



charlotte regional **transportation** planning organization

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TO: CRTPO Delegates & Alternates
FROM: Robert W. Cook, AICP
CRTPO Secretary
DATE: November 9, 2017

**SUBJECT: November 2017 Meeting
Charlotte Regional Transportation Planning Organization
Wednesday, November 15, 6:00 PM**

The November 2017 meeting of the Charlotte Regional Transportation Planning Organization (CRTPO) is scheduled for Wednesday, November 15, 2017.

The meeting will begin at 6:00 PM and will be held in Room 267 of the Charlotte-Mecklenburg Government Center, 600 E. Fourth St., Charlotte.

Education Session: *NC Ports & the Queen City Express*

An education session will be held at 5:00 PM in Room 270-271. The session will be conducted by NC Ports staff, and will provide an update on port activities, with a focus on the Queen City Express. The Queen City Express provides direct intermodal rail service between the Port of Wilmington and the CSX Intermodal Yard in Charlotte. The service uses the rail line that will be improved if the INFRA grant the board supported last month is funded.

Accessing the Charlotte-Mecklenburg Government Center

The Charlotte-Mecklenburg Government Center is located at 600 E. Fourth St. (corner of Fourth and Davidson streets) in uptown Charlotte. Parking is available in the Government Center parking deck located on Davidson St. between Third and Fourth streets; on-street parking is also available.

There are two ways to enter the Government Center. Enter via the large staircase on the Davidson St. side or through the plaza entrance facing E. Fourth St. (This is a handicapped accessible entrance.) Once inside the building, security staff will assist you to Room 267.

Non-Discrimination Policy

It is the policy of the Charlotte Regional Transportation Planning Organization to ensure that no person shall, on the ground of race, color, sex, age, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and any other related non-discrimination Civil Rights laws and authorities.

Commonly Used Acronyms

BOT	Board of Transportation
CATS	Charlotte Area Transit System
CDOT	Charlotte Department of Transportation
CMAQ	Congestion Mitigation & Air Quality
CMGC	Charlotte-Mecklenburg Government Center
CMP	Congestion Management Process
CRAFT	Charlotte Regional Alliance for Transportation
CRTPO	Charlotte Regional Transportation Planning Organization
CTP	Comprehensive Transportation Plan
DAQ	Division of Air Quality
EJ	Environmental justice
EPA	Environmental Protection Agency
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GCLMPO	Gaston, Cleveland, Lincoln Metropolitan Planning Organization
GIS	Geographic information system
ICATS	Iredell County Area Transportation System
INFRA	Infrastructure for Rebuilding America (federal grant program)
ITS	Intelligent transportation systems
LAP	Locally administered projects
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
NAAQS	National Ambient Air Quality Standards
NCAMPO	North Carolina Association of Metropolitan Planning Organizations
NCDOT	North Carolina Department of Transportation
NCDOT-PTD	North Carolina Department of Transportation – Public Transportation Division
NCDOT-TPB	North Carolina Department of Transportation – Transportation Planning Branch
NCTA	North Carolina Turnpike Authority
P5.0	Prioritization 5.0
PIP	Public Involvement Plan
PL	Planning funds
POC	Project Oversight Committee
SIP	State Implementation Plan (for air quality)
SPOT	Strategic Planning Office of Transportation
STBG-DA	Surface Transportation Block Grant Program-Direct Attributable
STIP	North Carolina State Transportation Improvement Program
TAP	Transportation Alternatives Program
TCC	Technical Coordinating Committee
TDM	Transportation Demand Management
TIP	Transportation Improvement Program
TMA	Transportation Management Area
UPWP	Unified Planning Work Program
UZA	Urbanized area

[Click here](#) to view the 2016 Delegates Handbook to view the Glossary of Terms & Acronyms.

Charlotte Regional Transportation Planning Organization

November 15, 2017

Room 267, Charlotte-Mecklenburg Government Center

5:00 PM Education Session

NC Ports & the Queen City Express

Room 270-271

North Carolina Ports staff will discuss general port activities, as well as the recently inaugurated Queen City Express service. The Queen City Express provides direct rail service between the Port of Wilmington and the CSX Intermodal Yard in Charlotte.

6:00 PM Meeting Agenda

Room 267

1. **Call to Order** Jim Taylor
2. **Adoption of the Agenda** Jim Taylor
3. **Public Comment Period** Jim Taylor
CRTPO bylaws limit speakers to three minutes each and the comment period to 20 minutes.
4. **Ethics Awareness & Conflict of Interest Reminder** Jim Taylor
5. **Approval of Minutes** Jim Taylor
ACTION REQUESTED: Approve the October 2017 meeting minutes as presented.

ATTACHMENT: Draft October 2017 minutes

6. **Updated Public Involvement Plan** Neil Burke
ACTION REQUESTED: Adopt the update to the Public Involvement Plan.

TCC RECOMMENDATION: At its November meeting, the Technical Coordinating Committee unanimously recommended that the board adopt the updated Public Involvement Plan (PIP).

BACKGROUND:

- *An update to the PIP was a recommendation of the CRTPO's 2016 Certification Review.*
- *The updated document contains recommendations focused on creating opportunities for active and convenient participation through the use of social media, online interactive software and conducting outreach activities at existing events.*
- *The revised PIP includes updated public involvement strategies based upon changes to the MTP and TIP development processes since the PIP was adopted in 2005.*
- *A public comment period was held from August 17 through October 2. One public comment was received and can be viewed [here](#).*

ATTACHMENT: The draft Public Involvement Plan can be viewed by clicking [here](#).

- 7. 2045 Metropolitan Transportation Plan** Robert Cook
ACTION REQUESTED: Authorize the release of the draft 2045 Metropolitan Transportation Plan and the draft air quality conformity determination report at the time the documents are ready.
- TCC RECOMMENDATION: At its November meeting, the Technical Coordinating Committee unanimously recommended that the board authorize the documents' release.*
- BACKGROUND:*
- *The target date for the adoption of the 2045 MTP and making an air quality conformity determination in March 2018.*
 - *A draft 2045 MTP document and a draft air quality conformity determination report will be ready for public review in late December or early January. Beginning public involvement as soon as the documents are available will allow for more time to review and respond to comments in advance of the March TCC and board meetings.*
 - *The request to approve the documents' release and to begin a comment period is being made at this time because the board will not meet in December.*
- 8. Performance-Based Planning: Safety Targets** Robert Cook
ACTION REQUESTED: Approve Safety Targets as part of the implementation of federally-required performance measurement requirements.
- TCC RECOMMENDATION: At its November meeting, the Technical Coordinating Committee unanimously recommended that the board approve the Safety Targets.*
- BACKGROUND: See the attached memorandum for details.*
- ATTACHMENT: Memorandum; resolution*
- 9. Updated CRTPO Prospectus** Robert Cook
ACTION REQUESTED: Adopt the updated Prospectus.
- TCC RECOMMENDATION: At its November meeting, the Technical Coordinating Committee unanimously recommended that the board adopt the updated Prospectus.*
- BACKGROUND: See the attached memorandum for details.*
- ATTACHMENT: Draft Prospectus*
- 10. STBG-DA Funds Reallocation & 2016-2025 TIP Amendments** Bill Coxe
ACTION REQUESTED: Approve a reallocation of STBG-DA funds to existing projects that require additional funding and amend the 206-2025 TIP to reflect the reallocation.
- TCC RECOMMENDATION: At its November meeting, the Technical Coordinating Committee unanimously recommended that the board approve the TIP amendments.*
- BACKGROUND: See the attached memorandum for additional information.*
- ATTACHMENTS: Memorandum*

11. Project Oversight Committee Update

Erin Kinne

ACTION REQUESTED: FYI

BACKGROUND:

- *The presentation's purpose is to provide an overview of the activities of the Project Oversight Committee and a briefing on the status of projects awarded CRTPO discretionary funds.*
- *Since its inception in September 2015, the Project Oversight Committee has focused on projects funded with CRTPO discretionary funds for the purpose of:*
 - *Making project selection recommendations to the TCC for the various discretionary funding sources.*
 - *Monitoring the implementation and progress of projects funded with discretionary funds.*
- *Those funding sources are STBG-DA, CMAQ, BA, and TAP.*
- *Since September 2015, 70 projects have been awarded CRTPO discretionary funds.*
- *In that time, no project funding has been removed and all active projects funded with discretionary funds are progressing, including some with changes in scope or limits.*

ATTACHMENT: Memorandum

12. Northwest Huntersville Transportation Study-Phase 2

Bill Coxe

ACTION REQUESTED: FYI

BACKGROUND:

- *Between 2008 and 2011, MUMPO and the Town of Huntersville conducted thoroughfare planning in the northwestern area of Huntersville's jurisdiction.*
- *The outcome of Phase 1 determined the alignment of NC 73 west of Beatties Ford Road, but did not account for the existing and proposed roadway alignments east of this area.*
- *In March 2017, Huntersville executed a contract with a consultant to complete the multimodal transportation system analysis in the area.*
- *Public meetings were held on June 20, 2017 and October 19, 2017.*
- *Visit the project webpage for more information by clicking [here](#).*

13. Upcoming Agenda Items & Revised Agenda Format

Robert Cook

ACTION REQUESTED: FYI

BACKGROUND:

- *A schedule of upcoming action items will be provided.*
- *The revised agenda format, introduced at the October meeting, will be reviewed. Changes have been made to the revised format based on comments received.*

14. Adjourn

CHARLOTTE REGIONAL TRANSPORTATION PLANNING ORGANIZATION
Charlotte-Mecklenburg Government Center, Room 267
October 18, 2017 Meeting
Summary Minutes

Members Attending:

Vi Lyles (Charlotte), Michael Miltich (Cornelius), Rob Kidwell (Huntersville), Jeff McNeely (Iredell County), Jim Taylor (Matthews), Jim Puckett (Mecklenburg County), Frederick Becker (Mineral Springs), Eddie Dinger (Mooresville), Jack Edwards (Pineville), Michael Johnson (Statesville), Steve Maher (Waxhaw), Tracy Dodson (NCBOT-Division 10), Tony Lathrop (NCBOT-Division 12)

Non-Voting Members Attending:

Jim Walker (NC Turnpike Authority), Victoria Nwasike (Charlotte-Mecklenburg Planning Commission), Russell Wing (Union County Planning Board)

1. Call to Order

Chairman Jim Taylor called the October 2017 CRTPO meeting to order at 6:05 PM.

2. Adoption of the Agenda

Summary:

Chairman Taylor asked if any changes to the agenda were necessary. No changes were identified.

Motion:

Michael Miltich made a motion to adopt the agenda as presented. Tracy Dodson seconded the motion. Upon being put to a vote, the motion to adopt the agenda as presented was approved unanimously.

3. Public Comment Period

There were no public comments.

4. Ethics Awareness & Conflict of Interest Reminder

Mr. Cook read the ethics awareness and conflict of interest reminder. No conflicts were identified.

5. Approval of Minutes

Summary:

Chairman Taylor requested action on the September 2017 meeting minutes.

Motion:

Mayor Becker made a motion to approve the September 2017 meeting minutes as presented. Dr. Miltich seconded the motion. Upon being put to a vote, the September 2017 meeting minutes were unanimously approved.

6. ICATS 2016-2025 Transportation Improvement Program Amendment

Presenters:

Brad Johnson, Iredell County Area Transportation System (ICATS)

Summary:

Mr. Johnson stated that the request before the board was to approve an amendment to the 2016-2025 TIP to make a project description modification to the ICATS replacement bus project, TA-5178. The current description states: Purchase eight replacement buses 2 per year for 4 years, and the requested project description is: Replacement Buses. The NCDOT Public Transportation Division (PTD) requested the change because bus replacement project bids have experienced variability in cost, and the change will allow for purchasing flexibility depending upon ICATS needs. The TCC unanimously recommended that the board approve the amendment.

Motion:

Dr. Miltich made a motion to approve the ICATS TIP amendment as presented. Jeff McNeely seconded the motion. Upon being put to a vote, the motion was unanimously approved.

7. Wilmington to Charlotte CSX Railroad Freight Line INFRA Grant

Presenter:

Robert Cook

Summary:

Mr. Cook provided information to the board via a Power Point presentation, the contents of which are incorporated into the minutes. The presentation's purpose was to request that the board adopt a resolution in support of a NCDOT-Rail Division request to submit an Infrastructure for Rebuilding America (INFRA) grant application for improvements to CSX Rail line between Charlotte and Port of Wilmington. Background on the INFRA program was provided, followed by details on the Rail Division's proposal, including the project's benefits. The TCC unanimously recommended that the board adopt the resolution.

Motion:

Dr. Miltich made a motion to adopt the resolution as presented. Mayor Becker seconded the motion. Upon being put to a vote, the motion was unanimously approved.

8. FY 2017 Unified Planning Work Program Amendment

Presenter:

Robert Cook

Summary:

Mr. Cook provided information to the board via a Power Point presentation, the contents of which are incorporated into the minutes. The presentation's purpose was to request that the board adopt an amendment to the FY 2017 Unified Planning Work Program (UPWP) to move \$60,000 from Task Code V-1, Congestion Management Strategies to VI-10, Corridor Protection & Special Studies to eliminate a deficit in VI-10. The amendment was necessary because the CRTPO recently received reimbursement invoices from two jurisdictions that began local transportation planning projects using CRTPO funds in FY 2016, but needed to extend them into FY 2017, and the receipt of the invoices resulted in Task Code VI-10 having a shortfall of \$60,000. The TCC unanimously recommended that the board approve the amendment.

Motion:

Dr. Miltich made a motion to approve the amendment. Jim Puckett seconded the motion. Upon being put to a vote, the motion was unanimously approved.

9. Ramp Metering Feasibility Study

Presenter:

Alf Badgett, Atkins

Summary:

Scott Cole, Division 10 Engineer, introduced Alf Badgett of Atkins. Mr. Badgett provided information to the board via a Power Point presentation, the contents of which are incorporated into the minutes. The presentation's purpose was to discuss the concept of ramp metering and the recently completed feasibility study. The study area included all entrance ramps for Interstate routes in Cabarrus, Gaston, Iredell and Mecklenburg counties. Site selection criteria were reviewed, followed by a review of suitable sites and costs. The presentation concluded with a review of final recommended sites. The board posed a series of questions to Mr. Badgett following his presentation. Chairman Taylor asked about the next steps in the process. Mr. Cole stated that sites on I-77 South had been submitted for Prioritization by Division 10.

10. 2045 Metropolitan Transportation Plan Update

Presenter:

Robert Cook

Summary:

Mr. Cook stated that, with the approval of the fiscally-constrained list in September, the air quality conformity process is underway. That was the last of the major milestones in the process except for the adoption and conformity determination in March 2018. Work on MTP chapter content is underway. Staff will request action in November to obtain board approval to start public outreach on the MTP and air quality conformity when the material is ready for public review. The request will be made at that time because the board does not traditionally meet in December, and allowing public comment to start when the documents are ready will allow for greater flexibility in the overall outreach effort. It is expected that the documents will be ready for release by late December/early January.

11. Updated CRTPO Prospectus

Presenter:

Robert Cook

Summary:

Mr. Cook provided information to the board via a Power Point presentation, the contents of which are incorporated into the minutes. The presentation's purpose was to introduce the issue for discussion in advance of a request at the November meeting to approve an updated Prospectus. It was stated that the Prospectus is a reference document that provides descriptions of task codes used in the UPWP, and its purpose is to provide staff and agencies responsible for completing tasks with an understanding of what needs to be done, how tasks should be completed, and who is responsible for completing tasks. The current Prospectus was adopted in 2002 and is outdated. A benefit of the new format is that reduces the number of task codes, which could help reduce the need for amendments.

12. Upcoming Agenda Items & Revised Agenda Format

Presenter:

Robert Cook

Summary:

The following items were covered:

1. September Meeting Follow-up Items
 - a. Prioritization Submittal Deadline: A question was posed at the September meeting asking if P5.0 submittals can be modified after the September 29 deadline for submitting projects. The context was the I-77 express lanes project and the possible need to modify any project submittals in response to the cancellation of the comprehensive agreement. Staff contacted NCDOT staff responsible for the Prioritization process and their response was that projects cannot be modified, but that ultimately, any modifications to the process are the responsibility of the Secretary of Transportation.
 - b. US 21: A question was posed at the September meeting asking if consideration has ever been given to extending US 21 on its own alignment from its current end at Catawba Ave. in Cornelius to where its separate alignment begins again at Charlotte Hwy/Williamson Road in Mooresville. Mr. Cook reported that a conference call was held involving representatives from Cornelius, Davidson, Mooresville and the Lake Norman Transportation Commission to discuss the matter. During the call, it was determined that a new alignment would be very difficult to construct due to existing development (including the Lowe's campus) and Lake Cornelius and Lake Davidson. Next steps in the process will be to discuss the matter with Lowe's and to prepare a traffic forecast.
2. Upcoming Agenda Items
Action on the following items will be requested at the November meeting: approval of the updated Public Involvement Plan; adoption of the updated Prospectus, request to start MTP public outreach and TIP amendments.
3. Revised Agenda Format:
A revised agenda format was reviewed. (The revised format was included in the October packet.) Its goal is to make the agenda packet easier to use. Mr. Cook stated that it would be sent again to board members

and feedback would be welcomed to improve what had been developed. Chairman Taylor requested that the November agenda packet be prepared using both formats so members could compare the two.

13. Adjourn

The meeting adjourned at 7:25 PM.

DRAFT

TO: CRTPO Delegates & Alternates
 FROM: Robert W. Cook, AICP
 CRTPO Secretary
 DATE: November 6, 2017

SUBJECT: Performance-Based Planning: Safety Targets

ACTION REQUESTED: Approve targets, consistent with those adopted by NCDOT, for five federal Safety Performance Measures.

TCC RECOMMENDATION:

- At its November 2017 meeting, the TCC unanimously recommended that the board adopt the five targets.
- In August 2017, the Congestion Management Process/Performance Measure Task Force recommended the five targets be adopted.

BACKGROUND:

Federal transportation legislation now requires that State DOTs and MPOs adopt performance-based planning as a component of the metropolitan planning process:

- A key component of the process is the establishment of federal performance measures.
- Within each performance category, a series of performance measures has been identified at the federal level.
- State DOTs and MPOs are required to define targets that correspond with each identified measure.
- In most cases, NCDOT establishes a target first, then the MPO has 180 days to establish its targets (The congestion mitigation targets are an exception – NCDOT/CRTPO both due at the same time).
- NCDOT established its Safety targets in August 2017, thus the CRTPO’s targets are due no later than February 2018.
- The recommended targets shown below were reviewed at the education session that preceded the October 2017 board meeting.

FEDERAL PERFORMANCE MANAGEMENT			
Highway Category	Performance Measure	NCDOT Target	Recommended CRTPO Target
Safety	Number of Fatalities	5.10% reduction	5.10% reduction
	Rate of Fatalities per Million VMT	4.75% reduction	4.75% reduction
	Number of Serious Injuries	5.10% reduction	5.10% reduction
	Rate of Serious Injuries per Million VMT	4.75% reduction	4.75% reduction
	Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries	5.30% reduction	5.30% reduction

- Reasons for the TCC and Task Force recommendations:
 - The CRTPO's ability to effect change in safety-related matters is minimal, thus using NCDOT's targets is the logical approach to target setting in this category.
 - Because this is the first time the CRTPO has engaged in implementing the new performance-based planning requirements and establishing targets, a consistent approach with NCDOT is most appropriate.

CHARLOTTE REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION ADOPTING TARGETS FOR THE SAFETY PERFORMANCE MEASURE

WHEREAS, the Charlotte Regional Transportation Planning Organization (CRTPO) is the federally-designated Metropolitan Planning Organization for the Charlotte urbanized area; and

WHEREAS, the Highway Safety Improvement Program (HSIP) final rule (23 CFR Part 490) requires States to set targets for five safety performance measures by August 31, 2017; and

WHEREAS, the North Carolina Department of Transportation (NCDOT) has established targets for five performance measures based on five year rolling averages for:

1. Number of Fatalities,
2. Rate of Fatalities per 100 million Vehicles Miles Traveled (VMT),
3. Number of Serious Injuries: 5.10% reduction,
4. Rate of Serious Injuries per 100 million VMT: 4.75% reduction, and
5. Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries: 5.30% reduction; and

WHEREAS, the NCDOT coordinated the establishment of safety targets with the 19 Metropolitan Planning Organizations (MPOs) in North Carolina through a Safety Target Setting Coordination Training Workshop held in March, 2017, and;

WHEREAS, the NCDOT has officially established and reported the safety targets in the Highway Safety Improvement Program annual report dated August 31, 2017, and;

WHEREAS, the CRTPO's Congestion Management Process & Performance Measure Task Force carefully evaluated the efforts to implement the performance-based planning requirements; and

WHEREAS, the Congestion Management Process & Performance Measure Task Force has determined that it is appropriate for the CRTPO to adopt the NCDOT's established targets because the CRTPO's ability to effect change in safety-related matters is minimal, thus using NCDOT's targets is the logical approach to target setting in this category, and further, because this is the first time the CRTPO has engaged in implementing the new performance-based planning requirements and establishing targets, an approach consistent with NCDOT is most appropriate ; and

WHEREAS, the Technical Coordinating Committee evaluated the Task Force's recommendation and agrees that the CRTPO should adopt the NCDOT targets and recommends the same to the policy board.

NOW THEREFORE, be it resolved that the Charlotte Regional Transportation Planning Organization hereby adopts the Safety targets established by the North Carolina Department of Transportation and agrees to plan and program projects that contribute toward the accomplishment of the State's targets as noted below for each of the aforementioned performance measures on this the 15th day of November, 2017.

1. For the 2018 Highway Safety Improvement Program (HSIP), the goal is to reduce total fatalities by 5.10 percent each year from 1,340.6 (2012-2016 average) to 1,207.3 (2014-

- 2018 average).
2. For the 2018 Highway Safety Improvement Program (HSIP), the goal is to reduce the fatality rate by 4.75 percent each year from 1.228 (2012-2016 average) to 1.114 (2014-2018 average).
 3. For the 2018 Highway Safety Improvement Program (HSIP), the goal is to reduce total serious injuries by 5.10 percent each year from 2,399.8 (2012-2016 average) to 2,161.2 (2014-2018 average).
 4. For the 2018 Highway Safety Improvement Program (HSIP), the goal is to reduce the serious injury rate by 4.75 percent each year from 2.191 (2012-2016 average) to 1.988 (2014-2018 average).
 5. For the 2018 Highway Safety Improvement Program (HSIP), the goal is to reduce the total non-motorized fatalities and serious injuries by 5.30 percent each year from 438.8 (2012-2016 average) to 393.5 (2014-2018 average).

I, James Taylor, Chairman of the Charlotte Regional Transportation Planning Organization, do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Charlotte Regional Transportation Planning Organization, duly held on this the 15th day of November, 2017.

James Taylor, Chairman

Robert W. Cook, Secretary

TO: CRTPO Delegates & Alternates
FROM: Robert W. Cook, AICP
CRTPO Secretary
DATE: November 8, 2017

SUBJECT: Updated CRTPO Prospectus

ACTION REQUESTED: Approve an updated Prospectus.

TCC RECOMMENDATION: At its November 2017 meeting, the TCC unanimously recommended that the board approve the updated Prospectus. The UPWP Review Subcommittee also recommended the use of the updated Prospectus.

BACKGROUND:

- The Prospectus is a reference document for CRTPO staff that provides descriptions of the task codes used in the Unified Planning Work Program. Its purpose is to provide staff and agencies responsible for completing the tasks with an understanding of what needs to be done, how it is to be done, and who will do it.
- The current Prospectus was adopted in 2002 and has not been updated. It does not reflect revised metropolitan planning statutes and regulations such as performance-based planning, nor the Comprehensive Transportation Plan (CTP).
- Staff proposes to use an updated Prospectus for the development of the FY 2019 UPWP. The template for the updated Prospectus was prepared jointly by the NCDOT Transportation Planning Division and the NC Association of MPOs. It is currently being used by three MPOs throughout North Carolina.
- The UPWP Review Subcommittee endorsed the use of an updated Prospectus.

TEMPLATE MODIFICATIONS:

The template that was presented at the October board meeting has been reviewed by staff and modifications have been recommended. The modifications have been reviewed by NCDOT and FHWA staff. The following summarizes the modifications:

1. Organization

These changes move tasks into categories more suitable to the CRTPO's needs.

- a. All tasks directly associated with travel demand modeling have been moved into Task Code II-A-3, Transportation Modeling.
- b. Financial Planning was moved from II-A-3, Transportation Modeling to II-B-2, Long-Range Planning. Financial planning is more closely associated with long-range planning activities than transportation modeling.
- c. Metrics & Performance Measures was moved from its own task code, III-A-2, to II-B-2, Long-Range Planning.
- d. Staff proposes to create a new task code: II-A-4, Land Use Modeling. Three tasks will be reassigned to the new task code: Forecast of Data to Horizon Year; Collection of Base Year Data; Dwelling Unit, Population and Employment Changes.

2. Task Code/Task Name Changes

This involves changes to Task Codes or Task Names.

- a. Staff proposes to change II-B-2, Regional Planning to II-B-2, *Long-Range Planning*. II-B-2 is the task code associated with the development of the Metropolitan Transportation Plan (MTP) and Comprehensive Transportation Plan (CTP), thus Long-Range Planning is a more fitting way to identify the range of tasks in this category.
- b. Staff proposes to change Alternative Fuels/Vehicles to *Alternative Fuels/Alternative Vehicles* in order to better identify this category for activities related to autonomous and connected vehicles.

3. Edits

This applies to general corrections to the Prospectus in order to:

- a. correct errors;
- b. update terminology;
- c. add new text to provide clarity; and
- d. delete outdated text.

The draft Prospectus included in the agenda packet shows the edits that have been proposed.



II-A: Data and Planning Support

II-A-1: Networks and Support Systems

This section covers data and processes used to support transportation planning related to transportation infrastructure. It includes (but is not limited to):

Traffic Volume Counts

Traffic counts will be taken on a biennial schedule at specified locations. ~~these~~ These summaries can also be calculated on an annual basis by ~~TPB-Transportation Planning Division (TPD)~~ inside the transportation study area. Traffic data will be collected on weekdays for a minimum of 48 hours and converted to AADT counts. The respective municipal department is responsible for obtaining counts at specified locations on the municipal owned streets within the MPO region and for furnishing the raw daily traffic counts, count information, and location maps to the NCDOT ~~Transportation Planning Branch~~ TPD the first week of November for each scheduled collection year. The ~~Transportation Planning Branch~~ TPD is responsible for obtaining counts at specified locations on other segments of the major street system, for updating the count location map biennially to reflect any changes made in the major street system, for preparing the Annual Average Daily Traffic Volume Map, and for sending this information to the Lead Planning Agency. MPO counts will be available to the general public on the NCDOT web page in spring of each year. As a part of the required Congestion Management Process (CMP), the MPO may implement a Congestion Monitoring Program. Special counts may be taken during travel model updates or validations. These include counts at screen-line stations, external stations, major trip generators, and key intersections as needed. Traffic count types may include daily, hourly, vehicle classification, or turning movements. The ~~Transportation Planning Branch~~ TPD will coordinate traffic data collection for these special counts.

Vehicle Miles of Travel (VMT)

Vehicle miles of travel are computed by multiplying the length of each link times the annual average daily traffic volume on that link. Vehicle miles of travel are tabulated annually by county and functional classification by NCDOT ~~TPB~~ TPD. ~~MPO's~~ MPOs may also choose to estimate VMT for the municipal limits in their MPA, urbanized area and/or the entire MPA on a regular basis.

Street System Changes

Records of improvements to the state highway system, whether planned, underway, or completed, are maintained by the Division Engineer of the NCDOT. Each municipality should maintain similar records for its municipal street system. The municipalities participating in the Powell Bill Program must certify city street mileage maintained annually. An inventory of the geometrics and signalization of the existing major street system for the planning area should be maintained by the MPO. Periodically or as changes or additions to the major street system occur, the inventory may be updated. This inventory will need to be current when the travel model is updated.



DRAFT Prospectus

Traffic Crashes

North Carolina law requires that any traffic crash involving personal injury and/or property damage in excess of \$1000.00 be reported in detail to the Division of Motor Vehicles (DMV) of the NCDOT. The DMV also receives a detailed report on any crash investigated by a law officer. Copies of all these reports are forwarded to the Transportation Mobility and Safety Section of NCDOT, where the information is summarized and stored. Annual ~~analysis~~ analyses is-are produced in online maps and are used to identify short term improvements, and identify problem areas for future improvements. High Frequency Crash location maps are available on NCDOT's website.

Transit System Data

Items to be considered are transit patronage, route changes, service miles, load factor, route ridership changes, boarding and alighting counts, headways, frequency, and service hours.

Air Travel

Data may be collected and analyzed to determine influence of local air travel on the area's transportation system and identify needs for additional services. Airport enplanements/deplanements may help relate air travel to ground travel in future updates. A ground transportation survey is a good example of this.

Central Area Parking Inventory

Inventories of both on and off street parking supply in the MPO central areas are maintained by the MPO and/or the MPO jurisdictions. Periodic updates and inventories of other parking facilities in other areas will be performed in conjunction with applicable MPO jurisdictions as determined by the MPO through the development of the Planning Work Program. Data collected should include parking policies, ownership, and rates.

Bicycle and Pedestrian Facilities Inventory

An inventory of significant municipal, county and state, and bicycle and pedestrian transportation facilities shall be maintained. These systems shall be incorporated in the Metropolitan Transportation Plan update and analyzed in conjunction with other transportation performance measures.

Collection of Network Data

~~Collection of the transportation network data is necessary to build a base network for the travel model and for other planning purposes. Data may include, but not be limited to: 1) posted speed limit; 2) width / number of lanes; 3) segment length; 4) traffic signal locations. These items are generally the standard parameters required, but others may be needed as models become more sophisticated.~~

Capacity Deficiency Analysis

~~A system planning level capacity deficiency analysis will be made to determine existing and projected street deficiencies. Link capacities will be calculated in accordance with procedures based on the latest edition of the HIGHWAY CAPACITY MANUAL and other resources.~~

Comment [rwc1]: Move to II-A-3



DRAFT Prospectus

II-A-2: Travelers and Behavior

This section covers data and processes used to support transportation planning related to socio-economic data and conditions. It includes (but is not limited to):

Dwelling Unit, Population, and Employment Changes

Changes in population and development across the service area will be identified and evaluated to determine necessary restructuring of transportation services to meet current and forecasted demand. Census data, local parcel, zoning, and tax data records; Employment Security Commission; and private vendors are acceptable sources of information for this purpose. This item may include the development and maintenance of a GIS database.

Comment [rwc2]: Move to new II-A-4

Collection of Base Year Data

Collection of the following variables for existing conditions, by traffic zone, is required: (1) population; (2) housing units; and (3) employment. It is expected that re-projection of travel patterns, including transit, would require a re-tabulation of these factors used in developing the travel models. A GIS database may be used to maintain housing and land use information. The MPO will normally be responsible for providing socioeconomic data in spreadsheet form to TPB. This also includes creation & maintenance of traffic zones.

Comment [rwc3]: Move to new II-A-4

Travel Surveys

These surveys may be implemented to attain such items as origins and destinations, travel behavior, transit ridership, commercial vehicle usage, workplace commuting, freight movement, etc. Therefore, these surveys may be home interviews, cordon O/Ds, and on-board transit surveys to name a few. New surveys will be conducted at such time as is necessary for the reevaluation of travel models. Because these surveys are very cost prohibitive, the survey responsibility and funding sources will be determined at the onset of the study.

Comment [rwc4]: Move to II-A-3

Vehicle Occupancy Rates (Counts)

Vehicle occupancy counts are collected across the MPO service area to measure effectiveness of transportation investments and operations. Information will also be used to comply with the Clean Air Act and is useful in the trip generating process of modeling traffic during the travel modeling phase, as well as other parts of the Metropolitan Transportation Plan.

Travel Time Studies

Peak and off-peak travel time studies may be conducted for those street segments that are included in the Congestion Management Process. The travel time studies may be required during the travel model calibration phase as well to help refine the model speeds.

Comment [rwc5]: Move to II-A-3

II-A-3: Transportation Modeling

This section covers data, data collection, model development and enhancements and model application, and processes used to forecast future conditions for planning horizons. It includes (but is not limited to):



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Travel Model Updates

For each MTP update, a “Modeling Agreement” between the MPO and ~~TPB-TPD~~ will be adopted, and it will become a part of the Prospectus or a stand-alone document. There are different kinds of models applied at different scales; the right balance of model types will be agreed upon by each MPO with ~~TPB-TPD~~. The responsibility for building and applying the model will also be negotiated between each MPO and ~~TPB-TPD~~ as part of the Modeling Agreement.

Forecast of Data to Horizon Year

~~The travel models determine what planning data must be projected to a new design year. In general, the procedure will be to project population and socio-economic factors independently on an area-wide basis, to cross check these projections and convert them to land use quantities if required, and to distribute the projected planning data to traffic zones on the basis of land capabilities, accessibility, and community goals as implemented through land use controls. The MPO will provide the approved socioeconomic forecasts.~~

Comment [rwc6]: Move to new II-A-4, Land Use Modeling.

Forecasts of Future Travel Patterns

The forecast of future travel patterns will result from using the forecasted planning data as input to the travel demand models. The models are sensitive to changes in trip generation, trip purpose, trip length, vehicle occupancy, travel mode, and patterns of daily travel. The forecast of travel patterns will include a review of these factors and comparison to community goals and objectives to determine if changes in assumptions are warranted. The network development process is included in this task item.

Financial Planning

~~As required by MAP-21, the MTP must have a financial plan. Project cost estimates, and revenue forecasts are required. Federal regulations allow flexibility in the methodologies used for analysis, but they must include estimates for maintenance and operations as well as construction. This item also covers identifying new and alternative funding sources, including new taxing strategies, impact fees, and public-private partnerships. This also includes a financial analysis for the TIP.~~

Comment [rwc7]: Move to II-B-2, Long Range Planning

Capacity Deficiency Analysis

A system planning level capacity deficiency analysis will be made to determine existing and projected street deficiencies. Link capacities will be calculated in accordance with procedures based on the latest edition of the ~~HIGHWAY CAPACITY MANUAL~~ Highway Capacity Manual and other resources.

Collection of Network Data

Collection of the transportation network data is necessary to build a base network for the travel model and for other planning purposes. Data may include, but not be limited to: 1) posted speed limit; 2) width / number of lanes; 3) segment length; 4) traffic signal locations. These items are generally the standard parameters required, but others may be needed as models become more sophisticated.



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Travel Surveys

These surveys may be implemented to attain such items as origins and destinations, travel behavior, transit ridership, commercial vehicle usage, workplace commuting, freight movement, etc. Therefore, these surveys may be home interviews, cordon O/Ds, and on-board transit surveys to name a few. New surveys will be conducted at such time as is necessary for the reevaluation of travel models. Because these surveys are very cost prohibitive, the survey responsibility and funding sources will be determined at the onset of the study.

Travel Time Studies

Peak and off-peak travel time studies may be conducted for those street segments that are included in the Congestion Management Process. The travel time studies may be required during the travel model calibration phase as well to help refine the model speeds. **Travel time studies may be conducted for other reasons.**

II-A-4: Land Use Modeling

Comment [rwc8]: Anna Gallup suggested this new category.

Forecast of Data to Horizon Year

The travel models determine what planning data must be projected to a new design year. In general, the procedure will be to project population and socio-economic factors independently on an area-wide basis, to cross check these projections and convert them to land use quantities if required, and to distribute the projected planning data to traffic zones on the basis of land capabilities, accessibility, and community goals as implemented through land use controls. The MPO will provide the approved socioeconomic forecasts.

Collection of Base Year Data

Collection of the following variables for existing conditions, by traffic zone, is required: (1) population; (2) housing units; and (3) employment. It is expected that re-projection of travel patterns, including transit, would require a re-tabulation of these factors used in developing the travel models. A GIS database may be used to maintain housing and land use information. The MPO will normally be responsible for providing socioeconomic data in spreadsheet form to TPB. This also includes creation & maintenance of traffic zones.

Dwelling Unit, Population, and Employment Changes

Changes in population and development across the service area will be identified and evaluated to determine necessary restructuring of transportation services to meet current and forecasted demand. Census data, local parcel, zoning, and tax data records; Employment Security Commission; and private vendors are acceptable sources of information for this purpose. This item may include the development and maintenance of a GIS database.

II-B: Planning Process

II-B-1 Targeted Planning

This section includes non-modal specific planning, and focuses on themes across modes. It can include (but is not limited to):

Air Quality Planning/Conformity Analysis

Official air quality conformity determinations on the MTP are not required of every NC MPO at this time. However, due to the interest of local and state governments in the quality of the environment, including air quality, an analysis on the MTP may be performed.

In non-attainment and maintenance areas, the transportation sector is a key participant in the development and application of the State Implementation Plan (SIP) for air quality.

MPOs have the responsibility to make a determination as to whether or not the MTP and TIP conform to the intent of the State Implementation Plan (SIP). Elements involved in this task include, but are not limited to: Participation in interagency consultation process as part of SIP development and conformity determination development; Providing assistance to NCDENR in developing and maintaining mobile source emission inventories; Participating in development of Transportation Control Measures TCM's (TCM) for the SIP; Implementation of TCM's as appropriate; and Performing analysis and approving conformity determination as required. ~~(the MPO must approve conformity determination).~~

Activities related to the Congestion Mitigation and Air Quality (CMAQ) program will be conducted under this task code. Activities will include, but are not limited to, evaluating projects for CMAQ funding.

*Alternative Fuels/**Alternative** Vehicles*

MPOs can support transportation projects that reduce mobile source emissions and reduce vulnerability of fuel supplies and enhance fuel security in times of extreme weather events or other reasons for petroleum scarcity. Eligible activities include transit improvements, travel demand management strategies, traffic flow improvements, and public fleet conversions to cleaner fuels, among others. Alternative fuel projects for the public and private sector fleet can include coordination of education and incentive programs and/or planning for the provision of fueling or charging infrastructure and pipeline security.

Planning for the introduction of Autonomous and Connected Vehicles (ACV) into the vehicle fleet will be conducted under this task code.



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Hazard Mitigation and Disaster Planning

Conduct analysis in areas related to climate change and extreme weather adaptation such as assessments of transportation vulnerability to extreme weather events, or to develop options for improving resiliency of transportation facilities or systems related to climate changes and/or extreme weather events.

Congestion Management Strategies

The 3-C Transportation Planning Process, as enhanced by MAP-21, stresses efficient system management and operations. Transportation Management Areas (TMA) are required to develop a Congestion Management Process (CMP). Planning for congestion management strategies such as ~~these the following~~ are included in this item: Congestion Management System (CMP), Transportation Demand Management (TDM), Intelligent Transportation System (ITS), High Occupancy Vehicle lanes or priorities (HOV), Access Control and Management, Traffic Operations Improvements, Incident Management, ~~and~~ Growth Management. This item covers the costs associated with planning for these items, coordination with public and private stakeholders, and marketing or public education.

Freight Movement/Mobility Planning

As one of the MAP21's eight planning factors, emphasis is placed on increasing accessibility and mobility options available to people and freight. Tasks included in this category may be a survey of freight carriers, recommendations for improving truck mobility or train/truck intermodal movements, and identifying acceptable truck routes.

II-B-2 Regional Planning Long-Range Planning

This element includes development and creation of both the Comprehensive Transportation Plan (~~NC Requirement~~) and Metropolitan Transportation Plan (~~MAP-21 Requirement~~). To be valid and useful for corridor protection and other uses, the CTP must be mutually adopted by both the MPO and ~~NCDOT~~ the NC Board of Transportation.

Community Goals and Objectives

In the evaluation of community goals and objectives, the MPO will formulate policies ensuring local goals and objectives are discerned and addressed during the development and implementation of the Metropolitan Transportation Plan.

Highway Element of the CTP/MTP

The Comprehensive Transportation Plan (a subset of which is the highway element of the CTP/MTP) will be evaluated in terms of projected travel, capacity deficiencies, travel safety, physical conditions, costs, design, travel time, and possible disruption of people, businesses, neighborhoods, community facilities, and the environment. The evaluation will include an analysis of the MTP and the interrelationship between alternative travel modes.

Recommendations should include adequate right-of-way for improvements consistent with the Bicycle & Pedestrian Plan, Transit Plan and other intermodal connection facilities along logical corridors. If major deficiencies are found with the existing plan, alternative plans will be evaluated. ~~In non-attainment areas, it~~ should be noted that any



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regionally significant Metropolitan Transportation Plan revisions must be analyzed for conformity with the SIP in non-attainment/maintenance areas.

Transit Element of the CTP/MTP

Transit planning incorporates all vehicular modes (other than trucks and the single occupant automobile), including (but not limited to) fixed-route bus service, ridesharing, fixed-guideway transit, and demand responsive transit. The transit plan describes existing transit service and unmet needs, and identifies any additional potential markets. New service types, and areas of service may be recommended, supported by ridership forecasts and other analyses. Assumptions and implications related to land use, travel behavior, parking policies and other variables are clearly defined. Establishing objective measures of effectiveness is critical for evaluating transit alternatives. Measures of transit effectiveness include both the reduction of auto use and congestion, and the broadening of mobility options.

Bicycle and Pedestrian Element of CTP/MTP

A bikeway and pedestrian plan is an essential part of the multi-modal CTP/MTP for an urban area. ~~The report entitled, Incorporating Bicycle and Pedestrian Elements into Transportation Plans, produced by the Transportation Planning Branch, describes the essentials of this task. Support for the MPO's bicycle and pedestrian-related planning activities is covered under this task code.~~ At a minimum, an update to the inventory of existing and proposed bicycle and pedestrian elements should be included in the CTP/MTP.

Airport/Air Travel Element of CTP/MTP

The Airport Master Plan may be coordinated with the MPO (where feasible), and be an element of the CTP/MTP.

Collector Street Element of CTP/MTP

Collector street planning will be conducted as required to develop standards and preliminary locations for collector streets in advance of development. The objective of this planning activity is to ensure optimum traffic operations for the developing street system and transit accessibility to developing areas.

Rail, Waterway, or Other Mode of the CTP/MTP

Some ~~MPO's~~ MPOs may have additional transportation elements that link to the multi-modal CTP/MTP. The MPO should provide documentation to be included in the CTP/MTP. Planning associated with the region's freight rail network and intercity passenger rail will occur in this task code.

Financial Planning

As required by MAP-21, the MTP must have a financial plan. Project cost estimates, and revenue forecasts are required. Federal regulations allow flexibility in the methodologies used for analysis, but they must include estimates for maintenance and operations as well as construction. This item also covers identifying new and alternative funding sources, including new taxing strategies, impact fees, and public-private partnerships. This also includes a financial analysis for the TIP.



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Metrics and Performance Measures

Metrics & Performance Measures: ~~This is a new section; waiting for MAP 21 guidance~~

Each metropolitan planning organization shall establish performance targets and measures that address performance of the transportation system. MPOs shall coordinate with appropriate State and transit agencies in developing targets for the transportation system. The MPO shall integrate in the metropolitan planning process directly or by reference the goals, objectives performance measures and targets described in other State transportation plans and processes, as well as, any plans developed under chapter 53 of title 49 by providers of public transportation, required as part of a performance-based program.

II-B-3 Special Studies

This element includes mode-specific plans and special studies that do not fall under Operational Planning

Special Studies

~~During the regular reevaluation of the Metropolitan Transportation Plan, there~~ There occasionally is a need to make a specific study of a transportation corridor to determine the best solution to a problem. While this may include development of a simple functional design for corridor protection, more detailed studies may include evaluations of alternative modes or alignments for cost, feasibility, and environmental screening, ~~and functional designs~~. In a similar manner, special problems may arise in relation to major land use changes when large-scale traffic generators (hospitals, regional malls, etc.) will either be developed or closed. These land use changes could significantly affect the regional distribution and/or amount of traffic that could require changes to the Metropolitan Transportation Plan to accommodate the newly forecasted growth. The extent, responsibility, and cost for a corridor or sub-area study, which should be conducted within the work plan of the TCC, would be determined prior to its initiation.

III-A Unified Planning Work Program

III-A-1: Unified Planning Work Program

Development of Unified Planning Work Program and Five-Year Plan

A Unified Planning Work Program (UPWP) will be prepared annually by the MPO in cooperation with other participating agencies and under the guidance of the Technical Coordinating Committee. The UPWP will present the proposed planning work program for the next year and review the most recent accomplishments of the planning process. The UPWP will be cross-referenced to the Prospectus to minimize repetitive documentation. The UPWP will be reviewed and approved by the MPO Policy Board, the ~~North Carolina Department of Transportation~~ NCDOT, and Federal agencies providing planning funds for continuing



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transportation planning. These Federal planning funds are provided by FHWA (Section 104(f) and FTA (Section 5303). Preparation of a Section 5303 Grant application is also required in addition to the UPWP to receive planning funds from FTA. The MPO must annually certify their 3-C Transportation Planning Process annually as part of the UPWP adoption. This is used for the submittal of the STIP to FHWA. This should be a separate resolution that is then included in the UPWP.

A 5-year plan that shows basic assumptions for work to be performed in future UPWPs for the current year and subsequent 4 years should also be developed. This will reflect the high-level UPWP categories and show the progression of projects that require more than one year to complete and ongoing maintenance tasks.

III-A-2: Metrics and Performance Measures

~~Metrics & Performance Measures: This is a new section; waiting for MAP 21 guidance. Each metropolitan planning organization shall establish performance targets and measures that address performance of the transportation system. MPOs shall coordinate with appropriate State and transit agencies in developing targets for the transportation system. The MPO shall integrate in the metropolitan planning process directly or by reference the goals, objectives performance measures and targets described in other State transportation plans and processes, as well as, any plans developed under chapter 53 of title 49 by providers of public transportation, required as part of a performance based program.~~

Comment [rwc9]: Move to II-B-2, Long Range Planning (new name)

III-B: Transportation Improvement Program

III-B-1 Prioritization

The MPO list of projects to evaluate under NCGS § 136-18 (42) is developed biennially to communicate the MPO’s priorities regarding the funding schedule on already programmed projects, the acceleration of long term projects into the program, and the addition of new projects to the STIP. The ~~List list~~ may include cost estimates, purpose and need statements, and other supporting materials. A prioritization process is a key step in cooperative TIP development between the MPO, the transit operator, and NCDOT. Local processes for prioritization such as ~~STPSTBG-DA, and TAP or CMAQ~~ projects ~~should may~~ also be included here.

III-B-2 Metropolitan TIP (TIP)

Every 2 years, the MPO will prepare a ~~metropolitan programming document~~ Metropolitan ~~Transportation Improvement Program~~ (MTIP) which is coordinated with the State Transportation Improvement Program (STIP). The local programming document is a short range, five to ten-year multi-modal program which identifies transportation improvements recommended for



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advancement during the program period, identifies priorities, groups improvements into staging periods, includes estimated costs and revenues, and is fiscally constrained.

As conditions change, it may be necessary to amend the TIP to ensure consistency with the STIP. The MPO will coordinate with NCDOT to keep the documents aligned and bring modifications/amendments before the MPO boards as needed.

The MPO will coordinate with local governments to include major non-NCDOT projects in the TIP, with a blanket local STIP identifier to be assigned by NCDOT. ~~The MPO will develop criteria to define "major" along with NCDOT and federal partners.~~

III-B-3 Merger and Project Development

The proposed Comprehensive Transportation Plan (CTP) and selected alternative plans will be evaluated based on criteria established by the goals and objectives reevaluation study and impact on the environment. The Airport Master Plan or other modal plan not included in the CTP should also be evaluated on these criteria. It is anticipated that the evaluation will be in the following areas: efficiency in serving travel demands; energy conservation; cost; and impact on the physical, social, and economic environment. The physical environmental evaluation will include air quality, water quality, soils and geology, wildlife and vegetation. The social environmental considerations will include housing and community cohesion, low-income and minority populations, noise, churches and educational facilities, parks and recreational facilities, historic sites, public health and safety, national defense, and aesthetics. Effects on business, employment and income, land development patterns, and public utilities will be studied as part of the economic environmental evaluation.

Merger Process

Merger is a process to streamline the project development and permitting processes, agreed to by the USACE, NCDENR (DWQ, DCM), FHWA and NCDOT and supported by other stakeholder agencies ~~such as MPOs and RPOs as well as and~~ local units of government. To this effect, the Merger process provides a forum for appropriate agency representatives to discuss and reach consensus on ways to facilitate meeting the regulatory requirements of Section 404 of the Clean Water Act during the NEPA/SEPA decision-making phase of transportation projects.

Each project team will consist of appropriate primary signatory agencies and partnering signatory agencies. The composition of agencies on each project team will vary depending on the specific project's location and scope.

FHWA, USACE, NCDOT and NCDENR are the primary signatories for the Merger Process agreement and are also known as the process owners or sponsors. The partnering agencies are as follows: U. S. Environmental Protection Agency; U. S. Fish and Wildlife Service; National Marine Fisheries Service; N. C. Wildlife Resources Commission; N. C. Department of Cultural Resources; U. S. Coast Guard, U. S. Forest Service; Tennessee Valley Authority; National Park Service; Metropolitan Planning Organizations (MPO's); and the Eastern Band of Cherokee



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Nation. Some of the partnering agencies will participate only when the project is in their respective geographic area of responsibility or statutory authority.

Feasibility Studies

MPOs will participate as needed in NCDOT-sponsored feasibility studies identified in the STIP/TIP.

III-C: Civil Rights Compliance (Title VI) and Other Regulatory Requirements

III-C-1 Title VI

Provide update of Civil Rights statistics report for submittal to FTA to determine MPO compliance to civil rights provisions. Title VI states: The MPO shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 Stat. 252), 49 U.S.C. 2000D TO 2000-D-4; the Regulations of DOT issued thereafter in the Code of Federal Regulations (commonly and herein referred to as CFR) Title 49, Subtitle A, Part 21), and the assurance by the MPO pursuant thereto.

III-C-2 Environmental Justice

Executive Order (E. O.) 12898, Federal Actions to Address Environmental Justice in Minority Populations, requires all Federal agencies to identify and address Title VI and Environmental Justice requirements. Recipients of federal funds, including NCDOT and the MPO's, must assure compliance with these requirements. As mandated by the FHWA, planning activities should focus on complying with E. O. 12898 and the three basic principles of Environmental Justice as follows: a. ensure public involvement of low-income and minority groups in decision making; b. prevent disproportionately high and adverse impacts to low-income and minority groups resulting from decisions made; and c. assure low-income and minority groups receive a proportionate share of benefits resulting from decisions made. Specific tasks include mapping of populations, and businesses, conducting quantitative analysis of the benefits and burdens the transportation system/programs have on ~~the ML~~[environmental justice](#) communities, etc.

III-C-3 Minority Business Enterprise Planning (MBE)

There is a continuing need to address the Minority Business Enterprise (MBE) as a part of the planning and programming phases of project development. Areas are encouraged to give full consideration to the potential services that could be provided by MBE's in the development of transit plans and programs, and the provision of transit service. Transit properties with established MBE programs are encouraged to work with MPO's, utilizing transportation planning funds to update existing MBE programs as necessary.



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III-C-4 Planning for the Elderly and Disabled

The Americans with Disabilities Act of 1990 (ADA) ensures that persons with disabilities enjoy access to the mainstream of American life. The ADA expands on the Section 504 program to comprehensively address mobility needs of persons with disabilities. Joint FHWA and FTA regulations require that the urban transportation planning process include activities specifically emphasizing the planning, development, evaluation and reevaluation of transportation facilities and services for the elderly and disabled, consistent with ADA. This process should include an analysis of inventories of disabled persons, their locations, and special transportation services needed. These regulations emphasize estimation of travel needs through statistical analysis and a self-identification process. Both thoroughfare and transit planning activities should focus on complying with the key provisions of the ADA, and include special efforts to plan transportation facilities and services that can be effectively utilized by persons with limited mobility, such as:

- Public transit authorities providing fixed route transit service must provide comparable level paratransit service to disabled individuals who cannot otherwise use the fixed route service;
- Transit authorities providing elderly and disabled oriented demand responsive service must also buy or lease accessible vehicles unless it can be demonstrated that the system provides a level of service to the disabled equivalent to that provided to the general public; and
- New facilities built must be accessible and existing facilities with major alterations must be made accessible to the maximum extent feasible.

d. Planning for better mobility through such items as wheelchair curb cuts, longer pedestrian crosswalk times at certain intersections, and special parking spaces and rates for cars with one or more transportation disadvantaged occupant(s).

III-C-5 Safety/Drug Control Planning

~~MPO's~~ MPOS may pass planning funds through to transit operators for use in performing safety audits and in the resultant development of safety/ security improvement and in alcohol/drug control planning, programming, and implementation. Attention should be given to the development of policies and planning for the proper safety related maintenance of transit vehicles, fire safety, substance abuse where it affects employee performance in critical safety related jobs, emergency preparedness to improve the capability to respond to transit accidents/incidents, security to reduce theft and vandalism of transit property and to counter potential politically motivated terrorism directed against transit users, facilities, and equipment. Additionally, two of the eight planning factors for metropolitan planning is to *increase the safety of the transportation system for motorized and non-motorized user*, and to *increase the security of the transportation system for motorized and non-motorized users*..

III-C-6 Public Participation

An effective public involvement process provides for an open exchange of information and ideas between the public and transportation decision-makers. The overall objective of an area's public involvement process is that it be proactive, provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement (23CFR450.212(a) and 450.316(b)(1)). It also provides mechanisms for the agency or agencies to solicit public comments and ideas, identify circumstances and impacts which may not have been known or anticipated by public agencies, and, by doing so, to build support among the public who are stakeholders in transportation investments which impact



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their communities. The MPO should have a formalized, written and adopted public participation process.

III-C-7 Private Sector Participation

Federal regulations require that private operators be afforded the "maximum feasible opportunity" to participate in the planning and provision of local transportation services. The purpose of the private sector participation requirement is to give private operators the opportunity to initiate involvement. In an effort to more effectively address this requirement, the evaluation of private sector service alternatives has been incorporated into the transportation planning process. The general criteria for making public/private service decisions may include but is not limited to: a. comparative cost of private versus public services in similar situations; b. perceived quality and reliability of service; c. local control of services; d. responsiveness and flexibility of operators; and e. private operator financial stability.

III-D: Statewide and Extra-Regional Planning

This section covers planning and policy development outside the region and support of state and national user groups and organizations. Legislative issues also covered.

Statewide and Extra-Regional Planning

Coordinate with state and federal agencies involved in transportation planning activities on the regional, state, and national levels. Examples of such activities include: Functional Reclassification of roads, designation of Urban Area Boundaries, National Highway System coordination, participation in statewide planning such as ~~the Vision Plan~~, Highway Performance Monitoring System activities, and regional transit coordination. Involvement could include, but is not limited to: collection and compilation of data; participation in related workshops, conferences, and meetings; and review and administrative approval or endorsement of documentation. Extra-regional plans might include corridor plans that span multiple region boundaries (~~US 70, US 17~~), large-area transit plans that span multiple areas, or similar bike/trail plans (~~ECG, MTST, Carolina Thread Trail~~).

Statewide and Federal Policy Development and Implementation

Coordinate with state and federal agencies as a partner for developing policy direction and implementation. Examples include participation in SPOT, CMAQ or other NCDOT workgroups to develop scoring criteria, provide technical expertise to AMPO, AASHTO, ITE or other organizations at the national and state level that provide policy development assistance; responding to requests from NCGA or individual legislators as needed.



III-E: Management, Operations, and Program Support Administration

Board Support

Support of advisory and governing bodies, including maintenance of membership and appointments, meeting planning, agenda preparation and posting, conducting meetings & hearings, minutes preparation, and compliance with Open Meetings & Public Records statutes.

Subcommittee Support

Same as above for standing and ad-hoc subcommittees. ~~Examples include Citizen's Advisory Committee, Complete Streets Subcommittee, Data and Modeling Subcommittee, Bike/Ped Subcommittee~~

Workgroup Support

This includes support of staff-level committees that do not trigger Open Meetings/Public Records requirements. ~~Examples include the Transit Operators' Workgroup, the Triangle's SE Data Workgroup.~~

Member Services

This includes responding to specific members' needs not covered in other items. It includes presentations to local boards on MPO business and mission, assistance with transportation-related grant applications, or local staff technical assistance as examples.

Administration

This includes day-to-day operational necessities not directly related to the UPWP. Examples include filling out paperwork for finance departments, including timesheets, leave requests, expense reports, benefit forms, etc. Staff meetings may fall under this category, particularly if they include non-MPO staff. Updates to the MOU, Prospectus, or other tasks that do not have another category are also covered here.

TO: CRTPO Delegates & Alternates

FROM: Bill Coxe
TCC Vice-Chair

DATE: November 8, 2017

SUBJECT: STBG-DA Funds Reallocation & 2016-2025 TIP Amendments

REQUEST:

Approve the reallocation of \$2,759,411 in STBG-DA Roadway Project funds as proposed by the Project Oversight Committee (POC) and amend the 2016-2025 TIP to reflect the reallocation.

RECOMMENDATION:

At its November 2017 meeting, the Technical Coordinating Committee unanimously recommended that the Board approve the reallocation of STBG-DA funds as proposed in this memo.

The Project Oversight Committee agreed to and finalized the following recommendation during the October 12, 2017 POC meeting:

The \$2,759,411 in STBG-DA Roadway Project funds available for reallocation should be programmed to the following project:

- Cornelius - Catawba Avenue & Torrence Chapel Road / Liverpool Parkway Intersection Improvements
- This recommendation was made because this project is the next highest scoring project on the roadway project list.

FINDINGS:

The POC established the following findings regarding the reallocation of the STBG-DA funds:

1. The STBG-DA Roadway Project funds available for reallocation should be programmed to the next highest-scoring project following the NC 16 (Providence Rd) / Gray Byrum Rd Intersection Improvements project in Waxhaw.
2. Cornelius staff confirmed that the Catawba Avenue & Torrence Chapel Rd / Liverpool Parkway Intersection Improvements project needs the available STBG-DA funding and the Town will commit the required local match.

BACKGROUND:

1. In June 2017, CRTPO's board approved the allocation of \$28,420,616 in STBG-DA funds for Roadway, Small Roadway, and Bicycle/Pedestrian projects. \$629,384 of the available funds remained unprogrammed.
2. Due to the following factors, \$3,719,770 in STBG-DA funds is currently unprogrammed:

- The NC 16 (Providence Rd) / Gray Byrum Rd Intersection Improvements project in Waxhaw will be funded with SPOT safety funds; therefore, the \$2,410,500 of STBG-DA Roadway funds can be re-programmed to another eligible project.
 - This increases the available STBG-DA Roadway funds from \$348,911 to \$2,759,411.
- Troutman will not use its \$629,886 in STBG-DA Small Roadway Project funds for the Lytton Street Connector project.
 - This increases the available STBG-DA Small Roadway funds from \$0 to \$629,886.

3. Table 1 displays the CRTPO’s current STBG-DA funding by category.

Table 1: Current STBG-DA Programming

Funding Category	Funding Target	Funding Programmed June 2017	Available / Unprogrammed June 2017	Funding Programmed November 2017	Available / Unprogrammed November 2017
Roadway	\$15,105,673	\$14,756,762	\$348,911	\$12,346,262	\$2,759,411
Small Roadway	\$6,502,632	\$6,502,632	\$0	\$5,872,746	\$629,886
Bicycle/Pedestrian	\$7,491,695	\$7,161,222	\$330,473	\$7,161,222	\$330,473
Total	\$29,100,000	\$28,420,616	\$629,384	\$25,380,230	\$3,719,770

4. The following number of submitted projects were not awarded STBG-DA funds:
- Roadway: 4 projects
 - Small Roadway: 0 projects
 - Bicycle/Pedestrian: 2 projects

NEXT STEPS:

The POC will discuss equitable reallocation of the available Small Roadway and Bicycle/Pedestrian funds following completion of the third quarter status updates of the locally administered projects.

TO: CRTPO Delegates & Alternates
FROM: Erin Kinne
Administrative Officer
DATE: November 8, 2017

**SUBJECT: Information Report: Overview of Projects Awarded CRTPO Discretionary Funds
November CRTPO Board Meeting**

BACKGROUND:

- Since it was formed in September 2015, following approval by the Board, the Project Oversight Committee has been focusing on projects funded with CRTPO discretionary funds, for the purpose of:
 - Making project selection recommendations to the TCC regarding CRTPO discretionary funding sources.
 - Monitoring the implementation and progress of projects funded with CRTPO discretionary funds.
- *What are projects funded with CRTPO discretionary funds?*
 - Those which utilize funds from various sources that have been directed to the CRTPO and are then awarded locally through an application process and managed by the local municipality or NCDOT. Those funding sources are STBG-DA, CMAQ, BA, and TAP—described in the Funding Sources section below.
- Since September 2015, 70 projects funded with CRTPO discretionary funds have been awarded.
 - In that time, no project funding has been removed and all active projects funded with discretionary funds are progressing, including some with changes in scope or limits.

FUNDING SOURCES:

- **Surface Transportation Block Grant – Direct Attributable (STBG-DA)** - Flexible funding that may be used by MPOs for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals.
- **Congestion Mitigation and Air Quality Improvement Program (CMAQ)** - Provides funding to MPOs for transportation projects and programs to help meet the requirements of the Clean Air Act by reducing congestion and improving air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (non-attainment areas), as well as former nonattainment areas that are now in compliance (maintenance areas).
- **Bonus Allocation (BA)** – Funding is offered under the Strategic Transportation Investments legislation as an incentive for highway tolling or local government funding participation. MPOs may apply the bonus allocation in one of three categories or a combination thereof: Statewide Strategic Mobility projects; Regional Impact projects; Division Needs projects.

- **Transportation Alternatives Program (TAP)** - A set-aside of funds under the Surface Transportation Block Grant (STBG) which funds programs and projects defined as *transportation alternatives*, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity; recreational trail projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former divided highways.

PROJECT OVERSIGHT COMMITTEE (POC) WORK PROGRAM TASKS:

Monitoring Projects Funded with CRTPO Discretionary Funds

- The POC maintains contact with project managers and receives updates, at least quarterly, regarding the project status, including the completion of key milestones toward project completion.
- The POC endeavors to inform the TCC and CRTPO Board on the status of projects funded with discretionary funds, and will report annually, as a component of the project tracking process.

Project Selection Recommendations

- Prior to a call for projects, the POC reviews scoring criteria, typically in response to feedback received from the CRTPO Board.
- The POC solicits feedback from members and may hold special meetings or workshops with Board and TCC members to facilitate brainstorming and discussion, test for understanding, and accurately capture the resulting feedback.
- The POC drafts scoring criteria modifications based on those outcomes and presents for approval/adoption before a call for projects is issued.
- Once project applications have been received and scored by their respective ranking and review committee, recommendations are presented to the POC for review and discussion, yielding preliminary funding recommendations to present to the TCC and CRTPO Board for consideration and adoption.

PROGRESS OF THE POC:

Accomplished to date

- More detailed and more frequent project tracking
- Organizing successful joint TCC-CRTPO Board workshops
- Managed 5 calls for projects, representing \$76 million allocated

Upcoming

- Moving toward a single call for projects and project submission form where possible
- Working with consultant to develop a project database able to generate useful reports
- New full-time staff position will take on duties related to tracking projects funded with CRTPO discretionary funds

CRTPO TECHNICAL COORDINATING COMMITTEE
Summary Meeting Minutes
Charlotte-Mecklenburg Government Center
Room 267
October 5, 2017

Voting Members: *Vice-Chair* - Bill Coxe (Huntersville), Andy Grzymiski (CDOT) – alt for Danny Pleasant (City Manager’s Office), David McDonald (CATS), Dan Leaver (Charlotte E&PM), Jonathan Wells – alt for Ed McKinney (C-M Planning), Andrew Grant (Cornelius), Matthew Todd (Iredell County), Todd Huntsinger – alt for Patrick Sadek (Indian Trail), Susan Habina Woolard (Matthews), Cami Wecklerly (Mooresville), Stuart Basham – alt for Scott Cole (NCDOT – Div. 10), Anil Panicker – alt for Mark Stafford (NCDOT – Div. 12), Andy Bailey (NCDOT-TPB), Kevin Parker – alt for Chris Easterly (Stallings), Sherry Ashley (Statesville), Erika Martin (Troutman), Bjorn Hansen (Union County), Dennis Rorie (Waxhaw), Lisa Thompson (Weddington), Tim Gibbs – alt for Will Washam (Bicycle Focus Area Representative), Gwen Cook (Greenway Focus Area Representative), Scott Curry (Pedestrian Focus Area Representative)

Staff: Robert Cook (CRTPO), Curtis Bridges (CRTPO), Neil Burke (CRTPO), Erin Kinne (CRTPO), Liz Babson (CDOT) Norm Steinman (CDOT), Jon Young (Mooresville), Wendy Taylor (NCDOT – Div. 10), Amy Ashburg (Charlotte HR), Lee Ainsworth (NCDOT – Div. 10), John Cook (NCDOT – Div. 12), Warren Cooksey (NCTA)

Guests: Bill Thunberg (LNTC), Nick Landa (RS&H), Todd Steiss (WSP), Steve Blakley (Kimley Horn), Yolanda DeLong (Parsons), Michael Bywallace (Gresham Smith)

Bill Coxe opened the meeting at 10:00 a.m. TCC members, staff, and guests introduced themselves.

1. Adoption of the Agenda

Mr. Coxe explained that there was a request to add an action item today’s agenda regarding the FY 2017 UPWP Amendments, and an information report regarding the Updated CRTPO Prospectus. Both items were discussed at yesterday’s transportation staff meeting, and no issues were identified. The revised agenda was adopted by acclamation.

2. Consideration of Consent Agenda

Mr. Coxe explained that the consent agenda for the October meeting contained the September 7 TCC meeting minutes.

Motion:

Andy Grzymiski made a motion to adopt the consent agenda. Jonathan Wells seconded the motion. The motion passed unanimously.

TCC BUSINESS ITEMS

3.1 Wilmington to Charlotte CSX Freight Line INFRA Grant

Presenter: Robert Cook

Summary/Action Requested:

Mr. Cook provided information to the TCC via a Power Point presentation, the contents of which are incorporated into the minutes [here](#). The presentation covered the following points:

- Mr. Cook began his presentation by stating that action is being requested to recommend that the MPO support NCDOT-Rail Division's request to submit an Infrastructure for Rebuilding America (INFRA) grant for the CSX Railroad's SE and SF lines between Charlotte and the Port of Wilmington.
- There are eight potential projects that are being submitted as part of this grant. The grant application will be submitted by the Wilmington Urban Area MPO.
- He explained that the INFRA program is focused on highway and rail projects that provide a freight benefit on a regional or national level.
- Mr. Cook explained that there is \$1.5 billion in INFRA grant funding available nationwide over the next two federal fiscal years, and the projects must range in cost between \$5 million and \$25 million. He added that INFRA funds cannot be greater than 60% of the total project cost.
- Mr. Cook concluded his presentation by stating that the Greater Charlotte Regional Freight Mobility Plan recommends operational efficiency improvements to support the Queen City Express service, including the Hovis and Hoskins Roads grade separations.

Bjorn Hansen asked if CSX will provide a financial contribution, and what the amount will be. Mr. Cook explained that he believed that CSX would provide a financial contribution, but he was unsure of the exact amount. Mr. Coxe added that the application indicates that CSX will maintain the projects throughout their life cycle.

Mr. Coxe stated that he has expressed concern in the past with endorsing projects that would allocate public funding to a private railroad, he supports this project because it would remove truck traffic from the US 74 corridor and reduce congestion by constructing grade separations along the rail line.

Motion:

Tim Gibbs made a motion to recommend that the MPO support NCDOT-Rail Division's request to submit an Infrastructure for Rebuilding America (INFRA) grant for the CSX Railroad's SE and SF lines between Charlotte and the Port of Wilmington. David McDonald seconded the motion. The motion passed unanimously.

3.2. ICATS 2016-2025 TIP Amendment

Presenter: Robert Cook

Summary/Action Requested:

Mr. McDonald explained that action has been requested by the Iredell County Area Transit System to modify the project description within the 2016-2025 TIP for the replacement bus project (TA-5178). The current description within the TIP recommends the purchase of eight replacement buses, and ICATS has proposed a revised description that simply mentions replacement buses. He explained that the NCDOT-Public Transportation Division has requested a general project description for the reason that bus replacement project bids have experienced variability in cost.

Motion:

Erika Martin made a motion to recommend that the MPO to approve a 2016-2025 TIP amendment to modify the description for the ICATS Bus Replacement Project (TA-5178). Ms. Ashley seconded the motion. The motion passed unanimously.

3.3. FY 2017 UPWP Amendment

Presenter: Robert Cook

Summary/Action Requested:

- Mr. Cook began his presentation by stating that the requested action is for the TCC to recommend to the MPO that it approve an amendment to the FY 2017 Unified Planning Work Program to move \$60,000 from Task Code V-1, Congestion Management Strategies to VI-10, Corridor Protection & Special Studies.
- He explained that the amendment to the FY 2017 UPWP is necessary because invoices have recently been received seeking reimbursement for two FY 2016 local transportation planning projects that were extended into FY 2017.
- These projects were programmed in Task Code VI-10, Corridor Protection and Special Studies, but there is insufficient funding within this task code. Funding is available to cover these reimbursements within Task Code VI-1, Congestion Management Strategies.
- Mr. Cook concluded his presentation by stating that the recommended transfer eliminates the shortfall within VI-10, allows the CRTPO reimbursement to occur, and does not affect the bottom line for the FY 2017 UPWP.

Andy Bailey explained that the current UPWP is within the federal fiscal year of 2018, FY 2017 UPWP amendments can still occur because the document has not been closed out by FHWA.

Mr. Grzymski inquired about the CRTPO's frequency of reimbursement requests to NCDOT-TPB. Mr. Cook explained that the reimbursement requests were made twice last year, but the goal is for quarterly reimbursements within this fiscal year.

Mr. Coxe suggested that the Project Oversight Committee could be tasked with the review of the UPWP task codes and reimbursement requests on a quarterly basis. Mr. Cook added that CRTPO will begin the hiring process in the near future for a local administered projects coordinator and this position could also have a role in the oversight of the UPWP.

Motion:

Mr. McDonald made a motion to recommend that the MPO approve the amendment to the FY 2017 UPWP. Mr. Wells seconded the motion. The motion passed unanimously.

TCC INFORMATION REPORTS

4.1. 2045 Metropolitan Transportation Plan Update

Presenter: Robert Cook

Summary:

Mr. Cook explained that he will provide an update on the 2045 MTP schedule:

- The MPO adopted the fiscally constrained project list during the meeting last month.
- The air quality conformity process for the fiscally constrained project list has begun and will continue throughout the end of the year.

- The consultants are currently developing content for the chapters of the MTP report.
- Mr. Cook indicated that it is likely that an action item will be requested during the November meetings to open a public comment period for the draft MTP report. He noted that the public comment period may not begin until December, however; the MPO is not scheduled to meet until January of 2018.
- He explained that the Advisory Committee will meet on October 12 to review the initial results of the scenario planning component of the MTP.
 - Integration of scenario planning will be an iterative process across several MTP development cycles.
 - Mr. Cook encouraged other interested TCC members to attend the Advisory Committee meeting on October 12.

4.2. Northwest Huntersville Transportation Study – Phase 2

Presenter: Bill Coxe

Summary:

Mr. Coxe provided information to the TCC via a Power Point presentation, the contents of which are incorporated into the minutes [here](#). The presentation covered the following points:

- Mr. Coxe began his presentation by providing a historical context regarding the thoroughfare planning for Northern Mecklenburg County dating back to 1988.
- He highlighted the importance of thoroughfare planning in the Lake Norman area since there are only a few corridors that are able to process east-west traffic flows throughout the region with NC 73 being one of them.
- He explained that previous planning efforts such as the NC 73 corridor plan and the first phase of the Northwest Huntersville Transportation Study identified the need for re-alignment of existing corridors and preservation of right-of-way for future transportation corridors.
- Mr. Coxe reviewed several roadway alignment corridor alternatives that have been developed to date.
- He explained that an initial public meeting has been held on June 20, 2017 and 213 residents attended. A second public meeting is scheduled for October 19, 2017.
- Mr. Coxe concluded his presentation by explaining the next steps to the study.
 - October-December 2017: Evaluation of Alternative Alignments
 - January-February 2018: Final Designs and Report Completion.

4.3. Updated CRTPO Prospectus

Presenter: Robert Cook

Summary:

- Mr. Cook began his presentation by explaining that the prospectus is a reference document for CRTPO staff that provides descriptions of the task codes used in the Unified Planning Work Program.
- Its purpose is to provide staff and agencies responsible for completing the tasks with an understanding of what needs to be done, how it is to be done, and who does it.

- He explained that the current version of the prospectus was adopted in 2002 and is outdated because the document does not accurately reference the current plans and initiatives and was based upon the older planning area.
- The draft revised prospectus reduces the number of task codes and reorganizes them into a logical order.
- Mr. Cook concluded his presentation by stating the following next steps:
 - UPWP subcommittee and staff will continue to revise the document and make organization changes to it.
 - The NCDOT-Transportation Planning Division will conduct a review of the draft document.
 - The changes will be reviewed at an upcoming Transportation Staff Meeting.
 - Action will be requested by the TCC in November to recommend that the MPO approve the amendments to the prospectus.

Mr. Bailey stated that this updated prospectus has been used by the French Broad River MPO and the Winston-Salem MPO on a trial basis and both organizations found the documents to be easier to use.

Mr. Coxe stated that he reviewed the revised prospectus and he suggests that the emerging technology of autonomous and connected vehicles is accounted for within the updated document.

OTHER REPORTS

5.1. NCDOT Report

Stuart Basham provided an update on behalf of NCDOT-Division 10:

- Construction of several bridge and culvert structures throughout the Monroe Expressway project area. Significant work continues along the western end of the project near its terminus in Stallings.
- The Independence Boulevard project will be complete by the end of October.
- The Waxhaw-Indian Trail Road/Beulah Church Road project should be complete and open to traffic within the next several weeks.
- A public meeting will be held for the US 74 & US 601 interchange project (U-5723) on October 23.
- A public meeting will be held for the NC 115 and Potts Street and Potts-Sloan-Beatty Connector projects in the Cornelius and Davidson on Thursday, October 5.

Anil Panicker provided an update on behalf of NCDOT-Division 12:

- NCDOT issued a letter to the GCLMPO stating that a feasibility study must be undertaken prior to the reclassification of the Catawba Crossings project from a Division Needs project to a Regional Impact project.
- A public meeting was held on the Brawley School Widening project (R-3833C) and approximately 100 residents attended.
- Traffic will shift to the new eastbound lanes of I-40 near I-77 in Statesville as the I-3819A project draws to a conclusion. The final improvements (I-3819B) will begin within the next several months.
- The right-of-way acquisition phase of the NC 150 widening project (R-2307) project has begun.

5.2. Bicycle and Pedestrian Work Group Report

Mr. Bridges stated the Bicycle and Pedestrian Work Group (BPWG) will be discussing revisions to the CRTPO's TAP criteria during the meeting this afternoon.

5.3. Upcoming Issues

Mr. Cook stated that a joint MPO and TCC workshop will be held on performance measures prior to the October 18 MPO meeting.

Mr. Burke explained that the public comment period ended on Tuesday, October 2 for the Public Involvement Plan. One public comment was received from the American Heart and Stroke Association. Action to approve the updated Public Involvement Plan will be scheduled for the November TCC and MPO meetings.

Matthew Todd explained that Barry Whitesides was involved in a serious bicycle accident near Statesville last week. He is currently in the Intensive Care Unit with multiple injuries.

6. Adjourn: Mr. Coxe determined that the agenda had been adequately completed and adjourned the meeting at 11:07 a.m.