



Comprehensive Transportation Plan (CTP) Working Group Handbook



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Transylvania County Comprehensive Transportation Plan

STEERING COMMITTEE FOR THE TRANSYLVANIA COUNTY COMPREHENSIVE TRANSPORTATION PLAN

CTP Core Working Group Members & Their Chosen Representatives		
Stakeholder	Working Group Member Representative	Email
County and Municipal Representatives		
Transylvania County	Joy Fields	joy.fields@transylvaniacounty.org
Transylvania County TAC / City of Brevard	Daniel Cobb	Daniel.Cobb@cityofbrevard.com
City of Brevard	Aaron Bland	Aaron.bland@cityofBrevard.com
Town of Rosman	Brian Shelton	rosmantown@comporium.net
County TAC Members		
Transylvania County TAC	David Carter	cptdcarter@hotmail.com
Transylvania County TAC	Richard R. Houck	rrhouck08@yahoo.com
Transylvania County TAC / Town of Rosman	Jimmy Whitmire	806 Whitmire Road, Brevard, NC 28712, (828-862-4231/828-577-5442)
Transylvania County TAC	Mark Tooley	marktooley@citcom.net
Transylvania County TAC	Scott McCall	stmccall@citcom.net
Advisory Members		
Transylvania Econ. Alliance	Eric Caldwell	eric@transylvaniaalliance.com
Transit Provider	April Alm	April.Alm@transylvaniacounty.org
Tourism	Clark Lovelace	clark@brevardncchamber.org
Blue Ridge C.C.	Glenda McCarson	glendamc@blueridge.edu
Brevard College	David Joyce	joycedc@brevard.edu
Transylvania Co. Schools (K-12)	Alan Justice	ajustice@tcsnc.org
Special Destinations	Jeff Owenby	jowenby@fs.fed.us
Agricultural Community	Joffrey Merrill	
Planning Board, Business Owner	Mac McNeely	mmcneely@mcneelyco.com
Pedestrian advocate	Mark Burrows	
NCDOT Division Engineer	Brian Burch or designee	brianburch@ncdot.gov
Transylvania County Emergency Services	Kate Hayes	kate.hayes@transylvaniacounty.org

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Advisory Working Group Members		
Transylvania County Emergency Services	Kevin Shook	Kevin.Shook@transylvaniacounty.org
Town of Rosman	Jake Dalton	
Transit Rider	Transit Provider will Select	
Rosenwald Community	Nicola Karesh	nicola@comporium.net
Limited English Proficiency	Judith Nebrig	JudithNebrig@comporium.net
Military/Veterans/TNRC	Lee McMinn	leemcminn@comporium.net
Military/Veterans	Emmett Casiato	emmettcasiato@gmail.com
Industrial /Commercial	Brian Spots	brian@oskarblues.com
Blue Ridge Community Health	Amy Marquez	amarquez@brchs.com
Special Destinations	Jessica Whitmire	
Camps	Jeff Carter	jeff@rockbrookcamp.com
Camps	Grant Bullard	
Pisgah Forest Community	Don Surrette	
City of Brevard Fire Dept.	Robert Cooper	Bobby.Cooper@CityofBrevard.com
NCDOT, Division 14		
Division Planning Engineer	Stephen Williams	sjwilliams@ncdot.gov
Division Corridor Engineer	Troy Wilson	tswilson@ncdot.gov
Key Staff Team		
Land of Sky RPO	Vicki L. Eastland	vicki.eastland@landofsky.org
Land of Sky RPO	Nick Kroncke	nick@landofsky.org
NCDOT – Transportation Planning Division	Daniel Sellers	dcsellers1@ncdot.gov

YOUR ROLE AS A CTP Working Group MEMBER

1. Your role as a Working Group 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 of Brevard, the Town of Rosman, and Transylvania County for their consideration of adoption. After mutual adoption, the plan will be presented to the Land of Sky RPO TAC for endorsement and to the NCDOT Board of Transportation for adoption.

- o **VOTING STRUCTURE.**

In the event that a group consensus cannot be reached, a voting structure has been set up for the CTP Working Group. Each government (municipality, county, and NCDOT-Division) will have one vote. The designated vote caster will be recorded at the first meeting of the working group.

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OTHERS ROLES

2. **Transylvania Transportation Advisory Committee (TAC):**

As the appointed county board most involved in transportation issues, the TAC serves as the primary steering committee for the CTP. The TAC will have oversight and review of the CTP process and will be consulted any time the Working Group is ready to engage the public or governing boards. The TAC will review and approve any Draft CTP before it is presented for adoption. The TAC may also be invited to participate in joint sessions for the plan so as to provide comments on the plan directly to the CTP Working Group.

3. **RESOURCE ADVISORS:**

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 Working Group. This active recruitment is designed to involve a broad cross section of area residents in formulating the plan.

5. **KEY STAFF:**

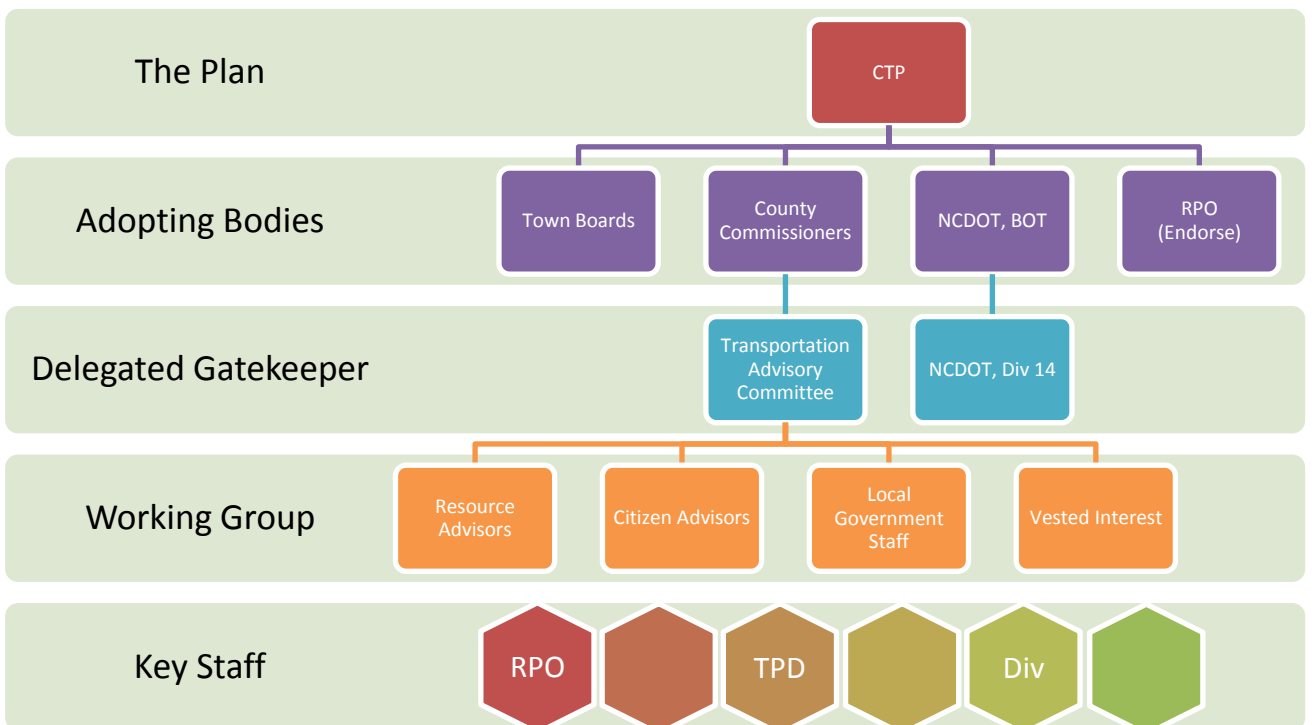
Land of Sky Rural Planning Organization (LOS RPO)

Vicki Eastland, with the Land of Sky Rural Planning Organization's Planner, will serve as the staff person charged with administering the Comprehensive Transportation Plan. She will be working with committee members for the mechanics of meeting arrangements, such as securing meeting places, maintaining mailing lists, distributing draft reports, notices, agendas, and for facilitating the meetings of the Working Group, Steering Committee, and the general public during plan preparation. She will set meeting agendas and will help keep discussions focused and moving forward.

NCDOT - TPD

Daniel Sellers, with NCDOT - Transportation Planning Division, working closely with the LOSRPO, will be responsible for guiding the Steering Committee through the CTP process, data gathering, technical analysis of the overall transportation system, and will be responsible for producing the preliminary and final drafts of the CTP maps and CTP report. He will suggest meeting agendas for consideration and will help keep discussions focused and moving forward. Near the end of the planning process, he will also assist the CTP Working Group in reviewing the preliminary draft of the Plan with the City of Brevard Council, the Town of Rosman Alderman, Transylvania TAC, and Transylvania County Board of Commissioners.

**Transylvania County
Comprehensive Transportation Plan
Organization and Management**



Tentative CTP Study Schedule

Start of Study Letter	(Month 1)
First CTP Meeting	(Month 2)
Develop CTP Vision	(Month 2)
Collect/Forecast SE Data	Completed
Develop Analysis Tool	Completed
Deficiency Analysis	(Month 2-3)
Develop Draft CTP	(Month 8)
Draft CTP to Locals	(Month 10)
Local Adoption(s)	(Month 12)

End of Working Group Meetings

NCDOT Adoption	(Month 14)
CTP Maps Distributed	(Month 15)
Documentation	(Month 18)
Study Close Out	(Month 18)

Transylvania County CTP Timeline –

Preliminary meeting element breakdown, based on work completed to date, and TPD default practices. Meetings can and will be changed to meet the needs of individual CTPs, and the working group’s priorities.

Meetings will tentatively be the X DAY of the month at TIME unless otherwise stated.

First Meeting – First CTP Committee Meeting: Base Maps – What (highway map) streets to include in the CTP. Review of the Public Input CTP Survey. Brainstorm vision statement and objectives. Initial presentation of Deficiency Maps. Establish future dates and times for CTP Steering Committee meetings.

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

Month 2 – Complete the Draft Vision Statement and Goals and Objectives. Review responses to the Public Input CTP Survey. There may be a possible refinement of Vision, Goals, and Objectives based on Survey results. Present Highway capacity (2010 & 2040), crash, and bridge deficiency data, and solicit preliminary recommendations of ways to address the deficiencies.

Month 3 (based on availability, 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 goals and objectives, where improvements and new facilities need to go. The Transylvania County-Wide Bike Plan will be the basis of this discussion.
- Pedestrian component of the CTP. It will include discussion about what currently exists for pedestrians, and, based on the goals and objectives, where improvements and new facilities need to go

Month 5-6 – 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.

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Month 6-7 –The TPB Engineer takes the findings of all recommendations and alternatives from the public to the working group, and they work together to develop the draft CTP.

Month 8 – TPB Engineer presents the initial draft CTP to the committee. Committee helps finalize CTP maps and documentation.

Month 9 – After review by NCDOT, the RPO staff takes the draft plan to the Transylvania County TAC to see if it is ok to take the draft plan to the public. This review by NCDOT is sometimes time consuming (6 weeks). Expect some flexibility in timing.

Month 11 – Public involvement: Draft CTP to the public (usually beginning with a workshop) for comments – usually over a 30 day period.

Month 12 – Meet back with the committee to review all comments and finalize plan recommendations to send to local officials for adoption. Transylvania County TAC will perform a review of the final plan.

<End of committee commitment to CTP process>

Month 13-14 – Transylvania County and its municipalities adopt the plan

Public involvement: Typically, each governing body will hold a hearing on the Draft CTP

Month 15-16 –Land of Sky RPO endorses the plan

Month 16 – North Carolina Board of Transportation adoption of the plan and CTP maps distributed

Month 19 – Transylvania County CTP Report completed and distributed after NCDOT internal review and quality control (typically 6 weeks)