



**Transportation Planning and Development  
Council Committee Meeting Summary**

**Monday, September 2, 2025  
CH-14 at 10:00 am**

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COMMITTEE AGENDA TOPICS

- Agenda Overview
- I. Rezoning Process Enhancements Overview
  - II. Strategic Energy Action Plan (SEAP) Update
  - III. Metropolitan Transit Commission (MTC) MOU

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**COMMITTEE INFORMATION**

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**Committee Members Present:** Ed Driggs (Chair), Malcolm Graham, Marjorie Molina, Victoria Watlington, and Renee' Johnson. Additional Council members present, MPT Anderson, Edwin Peacock and LaWana Mayfield.

**Staff Resources:**

Liz Babson, City Manager's Office  
Alyson Craig, City Manager's Office  
Monica Holmes, Planning, Design, and Development  
Dave Pettine, Planning, Design, and Development  
Holly Cramer, Planning, Design, and Development  
Heather Bolick, Sustainability & Resilience  
Anthony Fox, Interim City Attorney

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**DISCUSSION HIGHLIGHTS**

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**Rezoning Process Enhancements Overview**

Staff discusses their ongoing efforts to update the rezoning process for clarity and community awareness. Key takeaways:

- Through education and outreach staff is creating one age explanation documents for general rezoning and Unified Development Ordinance (UDO) information.
  - Regular website updates: new application packet, rezoning glossary and reorganization of information.
  - In-person accommodations for pre-submittal meetings and general walk in questions.
- Noticing Updates
  - Next-door noticing improvements
    - Notices are sent out twice during the process.

- New mailing courtesy notice postcards to both property owners and physical addresses within 300' of the rezoning boundary.
- New mailing public hearing notices to property owners and postcards to physical addresses withing 300' of boundary.
  - Notices are sent 2-3 months before public hearing.
- Improvements to language accessibility options for notices.
- Notice Postcard improvements
  - All properties withing 300 feet
  - Property owners
  - Physical addresses
  - QR Codes
  - Rezoning timeline
- Staff Analysis Improvements
  - Plan and accessible language
  - Map showing by-right development and nearby infrastructure
  - Reorganization of department comments
  - Policy information and priorities specific to the CAP (following adoption)

### **Next Steps**

- Ensure information is understandable and accessible
- Improve coordination with petitioners on Community Meeting scheduling and noticing
- Refine how CAP priorities are integrated into staff analysis
- Provide detailed overview of updates staff analysis in October to City Council
  - Updated staff analysis would be used at the October Zoning meeting following adoption of CAP
- ❖ Community Area Plan Update
  - Communicating Feedback
  - On-going office hours and neighborhood meetings
  - Council Action 9/22
  - What's Next

### **Strategic Energy Action Plan (SEAP) Update**

Staff was deferred to October TPD Committee Meeting.

### **Metropolitan Transit Commission (MTC) MOU**

Council member Driggs and staff discuss the memorandum of understanding for the establishment of the Mecklenburg Public Transportation Authority (MPTA) and trustee application process.

- The appointing authorities agree to the following schedule regarding the creation of the MPTA, as well as additional agreements and timeline for appointment of members to the MPTA.
- Parties of the MOU: Mecklenburg County, the City of Charlotte, the Towns of Cornelius, Davidson, Huntersville, Matthews, Mint Hill and Pineville.

- Appointment Process: The MOU outlines a schedule for appointments to the MPTA.
  - The city clerk will work with the Mayor and Council on the specific requirements and considerations needed to implement a specific appointment process for the City of Charlotte appointees.
- Agreement on Appointments
  - Each appointing authority will follow the normal application process for their appointments.
  - Collaboration between County, City and Towns to determine eligibility of their applicants.
  - All advisory boards and members of the current advisory system structure of the MTC will transfer over to the new MPTA as they exist.
  - Ensuring public interests are represented, appointments shall include transit user representation by committing to at least one appointment from both City and County being an active user of the current transit system.
- Staff discussed the timeline for appointments and resolution regarding establish the authority defined in the MTC MOU.

### **Next Steps**

- City of Charlotte Clerk will develop an MPTA Board application
- City of Charlotte Clerk, Mecklenburg County Clerk and the city and county's respective legal staff will work in collaboration to review applications and determine qualified applicants for consideration.
- Staff will follow up with additional details regarding the council selection process for these appointments.
- Charlotte City Council will vote on appointments no later than at the November 24, 2025, Council Business Meeting.

Council action requested to adopt a resolution authorizing an MOU for creation of the MPTA, including timeline schedule and appointment framework. Council approved.

Meeting adjourned at 11:52 a.m.

### **MEETING MATERIALS**

All meeting materials are available online at the Charlotte Legistar Site. The City Council Committee meeting videos and transcripts can be viewed on the City of Charlotte YouTube page.

[Council Committee Meetings - September 2, 2025](#)