



Steering Committee Handbook

MACON COUNTY, NC
COMPREHENSIVE TRANSPORTATION PLAN (CTP)

2019-2020

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Introduction

A Comprehensive Transportation Plan (CTP) lays out a vision for the future transportation system of a community and identifies strategies to achieve that vision. The CTP typically focuses 25 to 30 years into the future, and incorporates multiple modes of transportation (highway, public transit, bicycle, pedestrian, aviation, rail, etc.). The CTP provides a framework for local governments, regional planning organizations, and the Department of Transportation to work together toward a common long-range vision for transportation facilities.

The CTP is used to identify priority projects for funding and construction that will eventually connect to achieve the larger vision for the transportation system. When a new project is funded, the CTP is referenced throughout the project development process to inform the identified purpose and need for the project, and how it relates to the larger vision.

Macon County's existing CTP was completed in 2012 and was developed for the future year 2035. Since that time, multiple projects identified in the CTP have been funded for construction, moving the county closer to its vision for the future. The CTP is updated periodically to reevaluate the transportation needs and analyze alternatives with the latest available data and growth trends. The current update to Macon County's CTP will be completed in 2020 and will be developed for the future year 2045.

The Macon County Comprehensive Transportation Plan (CTP) is a joint effort between Macon County, the Town of Franklin, the Town of Highlands, the Southwestern Rural Planning Organization (RPO), and the North Carolina Department of Transportation's Transportation Planning Division (NCDOT TPD). Documents and resources pertaining to the CTP can be found at the following link: https://connect.ncdot.gov/projects/planning/Pages/CTP-Details.aspx?study_id=Macon+County

Purpose of this Document

This Handbook was developed as a resource for the Macon County CTP Steering Committee members. It provides a description of the roles and responsibilities of the Steering Committee and other involved parties, as well as an overview of the CTP process. This handbook may be updated throughout the planning process, as needed.

Your Role as Steering Committee Member

Thank you for agreeing to serve on the Macon County CTP Steering Committee! Your input is crucial to developing a plan that works for the people of Macon County. The role of the Steering Committee is to provide local expertise that will guide NCDOT and local governments through the development of the CTP. Steering Committee members are key conduits of information, informing their respective boards, departments, and staff about the CTP, and helping to engage the public in the planning process. Roles and responsibilities of the steering committee members include:

Local Perspective:

- Share your vision for Macon County's future transportation system;
- Share your knowledge of Macon County's existing transportation system and identify problem areas and needs;
- Provide your perspective on potential solutions to improve the transportation system. Which solutions are likely to work best for your community?
- Represent the views and perspectives of other members of your community.

Ground-Truthing:

- Review maps and data and provide local validation;
- Question any data that don't align with your local experiences;
- Provide confirmation for data that do align with your local experiences.

Public Outreach:

- Relay information to and from the public;
- Assist with development of public input survey questions;
- Assist with dissemination of public input survey;
- Assist with promotion of public meetings;
- Attend public meetings and adoption meetings.

Internal Communications:

- Provide updates on the CTP to your staff/agency/department/board/team throughout the planning process;
- Share input from your staff/agency/department/board/team with the Steering Committee and Core Team.

The following individuals have agreed to serve on the Steering Committee for the Macon County CTP. The Macon County Planning Director, Jack Morgan, will serve as the Chair of the Steering Committee, and is the primary point of contact for the Core Team.

Macon County CTP Steering Committee Members.

Name	Representing	Email
Joe Allen	Macon County Planning Dept.	jallen@maconnc.org
Kim Angel	Macon County Transit	kangel@maconnc.org
Mitchell Bishop	NCDOT Division 14	jmbishop@ncdot.gov
Warren Cabe	Macon County Emergency Management	wcabe@maconnc.org
Jennifer Garrett	Macon County Health Dept.	jgarrett@maconnc.org
Todd Gibbs	Macon County Schools	todd.gibbs@macon.k12.nc.us
Pete Haithcock	Macon County Airport Authority	phaithcock@maconnc.org
Tommy Jenkins	Macon County Economic Development Commission	tommy.jenkins@maconnc.org
Ben Laseter	Mainspring Deputy Director	blaseter@mainspringconserves.com
Cory McCall	Outdoor 76	cmccall155@gmail.com
Jack Morgan*	Macon County Planning Director	jmorgan@maconnc.org
Justin Setser	Franklin Town Planner	jsetser@franklinnc.org
Kathy Tinsley	Macon County Planning Board	ktinsley@martinandslagle.com
Michael Mathis	Highlands Town Planner	michael.mathis@highlandsn.org

*Chair

ADDITIONAL STAKEHOLDERS:

In addition to the regular Steering Committee members, input will be sought from various stakeholders' groups during certain phases of the planning process as needed. Examples of such stakeholders include:

- Agriculture/Forestry
- Industrial/Commercial
- Tourism/Special Destinations
- Real Estate/Construction
- Utility Providers
- Freight Providers
- Major Employers
- Conservation Organizations
- Medical Facilities
- Educational Facilities
- Recreational Facilities
- Bicyclists/Motorcyclists
- Youth Services
- Elderly Services
- Disability Services
- Workforce Services
- Minority Groups
- Limited English Proficiency

Core Team

The Core Team is responsible for developing the work products for the CTP and leading the Steering Committee through the planning process. The Core Team is comprised of staff from the Southwestern Rural Planning Organization (SWRPO), NCDOT Transportation Planning Division (TPD), and NCDOT Division 14. Core team roles and contact information are outlined below:

SOUTHWESTERN RURAL PLANNING ORGANIZATION (SWRPO)

The Southwestern Rural Planning Organization is the regional transportation program housed within the Southwestern Commission Council of Governments. The SWRPO provides transportation planning services for the six western-most counties of North Carolina – Cherokee, Clay, Graham, Macon, Jackson, and Swain. **Rose Bauguess** is the director of the SWRPO. Her office is located in Sylva and her responsibilities for the Macon County CTP include:

- Providing Regional Planning Perspective (including opportunities for improving regional connectivity, mobility, and resiliency);
- Reviewing Data and Documents
- Coordinating Communications with NCDOT, Steering Committee, and other Partners;
- Facilitating Steering Committee Meetings (including agendas and summaries).

NCDOT TRANSPORTATION PLANNING DIVISION (TPD)

The Transportation Planning Division of NCDOT provides long-range transportation planning services for the state. **Roger Castillo** is the Transportation Engineer responsible for the overall execution and production of the Macon County CTP. His office is located in Raleigh and his responsibilities include the following:

- Data Collection (Socioeconomic data, traffic data, crash data, etc.)
- Dissemination of data to Steering Committee for review
- Technical Analyses (Deficiency analysis and Alternatives analysis)
- Map Production
- Draft and Final Report Production
- CTP presentation at public workshops
- CTP presentation for local adoption

James Upchurch is the TPD Supervisor for the Mountains Group, which covers the western fourth of the state. He also leads the CTP 2.0 process improvement initiative for NCDOT. His office is located in Raleigh and he will be responsible for overseeing the Macon CTP process and ensuring that the CTP is successfully completed.

NCDOT DIVISION 14

NCDOT is divided into 14 divisions across North Carolina. Macon County is within Division 14, which covers the ten western-most counties of the state. **Steve Williams** is the Division Planning Engineer, and he is responsible for long-range planning within Division 14. His office is located in Sylva and his responsibilities include:

- Representing Division 14 perspective on transportation needs and solutions;
- Providing input on the feasibility and constructability of proposed solutions;
- Reporting CTP progress to the Division Engineer and Board Member.

Contact information for the Core Team is below.

Core Team Contacts.

Name	Representing	Email and Phone
Rose Bauguess	Southwestern Commission, Regional Transportation Planner	rose@regiona.org (828) 586-1962 ext. 213
Roger Castillo	NCDOT Transportation Planning Division, Transportation Engineer	ricastillo@ncdot.gov (919) 707-0942
James Upchurch	NCDOT Transportation Planning Division, Mountains Group Supervisor	jhupchurch@ncdot.gov 919-707-0928
Steve Williams	NCDOT Division 14, Division Planning Engineer	sjwilliams@ncdot.gov (828) 631-1170

Other Partners

The Macon County CTP will ultimately be adopted by the Macon County Board of Commissioners, the Franklin Town Board, the Highlands Town Board, and the NC Board of Transportation. Officials from each of these boards serve on the Transportation Advisory Committee of the Southwestern RPO and will serve as the primary Macon County CTP contact for their respective boards. Their guidance and leadership will be crucial throughout the CTP process. Contact information for these boards of adoption are listed below.

Representatives for CTP Adoption Boards.

Name	Board	Email
Ronnie Beale	Macon County Commissioner, SWRPO Transportation Advisory Committee	rbeale1955@yahoo.com
Bob Scott	Town of Franklin Mayor, SWRPO Transportation Advisory Committee	scoopscott@aol.com
Patrick Taylor	Town of Highlands Mayor, SWRPO Transportation Advisory Committee	mayor@highlandsnc.org
Jack Debnam	Board of Transportation, SWRPO Transportation Advisory Committee	jack@wcproperties.com

The Steering Committee and Core Team will rely on multiple other partners at various phases of the process for guidance and expertise. The Macon County Planning Board, Town of Franklin Planning Board, and Town of Highlands Planning Board will be consulted on the CTP and asked to provide input. The Macon County Manager and NCDOT Division staff will also be consulted on special topics as needed.

Key Resource Partners.

Name	Representing	Email
Derek Roland	Macon County Manager	droland@maconnc.org
Dr. Tom Harris	Franklin Planning Board, Chair	
Thomas Craig	Highlands Planning Board, Chair	
Brian Burch	Division Engineer, NCDOT Division 14	brianburch@ncdot.gov
Wanda Austin	Project Development Engineer, NCDOT Division 14	whaustin@ncdot.gov
Troy Wilson	Corridor Development Engineer, NCDOT Division 14	tswilson@ncdot.gov
Andy Russell	District Engineer, NCDOT Division 14	jarussell@ncdot.gov

Public Participation

Input from Macon County citizens is crucial to develop a plan that meets the diversity of needs across the communities. Multiple opportunities for public input will be available throughout the planning process. A public input survey will be conducted early in the process to obtain an understanding of the concerns and priorities of Macon County citizens. Once the Draft CTP is prepared, a series of public workshops will be held to obtain feedback on the proposed solutions to transportation needs.

In addition, all Steering Committee meetings are open to anyone who wishes to attend. Members of the public will not be asked to participate in the Steering Committee meetings, so that the Steering Committee has enough time to accomplish the tasks on the agenda; however, anyone is welcome to observe the process.

Public input can be sent directly to the Core Team members listed on page 5 or provided at county and town board meetings during the allotted public comment period.

Macon County CTP Proposed Schedule

The following milestones and dates are provided as a tentative schedule but are subject to change as needed.

Milestone	Timeframe
Develop CTP Vision	April-May 2019
Public Input Survey	May-July 2019
Collect/Forecast Socioeconomic Data	May 2019
Develop Analysis Tool	May 2019
Deficiency Analysis	July 2019
Develop Draft CTP	November 2019
Draft CTP to Locals	February 2020
Local Adoptions	April 2020
NCDOT Adoption	June 2020
CTP Maps Distributed	June 2020