
January 13, 2021
Virtual Teams Meeting

Meeting Purpose

The purposes of this meeting were to: (1) approve meeting minutes from the October 21, 2021 meeting; (2) provide an update on the Affordable Housing Plan; (3) provide an update on proposed amendments to the 2045 Future Land Use Map (FLUM); (4) provide an update on the Transportation Demand Management Planning Grant; (5) provide updates on GoApex Route 1; (6) provide updates on the ADA Policy and Paratransit Application; (7) share brief updates on the GoCary Apex-Cary Express (ACX), the autonomous shuttle presentation, the Wayfinding Signage Program, the new Long Range Transit Planner position, a Capital Improvement Program request, and a transit oriented development grant opportunity; and (8) discuss next steps in transit planning and service projects.

Meeting Outcomes

Town staff will: (1) continue work on GoApex Route 1 bus stop design and construction; (2); continue working on developing a ADA policy and paratransit application; (3); continue coordination with GoCary and GoTriangle on the Apex Cary Express and Route 305; and (4) coordinate a field trip to ride Route 305 and ACX.

Attendees

Committee members:

- Linda Barrett
- Laura Brain
- Nick Bryant
- Amanda Bunce
- Joanna Helms
- Kurt Pfeifer
- Angela Reincke
- Stuart Wagner
- Andrew Werking

Staff support:

- Allyson Coltrane (Town of Apex Planning)
- Shannon Cox (Town of Apex Planning)
- Jenna Shouse (Town of Apex Planning)

1. **Meeting Minutes**
   (Action Item: Jenna Shouse, Town of Apex)
   - Nick Bryant made a motion to approve the October 21, 2020 meeting minutes.
   - Andrew Werking seconded the motion to approve the October 21, 2020 meeting minutes.
   - The motion was unanimously approved by the Committee.

2. **Affordable Housing Plan Update**
   (Information Item: Shannon Cox, Town of Apex)
   - Staff shared updates on the Affordable Housing Plan and noted that the plan does include a goal to "Connect affordable housing development with transit service, transportation infrastructure, and amenities.

APEX
NORTH CAROLINA

- Staff shared that we are still pursing license agreements. Staff has been in contact with Wake County Schools and Olive Chapel Professional Park. While no agreements have been made there has been discussion to move forward.
- Staff has not been able to get into contact with the property owner of Beaver Creek Crossings. Staff plans to send a letter stating that the Town will move forward without installation of the stop.
- Staff shared that operations scheduled to begin in late summer or early fall depending on license agreements and bus stop construction.
- *Committee Discussion:*
    - *Question of whether removal of the new Beaver Creek Crossing internal stop could impede funding.*
        - *Staff shared that it is not anticipated removal of one stop would impede funding, but this would be confirmed before a decision is made.*
        - *Waiting to hear back from the property owner could delay construction of the bus stops. All licensing agreements would need be completed before any construction could start.*
    - *Question of whether the stop could be brought back at a later time.*
        - *It would have to be done as a separate project.*
    - *Question of whether the property owner is aware that the stop would be removed.*
        - *Staff noted that the next step would be to send out a letter to inform the owner that the stop would be removed. In addition to letting the owner know that the Town would not take responsibility of maintenance for the current bus stops at Beaver Creek Crossings.*
    - *Question of whether the Town have any leverage to get a response from the property owner.*
        - *Staff shared that the letter would be used as leverage to a response from the property owner.*
    - *Question of whether there has been any thought about reaching out to the tenants of Beaver Creek Crossings*
        - *Staff will confirm that we can reach out to tenants, along with sending the letter to the property owner.*
    - *Committee supports the idea of removing the stop after all attempts have been made to get into contact with property owner.*
    - *Committee hopes that start date will fall in line with Peak Fest for promotion.*

6. **ADA Policy and Paratransit Application**
   (Information Item: Allyson Coltrane, Town of Apex)
   - Staff shared that the GoApex Route1 paratransit service would be provided by GoWake Access.
   - Staff shared that the ADA plan was modeled after ADA regulations that has an overview of the Town's ADA application the qualifications for it, reservations, no shows and hearings that address eligibility and suspension from service.

APEX
NORTH CAROLINA

- Staff shared that the public hearing committee would be comprised of GoWake Access staff, Town of Apex Staff and at least one transit advisory committee member.
- Staff informed committee that based on comments from today's meeting, staff would bring a revised ADA policy and application to the April meeting for review then submit to Town Council for approval in May.
- *Committee Discussion:*
  - *Question of whether the ADA application could be written in plain language so that individuals with disabilities may be able to complete it independently*
    - *Staff will review and make changes*
    - *Staff to discuss offering assistance to complete ADA application with GoWake Access*

7. Brief Updates

(Information Item: Jenna Shouse, Town of Apex)

- GoCary Apex Cary Express (ACX)
  - Staff noted that the ACX service started on Monday, January 4th, with three stops: Compare Foods Park and Ride on S. Hughes Street, Salem Street at Hunter Street, and the Cary Depot.
  - Staff asked if the committee is interested in a coordinated trip to ride both the ACX and Route 305.
  - *Committee Discussion:*
    - *Request for a large, laminated copy of the ACX map for posting in downtown.*
    - *Question of what is the frequency on this route*
      - *Staff noted that it is every hour.*
    - *Committee members are interested in a field trip to ride the 305/ACX.*
    - *Committee recommended bringing Communication staff along on the ride to capture a video for social media.*
    - *Committee requested ridership information once available.*
- GoTriangle 305
  - Staff noted the possible work plan amendment to expand service to all day and weekends. A decision will be made in February.
- GoTriangle 311
  - Staff noted that route 311 is out of service due to COVID-19 and is anticipated to resume in April 2021, but this is subject to change.
- Apex Transfer Center
  - Staff noted that GoTriangle recently submitted a LAPP application for the Apex Transfer Center. This project includes bus stop and sidewalk improvements and would be located at the new Town Inspection Facility planned on N. Mason Street.
  - Staff noted that this project scored the highest in the transit category and has been recommended for funding.
  - *Committee Discussion:*

APEX
NORTH CAROLINA

- *Question of whether there would be a discussion of moving the transfer center closer to the Old Raleigh Road.*
    - *Staff noted that a multimodal transfer center is still anticipated at NC 55 and S. Salem Street. This would be timed to coordinate with the Highway 55 widening project.*
    - *Staff noted there could be bus stop improvements near Old Raleigh Road in the future based on ridership.*

- Wayfinding Signage Program
    - Staff noted sign location planning, message scheduling and design developmentare underway. Next steps include a field review to take photos of where each sign locations will be.
    - Staff noted that the 30-day public comment period just ended and staff is working through the comments.
    - Wayfinding includes vehicular directional signage to park and rides and pedestrian signage to transit stops.
- Downtown Design Project Update
    - Staff shared that the project has just begun and will accomplish 3 of the top 10 goals from the downtown plan: Transform the Salem streetscapes, Energize the alleys, and add a net gain of 200 parking spaces within a 5-minute walk of downtown.
    - Focus group meetings have been scheduled. One is focused on multi modal transportation; regional transit agencies have been invited to have a transit perspective.
        - *Committee Discussion:*
            - *Question of where the parking deck would fit into the downtown design project.*
                - *Staff noted that the recommendation was to not move forward with a parking deck at this time based on parking inventory that was completed.*
- North Carolina Department of Transportation: Transit Oriented Development Planning Project
    - Staff shared that this project will discuss expanding passenger opportunities on the S Line. The town will be participating and will involve the committee as the project moves forward.
        - *Committee Discussion:*
            - *Question of whether there are preliminary ideas on how to get CSX to move elsewhere?*
                - *Staff noted that it is likely to be a continuing conversation as this plan moves along as well as outside of the plan.*
            - *Question of whether the S Line can get a new station in the New Hill area.*

APEX
NORTH CAROLINA

- *Staff noted that the study in Apex will focus on a downtown station and a feasibility analysis around the Veridea station, consistent with our Transit Plan map.*

- Community Development Block Grant
  - Staff shared that this is a program through Wake County that focuses on neighborhood revitalization in low and moderate income communities.
  - Staff shared that a letter of interest has been submitted to install bus stop amenities adjacent to low and moderate income housing developments and pedestrian facilities to access the James St bus stop.
  - Staff noted that funding may be divided into two phases.
  - Staff is working with Wake County to determine if it meets HUD requirements and will know if application has been approved in February.

8. Next Steps

(Information Item: Jenna Shouse, Town of Apex)

- Future Land Use Map Workshop – January 19, 2021
- Affordable Housing Plan Public Hearing – January 26, 2021
- CDBG Grant Decision – February 2021
- Begin GoApex bus stop construction – anticipated Spring 2021
- GoTriangle Route 305 Expansion – anticipated April 2021
- Begin GoApex Route 1 – anticipated late Summer / Fall 2021
- Next meeting - April 14th at 4pm

Town of Apex Transit Advisory Committee

Regular Meeting Minutes
April 14, 2021
Virtual Teams Meeting

Meeting Purpose

The main purposes of this meeting were to: (1) Consider the revised ADA plan and ADA application; (2) Receive updates on GoApex Route 1; (3) Consider a proposed amendment to the Transit Plan map; and (4) Receive brief updates on several items of interest to the committee.

Meeting Outcomes

Town staff will: (1) continue work on GoApex Route 1 bus stop design and construction; (2); continue working on developing an ADA policy and paratransit application; (3); continue coordination with GoCary and GoTriangle on the Apex Cary Express and Route 305; and (4) coordinate a field trip to ride Route 305 and ACX.

Attendees

Committee members:

- Linda Barrett
- Amanda Bunce
- Nick Bryant
- Bret Gantt
- Kurt Pfeifer
- Angela Reincke
- Stuart Wagner
- Andrew Werking

Staff support:

- Allyson Coltrane (Town of Apex Planning)
- Shannon Cox (Town of Apex Planning)

APEX
NORTH CAROLINA

1. **Welcome and Introductions**
    - Chair Wagner introduced those in attendance and welcomed any members of the public participating remotely.

2. **Meeting Minutes**
   (Action Item: Allyson Coltrane, Town of Apex)
   Requested Action: Approve meeting minutes from the January 13, 2021 meeting
    - Stuart Wagner made a motion to approve the January 13, 2021 meeting minutes.
    - Linda Barrett seconded the motion to approve the January 13, 2021 meeting minutes.
    - The motion was unanimously approved by the Committee.

3. **ADA Plan and Paratransit Application**
   (Action Item: Allyson Coltrane, Town of Apex)
   Requested Action: Approve the ADA Plan and Paratransit Application
    - Staff Updates:
        - Staff presented revised versions of both the ADA Plan and Paratransit Application. Staff provided an overview of changes including: shortening the documents to be both reader friendly and concise, removing unnecessary questions, and removing the need for a GoApex ID Card.
    - Committee Discussion:
        - Members noted that Laura Brain requested revisions at the previous meeting and asked whether she has provided any feedback on the changes. No comments had been received.
        - Andrew Werking made a motion to recommend the ADA Plan and Application, pending any additional comments from Laura Brain.
        - Linda Barrett seconded the motion.
        - The motion was unanimously approved by the Committee.

4. **GoApex Route 1 Update**
   (Information Item: Allyson Coltrane, Shannon Cox, Town of Apex)
    - Staff Updates:
        - Staff provided an update regarding bus stops. Two bus stops are proposed for removal, the stop on Olive Chapel Road adjacent to Olive Chapel Elementary and the interior stop at Beaver Creek Crossings. A stop has been added on Kelly Road near Evening Star Drive in lieu of the Olive Chapel Road location. The Beaver Creek Crossings stop removal requires an amendment to the Transit Plan map (next item).
        - License Agreements are need with both Olive Chapel Professional Park and Beaver Creek Crossings. Town staff have been in talks with the owner of Olive Chapel Professional Park and it looks favorable. There has been limited contact with the property owner of Beaver Creek Crossings in regards to maintaining the exterior bus stop located at Tuesday Morning.
    - Committee Discussion:
        - Members asked about the purpose of the license agreement for Olive Chapel Professional Park. Staff shared that this will allow the bus to turn around and start the inbound trip.

APEX
NORTH CAROLINA

- Members asked for additional detail regarding the proposed removal of the stop in Beaver Creek Crossings. Staff noted that the property manager liked the idea of having an interior bus stop, but due to agreements already in place with tenants and the current uncertainty of retail due to the pandemic, they are not able to enter into an agreement at this time. They are open to exploring the possibility in the future.

5. **Transit Plan Map Amendment**
(Action Item: Allyson Coltrane, Town of Apex)
    - Staff Updates:
        - Staff recommend amending the Transit Plan map to remove the portion of the route interior to Beaver Creek Crossings. This is due to the inability to reach agreement to locate an interior stop in this retail development.
    - Committee Discussion:
        - Members asked whether we have other stops inside the shopping center. Staff noted that there are no other interior stops but the shopping center will still be served by two stops on Beaver Creek Commons Drive.
        - Members asked whether the existing stop will be impacted by this decision to remove the interior stop. Staff noted that they have been unable to reach an agreement with the property owner to maintain one of the existing bus stops as it is not in the public right of way. Staff is still working with the property owner to reach a maintenance agreement. The stop can still be served, just not maintained by the Town.
        - Members asked whether a connection of Chapel Ridge Road to Beaver Creek Commons Drive would enable the bus to travel on Chapel Ridge Road. Staff shared that there is not a collector street shown on the Thoroughfare and Collector Street Plan map to connect Chapel Ridge Road to Beaver Creek Commons Drive. If that were to change, an amendment to the route could be considered.
        - Andrew Werking made a motion to recommend approval of the Transit Plan map amendment.
        - Kurt Pfeifer seconded the motion.
        - The motion to recommend approval of the Transit Plan map amendment was unanimously supported by the Committee.

6. **Bloomberg Asphalt Art Grant**
(Information Item: Allyson Coltrane and Shannon Cox, Town of Apex)
    - Staff Updates:
        - Staff shared that they have partnered with the Public Art Committee to apply for the Bloomberg Asphalt Art Grant. Staff will ask for the maximum allotment of $25,000. The intent for this grant to is to have art designed at 12 bus stops.
    - Committee Discussion:
        - Members asked whether art at bus stops can be included as a community amenity and potentially added to the Public Art map.
        - Staff noted that the UDO and Public Art map address public art on private property. Staff will research a possible UDO amendment and follow up with Committee.
        - Committee suggested looking into what the City of Durham is doing.
        - Committee is very supportive of the Bloomberg grant idea, and believes that there will be a tremendous media opportunity to promote GoApex Route 1 with the integration of art

APEX
NORTH CAROLINA

and transit.

7. **Updates**
(Information Items: Allyson Coltrane and Shannon Cox, Town of Apex)
    - Staff Updates:
        - Go Triangle's Route 305 service expansion is anticipated for August 2021.
        - Starting in March GoTriangle began to hold public comment on three items: the Wake Transit Plan, Annual Work Plan, and Community Engagement Policy. The Wake Transit Plan was extended by three years into 2030. The Annual Work Plan includes funding for GoTriangle to construct the bus transfer station that will be near downtown Apex and park and ride improvements. Locations for the park and ride improvements have not been identified. The Work Plan also includes continuing the new service of GoCary ACX and the Expansion of GoTriangle Route 305.
        - Staff provided an update on the Community Block Grant. Staff is currently conducting surveys for income verification that will be aid in the goal of enhancing the six bus stop locations and pedestrian improvements at James St and NC Hwy 55.
        - The Transportation Demand Management Program FY22 grant application has been submitted and we are awaiting comments from the oversight committee.
        - Downtown Design Projects includes three of the top ten project from the Downtown Plan: enhance Salem St, energize the alleys, and add parking. Staff have designs to share and will be inviting property owners and tenants to a discussion on April 26th. There will be virtual workshops for the public from May 17th – May 31st and there will be a live workshop on May 24th. Both workshops will have the same information. The live workshop will require registration.
        - The Transit Oriented Development (TOD) plan, led by NCDOT with participation from the Town, will kick off in June.
    - Committee Discussion:
        - The committee was excited and supportive of the sidewalk and bus stop enhancements proposed with the Community Development Block Grant.
        - Chair Wagner asked whether the ACX route information has been added to the TransLoc App. Staff will follow up with GoCary about this.

8. **Next Steps**
(Information Items: Allyson Coltrane and Shannon Cox, Town of Apex)
    - Committee Bus Ride – July 2021
    - GoTriangle Route 305 Expansion – August 2021
    - GoApex Bus Stop Construction – anticipated start in Fall 2021 (anticipate 6 months to complete)
    - GoApex Route 1 Start of Service – anticipated Spring 2022
    - Next Meeting is July 14th at 4pm

Transit Advisory Committee (TAC)

July meeting was **Cancelled**

Town of Apex Transit Advisory Committee

Special Meeting Minutes
September 1, 2021
3rd Floor of Town Hall, 73 Hunter Street, Apex

Meeting Purpose

The main purposes of this meeting were to: (1) Discuss incorporating art in transit; (2) Receive updates on GoApex Route 1; and (3) Receive brief updates on several items of interest to the committee.

Meeting Outcomes

Town staff will: (1) continue work on GoApex Route 1 bus stop design, construction, and agreements; (2) pursue the integration of art in Apex bus stops; (3) continue coordination with partners on Route 305, the S-Line TOD Study, and the Wake Transit Bus Plan Update.

Attendees

Committee members:

- Linda Barrett
- Amanda Bunce
- Nick Bryant
- Kurt Pfeifer
- Angela Reincke
- Stuart Wagner
- Andrew Werking
- David Yokum

Staff support:

- Noor Sandhu
- Shannon Cox

Guests:

- Erin Convery (GoTriangle)
- Tom Colwell (Public Art Committee)
- Taylor Wray (Public Art Committee)
- Bethany Bryant (Public Art Committee)
- Bret Gantt (Town Council)

1. Welcome and Introductions

- Chair Wagner introduced those in attendance.

2. Completion of Oaths

- Tesa Silver, Deputy Town Clerk, administered the oath to voting members of the Transit Advisory Committee.

3. Meeting Minutes

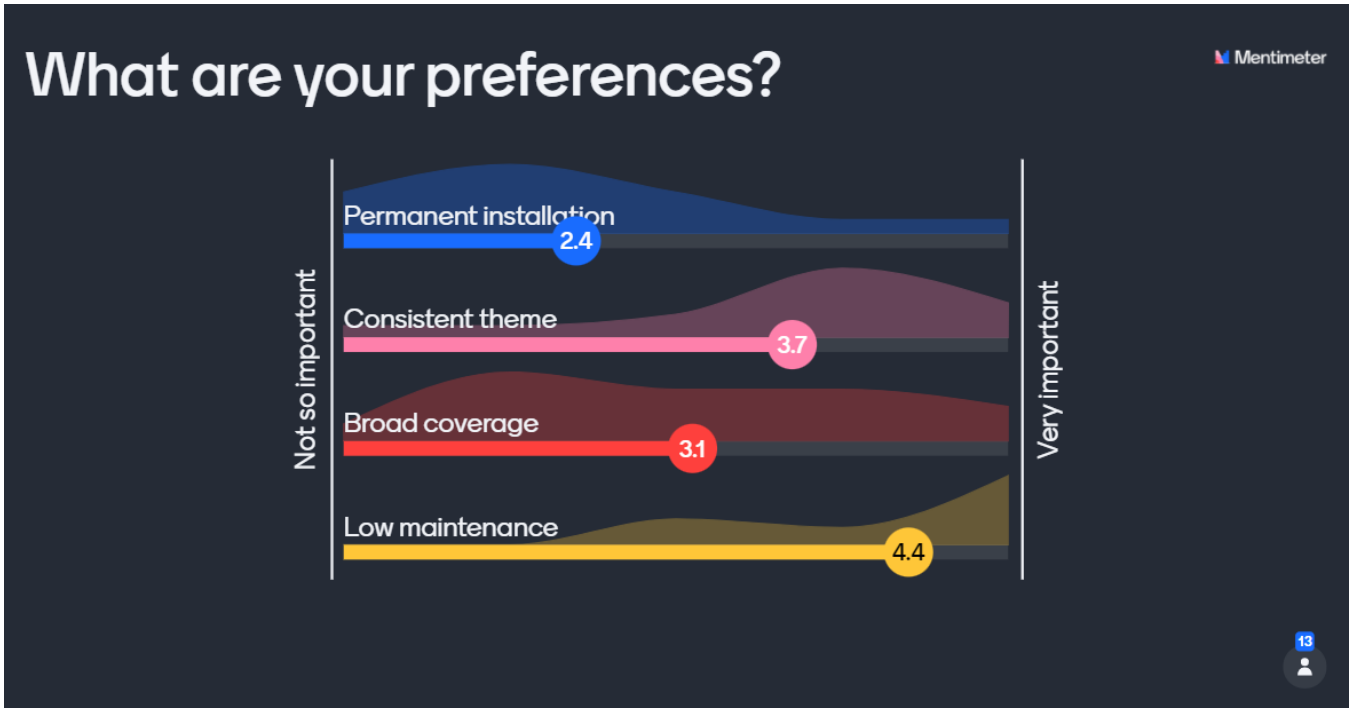
(Action Item: Shannon Cox, Town of Apex)
Requested Action: Approve meeting minutes from the April 14, 2021 meeting

- Andrew Werking made a motion to approve the April 14, 2021 meeting minutes.
- Nick Bryant seconded the motion to approve the April 14, 2021 meeting minutes.
- The motion was unanimously approved by the Committee.

4. **Art in Transit**
   (Discussion Item: Shannon Cox, Town of Apex)

- **Background**
  - Funding
    - Town applied for a $25,000 Bloomberg Asphalt Art Grant. Decision pending.
    - Wake Transit Art Integration Policy adopted and provides guidance for what projects are eligible to use Wake Transit funding for art integration. No Apex transit projects are eligible.
    - The Planning Department budget includes some funds to enhance GoTriangle bus stops. Based on anticipated design, these funds may not be needed, and a request to use these for art integration in transit could be considered.
  - Examples of Art Integration
    - Regarding the palette for art integration - planned GoApex bus stops are simple – some include just a concrete pad, others include a bench, trash can, and bike rack. A subsequent project will install shelters at some stops.
    - Examples of art integration vary from temporary to permanent. Examples include asphalt art, vinyl shelter wraps, themed sculptures, and functional art.
- **Discussion**
  - The committee participated in two interactive polls and discussed the results. Images of the polls capturing committee member ideas and preferences are shown on the next page.
- **Next Steps:**
  - Gather example "calls for artists" from the Public Art Committee.
  - Develop draft goals for integrating art in transit in Apex.
  - Prepare a proposal and route for approval.

APEX
NORTH CAROLINA



5. **Project Updates**
   (Information Item: Shannon Cox, Town of Apex)
   - GoApex Route 1
     - Project is progressing through the design process. Agreements are still pending. Start of service is anticipated in spring 2022.
   - GoTriangle Route 305
     - Expansion to all-day and weekend service is delayed due to bus operator shortages. There is currently no timeline for when this may be resolved.
   - Neighborhood Revitalization Program bus stop improvements
     - Town was successful in securing grant funding to add shelters to multiple bus stops and improve pedestrian connections to the bus stop along James Street at NC 55.
     - Agreement is in final stages.

6. **Planning Updates**
   (Information Item: Shannon Cox, Town of Apex)
   - Staff Updates:
     - Wake Transit
       - Wake Transit Performance Tracker now shows the status of all projects that have received Wake Transit funding.
       - GoTriangle is kicking off an update to the Wake Transit Bus Plan.
       - Mobility Management Plan is kicking off. The process is anticipated to take two years.
     - NCDOT S-Line Transit Oriented Development (TOD) Study
       - Regional study intended to help prepare for future passenger rail along the "S-Line".
       - Project team kickoff is complete and stakeholder conversations are planned.

Remaining items included setting the next meeting date and closing the meeting.