



## REQUEST FOR BOARD ACTION

ITEM NO. 23.

**DATE OF MEETING:** January 4, 2011

**REQUESTED BY:** Kenneth Vafier, Senior Planner, Department of Planning and Community Development

**SHORT TITLE:** Resolution Adopting a Policy for Citizen Input on a Local Transportation Prioritization Program

**BACKGROUND:** At the October 19, 2009 Board of Commissioners meeting, the Board expressed support for a program to solicit public input for local transportation projects.

Submission of a potential project would be facilitated by staff and, dependent upon the location of the project, forwarded to the appropriate transportation agency (Wilmington Metropolitan Planning Organization or Cape Fear Rural Planning Organization) for prioritization and potential inclusion in the NCDOT State Transportation Improvement Program.

Interested parties will be able to submit a potential project at any time prior to a late spring deadline. This can be done electronically or manually throughout the cycle. Staff will publicize the program throughout the bi-annual cycle with announcements at board meetings, public events, in the department and via the County website. In spring of each qualifying year, staff will conduct publicized open houses in different areas of the county to solicit potential project input.

The program will be initiated in January, 2011 to coincide with NCDOT's bi-annual prioritization cycle. Staff has been informed that the MPO, RPO, and NCDOT prioritization cycle is scheduled to take place by July 2011, therefore staff will plan to conduct public open houses throughout the spring of 2011. Staff has also contacted municipalities within the County for inclusion in the program.

**SPECIFIC ACTION REQUESTED:** Staff is requesting adoption of this resolution and program as a policy that will be administered by the Department of Planning and Community Development in collaboration with the NC DOT, WMPO, Cape Fear RPO, and participating municipalities.

**MANAGER'S RECOMMENDATION**  
Respectfully recommend approval.

MB  
Initial

**RESOLUTION**

**NOW, THEREFORE, BE IT RESOLVED** by the Pender County Board of Commissioners that

the Pender County Board of Commissioners hereby adopts the Local Transportation Prioritization Program as attached, and the Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Brown \_\_\_ Tate \_\_\_ Rivenbark \_\_\_ Ward \_\_\_ Williams \_\_\_

\_\_\_\_\_  
George R. Brown, Chairman      1/4/11  
Date

\_\_\_\_\_  
ATTEST      1/4/11  
Date



## LOCAL TRANSPORTATION PRIORITIZATION POLICY

In order to provide a formal process where the Board of Commissioners, Planning Board, Staff, and general public of Pender County is able to provide input into the North Carolina State Transportation Improvement Program (STIP), Pender County will adhere to the Local Transportation Prioritization program as described below.

In coordination with the North Carolina Department of Transportation (NCDOT), Wilmington Metropolitan Planning Organization (WMPO), Cape Fear Rural Planning Organization (RPO), and the municipalities of Pender County, Planning staff will administer a bi-annual program to solicit local input for potential STIP transportation improvement projects. Projects will be required to be a type of project qualifying for inclusion in the STIP.

The program will be coordinated with NCDOT's bi-annual prioritization cycle, generally following the project schedule as attached. Using a Project Submission Form, participants will be able to submit a proposed project to Planning Staff at anytime throughout the prioritization cycle. Staff will then forward these requests to either the MPO or RPO, dependent upon project location, for inclusion in each organization's respective prioritization exercise. The MPO and RPO then forward their list of top prioritized projects to NCDOT for further prioritization and publication in the STIP.

Planning Staff will routinely publicize the program throughout the year, and will facilitate countywide public open houses in the spring of every prioritization year prior to forwarding the submitted projects.

Planning Staff will coordinate with participating municipalities for inclusion in this program in an effort to assist the municipalities with transportation needs.

Pender County Transportation Project Prioritization Process				2011																												
Pender County Department of Planning and Community Development				Month:	March				April				May				June				July				August				September			
Project Lead: Kenneth Vafier, Senior Planner					Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
	Activity	Planned Start Date	Planned Finish Date																													
1	Open houses for submission of qualifying project ideas	03/01/11	05/31/11																													
2	Deadline to receive projects for 2012 cycle	06/30/10	06/30/11																													
3	Public Hearing by PB to recommend prioritized projects	07/05/11	07/05/11																													
4	Public Hearing by BOC to decide on prioritized projects	07/18/11	07/18/11																													
5	Forward received project ideas to MPO, RPO contacts	07/31/11	07/31/11																													

*\*The chart shown above is a sample time-frame for project submissions to the appropriate transportation organizations.*

**Pender County Transportation Project Prioritization**

***Proposed Project Submission Form***

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Proposed Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose and Need for Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Location: \_\_\_\_\_

Project Jurisdiction (MPO or RPO): \_\_\_\_\_

\_\_\_\_\_

Project Category (For Staff Use Only):

Interstate/Primary Road

Secondary Road

Transit Service

Multimodal (bicycle/pedestrian, rail, etc.)

Project Type:

New alignment/infrastructure

Improvement (widening, surfacing etc.) to existing facility

Safety improvement to existing facility

Maintenance of existing facility