

## Meeting Minutes

### Dare County Comprehensive Transportation Plan Steering Committee Meeting

November 9, 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
Donna Creef	Dare County Planning
Elizabeth Teague	Nags Head Town Planner
Don Cabana	Dare County Transportation System
Darrell Echols	National Park Service
Mandy Earnest	Dare County Health Department
Ralph Buxton	Outer Banks Chamber of Commerce
John Stockton	Kitty Hawk Town Manager
Erin Trebisacci	Manteo Town Planner
Mary Helen Goodloe-Murphy	Outer Banks National Scenic Byway
Wes Haskett	Southern Shores Town Planner
Willo Kelly	Outer Banks Home Builders/Realtors Association
Sandy Ball	Colington Resident
Andy Garman	Duck Town Planner
Joe Heard	Kitty Hawk Town

#### **Introductions**

- Kerry Morrow began the meeting by recognizing the new members of the CTP steering committee. Each committee member introduced him/herself to the group.

#### **Previous Meeting**

- Meeting 1 Minutes and Recap: Ms. Morrow distributed the meeting minutes from the first CTP meeting on September 27, 2011 to the committee for review. The committee members browsed through the minutes as Ms. Morrow briefly mentioned the highlights from Meeting 1.

#### **Vision and Goals Statement**

- Finalize Statement: Ms. Morrow showed the committee the draft Vision and Goals statement that she had drafted and revised, based on committee feedback. She pointed out that both drafts of the statement had been emailed to the committee for review, and that there was still some questionable language that some committee members requested to discuss at the meeting. Mary Helen Goodloe-Murphy distributed handouts that listed both Ms. Morrow's most recent draft of the statement as well as Ms. Goodloe-Murphy's proposed redraft of the statement. The committee agreed to use a modified version of Ms. Goodloe-Murphy's vision statement, then sorted through each of the goals to determine which ones to use in the final Vision and Goals statement. After a lengthy discussion on each of the goals along with additional revisions, the committee

agreed to a combination of the two sets of goals listed on the handouts. This resulted in the following Vision and Goals statement:

*Vision:*

*A long-range, multi-modal Comprehensive Transportation Plan that will strengthen the social and economic vitality of Dare County and its municipalities and preserve and promote the quality of life that makes Dare County a special place for living and visiting.*

*Goals:*

- 1. Provide residents and visitors with safe, accessible, efficient transportation that provides for current and future economic development.*
  - 2. Recognize existing plans and/or policies adopted by Dare County, its municipalities and the State of North Carolina.*
  - 3. Devise an integrated and connected plan for bicycle, pedestrian and public transportation systems throughout the county, and promote a system of complete streets where appropriate.*
  - 4. Identify options for ferry service.*
  - 5. Identify options for future public transportation.*
  - 6. Recognize the complex and unique nature of Dare County's roadways that also serve as evacuation routes, and coordinate with Dare County Emergency Management and relevant organizations to ensure that emergency plans are considered in the plan development.*
  - 7. Develop long-term solutions to the transportation infrastructure that address the geographic challenges of Dare County.*
  - 8. Address deficiencies in the region's transportation network.*
- Committee Endorsement: Ms. Morrow asked the committee to vote by show of hands on whether to approve the revised Vision and Goals Statement. The committee approved.

### **Analyzed Roads**

- Functional Classification: Ms. Morrow referred to the discussion that took place at Meeting 1, in which some committee members requested additional information on why functionally classified roads are used as a basis for the minimum analyzed road network. She then explained that functional classification simply refers to a categorization of roadways, based on the type of service they provide. Since this classification system identifies the predominate network of roadways that provides logical and efficient movement through an area, it is a logical starting place for building the network of roads that should be studied for future improvements in a CTP, even though there is no direct correlation.
- Additional Roads: 11"x17" maps of the revised road network that showed the additional roads that had been selected by the committee at Meeting 1 to be included were passed out to the committee. Ms. Morrow explained that the revised network now includes US 158, US 64, US 264, US 64 BYP, NC 12, NC 345, Kitty Hawk Rd, Colington Rd, S Old Oregon Inlet Rd, Eagle Pass Rd, Buxton Back Rd, S Dogwood Rd, E

Dogwood Rd, Old Ferry Dock Rd, Shipyard Rd, as well as some connector roads between US 158 and NC 12, which she requested additional input on. Three additional roads were suggested for inclusion in the network: Harbor Rd in Avon, Airport Rd in Manteo, and Driftwood Rd in Manteo. For the US 158 - NC 12 connectors, Ms. Morrow explained that there were a couple options shown in the handouts, and she requested feedback from the committee to determine which of these connector roads to include in the network. After some discussion on which US 158 – NC 12 connectors to include, the committee decided that Kitty Hawk Rd, Ocean Bay Blvd and 8<sup>th</sup> St would be preferred. Elizabeth Teague requested that both parts of 8<sup>th</sup> St (both east and west of US 158) be included. Donna Creef asked if roads could be added later to the network, and Ms. Morrow responded that it would be preferable to go ahead and decide on the network roads now, so that she can begin collecting the necessary data on those roadways to analyze them for future deficiencies. She asked that if any committee members wanted to include any additional roads, to let her know by the next meeting.

- Committee Endorsement: Ms. Morrow asked the committee to vote by show of hands on whether to approve of the revised analyzed road network, with an understanding that any additional roads should be suggested as soon as possible. The committee approved.

### **Goals and Objectives Survey**

- Distribution and Collection: Handouts were provided to the committee that outlined a compiled list of survey distribution methods, based on suggestions from committee members. This list included several methods of sending the link to the online survey: county/town websites, CTP (NCDOT – TPB) website, Albemarle RPO website, online news publications (such as Outer Banks Voice and Island Free Press) and email lists. Ralph Buxton also offered to post the link on the Outer Banks Chamber of Commerce website. The list also included suggested newspapers that could have ads for the survey. The committee recommended that the Coastland Times and Outer Banks Sentinel be used if there is adequate funds to do so. Ms. Morrow shared that the Coastland Times had quoted her \$7.44 per column-inch. Newspaper inserts were suggested, and Ms. Morrow explained that with a circulation of approximately 10,000, the printing costs would likely be excessive. She said she would continue to check on pricing, and that placing an ad (not the entire survey) in those two newspapers would probably be feasible. The compiled list also included methods of distributing paper copies of the survey, such as direct mailings and placing the surveys in public places. Ms. Morrow explained that direct mailings to residents would probably not be possible due to the exorbitant cost. She then asked the committee to expand on ideas for placing the paper surveys in various places that would encourage participation from all segments of the population. Ideas were given by several committee members that included: libraries, town halls, large churches, DSS, clinics, YMCA, county offices, Dare Center, Fesden Center, Baum Center, Chamber of Commerce office, Visitor Bureau, youth center, and

Outer Banks Hospital. Ms. Creef suggested also advertising on Channel 20, and Willo Kelly suggested advertising on radio station Beach 104. Ms. Morrow agreed to begin working along with Steve Lambert on contacting the necessary people to distribute the survey. Mandy Earnest, Donna Creef, Ralph Buxton and Sandy Ball volunteered to give additional information on certain locations if needed.

- Time Frame: Ms. Morrow reminded the committee that they had advised that the survey run after the holidays. She proposed that the survey run from January 10, 2012 to February 10, 2012. The committee agreed that these dates would be suitable.
- Survey Questions: Handouts of a draft survey along with a list of possible questions were given to the committee members as a starting point to build on. Ms. Morrow asked for input so that the committee could tailor the questions to get the desired responses. Comments/discussion on survey questions included:
  - Should include a question asking what the respondent's primary mode of transportation is. Considered adding scooters as a mode (based on email from Dare County resident), but committee thought an option to specify "other" was sufficient.
  - Should not include a question about most common destinations for trips.
  - Since origin-destination information will not be used to project future traffic volumes, asking about destinations outside Dare County does not seem necessary.
  - Should include a question gauging opinions on methods of improving a roadway. There were mixed responses on whether to ask about medians as part of this question, or possibly as a separate question.
  - Committee agreed that the number of questions should be limited in order to fit the entire survey on the front and back of one page, to make it appear shorter and encourage more participation.
  - Should include a question on last section of survey to ask about residency status of respondent (whether person lives in Dare County year-round or not.)
  - Should include a question identifying transportation goals, with the following options: alternative public transportation options, increased bicycle options, evacuation routes, economic growth, community preservation, increased pedestrian options, reduced traffic congestion, reduced travel time.
  - In the list of townships given to identify respondents' location in the county, Manteo Outside Township could cause confusion, and is unnecessary.

Discussion was cut short due to not having enough time. Ms. Morrow said she would take the feedback that was relayed at the meeting and come up with another draft of the survey for the next meeting. She asked that the committee members take the lists of questions home and continue brainstorming ideas for questions so that the survey can be finalized next time.

### **Closing Notes**

- Next Meeting Date: Committee members agreed that December 7, 2011 was a suitable date for the next meeting, at the same time and location.
- Bike and Pedestrian Subcommittee Meeting: Steve Lambert announced that at the next meeting he would like to schedule the first Bike and Pedestrian Subcommittee meeting, most likely the same week as the following committee meeting (not the December meeting, but the meeting following that one.)
- The meeting was adjourned.