

# Meeting Agenda

RPO Technical Advisory Committee

March 18<sup>th</sup>, 2015 –2:30 Medium Conference Room Land of Sky Regional Council

## 1. WELCOME AND HOUSEKEEPING

- |   |                |
|---|----------------|
| A. Welcome and Introductions                        | Brownie Newman |
| B. Ethics Statement & Agenda Approval/Modifications | Brownie Newman |
| C. Agenda Approval/Modifications                    | Brownie Newman |

## 2. CONSENT AGENDA

- |  |                |
|--|----------------|
| A. Minutes from the RPO TAC Feb 5 <sup>th</sup> , 2015 Meeting | Brownie Newman |
|--|----------------|

## 3. PUBLIC COMMENT

## 4. BUSINESS

- |   |                |
|---|----------------|
| A. Land of Sky RPO Draft 2015-16 PWP, 5yr Planning Calendar | Vicki Eastland |
| B. LOSRPO Bike/Pedestrian Project Submission form           | Vicki Eastland |
| C. Town of Marshall Pop-Up Bike Corral Presentation         | Vicki Eastland |
| D. Announcement, News, Updates                              | Vicki Eastland |

## 5. REGULAR UPDATES

- |   |                             |
|---|-----------------------------|
| A. NCDOT Division 13 and 14 updates       | Jay Swain/Ed Green/Designee |
| B. Transportation Planning Branch Updates | Brendan Merithew            |
| C. Legislative Updates                    | Vicki Eastland              |
| D. Staff Updates and Housekeeping         | Vicki Eastland              |
| E. Adjourn LOSRPO Meeting                 | Brownie Newman              |

Next Meeting: May 27<sup>th</sup>, 2:30 PM

### Upcoming Meetings

- a. NCAMPO April 29-May 1, Raleigh, NC
- b. Joint update of CTPHSTP with FBRMPO
- c. Transylvania Count TAB March 24<sup>th</sup>, 1:30PM
- d. Regional Transit Operators – April 14<sup>th</sup> Mtn. Mobility

## 6. ADJOURNMENT

# Meeting Agenda

Item 1b: Ethics Statement

ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER

(To be read by the Chair or his or her designee at the beginning of each meeting)

In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid conflicts of interest. Does any Board member have any known conflict of interest with respect to any matters coming before the Board today? If so, please identify the conflict and refrain from any participation in the particular matter involved.

Item 2A: Consent Agenda: Minutes from Feb. 5, 2015 Meeting

Land of Sky Rural Planning Organization  
**Technical Advisory Committee Minutes – February 5, 2015**

Attendees:

Jason Chappell (ph)

Vicki Eastland

Charles Landreth (ph)

Brendan Merithew

Brownie Newman (ph)

Lawrence Ponder

Kristina Solberg

Michael Sorrells

Ricky Tipton

Tristan Winkler

## WELCOME AND INTRODUCTIONS

Michael Sorrells called the meeting to order and welcomed attendees. He read the Ethics Statement, asked if there were any conflicts, and members responded that there were none. He then reviewed the Agenda and asked if there were any modifications.

*Lawrence Ponder motioned to approve the Agenda, Jason Chappell seconded, and the Agenda was so approved.*

## CONSENT AGENDA

Michael Sorrells asked if there were any changes to the minutes from August 20, 2014 and there were none.

*Lawrence Ponder motioned to approve the minutes, Jason Chappell seconded, and as all were in favor, the minutes from August 20, 2014 were so approved.*

Vicki Eastland pointed out the convenience to RPO members to meet after Land of Sky council meetings at 2:30pm.

# Meeting Agenda

*Lawrence Ponder motioned to approve the 2015 Calendar, Brownie Newman seconded, and as none opposed, the 2015 Calendar was approved.*

## PUBLIC COMMENTS

The public comment period was opened, and as there were none at this time, nor through Facebook or email, the public comment period was closed.

## BUSINESS

- Draft STIP
  - Vicki Eastland asked if any questions and there were none.
- Draft PIP
  - Vicki Eastland pointed out a change in language from priority needs list to Prioritization list, and that public input not to exceed 28 days to account for the month of February.

*Lawrence Ponder motioned to approve the Draft Public Involvement Policy, Jason Chappell seconded, and as none were opposed, the PIP was then approved and submitted to the Chair for signature.*

- Amendment to LOSRPO 2014-2015 Planning Work Program
 

Work on the Freight Across Appalachia project has been postponed; there will be a freight survey developed and distributed but this project may be continued into 2015-16 PWP year. There has been unplanned work performed in the Data Collection and Assessment category.

  - Much of this work relates to bicycle and pedestrian counts.
    - I-1.2 Bicycle and Pedestrian Inventory and Assessment
  - Mapping and distributing bicycle and pedestrian crash data.
    - I-1.6 Crash Data and Assessment
  - Work related to public transportation.
    - I-1.7 Public Transportation Service Data and Assessment

*Lawrence Ponder motioned to approve the Amendment to the 2014-1025 PWP, Brownie Newman seconded, and as all were in favor, the amendment was approved.*

- SPOT4 Draft Timeline
  - Vicki Eastland reviewed the timeline provided in the Agenda and highlighted deadlines such as August modifications and September input of new projects
- Election of new RPO Chair and Vice-Chair
  - Michael Sorrells reviewed the duties of chairman and the need to adhere to the bylaws. Mr. Sorrells nominated Brownie Newman as Chair and, with no further nominations for chair, Brownie Newman accepted the designation as Chairman for the Land of Sky RPO. Brownie Newman then nominated Michael Sorrells as Vice-Chair and with no opposition or further nominations, Michael Sorrells accepted the designation as Vice-Chair for the Land of Sky RPO.

# Meeting Agenda

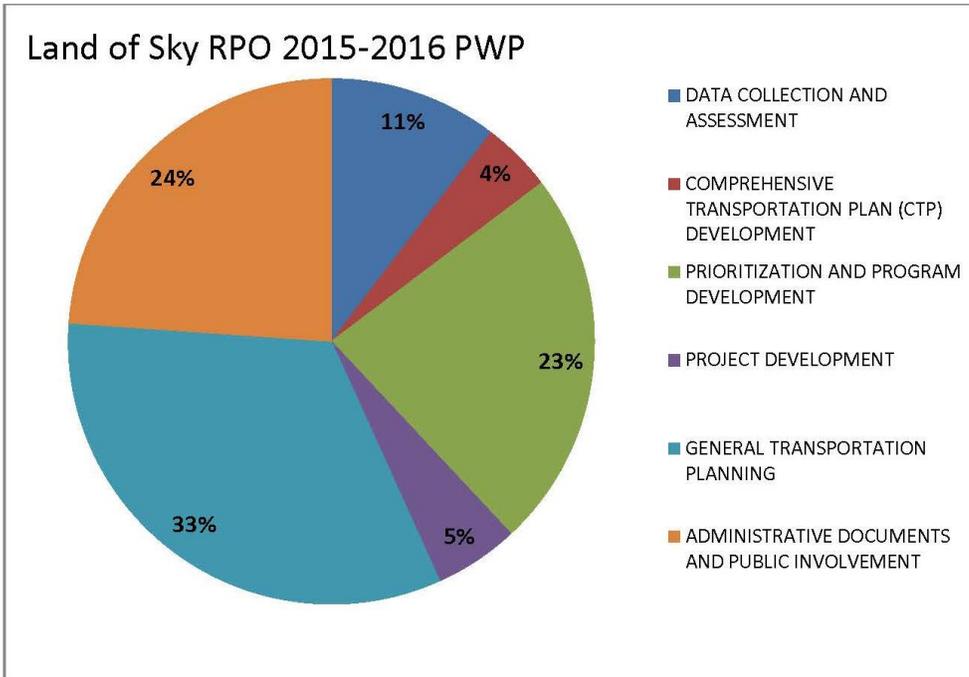
## REGULAR UPDATES

- Rick Tipton provided Division 13 updates and Division 14 were available as a handout. Rick Tipton added that a public comment opportunity meeting is on April 16 from 4-7pm at the High Tech Center.
- Brendan Merithew discussed his meeting in Brevard regarding CTP needs.
- There were no legislative updates at this time.

Michael Sorrells asked for additional announcements and added that he appreciated serving as Chair. He then turned the meeting over to the new Chair, Brownie Newman, who formally adjourned the meeting.



# Meeting Agenda



<b>DATA COLLECTION AND ASSESSMENT</b>	<b>\$12,000</b>
<b>COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT</b>	<b>\$5,000</b>
<b>PRIORITIZATION AND PROGRAM DEVELOPMENT</b>	<b>\$27,000</b>
<b>PROJECT DEVELOPMENT</b>	<b>\$6,000</b>
<b>GENERAL TRANSPORTATION PLANNING</b>	<b>\$38,000</b>
<b>ADMINISTRATIVE DOCUMENTS AND PUBLIC INVOLVEMENT</b>	<b>\$27,625</b>
<b>TOTAL LAND OF SKY RPO BUDGET 2015-2016</b>	<b>\$115,625</b>



# Meeting Agenda

<b>I. DATA COLLECTION AND ASSESSMENT</b>	<b>\$12,000</b>
<b>DATA COLLECTION AND ASSESSMENT</b>	
CTP Inventory and Assessment	
Annual Report	
Bicycle and Pedestrian Inventory and Assessment	
Regional Bike/Ped Counts	
Crash Data and Assessment	
Regional Crash Data Analysis	
Public Transportation Service Data and Assessment	
Meeting Attendance	
<b>II. TRANSPORTATION PLANNING</b>	<b>\$6,000</b>
<b>COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT</b>	
Develop CTP Vision	
CTP Study Setup	
FBRMPO Regional CTP	
Local CTP Vision	
FBRMPO Regional CTP	
Conduct CTP Needs Assessment	
Data Collection and Assessment	
LOSRPO 2015-16 CTP needs Assessment	
<b>PRIORITIZATION AND PROGRAM DEVELOPMENT</b>	<b>\$27,000</b>
<b>Local Project Prioritization</b>	
Local Project Prioritization	
Prioritize Local Projects	
Project Entry and SPOT Prioritization Process	
Input and Reevaluate SPOT Projects	
<b>STIP Participation</b>	
STIP Participation	
SPOT4	
<b>GENERAL TRANSPORTATION PLANNING</b>	<b>\$38,000</b>
<b>General Transportation Planning Tasks</b>	
Regional or Statewide Planning	
NCARPO Participation	
First Tenn Development District RPO meeting attendance	
Special Studies and Projects	
Jointly Update 5 County CPTHSTP with FBRMPO staff	
Regional County Park & Ride/Transit (Transylvania/Madison)	
Freight Across Appalachia	
Brevard Ped Plan	
Town of Marshall Bike & Ped implementation assistance	
CMAQ Planning	
CMAQ Planning	
<b>Title VI</b>	
RPO Affirmation of Title VI Compliance	
Regulatory Documents	
Environmental Justice Assessment	
Regulatory Documents	
Limited English Proficiency (LEP) Assessment	
<b>III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES</b>	<b>\$27,625</b>
<b>ADMINISTRATIVE DOCUMENTS AND PUBLIC INVOLVEMENT</b>	
<b>Administrative</b>	
Planning Work Program	
FY 2015-2016	
5-Year Planning Calendar	
Ongoing	
Quarterly Invoice and Progress Reports	
Administrative	
TCC/TAC Work Facilitation	
Meeting Support	
Ethics Tracking	
Update LOSRPO Bylaws	
Miscellaneous Expenses	
Respond to Member Requests	
Documentation of Public Input	
Ongoing	

# Meeting Agenda

## Land of Sky Rural Planning Organization Fiscal Year 2015-2016 Planning Work Program

Project 1516-001 Regional Crash Data Analysis: RPO staff will continue to collect and analyze crash data throughout the 5 county region to be used in SPOT4 project development and prioritization. Data will also be shared with LOSRPO members and NCDOT Divisions 13 and 14 staff.

Project 1516-002 SPOT 4.0- Staff will work with TCC and TAC member to refine future prioritization methodology and develop and prioritize local projects for submission to SPOT 4.0.

Project 1516-003 Joint Update With FBRMPO CPTHSTP for 5 County Region- RPO staff will work with FBRMPO to update the 5 County Regional CPTHSTP to ensure continuity across both MPO and RPO boundaries. This will be done in lieu of LOSRPO updating the LCP at the same time the MPO is updating the CPTHSTP. Staff hopes this will help alleviate planning fatigue of our members and get a more complete representation of regional long range transit needs.

Project 1415-002 Transylvania and Madison County Park & Ride/Transit: RPO staff will work with the City of Brevard, Transylvania County, Transylvania Transit, the Town of Marshall, Madison County and Madison County Transit, as well as other partners in the area, on researching and developing implementation measures to provide multi modal access into and out of Transylvania and Madison County. Continuation of FY 13-14 work plan

Project 1415-003 Freight Across Appalachia- Staff will work with Mountain Area Workforce Development and other partners across the region to look at freight issues in the region and how to best position our region to maximize its potential in this rapidly changing landscape. Continuation of FY 14-15 work plan

Project 1314-003 FBRMPO CTP- Staff will work with FBRMPO staff on development of an area wide CTP and ensure continuity with RPO area CTP's. Delayed from FY 13-14. Deliverables as needed. Continuation of FY 14-15 work plan



# Meeting Agenda

**Land-of-Sky RPO  
5-Year Planning Calendar, FY 2015 – 2020**

Year	Planning Product			Planning Task			
	Planning Work Program	Long-Range Transportation Plan (CTP)	State TIP	Data Inventory	GIS Development	Special Studies	Regulatory Requirements
FY 15-16	Final March 2016	Partner with FBRMPO on regional MTP, CTP Updates as needed	Priority Needs List for 2017-2027 STIP Ongoing PNL data collection	Update Transportation Data Inventory	Map 2015-2025 STIP projects, Maintain GIS Data	Joint update HSTP w/ FBRMPO Other Special Studies as Needed	LOSRPO Newsletter and Website
FY 16-17	Final March 2017	Partner with FBRMPO on regional MTP	Comment on Draft 2017-2025 STIP, Ongoing PNL data collection	Update Transportation Data Inventory	Create Maps for Regional MTP, Map PNL Projects	Other Special/Tra nsit planning as needed Studies as Needed	LOSRPO Newsletter and Website
FY 17-18	Final March 2018	CTP Updates as needed	Priority Needs List for 2019-2026 STIP Ongoing PNL data collection	Update Transportation Data Inventory	Map 2017-2027 STIP projects, maintain GIS data	Special Studies as Needed	LOSRPO Newsletter and Website
FY 18-19	Final March 2019	CTP Updates as needed	Comment on draft 2019-2029 STIP Ongoing PNL data collection	Update Transportation Data Inventory	Create Maps for Regional LRTP, Map PNL Projects	Other Special Studies as Needed	LOSRPO Newsletter and Website
FY 20-21	Final March 2020	Partner with FBRMPO on regional MTP, CTP Updates as needed	Priority Needs List for 2021-2028 STIP Ongoing PNL data collection	Update Transportation Data Inventory	Map 2019-2026 STIP projects, maintain GIS data	Other Special Studies as Needed	LOSRPO Newsletter and Website

Approved by Land-of-Sky RPO on \_\_\_\_\_, 2015

\_\_\_\_\_, Chair, LOSRPO TAC

Vicki L. Eastland, Secretary, LOSRPO

Staff recommended action:

Review and discuss as needed. PWP has been preliminarily approved by NCDOT TPB awaiting TAC final approval.

# Meeting Agenda

**Item 4b:** LOSRPO Bike/Pedestrian Project Submission form

[http://landofskyrpo.org/wp-content/uploads/2015/03/LOSRPO Bike Ped Project SubmissionForm.docx](http://landofskyrpo.org/wp-content/uploads/2015/03/LOSRPO_Bike_Ped_Project_SubmissionForm.docx)

Staff recommended action:  
FYI Only, requesting input

**Item 4c:** Town of Marshall Pop-Up Bike Corral Presentation

PowerPoint Presentation

Staff recommended action:  
FYI only, consideration of future locations

**Item 4d:** Announcement, News, Updates

## 5. REGULAR UPDATES

- A. NCDOT Division 13 and 14 updates
- B. Transportation Planning Branch Updates
- C. Subcommittee/Workgroup Reports,  
Staff Updates and Housekeeping
- D. Legislative Updates

NCDOT Staff  
Brendan Merithew  
Vicki Eastland  
Staff  
Vicki Eastland

### Announcements, News, Special Updates

Construction reports available from the LOS RPO Website:  
[http://www.landofskyrpo.org/resources\\_and\\_links](http://www.landofskyrpo.org/resources_and_links)

[Division 13 updates](#)

[Division 14 updates](#)