



Lumber River RPO
Member Counties and Municipalities



CTP Steering Committee Handbook

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CORE STEERING COMMITTEE FOR THE LUMBERTON COMPREHENSIVE TRANSPORTATION PLAN

CTP Core Steering Committee Members & Their Chosen Representatives		
Core Committee Member	Core Committee Member Representative	Email
City of Lumberton		
City Council Precinct #7	Leon Maynor	lmaynor@ci.lumberton.nc.us
City Council Precinct #3	Burnis Wilkins	bwilkins@ci.lumberton.nc.us
Planning Board Member	Alan Britt	aabritt@nc.rr.com
Planning Board Member	Susan Walker	Walkerfamily54@yahoo.com
Lumberton Visitors Bureau Director	Mickey Gregory	mgregory@lumberton-nc.com
Chamber of Commerce Director	Cindy Kern	LumbertonChamber@bellsouth.net
Vice President - Select One Bank and Trust	Bruce Mullis	brucem@SELECTBANK.COM
Airport Commission Member	William Tubbs	wgtubbs@carolina.net
Schools/Colleges		
Robeson Community College President	Dr. Pam Hilbert	philbert@robeson.edu
Communities in Schools Director	Dencie Lambdin	dencie.lambdin@robesoncis.org
Other Parties		
Anderson Engineering	Larry Anderson	andersonengineeringpa@gmail.com
Retired Robeson County Agricultural Extension Director	Everett Davis	everett.davis@ncsu.edu
NCDOT, Division 6		
Division Planning Engineer	Joe Bailey	jwbailey1@ncdot.gov
Key Staff Team		
Lumber River Rural Planning Organization	Janet Robertson	jfr@lrcog.org
Lumberton Planning Director	Brandon Love	blove@ci.lumberton.nc.us
Lumberton Planning Deputy Director	Artriel Kirchner	aaskew@ci.lumberton.nc.us
NCDOT – Transportation Planning Branch	John A. (Andy) Bailey	jabailey@ncdot.gov
NCDOT – Transportation Planning Branch	Wayne C. Davis	wcdavis@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 City 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.

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 CITY STAFF/CONSULTANT TEAM:**

Lumber River Rural Planning Organization (LRRPO)

Janet Robertson, the Lumber River Rural Planning Organization's Planner, will serve as the staff person charged with coordinating administrative support for the Comprehensive Transportation Plan. She 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 LRRPO, 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.

City of Lumberton Comprehensive Transportation Plan Organization and Management



The Lumberton City Council 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 City of Lumberton CTP Committee guides preparation of the Strategic Growth Plan and recommends plan to City Council.

The City of Lumberton 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.



CTP Study Schedule

Start of Study Letter	Complete (December 2013)
First CTP Meeting	March 2014
Develop CTP Vision	April 2014
Collect/Forecast SE Data	June 2014
Develop Analysis Tool	October 2014
Deficiency Analysis	November 2014
Develop Draft CTP	March 2015
Draft CTP to Locals	June 2015
Local Adoption(s)	August 2015
NCDOT Adoption	October 2015
CTP Maps Distributed	October 2015
Documentation	November 2015
Study Close Out	November 2015

City of Lumberton Comprehensive Transportation Plan

City of Lumberton CTP Timeline – Proposed meeting element breakdown.

Meetings will tentatively be the 1st Thursday of the month at 3:30 pm.

March 6, 2014 – 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.

April 3, 2014 – Complete the Draft Vision Statement and Goals and Objectives and performance measures. Complete the Public Input CTP Survey for release to the public. Complete the CTP Planning Area Boundary and Highway Network Roads to be studied. Begin discussion of base year population and employment as well as future year (2040) population and employment projections.

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

May 1, 2014 - Discuss and finalize base year population and future year (2040) population projections for the entire CTP Study Area (control total). We will need them to be approved by the committee at this meeting and by the Lumberton City Council in June. There will also be an overview of the traffic analysis zones.

June 5, 2014 or July 3, 2014 – Public Input CTP Survey summary results presented. Possible refinement of Vision, Goals, and Objectives based on Survey results. Develop Work Map with committee showing expected high growth areas (residential and employment), placed into traffic analysis zones. Present crash and bridge deficiency data.

August 7 and/or September 4, 2014 (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 2040). 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

City of Lumberton Comprehensive Transportation Plan

November 6, 2014 – 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.

November 2014 or December 2014 – 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.

January 8, 2015 – 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.

March 5 or April 2 2015 – 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 Lumberton City Council informally to see if it is ok to take the draft plan to the public

April 2015 or May 2015 – Public involvement: Draft CTP to the public (usually beginning with a workshop) for comments – usually over a 30 day period.

May 7 or June 4, 2015 – 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>

June/July 2015 – Lumberton City Council adoption of the plan

June/July 2015 – Robeson County adoption of the plan

July 2015 – Lumber River Rural Planning Organization endorsement of the plan (the Lumber River RPO meets on the 4th Monday of the odd numbered months)

September 2015 – North Carolina Board of Transportation adoption of the plan and CTP maps distributed

By November 2015 – City of Lumberton CTP Report completed and distributed