

LAND OF SKY

RURAL PLANNING RURAL ORGANIZATION

RPO Technical Coordinating Committee

February 11th, 2016 – 10:00 A.M., Land of Sky Regional Council

Agenda

1. WELCOME AND HOUSEKEEPING

Welcome and Introductions
Agenda Approval/Modifications

Mark Burrows
Mark Burrows

2. PUBLIC COMMENT

3. CONSENT AGENDA

A. Minutes from the RPO TCC October 08, 2015th Meeting

4. RPO BUSINESS

A. Approve LOSRPO FY 2017 Planning Work Program (PWP)	Vicki Eastland
B. Approve LOSRPO Prioritization Methodology	Vicki Eastland
C. Review changes to LOSRPO 2016 Meeting Schedule	Vicki Eastland
D. CTP 101 Presentation	Brendan Merithew

5. REGULAR UPDATES

A. NCDOT Division 13 and 14 updates	Division Staff
B. Transportation Planning Branch Updates	Brendan Merithew
C. Legislative Updates	Vicki Eastland
D. Staff Updates and Housekeeping	Vicki Eastland

ADJOURNMENT

Upcoming Meetings

Land of Sky RPO TAC – Wednesday February 24th 2016- 2:30 PM Following LOSRC Council meeting Blue Ridge (NEW) Conference Room

Land of Sky RPO TCC- March 10th, 2016-10:00 AM LOSRC French Broad (Large) Conference Room

RURAL PLANNING RURAL ORGANIZATION

Consent Agenda

A. LOSRPO October 08th TCC meeting minutes

RPO Technical Coordinating Committee
October 8th, 2015 – 10:00 A.M., Land of Sky Regional Council
Minutes

Attendance:

Josh Freeman	Joel Setzer	Rick Tipton
Brendan Merithew	Vicki Eastland	Zia Rifkin
Kris Boyd	Erica Anderson	Mark Burrows
Denise Braine	Karen Kiehna	Lyuba Zuyeva
Elizabeth Teague	Jeff Wells	David Foster

WELCOME AND HOUSEKEEPING

Josh Freeman called the meeting to order at approximately 10:00am and introductions followed.

Agenda Approval/Modifications

Erica Anderson moved to accept the agenda without modification. Joel Setzer seconded and the motion carried without further discussion.

PUBLIC COMMENT

Josh Freeman called for any public comment. Hearing none; he closed the public comment period.

CONSENT AGENDA

Mark Burrows moved to approve the Consent Agenda consisting of the minutes from the RPO-TCC August meeting. A second was provided by Joel Setzer and the motion carried upon a vote.

RPO BUSINESS

Review Changes to LOSRPO SPOT 4.0 DRAFT Project List

Vicki Eastland presented the changes to the SPOT 4.0 Draft Project List. She shared that the changes were very minor and presented for TCC members' information only as the TAC will be reviewing the list at the end of this month. Vicki Eastland proceeded to outline those modifications with the TCC.

Adopt LOSRPO 2016 Meeting Schedule

Vicki Eastland shared the proposed LOSRPO TCC meeting schedule for 2016. She communicated that going forward; there is a need to talk with the TAC folks as there has been an issue with having quorum at those meetings. Some TAC members have noted conflicts with the current meeting time and a discussion may be undertaken to determine if the meeting time should be changed to allow for better attendance. Denise Braine asked if the TAC members had alternates and it was shared that not all of them do but that would be addressed including the ethics requirements to be a voting member.

Mark Burrows moved to accept the LOSRPO 2016 meeting schedule as presented. The motion was seconded by Joel Setzer and was approved upon a vote and without further discussion.

LOSRPO DRAFT Prioritization Methodology

Vicki Eastland shared the LOSRPO will receive 1100 local input points to assign for both regional impact projects and division needs projects which was the same as last year. She explained the proposed assignment of points, and shared both the Highway and Bike and Pedestrian Project scoring tables. Discussion occurred about the data used for existing employment and projected job growth. Vicki Eastland shared that job centers are not the only important criteria used for rural areas. Existing jobs and projected job growth will be scored as well as critical destinations (Critical education, health care, grocery/retail, recreation/entertainment destinations) will be taken into account as well. Mark Burrows requested lowering both the existing jobs and projected jobs to a maximum of 25 in the 5 point category. The procedure to score safety was discussed, it was decided that the Safety Score provided by the SPOT office would be used and the could also function as a means of tie breaking in the event projects scored the same.

Joel Setzer moved to approve the proposed Prioritization Methodology with the modifications to adjust criteria as well as the safety methodology as discussed and to forward those to the LOSRPO TAC for consideration. Karen Kiehna seconded and as all were in favor the motion carried without further discussion.

REGULAR UPDATES

NCDOT Division 13 and 14 updates

Transportation Planning Branch Updates

Subcommittee/Workgroup Reports and Staff Updates and Housekeeping

Legislative Updates

Lyuba Zuyeva announced that Lauren Blackburn will be in town prior to the Statewide Bike Summit taking place on October 29th.

Josh Freeman shared that Brevard has broken ground on a new greenway section and has also officially began the process to look at improvements to Ecusta Road.

ADJOURNMENT

With no further business before the LOSRPO TCC, Denise Braine moved for adjournment and the meeting stood adjourned.

Staff recommended action:

Review meeting minutes and approve

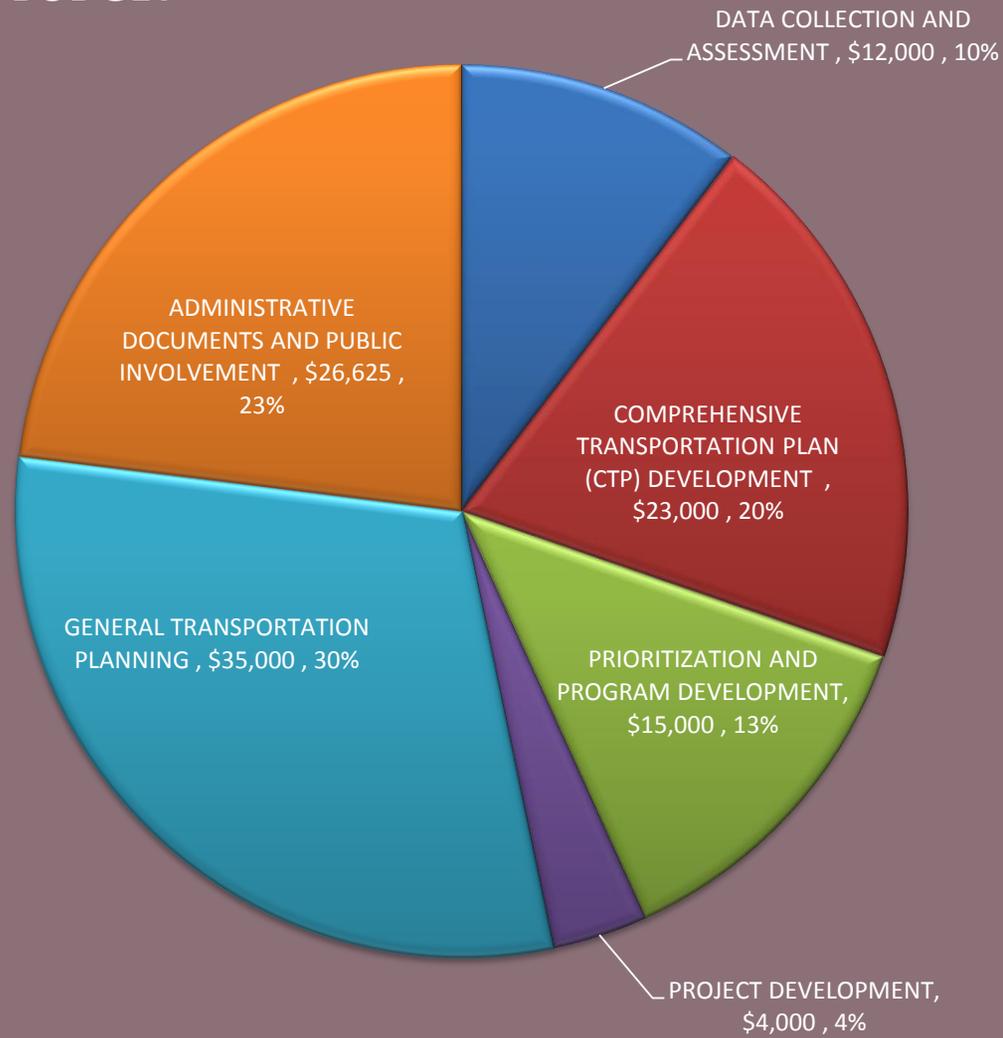
Item 4a: Approve LOSRPO FY 2017 Planning Work Program (PWP)

RPO staff developed PWP based on ongoing and anticipated work tasks for FY2017. Draft PWP has been reviewed and approved by NCDOT TPB staff. The following explanatory documents are provided to help illustrate FY17 anticipated RPO work plan.

**FY 2016-2017
PLANNING WORK PROGRAM
ANNUAL PROPOSED FUNDING SOURCES TABLE
Land of Sky Rural Planning Organization**

TASK CODE	TASK CODE/ WORK PRODUCT DESCRIPTION	RPO PROGRAM
		TOTAL
I. DATA COLLECTION AND ASSESSMENT		
I-1	DATA COLLECTION AND ASSESSMENT	\$ 12,000
I-1.1	CTP Inventory and Assessment <i>Annual Report</i>	SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
I-1.2	Bicycle and Pedestrian Inventory and Assessment <i>Regional Bike/Ped Counts</i>	
I-1.6	Crash Data and Assessment <i>Regional Crash Data Analysis</i>	
I-1.7	Public Transportation Service Data and Assessment <i>Meeting Attendance</i>	
II. TRANSPORTATION PLANNING		
II-1	COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT	\$ 23,000
II-1.1	Develop CTP Vision	SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
II-1.1.a	CTP Study Setup <i>FBRMPO Regional CTP Transylvania County CTP</i>	
II-1.1.b	Local CTP Vision <i>FBRMPO Regional CTP Transylvania County CTP</i>	
II-1.2	Conduct CTP Needs Assessment	
II-1.2.a	Data Collection and Assessment <i>Transylvania County CTP Data Collection and Support Rural Areas of FBRMPO CTP Data Collection and Support</i>	
II-1.2.b	Current and Future Year Data Endorsements	
II-1.2.c	Deficiency Assessment <i>FBRMPO Regional CTP Public Involvement Transylvania County CTP Public Involvement</i>	SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
II-1.3	Analyze Alternatives and Environmental Screening	
II-1.3.a	Alternatives Assessment	
II-1.3.b	Local Alternative Consensus <i>FBRMPO Regional CTP Public Involvement Transylvania County CTP Public Involvement</i>	
II-1.4	Develop Final Plan	
II-1.4.a	Develop CTP Maps <i>FBRMPO Regional CTP Public Involvement Transylvania County CTP Public Involvement</i>	
II-1.4.b	Local Endorsement	SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
II-1.4.c	Adopt Plan	
II-1.4.d	CTP Document	
II-1.4.e	CTP and Local Land Use Revisions	
II-1.4.f	Development of Local Implementation Strategies	
II-2	PRIORITIZATION AND PROGRAM DEVELOPMENT	\$ 15,000
II-2.1	Local Project Prioritization	SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
II-2.1.a	Local Project Prioritization <i>Prioritize Local Projects</i>	
II-2.1.b	Project Entry and SPOT Prioritization Process <i>Input and Reevaluate SPOT Projects</i>	
II-2.2	STIP Participation	SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH
II-2.2.a	STIP Participation <i>SPOT4</i>	
II-3	PROJECT DEVELOPMENT	\$ 4,000
II-3.1	Problem Statement and Purpose and Need	SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
II-3.1.a	Purpose and Need Data <i>If needed</i>	
II-3.1.b	Public Involvement Strategies <i>If needed</i>	
II-3.2	Merger Process	SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
II-3.2.a	Meeting Attendance <i>If needed</i>	
II-3.2.b	Review and Comment <i>If needed</i>	
II-3.3	Indirect and Cumulative Effects	SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
II-3.3.a	ICE Assessment of Probable Growth	
II-4	GENERAL TRANSPORTATION PLANNING	\$ 35,000
II-4.1.a	Regional or Statewide Planning <i>NCARPO Participation NCDOT Transportation Asset Management Plan (TAMP) Work Group NCARPO Bike/Ped work group NCARPO CTP 2.0 Fiscal Constraint work group First Tenn Development District RPO meeting attendance</i>	SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
II-4.1.b	Special Studies and Projects <i>Regional County Park & Ride/Transit (Transylvania/Madison) Freight Survey and Outreach Town of Marshall Bike & Ped implementation assistance Walkability Audits</i>	
II-4.1.c	CMAQ Planning <i>CMAQ Planning</i>	
II-4.2	Title VI	
II-4.2.a	RPO Affirmation of Title VI Compliance <i>Regulatory Documents</i>	
II-4.2.c	Environmental Justice Assessment <i>Regulatory Documents</i>	
II-4.2.d	Limited English Proficiency (LEP) Assessment	
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES		
III-1	ADMINISTRATIVE DOCUMENTS AND PUBLIC INVOLVEMENT	\$ 26,625
III-1.1	Administrative	SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
III-1.1.a	Planning Work Program <i>FY 2016-2017</i>	
III-1.1.b	5-Year Planning Calendar <i>Ongoing</i>	
III-1.1.c	Quarterly Invoice and Progress Reports <i>Administrative</i>	
III-1.1.d	TCC/TAC Work Facilitation <i>Meeting Support Ethics Tracking Update LOSRPO Bylaws</i>	
III-1.1.e	Regulatory Documents	
III-1.1.f	Miscellaneous Expenses <i>Respond to Member Requests</i>	
III-1.2	Public Involvement	
III-1.2.a	Public Involvement Plan (PIP)	
III-1.2.b	Documentation of Public Input <i>Ongoing</i>	
TOTAL		

Land of Sky RPO 2016-2017 DRAFT BUDGET



Land of Sky Rural Planning Organization

Fiscal Year 2016-2017 Planning Work Program

Project 1617-001 Regional Crash Data Analysis: RPO staff will continue to collect and analyze crash data throughout the 5 county region to be used in SPOT4 and future project development and prioritization. Data will also be shared with LOSRPO members and NCDOT Divisions 13 and 14 staff.

Project 1617-002 Transylvania County CTP Update: RPO staff will work with Transylvania County Staff, Elected Officials and Citizens and TPB staff to update the Transylvania County CTP.

Project 1617-003 Walkability Audits: Staff will work with FBRMPO staff and interested RPO member jurisdictions to provide walkability analysis and identify pedestrian improvement recommendations (to be incorporated into CPT plan updates)

Project 1516-002 SPOT 4.0: RPO 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 1415-002 Transylvania and Madison County Park & Ride/Transit: RPO staff will continue working 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 Survey and Outreach: RPO Staff will work with FBRMPO and private freight carriers to identify major freight needs in the region including key corridors, bottlenecks, truck parking issues and potential Continuation/modification of FY 14-15 work plan

Project 1314-003 FBRMPO CTP: RPO 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

**Land-of-Sky RPO
5-Year Planning Calendar, FY 2016 – 2021**

Year	Planning Product			Planning Task			
	Planning Work Program	Long-Range Transportation Plan (CTP)	State TIP	Data Inventory	GIS Development	Special Studies	Regulatory Requirements
FY 16-17	Final March 2016	Partner with FBRMPO on regional MTP AMMENDMENTS, CTP Updates as needed Update Transylvania Co. CTP	Prioritize Projects for 2018-2027 STIP Ongoing data collection	Update Transportation Data Inventory	Mapping for CTP updates, Maintain GIS Data,	Continue Joint update HSTP w/ FBRMPO Other Special Studies as Needed	LOSRPO Newsletter and Website
FY 17-18	Final March 2017	Partner with FBRMPO on regional MTP/CTP's as needed	Comment on Draft 2018-2027 STIP, Ongoing PNL data collection	Update Transportation Data Inventory	Create Maps for CTP's as needed, Map 2018-2027 STIP projects, Crash Data	Other Special/Transit planning as needed	LOSRPO Newsletter and Website
FY 18-19	Final March 2018	CTP Updates as needed	Prioritize Projects for 2020-2029 STIP Ongoing PNL data collection	Update Transportation Data Inventory	Map PNL projects, maintain GIS data, Crash Data	Special Studies as Needed	LOSRPO Newsletter and Website
FY 19-20	Final March 2019	CTP Updates as needed	Comment on draft 2020-2029 STIP Ongoing PNL data collection	Update Transportation Data Inventory	Map 2020-2029 STIP, Map PNL Projects, Crash Data	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	Prioritize Projects for 2021-2028 STIP Ongoing PNL data collection	Update Transportation Data Inventory	Map 2019-2026 STIP projects, maintain GIS data, Crash Data	Other Special Studies as Needed	LOSRPO Newsletter and Website

Approved by Land-of-Sky RPO on _____, 2016

Brownie Newman, LOSRPO TAC Chair

Vicki L. Eastland, Secretary, LOSRPO

Staff recommended action:

Review and discuss projects as needed. Recommend changes if needed. Recommend for RTAC review and approval.

Item 4b: Approve LOSRPO Prioritization Methodology

LOSRPO TCC reviewed and revised DRAFT Prioritization Methodology at the Oct, 8 2015 TCC meeting, revisions were made and the LOSRPO TAC reviewed and further revised the DRAFT Prioritization Methodology at the Oct. 21, 2015 Meeting. LOSRPO DRAFT Prioritization Methodology was sent to NCDOT SPOT Office for review and was conditionally approved pending public input and public hearing. RPO staff advertised the DRAFT Methodology public hearing in the Jan, 20th issue of the Mountain Express and placed on the LOSRPO web site.



Highway Project Methodology

Criteria	0 points	5 points	10 points	15 points	20 points
Safety	5 Highway projects (1 -5) with the LOWEST safety scores as provided by NCDOT SPOT Office	6 Highway projects whose safety score ranks (6 - 11) as provided by NCDOT SPOT Office	6 Highway projects whose safety score ranks (12 - 17) as provided by NCDOT SPOT Office	6 Highway projects whose safety score ranks (18 - 23) as provided by NCDOT SPOT Office	6 Highway projects whose safety score ranks (24 - 29) the HIGHEST as provided by NCDOT SPOT Office
	Highway safety calculated by NCDOT SPOT office				
Destination Served	No direct access to major destination	Direct access to 1 : critical educational, health care, grocery/retail recreation/entertainment destination OR TAZ with 20-49 employees	Direct access to 2 : critical educational, health care, grocery/retail recreation/entertainment destination OR TAZ with 50-99 employees	Direct access to 3 critical educational, health care, grocery/retail recreation/entertainment destination OR TAZ 100-149 employees	Direct access to 4 OR MORE : critical educational, health care, grocery/retail recreation/entertainment destination OR TAZ 150 or greater employees
	Does the project connect directly to a critical educational, health care, employment, grocery/retail or recreation/entertainment destination?				
Projected Employment Growth	No direct access to TAZ with projected employment growth >= 20 employees	Direct access to TAZ with projected employment growth 20-49 employees	Direct access to TAZ with projected employment growth 50-99 employees	Direct access to TAZ with projected employment growth 100-149 employees	Direct access to TAZ with projected employment growth 150 OR greater employees
	Does the project connect directly to a TAZ (Traffic Analysis Zone) with projected employment growth? (Based on Employment Growth Projections used in FBRMPO TDM)				
Multimodal Accommodations	Project does not include bike/ped facilities or connections	Project includes EITHER bike/ped facilities or connections	Project includes BOTH bike/ped facilities or connections		
	Whether the project includes facilities such as sidewalks, bicycle lanes, etc, or a connection to these type facilities.				
Local Priority	The #9 and #10 projects for both Regional and Division level project lists	The #7 and #8 projects for both Regional and Division level project lists	The #5 and #6 projects for both Regional and Division level project lists	The #3 and #4 projects for both Regional and Division level project lists	The #1 and #2 projects for both Regional and Division level project lists
	Based on Regional Impact and Division Needs Prioritised lists from each county				
SPOT 4.0 Score from NCDOT	SPOT 4.0 Score = $\frac{[SPOT\ SCORE]}{[Max\ SPOT\ Score]} * 100$ * 10%	Regional Max Score = 70 Division Max Score = 50	ie. Regional $[\frac{65}{70} * 100] * 10\% = 9.286$ ie. Division $[\frac{35}{50} * 100] * 10\% = 7$		
	The Quantitative SPOT 4.0 Score provided by NCDOT will account for 10% of overall score.				

Bike and Pedestrian Project Methodology

Criteria	0 points	5 points	10 points	15 points	20 points
Safety	LOSRPO Bike/Pedestrian project with the lowest safety score as provide by NCDOT SPOT Office	LOSRPO Bike/Pedestrian project with the fourth highest safety score as provide by NCDOT SPOT Office	LOSRPO Bike/Pedestrian project with the third highest safety score as provide by NCDOT SPOT Office	LOSRPO Bike/Pedestrian project with the second highest safety score as provide by NCDOT SPOT Office	LOSRPO Bike/Pedestrian project with the highest safety score as provide by NCDOT SPOT Office
Bike or Pedestrian safety calculated by NCDOT SPOT office, LOSRPO will Order and Rank Projects by safety scores					
Destination Served	No direct access to major destination or TAZ with >= 20 employees	Direct access to 1 : critical educational, health care, grocery/retail, recreation/entertainment destination or TAZ with 20-49 employees	Direct access to 2 : critical educational, health care, grocery/retail, recreation/entertainment destination or TAZ with 49 - 99 employees	Direct access to 3 critical educational, health care, grocery/retail, recreation/entertainment destination or TAZ with 100-149 employees	Direct access to 4 OR MORE : critical educational, health care, grocery/retail recreation/entertainment destination or TAZ with 150 or greater employees
Does the project connect directly to a critical educational, health care, employment, grocery/retail or recreation/entertainment destination?					
Projected Employment Growth	No direct access to TAZ with projected employment growth >= 20 employees	Direct access to TAZ with projected employment growth of 20-49 employees	Direct access to TAZ with projected employment growth of 49-99 employees	Direct access to TAZ with projected employment growth of 100-149 employees	Direct access to TAZ with projected employment growth of 150 or greater employees
Does the project connect directly to a TAZ (Traffic Analysis Zone) with projected employment growth? (Based on Employment Growth Projections used in FBRMPO TDM)					
Connectivity	Project does not connect to bike/ped facilities or connections		Projects that connect two previously disconnected (or inconveniently connected) sections of bicycle or pedestrian infrastructure (missing links)		
Whether the project includes facilities such as sidewalks, bicycle lanes, etc, or a connection to these type facilities.					
Local Priority	The #9 and #10 projects for both from Bike/Ped project lists	The #7 and #8 projects from Bike/Ped project lists	The #5 and #6 projects from Bike/Ped project lists	The #3 and #4 projects from Bike/Ped project lists	The #1 and #2 projects from Bike/Ped project lists
Based on Bike and Pedestrian Prioritised lists from each county					
SPOT 4.0 Score from NCDOT	SPOT 4.0 Score = [(SPOT SCORE/Max SPOT Score)*100]*10%	Regional Max Score =70 Division Max Score = 50	ie. Regional [(65/70)*100]*10%=9.286 ie. Division [(35/50)*100]*10%=7		
The Quantitative SPOT 4.0 Score provided by NCDOT will account for 10% of overall score.					

Staff recommended action:

Approve Methodology for LOSRPO TAC to hold Public Hearing on February 24th

Item 4c: Review changes to LOSRPO 2016 Meeting Schedule

The LOSRPO 2016 meeting calendar was approved at the LOSRPO TCC/TAC Oct meetings. Changes had to be made due to a typo in the March TAC date and May scheduling conflicts.



**Land of Sky RPO TCC/TAC
2016 Meeting Schedule**

Land of Sky RPO TCC – 2nd Thursday at 10:00 a.m.
(unless otherwise noted)

January 14, 2016 CANCELED
February 11th NEW
March 10, 2016
May 19, 2016 New Date
September 8, 2016
October 13, 2016 (If Needed)

Land of Sky RPO TAC – 4th Wednesdays at 2:30 p.m.
(unless otherwise noted)

January 27, 2016 CANCELED
February 24th NEW
March 23, 2016 Corrected Typo
May 25, 2016
September 21, 2016
October 26, 2016 (If Needed)

Meeting Agendas and Notes are posted at <http://landofskyrpo.org/committees/>
All meetings take place at Land-of-Sky Regional Council,

www.landofskyrpo.org

Staff recommended action:
FYI only

Item 4d: CTP 101 Presentation

Brendan Merithew, Transportation Planning Branch (TPB) will provide a presentation on an overview of the Comprehensive Transportation Plan (CTP) process and timeframe

Staff recommended action:

Informational, in preparation for participation in upcoming CTP updates

5. REGULAR UPDATES

- | | |
|---|------------------|
| A. NCDOT Division 13 and 14 updates | Division Staff |
| B. Transportation Planning Branch Updates | Brendan Merithew |
| C. Legislative Updates | Vicki Eastland |
| D. Staff Updates and Housekeeping | Vicki Eastland |

ADJOURNMENT