

Meeting Minutes

Dare County Comprehensive Transportation Plan Steering Committee Meeting

September 27, 2011 2:00pm, 954 Marshall C. Collins Drive, Manteo, NC

Attendees

Kerry Morrow	NCDOT – Transportation Planning Branch
Steven Lambert	Albemarle RPO
Sandy Ball	Colington Resident
Renee Cahoon	Nags Head Commissioner
Mary Helen Goodloe-Murphy	Outer Banks National Scenic Byway
Andy Szakos	Kitty Hawk Resident
John Stockton	Kitty Hawk Town Manager
Kermit Skinner	Manteo Town Manager
Donna Creef	Dare County Planning
Don Cabana	Dare County Transportation System
Wes Haskett	Southern Shores Town Planner
Jerry Jennings	NCDOT – Division 1
Willo Kelly	Outer Banks Home Builders/Realtors Association
Joe Heard	Kitty Hawk Town
Andy Garman	Duck Town Planner
Greg Loy	Kill Devil Hills Town Planner

Introductions

- Introduce members of steering committee- Each committee member introduced him/herself to the group.

Comprehensive Transportation Plan (CTP) Process

- CTP Overview: Kerry Morrow began by summarizing the overall purpose of the CTP. She explained that they would take a broad look 25-30 years in the future (year 2040) to identify future transportation deficiencies, and then make recommendations to address those deficiencies. She added that with Dare County we know that there will be a major focus on looking at multi-modal solutions, as bicycle and pedestrian problems are a big concern for safety.
- CTP Milestones: Ms. Morrow briefly went over the CTP milestones and stated that she has already begun collecting some data (shoulder widths, lane widths, speed limits, etc.) and will continue with data gathering over the next few months.

Roles and Responsibilities

- Albemarle RPO: Ms. Morrow informed the committee that Steven Lambert is RPO planner for Albemarle Rural Planning Organization (ARPO), and that he will be heavily involved in the development of the CTP, particularly the bicycle and pedestrian elements. Mr. Lambert then gave the committee an overview of what ARPO does, and spoke about the other CTP's he is currently involved with in the region.
- Subcommittees: Ms. Morrow explained that she and Mr. Lambert planned to form a subcommittee for bike and ped since that is such a big focus in this county, and that Mr. Lambert would lead that subcommittee.

Ms. Morrow asked which committee members would be interested in participating on this subcommittee, and the following members asked to join: Andy Garman, Sandra Ball, Mary Helen Goodloe-Murphy, Greg Loy, Donna Creef and Joe Heard. Mr. Lambert said that he would be in touch with the subcommittee members to coordinate meeting separately from the entire CTP committee.

- Steering Committee Member Responsibilities: Ms. Morrow asked if there were any recommendations for additional steering committee members. NCDOT Ferry Division, Chamber of Commerce, U.S. National Parks Service, and U.S. Fish and Wildlife were mentioned; Ms. Morrow agreed to get in touch with each of these organizations to see if they could have a representative participate with the committee. Ms. Morrow went over some of the expectations of the committee members. She said that their role was mainly to use their local knowledge and experience to give feedback on various aspects of the CTP. She also mentioned getting copies of existing LUP's from the planners, as well as sidewalk inventories wherever available. Ms. Morrow asked if any GIS data was available with road conditions, and most planners replied that they did not have that available.

Public Participation

- Website: Ms. Morrow pointed out the website address that is listed on the meeting agenda, (<http://www.ncdot.org/doh/preconstruct/tpb/planning/DARECTP.html>) and stated that this website that has already been set up for this CTP. She informed the committee that all recent documents, maps and updates will be posted on the website. Ms. Morrow then asked if it would be possible to post information and/or documents on town and county websites as well. The towns/county staff members all agreed that it would be possible. Ms. Morrow said she would follow up with the necessary documents.
- CTP Updates: Ms. Morrow stated that she would like to have updates made by town/county staff if possible at Board of Commissioners meetings periodically to keep each board updated on what's happening with the CTP and to get early buy-in from the board members. Committee members agreed that this would be a good idea, and it was suggested that this could be done on a quarterly basis. John Stockton asked if Ms. Morrow would be available to come and present to the boards requested her, and she agreed that she would be. Mr. Lambert also added that he would also be available if needed.
- Surveys: Ms. Morrow explained that the surveys are the biggest tool used early in the CTP development to get the public to give input that helps to shape the plan. She said that she would elaborate more about that later (under item IX of the agenda).

Previous Transportation Plans

- Ms. Morrow presented hard copies of the 1972 Nags Head – Kill Devil Hills Thoroughfare Plan, 1988 Dare County Thoroughfare Plan and 1995 Outer Banks Thoroughfare Plan. The committee passed these plans around and browsed through them.

Other Transportation Plans in the Region

- Currituck County CTP: Ms. Morrow gave an update of the Currituck County CTP, since it borders Dare County. She stated that the plan will go before the NC Board of Transportation in October. She mentioned that a couple aspects of the plan that may affect this CTP are the US 158 (cross-section with a median) recommendation and the trolley.
- Tyrrell County & Hyde County CTP's: Ms. Morrow briefly reiterated what Mr. Lambert had already stated about the progress on these CTP's being approximately mid-way through the process.
- Camden County & Pasquotank County CTP's: Ms. Morrow mentioned that both these studies are getting under way at the same time as Dare County.

Analyzed Roads

- Minimum Road Network: Two large maps showing functionally classified roads were shown to committee members, and they examined these maps. Ms. Morrow explained that these roads would be the minimum network of studied roads for the CTP, and that the committee could select additional roads to be studied as well. The functionally classified roads on the map included: US 158, US 64, US 264, US 64 BYP, part of NC 12, NC 345 and Kitty Hawk Rd. Ms. Creef asked what the definition of functionally classified roads was, and Ms. Morrow replied that she would follow up with an exact definition for the committee.
- Additional Roads: The following roads were suggested for inclusion in the road network: the rest of NC 12, additional sections of Kitty Hawk Rd, Colington Rd, S Old Oregon Inlet Rd (SR 1243), Eagle Pass Rd (Buxton), Buxton Back Rd (Buxton), S and E Dogwood Rd (Southern Shores), Old Ferry Dock Rd (Manns Harbor), Shipyard Rd (Manns Harbor), as well as multiple connectors between US 158 and NC 12 (including but not limited to Bonnett St, Barnes St, Grey Eagle St, Kitty Hawk Rd, Colington Rd, and Neptune Dr). Ms. Morrow offered to map out the suggested analyzed road network, so that the committee could finalize this network at the next meeting. All agreed to this idea.

Vision and Goals

- Creation of Vision and Goals Statement: Handouts of example vision and goals statements were given to the committee members to serve as a guide in creating a new statement for the Dare County CTP. It was pointed out that certain words such as "sustainable" and "environmentally compatible" could be difficult to adhere to during CTP development, and should possibly be left out of the statement. It was agreed upon that a vision statement similar to the one done for Statesville/Cleveland County (presented as an example) would be apt. Several goals were identified as being important to the committee as well: exploring ferry options, promoting various modes of transportation, benefiting the local economy, recognizing that the county's roadways also serve as evacuation routes, and providing long-term solutions to the transportation

infrastructure. After the committee identified the goals to be included, Ms. Morrow agreed to work on the wording for the visions and goals and bring a draft to the next meeting for committee approval.

Goals and Objectives Survey

- **Examples:** Handouts of example surveys were given to the committee members to give an idea of what types of questions and formats have been done in the past for other CTP's. Ms. Morrow explained that this survey is a tool to receive public input before any recommendations are made. Ms. Creef asked what the importance level of the survey results would be, and Ms. Morrow replied that the results could potentially affect the outcome of the CTP, depending on what the results are. She pointed out that sometimes local concerns/wishes are expressed through surveys that are not otherwise uncovered during the process. Ms. Morrow asked committee members to look over the example questions given, so that everyone could come prepared to finalize the questions at the next meeting. She informed the committee that she would come with a draft survey prepared at the next meeting.
- **Logistics:** Ms. Morrow explained that the survey would be available online through Survey Monkey, however it is strongly encouraged to make paper copies available as well for those who may not have computer access. Several methods of distributing the survey were suggested by committee members: Coastal Times newspaper, Facebook, via elected officials, various email lists, hard copies placed in public locations, etc. Ms. Morrow also asked if there was a significant Spanish-speaking population that might necessitate surveys that are translated into Spanish. Committee members responded that there is a growing population, so Ms. Morrow agreed to get NCDOT Communication office to work on that once the questions are finalized. It was determined that no other language translations would be necessary.
- **Timing:** Ms. Morrow explained that surveys typically are open for a one-month time period. She explained that running the survey during December is not optimal, due to the interruption of the holidays. Ms. Creef recommended that the survey should not begin before December since residents are still recovering from Hurricane Irene, and this might skew the results of the survey. Other committee members agreed, and recommended beginning the survey in January 2012.

Closing Notes

- Next meeting date – Committee members agreed that November 3, 2011 was a suitable date for the next meeting, at the same time and location. Mr. Lambert asked if any committee members wish to rotate meeting locations, but committee members preferred to keep meeting at the county offices. (** After the meeting, it was discovered that Ms. Morrow had a conflict with November 3, so the meeting date was moved to November 9 instead.**)
- The meeting was adjourned.