



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

Pender County CTP Core Committee Meeting
December 12, 2023
1:30 pm

Attendees: Nazia Sarder; Wongoo Lee; Marty Sung, (NCDOT TPD), Adam Moran; Justin Brantley; Daniel Adams (Pender County), Sam Boswell (Cape Fear Council/RPO), Michelle Howes (NCDOT Division 3)

1. Introductions

- a. Welcome by Nazia and Core Steering Committee members including new members are briefly introduced.

2. Roles and responsibilities of the Core Steering Committee (CSC)

- a. Nazia explained the roles and responsibilities of the Core Steering Committee (CSC) below in the steering committee handbook that will be completed and reviewed by the committee in a few weeks.
 - i. Cape Fear RPO: Review documents, coordinating with all partners and adoptions, and work on CUR with TPD with regional planning perspective.
 - ii. NCDOT TPD: Collect and disseminate data; produce maps and reports; Provide technical analysis and CTP presentations, PI sessions and adoptions.
 - iii. NCDOT Division 3: Representing Division 3 perspective; provide input and updates from internal communications within division to committees.
 - iv. Pender County: present and coordinate with all municipalities; Report CTP progress to County Officials, Director and Manager at the county, and technical staff at the county; Assisting the RPO in communication on a quarterly or semi-annual basis. Keep all board/council members up to date.

3. Steering committee list

- a. Nazia asked everyone to see the tentative steering committee list shown below in the presentation, check, confirm, and provide with any correction/replacement, if needed. Each agency's contact list is reviewed and confirmed except Village of St Helena. Sam would check and confirm with his department for the information of Village of St. Helena. Justin also provided secondary contact person for the town of Watha.



Agency Name	Contact	Position
Pender County	Adam Moran	Long Range Planner
Cape Fear Council of Gov. (endorsing)	Sam Boswell	RPO Director
Town of Atkinson	Becky Lanier	Town Clerk
Town of Burgaw	Gilbert Combs	Planning Director
Village of St. Helena	Jimmy English	Planning Board Chairman
Town of Surf City	Amy Kimes	Town Planner
Town of Topsail Beach	Stephanie Moore	Town Planner
Town of Wallace	Rod Fritz	Planning Director
Town of Watha	Mayor Needham C Hall	Mayor
NCDOT TPD (recommending)	Nazia Sarder	Transportation Engineer

- b. Sam and Justin have recommended adding additional individuals to be part of steering committee list ;Mike Taylor (Pender County School district). Jim Monembach (PAS-TRAN), a new director of Henderson field Airport (Tonw of Wallac)
 - c. Sam and Justin also asked questions about the possibility of having engagement from the Intermodal mobility division (IMD) personnels. Nazia answered she could invite NCDOT IMD staff representatives, as needed. She also ensured the Wilmington MPO representatives will join the steering committee.
4. **Consistent Steering Committee meeting format, date and time** are discussed. It is determined to be bi-monthly meetings, 2nd. and 4th of Tuesdays at 10 am in each month.
5. **Land use plan, Division Steering Committee and CUR, the Title VI Maps**
 - a. Nazia reminded the requirement of county’s comprehensive land use plan, which was adopted in 2018 for Pender County.
 - b. Nazia explained the role of Division Steering Committee and proposed to create one. The CSC agreed to do so.
 - c. Nazia described the purpose of community understanding report (CUR). NCDOT TPD will fill the sections of CUR and review it with the committee later.
 - d. Nazia explained the Title VI Maps and process which ensures equity in CTP. NCDOT TPD created multiple Title VI maps which will be reviewed and be distributed through CTP survey and public involvement sessions. Some examples of Title VI maps are presented as well during the meeting.
6. **Next Steps:**
 - a. After the first official Steering Committee CTP Meeting (expected in January or February), the second CTP Meeting will focus heavily on Vision, Goals and Objectives (VGO) and the VGO Survey. After the draft VGO, and prior to survey being sent out, NCDOT TPD will present to locals.

7. Adjourn.