



NORTHWEST PIEDMONT
RURAL PLANNING ORGANIZATION



DRAFT

CTP Steering Committee Handbook

CONTENTS

	Page
List of Core CTP Committee and Key Staff Team Members	3.
Your Role as a Core CTP Committee Member	4.
Others' Roles	5.
Organization and Management	6.
CTP Schedule	7.
CTP Steering Committee Meeting Schedule (Subject to change).....	8-9.

Stokes County Comprehensive Transportation Plan

CORE COMMITTEE FOR THE COMPREHENSIVE TRANSPORTATION PLAN

CTP Core Committee Members & Their Chosen Representatives	
Core Committee Member	Core Committee Member Representative
Rick Morris	Stokes County Manager
Rhonda Jones	Stokes County Commissioner
Steve Shelton	Town of Danbury Council Person
Elwood Mabe	Town of Walnut Cove Council Person
Bobby Miller	Town of Walnut Cove Town Manager
David Sudderth	Stokes County Planning & Economic Development
Brad Lankford	Stokes County School System Fleet Manager
James Dalton	Stokes County Business Owner
Greg Collins	Stokes County EMS Director
Mike Marshall	Stokes County Sherriff Office
Beth Fornadley Johnson	Active Routes to School Coordinator
Robin Riddlebarger	Hanging Rock State Park Superintendent
Mike Barsness	Town of Danbury Administrator
Scott Lenhart	Stokes County Health Department Director
Diane Hampton, PE	NCDOT Division 9

KEY STAFF TEAM

Elizabeth Jernigan	ejernigan@ptrc.org	Northwest Piedmont Rural Planning Organization
Hemal Shah	hjshah@ncdot.gov	NCDOT – Transportation Planning Branch
Wayne C. Davis, PE, Ph.D.	wcdavis@ncdot.gov	NCDOT – Transportation Planning Branch

YOUR ROLE AS A CTP COMMITTEE MEMBER

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

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.

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.

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.

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.

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 County and municipalities for their consideration of adoption.

OTHERS ROLES

1. **PLANNING BOARD:**

As the appointed County/ Town 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.

2. **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.

3. **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.

4. **KEY STAFF:**

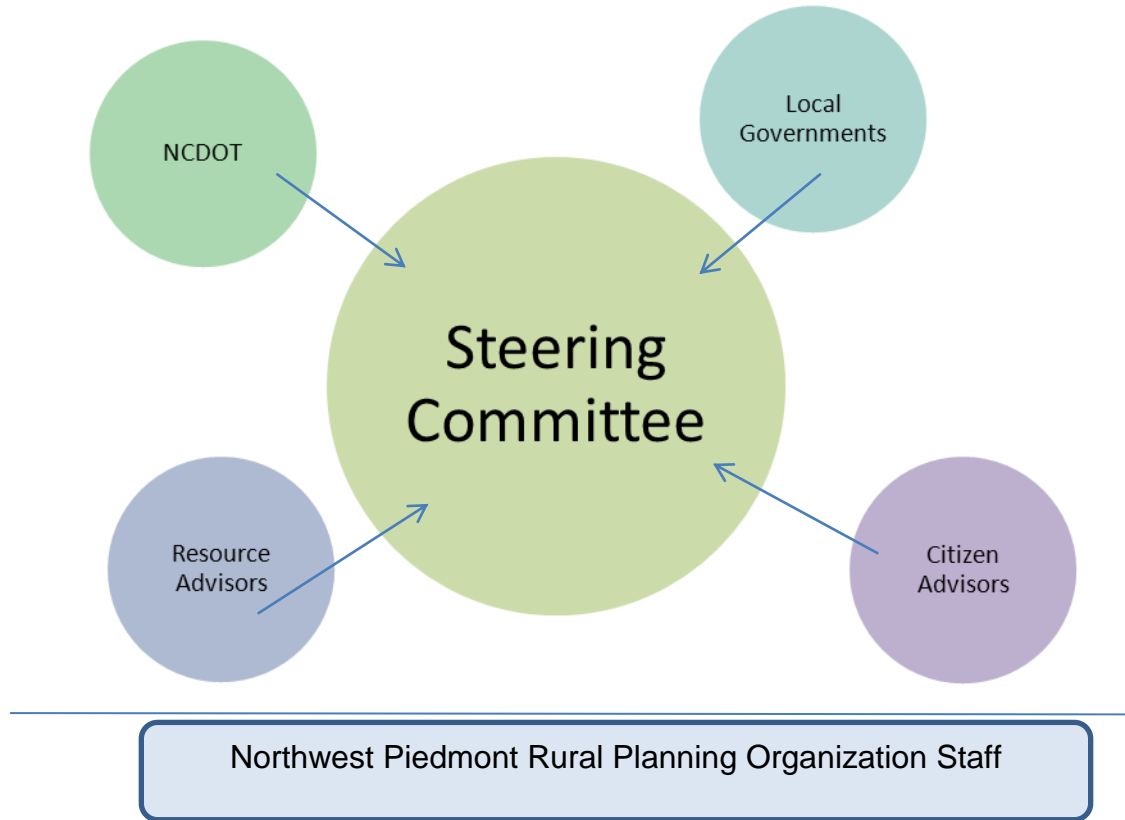
Northwest Piedmont Rural Planning Organization (NWRPO)

Elizabeth Jernigan, Northwest Piedmont 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, taking meeting notes, and distributing draft reports, notices, agendas, etc.

NCDOT

Hemal Shah, Engineer with NCDOT- Transportation Planning Branch, working closely with the NWRPO, 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. Mrs. Shah will also be responsible for producing the preliminary and final drafts of the CTP maps and CTP report. She 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 Mrs. Shah will also assist the Core CTP Committee in reviewing the preliminary draft of the Plan with the Town Councils and Planning Boards.

Stokes County Comprehensive Transportation Plan Organization and Management



The Stokes County Board 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 Stokes County CTP Committee guides preparation of the Strategic Growth Plan and recommends plan to County Board.

The Stokes County 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.

Stokes County CTP

(Includes: Danbury and Walnut Cove)

Study Contacts

- ❑ TPB Project Engineer: Hemal Shah; (919) 707-0992; hjshah@ncdot.gov
- ❑ RPO Contact: Elizabeth Jernigan; (336) 904-0300; ejernigan@ptrc.org
- ❑ Division 9 Contact: Diane Hampton; (336) 747-7800; dkhampton@ncdot.gov
- ❑ Local Contact: David Sudderth; (336) 593-2439; dsudderth@co.stokes.nc.us

Study Schedule

Start of Study Letter	December 2015
First CTP Meeting.....	January 2016
Develop CTP Vision	March 2016
Collect/Forecast SE Data	May 2016
Develop Analysis Tool	June 2016
Deficiency Analysis	July 2016
Develop Draft CTP	November 2016
Draft CTP to Locals	February 2017
Local Adoption(s)	April 2017
NCDOT Adoption	June 2017
CTP Maps Distributed.....	June 2017
Documentation	July 2017
Study Close Out	July 2017

Stokes County CTP Timeline – Proposed meeting element breakdown.

February 2, 2016 – First CTP Committee Meeting: Base Maps (highway map) – What streets to include in the CTP. Initial CTP Presentation and discuss Public Involvement Plan.

March XX, 2016 – Brainstorm vision statements and objectives. Begin development of the Public Input CTP Survey. Present DRAFT Highway road network to be studied.

April XX, 2016 – Complete the Draft Vision Statement and Goals and preliminary objectives and performance measures. Complete the Public Input CTP Survey for release to the public. Begin discussion of base year population and employment as well as future year (2045) population and employment projections.

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

Stokes County Comprehensive Transportation Plan

May XX, 2016 - Discuss and finalize base year population and employment as well as future year (2045) population and employment projections. We will need them to be approved by the committee at this meeting and by the County Commissioners in June/July.

May and/ or June XX, 2016 – Public Input CTP Survey summary results presented. Possible refinement of Vision, Goals, and Objectives based on Survey results. Highway deficiencies includes the TPB Engineer updating the committee on existing roadway deficiencies and expected (2045) deficiencies, and solicit recommendations of ways to address the deficiencies. Present crash and bridge deficiency data.

July and / or August, 2016 (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 2045). 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

July or August XX, 2016– 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 XX, 2016 – 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.

September XX, 2016 – TPB Engineer presents the initial draft CTP to the committee. Committee helps finalize CTP maps and documentation

November XX, 2016 – After review by NCDOT, the RPO staff takes the draft plan to the Stokes County Commissioners informally to see if it is ok to take the draft plan to the public

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

Stokes County Comprehensive Transportation Plan

January XX, 2017 – 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>

March/ April XX, 2017 – Stokes County and Municipalities adoption of the plan

May XX, 2017– Northwest Piedmont Rural Planning Organization endorsement of the plan

June XX, 2017 – North Carolina Board of Transportation adoption of the plan and CTP maps distributed

July XX, 2017 – Stokes County CTP Report completed and distributed