

DRAFT

CTP Steering Committee Handbook

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*CORE COMMITTEE FOR
THE COMPREHENSIVE TRANSPORTATION PLAN*

<u>Name</u>	<u>Organization</u>
Lee Jerningan	City of Fayetteville
Shelia Thomas - Ambat	City of Fayetteville
Rawls Howard	Cumberland County
Randy Hume	Fayetteville Area System of Transit
Ronnie Autry	Town of Eastover
Melissa Adams	Town of Hope Mills
Taimoor Aziz	Town of Spring Lake
Jackie Jackson	Town of Spring Lake
Mark Whitley	Cumberland County Schools
Bill Hammond	NCDOT Division 6 Corridor Engineer
Richie Hines	NCDOT Division 6 District Engineer
Darius Sturdivant	NCDOT Division 6 Planning Engineer
Robert Van Geons	Fayetteville Cumberland Area Economic Development
Andrew Speendlove	Fort Bragg
Willie Burnette	Town of Godwin
Mardy Jones	Town of Stedman
John Wheeler	Town of Falcon
Cindy Burchett	Town of Wade
Larry Overby	Town of Linden
Shaun Graham	FAMPO

KEY STAFF TEAM

Joel Strickland	jstrickland@co.cumberland.nc.us	FAMPO
Mike Rutan	mrutan@mccog.org	Mid-Carolina RPO
Darius Sturdivant	dsturdivant@ncdot.gov	NCDOT Division 6
Hemal Shah	hshah@ncdot.gov	NCDOT – Transportation Planning Branch
Chris Conolly	cmconolly@ncdot.gov	NCDOT – Transportation Planning Branch

YOUR ROLE AS A CTP COMMITTEE MEMBER

Your role as a Steering Committee member is critically important to the success of the Comprehensive Transportation Plan (CTP):

UNIQUE PERSPECTIVE:

You represent a unique local viewpoint from within the community; you know the area well—its people and its resources. You have a feeling for what types of policies and strategies may work and what types may not.

PLAN DEVELOPMENT:

You should provide perspective and insight on information gathered as well as feedback on potential transportation improvements as they are developed. In doing so, you will play a critical part in shaping the future transportation network for decades to come. At the same time, you are not being asked to be a planner or writer; rather, you are to be a *sounding board* for the residents of the area.

NETWORKING AND RECRUITMENT:

You know others in the area who have a keen interest in the way in which the area's future transportation needs should be managed. These others may include friends, neighbors, business associates, or others vitally interested in the future of the area. By inviting these individuals to participate in the planning process, you can help make sure that all important viewpoints are embodied in the plan.

PUBLIC MEETINGS FACILITATION AND SUPPORT:

During the course of the project, you may be asked to help facilitate public meetings. Specific roles will be discussed and agreed upon before each meeting and may include: greeting/ signing people in, facilitating small groups, promoting discussion, summarizing meeting results, assisting with meeting room set up or take down, etc.

PLAN PRESENTATION AND RECOMMENDATION.

At the conclusion of the planning process, you may be asked to participate in the presentation of the CTP to the County and municipalities for their consideration of adoption.

OTHERS ROLES

1. **PLANNING BOARD:**

As the appointed County/ Town board most involved in land use management issues, the Planning Boards will also be asked to join in the initial orientation meeting for the CTP. Later, the Planning Board will also be invited to participate in the joint review session for the draft plan so as to provide comments on the plan to the CTP Committee. The CTP Committee will then consider the comments of the Planning Board during development of the final draft of the plan.

2. **RESOURCE ADVISORS (Full CTP Committee):**

Because there are so many interest groups and agencies involved in area issues, it will be important to proactively seek input from these various groups and agencies during the planning process. Representatives of stakeholder groups and agencies will be invited to participate as Resource Advisors for the Comprehensive Transportation Plan. Their perspectives and insights will be gathered through meetings and other communications. Examples of Resource Advisors may include local homebuilders, realtors, environmental groups, transportation officials, utilities providers, and local government officials from nearby jurisdictions.

3. **CITIZEN ADVISORS:**

In addition to involved agencies and organized groups, the Comprehensive Transportation Plan will also need to include the views of area citizens who have a vital interest in the area but who may not be part of an organized group. Any individual can be a Citizen Advisor to the plan simply by attending the scheduled public meetings for the plan. Citizen Advisors may be recruited to attend these meetings, in part, by members of the CTP Committee. This active recruitment is designed to involve a broad cross section of area residents in formulating the plan.

4. **KEY STAFF:**

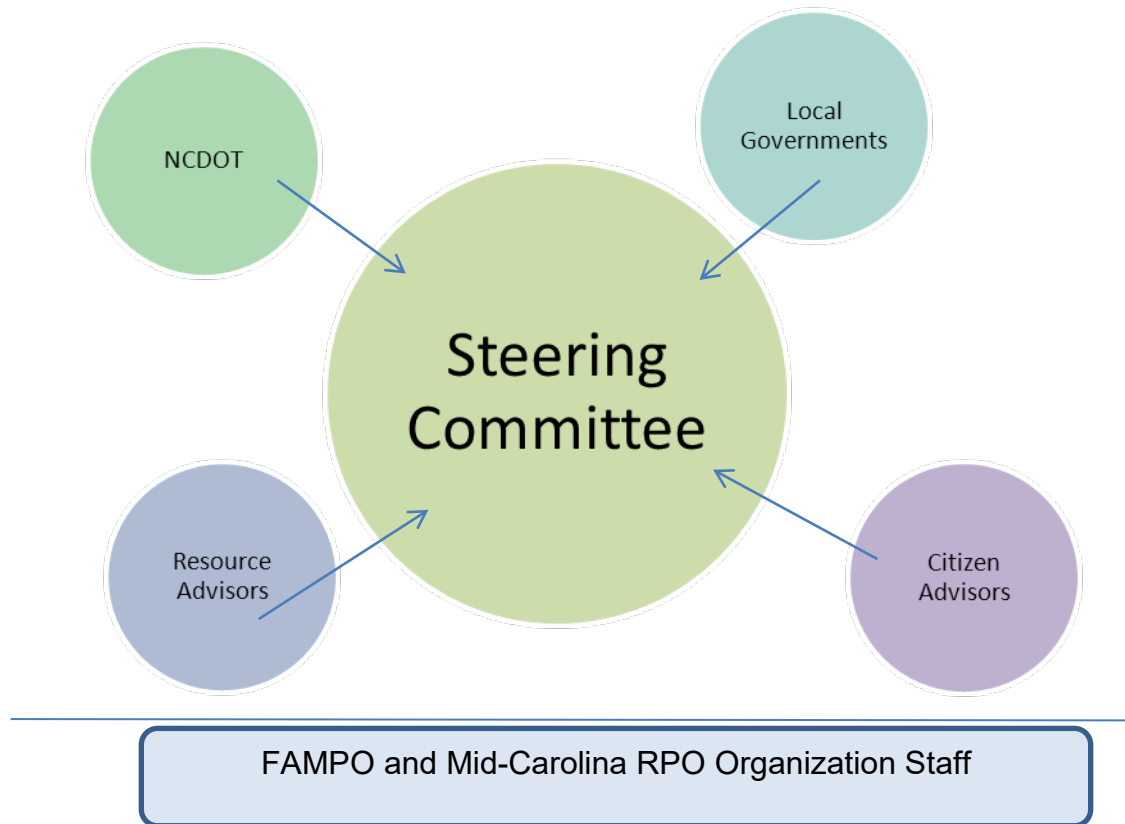
FAMPO and Mid-Carolina RPO

Joel Strickland and Mike Rutan will serve as the staff person charged with coordinating administrative support for the Comprehensive Transportation Plan. They will also be working with committee members for the mechanics of meeting arrangements, such as securing meeting places, maintaining mailing lists, taking meeting notes, and distributing draft reports, notices, agendas, etc.

NCDOT

Hemal Shah and Chris Conolly, Engineer with NCDOT- Transportation Planning Branch, working closely with the FAMPO and Mid-Carolina RPO, will be responsible for guiding the Steering Committee through the CTP process, data gathering, technical analysis of the overall transportation system, and for facilitating the meetings of the Steering Committee and the general public during plan preparation. They will also be responsible for producing the preliminary and final drafts of the CTP maps and CTP report. They will suggest meeting agendas for consideration by the Committee and, with the Committee Chair, will help keep discussions focused and moving forward. Near the end of the planning process they will also assist the Core CTP Committee in reviewing the preliminary draft of the Plan with the Town Councils and Planning Boards.

Cumberland County Comprehensive Transportation Plan Organization and Management



The Cumberland County Board and FAMPO TPB provides direction to Core CTP Committee, early in the process as well as during review of draft plan; near the end of the planning process, they also hold a formal public hearing to consider adoption of the plan.

The core Cumberland County CTP Committee guides preparation of the Strategic Growth Plan and recommends plan to County Board.

The Cumberland County Planning Board provides input on draft plan to Core CTP Committee.

Citizen Advisors and Resource Advisors (Full CTP Committee) provide input and perspective at organized public input meetings, as well as by letter, phone contact, etc.

Key Staff/NCDOT provides technical and administrative assistance, organizes public involvement process and prepares draft and final plan.

Cumberland County CTP

(Includes: FAMPO Area)

Study Contacts

- TPD Project Engineer: Hemal Shah; (919) 707-0992; hjshah@ncdot.gov
- TPD Project Engineer: Chris Conolly; (919) 707-0958; cmconolly@ncdot.gov
- RPO Contact: Mike Rutan; (910) 323-419; mrutan@mccog.org
- MPO Contact: Joel Strickland; (910) 678-7622; jstrickland@co.cumberland.nc.us
- Division 6 Contact: Darius Sturdivant; (910) 364-0600; dsturdivant@ncdot.gov

Study Schedule

Study Initiation	December 2019
Develop CTP Vision	February 2020
Collect/Forecast SE Data	March 2020
Develop Analysis Tool	June 2020
Deficiency Analysis.....	June 2020
Develop Draft CTP	September 2020
Draft CTP to Locals	September 2020
Local Adoption(s).....	March 2021
NCDOT Adoption.....	March 2021
CTP Maps Distributed.....	June 2021
Documentation	June 2021
Study Close Out	June 2021

Cumberland County CTP Timeline – Proposed meeting element breakdown.

February 27, 2020 – First CTP Committee Meeting: Initial CTP Presentation and discuss Public Involvement Plan. Begin development of the Public Input CTP Survey. Base Maps (highway map) – What streets to include in the CTP.

March 2020 – Develop the Draft Vision Statement and Goals and preliminary objectives and performance measures. Complete the Public Input CTP Survey for release to the public. Begin discussion of base year population and employment as well as future year (2045) population and employment projections.

Public Involvement – The survey is usually distributed and made available for a minimum of thirty days.

April 2020 – Discuss and finalize base year population and employment as well as future year (2045) population and employment projections.

May and/ or June 2020 – Public Input CTP Survey summary results presented. Possible refinement of Vision, Goals, and Objectives based on Survey results. Highway deficiencies includes the TPD Engineer updating the committee on existing roadway deficiencies and expected (2045) deficiencies and solicit recommendations of ways to address the deficiencies. Present crash and bridge deficiency data.

July and / or August 2020 (this may be one or two meetings) – Discuss the three multi-model components of the CTP. This includes:

- Transit component of the CTP. This usually includes someone with the local transit authority sharing what is there now, what is on their 5-year plan and what they feel is reasonable for the planning period (to 2045). We can also discuss potential Park and Ride lots.
- Bicycle component of the CTP. It will include discussion about what currently exists for cyclists, and based on the Committee's goals and objectives, where improvements and new facilities need to go.
- Pedestrian component of the CTP. It will include discussion about what currently exists for pedestrians, and based on the Committee's goals and objectives, where improvements and new facilities need to go

July or August 2020– Public Involvement: There is the option for public engagement (workshop) at this point where the deficiency maps are shown and ways to address the deficiencies are solicited.

August 2020 – TPD Engineer takes the findings of all recommendations and alternatives from the public to the committee, and they work together to develop the draft CTP.

October 2020 – TPD Engineer presents the initial draft CTP to the committee. Committee helps finalize CTP maps and documentation

November 2020 – After review by NCDOT, the RPO staff takes the draft plan to the Cumberland County Commissioners informally to see if it is ok to take the draft plan to the public.

January 2021 – Public involvement: Draft CTP to the public (usually beginning with a workshop) for comments – usually over a 30-day period.

January 2021 – Meet back with the committee to review all comments and finalize plan to send to local officials for adoption.

<End of committee commitment to CTP process>

February 2021 – Cumberland County and Municipalities adoption of the plan, FAMPO adoption of the plan

March 2021– Mid-Carolina Rural Planning Organization endorsement of the plan

March 2021 – North Carolina Board of Transportation adoption of the plan and CTP maps distributed

June 2021 –CTP Report completed and distributed