

Comprehensive Transportation Plan

The Comprehensive Transportation Plan (CTP) represents CRTPO's long-term vision for the evolution of the transportation network to serve residents and employers in the CRTPO planning area. It evaluates the condition of the entire surface transportation network through a needs-based assessment conveyed in four modal maps: highway, bicycle, pedestrian and public transit and rail. The four modal maps are mutually adopted by the CRTPO and North Carolina Board of Transportation. The CTP does not include specific projects or improvement schedules but instead represents the status of the network that will be required to support anticipated growth. Many jurisdictions reference the CTP in their development regulations to reserve rights-of-way for future transportation improvements.

[North Carolina General Statute 136-66.2](#) requires each MPO to coordinate with NCDOT to develop a CTP that will serve present and anticipated travel demand in and around the organization's planning area. The plan shall be based upon population growth, economic conditions and prospects, and patterns of land development throughout the planning area and shall provide for the safe and effective use of the transportation system.

CTP Amendment Guidelines

The CTP Amendment Guidelines table, found in Appendix A, identifies the mode and facility type, as well as the examples of amendment types. This table is not meant to be all-inclusive but serves as a guide for the most common scenarios resulting in a CTP amendment. CRTPO staff makes the final recommendation regarding the classification of a change as an administrative modification or procedural amendment.

CTP Map Amendment Classification

The CTP workgroup identified the following two types of CTP map amendments: administrative modification and procedural amendment.

Administrative Modifications are determined to have no to very minor impact to the overall transportation network and adjoining residents and property owners. Administrative modifications are intended to correct minor cartographic errors or revisions and do not alter the intent of the existing CTP alignment. Public involvement is not required if the proposed amendment is determined to be an administrative modification. Notice of administrative modifications will be provided to the CRTPO Board at least once a year.

Note: The TCC Bylaws address map amendments: Article V, Section 6 of the [TCC bylaws](#), contains specified circumstances that authorize the TCC to approve map amendments. In other instances, procedural amendments require public involvement and CRTPO Board approval.

Procedural Amendments have a greater impact on residents and/or property owners. These amendments may alter the intent of the future CTP component. Procedural amendments could enhance the scope, remove an alignment or portion of, change the facility type or change the impact to adjacent property(ies). Procedural amendments may vary due to the characteristics of each transportation mode represented within the four CTP maps. For example, an amendment to a bicycle facility will most likely not have the same impact to affected properties as an amendment to the highway map. The member jurisdiction is responsible for leading public engagement process.

The administrative modification and procedural amendments processes can be found in the Appendix C.

Public Involvement Process

The workgroup developed guidelines addressing the level of public involvement recommended based on the type of amendment. The guidelines are intended to provide a framework of potential public involvement methods that may be implemented based on a CTP amendment's magnitude of impact to stakeholders and the public.

Administrative modifications will not require public involvement and will be brought to the CRTPO Board as an information item at least once a year.

Procedural amendments require public involvement, including a public comment period open for 30 days in length if meeting schedules permit, with a minimum 14 days. Residents will have the opportunity to provide input during a public comment period, during a CRTPO Board meeting, by email, regular mail or facsimile.

Proposed changes will be reviewed to ensure that low-income and/or minority populations will not experience disproportionate impacts, as noted in Executive Order 12898 (see Chapter I, Section B). The CRTPO website will be updated with revised CTP maps once the CRTPO Board has approved the change.

Suggested tools and techniques that can be utilized by the member jurisdiction(s) or CRTPO staff to reach and engage residents can be found in Appendix D.

Waiver of Public Involvement Activities - Public involvement efforts for procedural amendments may be waived only if the agency proposing the amendment has conducted public involvement efforts sufficient to meet the guidelines in the CRTPO's PIP. The public involvement efforts must have been completed within twelve (12) months of the time the CRTPO receives the amendment request.

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Appendix A

CTP Amendment Guidelines

Table II: CTP Amendment Guidelines

Mode	Facility Type	Administrative Modifications (Notification Only to TCC & MPO)	Procedural Amendments (MPO Adoption Required & Public Engagement)
Highway	<ul style="list-style-type: none"> • Thoroughfares (Minor, Major, Boulevard, Freeway, Expressway) 	Status change from recommended to existing Status change from needs improvement to existing Minor change to alignment **	Add or remove facility Status change to recommended/needs improvement Major change to alignment ** Classification change **
	<ul style="list-style-type: none"> • Grade Separations, Interchanges • Managed Lanes Interchange (Direct Access) 	Status change from recommended to existing Status change from needs improvement to existing	Add or remove facility Status change to recommended/needs improvement Change to location Classification change **
Bicycle and Pedestrian	<ul style="list-style-type: none"> • On-Road Facility • Multi-Use Path • Sidewalks 	Status change from recommended to existing Status change from needs improvement to existing Realignment necessitated by roadway realignment Minor change to alignment ** Classification change **	Add or remove facility Status change to recommended/needs improvement Major change to alignment **
	<ul style="list-style-type: none"> • Greenways • Grade Separations 	Status change from recommended to existing Status change from needs improvement to existing Minor change to alignment **	Add or remove facility Status change to recommended/needs improvement Major change to alignment **
Transit and Rail	<ul style="list-style-type: none"> • Fixed Guideway ** • Commuter Rail ** • Active Rail ** • High Speed Rail Corridor 	Status change from recommended to existing Status change from needs improvement to existing Minor change to alignment **	Add or remove facility Status change to recommended/needs improvement Major change to alignment ** Classification change **
	<ul style="list-style-type: none"> • Operational Strategies ** 	Status change from recommended to existing Realignment necessitated by roadway realignment	Add Recommended/Existing Strategy
	<ul style="list-style-type: none"> • Rail Stops, Bus Park & Rides • Intermodal Connectors • Rail-Rail • Rail-Highway Grade Separations 	Status change from recommended to existing Status change from needs improvement to existing	Add or remove facility Status change to recommended/needs improvement Change to location

** See Appendix B for definition
 Classification change - CRTPO staff can determine if public engagement is needed or not.

Appendix B

Definitions

- **Minor Change to alignment:**
 - If the recommended alignment stays on the same parcel(s) as the adopted alignment and does not move closer than 400 feet to an adjacent parcel unless the adjacent parcel(s) owner(s) provide agreement to the recommended alignment in written form; OR
 - If the recommended alignment is being proposed as part of a development proposal, has been approved by the jurisdiction and will be constructed as part of that development. If there are parcels affected by the recommended alignment that are outside the development proposal, those parcel owners must be notified and provide written concurrence to the recommended alignment; OR
 - If the recommended alignment is being proposed as part of a development proposal and public outreach related to the development proposal has included references to the CTP amendment and all parcel owners affected by the recommended alignment that are outside the development proposal must be notified and provide written concurrence to the recommended alignment.

- **Major Change to alignment:** Any other amendment that is not defined as a minor change.

- **Classification Change:** Refers to changes related to the type of facility. For example, a change for a highway facility may update a road from Freeway to Expressway or Boulevard to a Major Thoroughfare. The overall impact is significantly different depending on the transportation mode. CRTPO staff will determine the appropriate level of public engagement when the classification changes.

- **Operational Strategies:** Operational strategies are classified within the CTP as managed lanes on expressways, express bus or bus rapid transit modes.

- **Transit and Rail:**

The following describes the eligible transit technology within the CTP:

 - Fixed guideway is a facility that generally operates in a dedicated guideway separated from general vehicular travel for the exclusive use of public transit, high occupancy vehicles and light rail.
 - Commuter rail is a form of regional passenger rail service within a metropolitan area that provides travel between principal cities and adjacent suburban areas.
 - Active rail is defined as railways that carry primarily either freight or cargo in the railcars to and from its destination by private freight rail companies such as Norfolk-Southern, CSX, etc.

Appendix C

Administrative Modifications and Procedural Amendments Process

This appendix provides an overview of the Administrative Modifications and Procedural Amendments to the CTP.

Administrative Modifications Process:

1. Staff from the CRTPO member jurisdiction initiates the process by coordinating with CRTPO staff to verify and confirm the request is an administrative modification.
2. The proposed modification will be presented by the member jurisdiction at a Transportation Staff Meeting (TSM) for information.
3. Pending any comments from TSM, the modification is conducted internally without action from the Technical Coordinating Committee (TCC) and CRTPO Board.
4. CRTPO staff will present a comprehensive list of modifications to the TCC and CRTPO Board meetings once a year.
5. NCDOT staff brings a list of all amendments once a year to the NC Board of Transportation Meeting for inclusion within the statewide CTP.

Procedural Amendments Process:

1. Staff from the CRTPO member jurisdiction initiates the process by providing a map of the proposed amendment and coordinating with CRTPO staff to verify and confirm the request is a procedural amendment.
2. If confirmed, the member jurisdiction staff will conduct a presentation during a TSM for information and/or discussion as needed.
3. Provided no significant issues are identified during the presentation at TSM, the request will move to an upcoming TCC Meeting for information to recommend that the Board open a public comment period on the proposed amendment. Board approval of the request is required to start the public engagement period. The member jurisdiction must lead the public engagement process. The public engagement period is preferred to be 30 days in length if meeting schedules permit, with a minimum 14 days.
4. Following the close of the public comment period, member jurisdiction staff conducts a second presentation at TSM to summarize the comments received.
5. Member jurisdiction staff provides all agenda text, attachments and presentations to be included within an upcoming TCC and CRTBO Board agenda to present a summary of the comments received.
6. NCDOT staff brings a list of all amendments at least once a year to a NC Board of Transportation meeting for inclusion in the State CTP plan.

Public Comment Waiver for Procedural Amendments: The requirement for public comment can be waived if the member jurisdiction can demonstrate that an adequate level of public

engagement has been conducted within the last year as part of a local land development proposal or plan adoption the amendment has conducted public involvement efforts sufficient to meet the guidelines in the CRTPO's PIP (Section 4.3, Waiver of Public Involvement Activities).

Appendix D

Public Engagement Requirements and Techniques for CTP Amendments

This appendix summarizes the public involvement requirements and suggested techniques for member jurisdictions conducting engagement on CRTPO CTP amendments:

- The public engagement period for review and comment should be held for 30 days in length if meeting schedules permit, with a minimum 14 days.
- Media releases must specify the current alignment or project that will be amended within the CRTPO's CTP.
- Residents will have the opportunity to provide input during a public comment period during a CRTPO Board meeting, by email, regular mail or facsimile.
- The appropriate project, plan or study information, maps, or similar should be made available on CRTPO and/or jurisdiction's website along with instructions for residents to provide comments.
- Member jurisdiction staff should summarize the public comments received on the project submittal lists. Summaries will be posted on the member jurisdiction and CRTPO webpage.
- Member jurisdiction staff should present a summary of public comments received to the TCC and CRTPO Board.

Member jurisdiction and CRTPO may implement the following techniques to inform residents of an open public comment period on a CTP procedural amendment proposed by a member jurisdiction:

- Public comment period may be announced by distributing media releases, e-blasts and inclusion in newsletter articles.
- Post an announcement on the member jurisdiction and CRTPO website regarding the proposed amendment, with instructions on how residents can provide input.
- Social media advertisements may be used to promote the details of the CRTPO Board meetings scheduled to review and/or action on the amendment.
- Notices may be distributed as bus flyers or within utility bill mailings to affected communities.

Public engagement may include the following techniques:

- On-line interactive mapping where residents can express support for project submissions;
- Surveys (on-line or in-person);
- Open houses or public workshops;
- Informational presentation to an elected board, civic group or neighborhood association;
- Staffed table (pop-up) at a regularly scheduled event; and
- Virtual meetings or recorded webinars.

Additional Guidance for Member Jurisdictions:

The member jurisdiction or designee will distribute information to notify the residents within a reasonable vicinity of the proposed amendment. Notifications will include information summarizing the proposed CTP map modification, instructions for residents to obtain additional information regarding the proposal, a schedule of presentations to the TCC and CRTPO Board and ways the public can provide comments. Information can be distributed using one or more of the following methods:

- The distribution should be targeted to the affected property owners and adjacent parcels that may experience a secondary impact. The distribution area should be determined by CRTPO staff and the member jurisdiction's judgment.
- Media release to the appropriate markets.
- The jurisdiction of the proposed amendment should post information regarding the amendment on its website, social media and other appropriate channels.
- For transit and rail amendments, the local transit agency that has initiated the CTP map amendment will lead the public involvement activities in accordance with its local outreach policy.
- For State rail or freight amendments, amendments will follow the public notification methods described under Section I. Highway, Bicycle, and Pedestrian Mode Amendments. Proposed changes will be reviewed to ensure that low-income and/or minority populations will not experience disproportionate impacts, as noted in Executive Order 12898 (see Chapter I, Section B). The CRTPO website will be updated with revised CTP maps once the CRTPO Board has approved the change.