

LAND OF SKY

RURAL PLANNING RURAL ORGANIZATION

RPO Technical Coordinating Committee

February 8th, 2018 – 10:00 A.M., Land of Sky Regional Council

Agenda

1. WELCOME AND INTRODUCTIONS

Welcome and Introductions
Agenda Approval/Modifications

Mark Burrows
Mark Burrows

2. PUBLIC COMMENT

3. ADOPTION OF PREVIOUS TCC MEETING MINUTES

A. Minutes from the RPO TCC September 14, 2017th Meeting

4. RPO BUSINESS

- A. Recommend Draft FBRMPO/LOSRPO LCP for Adoption
- B. LOSRPO FY 2018 Meeting Schedule
- C. Draft LOSRPO SPOT5.0 Local Input Methodology
- D. LOSRPO 2018 Meeting Calendar Changes
- E. NCDOT I-26 Project coordination

Vicki Eastland
Vicki Eastland
Vicki Eastland

Brendan Merithew/
Steve Williams

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

Public Comment

ADJOURNMENT

Upcoming Meetings

Land of Sky RPO TAC – Thursday February 22th 2018 - 11:30 PM Large Conference Room

Land of Sky RPO TCC- March 8th, 2018-10:00 AM LOSRC French Broad (Large)
Conference Room

1. WELCOME AND INTRODUCTIONS

Welcome and Introductions

Mark Burrows

Agenda Approval/Modifications

Mark Burrows

2. PUBLIC COMMENT

3. ADOPTION OF PREVIOUS TCC MEETING MINUTES

A. Minutes from the RPO TCC September 14, 2017 TCC Meeting

RPO Technical Coordinating Committee
September 14, 2017 – 10:00 A.M., Land of Sky Regional Council
Minutes

Attendance:

Mark Burrows	Vicki Eastland	Zia Rifkin	Sara Nichols
Matt Cable	Jodie Ferguson	Cory Osbourne	Cole Hood
Steve Williams	Brendan Merithew	Reuben Moore	Steve Cannon
Kyle Guie	Elizabeth Teague	Aaron Bland	Ritchie Rozzelle
Mark Hill	Troy Wilson	Daniel Sellers	

WELCOME AND HOUSEKEEPING

Chairman Burrows called the meeting to order at approximately 10:00am; he welcomed everyone in attendance and introductions followed. He communicated that the agenda is presented with no modifications.

PUBLIC COMMENT

No one made any public comments.

ADOPTION OF THE PREVIOUS TCC MINUTES

Sara Nichols moved to approve the August 10th TCC minutes as presented. Steve Williams seconded and as all were in favor, the motion carried.

RPO BUSINESS

LOSRPO Draft Project List for Submission to SPOT 5.0: Vicki Eastland shared that the window to submit projects for NCDOT Prioritization 5.0 closes Friday, September 29. Land of Sky RPO staff has worked with each county and municipality in the LOSRPO region and NCDOT Divisions 13 and 14 to develop the list of projects. The Draft list was presented at the August meeting, which included only Highway projects and the outline of Carryover Projects to be deleted or modified. The draft list has been advertised in Mountain Express to receive public comment.

Since the list was drafted there have been a couple of changes including that one of the projects that the RPO is submitting for Haywood County is located in the French

Broad River MPO (FBRMPO) planning boundary and the RPO cannot enter it into the SPOT Online tool. For this reason, LOSRPO is requesting that the NCDOT SPOT Office transfer one of the RPO's Highway project submittal to FBRMPO. This will reduce LOSRPO Highway submittals to 14 and increase FBRMPO Highway submittals to 26. With this submittal, the MPO will submit US 276/Raccoon Trail/Crymes Cove Road for realignment of offset intersection. By recommending this list to the LOSRPO TAC on September 28, for final approval, this transfer will also be approved.

Vicki Eastland shared that in Madison County, because one of the carryover projects is being funded with ARC funds, it does not provide the RPO another submittal. After discussion with NCDOT Division 13 staff, it has been determined that they will add it to their submittal list with the assurance that Buncombe and Madison Counties are supportive of the submittal.

Discussion occurred regarding the project that Division 13 plans to submit instead of the RPO. Vicki Eastland noted that all of these projects are in the SPOT Online tool in draft form.

It was reiterated that Vicki Eastland has advertised the list locally (in the Mountain Express) and NCDOT and the public has had a chance to review. The LOSRPO RTAC meets on September 28th and submittals are due by the 29th.

Link to Project List:

http://www.landofsky.org/pdf/LGS/RPO/LOSRPO_SPOT5.0_ProjectList.pdf

Sara Nichols moved to approve the list as the final LOSRPO SPOT 5.0 project submittal list, including the transfer of one Highway project to the FBRMPO. Matt Cable seconded and the motion carried without further discussion.

LOSRPO FY 2018 Meeting Schedule – Vicki Eastland shared that this is the last meeting of the LOSRPO TCC for this calendar year. The 2018 calendar is set up to meet NCDOT prioritization and Transportation Planning Branch (TPB) deadlines and meets with our regions' planning needs. She noted the TCC would not meet again until February 2018. She also communicated that the RTAC has seemed to work better scheduled prior to the MPO Board meetings on the fourth Thursday of the month (at 11:30am) and that will continue in FY 2018 with the exception of the September meeting.

No action required at this time.

NCDOT Bike/Ped Planning Grant Resolution: Vicki Eastland shared that the City of Brevard staff is considering the submission of an application (for a Pedestrian Plan) for an NCDOT Bicycle/Pedestrian Planning Grant. A resolution of support is required from the RTAC. Since this is the last TCC meeting before the deadline to submit the application (November 10), it is suggested that a resolution of support be in place should the City decide to proceed.

Vicki Eastland communicated that NCDOT awards would be made in 2018.

Mark Burrows moved to approve the resolution and forward to the RTAC for consideration for approval. Cole Hood seconded and the motion carried as all were in favor.

NCDOT and Driveway Cuts- When Do You Need a Highway Analysis?: – Steve Cannon, District I Engineer for Division 14 gave a presentation on the NCDOT Policy for driveway permits. Steve Cannon shared that driveways can often lead to accidents, if not sited correctly. The following document is available on the NCDOT website and provides information on the driveway permitting process:

<https://connect.ncdot.gov/projects/Roadway/RoadwayDesignAdministrativeDocuments/Policy%20on%20Street%20and%20Driveway%20Access.pdf>.

After construction, the District Engineer reviews the driveway to assure that it was built according to plans. NCDOT will not sign the permit until the local municipality has signed off on the work. Permits are required when there is new construction or modification to an existing property (change of use). A single family residence does not usually require a permit.

Discussion occurred regarding driveways in a subdivision and Steve Cannon shared that does not specifically fall under NCDOT review. NCDOT will review if a plat is being divided and a new road system is being built.

Steve Cannon also shared that there is a four-week standard review time by the NCDOT office. The length of time can be up to eight weeks if additional review time is required from Congestion Management or other departments. Driveways must meet access design criteria that includes site requirements, arrangement of driveways, driveway profiles and drainage, among others factors. Permitting moves forward when all parties are satisfied with the driveway design. A Traffic Impact Study (TIS) is a specialized engineering study that looks at the stress that a driveway would put on a roadway. Historical data may be used to determine the level of traffic that may use the driveway and how that will impact roadways. A TIS includes an explanation of the project, looks at existing conditions, provides background information and project conditions and contains conclusions and recommendations. Local government, among others, reviews the TIS. Steve Cannon shared that NC State has a one-day course on driveway permitting that is available around the state and cost \$100 to attend.

Vicki Eastland shared that the RPO is working to provide informative presentations to the TCC. Any ideas for presentations may be shared with RPO staff.

REGULAR UPDATES

NCDOT Division 13 and Division 14 updates
Legislative Updates
Staff Updates and Housekeeping

Discussion occurred regarding the north/south corridors, including I-26, NC 191 and Sweeten Creek Road that bring folks from Transylvania and Henderson Counties into Buncombe County and beyond. It was requested that NCDOT Divisions 13 and 14 provide an update at the next LOSRPO TCC meeting on the work planned on those corridors.

PUBLIC COMMENT

Reuben Moore commented that the proposed rumble strips on US 276 (Jonathan Creek Road) in Haywood County can push bicyclists from the road. He explained that rumble strips are only required on NCDOT roads or others where there is a high crash history. He requested that consideration be given to provide paved shoulders on the Jonathan Creek project. He communicated that J M Teague Engineering is on the on-call list and the business responds to Request for Proposals (RFP) for bike/ped planning grants, as well.

Comment was also provided that local governments often have more restrictive requirements for driveways than NCDOT.

ADJOURNMENT

Chairman Burrows called for a motion to adjourn, as there was no further business. Sara Nichols moved to adjourn, Matt Cable seconded, and the meeting stood adjourned.

Staff recommended action:

Review meeting minutes and approve

4. RPO Business

Item 4A. Draft FBRMPO/LOSRPO Adoption of the Coordinated Public Transit-Human Services Transportation Plan, Locally Adopted Plan CPT-HSTP/LCP.

The Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP, also known as Locally Coordinated Plan **LCP**) was developed to serve **both the French Broad River MPO and Land of Sky RPO's** planning areas. The LCP is a non-binding, not fiscally constrained plan that identifies gaps in public transit and community transportation and develops strategies to help address these gaps. The Federal Transit Agency (FTA) requires the LCP Plan for the programming of **Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities**. Section 5310 provides funds for programs and projects aiming to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding mobility options.

Land of Sky RPO adopted the last LCP on March 20, 2009, this plan was Amended on November 16, 2011. A partial update was completed in 2013 but not adopted. This draft was presented to the Regional Transit operators and shared with CTAB groups. It was posted on both the MPO and RPO website for public comment in December and is being brought before both the MPO Board and RPO TAC in February for adoption.

The LCP can be reviewed on the home page of the Land of Sky RPO web page under Important Documents: <http://www.landofsky.org/rpo.html>

Staff recommended action:

Recommend the TCC vote to send the Draft LCP to the LOSRPO TAC for adoption at their February 22, 2018 meeting.

Item 4B: LOSRPO Title VI Plan Update

Title VI is the federal law that protects individuals and groups from discrimination on the basis of **race, color, and national origin** in all programs, services, and activities of a Federal-aid recipient. The law specifically states: "*No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.*"

Other related laws have expanded the Program to protect against discrimination based on **age, sex, limited English proficiency (LEP), income-level, and disability; (and creed/religion, where applicable)**. The **intent** of the Program is to **remove barriers and conditions** that prevent **minority, low-income, LEP, and other disadvantaged persons** from accessing, participating in, and benefiting from programs and activities of Federal-aid recipients.

NCDOT is a recipient of Federal financial assistance from the US Department of Transportation. As a recipient of these funds, NCDOT must comply with Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. NCDOT is required to have a comprehensive **Title VI Nondiscrimination Program** to prevent and eliminate discrimination in programs and activities administered by NCDOT. The Office of Civil Rights (OCR), External Civil Rights (ECR) is the focal point for the implementation of NCDOT's Title VI Nondiscrimination Program. ECR is also responsible for determining if the Department's sub recipients are in compliance with Title VI. Sub recipients may include **transit systems, metropolitan and rural planning organizations (MPOs and RPOs), local government agencies (LGAs), airport sponsors, universities, contractors, and other entities receiving funds through NCDOT**

NCDOT Office of Civil Rights is working with FHWA to develop a new Title VI Plan Template for all NC MPO/RPO's to use. There are a number of elements to the title VI plan that Land of Sky RPO staff can work on in the meantime;

- The Standard Title VI / Nondiscrimination Assurances
- Title VI Nondiscrimination Policy Statement (to be posted at each member government location)
- Demographic Request (to be filled out by all TCC/TAC members)
- Demographic Request Table (maintained by LOSRPO Staff)

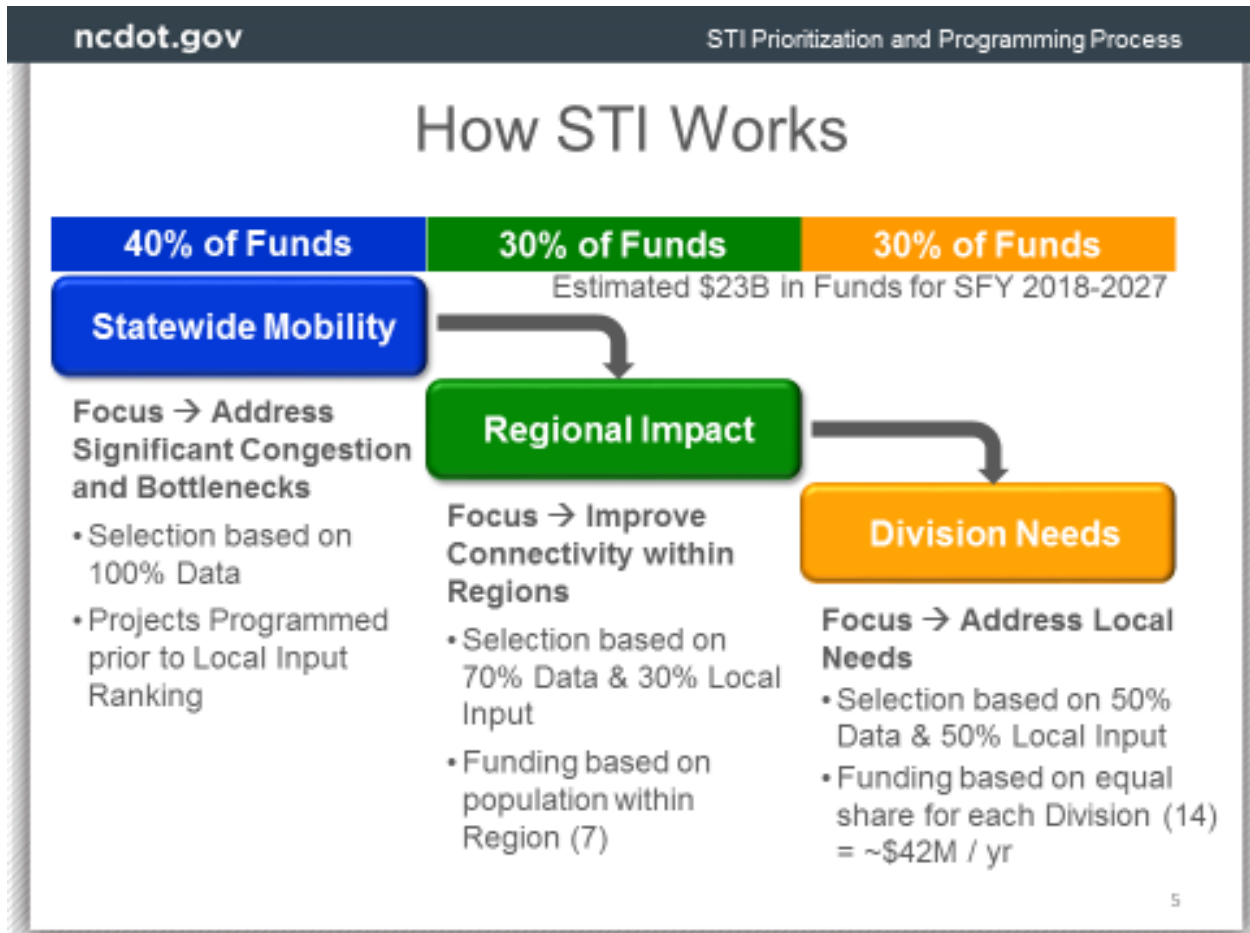
Once NCDOT and FHWA have an approved Template, LOSRPO will complete an update of the Title VI plan. These documents will be used to complete the final plan.

Staff Recommendations:

TCC members fill out Demographics Request forms and post Title VI Nondiscrimination Policy Statements. No further action required at this time informational only

Item 4C: Draft LOSRPO SPOT5.0 Local Input Methodology

The NCDOT Strategic Planning Office of Transportation (SPOT) has been tasked with evaluating and programming transportation projects as stipulated in the Strategic Transportation Investments (STI) legislation, enacted on June 26, 2013.



Slide provided by NCDOT SPOT Office

As part of STI, each MPO/RPO and NCDOT Division Office may assign local points to projects in the Regional Impact and Division Needs categories, but not the Statewide Mobility category.

ncdot.gov		STI Prioritization and Programming Process		
P5.0 Highway Criteria & Weights (Default)				
Funding Category	QUANTITATIVE		LOCAL INPUT	
	Data		Division	MPO/RPO
Statewide Mobility	Congestion = 30%	} 100%	--	--
	Benefit-Cost = 25%			
	Freight = 25%			
	Safety = 10%			
	Economic Comp. = 10%			
Regional Impact	Congestion = 20%	} 70%	15%	15%
	Benefit-Cost = 20%			
	Safety = 10%			
	Accessibility/Connectivity = 10%			
	Freight = 10%			
Division Needs	Congestion = 15%	} 50%	25%	25%
	Benefit-Cost = 15%			
	Safety = 10%			
	Accessibility/Connectivity = 5%			
	Freight = 5%			

Slide provided by NCDOT SPOT Office

NCDOT requires that the methodology include the following components:

- At least two criteria (with at least one being qualitative)
- Public involvement (on the proposed methodology, and the preliminary assignment of local input points to projects based on the approved methodology)
- Dissemination of methodology, local points and public input on LOSRPO's website (www.landofskyrpo.org)

Land of Sky RPO's Draft Local Input Point Assignment Methodology was sent to NCDOT SPOT office for review on January 31, 2018. Staff also shared the draft with TCC members. As of the drafting of this agenda, staff is still awaiting comments from the SPOT office. Required edits will be made and shared with TCC members before the final draft goes before the RPO TAC for approval. The tables below demonstrate the criteria that Land of Sky RPO plans to use to assign Local Input Points in SPOT 5.0.

REGIONAL IMPACT TIER

Regional Impact Scoring		
Criteria	Max. Score Possible	Scoring Methodology
SPOT Quantitative Score	70	Actual SPOT quantitative score from NCDOT
SPOT Safety Score	10	<ul style="list-style-type: none"> • 2.5 Points projects in bottom 25% • 5 Points projects in 25-50% • 7.5 Points projects in 50-75% • 10 Points projects in 75%+
Local Project Priority	15	<ul style="list-style-type: none"> • 15 Points if Priority 1 or 2 • 11 Points if Priority 3 or 4 • 7 Points if Priority 5 or 6 • 3 Points if Priority 7 or 8 • 0 Points is Priority lower than 8
Multi Modal Connections	5	<ul style="list-style-type: none"> • 0 Points if projects does not include Bike/Ped Facilitys • 5 Points if project includes EITHER Bike/Ped Facilitys.
Total	100	

DIVISION NEEDS TIER

Division Needs Scoring		
Criteria	Max. Score Possible	Scoring Methodology
SPOT Quantitative Score	50	Actual SPOT quantitative score from NCDOT
SPOT Safety Score	20	<ul style="list-style-type: none"> • 5 Points projects in bottom 25% • 10 Points projects in 25-50% • 15 Points projects in 50-75% • 20 Points projects in 75%+
Local Project Priority	20	<ul style="list-style-type: none"> • 20 Points if Priority 1 or 2 • 15 Points if Priority 3 or 4 • 10 Points if Priority 5 or 6 • 5 Points if Priority 7 or 8 • 0 Points is Priority lower than 8
Multi Modal Connections	10	<ul style="list-style-type: none"> • 0 Points if projects does not include Bike/Ped Facilities • 5 Points if project includes EITHER Bike/Ped Facilities. • 10 Points if project includes BOTH Bike/Ped Facilities.
Total	100	

Staff Recommendations:

Approve the Methodology and forward to the RPO TAC for approval.

Item 4D. LOSRPO 2018 Meeting Calendar Changes

Due to Prioritization Deadlines and STAFF schedule conflicts there are a couple of meeting date changes needed for calendar year 2018. The TCC and TAC meetings scheduled for April, 2018 will now be held in March 2018. They will be on the second and fourth Thursdays respectively. The October TAC meeting will need to be held on Thursday October 18th at 11:30 here at Land of Sky. This meeting is being moved due to staff schedule conflicts. Below is an updated meeting calendar

LAND OF SKY

RURAL PLANNING RURAL ORGANIZATION

Land of Sky RPO TCC/TAC FY2018 Meeting Schedule

Land of Sky RPO TCC – 2nd Thursday at 10:00 a.m.
(unless otherwise noted)

February 8th, 2018

April 12th, 2018 Shift to March 8th, 2018

June 14th, 2018

September 13th, 2018

October 11th, 2018

Land of Sky RPO TAC – 4th Thursday at 11:30 a.m.
(**unless otherwise noted)

February 22nd, 2018

April 26th, 2018 Shift to March 22nd, 2018

June 28th, 2018

September 27th, 2018

11:30 a.m. Thursday October 18th, 2018

Meeting Agendas and Notes are posted at <http://landofskyrpo.org/committees/>

All meetings take place at Land-of-Sky Regional Council,
339 New Leicester Highway, Suite 140, Asheville, NC 28806.

Unless otherwise indicated

www.landofskyrpo.org

Staff Recommendations:

No action required, Info only.

Item 4D. NCDOT I-26 Project Coordination Discussion

At the September meeting of the LOSRPO TCC, Chair Mark Burrows requested a presentation of strategies to address construction delays during the construction on I-26, NC 191 Brevard Road and US 25A Sweeten Creek Road. While it is still too early for any definitive strategies, those will be available in approximately 12 months, Division 13 and 14 Planning Engineers got together to discuss some potential strategies that may be employed during these projects.

Staff Recommendations:

No action required, Info only.

5. 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

Land of Sky RPO TAC – Thursday, September 28th 2017- 11:30 AM (Prior to the FBRMPO Board Meeting) – LOSRC French Broad (Large) Conference Room