

RURAL PLANNING RURAL ORGANIZATION

RPO Technical Coordinating Committee

February 9th, 2017 – 10:00 A.M., Land of Sky Regional Council

Agenda

1. WELCOME AND HOUSEKEEPING

Welcome and Introductions
Agenda Approval/Modifications

Josh Freeman
Josh Freeman

2. PUBLIC COMMENT

3. ADOPTION OF PREVIOUS TCC MEETING MINUTES

A. Minutes from the RPO TCC Oct 12, 2016th Meeting

4. RPO BUSINESS

A. Review/Discuss DRAFT LOSRPO Draft STIP
B. Approval of LOSRPO FY 2018 Draft PWP
C. Continuation of LOSRC project for CMAQ funds
D. Election of Officers
E. NCDOT Div 14 STIP Project Delivery Process

Vicki Eastland
Vicki Eastland
Bill Eaker
Josh Freeman/Vicki Eastland
Brian Burch

5. REGULAR UPDATES

A. NCDOT Division 13 and 14 updates
B. Transportation Planning Branch Updates
C. Legislative Updates
D. Staff Updates and Housekeeping

Division Staff
Daniel Sellers
Vicki Eastland
Vicki Eastland

ADJOURNMENT

Upcoming Meetings

Land of Sky RPO TAC – Wednesday February 22th 2017- 2:30 PM Following LOSRC
Council meeting Pisgah Room (Med) Conference Room

Land of Sky RPO TCC- May 11th, 2017-10:00 AM LOSRC French Broad (Large) Conference
Room

RURAL PLANNING RURAL ORGANIZATION

6. ADOPTION OF PREVIOUS TCC MEETING MINUTES

A. LOSRPO October 12th, 2016 TCC meeting minutes

RPO Technical Coordinating Committee

October 13th, 2016 – 10:00 A.M., Land of Sky Regional Council

Minutes

Attendance:

Mark Burrows	Vicki Eastland*	Zia Rifkin*	Pam Cook*
Joel Setzer*	Scott Collier	Kris Boyd	Steve Williams
Sara Nichols	Chris Craig*	Jackie Moore*	Denise Braine
Mary Smith*	Daniel Cobb	Aaron Bland*	Rick Tipton
Erica Anderson*	* indicates non-voting attendees		

WELCOME AND HOUSEKEEPING

Vice Chairman Burrows called the meeting to order at approximately 10:00am; he welcomed everyone in attendance and introductions followed. He communicated that the Agenda needed to be approved with no modification requested.

Kris Boyd moved to approve the Agenda without modification. Denise Braine seconded and the motion carried without further discussion.

PUBLIC COMMENT

No public comments were made.

CONSENT AGENDA

Denise Braine moved to approve the Consent Agenda consisting of the minutes of the June 9, 2016 meeting. Kris Boyd seconded and as all were in favor the motion carried.

RPO BUSINESS

Review/Discuss Draft Regional Impact Results: Vicki Eastland shared that regional projects were prioritized and submitted. Projects fared better than the last round as more projects were selected for funding this round. She reviewed the projects that were selected. Vicki Eastland stated that new projects will be developed and submitted in the summer of 2017.

No action required at this time.

Adopt Draft Division Needs List: Vicki Eastland shared that the list of projects has been distributed and the projects have been ranked and scored. This includes both Highway

projects and bike/ped projects. There are three bike/ped projects on the list. The other projects are all highway projects. Vicki Eastland shared that there were 3 or 4 regional projects that did not get selected for funding in the Regional Impact round. It is hoped that those projects can remain in the database and be fine-tuned- 25 points have been applied to these projects so those will hopefully remain in the database. After discussion with county officials, it has been proposed that (NC 280 from Deavor Road to Hudlin Gap Road for roadway modernization) in Transylvania County, and (NC 25/70 N. main Street to Lower Brush Creek Road) in Madison County cascade from the Regional Impact tier to Division Needs. In Haywood County, there were no projects in the Division Needs tier that competed, so a decision was made to give 100 points to the MPO to be applied to US19/23 from Chestnut Mtn. Road Rd to Wiggins Rd in Buncombe County. This project is a high priority for Haywood County and is within the MPO boundary. Vicki Eastland communicated that at this time, projects in the database which received minimal points may or may not remain in the database. Projects on this list are already in the public comment process.

Discussion occurred regarding Probart Street in the City of Brevard and it was explained that it is already built with the City's funds so there is no longer a need to pursue funding.

Kris Boyd moved to approve the LOSRPO Draft Division Needs assignment of Local Input Points and to forward that to the TAC for their consideration. Denise Braine seconded and the motion carried without further discussion.

Review LOSRPO Public Outreach Strategy for Division Needs: Vicki Eastland shared that there was a request at the June meeting to run the public notice in the Transylvania Times and the News Record and Sentinel (Madison Co.). A display ad came out October 6th in Mountain Express and weekly ads were placed in the other newspapers. Overall, this has been a fairly aggressive approach which has also included radio spots in Transylvania County. There is an online survey which is open until October 26, 2016, which is the day of the public hearing, that can be accessed on the RPO website. Vicki Eastland requested that RPO jurisdictions share the online survey widely.

Discussion occurred regarding suggestions for getting the message out to folks about the proposed projects. Vicki Eastland shared that there are even coasters which have been distributed throughout the region. Suggestions for getting the word out included posting to the LOS Facebook page and other social media outlets.

No action required.

Approve DRAFT LOSRPO 2017 Meeting Schedules: Vicki Eastland shared that this is a preliminary schedule for the TCC and TAC. No meetings have been scheduled in January as historically there have been conflicts with jurisdictions that have budget retreats and other meetings. Should there be a need to shift meetings, ample notice will be provided.

No action required.

NCDOT Bike/Ped Planning Grant Resolution: Vicki Eastland shared that Transylvania County is in the application process for an NCDOT Bike/Ped division funded county bike plan. Mark Burrows communicated that the county is currently looking at a \$65,000 grant and the match is being sought from other entities in the county and the county will pitch in as well.

Denise Braine moved to approve resolution for Transylvania County's bike/ped grant application to NCDOT and to forward that to the TAC for consideration for approval. Daniel Cobb seconded and the motion carried without further discussion.

Active Routes to School- Mary Smith and Jackie Moore with Safe Routes to School shared that the Active Routes to School initiative is a partnership between NCDOT and the NC Division of Public Health and is administered through the public health departments. The benefits of walking and biking to school affect children, schools, the community and the environment. The initiative uses a five-pronged approach to reach communities including awareness raising events, ongoing programs, training /workshops, built environment changes and policy changes.

Pam Cook shared that the staff for Active Routes to Schools are available to represent stakeholders on transportation committees (including the CTP). Curriculum for Let's Go NC is housed on the NCDOT website

(<https://www.ncdot.gov/bikeped/safetyeducation/letsgonc/>).

Active Routes to School- Mary Smith and Jackie Moore provided a presentation on the *Information only*.

REGULAR UPDATES

NCDOT Division 13 and Division 14 updates

Transportation Planning Branch Updates.

Legislative Updates

Staff Updates and Housekeeping

ADJOURNMENT

Chairman Burrows moved to adjourn the meeting, which was seconded and the meeting was adjourned.

Staff recommended action:

Review meeting minutes and approve

A. Item 4a: Approval of LOSRPO FY 2018 Draft PWP

NCDOT released the DRAFT 2018 – 2027 State Transportation Improvement Program (STIP). The full document was placed on Land of Sky RPO website as was the Land of Sky RPO specific pages. The DRAFT STIP will be out for Public Comment in the spring (dates not yet released), Final NCDOT 2018 – 2028 State Transportation Improvement Program (STIP) to be adopted by NCDOT Board of Transportation (BOT) in June 2017. Projects that scheduled for funding in the first 5 years of the STIP the (committed STIP) do not have to go back into the next prioritization cycle, SPOT 5.0, these projects are committed. If projects are scheduled for funding in the second 5 years of the STIP, the (developmental STIP) will be carried over to SPOT 5.0 and have to compete again for funding in that round. The LOSRPO section of the STIP can be viewed at this link:

[LOSRPO 2018-2017 DRAFT STIP](#)

LAND OF SKY RURAL PLANNING ORGANIZATION

TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS

ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	FY 2017	STATE TRANSPORTATION IMPROVEMENT PROGRAM					DEVELOPMENTAL PROGRAM					UNFUNDED					
							FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FUTURE YEARS					
R-5837	US 25/70 BUSINESS (NORTH MAIN STREET) TO SR 1143 (BRUSH CREEK ROAD), WIDEN TO MULTI-LANE.	2.5	30200																			
DIV																						

Staff recommended action:

Review and discuss as needed.

B. Item 4b: *Approval of LOSRPO FY 2018 Draft PWP*

LOSRPO staff has developed the DRAFT LOSRPO Planning Work Program, (PWP). In many ways this is a continuation of ongoing RPO projects. With the FBRMPO Comprehensive Transportation Plan (CTP) update pushed out as well as the Transylvania County Comprehensive Transportation Plan (CTP), there is a large percentage of the planning funds in the CTP category. SPOT 5.0 is already gearing up so there is a significant amount of funding in Prioritization. General Transportation and Admin make up the bulk of the remaining funding.

**FY 2017-2018
PLANNING WORK PROGRAM
ANNUAL PROPOSED FUNDING SOURCES TABLE
Land of Sky Rural Planning Organization**

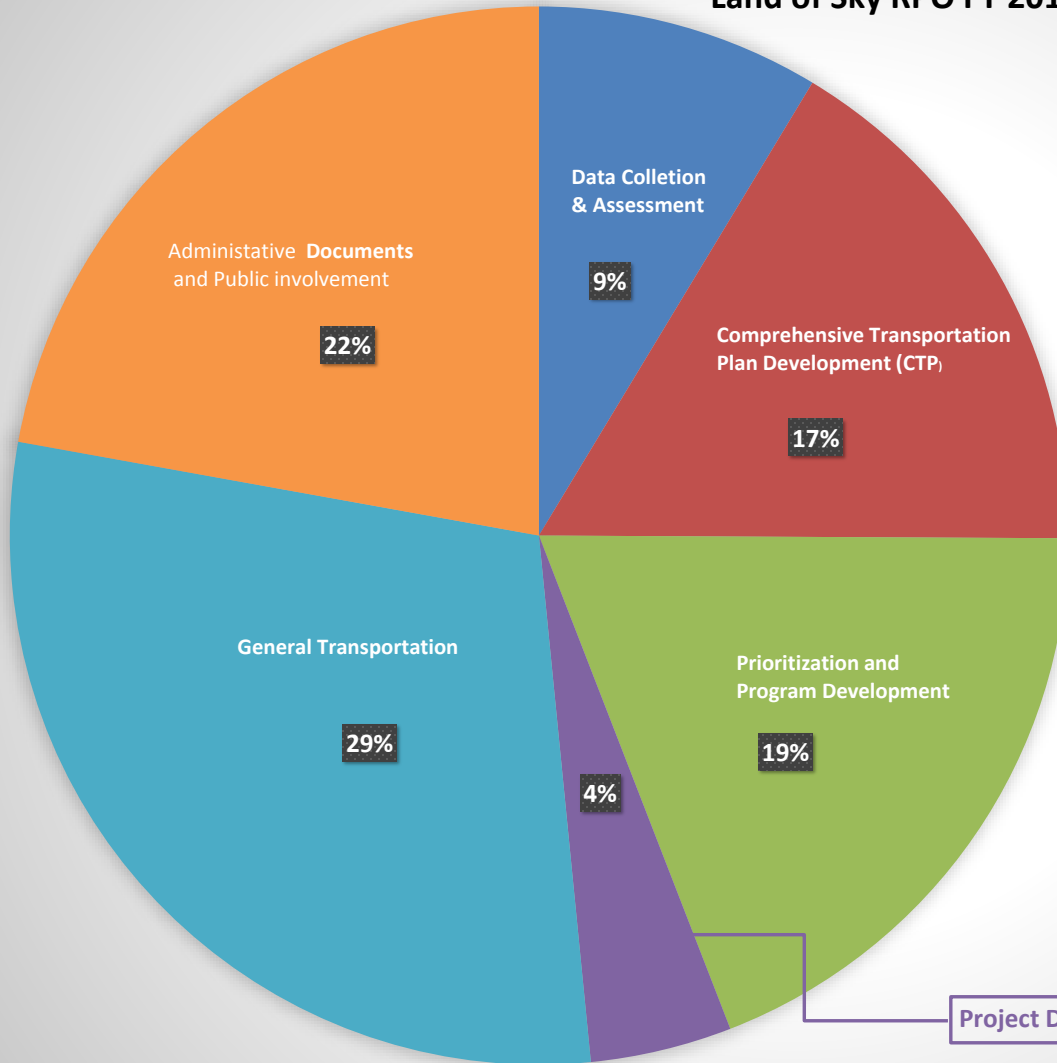
TASK CODE	TASK CODE/ WORK PRODUCT DESCRIPTION	WORK PRODUCT FORMAT	GEOGRAPHY	PRIMARY PROJECT # (IF APPLICABLE) FY_00X	RPO PROGRAM FUNDS		
					HIGHWAY/TRANSIT		TOTAL
					LOCAL 20%	STATE 80%	
I. DATA COLLECTION AND ASSESSMENT							
I-1	DATA COLLECTION AND ASSESSMENT				\$ 2,000	\$ 8,000	\$ 10,000
I-1.1	CTP Inventory and Assessment						
	Annual Report	Report	Land of Sky	1718-000			
I-1.2	Bicycle and Pedestrian Inventory and Assessment						
	Regional Bike/Ped Counts	Spreadsheet	Land of Sky	1617-000			
I-1.3	Parking Inventories						
I-1.4	Vehicle Occupancy Rates (VOR) Counts and Assessment						
I-1.5	Traffic Volume Counts and Assessment						
I-1.6	Crash Data and Assessment						
	Regional Crash Data Analysis	GIS Data	Land of Sky	1718-001			
I-1.7	Public Transportation Service Data and Assessment						
	Meeting Attendance	Meeting Participation	Land of Sky	1718-000			
I-1.8	Multimodal Data Collection and Assessment						
I-1.9	Freight Data Collection and Assessment						
I-1.10	Socioeconomic Data Inventory						
I-1.11	Environmental and Land use Data Inventory and Assessment						
I-1.12	Demographic Data Collection and Assessment						
II. TRANSPORTATION PLANNING							
II-1	COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT				\$ 3,800	\$ 15,200	\$ 19,000
II-1.1	Develop CTP Vision						
II-1.1.a	CTP Study Setup						
	FBRMPO Regional CTP	Meeting Participation	Land of Sky	1314-003			
	Transylvania County CTP	Meeting Participation	TRANSYLVANIA	1617-002			
II-1.1.b	Local CTP Vision						
	FBRMPO Regional CTP	Meeting Participation	Land of Sky	1314-003			
	Transylvania County CTP	Meeting Participation	TRANSYLVANIA	1617-002			
II-1.2	Conduct CTP Needs Assessment						
II-1.2.a	Data Collection and Assessment						
	Transylvania County CTP Data Collection and Support	Spreadsheet	TRANSYLVANIA	1617-000			
	Rural Areas of FBRMPO CTP Data Collection and Support	Spreadsheet	Land of Sky	1314-003			
II-1.2.b	Current and Future Year Data Endorsements						
II-1.2.c	Deficiency Assessment						
	FBRMPO Regional CTP Public Involvement	Meeting Participation	Land of Sky	1314-003			
	Transylvania County CTP Public Involvement	Meeting Participation	TRANSYLVANIA	1617-002			
II-1.3	Analyze Alternatives and Environmental Screening						
II-1.3.a	Alternatives Assessment						
II-1.3.b	Local Alternative Consensus						
	FBRMPO Regional CTP Public Involvement	Meeting Participation	Land of Sky	1314-003			
	Transylvania County CTP Public Involvement	Meeting Participation	TRANSYLVANIA	1617-002			
II-1.4	Develop Final Plan						
II-1.4.a	Develop CTP Maps						
	FBRMPO Regional CTP Public Involvement	Meeting Participation	Land of Sky	1314-003			
	Transylvania County CTP Public Involvement	Meeting Participation	TRANSYLVANIA	1617-002			
II-1.4.b	Local Endorsement						
II-1.4.c	Adopt Plan						
II-1.4.d	CTP Document						
II-1.4.e	CTP and Local Land Use Revisions						
II-1.4.f	Development of Local Implementation Strategies						
II-2	PRIORITIZATION AND PROGRAM DEVELOPMENT				\$ 4,400	\$ 17,600	\$ 22,000
II-2.1	Local Project Prioritization						
II-2.1.a	Local Project Prioritization						
	Prioritize Local Projects SPOT 5.0	Spreadsheet	Land of Sky	1718-001			
II-2.1.b	Project Entry and SPOT Prioritization Process						
	Input and Reevaluate SPOT Projects SPOT 5.0	Spreadsheet	Land of Sky	1718-001			
II-2.2	STIP Participation						
II-2.2.a	STIP Participation						
	SPOT4	Spreadsheet	Land of Sky	1718-002			
II-3	PROJECT DEVELOPMENT				\$ 1,000	\$ 4,000	\$ 5,000
II-3.1	Problem Statement and Purpose and Need						
II-3.1.a	Purpose and Need Data						
	SPOT 4.0	Spreadsheet	Land of Sky	1718-002			
II-3.1.b	Public Involvement Strategies						
	SPOT 4.0	Spreadsheet	Land of Sky	1718-002			
II-3.2	Merger Process						
II-3.2.a	Meeting Attendance						
	If needed	Meeting Participation	Land of Sky	1718-002			
II-3.2.b	Review and Comment						
	If needed	Meeting Participation	Land of Sky	1718-002			
II-3.3	Indirect and Cumulative Effects						
II-3.3.a	ICE Assessment of Probable Growth						
II-4	GENERAL TRANSPORTATION PLANNING				\$ 6,800	\$ 27,200	\$ 34,000
II-4.1.a	Regional or Statewide Planning						
	NCARPO Participation	Meeting Participation	Statewide	1718-000			
	NCARPO Executive Committee	Administrative	NC STATE	1718-000			
	NCDOT Transportation Asset Management Plan (TAMP) Work Group	Meeting Participation	NC STATE	1718-000			
	NCARPO Bike/Ped work group	Meeting Participation	NC STATE	1718-000			
	First Tenn Development District RPO meeting attendance	Meeting Participation	Johnson City, TN	1718-000			
II-4.1.b	Special Studies and Projects						
	Regional County Park & Ride Lot Inventory/User Survey	Summary/Assessment	Land of Sky	1718-003			
	Freight Survey and Outreach	Report	Land of Sky	1415-003			
	Walkability Audits	Report	Land of Sky	1617-003			
II-4.1.c	CMAQ Planning						
	CMAQ Planning	Report	Land of Sky	1718-000			
II-4.1.d	Air Quality Assessment						
II-4.1.e	Alternative Funding						
II-4.1.f	Training and Certification						
II-4.2	Title VI						
II-4.2.a	RPO Affirmation of Title VI Compliance						
	Regulatory Documents	Administrative	Land of Sky	1718-000			
II-4.2.b	Transportation Initiatives and ADA Compliance						
II-4.2.c	Environmental Justice Assessment						
	Regulatory Documents	Administrative	Land of Sky	1718-000			
II-4.2.d	Limited English Proficiency (LEP) Assessment						
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES							
III-1	ADMINISTRATIVE DOCUMENTS AND PUBLIC INVOLVEMENT				\$ 5,125	\$ 20,500	\$ 25,625
III-1.1	Administrative						
III-1.1.a	Planning Work Program						
	FY 2016-2017	Administrative	Land of Sky	1718-000			
III-1.1.b	5-Year Planning Calendar						
	Ongoing	Administrative	Land of Sky	1718-000			
III-1.1.c	Quarterly Invoice and Progress Reports						
	Administrative	Administrative	Land of Sky	1718-000			
III-1.1.d	TCC/TAC Work Facilitation						
	Meeting Support	Administrative	Land of Sky	1718-000			
	Ethics Tracking	Administrative	Land of Sky	1718-000			
	Update LOSRPO Bylaws	Administrative	Land of Sky	1718-000			
III-1.1.e	Regulatory Documents						
III-1.1.f	Miscellaneous Expenses						
	Respond to Member Requests	Administrative	Land of Sky	1718-000			
III-1.2	Public Involvement						
III-1.2.a	Public Involvement Plan (PIP)						
III-1.2.b	Documentation of Public Input						
	Ongoing	Meeting Participation	Land of Sky	1718-000			
TOTAL					\$ 23,125	\$ 92,500	\$ 115,625

Approved by the TAC on _____ February 22th _____, 2017.

Signature, Brownie Newman, LOSRPO Board Chair

Signature, Vicki Eastland, LOSRPO Secretary

Land of Sky RPO FY 2018 DRAFT Planning Work Program (PWP)



- I. DATA COLLECTION AND ASSESSMENT
- COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT
- PRIORITIZATION AND PROGRAM DEVELOPMENT
- PROJECT DEVELOPMENT
- GENERAL TRANSPORTATION PLANNING
- ADMINISTRATIVE DOCUMENTS AND PUBLIC INVOLVEMENT

Project Development

Staff recommended action:

Recommend LOSRPO DRAFT PWP to be sent to the TAC for final approval at the TAC meeting February 22nd.

C. Item 4c: Continuation of LOSRC project for CMAQ Funds.

There is \$100,000 in Congestion Mitigation and Air Quality (CMAQ) funds available from the NC DOT to the Land of Sky and Southwestern RPOs combined for FY 18 and 19 (\$50,000 each year). Land of Sky staff has consulted with staff of the Great Smoky Mountains National Park and Southwestern Commission about the availability and potential uses of these funds. The National Park is requesting \$20,000 to continue its air quality education and outreach work within the Park for two years. The Land of Sky Regional Council is requesting \$80,000 to continue the work of its Regional Clean Air Campaign and Land of Sky Clean Vehicles Coalition for two years. Land of Sky's work includes public education and outreach on reducing emissions from mobile sources, technical assistance to fleets in the region on alternative fueled and advanced technology vehicle options, and assistance securing grant funding for green fleet projects. Applications to the NC DOT are due March 15, 2017.

Staff recommended action:

Recommend project continuation and forward to LOSRPO TAC for final approval at the February 22nd meeting.

D. Item 4d: Election of LOSRPO TCC Officers.

Land of Sky RPO held officer elections at the May 2014 meeting. Josh Freeman was elected as the LOSRPO Chair and Martha Ramsey was elected as the Vice Chair, when Martha retired, Mark Burrows was elected Vice Chair. Elections should have been held last fall, but with meeting cancelations elections were pushed to the first meeting of this calendar year. Terms are 2 years in length and Officers are eligible for more than 1 term.

Staff recommendations:

Nominate and vote on LOSRPO Chair and Vice Chair to serve a term of 2 years.

E. NCDOT Division 14 STIP Delivery Process presentation.

NCDOT Division 14 Division Project Development Engineer Brian Burch will do a presentation, "So Your Project is in the STIP Now What"

Staff Recommendations:

Informational only.

7. REGULAR UPDATES

- | | |
|---|----------------|
| E. NCDOT Division 13 and 14 updates | Division Staff |
| F. Transportation Planning Branch Updates | Daniel Sellers |
| G. Legislative Updates | Vicki Eastland |
| H. Staff Updates and Housekeeping | Vicki Eastland |

ADJOURNMENT

Upcoming Meetings

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