

## Meeting Minutes

### Dare County Comprehensive Transportation Plan Steering Committee Meeting

December 7, 2011 2:00pm, 954 Marshall C. Collins Drive, Manteo, NC

#### Attendees

Kerry Morrow	NCDOT – Transportation Planning Branch
Ashley Clowes	NCDOT – Transportation Planning Branch
Steven Lambert	Albemarle RPO
Gary Perry	Kitty Hawk Town Council
Greg Loy	Kill Devil Hills Planner
Donna Creef	Dare County Planning
John Stockton	Kitty Hawk Town Manager
Mandy Earnest	Dare County Health Department
Ralph Buxton	Outer Banks Chamber of Commerce
Andy Garman	Duck Town Planner
Joe Heard	Kitty Hawk Town
Wes Haskett	Southern Shores Town Planner
Mary Helen Goodloe-Murphy	Outer Banks National Scenic Byway
Elizabeth Teague	Nags Head Town Planner

#### **Introductions**

- Each committee member introduced him/herself to the group.

#### **Previous Meeting**

- Meeting 2 Minutes and Recap: Kerry Morrow distributed the meeting minutes from the second CTP meeting on November 9, 2011 to the committee for review. The committee members browsed through the minutes as Ms. Morrow briefly mentioned the highlights from Meeting 2.

#### **Local CTP Updates**

- Updates for BOC Meetings: Ms. Morrow reminded the committee that the county/town planners would be making quarterly updates to their local boards. The committee agreed that January would be an ideal time to give the updates, since it could also be used as an opportunity to spread the word about the survey, which will be open during that time. She informed the planners that she would email them talking points that could guide them through their presentations. Ms. Morrow also reminded the planners that she and/or Steve Lambert would be available in person upon request for the local board meetings.

#### **Goals and Objectives Survey**

- Distribution Methods and Locations: Ms. Morrow went over the following survey distribution methods: online survey links on county/town websites, NDOT website, ARPO website and local news websites; Coastland Times and Outer Banks Sentinel newspapers; paper surveys sent to identified local stakeholders, and posted in locations throughout the county including town halls, libraries, churches, YMCA, senior

centers, clinics, etc. Ms. Morrow also mentioned that Mandy Ernest would deliver paper surveys to the Latino organization Mano al Hermano.

- Customize Survey Questions: The committee engaged in lengthy discussion regarding each of the survey questions. The specific wording of each question was scrutinized and all options on the multiple choice questions were carefully selected. Highlights from this discussion include:
  - Since the committee wants to keep the survey to just one page (printed on the front and back), space is limited. Therefore it was decided that the map of Dare County showing all of its communities was not necessary to include. Committee members agreed that majority of respondents would be able to identify their community without the map. Also, the word "Township" was eliminated in the options, and question refers to each unincorporated community as a "village".
  - For survey question #1, additional modes of transportation were discussed, and Scooter was added as an option, since they travel slower than cars and trucks. The word "automobile" was changed to "motor vehicle" so that it included motorcycles as well.
  - For question #2, additional goals were added, including Service to the Elderly and Disabled and Maintain Ferry Service. The word "options" in a few of the goals were changed to "service" and "routes" to be more specific.
  - For question #3, the committee decided to include an additional method for the respondent to agree/disagree with: Creating medians to limit left turns.
  - A question regarding problems with commercial truck traffic was eliminated, since there is no likely solution to this issue.
  - For questions #4-7, Ms. Morrow explained that leaving these questions as open-ended could result in an unmanageable amount of data to sort through if there end up being thousands of survey participants. Therefore, multiple options were decided on and tailored to each of these questions, so that the respondent could select options instead of writing in the answers.
  - A question was added asking how often the respondent would use sidewalks, multi-use paths and/or bike facilities either instead of driving or for recreation.
  - It was suggested to include brief descriptions of sidewalks and multi-use paths so that respondents understand the difference between the two.
- Committee Endorsement: Ms. Morrow asked if the committee would vote on whether to approve the revised survey questions, as they were discussed in the meeting. Mary Helen Goodloe-Murphy expressed a desire to wait until the committee could see the changes in writing before approving the changes. Ms. Morrow acknowledged her comment, but assured the committee that the changes to the wording would be made as everyone had agreed upon during the course of the meeting. A few committee members expressed agreement that the survey needed to move forward due to time constraints, and that they would be amenable to going ahead with voting to endorse the survey questions. Ms. Morrow asked the committee to vote by show of hands. All except one voted to approve. Ms. Goodloe-Murphy voted against approval.

### **Closing Notes**

- Next Meeting Date: Committee members agreed that January 25, 2012 was a suitable date for the next meeting, at the same time and location.
- Bike and Pedestrian Subcommittee Meeting: Steve Lambert scheduled the first bike and pedestrian subcommittee meeting for 2:00 pm on January 24, 2012, one day prior to the steering committee meeting. Greg Loy said he would check to see if there was room to meet at the office in Kill Devil Hills. (*Since the meeting, Mr. Loy confirmed that the KDH meeting space is available.*)
- The meeting was adjourned.