Roadway Design Unit
Staff Meeting Minutes
March 13, 2006

Right of Way Disposal and Control of Access Review Committee

The operating procedures and make up of the committee were discussed. The chair of the committee is Art McMillan and other members consist of Thomas Terry, Neal Strickland, Dennis Vick, Yolanda Moore, Mohammed Mahjoub, and Tariq Sultan. Other DOT staff members are invited as needed. The main purpose of the committee is to review all right of way disposal and control of access revisions that are requested by the Division Engineer on completed highway projects and to make a recommendation as to whether the requests should be approved or denied. Private parties normally initiate the requests. Operating Procedures for the right of way and control of access review committee are outlined in Thomas Terry's memo Dated February 10, 2006.

Traffic Forecast Request Form

http://www.ncdot.org/doh/preconstruct/tpb/PLANNING/FORECAST REQUEST FORM_1005.doc

Use the request form provided for a Traffic Forecast Request. Expedited requests must be approved and signed by Jay Bennett, State Roadway Design Engineer.

Hearing Map Reviews and Post Hearing Meetings

Remember to invite David Wasserman, Transportation Planning Branch, when a project is part of, or may be part of, a Strategic Highway Corridor (SHC). When a project involves Section 106 issues, please invite Mary Pope Furr, Historic Architecture, and/or Matt Wilkerson, Archaeology, both from the Human Environment Unit (HEU).

Design-Build Projects

Invite Rodger Rochelle to our meetings when a project is identified as Design-Build. Please review the monthly Design-Build Project Let List for the current status of the Design-Build Projects.

Form Letter Update

All construction revision letters should be sent to Ellis Powell, Jr. and to the attention of Shannon Sweitzer. The form letters have been revised on our S: Drive to reflect this.

Section 106 (Historic Architecture and Archaeology)

A Section 106 Flowchart for Conventional Design-Bid-Build Projects was passed out during the meeting. A copy of this flowchart will be added to our website.

Right of Way Recordation

Please remember to visit our website to determine which counties would like a CD along with the paper copy of the final right of way recordation plans. The files to place on the CD should be in " tif " format. The procedures for creating the CDs are on our website at

http://www.ncdot.org/doh/preconstruct/highway/roadway/index/ROWRecordation/workflow.html

PMs

The Performance Management Cycle ends March 31, 2006.

Miscellaneous Issues Briefly Discussed

EEOI: Recruitment Goals for 2006

On-site Stream and Wetland Mitigation Design Plans/ Special Provisions

Safety

Engineering Competency Based Pay is still a Pilot Study.

Electronic Geotechnical Data for Roadway Designers will be discussed at the next Roadway Design CADD User Group Meeting.

Use of pipe material alternates
http://www.ncdot.org/doh/preconstruct/highway/roadway/policymemos/PipeMaterialAlts.pdf

Minutes Approved By: Jay Bennett, P. E.
State Roadway Design Engineer

Signature Jay A Bennett **Date** 2/21/07