A meeting of the WMPO Technical Coordinating Committee will be held on Wednesday, May 13th at 10:00 am. The meeting will be held in the Traffic Conference Room on the fourth floor of 305 Chestnut Street in downtown Wilmington.

The following is the agenda for the meeting:

1) Call to Order
2) Approval of Minutes
   a. 3/11/09
3) Old Business
4) New Business
   a. 2009-2010 Unified Planning Work Program Amendment
   b. Wilmington MPO Public Involvement Policy
5) Updates
   a. Cape Fear Commutes 2035 (Citizen Advisory Committee)
   b. WMPO Bike/Pedestrian Committee
   c. NCDOT
6) Announcements
   a. WMPO Bike/Pedestrian Committee meeting- May 14th
   b. Cape Fear Commutes 2035 Public meetings- May 11th, 12th, 14th, 18th, 19th and 21st
   c. Cape Fear Commutes meeting- June 3rd
7) Adjournment
   a. Next meeting: June 10, 2009

Attachments:
- Minutes from 3/11 meeting
- Revised 2009-2010 Unified Planning Work Program
- Revised Wilmington MPO Public Involvement Policy
- NCDOT Project Update
Members Present:
Mike Kozlosky, City of Wilmington  
Sam Burgess, New Hanover County  
Ken Vafier, Pender County  
Robert Waring, Town of Leland  
Claudia Bray, Town of Navassa  
Brian Chambers, City of Wilmington  
Don Bennett, City of Wilmington  
Shane York, NCDOT

Others Present:
Joshuah Mello, City of Wilmington  
Anthony Prinz, City of Wilmington  
Bill McDow, City of Wilmington

1. Call to Order
Mr. Kozlosky called the meeting to order at 10:07 am.

2. Approval of Minutes
The motion to approve the minutes for the February 11, 2009 meeting carried unanimously.

3. Old Business
None

4. New Business

a. Resolution supporting the new proposed route for the Beach to Battleship event
Mr. Prinz told members due to the number of complaints regarding traffic delays during the Beach to Battleship, the event coordinators are working to adjust the route in order to reduce the number of potential conflict points between triathlon participants and traffic. NCDOT has requested a resolution of support from the MPO before considering the new route. Mr. Prinz told members more organizations are being involved in the decision making process this year. They have done a lot more due-diligence this year. Mr. Kozlosky told members the Beach2Battleship event staff is willing to make a presentation to the TAC when the resolution is considered. Mr. Burgess made the motion to support the resolution and forward to the TAC for consideration. Mr. Bennett seconded the motion and it carried unanimously.

b. Resolution amending the 2008-2009 Unified Planning Work Program
Mr. Kozlosky told members the MPO has until March 31st to amend our Planning Work Program based on the current expenditures for the fiscal year. Mr. Kozlosky said staff has evaluated the current expenditures and has recommended reducing the special studies line item. Staff does not anticipate hiring a consultant to complete a collector street plan or utilize the funds for on-call engineering services. Mr. Burgess made the motion to recommend approval of the resolution to amend the 2008-2009 Unified Planning Work Program and forward to the TAC for consideration. Mr. Bennett seconded it and the motion carried unanimously.
c. Resolution adopting the 2009-2010 Unified Planning Work Program

Mr. Kozlosky told members the Planning Work Program for the MPO planning area boundary must be adopted annually and submitted to both NCDOT’s Transportation Planning Branch and the Public Transportation Division. It includes the use of PL funds, as well as the use of Section 5303 funding. We have included in the PWP $50,000 to hire a consultant to assist with the development of the Long Range Transportation Plan; specifically the transit needs analysis and the financial aspect of the plan. The PWP also includes a Section 5303 budget of $73,715.

Mr. York made the motion to recommend approval of the resolution and forward to the TAC for consideration. Ms. Bray seconded the motion and it carried unanimously.

d. Resolution certifying the Transportation Planning Process for FY 2009

Mr. Kozlosky told members the MPOs are required annually to certify that we are conducting transportation planning in a continuous, cooperative and comprehensive manner. We are required to submit this to NCDOT and Federal Highway Administration. Mr. Burgess made the motion to support the resolution and forward to the TAC for consideration. Mr. Bennett seconded the motion and it carried unanimously.

e. Resolution supporting amendments to the 2009-2015 Metropolitan and State Transportation Improvement Program to include the Cross-City Trail (EB-5121) and Roadside Environmental (ER-5100)

Mr. Kozlosky told members there is an opportunity for stimulus funds to be used for the Cross-City Trail. NCDOT has agreed to appropriate $2 million for the Cross-City Trail in Wilmington, which will connect Halliburton Park with the Wrightsville Beach drawbridge. There will be a local match of $1 million and so we need to amend our Metropolitan Transportation Improvement Program to include this project. NCDOT has also identified $5.5 million for road-side environmental enhancements and we need to amend the STIP to include that project as well. Staff opened the 30-day public comment period on February 25th until March 25th and then the item will be brought to the TAC for consideration on March 26th. Mr. Bennett made the motion to support the resolution and forward to the TAC for consideration. Ms. Bray seconded the motion and it carried unanimously.

5. Project Updates

a. Market Street Corridor Study

Mr. Kozlosky told members he received the draft land-use element of the study and he will forward it to members for review. The plan is anticipated to be completed in April. Staff is currently working with NCDOT on an intersection improvement project for Kerr Avenue and Market Street. NCDOT currently has a widening project for Kerr Avenue from Randall Parkway to the Martin Luther King, Jr. Parkway. NCDOT has the Categorical Exclusion and if any improvements are made outside the right-of-way with NCDOT funds, they would have to go back and open up the Categorical Exclusion, which could delay the project for 1 to 1 ½ year. Staff is working with the Department and Federal Highway Administration to take those intersections improvements out of the categorical exclusion and to move forward with the widening so we can complete the widening and then come back in to make those intersection improvements.

Mr. Kozlosky stated that staff has received positive feedback from citizens at the public meetings held in March on the plan.
b. **Citizen Advisory Committee (CAC)**
   Mr. Mello updated the group on CAC activities.

c. **Bike/Pedestrian Committee**
   Mr. Mello updated the group on Bicycle/Pedestrian Committee activities.

d. **NCDOT Project Update**
   attached

6. **Announcements**
   a. WMPO BikePed Committee meeting- March 12th
   b. WMPO Citizen Advisory meeting- March 18th
   c. “Cape Fear Commutes” media kickoff – March 20th

7. **Adjournment**
   With no further items, the meeting was adjourned at 10:28 am.
Wilmington Urban Area Transportation Planning Work Program

Fiscal Year 2009-2010

AMENDED
May 27, 2009
### FY 2009-2010 Unified Planning Work Program
FOR THE
WILMINGTON, NORTH CAROLINA URBAN AREA

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Introduction

In compliance with Federal law and in the spirit of cooperation, the Wilmington Urban Area conducts a “cooperative, comprehensive, and continuing....” transportation planning process. This Planning Work Program (PWP) outlines the tasks and associated funding sources dedicated to the Wilmington Urban Area MPO transportation planning process during fiscal year 2009-2010. Depending on the specific funding source, tasks funded through the PWP are eligible for reimbursement of 80-90% of their cost from the Federal Highway Administration and Federal Transit Administration through the North Carolina Department of Transportation.

The PWP for the Wilmington Urban Area identifies three separate funding sources for Urban Area transportation planning. A brief description of these funding sources follows:

- Statewide Planning and Research Programs (SPR)-These funds are used by NCDOT to conduct work for the Wilmington Urban Area MPO.

- Federal Highway Administration Section 104(f) Funds-These funds are dedicated to the urban area to perform transportation planning. They require a 20% local match.

- Federal Transit Administration Section 5303 Funds-These funds are used for transit planning in the urban area. The Federal Transit Administration provides 80% of these funds, NCDOT 10%, and there is a required 10% local match.

The local match requirements will be shared by all members of the Wilmington Urban Area MPO in direct proportion to population as defined in the Wilmington Urban Area MPO Memorandum of Understanding.
Narrative of PWP Section 104(f) Work Tasks to be Performed in FY 2009-2010
(Primary work to be performed by lead planning agency staff except where noted.)

Line Item Code

II-A1  Traffic Volume Counts- Wilmington MPO staff maintains an ongoing traffic counting program. An annual summary of the urban area traffic counts and accident data will be prepared.

II-A2 Vehicle Miles of Travel- Establish VMT as measure of effectiveness of transportation system. Measure the VMT with the new travel demand model.

II-A3 Street System Changes- Update of street system database as needed.

II-A4  Traffic Accidents- Currently MPO staff conducts an ongoing effort to summarize traffic accident data for specific projects, the annual Traffic count and Accident report, and for the public. MPO staff also utilizes accident data for specific inquiries.

II-A5 Transit System Data- Update of transit system database as needed.

II-A6 Dwelling Unit, Population, Employment Changes- Will measure land use changes by Transportation Analysis Zone between April 2000 Census and travel demand model base year. Staff will provide capacity analysis for proposed developments within the Wilmington planning area boundary.

II-A7 Air Travel- Assistance to Wilmington International Airport as needed.

II-A8 Vehicle Occupancy Rate Counts- Monitor VOC as needed.

II-A9 Travel Time Studies- Conduct key travel time studies for travel demand model and development of the Long Range Transportation Plan.

II-A10 Mapping- Keep Geographic Information System files current and produce maps to support transportation plans, programs, and projects.

II-A11 Central Area Parking Inventory- No tasks foreseen.

II-A12 Bicycle and Pedestrian Facilities Inventory- Update ride suitability assessment of federal-aid functionally classed roadways.

II-B1 Collection of Base Year Data- No tasks foreseen.

II-B2 Collection of Network Data- No tasks foreseen.

II-B3 Travel Model Updates- No tasks foreseen.

II-B4 Travel Surveys- No tasks foreseen.
II-B5 Forecast of Data to Horizon Year- Monitor regionally significant land use changes and modify future year TAZ file accordingly.

II-B6 Community Goals and Objectives- Monitor public input as it pertains to goals and objectives set forth in the update of the Long Range Transportation Plan. Staff the Citizen Advisory Committee (CAC).

II-B7 Forecast of Future Year Travel Patterns- Test alternative roadway network improvements for system benefit.

II-B-8 Capacity Deficiency Analysis- Identify areas of deficient capacity through use of travel demand model for further analysis as potential long range transportation improvement projects.

II-B9 Highway Element of Long Range Transportation Plan (LRTP)- Identification of highway deficiencies, priorities, and proposed highway improvement solutions and strategies. Provide documentation of process and recommendations in update of the LRTP.

II-B10 Transit Element of Long Range Transportation Plan- Identify public transportation deficiencies, priorities, and proposed transit improvement solutions and strategies from the completed Transit Master Service Plan for inclusion in the update of the LRTP. Provide documentation of process and recommendations.

II-B11 Bicycle and Pedestrian Element of the Long Range Transportation Plan- Identify bicycle deficiencies, priorities, and proposed bicycle and pedestrian improvement solutions and strategies. Provide documentation of the process and recommendations in the update of the LRTP.

II-B12 Airport/Air Travel Element of the Long Range Transportation Plan - Identify airport and air service deficiencies, priorities, and proposed airport and air service improvement solutions and strategies. Provide documentation of process and recommendations in the update of the LRTP.

II-B13 Collector Street Element of Long Range Transportation Plan- Develop regionally acceptable collector street policies and program recommendations for inclusion in the update of the LRTP.

II-B14 Rail, Waterway and Other Elements of Long Range Transportation Plan - Identify rail and waterway deficiencies, priorities, and proposed rail and waterway improvement solutions and strategies. Provide documentation of process and recommendations in the update of the LRTP.

II-B15 Freight Movement/Mobility Planning- Identification of freight movement deficiencies, priorities, and proposed improvement solutions and strategies. Provide documentation of process and recommendations in the update of the LRTP.
II-B16 Financial Planning- Develop realistic, best estimates of funding sources available and project cost estimates throughout the forecast years for the LRTP. Ensure fiscal constraint in the update of the LRTP.

II-B17 Congestion Management Strategies- Develop strategies to address and manage congestion by increasing transportation system supply, reducing demand by application of alternative mode solutions, and transportation system management strategies. Document process and solutions in the update of the LRTP.

II-B-18 Air Quality Planning/ Conformity Analysis- No tasks foreseen.

III-A Planning Work Program- Evaluation of FY 2009 PWP and development of FY 2010 PWP.

III-B Transportation Improvement Program- Review and amend the 2009-2015 Transportation Improvement Program on an as needed basis.

III-C1 Title VI Compliance- Work to insure compliance with the requirements of Title VI in urban area policies and practices.

III-C2 Environmental Justice- Analysis and outreach to insure that transportation plans and projects comply with Environmental Justice policies.

III-C3 MBE Planning- Activities to encourage participation of minority-owned business enterprises in contractual and supply opportunities.

III-C4 Planning for the Elderly and Disabled- Ensure the special needs of the elderly and disabled are addressed in all transportation planning projects.

II-C5 Safety/Drug Control Planning- No tasks foreseen by the MPO.

III-C6 Public Involvement- Extensive Public Participation effort will be carried out to solicit input and reaction to update of the Long Range Transportation Plan.

III-C7 Private Sector Participation- Activities to encourage private sector participation in planning and project activities.

III-D1 Transportation Enhancement Planning- Prepare and submit applications for potential transportation enhancement funding in the Wilmington Urban Area.

II-D2 Environmental and Pre-TIP Planning- Conduct environmental analysis and planning for the development of transportation projects in the Wilmington Urban Area.

III-D3 Special Studies- A consultant will be contracted to assist in the completion of the Transit and Financial chapters of the 2035 Long Range Transportation Plan.

III-D4 Statewide and Regional Planning- Coordination of urban area activities with statewide and regional initiatives.
III-E Management and Operations: Required ongoing administrative and operational tasks to support MPO committees and reporting requirements.
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TOTALS | 0     | 0     | 62,900  | 251,600 | 7,298     | 7,298     | 58,384      | 70,198     | 7,298     | 309,984    | 387,480   |

\[ \text{SPR} \text{ SEC. 104 (f) PL} \text{ SECTION 5303 SECTION 5307 ADDITIONAL FUNDS TASK FUNDING SUMMARY} \]
### Anticipated DBE Contracting Opportunities for FY 2009-2010

**Name of MPO:** Wilmington Urban Area MPO  
**Person Completing Form:** Mike Kozlosky  
**Telephone Number:** 910-342-2781

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<th>Type of Contracting Opportunity (Consultant, etc.)</th>
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WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization provides transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation, and

WHEREAS, a comprehensive and continuing transportation planning program must be carried out cooperatively in order to ensure that funds for transportation projects are effectively allocated to the Wilmington Urban Area;

WHEREAS, the City of Wilmington has been designated as the recipient of Federal Transit Administration Metropolitan Planning Program (Section 5303) funds and Federal Highway Administration Metropolitan Planning (Section 104(f)) funds;

WHEREAS, members of the Wilmington Urban Area Transportation Advisory Committee agree that the Planning Work Program will effectively advance transportation planning for State Fiscal Year 2009-2010;

NOW THEREFORE, be it resolved that the Transportation Advisory Committee hereby amends the FY 2009-2010 Planning Work Program for the Wilmington Urban Area.

____________________________
Lanny Wilson, Chairman
Transportation Advisory Committee

Mike Kozlosky, Secretary
DRAFT

Wilmington Metropolitan Planning Organization
Public Involvement Policy

Adopted ____________________
I. Introduction

Overview

The Wilmington Urbanized Area Metropolitan Planning Organization’s (WMPO's) Public Involvement Policy is an umbrella policy, encompassing the plans and programs of the greater Wilmington Urban Area's transportation planning process. Public participation is an integral part of the WMPO's planning efforts. The Public Involvement Policy is comprised of the public involvement programs for all the major planning activities, including the Long Range Transportation Plan (LRTP), Metropolitan Transportation Improvement Program (MTIP), the Planning Work Program (PWP) and federal requirements (ISTEA, TEA-21, SAFETEA_LU, Civil Rights Act, Environmental Justice, Limited English Proficiency and Americans with Disabilities Act).

The WMPO is an intergovernmental transportation planning agency created by an agreement among the City of Wilmington, the Town of Belville, Town of Carolina Beach, Town of Kure Beach, Town of Leland, Town of Navassa, Town of Wrightsville Beach, Brunswick County, New Hanover County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation. State and Federal laws require the formation of MPOs in urbanized areas with populations of greater than 50,000 in order for surface transportation projects to be eligible for Federal transportation funding.

The WMPO is responsible for conducting a continuing, cooperative, and comprehensive transportation planning process for all of the members within the WMPO urbanized area. The WMPO must plan for the movement of both people and goods within the WMPO boundaries by all modes of travel, including highways, public transportation, bicycles, and pedestrians. It also plans for the connections (such as airports, seaports, buses, railroads, and pipeline terminals) linking these modes and connecting the greater Wilmington area to the rest of the state, country, and world.

The Wilmington MPO's Mission Statement

To develop and implement a comprehensive multi-modal transportation plan that supports the existing and future mobility needs and economic vitality of the Wilmington Urban Area. This shall be accomplished by protecting the environment, safeguarding the social equity, improving the quality of life for citizens of the community improving the local economy and providing for safe and efficient mobility throughout the region. This is achieved through the long range transportation planning process which includes a comprehensive, continuous and cooperative approach from citizens and participating members.

Transportation Advisory Committee (TAC)

The TAC is the policy and decision-making body for the WMPO. The TAC is comprised of elected and appointed officials from the City of Wilmington, the Towns of Belville, Carolina Beach, Kure Beach, Leland, Navassa, Wrightsville Beach, Brunswick County, New Hanover County, and the North Carolina Board of Transportation. The TAC is ultimately responsible for providing opportunities for citizen participation in the transportation planning process.
WMPO Voting Members:
Brunswick County: One elected official
New Hanover County: One elected official
Pender County: One elected official
City of Wilmington: Two elected officials
Town of Belville: one elected officials
Town of Carolina Beach: one elected officials
Town of Kure Beach: One elected official
Town of Leland: One elected official
Town of Navassa: One elected official
Town of Wrightsville Beach: One elected official
Cape Fear Public Transportation Authority: One elected official (appointed by the New Hanover County Board of Commissioners to the Authority Board)
North Carolina Board of Transportation: One appointed official

WMPO Non-Voting Members:
Federal Highway Administration
Cape Fear Council of Governments
North Carolina State Ports Authority
Wilmington Airport Authority
North Carolina Turnpike Authority

Transportation Coordination Committee (TCC)
The TCC is made of planners and engineers on staff at each of the member agencies to facilitate coordination of the WMPO's planning activities and transportation planning and related activities occurring within each member agency's jurisdiction. The TCC reviews plans and programs and makes recommendations to the TAC.

Purpose
The purpose of the WMPO Public Involvement Policy is to create an open decision-making process whereby citizens have the opportunity to be involved in all stages of the transportation planning process. This policy is designed to ensure that transportation decisions will reflect public priorities.

Policy Elements
The WMPO's Public Involvement Policy is comprised of a number of sub-policies. All planning programs and activities are required to go through the Transportation Advisory Committee's (TAC) public process. In addition, the WMPO has initiated specific public involvement programs for the LRTP, the MTIP, the UPWP and federal requirements (ISTEA, TEA-21, SAFETEA_LU, Civil Rights Act, Environmental Justice, Limited English Proficiency and Americans with Disabilities Act).

Regular Public Involvement Opportunities
Regular schedules will be adopted by the TAC at the first meeting of the calendar year. These meetings will typically be held 10 times per calendar year unless otherwise approved and be in accordance with the open meetings laws. Notice of these meetings will be published in the Star News and Wilmington Journal at least 5 days prior to the day of the meeting. These meetings and agendas will also be published on the WMPO's website. These meetings are open to
Response to Public Comment
The TAC typically acknowledges public comments in one of the following two ways: the TAC may incorporate a summary of public comments and the WMPO's response, as an appendix, into the specific planning document, or, depending on the number of comments, the TAC may instruct the planning staff to respond directly by letter. Acknowledging public comments is a way to let the public know that its comments are being addressed and is part of the public involvement feedback process.

GOALS:
The goals of the WMPO's Public Involvement Policy are:

A. The WMPO will actively seek and consider public input and incorporate or otherwise respond to the views of its stakeholders in making its decisions.

B. The public will be informed in a timely manner about and empowered to participate in the WMPO's decision-making processes, which are open, understandable, and consistently followed. Access points for public input will be clearly defined from the earliest stages of a decision process and provide adequate time for stakeholders to participate.

C. Credible, effective public participation processes will be consistently incorporated into the WMPO's program operations, planning activities, and decision-making processes, at headquarters and in the field. Every employee within the WMPO will share responsibility to promote, practice, and improve public participation.

Objectives

- Bring a broad cross-section of the public into the public policy and transportation planning decision-making process.

- Maintain public involvement from the early stages of the planning process through detailed project development.

- Use different combinations of public involvement techniques to meet the diverse needs of the general public.

- Determine the public's knowledge of the metropolitan transportation system and the public's values and attitudes concerning transportation.

- Educate citizens and elected officials in order to increase general understanding of transportation issues.

- Make technical and other information available to the public.
• Establish a channel for an effective feedback process. Evaluate the public involvement process and procedures to assess their success at meeting requirements specified in the ISTEA, TEA-21, SAFETEA_LU, NEPA and FTA/FHWA Guidance on Public Participation.

The WMPO will seek public input through a menu of techniques, including public notices, comment periods, workshops, charrettes, public hearings, newsletters, surveys, media relations, periodic transportation summits, and the Citizen’s Advisory Committee (CAC). The techniques employed will vary, depending on the specific planning task. The MPO will hold a forty-five (45) day public comment period for amendments to the Public Involvement Policy and will seek input and feedback on the MPO’s public involvement efforts.

Federal Requirements
The Federal Laws and processes covering public participation in the transportation planning process include the following:

• The Intermodal Surface Transportation Efficiency Act (ISTEA), Transportation Equity Act for the 21st Century (TEA-21) and Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA_LU);
• Title VI of the Civil Rights Act of 1964;
• Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994);
• Executive Order 13161, Improving Access to Services for Persons with Limited English Proficiency (2000); and
• The Americans with Disabilities Act of 1990, the Rehabilitation Act of 973 (Section 504), and the Rehabilitation Act Amendments of 1998 (Section 508).

1. ISTEA, TEA-21 and SAFETEA_LU
As mandated in ISTEA and other supporting Federal regulations, and continued in TEA-21 and SAFETEA_LU, Metropolitan Planning Organizations (MPOs) must establish, periodically review, and update public involvement processes. These processes should assure early and continued public awareness of and access to the transportation decision-making process. The planning regulations contain a number of performance standards for public involvement, including:

• Providing reasonable public access to technical and policy information used in the development of plans and Transportation Improvement Programs (TIPs);
• Requiring adequate public notice of public involvement activities and time for public review and comment at key decision points; and,
• Demonstrating explicit consideration and response to public input received during the planning and program development processes
  • The use of visualization techniques
  • Ensuring that all documents are available in electronic format

2. Title VI of the Civil Rights Act of 1964
Title VI of the Civil Rights Act of 1964 states that “no person in the United States shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The basis of Executive Order 12898 lies in Title VI of the Civil Rights Act of 1964. It directs that “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

Executive Order 12898 defines minority populations as belonging to any of the following groups:

- **Black** – a person having origins in any of the black racial groups of Africa;
- **Hispanic** – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- **Asian American** – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; and,
- **American Indian and Alaskan Native** – a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

It defines low-income populations as those whose household incomes are at or below the U.S. Department of Health and Human Services poverty guidelines. The three fundamental environmental justice principles include:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- To ensure full and fair participation by all potentially affected communities in transportation decision-making; and
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.


The basis of Executive Order 13166 lies in Title VI of the Civil Rights Act of 1964. It requires that Federal agencies work to ensure that recipients of Federal financial assistance provide “meaningful access” to their limited English proficiency applicants and beneficiaries.

5. The Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973 (Section 504), and the Rehabilitation Act Amendments of 1998 (Section 508)

The Americans with Disabilities Act of 1990 mandates that public facilities be made accessible to people with disabilities and has been the basis for requiring that transit buses and street curbs be retrofitted or reconstructed with appropriate equipment and design details. The Rehabilitation Act of 1973 (Section 504) states that “no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under” any program or activity that receives Federal financial assistance. The Rehabilitation Act Amendments of 1998 (Section 508) states that Federal agencies must ensure that electronic and information technology is accessible to employees and members of the public with disabilities to the extent it does not pose an “undue burden.” All notices for planning activities of the Metropolitan Planning Organization will include an announcement that states that persons with disabilities will be accommodated. Special provisions will be made if notified 48 hours in advance (i.e. having available large print documents, audio material, someone
proficient in sign language, a translator or other provisions requested). Public meetings will be held in locations accessible to persons with disabilities and will be located near or on a transit route if possible.

**Outreach Efforts**

**Stakeholder Interviews**

A stakeholder is defined as any person or group that is affected by a transportation plan, program or project, including those who are not aware they will be affected. In accordance with ISTEA, TEA-21 or SAFETEA_LU, stakeholders will include “citizens, affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight services, private providers of transportation, representatives of users of public transportation and other interested parties.” Citizens will include the general public; environmental, health, neighborhood, citizen and civic organizations; and, traditionally underserved communities such as people with disabilities, and/or low-income, minority, and elderly.

Individual stakeholders and representative stakeholders groups will be included in a WMPO database. WMPO will continually work to identify new stakeholders interested in and or affected by the transportation planning process. With their consent, these names, addresses, phone numbers and e-mail addresses will be included in a stakeholder database.

Ongoing meetings with stakeholders will be conducted to share information on a one-on-one basis. These meetings will give the stakeholders to provide individual feedback on transportation issues throughout the community and region.

**Develop and Implement a Plan to Reach Non-participating Minority and Low Income Populations**

Reaching people and groups that have not traditionally been participants in the transportation planning process are of particular emphasis. These traditional non-participants include low-income, minority, elderly and disabled; have no vehicles; and low literate or have limited English proficiency. Staff will identify and meet with these organizations and community leaders who represent these populations. The purpose of these meetings will be to build relationships with the groups and leaders as well as identify strategies to bring traditional non-participants into the planning process. The identified strategies will be implemented in cooperation with the organizations and community leaders. Detailed plans will outline the meetings with group leaders and implementing strategies.

**Develop Outreach and Education Programs**

The outreach and education program will be designed to educate the public about the regional transportation planning process and its relevancy to all stakeholders. English and Spanish materials may be produced as part of this program and may include such tools as pamphlets and brochures which can be used in various presentations and for distribution. It will be necessary to periodically review and update the program and materials.

Special considerations and arrangements will be made to design a program that is tailored for non-participants such as minority, low income, those who do not have vehicles, those who are limited English proficient and disabled communities. These considerations will include developing materials specifically targeted to those communities.

**Publicize WMPO Activities**

Media coverage will be actively cultivated to ensure that mainstream and ethnic radio, television and newspaper outlets understand the importance of providing information on transportation
planning activities. In addition articles, new releases and/or media releases will be used to disseminate information to announce public review and comment periods and public meetings. In order to accomplish this task, a current list of media outlets such as mainstream and ethnic television and radio stations and newspapers, including small community-based publications, will be established and maintained.

**Establish a Speaker Bureau**
The Speaker’s Bureau will consist of WMPO members and staff who can speak to civic organizations, professional organizations, neighborhood associations and other groups about the regional transportation planning process. Members of the Speakers Bureau will present information in order to educate the public regarding the MPO planning process and on-going transportation projects within the region. A receptacle of this Speaker’s Bureau will be that WMPO staff will be able to be educated by the public on issues/concerns and transportation needs in the region.

**Maintain a Website**
WMPO’s website ([www.wmpo.org](http://www.wmpo.org)) provides information about WMPO meetings and activities, including listing all upcoming meetings. This website includes a calendar, agendas and minutes; plans and documents and updates on current transportation projects. This website should provide the public with an opportunity to provide input and formal comments on an ongoing basis through the e-mail links.

**Develop and Distribute Brochures**
The WMPO should produce a brochure in English and Spanish dedicated to explaining the WMPO and its roles and responsibilities. If requested, this brochure should be provided in large print format. The brochure should be available on-line and distributed to all identified stakeholders, made available to libraries, government buildings, WMPO offices and other locations. Specialized brochures may be required to be provided to targeted groups.

**Conduct Public Informational Workshops, Charrettes and Public Open Houses**
Public Informational workshops, Charrettes and Public Open Houses should be conducted on topics associated with the transportation planning process. Such workshops, charrettes and/or open houses should be designed to educate the participants on specific topics, i.e. transportation projects, the transportation model, planning efforts, etc. Public Informational Workshops, Charrettes and Public Open Houses provide a means for allowing the public to express their ideas and concerns in an informal setting. The workshops, charrettes and open houses should be conducted on an as-needed basis.

**Conduct Surveys**
Surveys may be used to gather information from people’s perceptions, preferences and practices. In areas were low literacy exists; surveys should be conducted in person. In limited English proficient communities, these surveys should be published in Spanish. In areas where the public is literate, surveys may be mailed, e-mailed or using the WMPO’s website.

**Create Newsletters**
The WMPO may produce a quarterly newsletter in both English and Spanish dedicated to transportation planning activities in the Wilmington region. If requested, this newsletter should be provided in a large print format. This newsletter should include information regarding technical issues written in layman’s terms for the general public. In addition, the newsletter should provide the public with periodic updates of WMPO activities. The newsletter should be available on-line and distributed to all identified stakeholders, made available to libraries,
government buildings, WMPO offices and other locations. Additionally, a specialized newsletter may be needed to provide timely information on targeted projects/topics.

**Periodic Transportation Summits**
Periodic Transportation Summits will be conducted by the WMPO to educate local elected officials, business, transportation, and community leaders on topics in the transportation industry. These summits will be focused on federal, state and local transportation issues and serves as an avenue to bring these leaders together to discuss transportation concerns and needs. The WMPO will also sponsor a Transportation Summit with every update of the Long-Range Transportation Plan that will be comprised of state and local leaders to discuss local and regional transportation issues.

**Citizen Advisory Committee (CAC)**
The CAC will be the foundation of the WMPO’s public involvement process. The CAC is a volunteer group consisting of representatives from community organizations, professional associations, neighborhood associations, civic and community organizations and the private sector. The CAC provides an avenue for obtaining public input for the TAC deliberations on transportation issues. Besides providing input directly to the TAC, the CAC will assist in developing public involvement programs to solicit general public input for the TAC. Comments received from the CAC members and non-members are treated equally. The CAC will meet approximately once a month with a meeting schedule approved at the first meeting of the calendar year. These meetings are open to the public and provide an opportunity for interested parties to hear and discuss transportation issues.

**II. Long Range Transportation Plan (LRTP)**

**Long Range Transportation Plan Public Involvement Procedure**
The WMPO will provide an opportunity for meaningful public involvement in the development and update of the Transportation Plan. The public comment period will be for a minimum thirty (30) day period, effective from the date of the public notice publication. Written comments will be received during the comment period and will be directed to the WMPO. The WMPO's contact person, phone number and e-mail address will be included in the public notice. The WMPO will assemble all comments and forward comments to the Technical Coordinating Committee (TCC) and the TAC. The TAC shall hold at least one public hearing for the Long Range Transportation Plan.

**Objectives**

- Proactive participation techniques may be employed to involve citizens and provide fuller access to information and technical data on the Transportation Plan. The technique may include, but not be limited to, public meetings/hearings, surveys, focus groups, newsletters, public service announcements, charrettes, transportation advisory group, mass media, etc.

- With every update of the LRTP the WMPO will sponsor a Transportation Summit comprised of state and local leaders to discuss local and regional transportation issues.

- Public meetings may be held to formulate a vision for the LRTP development, provide the public background information on the metropolitan transportation system.
and other issues as well as the proposed framework of the LRTP update process, and to receive citizen input.

- Public meetings (forums) designed to solicit public comment may be held at various locations around the metropolitan area to encourage the greatest public participation.
- Public meetings will be held at a location which is accessible to persons with disabilities and preferably located on a transit route.

Notifications will inform the public of the availability of the draft LRTP for review and comment, where to send written comments, and addresses and phone numbers of contact persons. The notices will also include an announcement that states that persons with disabilities will be accommodated. Special provisions will be made if notified 48 hours in advance (i.e. having available large print documents, audio material, someone proficient in sign language, a translator, or other provisions as requested). Additionally, the notice will inform the public that copies of the draft LRTP will be on file for public review at the City of Wilmington Planning Department and WMPO member offices, and at area libraries. A copy will also be available in a PDF format for downloading on the WMPO website.

III. Metropolitan Transportation Improvement Program (MTIP)

The Federally required Metropolitan Transportation Improvement Program, or MTIP, is a comprehensive listing of all the WMPOs transportation projects that receive federal funds. The MTIP sets forth the TAC’s priorities, funding and scheduling of transportation improvement projects (highway, bicycle, pedestrian, transit capital and operating assistance, and other transportation improvements in the WMPO) using State and Federal funds. The MTIP serves as the project selection document for transportation projects and, therefore, is the implementation mechanism by which the objectives of the LRTP are reached.

The MTIP and the State Transportation Improvement Program (STIP) must match exactly in projects, schedule, and scope, for projects to move forward with Federal funding. It is therefore critical that close coordination be held with the State to assure that both parties are in agreement with the program and thus allow projects and programs (including transit elements) to move forward.

The TAC adopts the MTIP and STIP every two years. By law, the MTIP and STIP must cover at least a three-year period and contain a priority list of projects grouped by year. Further, the MTIP and STIP must be financially constrained by year (meaning that the amount of dollars programmed must not exceed the amount of dollars estimated to be available). Federal regulations also require an opportunity for public comment prior to MTIP approval.

TEA-21 and SAFETEA_LU mandate an opportunity for public review of the MTIP. The minimum public comment period shall be 30 days on the final draft and any amendments to the MTIP. Written comments will be received during the comment period and will be directed to the WMPO. The WMPO's contact person, phone number and e-mail address will be included in the public notice. The WMPO will assemble all comments and forward comments to the TCC and the TAC. The TAC shall hold at least one public hearing for the MTIP.

IV. Unified Planning Work Program (UPWP)
TEA-21 and continued in SAFETEA_LU requires each MPO, as a condition to the receipt of Federal highway and transit capital or operating assistance, is required to conduct a documented comprehensive transportation planning process. A Unified Planning Work Program (UPWP), which includes planning and project development activities that address transportation issues in the area, is required by this process. Annual certification that the planning process is being carried on in conformance with stated requirements is necessary for the receipt of funding for surface transportation programs, air quality, national highway system, Interstate maintenance, state bridge replacement, and transit capital and operating funds. The purpose of the UPWP is to administer the MPO planning program and carry out the planning activities necessary to implement the Long Range Transportation Plan. It also serves to document the proposed expenditures of Federal, State and Local transportation planning funds, and provides a management tool for the WMPO and the funding agencies in scheduling major transportation planning activities and projects.

The major elements of the Unified Planning Work Program include:

- Surveillance of Change
- Long Range Transportation Plan
- Planning Work Program
- Transportation Improvement Plan
- Civil Rights/Other Regulatory Requirements
- Incidental Planning/Project Development
- Management and Operations

The UPWP must identify the MPO’s planning tasks to be undertaken with the use of Federal transportation funds, including highway and transit funds. The purpose of public involvement in the UPWP process is to keep the public apprised of and to receive input on the planning activities to be undertaken by the MPO.

The minimum public comment period on the UPWP shall be thirty (30) days. Written comments will be received during the comment period and will be directed to the WMPO. The WMPO's contact person, phone number and e-mail address will be included in the public notice. The WMPO will assemble all comments and forward comments to the TCC and the TAC.
May 8, 2009

TIP Projects:

**B-4223:** replace Bridge # 21, over the Northeast Cape Fear River.  
Under construction  
**Contract Completion Date December 31, 2009**

**R-2245:** Second bridge to Oak Island over the intercoastal waterway.  
Under construction  
**Contract Completion Date December 31, 2009 (approximate delay of 3 months)**

**B-0682:** Bridge to Sunset Beach over the intercoastal waterway.  Under construction.  
**Estimated Contract Completion Date December of 2010**

**U-4903:** resurfacing of US 76 (Oleander Drive) from 16th & 17th Streets to Independence Boulevard.  Work to be completed at night.  Additional work will be let with this contract;  
Milling & resurfacing of Oleander Drive, from Independence Boulevard to Pine Grove Road.  
Also modifying the lane configuration of the intersection, by adding dual left turns on Oleander Drive.  
**Estimated Contract Completion Date Summer 2009**

The milling and resurfacing work from 16th & 17th Streets to Independence Blvd. has been completed.

**U-4733:** intersection improvements SR 1411 (Wrightsville Avenue), from Forest Hills Drive to SR 2313 (Wilshire Boulevard).  Daytime work  
**Estimated Contract Completion Date Winter 2009 (utility delays)**

**B-4031:** replace Bridge #72 over Jinny’s Branch and construct approaches, on NC 179.  
**Estimated Contract Completion Date 5/15/2009**
U-5017A: Letting Date 10/21/2008 Wilmington Computerized Signal System
U-5017B: Letting Date 11/18/2008 Wilmington Computerized Signal System
U-5017C: Letting Date 12/16/2008 Wilmington Computerized Signal System
Work to begin March/April 2009

R-4002: widen SR 1472 (Village Road) from SR 1437 (Old Fayetteville Road)/SR 1435 (South Navassa Road) to east of US 17 Interchange ramps, to a 4-lane divided facility. Letting date 2009

U-3462: Town of Shallotte, SR 1357 (Smith Avenue) extension from West of US 17 Business to NC 130. Letting 3/17/2009

R-3324: Long Beach Road extension, two lane road on new location, from NC 211 to SR 1525 (Bethel Road) Letting date 7/21/2009

B-4030: replace Bridge #9 over Bear Branch, on NC 130. Letting date 7/21/2009

Military Cutoff Road Extension (U-4751) and Hampstead Bypass (R-3300): extending Military Cutoff Road from Market Street to the Wilmington Bypass, with an interchange at the Bypass. NCDOT and the merger team are scheduled to have selected a preferred alternative by Spring 2009 and complete the final environmental impact statement by fall 2009. Right of way is scheduled for 2012.

R-3601 US 17/74/76: Widening across the “causeway”, between Leland and Wilmington. Just beginning the planning process. We will move into the merger process afterwards and then to design. A scoping meeting will be held in the next couple of months. The TIP schedule has R/W for 2011 and Construction for 2012

U-4902 B: construct a concrete median island from SR 1402 (Porter’s Neck Road) to Colonial Drive (non-system road). Project is in the planning process and awaiting the completion of the Market Street Corridor Study.

R-5021: NC 211 widening, from NC 87 to SR 1500 (Midway Road). Right of Way 2013

R-4063: widen SR 1472 (Village Road) from SR 1435 (South Navassa Road) to
SR 1438 (Lanvale Road).
Right of Way 2012 and Construction 2013

**Feasibility Studies for NC 211 & NC 904:**
- **NC 211** – from SR 1500 (Midway Road) to US 17
- **NC 904** – from NC 179/904 (Beach Drive) to US 17

**FS-0203C Feasibility Study for College Road:** from SR 1327 (Gordon Road) to US 17 (Market Street).

**R-2633 A:** Construction of I-140 (Wilmington Bypass) from US 17 to US 74/76.
Right of Way 2008 (Has begun) and Construction Post Year

**R-2633 B:** Construction of I-140 (Wilmington Bypass) from US 74/76 to US 421.
Right of Way 2008 (Has begun) and Construction 7/19/2011

**Division Projects:**

**NC 133 (River Road)** from SR 1551 (Blackwell Road/Main Street) to the intersection with US 74/76 eastbound on ramp, in Belville, convert the existing thru lane to a right turn lane which will establish a dual right turn at the intersection with US 74/76 on ramp. Install a concrete island to convert the intersection with SR 1551 to directional left turns.

**On Hold**

**Wrightsville Beach Draw Bridge** repair scour damage. Night time closures of the entire bridge, approximately 6 times. These will be done at night from 11:30 PM to 5:00 AM. The dates for these closures have not been determined, yet. Once they have been, it will be advertised.

**Estimated Contract Completion Date 4/5/2009**

**Resurfacing Projects:**
These roads are in this Brunswick County contract: Let Date 11/18/2008 awarded April 2009

**NC 211** mill patching and resurfacing from SR 1500 (Midway Road) to SR 1114 (Zion Hill Road).
**SR 1539 (East Boiling Springs Lake Road)** resurfacing from NC 87 to RR tracks.
**SR 1115 (Stone Chimney Road)** mill patching and resurfacing from NC 211 to US 17.
**SR 1119 (Stanley Road)** mill patching and resurfacing from end of maintenance to SR 1120 (Sabbath Home Road).
**SR 1527 (Wescott Road)** resurfacing from NC 211 to SR 1526 (Jabbertown Road).
**SR 1527 (Wescott Road)** patching and resurfacing from SR 1526 to SR 1528 (East Moore Street).

These roads are in this Pender County contract: Let Date 11/18/2008 awarded April 2009

**NC 50** resurface from North Topsail Drive/Roland Drive to 0.09 miles north of NC 210, no work on swing bridge over the intercoastal waterway.

These are in this New Hanover County contract: Let Date 6/16/2009

**US 421** milling and resurfacing from Snows Cut Bridge to Carolina Sands Drive.
**US 117/NC 132** resurfacing from SR 1322 (Murrayville Road) to bridge over I-40.
**SR 1574 (Service Road)** milling and resurfacing from SR 1573 to SR 1573.
**SR 1592 (Landsdowne Road)** mill patching and resurfacing from NC 132 to SR 1516 (Navaho Trail).
**SR 1516 (Navaho Trail)** mill patching and resurfacing from SR 1592 to SR 1492 (Masonboro Loop Road).
**SR 1492 (Masonboro Loop Road)** patching and resurfacing from SR 1517 (Trails End Road) to SR 1505 (Beasley Road).
**SR 1411 (Dawson Street Extension)** resurfacing from US 76 (Oleander Drive) to SR 1411 (Wrightsville Avenue).
**SR 1411 (Wrightsville Avenue)** patching from SR 1411 to Independence Boulevard.
**SR 1411 (Wrightsville Avenue)** patching from Huntington Road to US 76.
**SR 1411 (Wrightsville Avenue)** milling and resurfacing from US 76 to US 74.
**SR 2313 (Wilshire Boulevard)** patching from SR 1411 to SR 1175 (Kerr Avenue)
**SR 1302 (North 23rd Street)** milling and resurfacing from US 17 Bus. To north of RR Tracks.