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## **WMPO Bicycle and Pedestrian Advisory Committee Meeting Agenda**

**TO:** WMPO Bicycle and Pedestrian Advisory Committee Members  
**FROM:** Abby Lorenzo, Senior Transportation Planner  
**DATE:** October 4<sup>th</sup>, 2019  
**SUBJECT:** October 8<sup>th</sup>, 2019 Meeting

A meeting of the WMPO Bicycle and Pedestrian Advisory Committee will take place on Tuesday, October 8<sup>th</sup>, 2019 at 2pm. The meeting will be held on the 6<sup>th</sup> floor in Room 611 at 320 Chestnut St. The following is the agenda for the meeting:

- Call to Order
- Approval of the Agenda
- Public Comment Period
- Approval of minutes from August 13<sup>th</sup>, 2019
- Old Business
  - E-Bicycle Model Ordinance Development
- New Business
  - 2020 Meeting Schedule
  - WMPO BPAC Bylaws Amendments
- Updates and Announcements
  - Bicycle and Pedestrian Draft Fiscally Constrained Project Lists for Cape Fear Moving Forward 2045
  - “Be a Looker” Campaign Update
  - Wilmington Bike Share Update
  - Cape Fear Cyclists Update
  - NCDOT Complete Streets Policy Update (In Packet)
  - WMPO Project Updates (In Packet)
  - WMPO Technical Coordinating Committee, Wednesday, October 16<sup>th</sup>, 2019 at 10am
  - WMPO Board Meeting, Wednesday, October 30<sup>th</sup>, 2019 at 3pm
- Next Meeting
  - November 12<sup>th</sup>, 2019 at 2PM
- Adjournment

### **Attachments:**

- Minutes from the August 13<sup>th</sup>, and September 10<sup>th</sup> 2019 BPAC Meeting
- 2020 Meeting Schedule

Wilmington Urban Area Metropolitan Planning Organization

- 
- Draft WMPO BPAC Bylaws Amendment
  - Bicycle and Pedestrian Draft Fiscally Constrained Project Lists
  - WMPO September Project Updates

Meeting Minutes  
Wilmington Urban Area Metropolitan Planning Organization  
Bicycle and Pedestrian Advisory Committee  
Date: August 13<sup>th</sup>, 2019

**Members Present:**

Carol Stein, Pender County  
Patrick Boykin, Town of Carolina Beach  
Nick Cannon, WMPO TDM Coordinator  
Barnes Sutton, Town of Navassa  
Joe Boyd, Town of Belville  
Mo Linqvist, Town of Kure Beach  
Karin Mills, NC Board of Transportation  
Al Schroetel, Cape Fear Cyclists  
Abigail Lorenzo, WMPO

**Staff and Guests Present:**

Caitlin Marks, NCDOT Division 3  
Dylan McDonnell, New Hanover County  
Sam Shore, Pender County

1. **Call to order**
  - C. Stein called the meeting to order.
2. **Approval of the agenda**
  - Motion to approve A. Schroetel, second P.Boykin. Approved
3. **Public Comment Period**
  - C. Stein noted that there were no public comments
4. **Approval of the minutes from June 11th, 2019**
  - A. Lorenzo noted that the attached minutes were updated.
  - C. Stein noted a name spelling on the minutes to be updated
  - Motion to approve the minutes by P.Boykin, seconded J.Boyd. approved
5. **Presentation on the WMPO's Bicycle and Pedestrian Web App.**
  - A. Lorenzo presented on the Bicycle and Pedestrian Web app and its capabilities
  - The webapp combines data from all of the member jurisdictions and will be updated as information is available
  - N.Cannon inquired about on-road facilities. A.Lorenzo stated that she would make a note to clarify the definition of an on-road facility.
  - There was a side note about the condition of pavement on the bradley creek bridge and it would be brought to NCDOT's attention.
6. **Old Business**
  - N. Cannon presented on the status of the E-bicycle ordinance and handed out the draft
  - It was noted that there is no law preventing bicycles on sidewalks

- C. Stein stated that the ordinance stated E-bicycles could not ride on sidewalks
- There was discussion on the inclusion of wearing helmets to promote safety.
- There was discussion about enforcement and there were conversations with parks and recreation about enforcement.
- The members decided to review the ordinance and give feedback for it to be accepted at the next meeting.

## **7. Reports and Discussion**

- A.Lorenzo presented on the NCDOT Bicycle and Pedestrian Planning Grant

## **8. Updates and Announcements**

- N. Cannon presented on the “be a looker” campaign and requested that members reach out to others to take the pledge.
- It was noted that island day would be a good place to promote the campaign and there is a bike rodeo upcoming also that would be a good opportunity.
- N.Cannon had no update on the bike share and state that Zagster had until May to find a sponsor. The committee requested an update from Zagster
- Cape Fear Cyclists presented on the bicycle education program through league of American cyclists. The program is free on Sept 7<sup>th</sup> 8-5 with class and training time.
- Cape Fear cyclist is also offering grant awards up to \$1500 for programs and infrastructure, and is looking for more certified trainers.
- Project updates will be emailed to members
- There was a question about the completion of the south college trail and it should be completed soon.
- There was a summary of the American Transportation Infrastructure Act and it will also be emailed to members.
- There was discussion about the state of the projects in the Cape Fear Moving Forward 2045 plan and it was stated that it is has received comments from the TCC and CAC and will receive comments from the board. It will be brought back in September to be reviewed.
- WMPO Technical Coordinating Committee, Wednesday, August 14th at 10am
- ☐ WMPO Board Meeting, Wednesday, August 28th at 3pm

## **9. Next Meeting**

- Announced the next meeting to be held on September 10<sup>th</sup> , 2019 at 2pm

## **10. Adjournment**

- N.Cannon made a motion to adjourn and it was seconded by P.Boykin. All were in favor.

\*The above minutes are not a verbatim record of the proceedings. The entire proceedings are recorded on a compact disk as part of this record.

Meeting Minutes  
Wilmington Urban Area Metropolitan Planning Organization  
Bicycle and Pedestrian Advisory Committee  
Date: September 10<sup>th</sup>, 2019

**Members Present:**

Carol Stein, Pender County  
Nick Cannon, WMPO TDM Coordinator  
Karin Mills, NC Board of Transportation  
Abigail Lorenzo, WMPO

**Staff and Guests Present:**

Zachary Manfredi, WMPO

**1. Call to order**

- C. Stein called the meeting to order. Quorum was not met

**2. Approval of the agenda**

- The agenda was not approved because there was no Quorum

**3. Public Comment Period**

- C. Stein noted that there were no public comments

**4. Approval of the minutes from August 13th, 2019**

- The minutes were not approved because there was no Quorum

**5. Old Business**

- N. Cannon presented on the status of the E-bicycle ordinance and handed out the draft
- There was discussion about keeping language requiring helmets and it was agreed to be a good idea.

**6. New Business**

- A. Lorenzo presented the proposed 2020 dates for the BPAC meetings which can be approved at the next meeting.
- A. Lorenzo presented on changes made to bylaws that could potentially improve the committee including having an NCDOT representative and filling empty roles in the committee.

**7. Updates and Announcements**

- The Bicycle and Pedestrian Draft Fiscally Constrained Project Lists for Cape Fear Moving Forward 2045 were shown to the group. Preference was given to projects under 5 million and projects that included trails under direction of the CAC.
- Nick updated the group on the "Be a Looker" campaign and noted that it was the last month and spoke on the marketing campaign that is in place.
- Nick stated that the Bike Share contract with Zagster has been closed. The contract has not ended and the city and Zagster decided to let the contract ride out since it had no money attached to it and was only a year long. The City will look into future bikeshare efforts

**8. Next Meeting**

- Announced the next meeting to be held on October 8<sup>th</sup> , 2019 at 2pm

**9. Adjournment**

- N.Cannon made a motion to adjourn and it was seconded by K.Mills. All were in favor.

\*The above minutes are not a verbatim record of the proceedings. The entire proceedings are recorded on a compact disk as part of this record.



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## **MEMORANDUM**

**To:** Bicycle and Pedestrian Advisory Committee Members  
**From:** Abby Lorenzo, Senior Transportation Planner  
**Date:** September 9, 2019  
**Subject:** 2020 Draft Meeting Calendar

The following table lists the second Tuesday of the month, every other month meeting dates.

2019 Bicycle and Pedestrian Advisory Committee Calendar
11-Feb
14-Apr
9-Jun
11-Aug
13-Oct
8-Dec

Meetings will begin promptly at 2pm.

## Wilmington Urban Area Metropolitan Planning Organization

City of Wilmington • Town of Carolina Beach • Town of Kure Beach • Town of Wrightsville Beach  
County of New Hanover • Town of Belville • Town of Leland • Town of Navassa • County of Brunswick  
County of Pender • Cape Fear Public Transportation Authority • North Carolina Department of Transportation

# WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE BYLAWS

(DRAFT Revised ~~9/17/15~~9/10/19)

## ARTICLE I: CREATION; NAME; NUMBER OF MEMBERS

There is hereby created a committee composed of members, each appointed by one member of the Wilmington Urban Area Metropolitan Planning Organization (WMPO) ~~Transportation Advisory Committee (TAC) Board~~; with one appointment each also from the Chancellor of the University of North Carolina at Wilmington; ~~and the Chair of the Wilmington Urban Area Metropolitan Planning Organization Bicycle and Pedestrian Advisory Committee; and a representative of NCDOT Division 3 appointed by the Division Engineer.~~ The WMPO will also appoint the Secretary and the Transportation Demand Manager (TDM) Coordinator, both as voting members. This committee shall be known as the Wilmington Metropolitan Bicycle and Pedestrian Advisory Committee D/B/A WMPO BikePed Committee.

## ARTICLE II: COMMITTEE; DUTIES AND RESPONSIBILITIES

The Committee shall advise the ~~TAC Board~~ regarding bicycle and pedestrian programs, projects, policies and safety.

The Committee shall assume the following roles:

1. Promote the safe use of bicycling and walking for transportation, fitness and recreation in various ways such as promotional events & other media.
2. Provide recommendations on policies that affect the development of bicycle and pedestrian facilities in the communities.
3. Provide recommendations on plans that affect the development of bicycle and pedestrian facilities in the communities.
4. Contribute to the development of the Long Range Transportation Plan.

Through their roles, the Committee shall seek to promote the following: 1) the development of bicycle and pedestrian education programs for youth and adults, 2) the enforcement of traffic laws for all roadway users, 3) the use of bicycling and walking for transportation, fitness, and recreation, 4) the effective prioritization and development of safe bicycle and pedestrian facilities in our region, 5) projects, plans, programs, and ideas that will promote a safer environment for bicycling and walking in the WMPO planning area.

## ARTICLE III: APPOINTMENTS OF COMMITTEE

Section 1. Composition: The membership should have representation from a wide cross-section of the regional population.

Section 2. Appointments: One appointment will be made by each ~~TAC Board~~ member. One appointment shall also be made representing the University of North Carolina at Wilmington (UNCW) appointed by the Chancellor of UNCW. One appointment shall also be made from an organization representing regional bicycling interests appointed by the Chair of the WMPO



Bicycle and Pedestrian Advisory Committee. One appointment shall also be made from the NCDOT Division 3 Division Engineer. Committee members will serve concurrently with their appointing member. Two staff members from the WMPO shall also serve as voting members, one as Secretary and one as TDM Coordinator.

#### ARTICLE IV: MEETINGS

Committee meetings shall be held on a bi-monthly basis unless determined otherwise by the Committee. The Chair of the Committee or, in his absence, the Vice-Chair, may call a special meeting of the Committee at any time by giving each member 24-hour notice. Special meetings will be scheduled upon request by a majority of the Committee members. A quorum of the Committee shall be in attendance before action of an official nature can be taken. A quorum consists of 51% of active members, as defined in Article V. As deemed necessary and requested by the Executive Committee, the Committee may vote on items electronically. Items that are voted on through electronic mail shall be reported upon at the next scheduled Committee meeting and be noted in the official minutes.

#### ARTICLE V: ATTENDANCE OF MEMBERS

A member of the Committee who misses four consecutive regular meetings loses his active status and is no longer eligible to vote. The Secretary of the Committee will notify the respective TAC-Board member that he must reappoint a new member to serve on the Committee. Absences due to sickness, death, or other emergencies of like nature shall be regarded as approved absences and shall not affect the member's status on the Committee except that in the event of a long illness, or other such cause for prolonged absence, the member may be replaced. Should a Committee member be unable to make a meeting, he or she may appoint an alternate to vote in their place and to contribute to quorum. The designation of an alternate must occur in writing through an email to the Executive Committee in advance of a scheduled Committee meeting. The designation of an alternate does not contribute towards the active status of a Committee member.

#### ARTICLE VI: COMPENSATION

Committee members shall serve without monetary compensation.

#### ARTICLE VII: OFFICERS

There shall be a Chair and Vice-Chair of the Committee. An annual election of the Chair and Vice-Chair shall be held by the Committee members and shall occur at the regular monthly meeting in November. The Chair and Vice-Chair shall serve for one year with the eligibility for re-election. A new Chair or Vice-Chair shall take office at the subsequent regular meeting in January. In the event a Chair's and Vice-Chair's appointment to the Committee is terminated, a replacement to this office shall be elected by the Committee, from its membership, at the meeting following the termination.

#### ARTICLE VIII: OFFICERS DUTIES

The Committee Chair shall preside at all meetings and sign all documents relative to action taken by the Committee. The Chair shall appoint all subcommittees including a nominating committee if necessary composed of three committee members.

When the Chair is absent, the Vice-Chair shall perform the duties of the Chair. When both the Chair and Vice-Chair are absent, the Secretary shall perform the duties of the Chair.

The Secretary shall e-mail all official reports and the official minutes of all regular and special meetings to all Committee members prior to the next scheduled meeting.

Robert's Rules of Order, Newly Revised, shall govern the committee's actions.

#### ARTICLE IX: COMMITTEES


Section 1. The Executive Committee shall consist of the Chair, Vice-Chair, and Secretary. The Executive Committee shall approve the meeting agendas and the annual work plan.


Section 2. Sub-committees may be appointed by the Chairperson as necessary. Subcommittees are responsible to report back to the WMPO BikePed Committee at each meeting and before taking significant action.

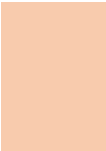
#### ARTICLE X: AMENDMENTS

The bylaws may be amended or repealed and new bylaws adopted by the affirmative vote of two-thirds of the total membership of the committee at any regular or special meeting of the group, with subsequent approval by the ~~TAC~~Board.

BikePed Fiscally Constrained Projects 07.17.2019				
Project ID	Rank	Project Name	Planning Year	Planning Year Cost
EB-6029		Clarendon Avenue		\$ 645,000
EB-6028		Market St Signalized Pedestrian Crossing		\$ 125,000
EB-5719		Peachtree Avenue Bicycle Lane		\$ 187,000
BP - 700	8	MARKET ST & LULLWATER DR	2025	\$ 28,300
BP - 35	9	College Rd MUP Ph I	2025	\$ 2,920,000
BP - 559	12	Cross City Trail MUP	2025	\$ 2,750,000
BP - 52	13	Oleander Dr BikePed Improvements	2025	\$ 1,770,000
BP - 36	14	College Rd MUP Ph II	2025	\$ 2,480,000
BP - 788	16	3rd St. and Brunswick St.	2025	\$ 28,300
BP - 16	17	Independence Blvd Extension MUP	2025	\$ 4,410,000
BP - 681	21	OLEANDER DR & DAWSON ST	2025	\$ 74,000
BP - 233	23	Floral Pkwy BikePed Improvements	2025	\$ 850,000
BP - 619	27	Carolina Beach Rd & Antoinette Dr	2025	\$ 75,700
BP - 661	28	COLLEGE RD & RANDALL PKWY	2025	\$ 28,300
BP - 589	30	Carolina Beach Rd. and Shipyard Pedestrian Crossing Improvements	2025	\$ 53,400
BP - 649	31	New Centre Dr & N College Rd	2025	\$ 53,800
BP - 722	33	3RD ST N & RED CROSS ST	2025	\$ 28,300
BP - 604	35	Lewis Dr & Lake Park Blvd	2025	\$ 63,200
BP - 846	36	St. Joseph and Lake Park Intersection Improvements	2025	\$ 29,200
BP - 765	39	10TH ST & WOOSTER ST	2025	\$ 61,200
BP - 636	41	University Drive & S College Rd	2025	\$ 47,400
BP - 560	47	US 421/Carolina Beach Rd and Halyburton Pkwy BikePed Crossing Improvements	2025	\$ 75,100
BP - 698	48	Market St. and Barclay Hills Dr Pedestrian Crossing Improvements	2025	\$ 39,800
BP - 744	49	10TH ST & DAWSON ST	2025	\$ 61,200
BP - 775	50	MILITARY CUTOFF RD & DESTINY WAY_FRESCO DR	2025	\$ 50,800
BP - 581	55	Carolina Beach Rd & College Rd	2025	\$ 81,300
BP - 774	56	MILITARY CUTOFF RD & SIR TYLER DR/MAIN ST	2025	\$ 50,800
BP - 591	58	Greenville Loop Rd. & Oleander Dr.	2025	\$ 40,100
BP - 646	61	College rd & Oleander Dr	2025	\$ 77,400
BP - 648	66	Military Cuttoff Rd & Eastwood Rd	2025	\$ 28,300

 Programmed in 2018-2027 STIP

 Fiscally constrained projects

 Unfunded during planning horizon projects

\*Fiscally constrained project list has been amended based on comments by the CAC to place emphasis on projects <\$5 million, that removed bike lanes on high speed corridors, and that provide bicycle and pedestrian facilities

BP - 584	71	College Rd & Shopping Center Entrance	2025	\$	65,500
BP - 590	74	Military Cutoff Rd & Wrightsville Ave	2025	\$	40,000
BP - 597	75	17Th St & Glen Meade Rd	2025	\$	75,400
BP - 639	76	S 21st St & Market St	2025	\$	48,700
BP - 669	77	3RD ST & DAWSON ST	2025	\$	62,500
BP - 635	79	Parker Farm Dr & Military Cutoff Rd	2025	\$	41,000
BP - 574	88	Drysdale Dr & Military Cutoff Rd	2025	\$	31,000
BP - 546	29	College Rd. Central Trail	2030	\$	2,490,000
BP - 15	40	Independence Blvd MUP Ph II	2030	\$	2,240,000
BP - 28	42	Causeway Dr Bicyclist Improvements	2030	\$	1,160,000
BP - 381	44	John D. Barry Bike Lanes	2030	\$	2,500,000
BP - 361	52	College Rd. Central Trail Ext.	2030	\$	2,420,000
BP - 754	82	Princess Place Dr. and 30th. St.	2030	\$	78,600
BP - 281	85	Waynick Blvd.	2030	\$	1,090,000
BP - 594	89	Carolina Beach Rd & Independence Blvd	2030	\$	75,900
BP - 633	90	Military Cutoff Rd & Cayman Court	2030	\$	58,300
BP - 647	91	Market St & Gordon Rd	2030	\$	91,100
BP - 579	92	Military Cutoff Rd & Station Rd	2030	\$	58,500
BP - 642	93	Eastwood Rd & Bay Creek Dr	2030	\$	32,800
BP - 795	100	GORDON RD & NETHERLANDS DR	2030	\$	59,500
BP - 839	102	US 17 & W GATE DR/GRANDIFLORA DR	2030	\$	75,900
BP - 563	107	Causeway Dr & Salisbury St	2030	\$	60,600
BP - 855	108	Echo Farms and George Anderson Crossing Improvements	2030	\$	91,100
BP - 468b	46	Downtown Trail Greenway (Phase II, Nutt St to Burnt Mill Creek)	2035	\$	6,840,000
BP - 556	54	17th St NHC Library Connection	2035	\$	2,650,000
BP - 860	64	Wrightsville Beach Sidewalk Realignment	2035	\$	3,790,000
BP - 12	94	US 17 MUP	2035	\$	530,000
BP - 849	110	Lake park Blvd and CB Lake Park Intersection Impro	2035	\$	39,300
BP - 468a	57	Downtown Trail Greenway (Phase I, Riverfront Boardwalk to Bess St)	2040	\$	8,310,000
BP - 49	72	Peachtree Ave BikePed Improvement	2040	\$	2,760,000
BP - 193	97	Lake Ave BikePed Improvements	2040	\$	1,410,000
BP - 298	112	Chappell Loop	2040	\$	250,000
BP - 580	116	Carolina Beach Rd. and Mateo Dr. Pedestrian Crossing Improvements	2040	\$	120,000
BP - 577	118	Bayshore Dr & Market St	2040	\$	100,000
BP - 626	119	River Rd & Carolina Beach Rd	2040	\$	99,300
BP - 644	120	Causeway Dr & LuminaSt	2040	\$	44,100
BP - 838	121	US 17 & OLDE WATERFORD WY/PLOOF RD SE	2040	\$	84,300
BP - 842	125	US 17 & Lanvale Rd NE (Provision Parkway)	2040	\$	160,000

BP - 851	127	North Carolina Ave and Lake Park Blvd Intersection	2040	\$ 45,500
BP - 792	130	US 17/MARKET ST & N GREEN MEADOWS DR	2040	\$ 80,000
BP - 845	131	Harper and Canal Intersection Improvements	2040	\$ 59,200
BP - 572	135	US 421 & Isabel Holmes Bridge	2040	\$ 65,900
BP - 854	136	Harper Ave and 7th St Intersection Improvements	2040	\$ 45,500
BP - 625	139	Sanders Rd & River Rd	2040	\$ 93,000
BP - 843	140	K AVE & 421	2040	\$ 110,000
BP - 852	144	South Carolina Ave and Lake Park Blvd Intersection	2040	\$ 45,500
BP - 131	146	Lossen Lane Bike/Ped Improvement	2040	\$ 1,500,000
BP - 627	149	Piner Rd & Myrtle Grove Rd	2040	\$ 93,700
BP - 853	157	Texas Ave and Lake Park Blvd Intersection Improvement	2040	\$ 45,500
BP-1	37	5th Ave Bike Lane	2045	\$ 2,600,000
BP-432	69	South Smith Creek Trail	2045	\$ 10,130,000
BP-322	113	Carolina Beach Waterfront Trail	2045	\$ 4,710,000
BP - 268	1	Leland/Wilmington BikePed Connection	2045+	\$ 48,320,000
BP - 456	2	College Rd Bike Lanes	2045+	\$ 27,340,000
BP - 270	3	3rd Street MUP	2045+	\$ 10,490,000
BP - 861	4	Market St. Bike Lanes	2045+	\$ 11,790,000
BP - 308	5	Shipyard Trail	2045+	\$ 15,810,000
BP - 457	6	Kerr Ave. Bike Lanes	2045+	\$ 14,510,000
BP - 458	7	Wrightsville Avenue BikePed Improvements	2045+	\$ 35,430,000
BP - 303	10	Dow Rd. Trail	2045+	\$ 24,770,000
BP - 316	11	River to Sea Trail	2045+	\$ 21,710,000
BP - 373	15	Gordon Rd BikePed Improvements	2045+	\$ 34,070,000
BP - 307	18	Carolina Beach Rd Trail	2045+	\$ 29,080,000
BP - 426	19	North Smith Creek Trail	2045+	\$ 25,650,000
BP - 464	20	Carolina Beach Rd BikePed Improvements	2045+	\$ 48,350,000
BP - 45	22	Wilshire Blvd BikePed Improvements	2045+	\$ 12,270,000
BP - 277	24	Masonboro Loop Trail I	2045+	\$ 17,800,000
BP - 336	25	Airlie Rd. MUP	2045+	\$ 12,750,000
BP - 398	26	New Centre Dr BikePed Improvements	2045+	\$ 21,840,000
BP - 396	32	Military Cutoff Bike Lanes	2045+	\$ 7,100,000
BP - 297	34	Village Rd Loop	2045+	\$ 10,720,000
BP - 147a	38	Central Blvd/Morningside Dr Bike Lanes	2045+	\$ 120,000
BP - 147b	38	Central Blvd/Morningside Dr Bike Lanes	2045+	\$ 10,820,000
BP - 471	60	Front St. Sharrow	2045+	\$ 40,000
BP - 370	43	Front St. Sharrow	2045+	\$ 62,800
BP - 324	45	US HWY 421 Trail	2045+	\$ 29,400,000
BP - 269	51	Masonboro Loop Trail II	2045+	\$ 22,340,000
BP - 551	53	Central Lake Park Blvd. Sidewalks	2045+	\$ 18,990,000
BP - 39	59	Burnt Mill Creek Path	2045+	\$ 10,720,000

BP - 305	62	South Carolina Beach Rd Trail	2045+	\$ 25,330,000
BP - 423	63	Market St Rail Trail	2045+	\$ 22,090,000
BP - 441	65	Causeway Dr Sharrows	2045+	\$ 150,000
BP - 306	67	South River Rd Trail II	2045+	\$ 41,480,000
BP - 355	68	Castle Hayne Rd. Bike Lanes	2045+	\$ 12,370,000
BP - 437	70	Castle Hayne Rd. Bike Lanes	2045+	\$ 11,700,000
BP - 276	73	River Rd MUP	2045+	\$ 23,160,000
BP - 397	78	New Centre Dr Bicycle Lanes I	2045+	\$ 4,880,000
BP - 304	80	Snow's Cut Bike/Ped Bridge	2045+	\$ 21,230,000
BP - 433	81	Myrtle Grove Rd Trail	2045+	\$ 25,880,000
BP - 280	83	College Acres MUP	2045+	\$ 8,170,000
BP - 325	84	Wrightsville Beach Trail	2045+	\$ 33,250,000
BP - 349	86	Cape Fear Blvd.	2045+	\$ 11,350,000
BP - 406	87	Princess Street Sharrows	2045+	\$ 150,000
BP - 345	96	Blue Clay Rd Bicycle Lanes II	2045+	\$ 12,020,000
BP - 301	98	I-140 East Trail	2045+	\$ 33,370,000
BP - 442	99	Lumina Ave Sharrows	2045+	\$ 270,000
BP - 239	101	Brunswick Nature Park Connector I	2045+	\$ 6,760,000
BP - 430	103	North River Rd Trail (Remaining Section)	2045+	\$ 14,970,000
BP - 856	104	Cape Fear River Crossing	2045+	\$ 25,460,000
BP - 14,285	105	Independence Blvd MUP Ph I	2045+	\$ 5,510,000
BP - 240	106	Blackwell Rd SE Trail	2045+	\$ 5,530,000
BP - 859	109	Brunswick Forest to Town Creek Park and Schools	2045+	\$ 14,430,000
BP - 238	111	Brunswick Nature Park Connector II	2045+	\$ 11,370,000
BP - 326	114	Rogersville Rd Trail	2045+	\$ 6,740,000
BP - 409	115	St. Joseph St. Bike Lane and Sidewalk	2045+	\$ 18,610,000
BP - 273	117	Country Club MUP	2045+	\$ 10,200,000
BP - 247	122	Sloop Point Loop Rd MUP	2045+	\$ 14,200,000
BP - 411	123	Sidbury Rd BikePed Improvements	2045+	\$ 7,100,000
BP - 246	124	Fort Fisher Blvd. BikePed	2045+	\$ 2,850,000
BP - 179/209	126	Hampstead Bypass Path	2045+	\$ 57,890,000
BP - 56	128	Claredon Ave MUP	2045+	\$ 6,130,000
BP - 165	129	Navaho Trail MUP	2045+	\$ 16,440,000
BP - 13	132	West Gate Park Connector	2045+	\$ 3,980,000
BP - 180	133	NC 133 MUP	2045+	\$ 4,960,000
BP - 212	134	US 117/College Rd. BikePed Improvements	2045+	\$ 10,260,000
BP - 178	137	Sidbury Rd BikePed Improvements	2045+	\$ 26,130,000
BP - 146	138	Halifax Rd. Pike/Ped. Improvement	2045+	\$ 6,160,000
BP - 223	141	Hoover Rd. MUP	2045+	\$ 3,870,000
BP - 275	142	Landsdown Rd. MUP	2045+	\$ 4,520,000
BP - 862	143	Leland MUP	2045+	\$ 14,700,000
BP - 261	145	Cedar Hill Rd. MUP	2045+	\$ 4,980,000
BP - 282	147	South River Rd Trail I	2045+	\$ 4,960,000
BP - 237	148	Fletcher Rd NE MUP	2045+	\$ 3,330,000

BP - 286	150	Ploof Rd Path	2045+	\$	3,660,000
BP - 300	151	Porters Neck Rd Trail	2045+	\$	28,290,000
BP - 337	152	Alabama Ave MUP	2045+	\$	4,670,000
BP - 858	153	Belville Elementary Connector in Belville	2045+	\$	2,300,000
BP - 248	154	Chappell Loop Rd. BikePed	2045+	\$	8,230,000
BP - 201	155	NC 133 MUP	2045+	\$	4,150,000
BP - 206	156	Island Creek Rd BikePed Improvements	2045+	\$	24,160,000
BP - 42	158	Jenkins Road BikePed	2045+	\$	1,090,000
BP - 43	159	St. Johns Church Rd. BikePed	2045+	\$	2,300,000
BP - 97	160	Plantation Road BikePed Improvements	2045+	\$	9,610,000
BP - 561	161	Carolina Beach Rd & Myrtle Grove Rd	2045+	\$	130,000
BP - 224	162	Hoover Rd. MUP	2045+	\$	43,970,000
BP - 376	163	Holly Shelter Rd BikePed Improvements	2045+	\$	29,730,000
BP - 469	164	Ocean Blvd MUP	2045+	\$	9,190,000
BP - 834	165	Ocean Ave & Island Greenway	2045+	\$	52,100
BP - 272	166	Mallory Creek MUP	2045+	\$	5,460,000
BP - 344	167	Blue Clay Rd Bicycle Lanes I	2045+	\$	8,730,000
BP - 323	168	Western Rail Corridor Trail	2045+	\$	12,310,000
BP - 249	169	Jackey's Creek Connector MUP	2045+	\$	480,000
BP - 857	170	Apache Trail MUP	2045+	\$	1,820,000
BP - 341	171	Bayfield Dr Sharrow	2045+	\$	170,000
BP - 194	172	Independence Mall Frontage	2045+	\$	5,050,000

Total All Projects Cost		\$1,403,705,000
Total Fiscally Constrained Projects Cost		\$76,970,100
Total Fiscally Constrained Projects		82
Forecasted Revenue		\$77,033,371

**WILMINGTON URBAN AREA MPO**  
**SEPTEMBER 2019**

**2045 METROPOLITAN TRANSPORTATION PLAN**

**Project Description/Scope:** The Wilmington Urban Area Metropolitan Planning Organization is required by federal law to update the Metropolitan Transportation Plan every 5 years. The last plan was adopted by the MPO Board on November 18, 2015. The next update is required to be adopted by November 2020. This plan will guide the regional transportation priorities and actions, and be used for project selection in the State/Metropolitan Transportation Improvement Programs. The MPO Board appointed a Citizen Advisory Committee (CAC) to help guide the development of this plan. A four month public outreach period was held between April 3, 2018 and July 31, 2018. During this period, there were 2,287 transportation survey responses, 563 comments on the public input map tool, and 4,554 votes on map comments, totaling 7,404 responses collected. In July 2018, the six modal subcommittees began meeting with the initial task of developing modal goals and objectives, which were completed in October 2018 and officially adopted by the Board in November 2018. The Modal Subcommittees have completed scoring criteria, evaluation of projects and development of the draft policies. The CAC, TCC and Board received the financial forecasts and potential alternative funding sources in March 2019. The consultant completed the project cost estimates and alternative funding forecasts in June 2019.

**Next Steps:**

- A red line, fiscal constraint analysis of ranked modal projects were prepared and presented by staff to the CAC, TCC, and Board in July. The WMPO Board proposed changes at its August meeting. The revised lists are planned for adoption in September 2019.
- Projects considered for potential funding by identified and Board supported alternative funding forecasts will be identified by staff and reviewed and approved by the CAC, TCC, and Board in October 2019.
- Approval of complete fiscally constrained project lists is expected to be completed by end of October 2019.
- Release of Draft Plan to public anticipated for end of January 2020
- Adoption of final plan by November 2020

**SITE DEVELOPMENT REVIEW**

**Project Descriptions/Scope:** The Wilmington Urban Area MPO assists with site development and Transportation Impact Analysis review for the MPO's member jurisdictions. During the last month, staff has reviewed the following development proposals:

- New Hanover County Development Plan Reviews: 1 reviews
- New Hanover County Informal Plan Reviews: 0 reviews
- New Hanover Concept Reviews: 0 review
- Town of Leland Formal Reviews: 5 reviews
- Town of Leland Informal Reviews: 4 reviews
- Town of Navassa Formal Reviews: 2 reviews
- Town of Navassa Informal Reviews: 1 reviews
- Town of Navassa Concept Reviews: 0 reviews
- Town of Carolina Beach Formal Reviews: 0 reviews
- Town of Carolina Beach Informal Reviews: 0 reviews
- Brunswick County Formal Plan Reviews: 0 reviews
- Brunswick County Informal Plan Reviews: 0 reviews



- TIA Reviews: 20 total (New Hanover County 5, City of Wilmington 10, Carolina Beach 0, Leland 1, Navassa 1, and Pender County 2, Brunswick County 1) ; new 2 and ongoing 18
- Pender County Development Plan Reviews: 2 reviews
- Pender County Informal Plan Reviews: 0 reviews
- Pender County Concept Reviews: 0 reviews
- City of Wilmington Formal Reviews: 54 (9 new, 45 on-going)
- City of Wilmington Informal Reviews: 20 (3 new, 17 on-going)
- City of Wilmington Concept Reviews: 9 ( 7 new concept reviews- 2 on-going concept)
- COW Project Releases: 12 Full releases

#### **STBGP-DA/TASA-DA FY 2013 to Present**

#### **STBGP-DA**

#### **U-5534C - WRIGHTSVILLE AVENUE/GREENVILLE AVENUE TO HINTON AVENUE**

**Project Descriptions/Scope:** The project is for construction of intersection re-alignment improvements at the intersection of Wrightsville Avenue/Greenville Avenue and bike lanes and sidewalks along Greenville Avenue from Wrightsville Avenue to Hinton Avenue.

#### **Project Status and Next Steps:**

- Complete review of final design package and submit to NCDOT for review– Fall 2019
- NCDOT final design approval and City to request Construction Funds Authorization – Winter 2019
- Begin Construction – Summer 2020
- Complete Construction – Summer 2021

#### **U-5534D - TOWN OF LELAND - OLD FAYETTEVILLE ROAD MUP**

**Project Descriptions/Scope:** This project is for design and construction of a ten foot (10') wide multi use path, separate but adjacent to Old Fayetteville Road, beginning at or around the corner of the Leland Town Hall Campus and ending at the driveway of the North Brunswick High School.

#### **Project Status and Next Steps:**

- 100% Plan approval received
- ROW certification has been issued
- Construction funds have been requested for release
- Updated PCE approved on December 4, 2018
- Davenport identified potential utility conflicts; The Town has authorized Level A – S.U.E. services to be performed to verify where conflicts exist; AECOM will revise plans to reflect any utility relocations that must be done; revised plans must then be approved by NCDOT.
- S.U.E. information has been sent to AECOM for revisions.
- Supplemental Agreement #3 dated March 28, 2019 extends project completion deadline to July 1, 2020.
- Bid and award timeline will depend upon Davenport's findings from SUE; prefer to bid this and projects U-5534I, J and K at the same time.
- Engineer is revising the plans to reflect utility relocations
- Engineer will update the cost estimate after plans are revised; will try to submit new estimate by no later than September 10<sup>th</sup>

#### **U-5534F – CITY OF WILMINGTON – PARK AVENUE MUP – PHASE II**

**Project Descriptions/Scope:** This project is for the design and construction of an off-road multi-use path between Audubon Boulevard and Kerr Avenue. The right of way certification was received November 2, 2016.

##### **Project Status and Next Steps:**

- Complete review of final design package and submit to NCDOT for review – Summer 2019
- NCDOT final design approval and City to request Construction Funds Authorization – Fall 2019
- Begin Construction – Winter 2019
- Complete Construction – Fall 2020

#### **U-5534G –CITY OF WILMINGTON- HOOKER ROAD MULTI-USE PATH**

**Project Descriptions/Scope:** The project consist of the construction of a 10' wide multi-use path along Hooker Road from Wrightsville Avenue to Mallard Drive/Rose Ave intersection

##### **Project Status and Next Steps:**

- Complete final design package and submit to NCDOT for review–Fall 2019
- Update/renew permits – Winter 2019
- NCDOT final design approval – Winter 2019
- Right of way acquisition complete – Summer 2020
- Begin Construction – Spring 2021
- Complete Construction – Spring 2022

#### **U-5534H –CITY OF WILMINGTON- HINTON AVE MULTI-USE PATH**

**Project Descriptions/Scope:** This project consists of the construction of a 10' wide multi-use path along Hinton Avenue from Park Avenue to Greenville Avenue.

##### **Project Status and Next Steps:**

- Complete final design package and submit to NCDOT for review– Fall 2019
- Update/renew permits – Winter 2019
- NCDOT final design approval – Winter 2019
- Right of way acquisition complete – Summer 2020
- Begin Construction – Spring 2021
- Complete Construction – Spring 2022

#### **U-5534I –TOWN OF LELAND- VILLAGE ROAD MULTI-USE PATH EXTENSION**

**Project Descriptions/Scope:** The construction of a 8 foot wide concrete path from the connection at the Brunswick Center in Leland across the front of the library property, down Village Road, ending on the western edge of the First Baptist Church property before the Sturgeon Creek Bridge.

##### **Project Status and Next Steps:**

- 100% Plans approved by NCDOT
- Right of way acquisition underway
- Right of way Certification- TBD
- Encroachment agreement needed once right-of-way finalized

- Let date will be delayed to match up with “J” project
- Davenport review identified potential utility conflicts; SUE inspection has been authorized and any subsequent plan revisions will be resubmitted for approval. SUE was scheduled for July.
- S.U.E. information has been sent to AECOM for revisions.
- After visually inspecting potential utility conflict locations, determined that SUE services were not needed and thus no revisions are needed to the plans
- Engineer is preparing an updated estimate with anticipated completion by September 10<sup>th</sup>
- Surveyor is preparing utility easement plats for condemnations

#### **U-5534J – TOWN OF LELAND- OLD FAYETTEVILLE LOOP ROAD PEDESTRIAN LOOP**

**Project Descriptions/Scope:** The construction of sidewalks in three locations: 1) The construction of an 8 foot concrete sidewalk along Village Road from Town Hall Drive to the apartment complex and widening the existing 5 foot sidewalk in front of the apartment complex to 8 feet. 2) The construction of a 6 foot sidewalk along Town Hall Drive from Village Road NE to the sidewalk that exists by the new Town Hall. 3) The construction of a 5 foot sidewalk along Old Fayetteville Road from the existing sidewalk in front of the apartment complex to Village Road NE.

##### **Project Status and Next Steps:**

- 100% Plans approved by NCDOT
- Right of way acquisition underway
- Right of way Certification- TBD
- Encroachment agreement needed once right-of-way finalize
- Davenport review identified potential utility conflicts; SUE inspection has been authorized and any subsequent plan revisions will be resubmitted for approval. SUE was scheduled for July.
- S.U.E. information has been sent to AECOM for revisions.
- After visually inspecting potential utility conflict locations, determined that SUE services were not needed and thus no revisions are needed to the plans
- Engineer is preparing an updated estimate with anticipated completion by September 10<sup>th</sup>
- Surveyor is preparing utility easement plats for condemnations

#### **U-5534K – TOWN OF LELAND- LELAND MIDDLE SCHOOL SIDEWALK**

**Project Descriptions/Scope:** The construction of 5 foot wide concrete sidewalk adjacent to Old Fayetteville Road from Ricefield Branch Road to the US Hwy 74/76 overpass after Glendale Drive with connections to Leland Middle School and the surrounding neighborhoods.

##### **Project Status and Next Steps:**

- 100% Plans approved by NCDOT
- Right of way acquisition underway
- Right of way Certification- TBD
- Encroachment agreement needed once right-of-way finalized
- Let date will be delayed to match up with “J” project
- Davenport review identified potential utility conflicts; SUE inspection has been authorized and any subsequent plan revisions will be resubmitted for approval. SUE was scheduled for July.
- S.U.E. information has been sent to AECOM for revisions.
- After visually inspecting potential utility conflict locations, determined that SUE services were not needed and thus no revisions are needed to the plans
- Engineer is preparing an updated estimate with anticipated completion by September 10<sup>th</sup>
- Surveyor is preparing utility easement plats for condemnations

**U-5534N –CITY OF WILMINGTON- SHIPYARD BOULEVARD SIDEWALK**

**Project Description/Scope:** The construction of a sidewalk and bus pull-out along Shipyard Boulevard between Vance Street and Rutledge Drive. This will be a partnership between the City of Wilmington, Cape Fear Public Transportation Authority and Wilmington MPO.

**Project Status and Next Steps:**

- Let Date: March 14, 2019
- Additional funds have been received and the contract is being routed for signatures
- Preconstruction meeting will be rescheduled based on Hurricane Dorian.

**U-5534Q –CITY OF WILMINGTON- S. COLLEGE/HOLLY TREE CROSSWALKS**

**Project Description/Scope:** The project will install sidewalk, ADA ramps, curb and gutter, markings and traffic signal revisions required to install actuated pedestrian crossings of S. College Road and crossings on Holly Tree Road.

**Project Status and Next Steps:**

- The project has been put on hold until NCDOT's College Road resurfacing project occurs
- An agreement was sent to NCDOT in early August for execution.

**U-5534S (FORMERLY U-5534M)- TOWN OF WRIGHTSVILLE BEACH- CORAL DRIVE SIDEWALKS**

**Project Descriptions/Scope:** The construction of sidewalks along Coral Drive will install approximately 954 linear feet of 5 foot wide sidewalk on Coral Drive adjacent to Wrightsville Beach Elementary. The Town hired SEPI to complete the design.

**Project Status and Next Steps:**

- The Town is working on acquiring the easements
- Plans have been approved. The PCE and Specs have been sent back to the engineer for corrections.
- Anticipated Let Date: Fall 2019

**U-5534T –CITY OF WILMINGTON- TRAFFIC SIGNAL PREEMPTION**

**Project Description/Scope:** This project will install traffic pre-emption equipment at 27 locations throughout the City of Wilmington and GPS devices on fire apparatus.

**Project Status and Next Steps:**

- Plans and specification approved by NCDOT on February 19, 2019.
- Construction Authorization and funding request in progress.
- Bid opening to be held on August 15, 2019.
- Concurrence of Award has been received
- City staff working to execute contracts and set up preconstruction meeting

**U-5534U – TOWN OF NAVASSA- NAVASSA PARK MULTI-USE PATH**

**Project Description/Scope:** This project will construct bike lanes on both sides of Brooklyn Street, a multi-use path connecting Brooklyn Street to the Navassa Park, and a multi-use path through the Navassa Park forming a loop within the park.

**Project Status and Next Steps:**

- A design kickoff meeting was held on August 27, 2019
- Right-of-Way funding request is anticipated in May 2020
- Construction Funding is anticipated in FY2021

#### **EB-6025- TOWN OF BELVILLE- RICE HOPE MULTI-USE PATH**

**Project Description:** The project consists of the construction of a multi-use path of eight feet (8') wide located at the western side of NC 133 between Morecamble Blvd and Rice Hope Run.

##### **Project Status and Next Steps:**

- The agreements have been executed
- The Town is working on request for PE funds and Letter of Interest

#### **TASA-DA**

#### **U-5527B CITY OF WILMINGTON – 5th AVE INTERSECTION UPGRADES**

**Project Descriptions/Scope:** This project is for the construction of high visibility crosswalks, curb ramps, and pedestrian activated signals on 5th Ave at the Dawson Street and Wooster Street intersections.

##### **Project Status and Next Steps:**

- City Council awarded the contract on February 4, 2019. The City is currently working on executing the contract.
- Contractor has been notified that additional funds have been received for overall contract.
- City staff working to set up preconstruction meeting

#### **U-5527C NEW HANOVER COUNTY – MIDDLE SOUND GREENWAY – EXTENSION TO MIDDLE SOUND VILLAGE**

**Project Descriptions/Scope:** This project is for the construction of a multi-use path along Middle Sound Loop Road from Oyster Lane to the Middle Sound Village property line.

##### **Project Status and Next Steps:**

- 90% plans comments have been received and have been corrected
- Construction funds requested on July 1, 2019
- Anticipated construction bid Fall 2019 (documents are ready and awaiting final approval by NCDOT)

#### **EB- 6026- TOWN OF BELVILLE- BELVILLE ELEMENTARY- MULTI-USE PATH**

**Project Description:** The project consists of the construction of a multi-use path of twelve feet (12') wide located along NC 133 connecting north and south entrances of Hawks Water Development to Belville Elementary School.

##### **Project Status and Next Steps:**

- The agreements have been executed
- The Town is working on request for PE funds and Letter of Interest

#### **EB-6027 – NEW HANOVER COUNTY -MIDDLE SOUND GREENWAY**

**Project Description:** Design only of the Middle Sound Greenway connection to Ogden Park

##### **Project Status and Next Steps:**

- The agreements have been signed
- PE funds have been authorized
- Letter of Interest posted on August 26, 2019

#### **EB-6028 —CITY OF WILMINGTON- 21<sup>st</sup> Street/Market HAWK SIGNAL**

**Project Description:** Design and construction of a HAWK signal at the pedestrian crossing at Market Street and 21st Street

##### **Project Status and Next Steps:**

- NCDOT agreements were approved on at the July 16<sup>th</sup> City Council meeting
- The agreement is being routed for signatures

#### **EB-6029 – TOWN OF CAROLINA BEACH – CLARENDON AVENUE MULTI-USE PATH**

**Project Description:** Construction of the Clarendon Avenue multi-use path from 4th Street to Dow Road

##### **Project Status and Next Steps:**

- The agreement has been executed
- Plans have been approved by NCDOT.
- The Town is working on construction documents, permits, PCE and right of way certification

#### **TRANSPORTATION DEMAND MANAGEMENT PROGRAM**

**Project Description/Scope:** UNCW is taking the role as lead employer for the Cape Fear region. The WMPO will coordinate with UNCW to work with other major employers in the region to identify opportunities for public outreach, marketing, carpooling, vanpooling, alternative/compressed work schedules, Emergency Guaranteed Ride Home, park and ride lots, etc. The MPO adopted “Work Cape Fear: Expanding Commuter Options in the Cape Fear Region” TDM Short Range Plan on January 28, 2015 and also authorized staff to apply for a TDM grant through NCDOT that funded a full-time TDM Coordinator position. The Agreement with NCDOT for the full-time TDM Coordinator position was approved on November 4, 2015. The TDM program works to increase active transportation initiatives and increase community knowledge of commuter options. The MPO finalized the Strategic Marketing Plan for the “Go Coast” program. In addition, the WMPO has been working with the City of Wilmington to implement a bike share program. The TDM program has continued to grow and progress and below are project status and next steps.

##### **Project Status and Next Steps:**

##### **Initiatives**

1. Be A Looker Campaign
  - a. Initiating a 6 month bicycle and pedestrian safety campaign to take place April to September 2019
  - b. 244 people have signed the pledge as of September 3, 2019
2. Bike Share
  - a. Completed agreement with Zagster. Contract has been signed.
  - b. Zagster is in process of securing “title sponsors” to fund the program
3. New Go Coast Website
  - a. New website is being created
4. Social Media
  - a. Posting at least three times per week

- b. WMPO Facebook, Instagram, and Twitter and Go Coast Instagram
- 5. NCDOT went out for bid for Share The Ride NC vendor and has re-selected Ride Shark. New updates to come to the platform soon.
- 6. Scooters
  - a. Waiting on the NC General Assembly to pass bill 553 which defines an electric scooter and will help determine where scooters can be ridden.
- 7. Writing a model ordinance for regulation of electric bicycles
- 8. Developing TDM portion of the Metropolitan Transportation Plan
- 9. Next Go Coast Committee Meeting September 19<sup>th</sup> at 3pm at 305 Chestnut Street



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

MEMORANDUM

TO: NCDOT Employees

FROM: James H. Trogon, III, PE  
Secretary

DATE: August 30, 2019

SUBJECT: Complete Streets Policy Guidance

A large, stylized handwritten signature in black ink, likely belonging to James H. Trogon, III, Secretary of the Department of Transportation.

Attached is the Department's updated Complete Streets Policy, adopted by the Board of Transportation at the August meeting. This policy update is a result of nearly two years of careful analysis, engagement with our partners and collaboration across units to understand and address the challenges of delivering Complete Streets. Updating the Complete Streets Policy has been one of my priorities since returning to the Department, and I am committed to ensuring the Policy is implemented consistently across the state.

As we plan, design and construct the transportation network of the future, this policy update represents the Department's ongoing commitment to safe, multi-modal transportation. The attached Complete Streets Policy and Implementation Guide details my expectations for how Complete Streets will be planned, prioritized, designed, constructed and maintained across the state. My priority is to ensure that as a Department, we construct facilities that our communities want, need and will use.

Effective immediately, Highway Division projects that have not yet completed an Environmental Document will be expected to comply with the updated Policy. As we implement Complete Streets, we will refine our guidance and the Complete Streets Technical Team formed to aid in the development of the Policy update will continue to meet to oversee implementation.

cc: David Howard, Chief Deputy Secretary  
Julie White, Deputy Secretary for Multi-Modal  
Hanna Cockburn, AICP, Director of Integrated Mobility  
Chris Werner, PE, Director of Technical Services, Division of Highways  
Tim M. Little, PE, Chief Engineer  
Division Engineers

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## COMPLETE STREETS

NCDOT Policy (#)

A.09.0106

<b>Business Category:</b> Multi-Modal		<b>Business Area:</b> Bicycle & Pedestrian Division
<b>Approval Date:</b> 8/8/2019	<b>Last Revision Date:</b> N/A	<b>Next Review Date:</b> 8/8/20
<b>Authority:</b> <b>Select all that apply:</b> <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Requires Board approval <input type="checkbox"/> Requires Federal Highways Administration (FHWA) approval <input type="checkbox"/> Requires other external agency approval: <a href="#">Click here to enter external agency name(s)</a> .		<b>Policy Owner:</b> Bicycle & Pedestrian Division, Division of Highways
<b>Definitions:</b> <a href="#">Complete Streets</a> is North Carolina's approach to interdependent, multi-modal transportation networks that safely accommodate access and travel for all users.		
<b>Policy:</b> <p>Transportation, quality of life, and economic development are all undeniably connected through well-planned, well-designed, and context-sensitive transportation solutions. To NCDOT, the designations "well-planned", "well-designed" and "context-sensitive" imply that transportation is an integral part of a comprehensive network that safely supports the needs of communities and the traveling public.</p> <p>The North Carolina Department of Transportation, in its role as steward over the transportation infrastructure, is committed to:</p> <ul style="list-style-type: none"><li>Enhancing safety for all transportation modes, in support of <a href="#">Vision Zero</a>, a statewide program which aims to eliminate roadway deaths and injuries using data-driven prevention strategies;</li><li>Providing an efficient multi-modal transportation network in North Carolina such that the access, mobility, and safety needs of motorists, transit users, bicyclists, and pedestrians of all ages and abilities are safely accommodated;</li><li>Caring for the built and natural environments by promoting sustainable development practices that minimize impacts on natural resources, historic resources, businesses, residents, scenic and other community values, while also recognizing that transportation improvements have significant potential to contribute to local, regional, and statewide quality of life and economic development objectives;</li><li>Working in partnership with local government agencies, interest groups, and the public to plan, fund, design, construct, and manage complete street networks that sustain mobility through walking, biking, transit and driving.</li></ul> <p>This policy requires NCDOT planners and designers consider and incorporate multimodal facilities in the design and improvement of all appropriate transportation projects in North Carolina. Routine maintenance projects may be excluded from this requirement if an appropriate source of funding is not available. Consideration of multimodal elements will begin at the inception of the transportation planning process and the decisions made will be documented.</p>		

The Department recognizes the types of roadway users and the way they interact with the transportation network is evolving as transportation technologies such as ride share, connected and autonomous vehicles, and electric vehicles become more prevalent. The Department will consider these evolving technologies and users in its planning and design guidelines.

This policy sets forth the protocol for the development of transportation networks that encourage non-vehicular travel without compromising the safety, efficiency, or function of the facility. The purpose of this policy is to guide existing decision making and design processes to ensure that all users are included during the planning, design, construction, funding, operation and maintenance of North Carolina's transportation network, and will not create barriers or hazards to the movements of those users.

#### **Scope:**

This policy generally applies to all projects undertaken by NCDOT throughout the state.

There are many factors that must be considered when implementing the policy, e.g., number of lanes, design speeds, intersection spacing, medians, curb parking, etc. The applicability of this policy should not be construed as conclusive. Each facility must be evaluated for proper applicability. Notwithstanding the exceptions stated herein, all transportation facilities funded by or through NCDOT, and planned, designed, or constructed on state-maintained facilities, must adhere to this policy.

#### **Approach:**

The Department is committed to collaborate with cities, towns, and communities to ensure pedestrian, bicycle, transit and evolving transportation technology options are included as an integral part of their total transportation vision. As a partner in the development and realization of their visions, the Department desires to assist localities, through the facilitation of long-range planning, to optimize connectivity, network interdependence, context sensitive options, and multimodal alternatives. During the Comprehensive Transportation Planning process, bicycle, pedestrian, transit, and other multimodal usage shall be presumed to exist along and across certain corridors (e.g. between residential developments, schools, businesses and recreational areas).

It is the policy of the Department of Transportation to fully replace existing Complete Streets facilities disturbed as a result of a highway improvement project.

#### **Planning and Design Guidelines:**

The Complete Streets Planning and Design Guidelines were developed in 2012 to provide planners, designers and decision-makers with a framework for evaluating and incorporating various design elements into the planning, design, construction, and maintenance of the Department's transportation projects. The guidelines describe the planning and project development procedures, including required documentation, to support the Complete Streets policy. In addition, the guidelines describe how all roadway users will share the right of way safely and provide special design elements and traffic management strategies to address unique circumstances.

Planning, implementation and design guidelines will be updated periodically to address changes in Departmental policies and procedures and to reflect new transportation technologies and innovations.

The NCDOT Roadway Design Manual is intended to serve as the authoritative reference for Complete Streets design in accordance with adopted guidelines of the American Association of State Highway and Transportation Officials and other adopted or approved State and Federal guidelines and standards.

**Exceptions to Policy:**

It is the Department's expectation that suitable multimodal facilities will be incorporated in all appropriate new and improved infrastructure projects. Exceptions to this policy will be considered where exceptional circumstances that prohibit adherence to this policy exist. Such exceptions include, but are not limited to:

- Facilities that prohibit specific users by law;
- Areas in which the population and employment densities or level of transit service around the facility does not justify the incorporation of a multimodal facilities;
- Emergency repairs that require immediate attention.

As exceptions to policy requests are unique in nature, each will be considered on a case-by- case basis. Each exception must be approved by the Complete Streets Review Team consisting of the following or their designees:

- Complete Streets Program Administrator,
- State Traffic Engineer,
- State Roadway Engineer,
- Integrated Mobility Division Director, and
- Division Planning Engineer/Corridor Development Engineer.

Routine maintenance projects may be excluded from this requirement if an appropriate source of funding is not available.

**Policy Distribution:**

It is the responsibility of all employees to comply with Departmental policies. Therefore, every business unit and appropriate private service provider will be required to maintain a complete set of these policies. The Department shall periodically update departmental guidance to ensure that accurate and up-to-date information is maintained and housed in a policy management system.

**Related Documents:**

This policy builds on current practices and encourages creativity for considering and providing multi-modal options within transportation projects, while achieving safety and efficiency. Specific procedural guidance includes:

- Highway Landscape Planting Policy (dated 6/10/1988)
- Pedestrian Policy Guidelines – Sidewalk Location (Memo from Larry Goode, 2/15/1995)
- Board of Transportation Resolution: Bicycling & Walking in North Carolina, A Critical Part of the Transportation System (adopted 9/8/2000)
- Bridge Policy (2000)
- Pedestrian Policy Guidelines (effective 10/1/2000, Memo from Len Hill, 9/28/2000)
- NCDOT Context Sensitive Solutions Goals and Working Guidelines (updated 9/8/2003)
- Aesthetics Guidance Manual (2015)

**Revision History**

Revision Date	Revision Number	Description
8/8/19	0	Approved

**RESOLUTION FOR THE BOARD OF TRANSPORTATION IN  
SUPPORT OF IMPLEMENTATION FOR THE NORTH  
CAROLINA DEPARTMENT OF TRANSPORTATION  
COMPLETE STREETS POLICY THAT WILL ENHANCE  
SAFETY AND PROVIDE AN EFFICIENT NETWORK OF ALL  
TRANSPORTATION MODES**

**WHEREAS**, The North Carolina Department of Transportation is a state agency created in Article 8 of Chapter 143B of the North Carolina General Statutes; and

**WHEREAS**, the general purpose of the Department of Transportation is to provide for the necessary planning, construction, maintenance and operation of an integrated statewide transportation system for the economical and safe transportation of people and goods provided by the law; and

**WHEREAS**, the Department of Transportation Complete Streets Policy evaluation focuses on process improvements that ensures consideration and implementation of an integrated statewide transportation system; and

**WHEREAS**, the Department of Transportation's 2009 Complete Street Policy has been updated to reflect this intent and purpose; and

**WHEREAS**, the Department of Transportation's Complete Street Policy focuses on actions to strengthen institutional support;

**NOW, THEREFORE, BE IT RESOLVED:**

That the North Carolina Board of Transportation hereby adopts the 2019 amendments to the Complete Streets Policy.

  
Chairman

August 8, 2019

Date

  
Secretary of Transportation

August 8, 2019

Date



## North Carolina Department of Transportation Complete Streets Implementation Guide

**The North Carolina Department of Transportation (NCDOT) Complete Streets Implementation Guide (Guide) is designed to assist NCDOT staff engineers, project managers and designers in implementing the Complete Streets Policy as adopted by the NCDOT Board of Transportation. This document provides comprehensive guidance for incorporating a complete streets approach into NCDOT's planning, programming, design, and maintenance processes.**

The prime elements of this Guide are the following:

- 1 Planning**
- 2 Project Development**
- 3 Resurfacing and Maintenance Activities**
- 4 Work Zone Accommodations**
- 5 Related Policies**
- 6 Cost Share**
- 7 Design Guidance**
- 8 Administration**

This Guide will be updated periodically as processes and procedures are refined, with a comprehensive review and update every five years, beginning in August 2024.

### **1 Planning**

This section outlines the approach for ensuring Complete Streets elements are evaluated as a roadway project is planned, prioritized and programmed. Each roadway project will include the preparation of a Complete Streets Project Sheet as detailed below. The Project Sheet will identify planned multi-modal facilities and document any exceptions considered in the course of project development.

#### **1.1 Complete Streets Project Sheet (Prioritization 6.0)**

For projects where a project sheet has yet to be developed as part of the CTP process, a Complete Streets Project Sheet will be used to document the types of pedestrian, bicycle, public transit, and other multimodal facilities to be evaluated in each highway project. This sheet will be submitted during the Strategic Prioritization submittal process in conjunction with the needs statement required for

Prioritization. The Complete Streets Project Sheet will carry forward as a key document in the Project Advancing Transportation through Linkages, Automation, and Screening (ATLAS) workbench, allowing any personnel to access the project later in development.

### **1.2 Complete Streets Project Sheet (within the CTP)**

Comprehensive Transportation Plans (CTP) developed through NCDOT's Transportation Planning Division identify projects to address network deficiencies for motorists, pedestrians, bicyclists, and transit users. Complete Streets Project Sheets are being introduced into the CTP process. The Project Sheet outlines the recommended improvement, propose a typical cross-section for highway projects, explains the identified need for the project, provide current and projected traffic volume and capacity, identify high-level environmental constraints and provides Complete Street recommendations. These sheets lay the foundation for Complete Streets facilities and serve as a starting point for projects selected for Strategic Prioritization submittal and carry forward as a key document in the project development phase.

### **1.3 Exceptions to Policy**

The Complete Streets Project Sheet will capture requests and approvals of any exceptions to the Complete Streets Policy. Documentation of exceptions will reference the reason for such action, including, unique site constraints, prohibition of pedestrians or bicyclists on the facility or a lack of existing or planned public transit service. Exceptions may be requested and considered any time throughout the process through the Complete Streets Program Administrator in the Integrated Mobility Division. Exceptions are automatically granted if requested by the local government.

A multi-disciplinary Complete Streets Review Team will review all requests for exceptions to the Complete Streets Policy. The Review Team will consider the justification for the proposed exception as detailed on the Complete Streets Project Sheet and decide whether to recommend approval of the exception.

If the exception is not approved, the Review Team will initiate additional discussion with relevant parties, including the Project Manager, to explore options and alternatives for including appropriate multi-modal elements in the project. If necessary, the decision will be elevated to the Chief Deputy Secretary and/or Secretary for a final decision.

The Complete Streets Review Team will consist of:

- Complete Streets Program Administrator,
- State Traffic Engineer or designee,
- State Roadway Engineer or designee,
- Integrated Mobility Division Director or designee, and
- Division Planning Engineer/Corridor Development Engineer or designee.

## 2 Project Development

The project development phase carries a project from concept to the specific street design to be constructed.

The Complete Streets Project Sheet will carry forward with a project through the project development phase. Project managers will use the Complete Streets Project Sheet early in project development to assist with determining facilities to be included in preliminary project design alternatives.

The Complete Streets Project Sheet will be a ‘key document’ in the Project Advancing Transportation through Linkages, Automation, and Screening (ATLAS) workbench, allowing all personnel working on the project throughout the development process to refer to the information. Project ATLAS features a workbench tool to organize technical reports and data needed during project delivery. As part of the Workbench structure, the Project Manager will be responsible for documenting how complete street elements are reflected in the project design.

### 2.1 Project Scoping

The Project Engineer shall coordinate with NCDOT’s Integrated Mobility Division (IMD) on all programmed highway projects. The Integrated Mobility Division will participate in scoping meetings and provide a written summary memo identifying facility recommendations and design guidance as appropriate.

### 2.2 Bridge Projects

The Complete Streets Project Sheet will be integrated into the Structures Management Planning Process for bridge replacements and refurbishments. Until that step is complete, project managers will communicate with the Integrated Mobility Division through scoping requests to incorporate complete streets elements in bridge designs. This will occur for each bridge replacement project undertaken by NCDOT.

Due to the long useful life of bridges, on bridges with shoulder approach sections, where:

- a pedestrian need is identified through an adopted plan, sufficient deck space will be made available on the replacement bridge for future construction of sidewalks.
- a bicycle need is identified through an adopted plan, sufficient width for bike facilities will be provided.
- a multi-use path or sidepath need is identified through an adopted plan, sufficient width for the appropriate facility will be provided on and/or below the structure.

### 2.3 Equal or Better Performance of Facility

Conditions often change between the time a project is added to the STIP and the when the project development process begins that may support the incorporation of a different type of bicycle or pedestrian improvement than shown in an adopted plan. NCDOT will review an alternative facility to the bicycle and/or pedestrian facility type proposed in the adopted plan upon the written request of the local representatives. An alternative facility will be evaluated by the Complete Streets Review Team based on:

- purpose and need of the proposed facilities
- current or anticipated land use context of the project area
- traffic count data
- design speed
- crash history
- topographic and geometric features of the roadway
- safety

Project Managers will consult with the Complete Streets Program Administrator to request evaluation of an alternative facility. The decision of the Complete Streets Review Team will be documented in the Complete Streets Project Sheet.

### **3 Resurfacing and Maintenance Activities**

#### **3.1 Scheduled Resurfacing**

Each year, a county-level resurfacing schedule is developed within each NCDOT Division. NCDOT Division staff will meet with local agencies to review the scheduled roadways and identify locations to evaluate Complete Streets improvements. These may include striping, markings and associated signage.

The following process shall be followed to review resurfacing projects for complete street improvements:

- The Operations Program Management Unit will coordinate with the Integrated Mobility Division to identify planned facilities within the project limits suitable for implementation in conjunction with maintenance activities.
- Identified locations for Complete Streets improvements will be noted on the resurfacing list distributed to each unit of local government.
- The local government concurrence with recommended Complete Streets improvements will be provided to the local NCDOT Division in writing.
- Completed improvements will be incorporated into the Pedestrian and Bicycle Infrastructure Network (PBIN) and ATLAS upon completion.

#### **3.2 Addition of Rumble Strips**

Rumble strips (raised traffic bars), asphalt concrete dikes, reflectors, and other such surface alterations, where installed on roadways without full access control, will be placed in a manner as not to present hazards to bicyclists or interfere with existing on-road bicycle facilities. Rumble strips shall not be extended across the shoulder of the roadway or other areas intended for bicycle travel.

### **4 Work Zone Accommodations**

The continuity of existing bicycle and pedestrian facilities will be maintained during construction and maintenance activities. During the construction phase of a roadway project, NCDOT's [Guidelines for the Level of Pedestrian Accommodation in Work Zones](#) will be followed.



## 5 Policy References

### 5.1 Eliminated Policies

The following policy documents are superseded by the Complete Streets Policy (2019):

- *Complete Streets Policy* (2009) and *Complete Streets Planning and Design Guidelines* (2012)
- *Bicycle Policy* (2009, update)
- *Pedestrian Policy Guidelines* (2001)
- *Administrative Action to Include Local Adopted Greenway Plans in the NCDOT Highway Planning Process* (1994)

### 5.2 Related Policies

The following policy documents include elements related to Complete Streets implementation:

- *Traditional Neighborhood Development Manual* (2000)
- *Bridge Policy* (2000)
- *Policy on Street and Driveway Access to North Carolina Highways* (2003)
- *Exceptions to Maintenance Responsibilities on State Highway System Streets in Municipalities* (2003)
- *Subdivision Roads: Minimum Construction Standards* (2010, updated May 2016)
- *Guidelines for Inclusion of Greenway Accommodation Underneath a Bridge as Part of a NCDOT Project* (2015)

## 6 Cost Share

### 6.1 Complete Street Cost Share

The table below illustrates the funding responsibilities for Complete Streets incorporating bicycle and pedestrian and roadway public transportation facilities.

Complete Street Cost Share			
Facility Type	In Plan	Not in Plan, but Need Identified	Betterment
Pedestrian Facility	NCDOT pays full	Cost Share	Local
Bicycle Facility	NCDOT pays full	NCDOT pays full	Local
Side Path	NCDOT pays full	Cost Share	Local
Greenway Crossing	NCDOT pays full	Cost Share	Local
Bus Pull Out	NCDOT pays full	Cost Share	Local
Bus Stop (pad only)	NCDOT pays full	Cost Share	Local

Bicycle and pedestrian and public transportation facilities that appear in a state, regional or locally adopted transportation plan will be included as part of the proposed roadway project. NCDOT will fully fund the cost of designing, acquiring right of way, and constructing the identified facilities.

Bridges will not be included in the total project construction cost for cost-sharing purposes. NCDOT is responsible for the full cost of bridges.

Where an alternative facility requiring equal or lesser right-of-way is deemed to perform on an equal or better basis with concurrence by the Integrated Mobility Division, NCDOT shall construct the alternative facilities no cost share by the local jurisdiction.

## **6.2 Maintenance**

Bicycle and pedestrian improvements within a municipal boundary are subject to local maintenance. A local maintenance agreement will be executed prior to the completion of a construction project.

In instances where a local maintenance agreement is not executed to maintain a bicycle or pedestrian facility, NCDOT will maintain the facility after construction if the bicycle or pedestrian facility lies within NCDOT right-of-way.

## **6.3 Betterment**

A roadway project betterment is defined as:

- A requested bicycle, pedestrian or public transportation improvement that exceeds the recommendations appearing in a state or locally adopted plan requiring additional roadway width and/or right-of-way
- Aesthetic materials and treatments, if this cost is determined to exceed the cost of standard construction materials
- Landscaping in excess of standard treatments
- Lighting in excess of standard treatments

The additional costs associated with inclusion of these elements in a roadway project are the responsibility of the local jurisdiction, executed through a local agreement.

## **6.4 Betterment Cost Share Formula**

Bicycle and pedestrian facilities incidental to a roadway project where a need has been identified through the project scoping process but not identified in a locally adopted plan may be included in the project. Inclusion of these incidental facilities requires the local jurisdiction to share the incremental cost of constructing the identified improvements.

NCDOT will estimate the incremental cost of proposed improvements. The percentage of the total cost share for these improvements will be based on the table below according to the population of the jurisdiction in the most recent [annual certified estimated of population](#) as determined by the state demographer, and executed through a local agreement.

Betterment Cost Share		
Municipal Population	Cost Participation	
	NCDOT	Local
> 100,000	80%	20%
50,000 to 100,000	85%	15%
10,000 to 50,000	90%	10%
< 10,000	95%	5%

## 7 Design Guidance

The NCDOT **Roadway Design Manual** will serve as the authoritative reference for Complete Streets design. Cross-sections from the Manual will be used in stages of project planning, prioritization and development.

American Association of State Highway Transportation Officials (**AASHTO**) guides will serve as authoritative references for street design and will be used in coordination with the NCDOT Roadway Design Manual.

National Association of City Transportation Officials (**NACTO**) guides will serve as supplemental references for street design and will be used in coordination with the NCDOT Roadway Design Manual and AASHTO guides.

## 8 Administration of the Policy

The Complete Streets Core Technical Team (CTT) will meet quarterly to oversee the implementation of Complete Streets. The primary role of the CTT will be to review and maintain the Implementation Guide, recommend updates and process improvements and establish performance metrics for implementation. The CTT will direct the implementation of recommendations contained within the NCDOT Complete Streets 2.0 Recommendations document.

The CTT is comprised of the following units.

- ADA/Title VI Office
- Integrated Mobility Division
- Chief Deputy Secretary's Office
- Division of Highways
- Environmental Policy Unit
- Mobility & Safety
- Planning & Programming
- Rail Division
- Roadway Design Unit
- Technical Services
- Transportation Planning Division