

**Wilmington Urban Area  
Technical Coordinating Committee  
Wednesday, March 11, 2020  
Meeting Minutes**

**Members Present**

Mike Kozlosky, Chair, MPO Executive Director  
Don Bennett, Vice Chair, Traffic Engineer, City of  
Wilmington  
Nick Cannon, Transportation Demand  
Management Coordinator  
Rebekah Roth, New Hanover County Planning  
Department  
Granseur Dick, Wilmington International Airport  
Ashli Barefoot, Town of Leland

Helen Bunch, Brunswick County Planning  
Department  
Sam Shore, Pender County Planning Department  
Patrick Flanagan, Cape Fear Council of  
Governments  
Caitlin Marks, Division of Highways, NCDOT  
Nazia Sarder, Transportation Planning Branch,  
NCDOT  
Megan Matheny, Cape Fear Public Transportation  
Authority

**1) Call to Order**

Mr. Kozlosky called the meeting to order at 10:02 a.m.

**2) Approval of the Agenda**

Mr. Kozlosky requested to add an item to the regular agenda, Item 4i, regarding an amendment to the MPO's current fiscal year Unified Planning Work Program (UPWP). He noted that the information has been distributed to each committee member.

Ms. Barefoot made a motion to approve the agenda as amended. Ms. Bunch seconded the motion and it carried unanimously.

**3) Consent Agenda**

- a. **Approval of TCC Meeting Minutes- February 12, 2020**
- b. **Resolution approving 2018-2027 and 2020-2029 STIP/MPO Transportation Improvement Program Administrative Modification #20-2**
- c. **Resolution dissolving the Wilmington Urban Area Metropolitan Planning Organization's Citizen Advisory Committee and to recreate the committee and/or task force with the development of the next Metropolitan Transportation Plan**
- d. **Resolution supporting the Rail Re-alignment Project for the Benefits of Environmental Sustainability, Improve Commuting Times, Public Safety, Quality of Life, Enhanced Freight Movement and Economic Development**
- e. **Opening of the 30-day public comment period for 2018-2027 and 2020-2029 STIP/MPO Transportation Improvement Program Amendment #20-1**

Mr. Shore made a motion to approve the Consent Agenda, Items 3a through 3e, and to forward the items to the MPO Board for consideration. Ms. Bunch seconded the motion, and it carried unanimously.

**4) Regular Agenda**

- a. **Resolution approving the Prioritization 6.0 Aviation Project Submittals**

Ms. Lorenzo stated that staff worked with Wilmington International Airport (ILM) to confirm 11 projects from the currently adopted long-range transportation plan.

Mr. Kozlosky reminded committee members that this information was provided at the TCC's last meeting.

Mr. Flanagan made a motion to approve the Prioritization 6.0 Aviation Project Submittals.  
Mr. Shore seconded the motion, and it carried unanimously.

**b. Resolution approving the Prioritization 6.0 Bicycle and Pedestrian Project Submittals**

Ms. Lorenzo stated that the proposed Prioritization 6.0 Bicycle and Pedestrian Project Submittals are from the MPO's adopted long-range transportation plan. Since a 20% local match is required, it was necessary for staff to obtain commitments from participating jurisdictions. She reported that the Town of Leland was the only respondent and submitted four projects.

Ms. Roth stated that she received confirmation from NCDOT that bicycle and pedestrian projects might not have to be locally administered. She requested that New Hanover County's four projects in the Northchase area be included as well, if there are no conflicts with other jurisdictions.

In response to an inquiry by Ms. Matheny, Ms. Roth stated that these projects address safe pedestrian access from the Northchase Parkway to the intersection with Murrayville Road and crossings to the schools (Laney and Trask), on the west side of the road. She added that Ms. Marks is checking to see if the state would administer the projects.

Ms. Marks stated that she would need to verify if this applies to the incorporated areas as well. She noted that the change is Department-wide.

Mr. Kozlosky pointed out that this would be good news from a project administration standpoint.

Ms. Roth made a motion to approve as amended the Prioritization 6.0 Bicycle and Pedestrian Project Submittals. Ms. Barefoot seconded the motion, and it carried unanimously.

**c. Resolution approving the Prioritization 6.0 Public Transportation Project Submittals**

Ms. Lorenzo stated that 10 projects for amenity upgrades have been included for consideration in the Prioritization 6.0 Public Transportation Project Submittals. She stated that staff worked with Wave Transit to select Cape Fear 2040 projects that meet Wave's priorities and needs.

In response to an inquiry by Mr. Flanagan, Ms. Matheny stated that each route has an average of 50 stops, and a percentage of passenger amenities in the form of a covered shelter or independent bench. She noted that a five-year bus stop enhancement plan identifies goals for amenity upgrades that are system wide and route specific. The higher ridership routes, such as Route 101, have a higher percentage of passenger amenities.

Mr. Bennett suggested a low-cost option of a combination sign post and two small seats, which are in use by the Charlotte Area Transit System (CATS).

Ms. Matheny responded that Wave follows NCDOT's recommendations for installations in the city or state right-of-way. She noted that Wave has proposed this option and researched the ADA standards. Although, it wasn't found on the design list for NCDOT, Wave will research it further.

Ms. Matheny made a motion to approve the Prioritization 6.0 Public Transportation Project Submittals. Mr. Bennett seconded the motion, and it carried unanimously.

**d. Resolution approving the Prioritization 6.0 Rail Project Submittals**

Ms. Lorenzo stated that staff recommends tabling this item until next month. She noted that the City of Wilmington may split FS-17, the Wilmington Rail Realignment Project, into strategic segments.

Mr. Shore made a motion to table the Prioritization 6.0 Rail Project Submittals. Ms. Matheny seconded the motion, and it carried unanimously.

**e. Resolution approving the Prioritization 6.0 Roadway Project Submittals**

Ms. Lorenzo stated that the 16 proposed Prioritization 6.0 Roadway Project Submittals are included in the adopted long-range plan, and are unfunded currently in the STIP.

In response to an inquiry by Ms. Marks, Mr. Kozlosky stated that NC 210 intersection improvements should be included in R-36, NC210 Improvements (NC210/Island Creek Road to US17).

Mr. Flanagan made a motion to approve the Prioritization 6.0 Roadway Project Submittals. Mr. Dick seconded the motion, and it carried unanimously.

**f. Resolution approving the Wilmington Urban Area MPO's 2020 Legislative Agenda**

Mr. Kozlosky stated that this legislative agenda is similar to the one approved by the Board last year. However, it has been re-ordered a bit to recognize and acknowledge that the MPO's protections need to be included in legislation to be approved by the General Assembly for the Map Act cases for the maps that were filed for the Hampstead Bypass. He noted that Senate Bill 491 has passed the House, and is sitting in the Senate Rules (Committee). He commented that this item will be especially important to continue the push for protections during the next year through the short session.

Ms. Roth made a motion to approve the MPO's 2020 Legislative Agenda. Ms. Barefoot seconded the motion, and it carried unanimously.

**g. Resolution supporting the Allocation of Additional Surface Transportation Block Grant- Direct Attributable Funding to the Town of Wrightsville Beach for the Coral Drive Sidewalk (U-5534S) Project**

Mr. Kozlosky stated that the Coral Drive Sidewalk Project was originally approved by the MPO Board in January of 2015. He noted that the Town of Wrightsville Beach has been working through the design process. Based on the escalation of construction costs and the required oversight for federal funding, the town has requested an additional \$140,000 in Direct Attributable funds and has committed \$35,000 in local funds in order to bid and award this project. He added that sufficient funds exist to accommodate this request.

In response to an inquiry by Ms. Matheny, Mr. Kozlosky stated that the Town absorbed the \$600,000 cost internally for another project a few months ago. He commented that staff anticipates several more requests for funding for some of the older projects. He added that sufficient contingency has been built in so that the item need not return. Any unused portion of funds would be returned after the project is closed.

Mr. Cannon made a motion to approve the allocation of additional Surface Transportation Block Grant- Direct Attributable funding to the Town of Wrightsville Beach for the Coral Drive Sidewalk Project. Ms. Matheny seconded the motion, and it carried unanimously.

**h. Resolution supporting the Wilmington Urban Area MPO's Bicycle and Pedestrian Advisory Committee's Electric Bicycle Model Ordinance**

Mr. Cannon stated that several months ago, New Hanover County requested that the Bicycle and Pedestrian Advisory Committee draft a model ordinance for electric bicycles similar for the one created in 2018 for bicycle parking. He noted that the committee did some research on the types and classifications of electric bicycles, and on best practices of other states and municipalities for their regulation.

Mr. Bennett pointed out two typographical errors as follows:

- Definitions (B) (i), "weights" should read "weighs," and
- Regulations (C) (i), "ridded" should read "ridden."

Mr. Kozlosky reminded committee members that this is a model ordinance and not something that the MPO Board or the TCC would enforce. He noted that it would be circulated to member jurisdictions with no requirement for members to adopt the language. He added that the language is a recommendation only.

Ms. Roth made a motion to approve the Bicycle and Pedestrian Advisory Committee's Electric Bicycle Model Ordinance. Mr. Bennett seconded the motion, and it carried unanimously.

**i. Resolution amending the Fiscal Year 2020 Unified Planning Work Program of the Wilmington Urban Area Metropolitan Planning Organization**

Regina Hopkins, MPO Senior Accountant, distributed copies of the Resolution to amend the Fiscal Year 2020 Unified Planning Work Program (UPWP), a synopsis of the amendments and amounts, and a spreadsheet of the proposed amended budget. She stated that the amendments are based on staff time spent on specific tasks.

Mr. Kozlosky reminded TCC members that the MPO is required to amend its budget by March 31<sup>st</sup> of the fiscal year.

Mr. Flanagan made a motion to approve the amendments to the Fiscal Year 2020 Unified Planning Work Program. Mr. Shore seconded the motion.

In response to an inquiry by Ms. Roth, Ms. Hopkins clarified that this amendment is for the current fiscal year.

Mr. Kozlosky called the question and the motion carried unanimously.

**5) Discussion**

**a. 2018-2027 and 2020-2029 STIP/MPO Transportation Improvement Program Administrative Modification #20-3**

Mr. Kozlosky stated that this item regarding Federal Transit Administration (FTA) modifications is for information purposes only and will return to the committee and MPO Board for consideration.

**b. Federal Certification Review and Public Comment Period**

Mr. Kozlosky stated that a letter from the Federal Highway Administration (FHWA) has been included in the agenda packet acknowledging the MPO's certification review on April 30<sup>th</sup>. He noted that staff will request that the MPO Board consider opening a public comment period from March 26<sup>th</sup> through April 25<sup>th</sup>, which will be publicized on social media and via other avenues.

Mr. Kozlosky stated that the onsite review will be completed on April 30<sup>th</sup>. And at 4:00 p.m. on that date, FHWA and the Federal Transit Administration (FTA) will be available with a summary of comments. He noted that staff will bring this forward for consideration at a later date.

In response to an inquiry by Ms. Matheny, Mr. Kozlosky stated that Bill Marley and George Hoops from FHWA will be onsite. He noted that representatives of FTA have yet to be determined.

Ms. Matheny stated that the FTA will be onsite at Wave on June 29<sup>th</sup> for Wave's triennial review.

6) **Updates**

- a. **Wilmington Urban Area MPO**
- b. **Cape Fear Public Transportation Authority**
- c. **NCDOT Division**
- d. **NCDOT Transportation Planning Division**

Mr. Kozlosky stated that updates are included in the agenda packet.

7) **Announcements**

- a. **Bike/Pedestrian Committee Meeting - April 14<sup>th</sup>**
- b. **Next TCC meeting - April 15<sup>th</sup> at this location**

8) **Adjournment**

With no further items, the meeting was adjourned at 10:31 a.m.

**THE ABOVE MINUTES ARE NOT A VERBATIM RECORD OF THE PROCEEDINGS.**  
**THE ENTIRE PROCEEDINGS ARE RECORDED ON A COMPACT DISC AS**  
**PART OF THIS RECORD.**