

CONTENTS

	<u>Page</u>
List of Core CTP Committee and Key Staff Team Members	1.
Your Role as a Core CTP Committee Member	2.
Others' Roles	3.
Organization and Management	5.
Planning Process Overview	6.
Characteristics of an Effective Work Team	7.

Davie, Surry, & Yadkin Counties Regional Comprehensive Transportation Plan

CORE COMMITTEE FOR THE COMPREHENSIVE TRANSPORTATION PLAN

CTP Core Committee Members & Their Chosen Representatives

Core Committee Member	Core Committee Member Representative	Email
Davie County		
County		
Town of Mocksville		
Town of Cooleemee		
Town of Bermuda Run		
Stakeholder(s)		
Surry County		
County		
Town of Dobson		
City of Mount Airy		
Town of Pilot Mountain		
Stakeholder(s)		
Yadkin County		
County		
Town of Yadkinville		
Town of Jonesville		
Town of Boonville		
Town of East Bend		
Stakeholder(s)		
Other Stakeholder(s)		
NCDOT, Division 9		

KEY STAFF TEAM

Lawrence Holdsworth	lholdsworth@ptrc.org	NWPRPO
Jesse Day	jday@ptrc.org	PTRC
Michael Abuya	mrabuya@ncdot.gov	NCDOT - TPD
Reuben Crummy	rcrummy@ncdot.gov	NCDOT - TPD
Daryl Vreeland	dvreeland@ncdot.gov	NCDOT - TPD
Andy Bailey	jabailey@ncdot.gov	NCDOT - TPD

Davie, Surry, & Yadkin Counties Regional Comprehensive Transportation Plan

YOUR ROLE AS A CTP COMMITTEE MEMBER

Your role as a Steering Committee member is critically important to the success of the Comprehensive Transportation Plan (CTP):

o **UNIQUE PERSPECTIVE:**

You represent a unique local viewpoint from within the community; you know the area well—its people and its resources. You have a feeling for what types of policies and strategies may work and what types may not.

o **PLAN DEVELOPMENT:**

You should provide perspective and insight on information gathered as well as feedback on potential transportation improvements as they are developed. In doing so, you will play a critical part in shaping the future transportation network for decades to come. At the same time, you are not being asked to be a planner or writer; rather, you are to be a *sounding board* for the residents of the area.

o **NETWORKING AND RECRUITMENT:**

You know others in the area who have a keen interest in the way in which the area's future transportation needs should be managed. These others may include friends, neighbors, business associates, or others vitally interested in the future of the area. By inviting these individuals to participate in the planning process, you can help make sure that all important viewpoints are embodied in the plan.

o **PUBLIC MEETINGS FACILITATION AND SUPPORT:**

During the course of the project, you may be asked to help facilitate public meetings. Specific roles will be discussed and agreed upon before each meeting and may include: greeting/ signing people in, facilitating small groups, promoting discussion, summarizing meeting results, assisting with meeting room set up or take down, etc.

o **PLAN PRESENTATION AND RECOMMENDATION.**

At the conclusion of the planning process, you may be asked to participate in the presentation of the CTP to the County and municipalities for their consideration of adoption.

Davie, Surry, & Yadkin Counties Regional Comprehensive Transportation Plan

OTHERS ROLES

1. **PLANNING BOARD(s):**

As the appointed board most involved in land use management issues, the Planning Boards may also be asked to join in the initial orientation meeting for the CTP. Later, the Planning Boards will also be invited to participate in the joint review session for the draft plan, to provide comments on the plan to the CTP Committee. The CTP Committee will then consider the comments of the Planning Boards during development of the final draft of the plan.

2. **RESOURCE ADVISORS (Full CTP Committee):**

Because there are so many interest groups and agencies involved in area issues, it will be important to proactively seek input from these various groups and agencies during the planning process. Representatives of stakeholder groups and agencies will be invited to participate as Resource Advisors for the Comprehensive Transportation Plan. Their perspectives and insights will be gathered through meetings and other communications. Examples of Resource Advisors may include local homebuilders, realtors, environmental groups, transportation officials, utilities providers, and local government officials from nearby jurisdictions.

3. **RESIDENT ADVISORS:**

In addition to involved agencies and organized groups, the Comprehensive Transportation Plan will also need to include the views of area residents who have a vital interest in the area but who may not be part of an organized group. Any individual can be a Resident Advisor to the plan simply by attending the scheduled public meetings for the plan. Resident Advisors may be recruited to attend these meetings, in part, by members of the CTP Committee. This active recruitment is designed to involve a broad cross section of area residents in formulating the plan.

4. **KEY STAFF TEAM:**

NWPRPO

Lawrence Holdsworth, NWPRPO's Regional Planner, will serve as the staff person charged with coordinating administrative support for the Comprehensive Transportation Plan; assembling and creating data in support of the CTP; working with committee members for the mechanics of meeting arrangements, such as securing meeting places, maintaining mailing lists, and distributing draft reports, notices, agendas, etc.

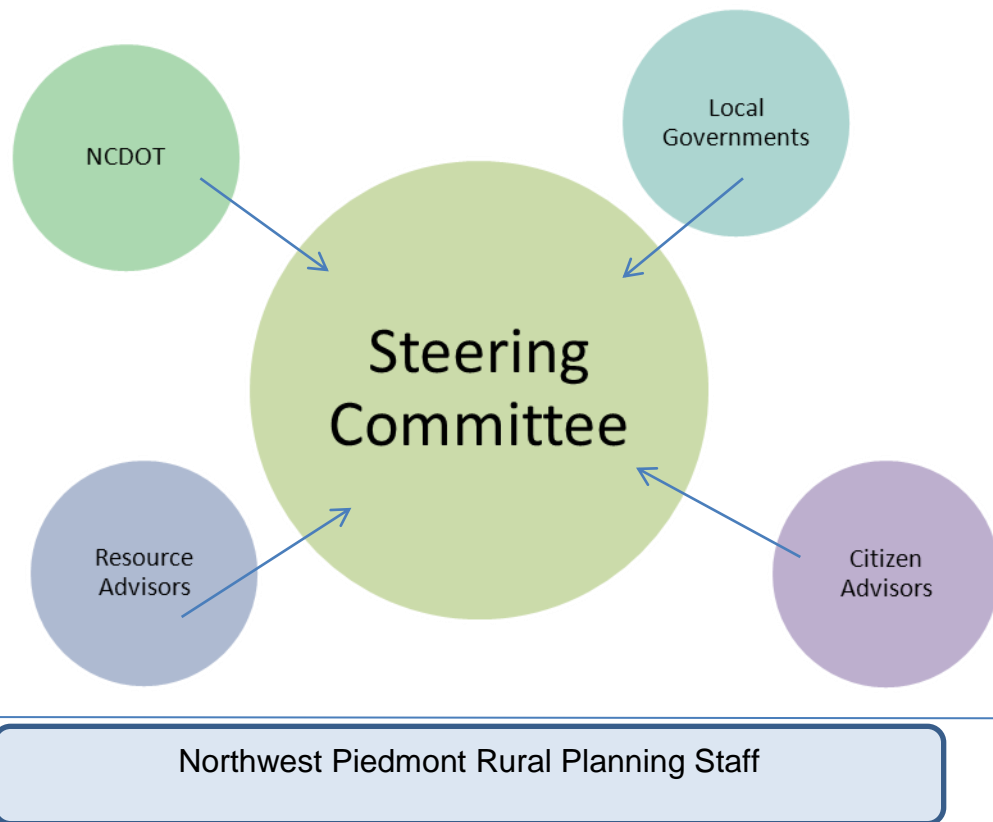
NCDOT

Michael Abuya, Reuben Crummy & Daryl Vreeland, Engineers with NCDOT-Transportation Planning Division, working closely with NWPRPO Staff, will be responsible for guiding the Steering Committee through the CTP process, data gathering, technical analysis of the overall transportation system, and for facilitating the meetings of the **Steering Committee** and the general public during plan preparation. Mr. Abuya and Mr. Crummy will also be responsible for producing the preliminary and final drafts of the CTP maps and CTP report. They will suggest meeting agendas for consideration by the Committee and, with the **Committee Chair**, will help keep discussions focused and moving forward. Near the end of the planning process Mr. Abuya, Mr. Crummy and Mr.

Davie, Surry, & Yadkin Counties Regional Comprehensive Transportation Plan

Vreeland will also assist the Core CTP Committee in reviewing the preliminary draft of the Plan with the Municipalities, Counties and the NWPRPO **Planning Boards**.

Davie, Surry, & Yadkin Counties Regional Comprehensive Transportation Plan Organization and Management



Elected Officials provide direction to Core CTP Committee, early in the process as well as during review of draft plan; near the end of the planning process, they also hold a formal public hearing to consider adoption of the plan.

Core CTP Committee guides preparation of the Strategic Growth Plan and recommends plan to Elected Officials.

Planning Board provides input on draft plan to Core CTP Committee.

Citizen Advisors and Resource Advisors (Full CTP Committee) provide input and perspective at organized public input meetings, as well as by letter, phone contact, etc.

Key Staff/NCDOT provides technical and administrative assistance, organizes public involvement

Davie, Surry, & Yadkin Counties Regional Comprehensive Transportation Plan

process and prepares draft and final plan.

CHARACTERISTICS OF AN EFFECTIVE WORK TEAM (MCGREGOR, 1960)

1. The atmosphere is informal.
2. Everyone participates.
3. The objective of the group is well understood.
4. Every idea is given a hearing.
5. There is disagreement.
6. There is no "tyranny of the minority".
7. Sometimes there are basic disagreements, which cannot be resolved (immediately).
8. People are free in expressing their feelings as well as their ideas.
9. When action is taken, clear assignments are made and accepted.
10. The chairman of the group does not dominate it; the leadership can shift.
11. The group is self-conscious about its own operations.

Davie, Surry, & Yadkin Counties Regional Comprehensive Transportation Plan

Meetings Schedule

Davie, Surry, & Yadkin Counties Regional Study CTP Timeline – Monthly meeting breakdown. Meetings will tentatively be _____ of the month at 10am.

May 2019 – Kick Off Meeting: “What is a Regional CTP”, Presentation and the roles & responsibilities of the Committee - by TPD - followed by group discussion. Brainstorming Goals and Objectives. Develop Public Input CTP Survey. Base Maps – what streets to include in the CTP. Base Year (BY) population and Socio-economic (SE) data presentation. It is also when the committee gets to tell us about their community.

June 2019 – The Survey should be finalized and released for public input period. Formulate Preliminary Vision Statement. Present Base Year (BY) Traffic Analysis/Deficiencies as well as Draft Future Year (FY) Data Projections. Develop Work Map (and share with the committee) showing expected high growth areas (residential and employment).

Public Involvement – The survey is usually distributed and made available for a minimum of thirty days.

August 2019 - Review G&O Survey Results. Refine Vision Statement, Goals & Objectives and performance measures, based on Survey results. Approve FY SE Data Projections (Counties to approve afterwards), Review Non-Highway Mode Conditions/Plans

October 2019 - Finalize Non-Highway Mode Plans/Recommendations.

February 2020 - Discuss FY Traffic Deficiencies and Preliminary possible alternatives, Preview Public Involvement

March 2020 – The opportunity for public engagement at this point where the deficiency maps are shown and ways to address the deficiencies are solicited.

April 2020 - Review Public Workshop Feedback, Discuss Specific Highway Alternatives/Recommendations

June 2020 – Finalize Draft Highway Recommendations

July 2020 - Public involvement: Draft CTP to the public for comments – usually over a 30 day period.

October 2020 - Review Public Workshop Feedback, Review Final Draft CTP Maps/Recommendations/Report. Send Plan to local officials for adoption.

Davie, Surry, & Yadkin Counties Regional Comprehensive Transportation Plan

Committee handbook was adapted from City of Shelby Strategic Growth Plan Handbook. Glenn Harbeck Associates primary authors (2005).