Agenda for Roadway Design Staff Meeting
Monday, December 8, 2003

Welcome (Jay Bennett)

Technician Skill Based Pay (Bennett)

Highway Design Staff Meeting

PE Compensation Process

TIP Program Managers - should be announced by first of January, 2004. Assigned to Calvin Leggett.

Strategic Program Areas for DOT

- Safety
- Environmental Excellence
- Diversity Programs
- Workforce Development
- System Preservation - Senate Bill Projects, NC Moving Ahead and related programs
- Congestion Mitigation
- Program Delivery

Alternative Work Schedules during Holiday weeks

MERGER 01 - High Quality Aquatic Resources Report - draft report is out. Total avoidance is being discussed and dispute resolution (elevation) process is established.

TIP Committee Resolution #2 - Regional Team Approach PDEA/Design : implement a plan to assign project development teams to specific geographical regions. Example, PDEA - Western - Central - Eastern Regions. Plan proposal deadline : February 5, 2004.

Plan/Design Items

Public Hearings - Design Manual Update - Draft (McMillan-Speer)

Design Exception Guide (Allen-Mumford)

Miscellaneous Items

Adverse Weather Make-up (December 4-6, 2003)

Payroll Overpayment Reimbursement

Performance Management

Christmas Work Schedules and Holidays

Holiday Reception - Century Center - Secretary and Staff 12/11/03 - 2-4 pm Building "B"

Questions/Comments

Meeting Adjourned

CHAPTER 21

PUBLIC HEARINGS

PUBLIC HEARINGS 21-1

Policies and procedures governing public hearings are covered in Chapter 4 of the Policy and Procedure Manual. The actual preparation of the public hearing map is in accordance with instructions that are outlined in Section 21-2.

PREPARATION OF PUBLIC HEARING MAPS 21-2

(1) COLOR ACCORDING TO LEGEND (See 21-2, F-1)

(A) Color buildings and cemeteries inside and outside the proposed R/W even when they are in the proposed roadway pavement.
(B) The proposed roadway takes precedence over everything except buildings, cemeteries and proposed bridges.
(C) Show all existing roads that are within the R/W that will be removed.
(D) Do not color existing drives or parking lots.
(E) Proposed R/W takes precedence over Railroad R/W.
(F) Do not show R/W monuments on a hearing map.

(2) LABEL (large enough to be seen easily)

(A) Show Begin TIP Project in bold, black, capital letters and arrow
Example: **BEGIN TIP PROJECT R-9999**
-L- STA. 10+00.00
(B) State Lines
(C) County Lines
(D) City Limits and Township Lines
(E) Creeks, Rivers and Lakes
(F) Railroads
(G) Landmarks such as Parks, Appalachian Trail, Indian Reservations, Military Bases, Subdivision Names, etc. (Label in bold, black letters).
(H) Historic Properties (outline property lines in bold, black, mini-skip lines and label "Historic Property" in bold, black letters).
(I) Property owners and property lines (If properties are small parcels, consider assigning a parcel number to each and set up a table on the hearing map listing the owners. Care should be taken to avoid covering property owner's names and house, etc.)
(J) Show -L- and -Y- line designations and the road/street route number with common name in bold, black letters.
Examples: **-L- PROPOSED US 17 BYPASS; -Y5- NC 49 (YORK ROAD)**
(K) Cemeteries (Show name of it if available)
(L) Wetland Boundaries (Label as WLB)
(M) Widths of proposed roadway, proposed median width, existing and/or proposed right of way width at each end of the map.
(N) Label the Slope Stake Line with (C) and (F) as appropriate.
(O) Show Proposed Traffic Signals and Existing Traffic Signals.
(P) Label mainline stations @ 500' intervals in bold, black letters.

(Q) Show destination of roads if there is a city, town or major road nearby. Examples: **To Greensboro, To I-77, etc.**

(R) Show End TIP Project in bold, black, capital letters and arrow
Example: **END TIP PROJECT R-9999**
-L- STA. 90+00.00

(3) DESIGN INFORMATION TO BE SHOWN:

(A) Show North arrow, graphic scale of map with either English or Metric unit designation identified under the graphic scale and map legend at intervals of approximately six (6) feet.
NOTE: For the full size hearing map, please consider a scale of 1" = 100' for "curb type" urban widening projects and a scale of 1"=200' for rural, new location projects, however, the scale selection should always be analyzed on a project by project basis and discussed with the Assistant Roadway Design Unit Head.

(B) Show typical sections of -L- mainline for each significantly different location or area. Show lane usage on typicals. (See 21-2, F-2).

(C) Show typical sections of major -Y- lines and show lane usage on typicals.

(D) Show a box with the Functional Classification of the proposed mainline; Design Speed and maximum superelevation chart used for the horizontal alignment.

Example: Functional Class. = Arterial
Design Speed = 60 mph
Max. Superelev. = 0.08

(E) Show a box with current and design year traffic volumes with turning movements shown as the actual count; not listed in hundred's.

(F) At intersections, show lane usage arrows. Either show them directly on the proposed roadway if scale permits or show as a separate diagram.

(G) Show on-site detours and associated easements that may be required to construct a major structure or a major grade change. Show the detour on the map and provide a typical section. If an off-site detour is proposed to handle traffic during construction, then identify the proposed route on a vicinity map on the hearing map.

(H) Show horizontal curve data for the mainline -L- alignment and alignments for major -Y- lines. Please identify the horizontal curve points (PC, PT, ST, SC, etc.) on the map. Show station marks on all alignments every 100' for english projects and at 20m increments for metric projects.

(I) If there are areas on the project where special commitments have been made to avoid impacts to a grove of trees, special landscaping, special walls or a small portion of a pond not to be disturbed, please label the general area or specific location "DO NOT DISTURB".

(J) PRELIMINARY, SUBJECT TO CHANGE labels need to be on the map. Spacing should be the same as North arrow, scale and legend, approximately six (6) feet.

(K) Show the following project identification on the inside of each hearing map and a smaller version of the identification on the outside of both ends of the Public Hearing Map- to be read while map is rolled up.

(1) Design or Combined Public Hearing Map, whichever applies to the project.
(2) State and Federal Project Numbers with TIP Identification Number
(3) County
(4) Route Number and Location Description
(5) Seal of North Carolina
(6) Seal of NCDOT

(L) For projects using curb and gutter, show driveway curb cuts. Follow the "Driveway Manual" regarding the number of driveway access points allowed, but also use common sense and engineering judgement in replacing existing driveways.

(M) Median Crossover Openings will be shown on the hearing map according to the Median Crossover Guidelines. Intermediate crossover locations shall not be shown on the hearing map. Close coordination between the Highway Design Branch, Roadway Design Unit, Congestion Management Section of Traffic Engineering and the Division should take place in selecting the type of crossover design.

(N) Show and label noise abatement measures that have been recommended in the planning document and/or Design Noise Report.

(O) If Control of Access is involved whether it is existing C/A, partial C/A, or full C/A, identify the limits and type of the control of access.

(P) If sidewalk is proposed throughout the project, there is no need to show it on the hearing map plan, however, it does need to be shown on the typical section. If sidewalk limits are at random locations such as partially on one side and/or in areas where it is not continuous, then it would be a good practice to show the locations on the hearing map plan. Existing sidewalk should be shown in all cases.

(4) Hearing Preparation

(A) Prepare an informational sheet for a Hearing Map Review. (See 21-2, F-3).

(B) Set-up and hold a Hearing Map Review. (See 21-3)

(C) Make sure the hearing map which is presented to the public has a well defined black border around the edges. This can either be plotted with a wide, black border around the perimeter and reinforced with transparent tape or reinforce the edges with black masking tape. Half-size copies of the hearing map are not required to be taped.

(D) Prepare - know your project design and the reasons why we are doing the things we propose. Know whats in the planning document.

(E) Develop a very general traffic control concept to take to the public hearing if needed. Consult with the Division concerning how they think the project will be constructed. (See Part II, Chapter 12 of this Manual).

(F) Take the preliminary grades and cross-sections to the public hearing for information in helping to explain impacts to the public if this need arises.

(G) Develop a general knowledge of other area projects. It may be a good idea to take your TIP books to the hearing to help answer this type of inquiry.

JAY BENNETT'S COPY

Agenda for Roadway Design Staff Meeting
Monday, December 8, 2003

Welcome (Jay Bennett)

Technician Skill Based Pay (Bennett)

RODS, STR RECONNAISSANCE (NOW STR REC PLANS)
DEED DRAFTING

Highway Design Staff Meeting

PE Compensation Process

TIP Program Managers - should be announced by first of January, 2004. Assigned to Calvin Leggett.

Strategic Program Areas for DOT

- Safety
- Environmental Excellence
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WEDGING PROGRAMS STATEWIDE ...

Plan/Design Items

Public Hearings - Design Manual Update - Draft (McMillan-Speer)

— RESURFACING GRADES - USING NC WEDGE - NEED BETTER GRADES ...

— MINIMIZE OVERLAY ... V8 SUMMER NEXT YEAR (ALL GRADES) COMPLETE

- NC WEDGE WILL NO LONGER WORK

Design Exception Guide (Allen-Mumford)

(ART McMILLAN TO FOLLOW-UP)

— WETLAND DELINEATION FILES — (CADD UNIFORMITY COMMITTEE) - J. NORRIS WALLS MET WITH PDEA (JAY McINNIS)

[L/S DOESN'T WANT TO FORMAT WETLAND FILES.]

Miscellaneous Items

Adverse Weather Make-up (December 4-6, 2003)

Payroll Overpayment Reimbursement [illegible]

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Questions/Comments ASPHALT BINDER PERCENTAGES [illegible]

Meeting Adjourned

- UPDATES (WALLS) -
  COLOR PRINTER (WAS ORDERED)
  ORDERED ALL NEW LAPTOPS (NO RESPONSE)

PLOTTING HEARING MAPS (COLORS - SHADING) - WALLS IS RESOLVING ISSUE - GROUP

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Strategic Program Areas

Safety
- Attend various safety related courses
- Rumble strip initiative program
- Close 20' gaps at cable guiderail and steel beam guardrail

Program Delivery
- PMii
- BSIP
- Merger 01 Processes

Environmental Excellence
- BMP Manual
- LPO Partnership
- Context Sensitive Solutions
- Merger 01 Processes

Congestion Mitigation
- AWS
- Van pooling
- Driveway Manual
- New median crossover guidelines
- New standard urban median width to permit left-overs

Workforce Development
- Technician Skill Based Pay
- Engineer Competency Based Pay
- ACEC/NC/DOT Joint Training
- 7 Habits
- PMP
- Merger 01 Training

Diversity Programs
- Diversity Training

System Preservation
- NC Moving Ahead
- SB 1005
- I-40 and I-85 Corridor Study
- Other corridor studies that increase and preserve mobility by increasing access control