

CITY MANAGER'S WEEKLY REPORT

raleighnc.gov



CITY OF
Raleigh
MANAGER'S
OFFICE

Issue 2019-16

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INFORMATION:

NCAE Rally to Support Strong Students, Strong Schools, Strong Communities

Staff Resources: Derrick Remer, Special Events, 996-4657, derrick.remer@raleighnc.gov

Michael Moore, RDOT, 996-3030, michael.moore@raleighnc.gov

Next Wednesday, May 1 the North Carolina Association of Educators (NCAE) will hold a rally and march in Downtown Raleigh. Event organizers are expecting approximately 20,000 attendees. There will also be a number of out-of-town media outlets covering the event. Participants will organize at the NCAE headquarters at S. Salisbury and South Streets, and will march along Fayetteville Street to the State Legislative Building and Halifax Mall.

Similar to the 2018 rally, traffic and parking impacts are anticipated to be significant. The Office of Special Events, Transportation, Raleigh Police and multiple public safety agencies are actively coordinating to accommodate event attendees, downtown commuters, and convention center events to help traffic operate as smoothly as possible. Despite these efforts delays should be expected and parking in garages and surface lots will be scarce. Commuters are advised to plan ahead for this event, to allow extra time for travel and parking, and exercise patience with our out-of-town visitors.

The Office of Emergency Management and Special Events is issuing a Special Event Permit; the march begins at 10:00 A.M. with the group proceeding on W. South Street, then heading north through the Performing Arts Center Parking lots and continuing north on Fayetteville Street. Participants will then continue onto the sidewalks around the State Capitol Grounds, cross through Bicentennial Plaza, continue onto the sidewalks around the Legislative Building, and finish the march at Halifax Mall by approximately 12:00 Noon. The rally portion of the event at Halifax Mall will continue until 4:00 P.M.

The 2018 NCAE march and rally did not obtain a Special Event Permit, and the various partners involved in the safe execution of the event used on-duty resources. By receiving a Special Event Permit, the event organizer has paid for all services related to hiring law enforcement officers and closing the roads. Moreover, the permitting process has allowed for an enhanced, collaborative coordination process, which has aided in making the community aware of road closures and anticipated impacts to downtown.

(No attachment)

Pre-Project Listening Sessions for Road Improvement Projects

Staff Resources: Louis Buonpane, City Manager's Office, 996-4275, louis.buonpane@raleighnc.gov
Megan Hinkle, City Manager's Office, 996-4668, megan.hinkle@raleighnc.gov

During the February 5 City Council meeting, Council considered recommendations to award contracts for the design of authorized capital road projects on Leesville Road and Trawick Road/Marsh Creek Road. District Council members raised concerns about the projects in their respective districts and expressed a desire to obtain feedback from citizens prior to awarding the design contracts. Council directed staff to conduct "pre-project", or listening sessions where citizens have the opportunity to express concerns before the project enters the design phase.

Public Listening Session

The City of Raleigh is planning to improve Marsh Creek Road and Trawick Road.

We are hosting a listening session with staff present to share general information about this planned project and hear your thoughts and concerns.

Not able to attend the meeting? That is okay. We still want to hear your thoughts. Meeting materials are located at <https://publicinput.com/4300> and comments are being accepted through May 16.

EVENT DETAILS

April 30, 6:00 to 7:30 p.m.
Marsh Creek Community Center
3050 N New Hope Road
Raleigh, NC 27604

Raleigh

raleighnc.gov
Search: Marsh Creek and Trawick Road

During these meetings staff will present an overview of the City's transportation planning processes. Following the listening sessions staff will provide Council with an update and considerations on how to proceed. The project listening sessions have been scheduled as follows:

Public Listening Session: Marsh Creek Road/Trawick Road Project
Marsh Creek Community Center, 3050 N. New Hope Road
Tuesday, April 30, 6:00-7:30 pm
<https://publicinput.com/4300>

Public Listening Session: Leesville Road Project
Lake Lynn Community Center, 7921 Ray Road
Thursday, May 2, 6:00-7:30 pm
<https://publicinput.com/4302>

Postcards have been mailed to residents in the project areas; residents may review meeting materials and provide feedback using the online public engagement tool *Public Input* at the links above.

(No attachment)

Raleigh Bikeshare Program Update

Staff Resource: Fontaine Burruss, RDOT, 996-2165, fontaine.burruss@raleighnc.gov

Council will recall the bikeshare program initiated a soft-launch March 16 with 100 bikes at 13 station. Stations opened for the soft-launch included: Fayetteville Street, GoRaleigh Station, Horne Street at Hillsborough Street, Hillsborough Street at Ashe Avenue, Lane Street at Bloodworth Street, W. South Street at S. Saunders Street, Pace Street at N. Person Street, Duke Energy Center for the Performing Arts, West Street at Morgan Street, West Street at Jones Street, Seaboard Station, Tucker Street at Glenwood Avenue, and Davie Street at Dawson Street.

Five additional stations have since been made operational since the initial soft launch, including at the NC Museum of Natural Sciences, Hillsborough at Dan Allen, NC State Bell Tower, Shaw University, and Raleigh Union Station. Staff continues work to get remaining stations installed and operational.

As of April 23, the system has been utilized by 801 patrons, taking 2214 trips and covering 4413 miles since the soft launch. 18 stations in operation; the Fayetteville Street station leads as the most popular station for both starting and return station by users.

A ribbon cutting ceremony is scheduled for next Thursday, May 2 at 11:30 A.M. at Raleigh Union Station. Mayor Pro Tem Branch and representatives from Citrix and Bewegen Technologies are scheduled to speak at the ceremony.

(No attachment)

Small Cell Deployment Update

Staff Resource : Lenny Wallace, Development Services, 996-2493, lenny.wallace@raleighnc.gov

As part of the major encroachment program administered by the Development Services department, staff has been assisting cellular providers with industry efforts to expand 4g coverage and to bring 5g cellular coverage to the City. As these efforts have progressed, several providers are beginning to submit applications for the deployment of small cell towers. Staff has been meeting with service providers and their respective vendors prior to application submittal in an effort to fully assess prospective locations and to avoid potential issues

with site location. When possible cell towers are being co-located on existing poles to prevent overcrowding and to maintain the aesthetics of the public right-of-way. New pole installations must meet minimum standards of metal construction, black, and with cell equipment placed as discreetly as possible. Staff continues negotiating with each provider to space out applications with a goal of no more than ten (10) applications per Council meeting, so as not to crowd the consent agenda.

(No attachment)

2017 Traffic Calming Projects – Construction Bid Update

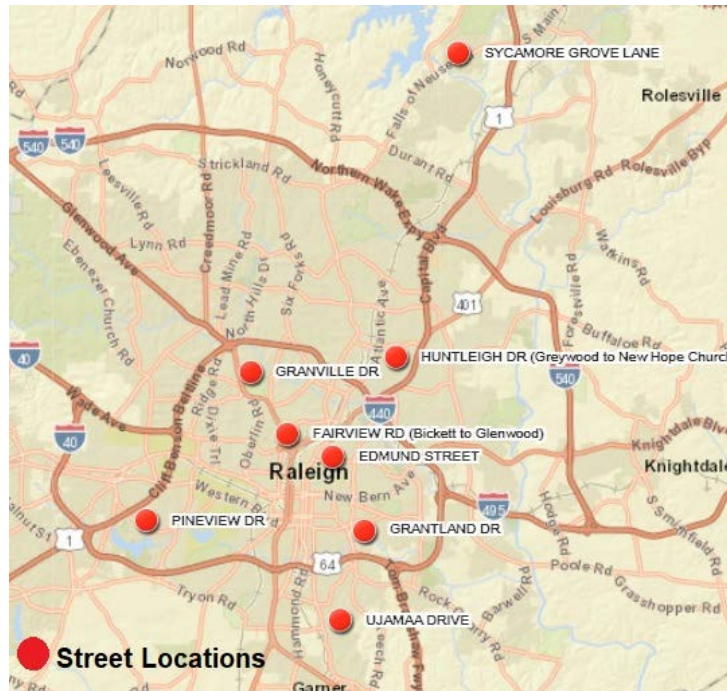
Staff Resource: Will Shumaker, RDOT, 996-4175, william.shumaker@raleighnc.gov

Staff provided an update on the 2017 Traffic Calming Projects in *Weekly Report Issue 2018-43* (November 19). Staff advertised the projects for construction twice during the fall of 2018; both bid advertisements failed to receive any bids. Rather than advertise a third time, staff felt it was prudent to wait until the end of the winter season, so weather would not dissuade potential bidders. Since many citizens might be expecting traffic calming treatment installations in the fall of 2018, staff sent approximately 3,000 mailers to affected residents and surrounding neighborhoods; this mailer provided a status update and reviewed plans to advertise in the near future.

The project was advertised a third time in February 2019 and again no bids were received. A final advertisement was recently issued and all available outlets, notifications and resources were utilized in an attempt to get bids. On Tuesday of this week, two bids were submitted and an acceptable bid was selected; a construction contract is in the process of being completed. Staff plans an additional mailing to alert residents and the surrounding areas, thanking everyone for continued patience and providing an update and general timeframe of when to expect the traffic calming treatment installations. As a reminder for Council, the following streets will be receiving treatment:

- Edmund Street
- Fairview Road
- Grantland Drive
- Granville Drive
- Huntleigh Road
- Pineview Drive
- Ujamaa Drive
- Sycamore Grove Lane

Given continuing difficulties staff has experienced in receiving bids for street calming projects, alternative approaches will be investigated and evaluated for delivering traffic calming projects. Approaches may include adding street calming projects to a larger street rehabilitation or street improvement project; breaking the bid package into smaller units of two or three streets to attract smaller contractors; additional aggressive outreach efforts to the construction community at the time of bidding. As a reminder for Council, state procurement statutes mandate the public bidding of construction projects of this type. Below is a graphic which indicates the geographic location of the various projects:



(No attachment)

Guidelines for Hillside and Sloped Site Development in Mixed-Use Districts

Staff Resource: Joe Michael, City Planning, 996-4639, joe.michael@raleighnc.gov

Mark Holland, City Planning, 996-2625, mark.holland@raleighnc.gov

As reviewed for Council in *Weekly Report 2019-15* (April 12), the Planning Department is under contract with Code Studio, LLC, as the prime consultant for this project. Code Studio has completed analysis and a preliminary draft of the guidelines for public review. These guidelines will provide policy guidance to promote good urban form and connectivity, activate public streets, and minimize stark building techniques in mixed-use districts. Staff recently completed a series of work sessions with industry stakeholders that included members from the Planning Commission, Appearance Commission, and Development Services Advisory Committee. The Department plans to host a meeting for the general public to explain the project, answer questions, and receive comments. Date and location for the public meeting is below:

Urban Design Center
One Exchange Plaza, Suite 100
Wednesday, May 8
5:00 p.m. – 7:00 p.m.

The Draft document is available for review and comment on the Planning Department's website:

<http://www.raleighnc.gov/business/content/PlanDev/Articles/Zoning/HillsideGuidelines.html>

(No attachment)

Weekly Digest of Special Events

Staff Resource: Derrick Remer, Special Events Office, 996-2200, derrick.remer@raleighnc.gov

Included with the *Weekly Report* packet is the special events digest for the upcoming week.

(Attachment)

Council Member Follow Up Items

Follow Up from the May 15, 2018 City Council Meeting

Food Trucks on Public Right-of-Way Program Evaluation (Council Member Stewart)

Staff Resource: Dhanya Sandeep, City Planning, 996-2659, dhanya.sandeep@raleighnc.gov

During the meeting Council requested a report from staff evaluating the pilot program that permits food truck activities on the public right-of-way. A team of staff from City Planning, Development Services, and the Department of Transportation convened to review and evaluate the program. Additionally, staff interviewed prior food truck permit applicants to gather direct feedback on the program, including the permitting process and permitting requirements. Included with the Weekly Report materials is a memorandum summarizing the findings of the team evaluation of the food truck program.

(Attachment)

Follow Up from the April 8 Budget Work Session

Utilization of Community Centers and Picnic Shelters (Council Member Cox)

Staff Resource: Scott Payne, Parks, 996-4825, scott.payne@raleighnc.gov

During the work session, Council requested staff to provide information on the current utilization of community centers and picnic shelters.

Picnic shelters are available within the park system on a first come, first serve basis. Reservations are accepted for picnic shelter use if a patron wants to ensure exclusive use of a shelter for a specific purpose. Picnic shelter reservations can be largely influenced by seasonality, nearby amenities and when patrons have leisure time opportunity. To calculate a viable measure of reservation utilization, picnic shelter reservations were compiled for the weekend hours of 0900 to 1800 from April 1 through October 31, 2018 and compared against the total available hours during the period of measure. The average utilization rate equates to **24%**, ranging from a high of **74%** at Laurel Hills Park (adjacent to Sassafras Playground) to a low of **.6%** at Horseshoe Farms Nature Preserve (constrained by the type of activities allowed in the nature preserve).

Similar to picnic shelters, community center use may also be influenced by seasonality, patron leisure time availability and a patron's decision on choosing where to spend leisure time. Staff reviewed 2018 calendar year facility use for all community centers with gymnasiums to calculate an average rate of utilization. Private rentals, program and class times, maintenance and administrative uses such as CAC meetings, Council

Member-initiated meetings, or staff trainings were compiled and compared against the total operating hours of each center to calculate the rate of use. Of the 19 community centers distributed throughout the City the average utilization rate equaled **56%**, ranging between **74.3%** (a site supporting Track-Out programs where some elementary school children are always out of school) and **41.7%** (a site that had reduced program offerings in anticipation of a long-scheduled renovation).

(No attachment)

Follow Up from the April 9 City Council Work Session

Midtown-St. Albans Area Plan Update (Council Member Stephenson)

Staff Resource: Jason Hardin, City Planning, 996-2657, jason.hardin@raleighnc.gov

During the April 9 work session on the Midtown plan, Council requested a follow-up report regarding public input about the prioritization of plan recommendations. A report will be part of the final project report, which staff anticipates delivering to Council this fall. During the week of April 22, staff and the project consultants met with the confirmation group for the Midtown-St. Albans plan to review topics and input strategies for the next phase of public input.

The group provided suggestions for presenting options and information during the May meetings. In addition, the group confirmed the topics and concepts to be presented are in alignment with the issues and opportunities identified through analysis and public input in earlier phases of the plan.

The full meeting schedule is available on the [Midtown project page](#). Of note are “big” meetings, including a Spanish language meeting as listed below:

Saturday, May 11

10 a.m. to 3 p.m.

Hilton North Raleigh

3415 Wake Forest Road

(Presentations on the hour, every hour)

Meeting in Spanish / Junta en Español

Tuesday, May 14 6 p.m. to 7 p.m.

Martes 14 de Mayo de 6 p.m. a 7 p.m.

Green Road Community Center

4201 Green Road

Monday, May 20

3:30 p.m. to 7:30 p.m.

Wake Tech Beltline Education Center

3200 Bush Street

(Presentations at 3:30 p.m. and 6 p.m.)

(Presentaciones a las 3:30 p.m. y a las 6:00 p.m.)

There are also several informal popup events planned. Opportunities to participate online will also be available during May for those who cannot attend the meetings. At those meetings; participants will be asked to provide input on concepts that address major issues and opportunities in the area.

Topics for the meetings will include: transportation improvements, both for vehicles and pedestrians; stormwater solutions; public space improvements; and land use and urban design questions, including those posed by the previous Six Forks Road corridor study. Once the meeting phase is complete, a final set of events will take place in late summer to confirm final recommendations and set priorities.

(No attachment)

Special Events Weekly Digest

Friday, April 26 – Thursday, May 2

City of Raleigh Special Events Office
specialevents@raleighnc.gov | (919) 996-2200 | www.raleighnc.gov/specialevents

Permitted Special Events

Carolina Hurricanes/Carolina Ale House Cool Bar Playoff Celebration

Tucker Street

Friday, April 26 & Sunday, April 28

Event Times: 5:00pm - 11:00pm on 4-26-19; 1:00pm - 7:00pm on 4-28-19

Associated Road Closures: Tucker Street between Glenwood Avenue and the entrance to the parking deck will be closed from 1:00pm until 11:59pm on 4-26-19, and from 8:00am until 8:00pm on 4-28-19. Note that access will be maintained to and from the parking deck.

Brewgaloo

Fayetteville Street District

Friday, April 26 & Saturday, April 27

Event Times: 6:00pm - 10:00pm on 4-26-19; 1:00pm - 10:30pm on 4-27-19

Associated Road Closures: Fayetteville Street between Davie Street and Lenoir Street will be closed from 11:00am on 4-26-19 until 4:00am on 4-28-19.

Fayetteville Street between Davie Street and Martin Street, and Davie Street between S. Salisbury Street and S. Wilmington Street will be closed from 10:00pm on 4-26-19 until 4:00am on 4-28-19.

Fayetteville Street between Martin Street and Morgan Street, and Hargett Street and Martin Street between S. Salisbury Street and S. Wilmington Street will be closed from 11:00pm on 4-26-19 until 4:00am on 4-28-19.

Market and Exchange Plazas will be used from 11:00pm on 4-26-19 until 4:00am on 4-28-19.

Second Empire 5K Classic

Baileywick Road & Route

Saturday, April 27

Event Time: 7:00am - 12:00pm

Associated Road Closures: Baileywick Road between Strickland Road and Celbridge Place will be closed from 9:00am until 9:50am. Note that the remainder of the route is outside of Raleigh city limits and additional roads will be impacted. [View route here](#) for more details.

Note in the Pocket Socks & Undie 5K Rundie

Dorothea Dix Park

Saturday, April 27

Event Time: 8:30am - 11:30am

Associated Road Closures: Whiteside Drive between Umstead Drive and Biggs Drive will be closed from 6:00am until 12:00pm. The following routes will be closed from 8:30am until 10:30am:

Kids ½ K (starts 8:30am): Start at Whiteside Drive; Left onto Umstead Drive; U-Turn at Ruggles Drive intersection; Right onto Whiteside Drive to finish.

5K (starts 9:00am): Start at Whiteside Drive; Right onto Biggs Drive; Right onto Ruggles Drive; Left onto Umstead Drive; Right onto Dawkins Drive; Left onto Umstead Drive; Right onto Ruggles Drive; Left onto Biggs Drive; Right onto Palmer Drive; Left onto Cranmer Drive; Left onto Umstead Drive; Right onto S. Boylan Avenue; Left onto Tate Drive; Right onto Richardson Drive; Left onto Umstead Drive; Right onto Middleton Drive; Right onto Biggs Drive; Right onto Whiteside Drive to finish.

Pop-Pupalooza Dog Park

Dorothea Dix Park, Athletic Field

Saturday, April 27

Event Time: 11:00am - 4:00pm

Associated Road Closures: A portion of Biggs Drive between Whiteside Drive and Palmer Drive will be closed, and the Athletic Field will be used from 8:00am until 6:00pm.

Spring Jazz Brunch

Dorothea Dix Park, Flowers Field

Sunday, April 28

Event Time: 10:00am - 2:00pm

Associated Road Closures: Dawkins Drive will be closed and Flowers Field will be used from 8:00am until 3:00pm.

Ligon Magnet Middle School's Bolt for the Blue 5K/1-Mile Run and Health Fair

Ligon Magnet Middle School, Chavis Park, & Greenway

Sunday, April 28

Event Time: 1:00pm - 4:00pm

Associated Road Closures: Roads will be closed intermittently from 2:00pm until 3:15pm to facilitate the route. Note that all cross streets one block in each direction will be detoured, [view route here](#), and see below for turn by turn details:

Start at Ligon Middle School, Haywood Street entrance; Cross Haywood Street to Hopemont Street heading west; Right onto Chavis Way; Left into Chavis Park northern parking lot; Right onto park sidewalks to continue to Cape Avenue; Left onto Cape Avenue; Left onto greenway; Cross Bragg Street to continue on greenway; Cross Peterson Street to continue on greenway; Turn around ¼ mile before Garner Road; Return by the same route.

Movement at Market

Market Plaza

Tuesday, April 30

Event Time: 5:30pm - 6:30pm

Associated Road Closures: No roads will be closed for the event. Market Plaza will be used from 4:30pm until 7:30pm.

NCAE Rally to Support Strong Students, Strong Schools, Strong Communities

Fayetteville Street District & Capitol District

Wednesday, May 1

Event Time: 8:00am - 4:00pm

Associated Road Closures: Roads will be closed from 9:50am until 12:00pm to facilitate the march. Note that all cross streets one block in each direction will be detoured, and additional closures may be implemented during staging to aid with traffic flow and event safety at the discretion of the Raleigh Police Department. See below for turn by turn details:

Start at NCAE headquarters on S. Salisbury Street; Right onto W. South Street; Left onto sidewalk between parking lots heading towards Fayetteville Street; Continue north on Fayetteville Street to State Capitol Grounds; Continue north past Capitol Grounds to Bicentennial Mall; Continue north through Bicentennial Plaza to State Legislative Building; Continue north past the Legislative Building to end at Halifax Mall.

Citrix Cycle Launch

Union Station Plaza

Thursday, May 2

Event Time: 11:00am - 1:00pm

Associated Road Closures: No roads will be closed for the event. Union Station Plaza will be used from 9:00am until 2:00pm.

Special Events Weekly Digest

Friday, April 26 – Thursday, May 2

City of Raleigh Special Events Office
specialevents@raleighnc.gov | (919) 996-2200 | www.raleighnc.gov/specialevents

Other Events This Weekend

Harry Potter and the Prisoner of Azkaban in Concert

Friday, April 26 – Saturday, April 27
Memorial Auditorium

Deep South Basketball Classic

Friday, April 26 – Sunday, April 28
Raleigh Convention Center

Murder for Two – North Carolina Theatre

Friday, April 26 – Sunday, April 28
Fletcher Opera Theater

Letterland Day at Pullen Park

Saturday, April 27
Pullen Park

Annual Mordecai Plant Sale

Saturday, April 27
Mordecai Historic Park

STREAM Challenge

Saturday, April 27
Worthdale Community Center

Prescription Medication Drop-Off Event

Saturday, April 27
Blue Ridge Road, Raven Ridge Road, Fairview Road, and New Bern Avenue

Women's Empowerment 2019

Saturday, April 27
PNC Arena

Rainbow Kitten Surprise

Saturday, April 27
Red Hat Amphitheater

Public Resources

Event Feedback Form: Tell us what you think about Raleigh events! We welcome citizen and participant feedback and encourage you to provide comments or concerns about any events regulated by the Special Events Office. We will use this helpful information in future planning.

Temporary Road Closures: A resource providing current information on street closures in Raleigh.

Online Events Calendar: View all currently scheduled events that are regulated by the City of Raleigh Special Events Office.

Council Member Follow Up



Raleigh MEMO

TO: Ken Bowers, AICP

FROM: Dhanya P. Sandeep, AICP

DEPARTMENT: City Planning

CC: Travis Crane
Mathew Currier

DATE: April 12, 2019

SUBJECT: Food Trucks on Public Right-of-Way - Program Evaluation

At a Council meeting held in Summer of 2018, Council Member Stewart requested staff to report on an evaluation of the city's pilot program that permits food truck activities on the public right-of-way. A team of staff from City Planning, Development Services, and the Transportation Department convened to review and evaluate this program. Additionally, staff interviewed prior food truck permit applicants to gather direct feedback on the program, including its process and permitting requirements. This memo summarizes the findings of the team evaluation of the City's food trucks on public right-of-way program.

Raleigh's Food Trucks on Public Right-of-Way Program

The City's ordinance permitting food trucks on public right-of-way was first approved by the City Council in March of 2016 with the program launched on August 1, 2016. The program was initiated pursuant to request from citizens to allow mobile vendors to offer a variety of food options for customers in and around Downtown. The City allows food truck operation on private property when certain standards are met.

The Council-approved right-of-way food truck ordinance defined the parameters of what qualified as a food truck and designated four specific public right-of-way locations within the downtown where food trucks would be permitted. The initial four locations included:

- 100 E. Polk Street (State Government); ticket average 24; 55 bookings; 11 cancelations (Most utilized spot)
- 300 S. Harrington Street (CAM); ticket average 11, 7 bookings; 3 cancelations
- 300 South Bloodworth Street (HOS); ticket average 21; 40 bookings; 6 cancelations (Least utilized spot) and
- South State Street at the NCDMV Headquarters and N.C. State Employees Credit Union (DMV); ticket average 24; 45 bookings; 6 cancellations

These areas were selected because they offer few restaurant options within walking distance of large employers. All the approved locations are non-metered parking spaces on the public right-of-way. Additionally, Raleigh's right-of-way food truck ordinance defined designated locations, permitting

Municipal Building
222 West Hargett Street
Raleigh, North Carolina 27601

One Exchange Plaza
1 Exchange Plaza, Suite 1020
Raleigh, North Carolina 27601

City of Raleigh
Post Office Box 590 • Raleigh
North Carolina 27602-0590
(Mailing Address)

requirements, insurance and liability clauses, clearance standards for permitted locations, hours of operation, enforcement, violation, and appeal standards. These regulations are contained in the City Code Chapter 12, Section 12-1024.1.

Permitted vendors can reserve their spot at one of the four locations through the [Raleigh Street Food Finder app](#). This app is administered by a third party and provides updated information on food truck vendor reservations, locations, and schedules for the Triangle region. The City has signed an annual renewal contract (that costs approximately \$6000 per annum) with the Street Food Finder app vendor to provide access to all vendors who have been issued a valid Raleigh food truck permit for operation on the right-of-way. This marketing support ensures easier access, visibility, and consumer outreach.

Based on the current ordinance, food trucks can operate at the four permitted spaces seven days a week between the hours of 10 a.m. and 3 p.m. Additionally, food trucks are also able to operate between 4 p.m. and 8 p.m. on the first Friday of every month for the duration of the program.

The food truck permits are administered by the Zoning Division of the City's Planning Department. *In fiscal year 2018, a total of three right-of-way food truck permits were issued by Zoning staff.*

In 2018, City Council requested a change to the food truck regulations as a result of a petition of citizens. The petitioner requested a new food truck parking location on the 400 block of West North Street. In June 2018, City Council voted to amend the right-of-way food truck ordinance to include a new location – (400 Block of West North street) by replacing a previously approved spot along 300 block of S. Bloodworth. There remains a total of four approved locations in effect now:

- 100 E. Polk Street (State Government)
- 300 S. Harrington Street (CAM)
- 400 Block of West North Street and
- South State Street at the NCDMV Headquarters and N.C. State Employees Credit Union (DMV)

The amendment also redefined food trucks and removed the requirement for a public hearing to alter the food truck regulations. The City Council retains the authority to amend the regulations like any other language in the City Code, but a public hearing is not required.

Since the adoption of the amendment in 2018, only one active right-of-way food truck permit has been issued by Zoning staff in fiscal year 2019.

Summary of Right-of-Way Food Truck Programs in other Cities

Street vending programs in general support different goals for different cities. They support local business development and entrepreneurship, help increase vibrancy of the public realm, and ensure safety and mobility of the public. To better understand the key elements of successful food truck programs, staff conducted a quick research of right-of-way food truck programs of other peer cities in North Carolina as well as popular national programs. A summary of this research is provided in the Table attached to this memo (SEE ATTACHED TABLE).

Amongst peer cities in North Carolina, Durham offers the least restrictive and lowest permit charge/fee program. Durham does not restrict the hours of food truck operations, and the city's distance regulations are relatively relaxed. Durham vendors must keep their trucks at least fifty feet

from restaurant entrances or outdoor dining tables when the restaurant is open, no less than twenty feet from the entrances and exits of banks and ATMs, ten feet from driveways, fire and police stations, fire hydrants, other mobile food vendors, and allowing four feet of sidewalk space. Additionally, Durham food truck operators cannot provide seating or tables, but they are allowed one sandwich board sign within thirty feet of the vehicle. However, Durham's relaxed restrictions have created issues that prompted their Council to amend their regulations over time. In the case of Durham, food trucks are considered an economic development program encouraging entrepreneur's affordable entry into the retail business. In a given calendar year, Durham issues an average of around 160 food truck permits.

In Cary, public property locations are impermissible for food truck vending, except through official Town of Cary events while common-owned residential areas are only allowed as part of a neighborhood-sponsored activity. Hours begin at six a.m. but end at midnight, and a vendor must be removed from the permitted location when operational hours end. Cary prohibits vendors from providing amplified music, outdoor seating, tables, standup counters, and benches. Other neighboring jurisdictions of Chapel Hill and Carrboro also allow food truck sales on private property only.

The City of Asheville, NC, created a pilot program to allow food vending as a temporary use on city owned properties. The city provides the infrastructure set-up for a food truck court thus making it easier for set-up and operations. City of Seattle, WA on the other hand offers a more robust and more expensive food truck on curbside program that falls within its public space management programs where the goals are different from economic development.

There is a misconception that food trucks have low overhead costs and easy market entry. When compared to establishing a "brick and mortar" restaurant location, the costs are lower; however, setting up food trucks have their own sets of challenges including expense of truck, permitting fees, electricity, propane bills, maintenance expenses, and marketing. The cost for these vary from city to city depending on how the program is set up to provide ease of entry into the business. Most vendors start off with food trucks as they have limited set-up funds and aim to make money to help set up a restaurant eventually (a process which could take a couple of years).

Program Evaluation Findings

Based on the research, discussions, interview, and evaluations conducted by the staff team, the following findings have been observed for the Raleigh program:

- Raleigh's right-of-way food truck program has not been effective in attracting food truck activities on the city's permitted right-of-way locations. This is demonstrated by the significant decline in the number of permits issued with just one active permit in the current fiscal year.
- Some challenges noted by the prior-applicants include:
 - Location constraints placed by the ordinance by limiting to four downtown locations that are not conducive to high pedestrian traffic and success. Vendors indicated that the designated locations were not chosen with success of operators taken into consideration as the locations were off-beat spots with low pedestrian traffic and activities around
 - Limited hours of day operations too narrow for the targeted market capture
 - Physical barriers to operations on site such as overhead power lines, untrimmed tree branches, and other physical constraints presented by the assigned spots

- Advance reservation enforced by the City requiring a two to three-week lead time for reservation of spaces for events is a challenge
- Permit fees (however, research findings indicate that the city's fee is reasonable in comparison to other peer programs)

Considerations for Program Refinements

Based on the evaluation of the City's existing program for food truck operations on the right-of-way, the following areas of the program is recommended for further assessment:

- Clarify Council intent. If there is a desire to encourage more robust food truck vending programs in Downtown, the current program parameters and permitting requirements are not meeting that goal.
- Expand hours of operation. However, this will have impact to existing brick and mortar businesses and should be coordinated with input from businesses, restaurant owners, and other stakeholders.
- Invite ongoing petitions requesting additional locations that would be evaluated by staff team with recommendations to Council (to offer expansion based on demand).
- Evaluate the potential to open metered parking spots for food truck operations (with special operational conditions and permits). However, this could possibly conflict with the on-street parking needs of Downtown commercial and office uses.
- Upfit city owned sites with needed infrastructure (electrical and water connections, outdoor seating, lighting, parking zones) to promote food truck use.
- Consider seasonal permits instead of annual permits.
- Remove reservation requirement and open up spaces for first-come first-served use.
- Consider economic development /grant incentives to vendors to encourage additional participation.

Looking Ahead

If City Council determines that fostering food trucks on right-of-way is important for the community moving forward, then further evaluation for program refinement is recommended.

PUBLIC RIGHT-OF-WAY FOOD TRUCK PROGRAM: SUMMARY OF PEER CITIES

City	Ordinance?	Administering Dept.	Criteria	Fee	Hours of Operation	Annual/ Seasonal?	Citywide?	Resource Link
Raleigh, NC	Yes	Planning-Zoning	<ul style="list-style-type: none">• Permits• Insurance• Locations specified• Standards of operation	\$150 permit fee	10 a.m. to 3 p.m. Exceptions for first Friday	Annual	Designated Locations Only	https://www.raleighnc.gov/business/content/PlanDev/Articles/Zoning/FoodTrucks.html
Durham, NC	Yes	Planning	<ul style="list-style-type: none">• Health Department approval• Pay City of Durham Business Tax• Operation standards	Vendor Registration (\$10.40 per truck)	None specified	Annual	Citywide	https://durhamnc.gov/DocumentCenter/View/1120/Street-Vendor-Registration-FAQ-Brochure-PDF?bidId=
Charlotte, NC	Yes	Center City Partners (Economic Development)	<ul style="list-style-type: none">• Temporary Infrastructure Agreement (TIA) from City of Charlotte• Mobile Food Unit permit from Mecklenburg County• Operation standards	\$150 annual permit TIA \$15 per day for use of metered parking space	None specified	Annual	Specific downtown locations designated by the city	https://charlottenc.gov/Transportation/Permits/Documents/Food%20Truck%20Brochure.pdf
Asheville, NC	No	Asheville Design Center, Outdoor Special Events Office	<ul style="list-style-type: none">• Temporary use on city owned property – pilot project	\$50 fee	7 am to 10 pm	Seasonal – temporary use on site	Specific city-owned site only	https://www.ashevillenc.gov/civicax/filebank/blobdload.aspx?blobid=29436
Seattle, WA	Yes	Economic Development	<ul style="list-style-type: none">• Business license from both state and city• Health department permit• Propane use permit• Street use permit for operation in Right of Way	Review Fee - \$260 estimated review fee for existing sites; \$520 estimated review fee for new site review fee Issuance Fee - \$175 Occupation Fee - Daytime: \$468 for each 4-hour period per day of week + \$344; Nighttime: \$468 for each 4-hour period per day of week + \$688	Daytime (6 AM – 8 PM) or nighttime (8 PM – 6 AM) use.	Annual	Designated Street Vending zones	http://www.seattle.gov/Documents/Departments/economicDevelopment/Street_Food_Checklist.pdf