



STEERING + CORE COMMITTEE HANDBOOK

BRUNSWICK COUNTY, NORTH CAROLINA
COMPREHENSIVE TRANSPORTATION PLAN (CTP)
2020

Introduction

A Comprehensive Transportation Plan (CTP) is a long-range multimodal transportation plan that will assess Brunswick County's existing and future transportation needs including roadways, bicycle and pedestrian facilities, transit services, and rail. The goals of a CTP are to assist with identifying short - and long-term transportation priorities, to establish a relationship between local and regional expectations, and to reinforce and support other local and regional planning and funding initiatives. The CTP typically focuses 25 to 30 years into the future. The CTP provides a framework for local governments, regional planning organizations, and the North Carolina Department of Transportation to work together toward a common long-range vision for transportation facilities. The CTP is used to identify priority projects for funding and construction that will eventually connect to achieve the larger vision for the transportation system. When a new project is funded, the CTP is referenced throughout the project development process to inform the identified purpose and need for the project, and how it relates to the larger vision. The CTP also addresses and identifies non-fiscally constrained projects to help a region identify local transportation needs. Brunswick County's existing CTP was completed in 2010 and was developed for the future year 2035. The CTP is updated periodically to reevaluate the transportation needs and analyze alternatives with the latest available data and growth trends. The current update to Brunswick County's CTP will be completed in 2022 and will be developed for the future year 2045. The Brunswick County CTP will be a joint effort with Brunswick County, Brunswick County Municipalities, the North Carolina Department of Transportation – Transportation Planning Division (NCDOT TPD), the North Carolina Department of Transportation Division 3 (NCDOT Division 3), Grand Strand Area Transportation Study Metropolitan Planning Organization (GSATS MPO) and the Cape Fear Rural Planning Organization (CFRPO).

Role and Responsibility of CTP Steering Committee Member

Your input is crucial to developing a plan that works for the people of Brunswick County. The role of the Steering Committee is to provide local expertise that will guide NCDOT and local governments throughout the development of the CTP. Steering Committee members are key conduits of information, informing their respective boards, departments, and staff about the CTP, and helping to engage the public in the planning process. Roles and responsibilities of the steering committee members include:

Local Perspective:

- Vision for Brunswick County's future transportation system;
- Knowledge of Brunswick County's existing transportation system and identification of problem areas and needs;
- Perspective on potential solutions to improve the transportation system. Which solutions are likely to work best for your community?
- Represent the views and perspectives of other members of your community.

Ground-Truthing:

- Review maps and data and provide local validation;
- Question any data that do not align with your local experiences;
- Provide confirmation for data that do align with your local experiences.

Public Outreach:

- Assist with development of public input survey questions;
- Assist with distribution of public input survey;
- Assist with promotion of public engagement meetings;
- Assist with hosting public engagement meetings;
- Attend public meetings and adoption meetings.

Internal Communications:

- Provide updates on the CTP to your staff/agency/department/board/team throughout the planning process;
- Share input from your staff/agency/department/board/team with the Steering Committee and Core Team.

Steering Committee List

Agency Name	Representing	Address	Contact
Brunswick County Emergency Management	Brunswick County	3325 Old Ocean Hwy (Building C), Bolivia, NC 28422	Edward Conrow, Emergency Services Director
			Scott Garner, Deputy Director
Brunswick County Schools	Brunswick County	35 Referendum Drive NE, Bolivia, NC 28422	Jerry Oates, Superintendent
			Craig Eckert, Director of Capital Projects & Planning
			Lloyd, Willis, Director of Transportation
Brunswick Community College	Region	50 College Road, Bolivia, NC 28422	Gene Smith, President
Public Utilities	Brunswick County	75 Courthouse Dr (Building 1), Bolivia, NC 28422	Brent S Lockamy, Project Manager
Brunswick County Planning	Brunswick County	75 Courthouse Drive (BUILDING I) Bolivia, NC 28422	Kirstie Dixon, Planning Director
			Helen Bunch, Zoning Administrator
Sheriff	Brunswick County	70 Stamp Act Drive, Bolivia, NC 28422	Sheriff John W. Ingram, V
			Chief Deputy Charles Miller
Brunswick County Health and Human Services	Brunswick County	25 Courthouse Drive Building A, Bolivia, NC 28422	David Stanley, Director H&HS
			Cris Harrelson, Health Director
Brunswick County Social Services	Brunswick County	60 Government Center Dr NE, Bolivia, NC 28422	Beverly Heine
Brunswick County Environmental Health	Brunswick County	25 Courthouse Dr NE, Bolivia, NC 28422	Danny Thornton, Environmental Health Director

Dosher Memorial Hospital		924 N Howe St, Southport, NC 28461	Mark Rollins, Dosher Director of Plant Operations
Novant Health Brunswick Medical Center		240 Hospital Drive NE, Bolivia, NC 28422	Shelbourne Stevens
Brunswick Transit System	Brunswick County	5040 Main Street, Shallotte, NC 28470	Yvonne Hatcher, Executive Director
MOTSU	Military	6280 Sunny Point Rd SE, Southport, NC 28461	Malcolm Charles, Community Liason
Duke Energy	Region	8520 River Rd SE, Southport, NC 28461	Brunswick Plant Corporate Communications
ATMC	Brunswick County	640 Whiteville Rd NW, Shallotte, NC 28470	Keith Holden, CEO
BEMC	Brunswick County	785 Ocean Hwy W (Hwy 17), Supply, NC 28462	Joshua L. Winslow, CEO
Wilmington MPO	Wilmington Metro	305 Chestnut Street, Wilmington, NC 28401	Mike Kozlosky, Executive Director; Abby Lorenzo, Deputy Director
GSATS MPO	Myrtle Beach Metro	1230 Highmarket Street, Georgetown, SC 29440	Mark Hoeweler, Assistant Executive Director; Dan Newquist, Transportation Programs Manager
Brunswick Business & Industry Development	Brunswick County	75 Courthouse Drive (BUILDING I) Bolivia, NC 28422	William S. "Bill" Early, Executive Director
Brunswick County Chamber of Commerce	Brunswick County	114 Wall Street, Shallotte, NC 28470	Shannon Viera, President/CEO
			Heather Buell, Member Relations Director
North Brunswick Chamber of Commerce	North Brunswick Area	120 Division Drive, Leland, NC 28451	N/A
NC State Highway Patrol	NHC & Bruns.	Substation US17, County Government Complex, Bolivia, NC 28422	Matthew King

Cape Fear Cyclists	Region	4408 Wrightsville Ave, Wilmington, NC 28403	Larry Cheng, President
Brunswick Cyclists	Brunswick County	707 Longleaf, Southport, NC 28461	Terry Pierce, Webmaster
Cape Fear Regional Jet Port	Region	4019 Long Beach Rd, Oak Island, NC 28465	Howie Franklin, Director
Ocean Isle Beach Airport	Region	6070 Beach Dr SW, Ocean Isle Beach, NC 28469	Justin Whiteside, Asst. Town Administrator
Cape Fear RPO	Region	1480 Harbour Dr, Wilmington, NC 28401	Patrick Flanagan, Director
Cape Fear Council of Governments	Region	1480 Harbour Dr, Wilmington, NC 28401	Allen Serkin, Executive Director
NCDOT Div. 3	Region	5501 Barbados Blvd, Castle Hayne, NC 28429	Caitlin Marks
NCDOT TPD	State	1554 Mail Service Center, Raleigh, NC 27699-1554	Nazia Sarder, Transportation Engineer; Chris Palsgrove, Transportation Engineer
NCDOT IMD	Region	1554 Mail Service Center, Raleigh, NC 27699-1554	Matthew Watterson, Mobility Development Specialist
NCDOT Ferry	State	8550 Shipyard Road, Manns Harbor, NC 27953	Cat Peele, Planning and Dev. Manager
State Ports Authority	State	2202 Burnett Blvd, Wilmington, NC 28402	Stephanie Ayers, Director of Plan. & Dev.
Brunswick Cooperative Extension	County	25 Referendum Dr, Bolivia, NC 28422	Mark Blevins, Director
Brunswick Senior Resources	Brunswick County	3620 Express Dr, Shallotte, NC 28470	Jim Fish
Southeastern Economic Development Commission	Region	707 West Broad Street, Elizabethtown, NC 28337	Pam Bostic, Executive Director
NCDOT Freight	State	1554 Mail Service Center, Raleigh, NC 27699-1554	Dana Magliola, Senior Analyst Ahmed T. Zahrani
Municipalities			

Bald Head Island	Town	N/A	Chris McCall
Boiling Spring Lakes	Town	9 East Boiling Spring Rd, Boiling Spring Lakes, NC 28461	Jeff Repp, City Manager Nicole Morgan, Planning & Zoning Administrator
Bolivia	Town	4050 U.S. 17 Business, Bolivia, North Carolina, 28422	Ella Jane Marston
Caswell Beach	Town	1100 Caswell Beach Road, Caswell Beach, NC 28465	Chad Hicks, Administrator
Northwest	Town	4889 Vernon Road, Northwest, NC 28451	James Knox
Oak Island	Town	4601 E. Oak Island Drive, Oak Island, NC 28465	Jake Vares, Plan. & Zon. Admin.
Sandy Creek	Town	114 Sandy Creek Drive, Leland, NC 28451	Marion Evans, Town Clerk
Southport	Town	1029 N. Howe Street, Southport, NC 28461	Thomas Lloyd, Planner
St. James	Town	4140A Southport-Supply Road St. James, NC 28461	Ed Dickie, Town Manager

Core Steering Committee

The Core Steering Committee is responsible for developing the work products for the CTP and leading the Steering Committee through the planning process. The Core Steering Committee is comprised of staff from Brunswick County, the Cape Fear Rural Planning Organization (CFRPO), NCDOT Transportation Planning Division (TPD), NCDOT Division 3, and Grand Strand Area Transportation Study Metropolitan Planning Organization (GSATS MPO). The Wilmington Metropolitan Planning Organization (WMPO) will serve on the Core Steering Committee on a needs basis to provide guidance and input for projects at the border of the MPO. Core Steering Committee roles and contact information are outlined below:

CAPE FEAR RURAL PLANNING ORGANIZATION (CFRPO)

The CFRPO provides transportation planning services for three eastern counties of North Carolina – Columbus, Brunswick, and Pender. Patrick Flanagan is the RPO Director of the CFRPO. His responsibilities for this study will include:

- Providing regional planning perspective (including opportunities for improving regional connectivity, mobility, and resiliency)
- Reviewing data and documents as well as providing input and guidance.
- Coordinating communications with NCDOT, Core Committee, Steering Committee, and other partners
- Facilitating Steering Committee Meetings (including agendas and summaries)
- Assisting NCDOT's TPD in creating the Community Understanding Report (CUR) for the CTP.

NCDOT TRANSPORTATION PLANNING DIVISION (TPD)

The Transportation Planning Division of NCDOT provides long-range transportation planning services for the state. Nazia Sarder and Chris Palsgrove are the Transportation Engineers responsible for the overall execution and production of the Brunswick County CTP. Their responsibilities include but are not limited to:

- Data collection (socioeconomic data, traffic data, crash data, etc.)
- Dissemination of data to Steering Committee for review
- Technical analyses (deficiency analysis and Alternatives analysis)
- Map production
- Draft and final report production
- CTP presentation at public workshops
- CTP presentation for local adoption

NCDOT DIVISION 3

NCDOT is divided into 14 divisions across North Carolina. Brunswick County is within Division 3. Caitlin Marks is the Division Planning Engineer, and she is responsible for long-range planning within Division 3. Her responsibilities include:

- Representing Division 3 perspective on transportation needs and solutions;
- Providing input on the feasibility and constructability of proposed solutions;
- Reporting CTP progress to the Division Engineer and Board Member.
- Hosting internal division meetings when need be for feedback to our CTP Steering Committee.
- Reviewing data and documents. Providing input and updates.

Michael Madsen and Alan Pytcher will be assisting Caitlin during the development of the CTP and will also be part of the Core Committee. Michael is the Division 3 GIS Manager and Analyst. Alan Pytcher is the Division 3 Corridor Development Engineer.

BRUNSWICK COUNTY

Helen Bunch will be the representative from the county in our Core Steering Committee. Helen is the Transportation Planner at the county and her responsibilities include:

- Representing Brunswick County perspective on transportation needs and solutions.
- Providing a planning perspective from the county's point of view.
- Representing and coordinating with all municipalities in her county.
- Reporting CTP progress to Brunswick County Officials, Director of the County, and technical staff aiding her in the development of the CTP.
- Communicating with all municipalities on a quarterly basis or semi-monthly basis. Ensuring they are keeping their board/council members up to date on the CTP. All municipalities within the study area will be part of the steering committee as well.
- Reviewing data and documents. Providing input and updates.

GRAND STRAND AREA TRANSPORTATION STUDY METROPOLITAN PLANNING ORGANIZATION (GSATS MPO)

Mark Hoewler and Dan Newquist will be the representatives from Grand Strand Area Transportation Study Metropolitan Planning Organization in our Core Steering Committee. Mark is the Assistant Executive Director at GSATS MPO and Dan is the Transportation and Environmental Programs Manager at GSATS MPO. Mark and Dan's responsibilities will include:

- Representing GSATS MPO's perspective on planning, transportation needs and solutions.
- Representing and coordinating with municipalities in the MPO that are within Brunswick County.
- Reporting CTP progress to the MPO TCC and TAC. This includes keeping the MPO informed and bringing back their input to us at the Core and Steering Committee.
- Reviewing data and documents. Providing input and updates.

WILMINGTON METROPOLITAN PLANNING ORGANIZATION (WMPO)

Abby Lorenzo will serve on the Brunswick County CTP Core Steering Committee on a needs basis. Abby is the Deputy Director at the Wilmington MPO. The WMPO will not be adopting this CTP, but Abby will provide her knowledge of the area, as well as communicate the MPOs network roadways and multi-modal facilities so that we can ensure continuity and connectivity at the border of the Wilmington MPO planning boundary.