



Core CTP Steering Committee Handbook

UPDATED JANUARY 2017

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Lenoir County Comprehensive Transportation Plan

CORE STEERING COMMITTEE FOR THE LENOIR COUNTY COMPREHENSIVE TRANSPORTATION PLAN

CTP Core Steering Committee Members & Their Chosen Representatives		
Core Committee Member	Core Committee Member Representative	Email
County Representatives		
Lenoir County	Wayland Humphrey (GIS)	whumphrey@co.lenoir.nc.us
Lenoir County Transportation Committee	Bill Whaley (Chairman)	bdubby4@gmail.com
Economic Development Council	Mark Pope (Executive Director)	mpope@lenoiredc.com
Economic Development Council	Amanda Conner (Office Manager)	aconner@lenoiredc.com
Municipal Representatives		
Town of La Grange	Nathan Rhue (Planning Director)	narhue@lagrangenc.com
City of Kinston	Adam Short (Planning Director)	adam.short@ci.kinston.nc.us
	Pink Hill	
Schools/Colleges		
Lenoir County Public Schools	Nicholas E. Harvey, II (Assistant Superintendent)	nharvey@lenoir.k12.nc.us
Lenoir Community College	Dustin Walston (Director of Transitional and Career Studies)	tdwalston61@lenoircc.edu
Other Entities		
Global TransPark	Rick Barkes (Interim Executive Director/ Airport Director)	rbarkes@ncdot.gov
NCDOT, Division 2		
Division Engineer	John Rouse	jwrouse@ncdot.gov
Division Planning Engineer	Jeff Cabaniss	jcabaniss@ncdot.gov
District Engineer	Aaron Bullard	jaaronbullard@ncdot.gov
Key Staff Team		
Eastern Carolina RPO	Patrick Flanagan	pflanagan@eccog.org
Eastern Carolina RPO	Lauren Tuttle	ltuttle@eccog.org
NCDOT – Transportation Planning Branch	John A. (Andy) Bailey	jabailey@ncdot.gov

YOUR ROLE AS A CTP COMMITTEE MEMBER

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

- o **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.

- o **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.

- o **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.

- o **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.

- o **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 city and county for their consideration of adoption.

- o **VOTING STRUCTURE.**

In the event that a group consensus cannot be reached, a voting structure may be set up by the CTP Steering Committee.

OTHERS ROLES

2. **PLANNING BOARD:**

As the appointed county board most involved in land use management issues, the Planning Board may also be asked to join in the initial orientation meeting for the CTP. Later, the Planning Board may 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.

3. **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.

4. **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.

6. **KEY STAFF:**

Eastern Carolina Rural Planning Organization (ECRPO)

Patrick Flanagan, the Eastern Carolina Rural Planning Organization's Planner, will serve as the staff person charged with coordinating administrative support for the Comprehensive Transportation Plan. He will also be working with committee members for the mechanics of meeting arrangements, such as securing meeting places, maintaining mailing lists, and distributing draft reports, notices, agendas, etc.

NCDOT

John A. (Andy) Bailey, Engineer with NCDOT- Transportation Planning Branch, working closely with the ECRPO, 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. Mr. Bailey will also be responsible for producing the preliminary and final drafts of the CTP maps and CTP report. He 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 Mr. Bailey will also assist the Core CTP Committee in reviewing the preliminary draft of the Plan with the city council and planning board.

Lenoir County Comprehensive Transportation Plan Organization and Management



The Lenoir County Commissioners 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 Lenoir County CTP Committee guides preparation of the Strategic Growth Plan and recommends the plan to County and its municipalities.

The Lenoir County Planning Board may provide 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.



Tentative CTP Study Schedule

Start of Study Letter	February 2016
First CTP Meeting	June 2016
Develop CTP Vision	August 2016
Collect/Forecast SE Data	February 2017*
Develop Analysis Tool	June 2017*
Deficiency Analysis	July 2017*
Develop Draft CTP	November 2017*
Draft CTP to Locals	February 2018*
Local Adoption(s)	April 2018*
NCDOT Adoption	June 2018*
CTP Maps Distributed	June 2018*
Documentation	July 2018*
Study Close Out	July 2018*

*** DELAY DUE TO HURRICANE MATTHEW AND LOCAL PRIORITIES**

Lenoir County CTP Timeline –

Meetings will tentatively be the 2nd Wednesday of the month at 10:00 am at the Lenoir County Tax Administration Building, 2nd Floor Conference Room unless otherwise stated.

June 2016 – First CTP Committee Meeting: Base Maps – What (highway map) streets to include in the CTP. Discuss Guidance for crafting Vision Statements, Goals, Objectives, and Measures of Effectiveness. Brainstorm vision statement and objectives. Begin development of the Public Input CTP Survey. Establish future dates and times for CTP Steering Committee meetings.

July 2016 – Complete the Draft Vision Statement and Goals and Objectives and performance measures. Complete the Public Input CTP Survey for release to the public. Identify and complete the Highway Network Roads to be studied. Begin discussion of base year population and employment as well as future year (2045) population and employment projections.

August 2016 – Complete the Draft Vision Statement and Goals and Objectives and performance measures. Identify and complete the Highway Network Roads to be studied. Continue development of the Public Input CTP Survey. Presentation on freight and logistics from the NCDOT Logistics Strategy Director.

September 2016 – Complete development of the Public Input CTP Survey, define public comment period, and release to public. Discuss and give preliminary approval of base year population and employment as well as future year (2045) population and employment projections.

******* DELAY IN SCHEDULE AND PUBLIC INVOLVEMENT ACTIVITIES DUE TO HURRICANE MATTHEW AND LOCAL PRIORITIES *******

January 2017 - Finalize base year population/employment and future year (2045) population/employment projections for the entire CTP Study Area (control total). We will need them to be approved by the committee at this meeting, then by the Lenoir County Transportation Committee, and then the Lenoir County Commissioners in February. Restart public involvement with re-release of the Public Input CTP Survey to the public. There will also be an overview of the traffic analysis zones and where population/employment growth is projected.

Public Involvement – The survey is usually distributed and made available for a minimum of 30 days.

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- **February 2017** – The Public Input CTP Survey efforts will be discussed. Discuss the 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. Present crash and bridge deficiency data.

April 2017 – Discuss Public Input CTP Survey results and possibly make changes to the Goals and Objectives Statement based on these results. Discuss updates on the travel demand model and report population and employment growth projections by Traffic Analysis Zone.

Discuss the other two multi-model components of the CTP. This includes:

- 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

June 2017 – Highway deficiencies includes the TPB Engineer updating the committee on existing roadway deficiencies and expected (2040) deficiencies, and solicit preliminary recommendations of ways to address the deficiencies.

July 2017 – 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 2017 – The TPB 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 2017 – TPB Engineer presents the initial draft CTP to the committee. Committee helps finalize CTP maps and documentation.

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

December 2017 or January 2018 – Public involvement: Draft CTP to the public (usually beginning with a workshop) for comments – usually over a 30-day period.

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February 2018 – Meet back with the committee to review all comments and finalize plan recommendations to send to local officials for adoption.

<End of committee commitment to CTP process>

February/March/April 2018 – Lenoir County and its municipalities adopt the plan

May 2018 – Eastern Carolina RPO endorses the plan

June 2018 – North Carolina Board of Transportation adoption of the plan and CTP maps are distributed

By July 2018 – Lenoir County CTP Report completed and distributed