

CTP Maps – Adopt by Locals (not in MPO)

Description

The purpose of this procedure is to ensure that the Comprehensive Transportation Plan (CTP) maps meet the appropriate standards and deadlines to be mutually adopted by the municipality and/or county, and the NCDOT.

Responsibility

The *Local Staff* – to coordinate local review and facilitate local public involvement.

The *TPB Management* - to review maps for correctness and consistency.

The *TPB Engineer*- to work with the Local Staff to develop maps, coordinate the review by the Group Supervisor, Unit Head, and Branch Manager, and obtain a copy of the local adoption resolution for the file.

Scheduling and Time Constraints

- The TPB Engineer shall hold a public forum prior to the adoption meeting held by the Local Board. Depending on local requirements, the public forum may be a workshop, public hearing, etc. If a public hearing is held, then the municipality and/or county is required to follow their own public involvement procedures regarding public hearings and meetings. Public hearings have a specific legal set of requirements that typically include a minimum advertisement time prior to the meeting. In general, a public hearing should be completed at least two weeks prior to the presentation of the CTP maps to the Local Board for adoption. Some areas have the public hearing and then close the hearing, and the Local Board adopts the CTP maps. This may happen only if there are absolutely no comments on the CTP maps. This situation is not ideal.
- The Draft CTP maps must be reviewed and approved by the Group Supervisor, Unit Head, and the Branch Manager prior to them being submitted for MPO adoption according to the [CTP Management Approval Checklist](#).
- The local area may request to review the Recommendations Chapter prior to adopting the CTP. If this is the case, the Group Supervisor will need two weeks to review this chapter prior to the Local Staff receiving a copy.

Procedure

Step	Action
1	The TPB Engineer coordinates with the Local Staff to determine when the Draft CTP maps will be presented to the local boards and determines when the adoption will be added to the agenda. The <i>TPB Engineer</i> should strongly encourage a public forum to be held at a meeting prior to the meeting seeking adoption of the CTP maps. The public forum can take the form of a Public Hearing; a presentation to the Council; a drop-in session; or other types of meetings. (Refer to Public Involvement—Formal Presentations procedure). Some local areas may require that the Draft CTP maps go before both the Planning Board and the Local Board, while other local areas may require the Draft CTP maps go before only the Local Board.

2	<p>The TPB Engineer will coordinate with the local staff to determine the process for the CTP maps to be presented for local adoption. In some cases, due to time constraints, the RPO may choose to endorse the Draft CTP maps prior to local adoption. If this occurs, the <i>TPB Engineer</i> should ensure that the local staff supports the RPO Endorsement occurring prior to local adoption. This adoption process should be done when an RPO only has quarterly meetings or when the local staff is insistent on having the RPO endorse the CTP maps prior to their adoption. The TPB Engineer will discuss with the local staff the type of presentation for the adoption and other supporting materials that the local staff feels is necessary, such as cross-sections, road inventory, definitions, and the Recommendations Chapter. If a PowerPoint presentation is requested, the TPB Engineer must inquire as to whether a computer, projector, and screen will be provided. The TPB Engineer is responsible for obtaining the appropriate equipment if it is not available from the municipality or county.</p>
3	<p>Prior to it being presented to the municipality and/or county for adoption, the TPB Engineer submits the Draft CTP maps to the Supervisor for review (see CTP Maps - Internal Review procedure). The Draft CTP maps shall be included in a packet along with the following information:</p> <ul style="list-style-type: none"> • CTP Management Approval Checklist; • Draft CTP maps (at an appropriate scale for review); • Draft CTP Documentation: Chapter 1 Draft, Appendices A-I Draft, Documentation of Analysis Tool.
4	<p>Upon completion of Step 7 of the CTP Maps - Internal Review procedure, the TPB Engineer presents the Draft CTP to the local adoption. If requested, the TPB Engineer may prepare handouts to go into the agenda packet. The Local Staff determines the deadline for the handouts to go into the agenda packet.</p>
5	<p>The TPB Engineer will develop the materials needed for presentation and adoption of the CTP. Some local areas want to have the Recommendations Chapter (Chapter 2) of the CTP report, road inventory, cross-sections, and definitions of each facility type to gain a better understanding of what they are adopting, while other areas may not request this information in advance of the final report. If requested, the TPB Engineer will prepare handouts for the Local Board. The Local Staff determines the deadline for the handouts to go into the agenda packet. The Group Supervisor must review the Recommendations Chapter, which takes about two weeks, prior to being sent to the local staff for inclusion in the agenda packet.</p>
6	<p>The TPB Engineer ensures the local resolution for adoption of the CTP maps is prepared. Typically, the TPB Engineer provides a sample resolution to the local staff, who may format or modify it to meet their needs. (Refer to <i>Resources and Tools</i> section for Resolution Sample)</p>
7	<p>The TPB Engineer or the Local Staff presents the Draft CTP maps to the Local Board for adoption and answers any questions regarding the CTP maps.</p> <ol style="list-style-type: none"> a) The municipality and/or county adopt the CTP maps after providing an opportunity for public comments. The Local Staff has the appropriate person (Chairman, Mayor, or Manager) sign two (2) CTP map adoption resolutions. The municipality and/or county will retain one resolution and send the other one copy to the TPB Engineer. <p>Note: A copy of council or other minutes will not be an acceptable substitute. (Refer to <i>Resources and Tools</i> section for Resolution Sample)</p> <ol style="list-style-type: none"> b) If the municipality and/or county do not adopt the CTP maps, the TPB

	<p>Engineer will coordinate with local staff to resolve issues for the CTP maps to be adopted, if possible. The TPB Engineer may need to repeat Steps 1 through 6 of this procedure and revisit other parts of the CTP analysis or recommendations several times before adoption has occurred.</p> <p>c) If the municipality and/or county do not adopt the CTP maps and every reasonable effort is exhausted in coordinating a solution for local adoption, the TPB Engineer will discuss with Unit Head and their Group Supervisor the unresolved problems. The TPB Engineer's Group Supervisor and Unit Head will recommend further strategies or will agree that adopted CTP maps cannot be achieved at this time. The CTP maps will be distributed to the municipality and/or county without adoption dates along with a CTP report. The CTP report will include an explanation of why the CTP maps were not adopted along with a summary of the unresolved issues. (CTP Report – Prepare and Distribute procedure)</p>
7	The TPB Engineer will change the CTP map Adoption Sheet to the date of the local adoption. This is done in preparation for the RPO Endorsement process.
8	The TPB Engineer will file a copy of the signed and sealed resolution(s) of adoption in the appropriate CTP project file, located in Room 447.

Policy, Regulatory, and Legal Requirements

As written in [NC G.S. 136-66.2. \(b\)](#), "After completion and analysis of the plan, the plan shall be adopted by both the governing body of the municipality or MPO and the Department of Transportation as the basis for future transportation improvements in and around the municipality or within the MPO."

Resources

- [CTP Maps - Internal Review procedure](#)
- [CTP Management Approval Checklist](#)
- [County Adoption Resolution Sample](#)
- [Municipal Adoption Resolution Sample](#)

Background

This procedure is typically triggered after a Local Board has reviewed the CTP maps and agreed to move forward with the adoption process. In order for the CTP maps to have legal standing for local implementation, the municipality and/or county must mutually adopt the CTP maps in concert with NCDOT.

Record of Revision

The information contained in this procedure is deemed accurate and complete when posted. Content may change at any time without notice. We cannot guarantee the accuracy or completeness of printed copies. Please refer to the online procedure for the most current version. Contact TPB Staff Engineer with all the questions about this procedure.

Version	Section Affected	Description	Effective Date
1.1	Procedure – Steps 3 - 7	Corrected change from DRAFT to RECOMMENDED map according to CTP Maps Preparation Points and Checklist. Updated links to CTP management Approval Checklist	06/10/2011

2.0	Whole Procedure	Procedure has been revised to reflect the CTP Maps – Internal Review procedure and the Template update.	8/6/2013
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Flowchart

