

# 2022 Downtown Plan Steering Committee

## Committee Roles & Responsibilities

Thursday, September 22, 2022

6:00 – 8:00 PM

Huntersville Town Hall



# Purpose

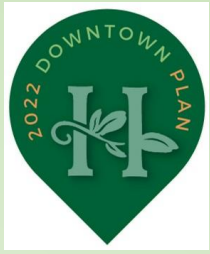
- First Discussed during Feb 3<sup>rd</sup> Special Meeting
- Clarify the Planning Process
- Revisit the Committee's Role
- Revisit All Roles & Responsibilities
- Outline Some Changes Since the Project Pause
- Address Some Survey Comments & Questions
- Review Project Schedule Changes



# What is a Land Use Plan?

*[From Cornelius]*

The Land Use Plan is a document designed to **guide** the future development of Cornelius. It presents a **vision** for the future, with long-range goals and objectives, and includes **guidance** on how to make decisions on land development proposals and **sets the stage** for how the Town will grow in the future. While providing a common framework to **balance community interests**, the plan is a means to protect public investment and valued resources by **fostering a sense of place** and encouraging economic development.



# Similarities – Huntersville's Downtown Plan

- **Guide** future development
- Present a **vision** for the future, with long-range goals and objectives
- Include **guidance** on how to make decisions on land development proposals
- **Set the stage** for how the Downtown will grow in the future
- Provide a common framework to **balance community interests**
- Protect public investment and valued resources by **fostering a sense of place** and encouraging economic development



# Survey Topic – Level of Detail

“I think some folks think we are working on an exact plan for every street corner and every building. So, when folks try to inquire to that level of detail, we are not adding value. Some of that could just be a matter of education of the process.”

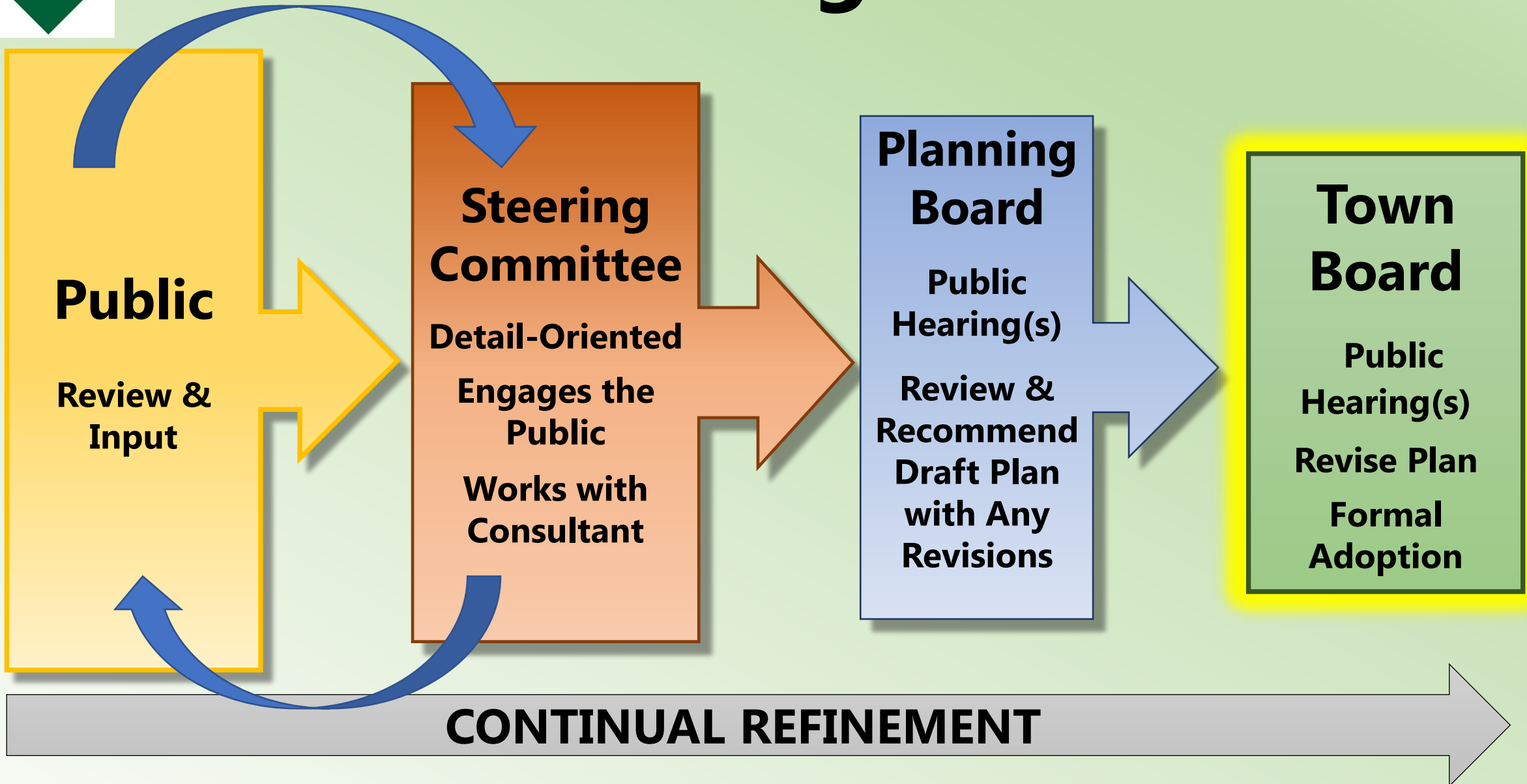


# Downtown Plan Intent

- The Plan, although eventually adopted, is still a guide
- Over time, alterations to the Plan will occur
- The Plan is not intended to set specific projects in stone – instead, it should set a desired pattern of development achieved through both public & private investment
- When projects move into implementation & funding commitments, continued vetting occurs
- Project-specific design detail is not appropriate



# Plan Vetting Process





# Survey Topic - Representation

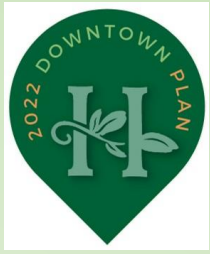
A major developer and a major downtown property owner are voting members. I understand they have a vested interest in the plan, but are they able to focus on more than just their bottom line?

Please find a way to make this a fair process that's not driven by politics or profits for a handful of developers.

While appearing to try for a balance of Business/Developers, Downtown residents, and Adjacent residents, taken individually the balance was slanted toward developer friendly. This was apparent at our first meeting when it became obvious that that side had formed an alliance to control the chair position.

The committee was set up to fail with basically half the committee wanting one thing and the other something else.





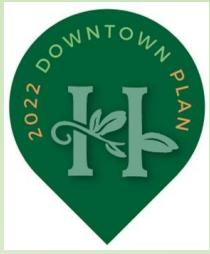
# Committee Creation Process

- The Town Board appointed 15 members (out of 64 applicants).
- The Committee was purposefully structured to ensure representation from neighborhoods, business & commercial property owners, and the community at-large.
- The objective was to address the Downtown as a whole, rather than having to make decisions and face potential conflicts on a project-by-project basis. The Northstate project provided a valuable lesson.
- Under no circumstances were the appointments intended to assign members to represent only their interests.



# Survey Topic – Project Roles

- Many of us believe we're being placated while S/K develops a Plan at Staff direction.
- What are the roles of all parties involved- Shook Kelley, the committee and the Board? How much power does the committee actually have? Who's really supposed to design this plan? Shook Kelley, the committee or both? If both, how exactly is that supposed to work?
- "Feeling like I'm along for a ride with an intended destination although I'm supposed to be plotting the course."



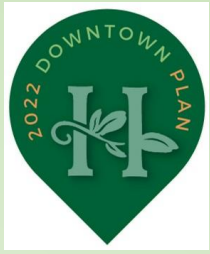
# Plan Roles & Responsibilities

## Town Board

- Reviews Plan Concepts (Annual Retreat / Periodic Reviews)
- Allocates Project Funds (Annual Budget)
- Creates the Steering Committee & Appoints Members
- Authority to Approve, Amend or Rescind Consultant Contract
- Adopts the Final Plans / Makes Revisions

## Planning Board

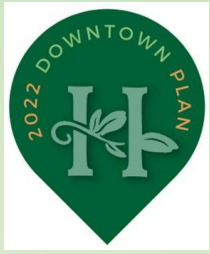
- Has Extensive Development Application Review Experience
- Reviews the Final Plan
- Makes a Recommendation to the Town Board



# Plan Roles & Responsibilities

## Downtown Plan Steering Committee

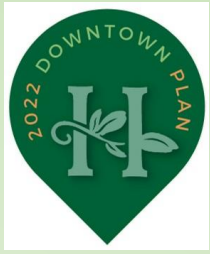
- Serves as an ad hoc Advisory Board
- Follows the Approved Project Scope, Schedule, & Budget
- Reviews Consultant Products, Receives Public Input, & Gives Input and Comments to the Consultant
- Promotes Public Engagement / Encourages Public Participation
- Use Public Input to Influence Committee Recommendations
- Presents the Final Plan to the Planning Board & Town Board to Signal the Start of the Formal Adoption Process
- The Committee was not appointed to design the Plan, not to tell the consultant team how to put it together



# Plan Roles & Responsibilities

## Town Staff

- Provides support for the Plan
- Is responsible to the Town Board for successful completion
- Facilitates community input & dialogue
- Provides logistical & technical support to the Committee
- Manages consultant contract
- Does not get involved in politics or advocacy
- Must adhere to Professional & Ethical Standards of Conduct



# Plan Roles & Responsibilities

## Consultant Team

- Contracted Services (Scope, Budget, Schedule)
- Major Deviations = Contract Amendment
- Is hired to provide its **best professional advice**
- Must adhere to Professional & Ethical Standards of Conduct
- Tries to incorporate Public & Committee input that can vary dramatically



# Survey Topic – Implementation

If they could name one project to help kick start downtown redevelopment, what would it be.

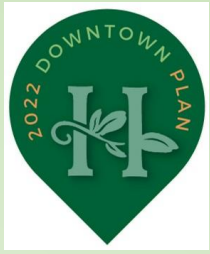
We can come up with ideas, but if nothing can actually be implemented because of funding, it's a moot point.

What makes this plan different from the 2006 plan in regard to implementation? Will it gather dust on a shelf or put to use?

Is the town is open to partnering with downtown property owners to invest in and create the best downtown we can?

[Please address] The nuts and bolts of how to bring the plan to fruition (i.e. create on street parking, parking in general, and support local business).

I feel discussion around tools for implementation would be beneficial.



# Town Board Action – Sept 6<sup>th</sup>

- **Main Take-Aways**

- Finish the Project
- Follow the Existing Scope of Work & Budget
- Start with Draft Composite Alternative Future
- Conduct 2 Meetings to Reenergize
- Conduct 5 Remaining Meetings w/Consultants
- Conduct the Final Public Forum
- Improve Committee Functions
- Find Ways to Express Committee Opinions





# What's New?

**New Town Center Site & Option was selected on Sept 6th**

## NEW TOWN HALL: OPTION 4B

**1** EXISTING TOWN HALL RENOVATION

1 STORY  
8,025 TOTAL GSF

**2** NEW TOWN HALL ANNEX

4 STORIES  
54,500 TOTAL GSF

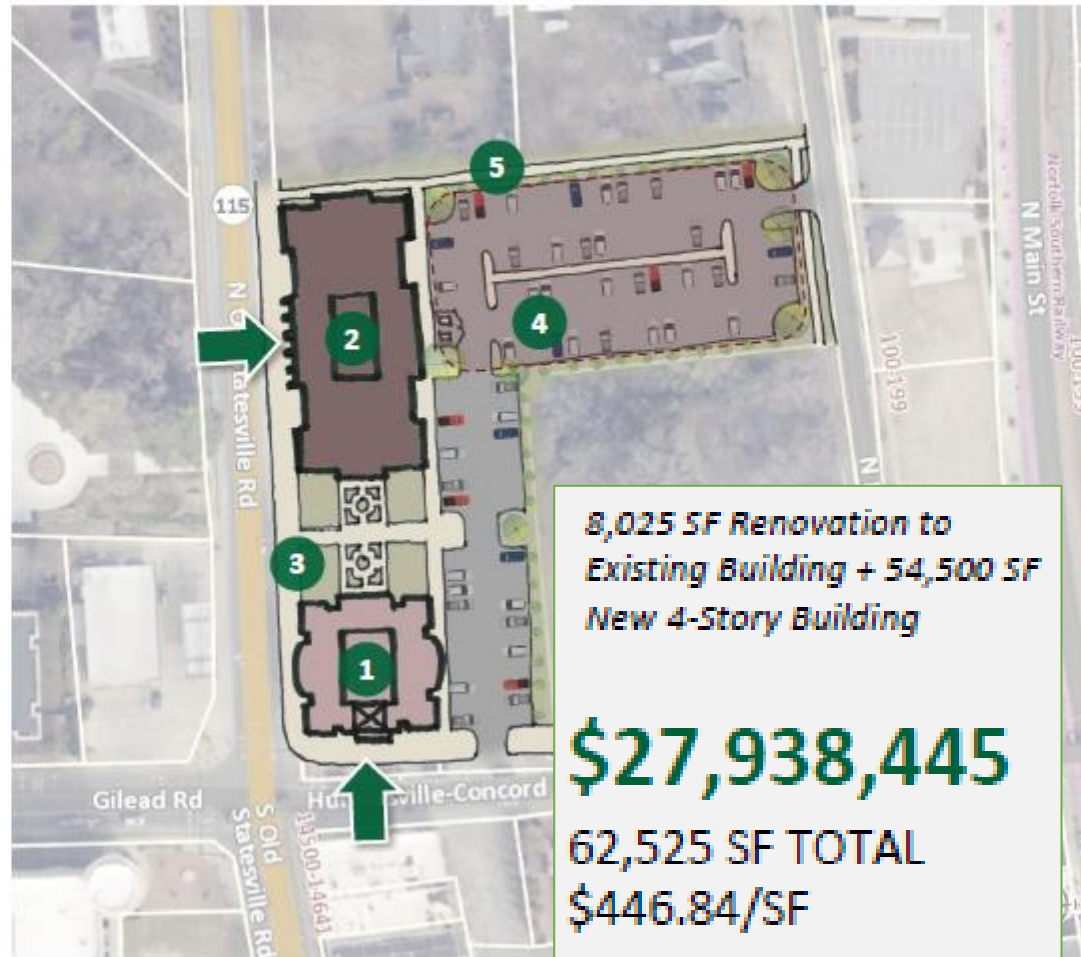
**3** CIVIC GREEN

**4** PARKING OPTIONS

- a. 4 LEVEL PARKING DECK WITH APPROX 335 SPACES + 40 SURFACE LOT SPACES
- b. APPROX 130 SURFACE PARKING

**5** POTENTIAL GREENWAY EXTENSION

 PUBLIC ENTRANCE



### OPPORTUNITIES

- Re-uses square-footage in existing town hall
- Maintains corner presence
- Easy phasing of construction
- Mid-block green space offers shelter from busy corner intersection
- Existing Town Hall could become Community Center
- Everyone located under 1 roof

### CHALLENGES

- Most Expensive



# What's New?

**Plan  
recommendations  
needed for Town  
Center Site**

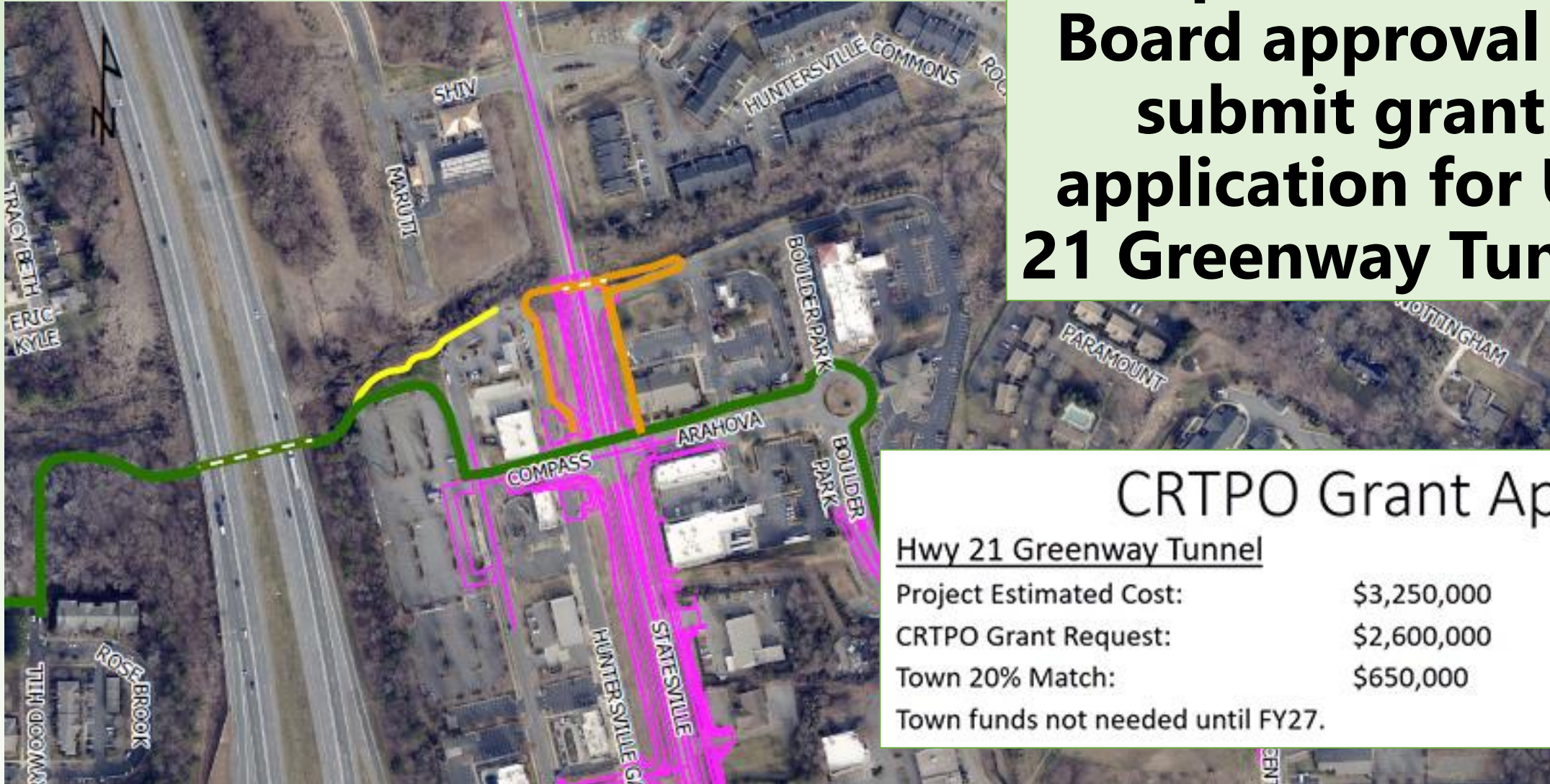


**AERIAL VIEW**



# What's New?

**Sept 6<sup>th</sup>: Town Board approval to submit grant application for US 21 Greenway Tunnel**



## CRTPO Grant Application

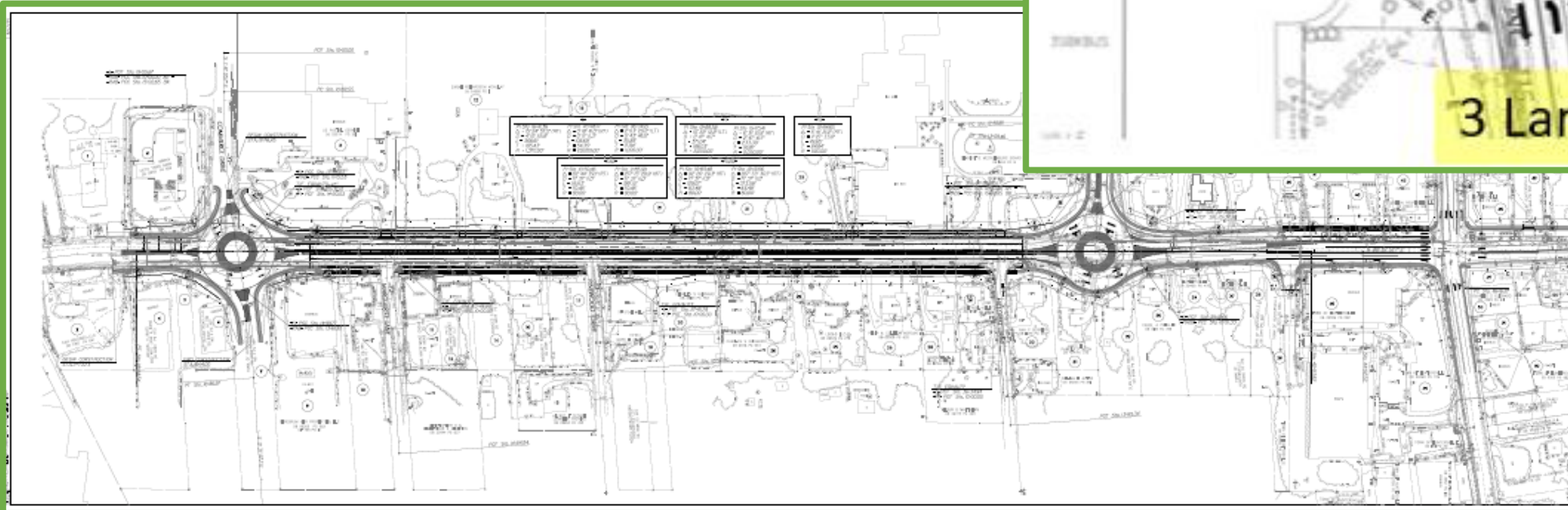
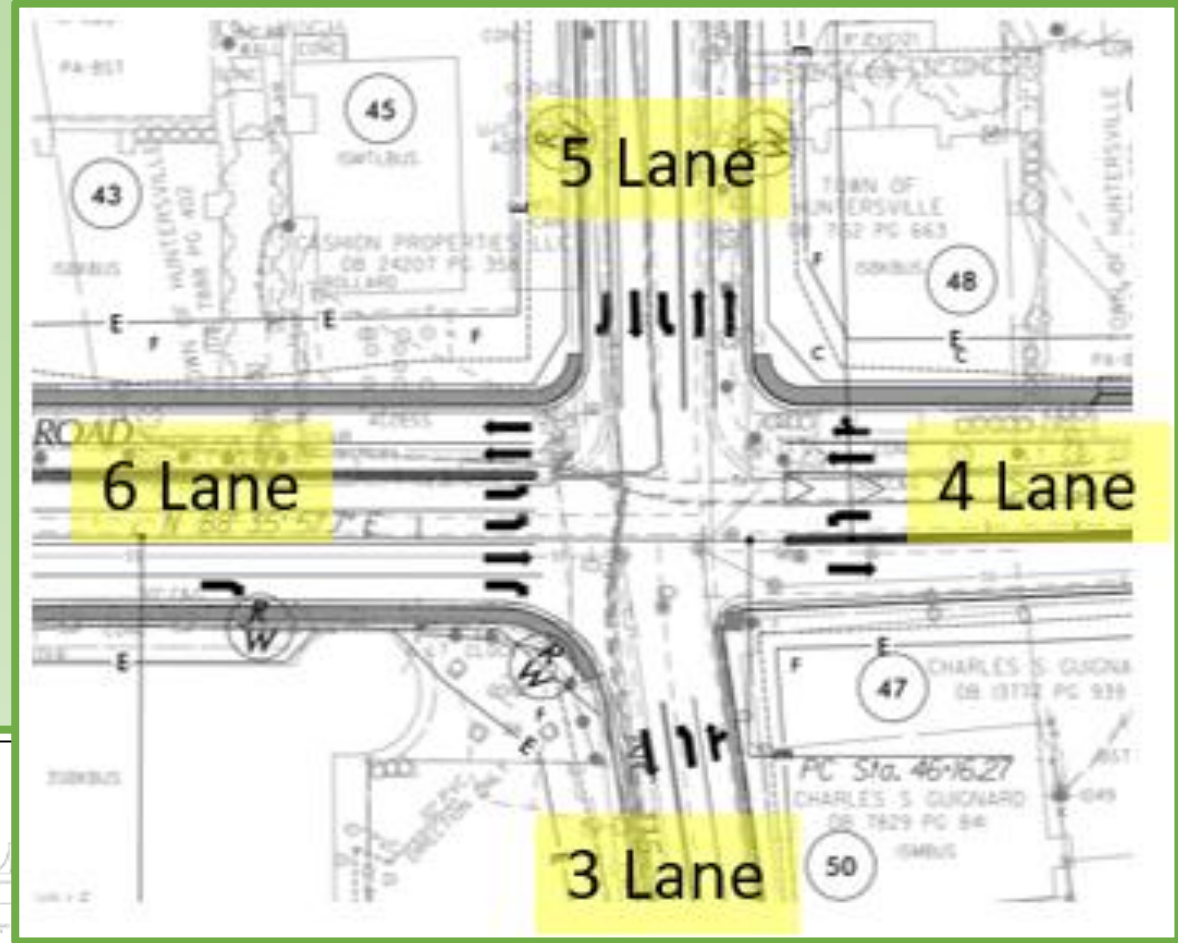
### Hwy 21 Greenway Tunnel

Project Estimated Cost:	\$3,250,000
CRTPO Grant Request:	\$2,600,000
Town 20% Match:	\$650,000
Town funds not needed until FY27.	



# What's New?

**NCDOT – Gilead Widening Project funding has been restored; design to resume**

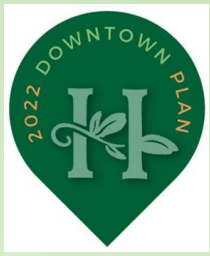




# Revised Meeting Schedule

DPSC Meeting #10: Support Meeting #1	Sept 22 <sup>nd</sup>
DPSC Meeting #11: Support Meeting #2	Sept 29 <sup>th</sup>
DPSC Meeting #12: Draft Plan	Oct 6 <sup>th</sup>
<b>Public Forum #3: Draft Plan</b>	<b>Oct 20<sup>th</sup></b>
DPSC Meeting #13: Public Forum #3 Feedback	Nov 3 <sup>rd</sup>
DPSC Meeting #14: Draft Plan per Input Results	Dec 1 <sup>st</sup>
DPSC Meeting #15: Final Plan	Dec 15 <sup>th</sup>
DPSC Meeting #16: DPSC/Planning Bd/Town Bd Mtg	TBD

- SK shall endeavor to forward DRAFT Plan Materials by End of Business on Oct 3rd - prior to the DPSC meeting on Oct 6th.
- SK shall endeavor to forward Public Forum #3 Feedback Materials by End of Business on Oct 31st - prior to the DPSC meeting on Nov 3rd.
- SK shall endeavor to forward DRAFT Plan per Input Results Materials by End of Business on Nov 31st - prior to the DPSC meeting on Dec 1st.
- SK shall endeavor to forward Final Plan Materials by End of Business on Dec 12th - prior to the DPSC meeting on Dec 15th.



# Staff Conclusions

- Seize this **OPPORTUNITY** to collaborate
- This is not a contest – staff & consultants sometimes have difficulty in trying to determine consensus
- Represent the Whole Town
- Trust the Process
- The power of a plan depends on community support
- Feasibility changes over time – if things were easy to do, they would have been done by now
- Remember that other influences/agencies can have a dramatic impact on the future of Downtown