



## **CTP Steering Committee Handbook**

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# Washington County Comprehensive Transportation Plan

## **CORE COMMITTEE FOR THE COMPREHENSIVE TRANSPORTATION PLAN**

<b>CTP Core Committee Members &amp; Their Chosen Representatives</b>	
<b>Core Committee Member</b>	<b>Core Committee Member Representative</b>
Jerry Rhodes	Washington County Manager
William "Bill" Sexton Jr.	Washington County Commissioner
Brian Roth	Plymouth Mayor
J.D. Melton	Creswell Town Councilman
Larry Jones	Washington County citizen
Jonathan Taylor	Washington County Chamber of Commerce
Wesley Stokes	Washington County school system
Carolyn Jannise	Washington County business owner
Debra Lyle	Washington County business owner
Ann Keyes	Washington County Emergency Management
Elizabeth "Beth" Floyd	Washington County Chief Deputy Sherriff
Jack Barnes	Washington County citizen
Gretchen Byrum	NCDOT Division 1

## **KEY STAFF TEAM**

Angela Welsh	<a href="mailto:awelsh@albemarlecommission.org">awelsh@albemarlecommission.org</a>	Albemarle Rural Planning Organization
Hemal Shah	<a href="mailto:hjshah@ncdot.gov">hjshah@ncdot.gov</a>	NCDOT – Transportation Planning Branch
Wayne C. Davis	<a href="mailto:wcdavis@ncdot.gov">wcdavis@ncdot.gov</a>	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.

## OTHER ROLES

### 2. **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.

### 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:**

#### Albemarle Rural Planning Organization (ARPO)

**Angela Welsh, Albemarle 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 ARPO, 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.

## Washington County Comprehensive Transportation Plan Organization and Management



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

The Washington 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.



## CTP Study Schedule

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

### **Washington County CTP Timeline – Proposed meeting element breakdown.**

**March 19, 2014** – First CTP Committee Meeting: Base Maps (highway map) – What streets to include in the CTP. Present Guidance for crafting Vision Statements, Goals, Objectives, and Measures of Effectiveness.

**April 29, 2014** – Brainstorm vision statements and objectives. Begin development of the Public Input CTP Survey. Present draft highway road network to be studied.

**May 19, 2014** – 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 (2040) population and employment projections.

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

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**June ##, 2014** - Discuss and finalize base year population and employment as well as future year (2040) 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.

**July ##, 2014** – 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 (2040) deficiencies, and solicit recommendations of ways to address the deficiencies. Present crash and bridge deficiency data.

**August ##, 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

**September 2014 or October 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.**

**October ##, 2014** – 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.

**December ##, 2014** – TPB Engineer presents the initial draft CTP to the committee. Committee helps finalize CTP maps and documentation

**February ##, 2015**– After review by NCDOT, the RPO staff takes the draft plan to the Washington County Commissioners informally to see if it is ok to take the draft plan to the public

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



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**March ##, 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>**

**April / May 2015** – Washington County and Municipalities adoption of the plan

**June 2015** – Albemarle Rural Planning Organization endorsement of the plan

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

**By September 2015** – Washington County CTP Report completed and distributed