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Create and execute continuing, cooperative and comprehensive regional long-range planning efforts that pro-actively drive transportation decisions to improve safety, connectivity, economic development and quality of life in the Wilmington region.

Technical Coordinating Committee Meeting Agenda

TO: Technical Coordinating Committee Members
FROM: Mike Kozlosky, Executive Director
DATE: January 6, 2023
SUBJECT: January 11th meeting

A meeting of the Wilmington Urban Area MPO's Technical Coordinating Committee (TCC) will be held on Wednesday, January 11, 2023, at 10:00 am. This meeting will be held in the 4th Floor Technology Conference Room located at 305 Chestnut Street in downtown Wilmington. Members of the public, TCC Members and MPO Staff can attend the meeting in person and virtually through the Zoom platform. The meeting will be streamed live online so that simultaneous live audio, and video, if any, of the meeting is available at the following URL:

<https://us06web.zoom.us/j/86755841388?pwd=L3ZiWE5vTkxmR2EzTkIFQktvQi9yQT09>

Simultaneous live audio of the meeting is also available via audio conference at the following dial in numbers: 301 715 8592 or 305 224 1968

Meeting ID: 867 5584 1388
Passcode: 158784

Please join the meeting in person or from your computer, tablet, or smartphone.

The following is the agenda for the meeting:

- 1) Call to Order
- 2) Approval of the Agenda
- 3) Election of Officers
- 4) Presentations
 - a. 525 North 4th Street Building Renovation- Jamar Johnson, WMPO
- 5) Consent Agenda
 - a. Approval of TCC Meeting Minutes- November 16, 2022
 - b. Resolution approving 2020-2029 STIP/MPO Amendment #22-7
 - c. Resolution approving 2020-2029 STIP/MPO Administrative Modification #22-11
 - d. Resolution supporting the establishment of a Citizen Advisory Committee and 2050 Metropolitan Transportation Plan Committee to assist with the 2050 Metropolitan Transportation Plan

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

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- e. Resolution supporting the Wilmington Urban Area Metropolitan Planning Organization's application to the North Carolina Department of Transportation's Paved Trails and Sidewalks Feasibility Study Grant Program to complete a Feasibility Study for Phases 2 and 3 of the Future Downtown Trail in the City of Wilmington
 - f. Resolution supporting the Wilmington Urban Area Metropolitan Planning Organization's application to the North Carolina Department of Transportation's Paved Trails and Sidewalks Feasibility Study Grant Program to complete a Feasibility Study for Gullah Geechee Heritage Corridor in the MPO's planning area boundary
 - g. Resolution supporting the East Coast Greenway's application to the North Carolina Department of Transportation's Paved Trails and Sidewalks Feasibility Study Grant Program to complete a Feasibility Study for future Pleasure Island Greenway in the Town of Kure Beach and Fort Fisher
 - h. Resolution supporting the Wilmington Urban Area Metropolitan Planning Organization's application for the North Carolina Department of Transportation's Bicycle Helmet Initiative
 - 6) Regular Agenda
 - a. Opening of the 30-day Public Comment Period for the 2023-2024 Unified Planning Work Program
 - b. Resolution amending the Wilmington Urban Area Metropolitan Planning Organization's Public Participation Policy and Rules of Procedure
 - 7) Discussion
 - a. 2020-2029 STIP/MPO Transportation Improvement Program Administrative Modifications #23-1
 - b. 2022-2026 MPO Strategic Plan 2023 Work Program
 - c. 2023 Draft Legislative Agenda
 - d. Direct Attributable Funding
 - e. 2020 Urbanized Area (UZA) Census Data- Organizational Boundaries, Structure, and Governance
 - f. Military Cutoff Road/Eastwood Road interchange
 - 8) Updates
 - a. Wilmington Urban Area MPO
 - b. Cape Fear Public Transportation Authority
 - c. NCDOT Division
 - d. NCDOT Transportation Planning Division
 - 9) Announcements
 - a. Wilmington MPO Bike/Pedestrian Committee- February 14, 2023
 - 10) Next meeting- February 8, 2023

Attachments:

- TCC Meeting Minutes- November 16, 2022
- Proposed 2020-2029 STIP/MPO Amendment #22-7
- Resolution approving 2020-2029 STIP/MPO Amendment #22-7
- Proposed 2020-2029 STIP/MPO Administrative Modification #22-11
- Resolution approving 2020-2029 STIP/MPO Administrative Modification #22-11
- Resolution supporting the establishment of a Citizen Advisory Committee and 2050 Metropolitan Transportation Plan Committee to assist with the 2050 Metropolitan Transportation Plan
- North Carolina Department of Transportation's Paved Trails and Sidewalks Feasibility Study Grant Program Candidate Project Overview Memorandum
- Maps for the Downtown Trail, Gullah Geechee Heritage Corridor, and Pleasure Island Greenway

-
- Resolution supporting the Wilmington Urban Area Metropolitan Planning Organization's application to the North Carolina Department of Transportation's Paved Trails and Sidewalks Feasibility Study Grant Program to complete a Feasibility Study for Phases 2 and 3 of the Future Downtown Trail in the City of Wilmington
 - Resolution supporting the Wilmington Urban Area Metropolitan Planning Organization's application to the North Carolina Department of Transportation's Paved Trails and Sidewalks Feasibility Study Grant Program to complete a Feasibility Study for Gullah Geechee Heritage Corridor in the MPO's planning area boundary
 - Resolution supporting the East Coast Greenway's application to the North Carolina Department of Transportation's Paved Trails and Sidewalks Feasibility Study Grant Program to complete a Feasibility Study for future Pleasure Island Greenway in the Town of Kure Beach and Fort Fisher
 - NCDOT Bicycle Helmet Grant Initiative Memorandum
 - Resolution supporting the Wilmington Urban Area Metropolitan Planning Organization's application for the North Carolina Department of Transportation's Bicycle Helmet Initiative
 - Recommended 2023-2024 Unified Planning Work Program
 - FY 24 Unified Planning Work Program Enhancements/Local Member Contributions Memorandum
 - Revised Draft Wilmington Urban Area Metropolitan Planning Organization's Public Participation Policy
 - Revised Draft Wilmington Urban Area Metropolitan Planning Organization's Rules of Procedure
 - Resolution amending the Wilmington Urban Area Metropolitan Planning Organization's Public Participation Policy and Rules of Procedure
 - Proposed 2020-2029 STIP/MPO Transportation Improvement Program Administrative Modifications #23-1
 - Proposed 2022-2026 MPO Strategic Plan 2023 Work Program
 - Draft 2023 Legislative Agenda
 - Direct Attributable Funding Memorandum
 - 2020 Urbanized Area (UZA) Census Data Memorandum
 - Military Cutoff Road/Eastwood Road interchange Memorandum
 - E-mail from NCDOT
 - Wilmington Urban Area MPO Update (January)
 - Cape Fear Public Transportation Authority Update (January)
 - NCDOT Division Project Update (November)
 - NCDOT Transportation Planning Division Project Update (January)

**Wilmington Urban Area MPO
Technical Coordinating Committee
Wednesday, November 16, 2022
Remote Meeting Minutes**

Members Present

Stephanie Ayers, NC State Ports Authority
Helen Bunch, Brunswick County
Adrienne Cox, NCDOT
Patrick Flanagan, Cape Fear Council of Governments
Jeremy Hardison, Town of Carolina Beach
Adrienne Harrington, Town of Belville
Mike Kozlosky, WMPO
Vanessa Lacer, Town of Leland
Abby Lorenzo, WMPO
Marie Parker, Wave Transit
Mandy Sanders, Town of Kure Beach
Nazia Sarder, NCDOT Transportation Planning
Denys Vielkanowitz, City of Wilmington

Others Present

Abie Bonevac, City of Wilmington
Carolyn Caggia, WMPO
Karlene Ellis-Vitalis, New Hanover County
Cheryl Hannah, HDR
Regina Hopkins, WMPO
Scott James, WMPO
Jamar Johnson, WMPO
Rachel McIntyre, WMPO
Linda Painter, City of Wilmington
Amy Passaretti, Port City Daily
Nicole Smith, City of Wilmington
Emma Stogner, WMPO

Members Absent

Michelyn Alston, Town of Navassa
Granseur Dick, Wilmington International Airport
Rachel LaCoe, New Hanover County
Robert O'Quinn, Town of Wrightsville Beach
Vacant, Pender County

1) Call to Order

Chairman Mike Kozlosky called the meeting to order at 10:01 a.m. He called the roll, and a quorum was present, as follows:

Present: Stephanie Ayers, Helen Bunch, Adrienne Cox, Patrick Flanagan, Jeremy Hardison, Adrienne Harrington, Mike Kozlosky, Vanessa Lacer, Abby Lorenzo, Marie Parker, Mandy Sanders, Nazia Sarder and Denys Vielkanowitz. **Absent:** Granseur Dick, Rachel LaCoe, Robert O'Quinn, representatives of the Town of Navassa and Pender County.

2) Approval of the Agenda

Ms. Harrington made a motion to approve the agenda as presented. Ms. Bunch seconded the motion and it carried unanimously by roll call vote, as follows:

Ayes: Stephanie Ayers, Helen Bunch, Adrienne Cox, Patrick Flanagan, Adrienne Harrington, Mike Kozlosky, Vanessa Lacer, Abby Lorenzo, Marie Parker, Mandy Sanders, Nazia Sarder and Denys Vielkanowitz. **Nays:** None. **Absent:** Granseur Dick, Jeremy Hardison, Rachel LaCoe, Robert O'Quinn, representatives of the Town of Navassa and Pender County.

3) Consent Agenda

- a. Approval of TCC Meeting Minutes- October 12, 2022
- b. Opening of the 30-day public comment period for 2020-2029 STIP/MPO Amendment #22-7
- c. Resolution approving 2020-2029 STIP/MPO Administrative Modification #22-10
- d. Resolution adopting the 2023 Meeting Schedule
- e. Resolution supporting the endorsement of Safety Target Performance Measures for 2023

- f. **Resolution supporting Roadway Project Swaps for the 2024-2033 State Transportation Improvement Program**
- g. **Resolution supporting an Aviation Project Swap for the 2024-2033 State Transportation Improvement Program**

Ms. Ayers made a motion to approve the Consent Agenda items as presented, and to forward the items to the MPO Board for consideration. Ms. Lorenzo seconded the motion, and it carried unanimously by roll call vote as follows:

Ayes: Stephanie Ayers, Helen Bunch, Adrienne Cox, Patrick Flanagan, Jeremy Hardison, Adrienne Harrington, Mike Kozlosky, Vanessa Lacer, Abby Lorenzo, Marie Parker, Mandy Sanders, Nazia Sarder and Denys Vielkanowitz. **Nays:** None. **Absent:** Granseur Dick, Rachel LaCoe, Robert O'Quinn, representatives of the Town of Navassa and Pender County.

4) **Regular Agenda**

- a. **Resolution supporting an amendment to the Wilmington Urban Area Metropolitan Planning Organization's Transportation Improvement Program and requesting the North Carolina Department of Transportation remove the Clarendon Avenue Multi-use Path (EB-6029) from the State/MPO Transportation Improvement Programs**

Mr. Kozlosky said that this is a request from the town for the North Carolina Department of Transportation (NCDOT) to remove the Clarendon Avenue Multi-use Path (MUP) from the State/MPO Transportation Improvement Program (STIP/MTIP). He noted that this amendment would return funding in the amount of \$545,00 back to the Direct Attributable (DA) account.

Mr. Kozlosky made a motion to support an amendment to the Transportation Improvement Program and to request NCDOT remove the Clarendon Avenue MUP from the STIP. Ms. Cox seconded the motion, and it carried unanimously by roll call vote as follows:

Ayes: Stephanie Ayers, Helen Bunch, Adrienne Cox, Patrick Flanagan, Jeremy Hardison, Adrienne Harrington, Mike Kozlosky, Vanessa Lacer, Abby Lorenzo, Marie Parker, Mandy Sanders, Nazia Sarder and Denys Vielkanowitz. **Nays:** None. **Absent:** Granseur Dick, Rachel LaCoe, Robert O'Quinn, representatives of the Town of Navassa and Pender County.

5) **Discussion**

- a. **2020-2029 STIP/MPO Transportation Improvement Program Administrative Modifications #22-11**

Mr. Kozlosky said that this item for Section 5339 funds is for information purposes only and will be brought back at the next meeting for consideration.

- b. **Military Cutoff Road/Eastwood Road Interchange**

Mr. Kozlosky said that at the MPO Board's October meeting, the Board requested that MPO staff bring back some options for potentially delaying the interchange at Military Cutoff Road and Eastwood Road, and to consider a potential project swap. He noted that the Drysdale Drive Extension from Military Cutoff to Eastwood Road is currently under construction with an anticipated completion date by the end of 2023. He added that the Military Cutoff Road/Eastwood Road Interchange (U-5710) is programmed in the STIP for right-of-way in 2023 and construction in 2025.

Mr. Kozlosky said that after discussions with NCDOT, a potential scenario has been identified to swap in the College Road and Oleander Drive intersection improvements and to swap out the Military Cutoff Road and Eastwood Road interchange. He noted that the proposed swap would move the

Military Cutoff Road and Eastwood Road interchange to Preliminary Engineering (PE) only, and the project would have to compete in Prioritization 7.0.

Mr. Kozlosky said that the Military Cutoff Road and Eastwood Road interchange is currently funded at \$66.4 million and the intersection improvements at College Road and Oleander Drive are funded at \$37.7 million. He noted that if there is a desire for a project swap, the remaining \$28.7 million would go to rebalancing the STIP. He reminded committee members that as requested, the proposed swap would be presented to the MPO Board at its November 30th meeting for consideration. Currently, NCDOT is evaluating the impacts of the delay of the Military Cutoff Road and Eastwood Road project and will present its findings at the next Board meeting.

Ms. Cox said that NCDOT is evaluating the impacts to the overall schedule as well as how the funds will be allocated, and the best course of action to advise the Board's decision to put the funds back into the STIP.

Mr. Vielkanowitz expressed support for the swap based on need. He asked if the region would lose the \$28.7 million. Mr. Kozlosky responded that it would. Mr. Vielkanowitz inquired if there would be an opportunity to swap in another project for up to \$28.7 million. Mr. Kozlosky said that no other project is eligible. He noted however that staff has inquired about accelerating the intersection improvements at Shipyard Boulevard and Carolina Beach Road.

Mr. Vielkanowitz inquired about funding the signal system for \$16 million. Mr. Kozlosky responded that the signal system project is not funded at the Statewide Tier. He commented that identifying project swaps in the same tier has been challenging.

Ms. Ellis-Vitalis asked about the pedestrian improvements on College Road at Randall Parkway. Mr. Kozlosky said that staff has reviewed the projects in the Statewide Tier and found no other projects to swap in. Ms. Lorenzo noted that bicycle and pedestrian improvement projects can only be funded at the Division Tier.

In response to an inquiry by Mr. Vielkanowitz, Ms. Cox said that the signal system is in the Division Tier.

c. 2022-2026 MPO Strategic Plan 2022 Accomplishments

Mr. Kozlosky reminded committee members that in April, staff presented to TCC and Board a list of focus areas as well as action steps related to the strategic plan that the WMPO Board adopted. He noted that included in the agenda packet is a list of accomplishments that staff has identified and ways that the organization achieved the desired action steps of the Board. He noted that the 2022 accomplishments have been included for information purposes. He added that staff will bring back a work plan for 2023 and will present it to the TCC and Board in January.

6) Updates

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

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

Ms. Cox said that the Military Cutoff Road Extension is moving forward. She noted that the first layer of the bridge has been erected over Market Street. She added that clearing for and widening of the footprint

for the Drysdale Drive Project (U-5710A) has been completed. She commented that it appears wider than it is where it is adjacent to development.

Ms. Sarder said that the Wilmington Travel Demand Model is proceeding well. She noted that NCDOT has coordinated with the MPO to verify and collect data. She noted that the 2020 Census data should be released in December, and that a link to the website has been included in the updates.

Mr. Kozlosky said that the release of the Census data could impact the MPO's urbanized area or urban clusters as well as its planning area boundary. He noted that although the data has not been released, MPO staff is running various scenarios to anticipate potential changes that may be needed, which may also change the composition of the TCC and the MPO Board. Although it's too early to tell, potential changes will be discussed in greater detail at the beginning and throughout next year.

7) Announcements

a. Direct Attributable (DA) Training- December 6th

Transportation Planning Engineer Scott A. James said that the Direct Attributable training was set-up primarily for the local project managers. He noted that the all-day training is mandatory for grant award recipients, and will cover the fundamentals of the grant award, reimbursements, and project-specific exercises with subject matter experts. He added that lunch and parking will be included, and invitations will be sent to participants.

Ms. Ayers asked if there would be a make-up session or if the training could be recorded. Mr. James said that no make-up session has been planned due to the in-person nature of the training and the coordination necessary for the many facilitators. He added that a recorded option is being explored along with the meeting location. He recommended that he be contacted if no representative from the member jurisdiction receiving an award is available to attend the training.

Ms. Ellis-Vitalis asked how many participants per agency might be accommodated. She noted that there were many people involved with the application, including those in Finance. Mr. James responded that at least one participant is expected to attend and estimated that a total number of up to 20 participants is anticipated. He asked that each jurisdiction respond with a proposed number of participants. He explained that the intent of the training is to provide information to the local project manager, who will share the information with the jurisdiction, a single point of contact rather than an entire team. He noted that the training will provide fundamental information as well as a takeaway document as a reference for participants who are either familiar with the process and or brand new to it. He added that if there are more participants that the training can accommodate, some delegation of responsibility may be necessary.

As an additional announcement, Mr. Kozlosky said that on December 8th, the MPO will be holding a certification review. He noted that the Infrastructure Bill continues to require that the MPO be certified every four years. He added that representatives from the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) as well as NCDOT will be on site on December 8th. He said that they are currently conducting a desk audit and additional information will be provided to the Board before that date.

Mr. Kozlosky noted that the certification review is off cycle and that the last one was completed in April 2020. He added that FHWA is trying a modified cycle in December.

- b. Wilmington MPO Bike/Pedestrian Committee- December 13th
- c. Next TCC meeting- January 11th (tentative)

8) **Adjournment**

There being no further business, Ms. Harrington made a motion to adjourn the meeting, seconded by Ms. Bunch, and meeting was adjourned at 10:32 a.m. by roll call as follows:

Ayes: Stephanie Ayers, Helen Bunch, Adrienne Cox, Patrick Flanagan, Jeremy Hardison, Adrienne Harrington, Mike Kozlosky, Vanessa Lacer, Abby Lorenzo, Marie Parker, Mandy Sanders, Nazia Sarder and Denys Vielkanowitz. **Nays:** None. **Absent:** Granseur Dick, Rachel LaCoe, Robert O'Quinn, representatives of the Town of Navassa and Pender County.

THE ABOVE MINUTES ARE NOT A VERBATIM RECORD OF THE PROCEEDINGS.
THE ENTIRE PROCEEDINGS ARE RECORDED DIGITALLY AS PART OF THIS RECORD.

Proposed Revisions to 2020-2029 STIP/MPO TIP Programs

STIP/MPO TIP Amendment #22-7 (October 2022)

STATEWIDE PROJECT

STIP ADDITIONS			
HO-0010B STATEWIDE PROJ.CATEGORY STATEWIDE	- STATEWIDE PROJECT	STATEWIDE TRAFFIC OPERATIONS, IMPLEMENT STATEWIDE TRAFFIC OPERATIONS ACTIVITIES SUCH AS TRAFFIC MANAGEMENT CENTERS, TRAVELER INFORMATION, INTELLIGENT TRANSPORTATION SYSTEMS (ITS), AND TRAFFIC INCIDENT AND EVENT MANAGEMENT ACROSS THE ENTIRE STATE. <u>ADD PROJECT AT THE REQUEST OF THE TRANSPORTATION MOBILITY AND SAFETY DIVISION.</u>	IMPLEMENTATION FY 2024 - \$4,000,000 (CRPANY) FY 2024 - \$1,000,000 (S(M)) FY 2025 - \$4,000,000 (CRPANY) FY 2025 - \$1,000,000 (S(M)) \$10,000,000
* HV-0001 STATEWIDE PROJ.CATEGORY DIVISION	- STATEWIDE PROJECT	VARIOUS, CONSTRUCTION OF ELECTRIC VEHICLE SUPPLY EQUIPMENT ALONG NORTH CAROLINA'S ALTERNATIVE CORRIDORS <u>ADD NEW NATIONAL ELECTRIC VEHICLE INFRASTRUCTURE (NEVI) PROGRAM PROJECT.</u>	ENGINEERING FY 2023 - \$500,000 (NEVI) \$500,000
* M-0555DIV STATEWIDE PROJ.CATEGORY DIVISION	- STATEWIDE PROJECT	VARIOUS, UTILITY ENCROACHMENT AND ADMINISTRATIVE ACTIVITIES. <u>ADD PROJECT AT THE REQUEST OF THE TECHNICAL SERVICES DIVISION.</u>	UTILITIES FY 2023 - \$105,000 (T) FY 2024 - \$105,000 (T) FY 2025 - \$105,000 (T) FY 2026 - \$105,000 (T) FY 2027 - \$105,000 (T) FY 2028 - \$105,000 (T) FY 2029 - \$105,000 (T) AFTER FY 2029 - \$630,000 (T) \$1,365,000

Proposed Revisions to 2020-2029 STIP/MPO TIP Programs

STIP/MPO TIP Amendment #22-7
(October 2022)

STATEWIDE PROJECT

STIP ADDITIONS		
* M-0555REG STATEWIDE PROJ.CATEGORY REGIONAL	- STATEWIDE PROJECT	UTILITIES
	VARIOUS, UTILITY ENCROACHMENT AND ADMINISTRATIVE ACTIVITIES.	
	<u>ADD PROJECT AT THE REQUEST OF THE TECHNICAL SERVICES DIVISION.</u>	
		FY 2023 - \$105,000 (T)
		FY 2024 - \$105,000 (T)
		FY 2025 - \$105,000 (T)
		FY 2026 - \$105,000 (T)
		FY 2027 - \$105,000 (T)
		FY 2028 - \$105,000 (T)
		FY 2029 - \$105,000 (T)
		AFTER FY 2029 - \$630,000 (T)
		\$1,365,000
* M-0555SW STATEWIDE PROJ.CATEGORY STATEWIDE	- STATEWIDE PROJECT	UTILITIES
	VARIOUS, UTILITY ENCROACHMENT AND ADMINISTRATIVE ACTIVITIES.	
	<u>ADD PROJECT AT THE REQUEST OF THE TECHNICAL SERVICES DIVISION.</u>	
		FY 2023 - \$140,000 (T)
		FY 2024 - \$140,000 (T)
		FY 2025 - \$140,000 (T)
		FY 2026 - \$140,000 (T)
		FY 2027 - \$140,000 (T)
		FY 2028 - \$140,000 (T)
		FY 2029 - \$140,000 (T)
		AFTER FY 2029 - \$840,000 (T)
		\$1,820,000

Proposed Revisions to 2020-2029 STIP/MPO TIP Programs

STIP/MPO TIP Amendment #22-7
(October 2022)

WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

STIP DELETIONS			
TC-0020 NEW HANOVER PROJECT CATEGORY PUBLIC TRANS	- WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION	NCDOT, 5339 SMALL URBAN DELETE PROJECT AT THE REQUEST OF THE MPO.	PLANNING CAPITAL
		FY 2022 -	\$273,000 (STBG)
		FY 2022 -	\$219,000 (S)
		FY 2022 -	\$219,000 (L)
		FY 2022 -	\$1,747,000 (5339)
		FY 2023 -	\$60,000 (S)
		FY 2023 -	\$60,000 (L)
		FY 2023 -	\$479,000 (5339)
			\$3,057,000

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
BOARD**

**RESOLUTION APPROVING AMENDMENTS #22-7 TO THE
2020-2029 STATE /MPO TRANSPORTATION IMPROVEMENT PROGRAMS**

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, the Board has found that the Wilmington Urban Area Metropolitan Planning Organization is conducting transportation planning in a continuous, cooperative, and comprehensive manner; and

WHEREAS, the North Carolina Board of Transportation adopted the 2020-2029 State Transportation Improvement Program on September 5, 2019, and the Wilmington Urban Area Metropolitan Planning Organization Board adopted the Statewide/MPO Transportation Improvement Programs on October 30, 2019; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization desires to amend the adopted 2020-2029 State/MPO Transportation Improvement Programs for Amendments #22-7; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization has conducted a 30-day public comment period to receive citizen input on these proposed amendments.

NOW THEREFORE, be it resolved that the Board of the Wilmington Urban Area Metropolitan Planning Organization hereby approves amending the 2020-2029 State/MPO Transportation Improvement Programs for Amendments #22-7.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization's Board on January 25, 2023.

, Chair

Mike Kozlosky, Secretary

Proposed Revisions to 2020-2029 STIP/MPO TIP Programs

STIP/MPO TIP Modification #22-11
(October 2022)

WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

STIP MODIFICATIONS

TC-0021	- WILMINGTON URBAN AREA	NC DOT, 5339 STATEWIDE RURAL	CAPITAL	FY 2023 -	\$210,000	(S)
NEW HANOVER	METROPOLITAN PLANNING ORGANIZATION	<i>MODIFY FUNDING IN FY 22 AT THE REQUEST OF THE MPO.</i>		FY 2023 -	\$210,000	(L)
PROJ CATEGORY				FY 2023 -	\$1,684,000	(5339)
PUBLIC TRANS					\$2,104,000	

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
BOARD**

**RESOLUTION APPROVING ADMINISTRATIVE MODIFICATIONS #22-11 TO
THE 2020-2029 STATE /MPO TRANSPORTATION IMPROVEMENT PROGRAMS**

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, the Board has found that the Wilmington Urban Area Metropolitan Planning Organization is conducting transportation planning in a continuous, cooperative, and comprehensive manner; and

WHEREAS, the North Carolina Board of Transportation adopted the 2020-2029 State Transportation Improvement Program on September 5, 2019, and the Wilmington Urban Area Metropolitan Planning Organization Board adopted the Statewide/MPO Transportation Improvement Programs on October 30, 2019; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization desires to modify the adopted 2020-2029 State/MPO Transportation Improvement Programs for Administrative Modifications #22-11.

NOW THEREFORE, be it resolved that the Board of the Wilmington Urban Area Metropolitan Planning Organization hereby approves modifying the 2020-2029 State/MPO Transportation Improvement Programs for Administrative Modifications #22-11.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization's Board on January 25, 2023.

, Chair

Mike Kozlosky, Secretary

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
BOARD**

**RESOLUTION SUPPORTING THE ESTABLISHMENT OF A CITIZEN ADVISORY
COMMITTEE AND A 2050 METROPOLITAN TRANSPORTATION PLAN COMMITTEE TO
ASSIST WITH THE DEVELOPMENT OF THE 2050 METROPOLITAN TRANSPORTATION
PLAN**

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, the Wilmington Urban Area Metropolitan Planning Organization is required under Federal law to complete the transportation planning process in a Continuing, Comprehensive, and Cooperative (3-C) manner and to complete a fiscally constrained Metropolitan Transportation Plan; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization Board adopted Cape Fear Moving Forward 2045 on November 18, 2020; and

WHEREAS, the next Metropolitan Transportation Plan is required to be adopted by November 18, 2025; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization is now making plans and preparations to begin the development of the 2050 Metropolitan Transportation Plan; and

WHEREAS, the Board recognizes the importance of public participation in the development of the Metropolitan Transportation Plan; and

WHEREAS, a Citizen Advisory Committee was used in the past to create previous transportation plans; and

WHEREAS, this Citizen Advisory Committee comprise of 13-members appointed by the MPO Board members and will advise and assist staff with public outreach activities; and

WHEREAS, a Metropolitan Transportation Plan Committee will be assembled and comprised of of modal subject matter experts, local planning partners, Environmental Justice (EJ) community representative(s), Citizen Advisory Committee representatives, the Bicycle and Pedestrian Advisory Committee Chair, public health representative, and NCDOT Planning Engineer; and

WHEREAS, this committee combines modal experts and citizen participants, allowing for a better multi-modal approach in the development of plan projects and policy recommendations.

NOW THEREFORE, be it resolved that the Board of the Wilmington Urban Area Metropolitan Planning Organization hereby endorses establishment of a Citizen Advisory Committee and a 2050 Metropolitan Transportation Plan Committee to assist with the development of the 2050 Metropolitan Transportation Plan.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization's Board on January 25, 2023.

, Chair

Mike Kozlosky, Secretary



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www.wmpo.org

MEMORANDUM

To: TCC Members
From: Abby Lorenzo, Deputy Director
Date: January 6, 2023
Subject: NCDOT Paved Trails and Sidewalks Feasibility Study Grant – Candidate Project Overview

Introduction

The North Carolina Department of Transportation has announced a new discretionary grant program for feasibility studies for paved trails and sidewalk projects. The stated intent of the new grant program is to assist localities with moving trail (synonymous with greenway, sidepath, and shared-use paths) and sidewalk projects from a planning recommendation to project implementation. Feasibility studies evaluate the technical feasibility of a project, considering design alternatives and possible obstacles; necessary permitting; quantity-based cost estimates for identified alternatives; and the overall constructability of the project. As like other planning efforts, community and stakeholder engagement is a critical component in the development of a feasibility study.

Eligible applicants for the grant program include municipal governments, county governments, regional governmental agencies (MPO's/RPO's) and non-profit organizations (bicycle, pedestrian, and transit advocacy organizations, Friends-of-the-Trail groups, land conservancies with 501(c)(3) designation). WMPO staff reviewed regional trail and sidewalk priorities and identified two eligible projects for application for this grant program: the Downtown Trail Phases 2 and 3 in Wilmington and the Gullah Geechee Heritage Corridor Greenway in the towns of Navassa, Leland, Belville, and unincorporated Brunswick County. Additionally, WMPO staff has provided support to the East Coast Greenway in the preparation of its application for a section of the Pleasure Island Greenway from Alabama Avenue in Kure Beach to the Ft. Fisher Ferry Terminal. The following provides an overview of the three applicant projects in the WMPO planning boundary.

The Downtown Trail Phases 2 and 3 – Wilmington

The Downtown Trail is a proposed multi-use path following NCDOT's abandoned rail corridor from 3rd Street to Archie Blue Park, then following Burnt Mill Creek to Forest Hills Elementary.

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

The proposed feasibility study would examine phases 2 and 3 of the recommended corridor from Archie Blue Park to Forest Hills Elementary, approximately two miles in length. The proposed multi-use path facility is located entirely within the City of Wilmington's limits. The overall Downtown Trail project was the number one project recommendation in the 2013 Wilmington-New Hanover County Comprehensive Greenway Plan, with certain sections being recommended priorities in the City's adopted 2009 Walk Wilmington Pedestrian Plan and the WMPO's Cape Fear Moving Forward 2045 Metropolitan Transportation Plan. Phase 1 of the trail facility, from 3rd Street to the Love Grove Bridge is currently funded for design. The completion of the overall trail facility would serve as a connection from Downtown Wilmington to several traditionally underserved communities, providing a safe, off-road option for pedestrians and cyclists to travel. The proposed study corridor for phases 2 and 3 is depicted in Figure 1.

The Gullah Geechee Heritage Corridor Greenway – Navassa, Leland, Belville, and unincorporated Brunswick County

The Gullah Geechee Heritage Corridor Multi-Use Path is a proposed multi-use path stretching from Phoenix Park in Navassa to Brunswick Nature Park beyond Belville, encompassing approximately 22 miles. The trail would follow Cedar Hill Road, Navassa Road, Village Road, and River Road, accessing several cultural and historical destinations including Phoenix Park, the Phoenix Colored School, Cedar Hill Cemetery, Reaves Chapel Church, the proposed Moze Gullah Geechee Heritage Center and Museum, the future Sturgeon Creek Park, Belville Riverwalk Park, and Brunswick Nature Park. The trail would serve not only as a safe facility for pedestrians and cyclists, but also presents an opportunity to educate the public about the history of the Gullah Geechee people. The proposed facility has been recommended in several local plans including Belville's Vision 2030 Plan, the Navassa Bicycle and Pedestrian Plan, Leland's Bicycle and Pedestrian Plans, and Navassa's Parks and Recreation Master Plan. Additionally, portions of the trail are included in the WMPO's Cape Fear Moving Forward 2045 Metropolitan Transportation Plan and NCDOT's Great Trails State Plan. The proposed study corridor is depicted in Figure 2.

The Island Greenway, Kure Beach and unincorporated New Hanover County

The East Coast Greenway (ECG) is applying to NCDOT for the Trails Feasibility Study grant for the Island Greenway to Fort Fisher Feasibility Study. The proposed project is considered a large-scale feasibility study that will review multiple route alignments between the existing Island Greenway in Carolina Beach and the Ft. Fisher Ferry terminal. Each route will be reviewed with a multi-criteria evaluation tool to determine the most feasible route to make the connection. The project will connect Carolina Beach and Kure Beach with the Ft. Fisher State Recreation Area, the Ft. Fisher State Historic Site, the NC Aquarium at Ft. Fisher, and Carolina Beach State Park. The proposed study corridor is depicted in Figure 3.

Action Steps

Each application requires a resolution of support from the jurisdiction(s) in which the project is proposed, as well as from the associated MPO or RPO. WMPO staff requests consideration by the WMPO Board for resolutions of support for each candidate project application.

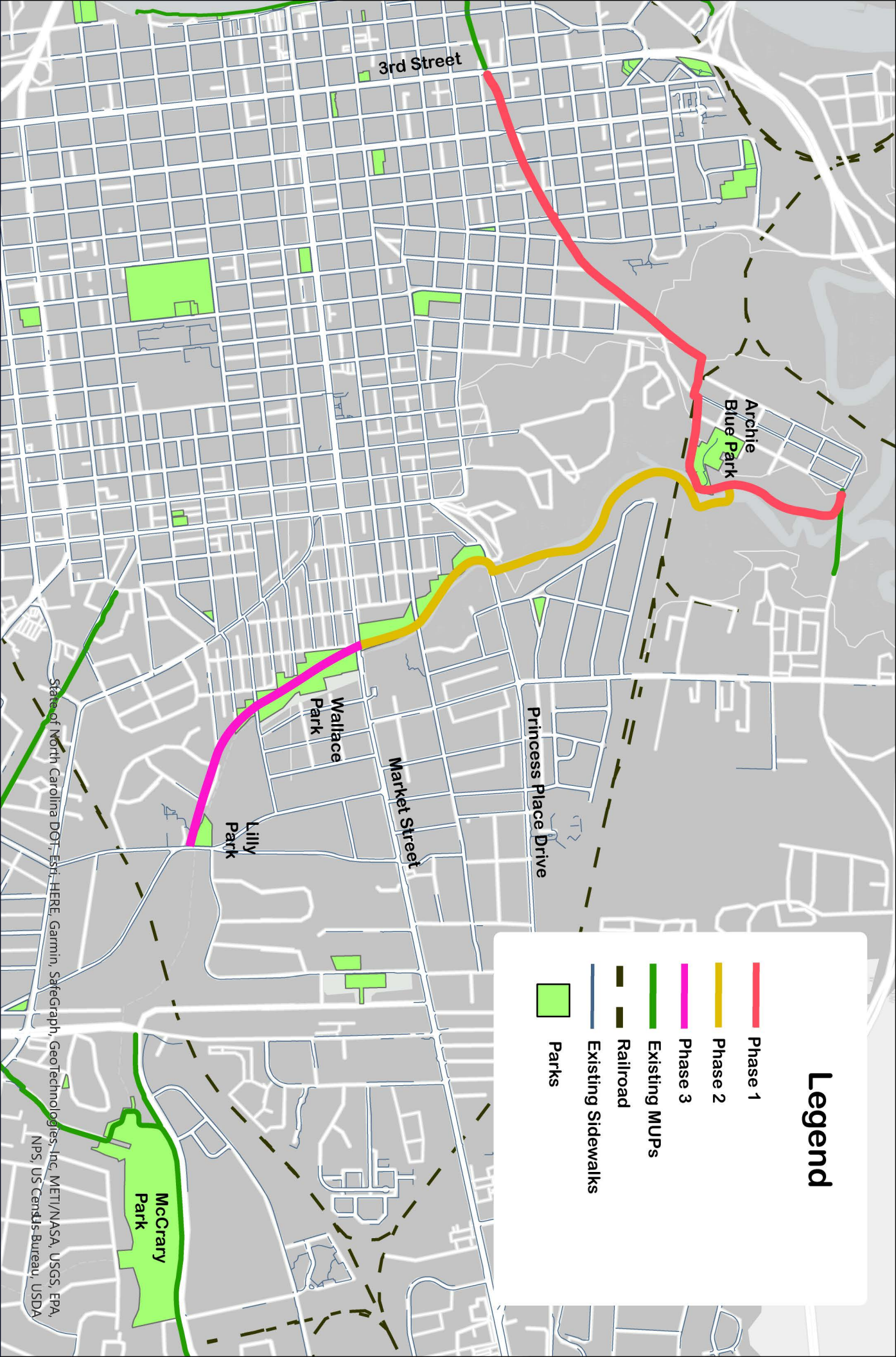


Figure 1: Wilmington Downtown Trail



Legend

Proposed Study Area



Parks



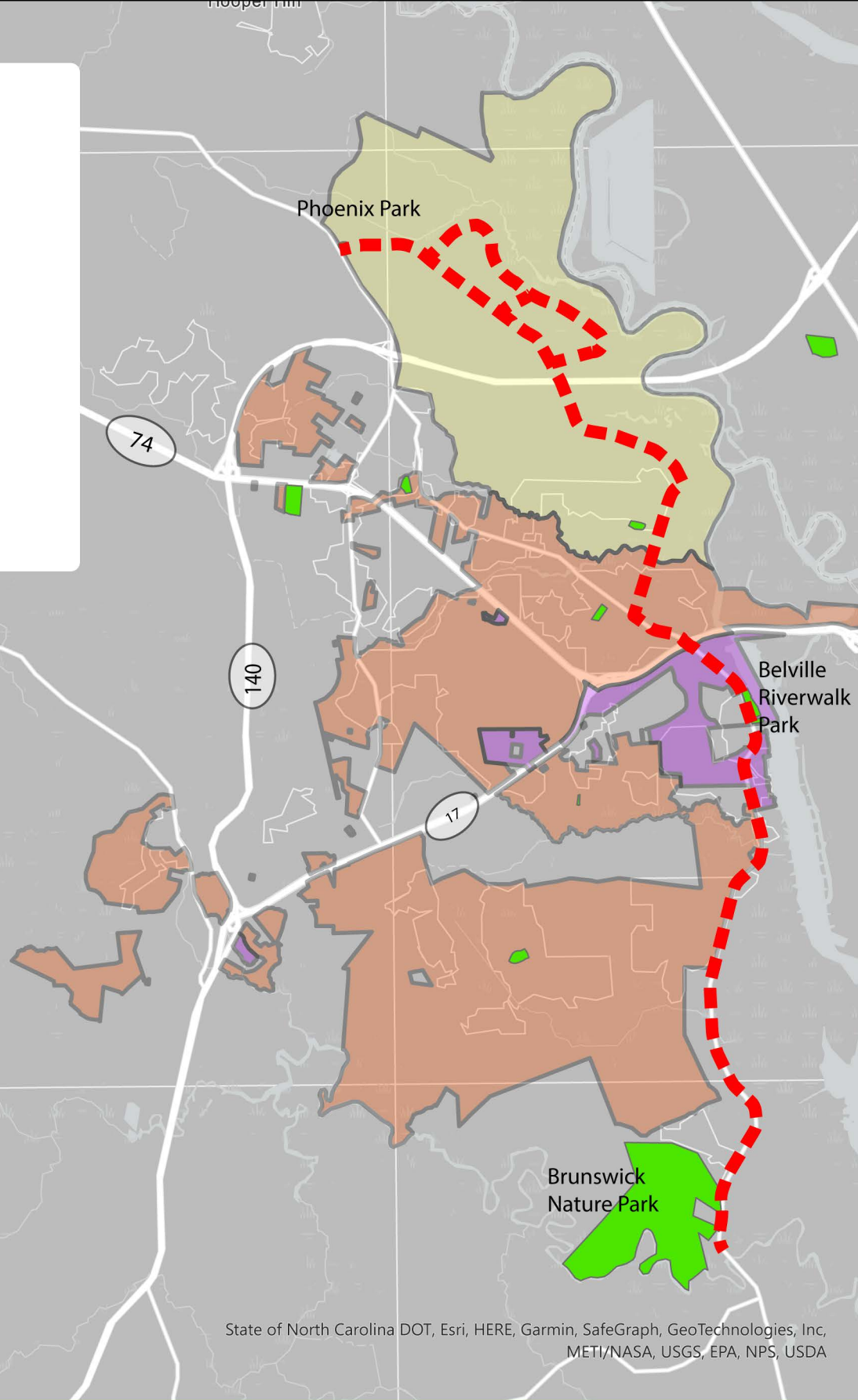
Navassa



Leland



Belville



**Figure 2: Gullah
Geechee Heritage
Corridor Multi-Use Path**

0 0.75 1.5 3 Miles



Island Greenway to Fort Fisher Feasibility Study Context Map

PREPARED FOR THE NCDOT-IMD
FEASIBILITY STUDY GRANT
PROGRAM

Proposed corridor: 4.8 miles

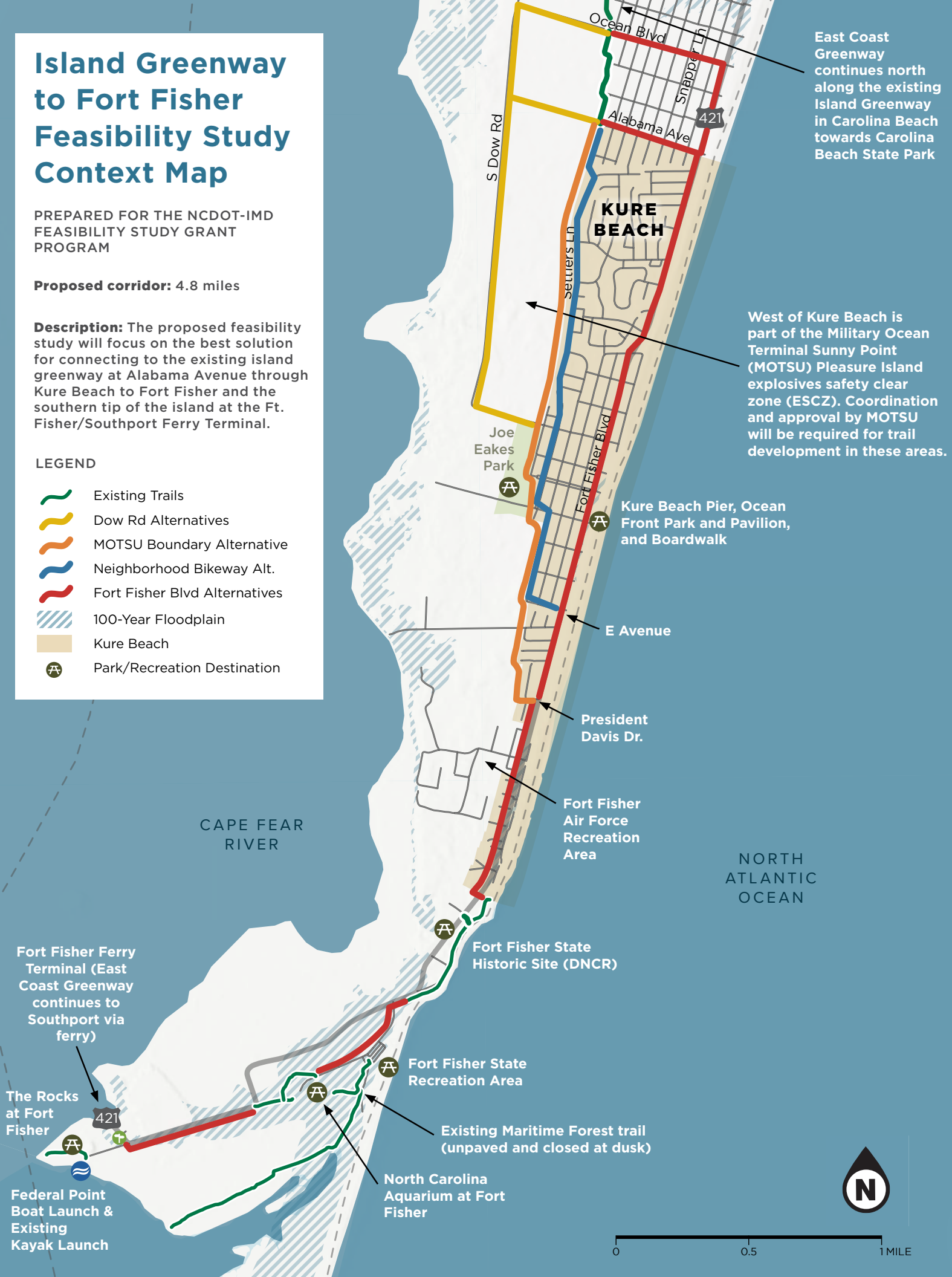
Description: The proposed feasibility study will focus on the best solution for connecting to the existing island greenway at Alabama Avenue through Kure Beach to Fort Fisher and the southern tip of the island at the Ft. Fisher/Southport Ferry Terminal.

LEGEND

- Existing Trails
- Dow Rd Alternatives
- MOTSU Boundary Alternative
- Neighborhood Bikeway Alt.
- Fort Fisher Blvd Alternatives
- 100-Year Floodplain
- Kure Beach
- Park/Recreation Destination

East Coast Greenway continues north along the existing Island Greenway in Carolina Beach towards Carolina Beach State Park

West of Kure Beach is part of the Military Ocean Terminal Sunny Point (MOTSU) Pleasure Island explosives safety clear zone (ESCZ). Coordination and approval by MOTSU will be required for trail development in these areas.



**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
BOARD**

**RESOLUTION SUPPORTING THE WILMINGTON URBAN AREA METROPOLITAN
PLANNING ORGANIZATION'S APPLICATION TO THE NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION'S PAVED TRAILS AND SIDEWALKS FEASIBILITY
STUDY GRANT PROGRAM TO COMPLETE A FEASIBILITY STUDY FOR PHASES 2 AND 3
OF THE FUTURE DOWNTOWN TRAIL IN THE CITY OF WILMINGTON**

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, the North Carolina Department of Transportation's Integrated Mobility Division seeks to bridge the gap between conceptual planning and programming of projects, build upon higher-level planning efforts, and take a comprehensive approach to identify possible route alternatives of multi-modal corridors; and

WHEREAS, to encourage the development of feasibility studies the North Carolina Department of Transportation has created a grant program to fund plan development; and

WHEREAS, the Feasibility Study Grant Program seeks to create plans that include planning level considerations for the study area such as demographics, existing and future land uses, the natural environment, the human environment, and producing a final analysis of alternative route alignments; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization is committed to the planning and construction of trail and sidewalk facilities; and

WHEREAS, the Downtown Trail was identified in the 2013 Wilmington/New Hanover County Comprehensive Greenway Plan as the number one project recommendation, connecting several transportation disadvantaged areas between Forest Hills and the Downtown; and

WHEREAS, Phase 1 of the trail, proposed from 3rd Street to the Love Grove Bridge, received WMPO grant funding in 2021 for design, which is currently underway; and

WHEREAS, a feasibility study for Phases 2 and 3 would improve the project's competitiveness for state and federal funding; and

WHEREAS, the North Carolina Department of Transportation is accepting proposals for the Integrated Mobility Division Feasibility Study Grant Program until January 9, 2023.

NOW THEREFORE, be it resolved that the Board of the Wilmington Urban Area Metropolitan Planning Organization hereby supports the MPO's application to the North Carolina Department of Transportation Paved Trails and Sidewalks Feasibility Study Grant Program to complete a feasibility study for Phases 2 and 3 of the Downtown Trail in the City of Wilmington.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization's Board on January 25, 2023.

, Chair

Mike Kozlosky, Secretary

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
BOARD**

**RESOLUTION SUPPORTING THE WILMINGTON URBAN AREA METROPOLITAN
PLANNING ORGANIZATION'S APPLICATION TO THE NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION'S PAVED TRAILS AND SIDEWALKS
FEASIBILITY STUDY GRANT PROGRAM TO COMPLETE A FEASIBILITY STUDY
FOR A MULTI-USE PATH ALONG THE GULLAH GEECHEE HERITAGE
CORRIDOR WITHIN THE MPO'S PLANNING AREA IN BRUNSWICK COUNTY**

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, the North Carolina Department of Transportation's Integrated Mobility Division seeks to bridge the gap between conceptual planning and programming of projects, build upon higher-level planning efforts, and take a comprehensive approach to identify possible route alternatives of multi-modal corridors; and

WHEREAS, to encourage the development of feasibility studies the North Carolina Department of Transportation has created a grant program to fund plan development; and

WHEREAS, the Feasibility Study Grant Program seeks to create plans that include planning level considerations for the study area such as demographics, existing and future land uses, the natural environment, the human environment, and producing a final analysis of alternative route alignments; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization is committed to the planning and construction of trail and sidewalk facilities; and

WHEREAS, portions of the trail are recommended in the Cape Fear Moving Forward 2045 Metropolitan Transportation Plan, Navassa Bicycle and Pedestrian Plan, Leland Pedestrian Plan, and NCDOT's Great Trails State Plan; and

WHEREAS, a feasibility study would improve the project's competitiveness for state and federal funding; and

WHEREAS, the North Carolina Department of Transportation is accepting proposals for the Integrated Mobility Division Feasibility Study Grant Program until January 9, 2023.

NOW THEREFORE, be it resolved that the Board of the Wilmington Urban Area Metropolitan Planning Organization hereby supports the MPO's application to the North Carolina Department of Transportation Paved Trails and Sidewalks Feasibility Study Grant Program to complete a feasibility study for a multi-use path along the Gullah Geechee Heritage Corridor within the MPO's planning area boundary in Brunswick County.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization's Board on January 25, 2023.

, Chair

Mike Kozlosky, Secretary

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
BOARD**

**RESOLUTION SUPPORTING THE EAST COAST GREENWAY'S APPLICATION TO THE
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION'S PAVED TRAILS AND
SIDEWALKS FEASIBILITY STUDY GRANT PROGRAM TO COMPLETE A FEASIBILITY
STUDY FOR THE PLEASURE ISLAND GREENWAY IN KURE BEACH AND FORT FISHER**

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, the North Carolina Department of Transportation's Integrated Mobility Division seeks to bridge the gap between conceptual planning and programming of projects, build upon higher-level planning efforts, and take a comprehensive approach to identify possible route alternatives of multi-modal corridors; and

WHEREAS, to encourage the development of feasibility studies the North Carolina Department of Transportation has created a grant program to fund plan development; and

WHEREAS, the Feasibility Study Grant Program seeks to create plans that include planning level considerations for the study area such as demographics, existing and future land uses, the natural environment, the human environment, and producing a final analysis of alternative route alignments; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization is committed to the planning and construction of trail and sidewalk facilities; and

WHEREAS, the East Coast Greenway traverses our region, including an alignment through Kure Beach and Fort Fisher, connecting to Southport via the Fort Fisher Ferry; and

WHEREAS, the Town of Kure Beach recently adopted their Bicycle and Pedestrian Plan recommending a bicycle and pedestrian connection to the Fort Fisher Ferry and surrounding destinations; and

WHEREAS, a feasibility study would improve the pipeline of this project to access state and federal funding and produce a well-conceived project with demonstrated community support that will be competitive in the State Transportation Improvement Program (STIP) and for federal investment; and

WHEREAS, the North Carolina Department of Transportation is accepting proposals for the Integrated Mobility Division Feasibility Study Grant Program until January 9, 2023.

NOW THEREFORE, be it resolved that the Board of the Wilmington Urban Area Metropolitan Planning Organization hereby supports an application by the East Coast Greenway to the North

Carolina Department of Transportation Paved Trails and Sidewalks Feasibility Study Grant Program for a feasibility study along the Island Greenway in Kure Beach and Fort Fisher.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization's Board on January 25, 2023.

, Chair

Mike Kozlosky, Secretary



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MEMORANDUM

To: TCC Members
From: Carolyn Caggia, Associate Transportation Planner
Date: January 6, 2023
Subject: Bicycle Helmet Initiative

The North Carolina Department of Transportation's Bicycle Helmet Initiative aims to reduce child/youth bicycle fatalities and serious injuries in North Carolina by distributing bicycle helmets to low-income children through a statewide helmet grant program with a safety education component. According to NCDOT, one in six bicyclists killed in NC each year is under 16 years old, and typically less than 50% of children wear safety helmets. Helmets can reduce risk of severe brain injuries by 88%.

The WMPO desires to apply for 100 helmets for 2023 to be distributed during the "Be A Looker" campaign later this year. In 2021, 100 helmets were received by the WMPO through this program and were distributed during the 2021 Be a Looker campaign in partnership with the Wilmington Fire Department across several events. Distribution was tracked on a sign-up sheet with a short survey and "Be A Looker" pledges were collected as well to track educational impact. This year the WMPO will seek to partner with the Wilmington Fire Department again as well as other member jurisdictions and community groups.

The WMPO is committed to diversifying mode use by fostering a bicycle and pedestrian-friendly culture as outlined in the Cape Fear Change in Motion 2020 Short Range TDM plan. The application for the helmets is due February 3, 2023. For more information, please visit:

<https://www.ncdot.gov/divisions/integrated-mobility/safety/Pages/bicycle-helmets.aspx>

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
BOARD**

**RESOLUTION SUPPORTING THE WILMINGTON URBAN AREA METROPOLITAN PLANNING
ORGANIZATION'S APPLICATION TO THE NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION FOR THE BICYCLE HELMET INITIATIVE**

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, the North Carolina Department of Transportation's Bicycle Helmet Initiative aims to reduce child/youth bicycle fatalities and serious injuries, including head trauma, in North Carolina with requirements including that awarded helmets be distributed to low-income children coinciding with a bicycle safety education program within 12 months after receiving helmets; and

WHEREAS, the Go Coast "Be A Looker" campaign launched in 2019 to educate area bicyclists, drivers, and pedestrians on rules of the road and best safety practices while on the roadway and will continue in 2023; and

WHEREAS, 100 bicycle helmets were distributed to low income children during the 2020 "Be A Looker" Campaign in partnership with the City of Wilmington Fire Department at events in conjunction with a short survey and participation in the "Be a Looker" pledge which is: "a commitment to embrace bicycling and walking as legitimate modes of transportation, to educate oneself on the rules of the road, and to prioritize safety"; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization is committed to diversifying mode use by fostering a bicycle and pedestrian-friendly culture as outlined in the adopted *Cape Fear Change In Motion 2020 Short-Range Transportation Demand Management Plan*; and

WHEREAS, the North Carolina Department of Transportation is accepting applications for the Bicycle Helmet Initiative until February 3, 2023.

NOW THEREFORE, be it resolved that the Board of the Wilmington Urban Area Metropolitan Planning Organization hereby supports the MPO's application to the North Carolina Department of Transportation for the Bicycle Helmet Initiative.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization's Board on January 25, 2023.

, Chair

Mike Kozlosky, Secretary



Unified Planning Work Program

Fiscal Year 2024

**Recommended
January 25, 2023**

**FY 2024 UNIFIED PLANNING WORK PROGRAM
for the
WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION**

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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 2024. 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 five separate funding sources for Urban Area transportation planning. A brief description of these funding sources follows:

- Federal Highway Administration
Section 104(f) Funds (PL104)
Funds dedicated to the urban area to perform transportation planning. PL104 funds require a 20% local match.
- Federal Highway Administration
Safe & Accessible Transportation Options Set Aside (SATO/Y410)
These funds are dedicated to the urban area to perform transportation planning to increase safe and accessible options for multiple travel modes for people of all ages and abilities. SATO/Y410 funds require a 20% local match.
- Federal Highway Administration
Surface Transportation Block Grant-Direct Attributable Funds (STBG-DA)
Funds dedicated to Transportation Management Areas and these funds can be used to perform transportation planning. STBG-DA funds require a 20% local match.
- Federal Highway Administration
Safe Streets for All (SS4A)
These are discretionary grant funds to be used for the development of a multi-modal, accessible safety plan for the WMPO planning area. SS4A funds require a 20% local match. The WMPO plans to apply for these funds with the next call for projects.
- 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 UPWP Section 104(f) Work Tasks to be Performed in FY 24

(Primary work to be performed by lead planning agency staff except where noted.)

Line-Item Codes:

II-A-1 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 and uploaded to the WMPO website.

II-A-2 Vehicle Miles of Travel - No tasks foreseen.

II-A-3 Street System Changes - No tasks foreseen.

II-A-4 Traffic - No tasks foreseen.

II-A-5 Transit System Data - No tasks foreseen.

II-A-6 Dwelling Unit, Population, Employment Changes - Changes in population and development across the service area will be identified and evaluated to determine necessary restructuring of transportation services to meet current and forecasted demand. Census data, local parcel, zoning, and tax data records; Employment Security Commission; and private vendors are acceptable sources of information for this purpose. This item may include the development and maintenance of a GIS database.

II-A-7 Air Travel - No tasks foreseen.

II-A-8 Vehicle Occupancy Rate Counts - No tasks foreseen.

II-A-9 Travel Time Studies - No tasks foreseen.

II-A-10 Mapping - No tasks foreseen.

II-A-11 Central Area Parking Inventory - No tasks foreseen.

II-A-12 Bicycle and Pedestrian Facilities Inventory - No tasks foreseen.

II-B-1 Collection of Base Year Data - Collection of the following variables for existing conditions, by traffic zone, is required: (1) population; (2) housing units; and (3) employment. It is expected that re-projection of travel patterns, including transit, would require a re-tabulation of these factors used in developing the travel models. A GIS database may be used to maintain housing and land use information. The MPO will normally be responsible for providing socioeconomic data in spreadsheet form to NCDOT Transportation Planning Division.

II-B-2 Collection of Network Data - Collection of the following variables describing the existing street system is necessary to build a base network for the travel model: 1) posted speed limit; 2) width/lanes; 3) segment length; 4) traffic signal locations. These items are generally the standard parameters required, but others may be needed as models become more sophisticated. The network development process is included in this task item.

II-B-3 Travel Model Updates - In concert with the North Carolina Department of Transportation, MPO staff will assist in the development of the 2050 travel demand model. Tasks to include assistance with trip generation and review of trip distribution, modal split, and trip assignment.

II-B-4 Travel Surveys - No tasks foreseen.

II-B-5 Forecast of Data to Horizon Year - No tasks foreseen.

II-B-6 Community Goals and Objectives - Monitor public input as it pertains to goals and objectives set forth in the adopted Metropolitan Transportation Plan. Implementation of the Performance Measures from the Infrastructure Investment and Jobs Act.

II-B-7 Forecast of Future Year Travel Patterns - No tasks foreseen.

II-B-8 Capacity Deficiency Analysis - No tasks foreseen.

II-B-9 Highway Element of the LRTP - Identification of highway deficiencies, priorities, and proposed highway improvement solutions and strategies. Provide documentation of process and recommendations in the MTP. Implementation of the Performance Measures from the Infrastructure Investment and Jobs Act.

II-B-10 Transit Element of Metropolitan Transportation Plan - Identify public transportation deficiencies, priorities, and proposed transit improvement solutions for inclusion in the update of the MTP. Provide documentation of process and recommendations in the update of the MTP. Implementation of the Performance Measures from the Infrastructure Investment and Jobs Act.

II-B-11 Bicycle and Pedestrian Element of the Metropolitan 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 MTP. Implementation of the Performance Measures from the Infrastructure Investment and Jobs Act.

II-B-12 Airport/Air Travel Element of the Metropolitan 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 MTP.

II-B-13 Collector Street Element of Metropolitan Transportation Plan - No tasks foreseen.

II-B-14 Rail, Waterway and Other Elements of Metropolitan 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 MTP.

II-B-15 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 MTP. Implementation of the Performance

Measures from the Infrastructure Investment and Jobs Act.

II-B-16 Financial Planning - Develop realistic, best estimates of funding sources available and project cost estimates throughout the forecast years for the MTP. Ensure fiscal constraint in the update of the MTP. Implementation of the Performance Measures from the Infrastructure Investment and Jobs Act.

II-B-17 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. Evaluate strategies developed for the Congestion Management Process. Document process and solutions in the update of the MTP and CMP reports. Implementation of the Performance Measures from the Infrastructure Investment and Jobs Act.

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

III-A Planning Work Program - Evaluation of FY 2024 PWP and development of FY 2025 PWP.

III-B Transportation Improvement Program - Review and amend the 2020-2029 Transportation Improvement Program on an as needed basis. Assist in the development of the 2024-2033 Transportation Improvement Program.

III-C-1 Title VI Compliance – Work to ensure compliance with the requirements of Title VI in urban area policies and practices.

III-C-2 Environmental Justice – Analysis and outreach to ensure that transportation plans and projects comply with Environmental Justice policies.

III-C-3 MBE Planning – No tasks foreseen.

III-C-4 Planning for the Elderly and Disabled – Ensure the special needs of the elderly and disabled are addressed in all transportation planning projects.

III-C-5 Safety/Drug Control Planning – No tasks foreseen.

III-C-6 Public Involvement – Extensive Public Participation effort will be carried out to solicit input and gauge public input for planning studies within the Wilmington Urban Area MPO's planning area boundary. Outreach will be used in the development of the MTP 2050 Plan.

III-C-7 Private Sector Participation – Activities to encourage private sector participation in planning and project activities.

III-D-1 Transportation Enhancement Planning – No tasks foreseen.

III-D-2 Environmental and Pre-TIP Planning – Conduct environmental analysis and planning for the development of transportation projects in the Wilmington Urban Area.

III-D-3 Special Studies: Staff Time – Planning – Time utilized by Planning Staff to manage three STBG-DA funded Special Studies performed by contracted consultants. Outside consultants will be utilized to assist in the Organizational Analysis Phase 2, Grant Identification and Assistance,

SS4A Regional Safety Plan, and the MTP Development. Consultants have not yet been selected to perform these tasks. For a comprehensive description of these studies, please see the UPWP section titled: Narrative of Surface Transportation Block Grant – Direct Attributable Special Studies on page 9.

III-D-4 Regional or Statewide 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.

Narrative of Safe & Accessible Transportation Options Set Aside (SATO/Y410)
Work Tasks to be Performed in FY 24

(Primary work to be performed by lead planning agency staff except where noted.)

Safe & Accessible Transportation Options (Under II-B-11 Bicycle and Pedestrian Element of the Metropolitan Transportation Plan) - Provide safe and accessible transportation options.

In 2022, the Infrastructure Investment and Jobs Act has added a new Metropolitan Planning set-aside for Increasing Safe & Accessible Transportation Options. The Act requires each MPO to use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b)]. The 2.5% set aside is provided by a separate allocation of PL funds (federal program code Y410). The MPO's share of this amount is distributed using the same allocation formula.

Narrative of Surface Transportation Block Grant – Direct Attributable Work Tasks and Special Studies to be Performed in FY 24

(Primary work to be performed by lead planning agency staff except where noted.)

II-A-10 Mapping - Creation or maintenance of base maps, zone maps, land use, etc. for the study area. The Statewide Planning Branch will create, maintain, and store mapping for the study area for each update of the study. The WMPO has a full time GIS Analyst dedicated to this task.

III-D-3 Special Studies: Staff Time - STBG-DA – Time utilized by Staff to manage the Safe Streets for All funded Special Study. Outside consultants will be utilized contracted to perform the study. Consultants have not yet been selected to perform this task. For a comprehensive description of this study, please see the UPWP section titled: Narrative of Safe Streets for All (SS4A) New Funding for a Special Study on page 11.

III-D-3 Special Studies: Consultant - Organizational Assessment Phase 2 – The WMPO has funded an Organizational Assessment to better understand how it is performing based on the needs of our members and an evaluation of the roles, responsibilities, staffing, program delivery, and structure of the organization. The recommendations from this assessment will be used to deliver services more efficiently and effectively to our members.

The US Census released the Urbanized Area (UZA) data on December 29, 2022. NCGS § 136-200.2. Decennial review of metropolitan planning organization boundaries, structure, and governance requires that “– Following each decennial census, and more frequently if requested by an individual metropolitan planning organization, the Governor, and the Secretary of Transportation, in cooperation with the affected metropolitan planning organization or organizations, shall initiate an evaluation of the boundaries, structure, and governance of each metropolitan planning organization in the State. This review could require changes to the organizational boundaries, structure, and/or governance. Funding in the amount of \$50,000 is included in the FY 24 Unified Planning Work Program for an Organizational Assessment Phase II for a consultant to assist with providing recommendations regarding the organizational boundaries, structure, and/or governance. The consultant could also assist in drafting updates to the UPWP, Lead Planning Agreement (LPA), and Memorandum of Understanding (MOU).

III-D-3 Special Studies: Consultant - Grant Identification and Assistance – The Infrastructure Investment and Jobs Act (IIJA) and Inflation Reduction Act of 2022 both include discretionary transportation grant programs. Depending on the specific grant requirements, these grants are open to MPOs, local municipalities, counties, Departments of Transportation, etc. to provide funding to advance transportation infrastructure. Many of these grants require a local (non-federal) match and some require grant specific information. Depending on the notice of funding opportunity, these grants can be used for planning and/or implementation. The UPWP includes \$50,000 to hire a consultant to assist staff in monitoring and developing the necessary information for successful submittal of potential grant through these programs.

III-D-3 Special Studies: Consultant - MTP Development – The WMPO is required by federal law to develop a long-range Metropolitan Transportation Plan with a minimum 20-year planning horizon. The current plan, Cape Fear Moving Forward 2045, was adopted by the WMPO Board on November 18, 2020. The next plan is required to be adopted no later than November 18,

2025. The creation of this long-range Metropolitan Transportation Plan takes more than 3 years to prepare prior to adoption. This plan is developed primarily in-house with a consultant only developing the financial section.

MPO staff has begun to embark on the plan development and will officially kick-off the plan in March 2023. The FY 24 Unified Planning Work Program includes \$70,000 for the MPO to hire a consultant to begin the development of the financial element.

III-E Management and Operations - Required ongoing administrative and operational tasks to support MPO committees and reporting requirements.

III-E Management & Operations: Staff Time - TDM Program - To resume Transportation Demand Management efforts, the TDM Program will move forward using STBG-DA and 5303 funding and will continue to be performed by inhouse staff. The TDM Program has been successful in promoting the Commuter Friendly Employer Program, Bike Month, the River to Sea Bike Ride, and the Commuter Challenge. This program works with local employers to promote alternative modes of transportation and TDM strategies such as carpooling, vanpooling, telecommuting, and personalized commuter plans. The program has completed two successful "Be A Looker" campaigns, maintains a dedicated Go Coast website, and promotes the carpool matching platform Share the Ride NC. The 2021 update to the short-range TDM plan, "Cape Fear Change in Motion 2020", will continue to guide TDM efforts in our region through 2025. The Go Coast program will continue to pursue the implementation of a Bike Share program(s) in the region and regularly update TDM related resources like area bike maps and model policies.

Narrative of Safe Streets for All (SS4A) New Funding for a Special Study

(Primary work to be performed by a contracted consultant.)

The federal Infrastructure Investment and Jobs Act (IIJA) established the new Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion to be dispersed over the life of the program. The grant program funds are to be awarded on a competitive basis to support planning, infrastructure, behavioral, and operational initiatives to prevent death and serious injury on roads and streets involving all roadway users, including pedestrians; bicyclists; public transportation, personal conveyance, and micro-mobility users; motorists; and commercial vehicle operators.

The SS4A program provides funding for the completion of Action Plans and Implementation. To access the implementation funding, a Comprehensive Safety Action Plan meeting the USDOT standards must first be completed. Applications are accepted annually. The estimated cost to complete A Comprehensive Safety Action Plan for the Wilmington MPO's planning area is \$500,000. The grant provides federal funding in the amount of 80% and requires a 20% local match. The North Carolina Department of Transportation is not an eligible applicant but has committed to provide \$50,000 in funding as a local match and if awarded MPO members would provide the remaining \$50,000. Following adoption of the Comprehensive Safety Action Plan, this plan will provide an opportunity for our members with the ability to seek SS4A Implementation funding to improve and enhance safety in the communities served by the MPO.

III-D-3 Special Studies: Consultant - Safe Streets for All – An outside consultant will be contracted to complete a Comprehensive Safety Action Plan. At this time a consultant has not been chosen.

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	II-A-5
Title	Transit System Data
5303 Task Objective	Collect and analyze data for route planning and submission to NTD
Tangible Product Expected	Accurate data from multiple data collection devices onboard Wave Transit vehicles and other sources to ensure compliance with National Transit Database requirements
Expected Completion Date of Products	June 2024 2 Year Contract
Previous Work	Collection of data and submission to NTD
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	2,200
Section 5303 NCDOT 10%	2,200
Section 5303 FTA 80%	17,600
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

2 Year Allocation	LOCAL 10%	NCDOT 10%	FTA 80%	Total 100%
FY23	1,650	1,650	13,200	16,500
FY24	550	550	4,400	5,500
Total	2,200	2,200	17,600	22,000

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	II-B-6
Title	Community Goals & Objectives
5303 Task Objective	Interpret and communicate with members of the Authority and WMPO TCC and TAC adopted planning documents defining community goals and objectives
Tangible Product Expected	Service offerings that are compliant with adopted plans that outlined the goals of the community for public transportation in the region
Expected Completion Date of Products	June 2024 2 Year Contract
Previous Work	Communication of goals and objectives to decision makers and the public
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	200
Section 5303 NCDOT 10%	200
Section 5303 FTA 80%	1,600
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

2 Year Allocation	LOCAL 10%	NCDOT 10%	FTA 80%	Total 100%
FY23	150	150	1,200	1,500
FY24	50	50	400	500
Total	200	200	1,600	2,000

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	II-B-10
Title	Transit Element of the LRTP
5303 Task Objective	Provide input to CAC, TCC and TAC regarding long range transit plans for the region
Tangible Product Expected	Informed decisions regarding long range public transportation plans leading to a realistic planning document for the region
Expected Completion Date of Products	June 2024 2 Year Contract
Previous Work	Provided input and educated decision makers regarding the federal and state public transportation program
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	900
Section 5303 NCDOT 10%	900
Section 5303 FTA 80%	7,200
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

2 Year Allocation	LOCAL 10%	NCDOT 10%	FTA 80%	Total 100%
FY23	675	675	5,400	6,750
FY24	225	225	1,800	2,250
Total	900	900	7,200	9,000

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	II-B-16
Title	Financial Planning
5303 Task Objective	Plan capital and operating cost estimates to ensure fiscal compliance and maintain the adopted level of transit service
Tangible Product Expected	Short range financial plans based on current federal and state legislation to ensure that transit services are provided in a consistent manner utilizing the most economical and efficient methods
Expected Completion Date of Products	June 2024 2 Year Contract
Previous Work	Financial planning of the public transportation program
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	800
Section 5303 NCDOT 10%	800
Section 5303 FTA 80%	6,400
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

2 Year Allocation	LOCAL 10%	NCDOT 10%	FTA 80%	Total 100%
FY23	600	600	4,800	6,000
FY24	200	200	1,600	2,000
Total	800	800	6,400	8,000

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	III-C-1
Title	Title VI
5303 Task Objective	Interpret and prepare Title VI documents and monitor Title VI efforts to ensure compliance with FTA approved Title VI program
Tangible Product Expected	Compliance with the Title VI circular and adopted Title VI program
Expected Completion Date of Products	June 2024 2 Year Contract
Previous Work	Title VI program development and compliance efforts
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	300
Section 5303 NCDOT 10%	300
Section 5303 FTA 80%	2,400
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

2 Year Allocation	LOCAL 10%	NCDOT 10%	FTA 80%	Total 100%
FY23	225	225	1,800	2,250
FY24	75	75	600	750
Total	300	300	2,400	3,000

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	III-C-3
Title	Minority Business Enterprise
5303 Task Objective	Implement and monitor the MBE program to be compliant with adopted MBE program, update MBE goals as required, and undertake MBE outreach
Tangible Product Expected	MBE participation that is equal to or greater than the adopted and approved MBE goal
Expected Completion Date of Products	June 2024 2 Year Contract
Previous Work	MBE program oversight
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	100
Section 5303 NCDOT 10%	100
Section 5303 FTA 80%	800
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

2 Year Allocation	LOCAL 10%	NCDOT 10%	FTA 80%	Total 100%
FY23	75	75	600	750
FY24	25	25	200	250
Total	100	100	800	1,000

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	III-C-6
Title	Public Involvement
5303 Task Objective	Hear and analyze public comment from monthly meetings of the Authority, email comments, written comments and other comments outlined in the Authority Public Involvement Program. Work with public to update LCP, LRTP, SRTP and other planning documents.
Tangible Product Expected	Make recommendations to appropriate parties from comments made to the Authority by members of the community
Expected Completion Date of Products	June 2024 2 Year Contract
Previous Work	Public comment
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	800
Section 5303 NCDOT 10%	800
Section 5303 FTA 80%	6,400
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

2 Year Allocation	LOCAL 10%	NCDOT 10%	FTA 80%	Total 100%
FY23	600	600	4,800	6,000
FY24	200	200	1,600	2,000
Total	800	800	6,400	8,000

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	III-E
Title	Management & Operations
5303 Task Objective	MPO and CFPTA staff will conduct required administrative and operational tasks to support Wave Transit. Periodical reviews of administrative agreements and procedures. Staff will perform daily operations to disseminate planning information to the TAC/TCC committee members, the public and/or other agencies.
Tangible Product Expected	Compliance with FTA and NCDOT requirements, well informed community and elected officials about the public transit program, and functional system that meets the needs of the community
Expected Completion Date of Products	June 2024 2 Year Contract
Previous Work	Collection of data and submission to NTD
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	12,775
Section 5303 NCDOT 10%	12,774
Section 5303 FTA 80%	102,198
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

2 Year Allocation	LOCAL 10%	NCDOT 10%	FTA 80%	Total 100%
FY23	9,581	9,580	76,649	95,810
FY24	3,194	3,194	25,549	31,937
Total	12,775	12,774	102,198	127,747

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	III-E
Title	Management & Operations – TDM Program
5303 Task Objective	MPO and CFPTA staff will conduct required administrative and operational tasks to support Wave Transit. Periodical reviews of administrative agreements and procedures. Staff will perform daily operations to disseminate planning information to the TAC/TCC committee members, the public and/or other agencies. The MPO will implement Cape Fear Change in Motion 2020.
Tangible Product Expected	Compliance with FTA and NCDOT requirements, well informed community and elected officials about the public transit program, and functional system that meets the needs of the community. Implementation of strategies and of Cape Fear Change in Motion 2020.
Expected Completion Date of Products	June 2024 2 Year Contract
Previous Work	Collection of data and submission to NTD
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA / WMPO
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	1,000
Section 5303 NCDOT 10%	1,000
Section 5303 FTA 80%	8,000
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

2 Year Allocation	LOCAL 10%	NCDOT 10%	FTA 80%	Total 100%
FY23	750	750	6,000	7,500
FY24	250	250	2,000	2,500
Total	1,000	1,000	8,000	10,000

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	II-A-5
Title	Transit System Data
5303 Task Objective	Collect and analyze data for route planning and submission to NTD
Tangible Product Expected	Accurate data from multiple data collection devices onboard Wave Transit vehicles and other sources to ensure compliance with National Transit Database requirements
Expected Completion Date of Products	June 2024 1 Year Contract
Previous Work	Collection of data and submission to NTD
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	2,200
Section 5303 NCDOT 10%	2,200
Section 5303 FTA 80%	17,600
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	II-B-6
Title	Community Goals & Objectives
5303 Task Objective	Interpret and communicate with members of the Authority and WMPO TCC and TAC adopted planning documents defining community goals and objectives
Tangible Product Expected	Service offerings that are compliant with adopted plans that outlined the goals of the community for public transportation in the region
Expected Completion Date of Products	June 2024 1 Year Contract
Previous Work	Communication of goals and objectives to decision makers and the public
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	500
Section 5303 NCDOT 10%	500
Section 5303 FTA 80%	4,000
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	II-B-10
Title	Transit Element of the LRTP
5303 Task Objective	Provide input to CAC, TCC and TAC regarding long range transit plans for the region
Tangible Product Expected	Informed decisions regarding long range public transportation plans leading to a realistic planning document for the region
Expected Completion Date of Products	June 2024 1 Year Contract
Previous Work	Provided input and educated decision makers regarding the federal and state public transportation program
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	900
Section 5303 NCDOT 10%	900
Section 5303 FTA 80%	7,200
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	II-B-16
Title	Financial Planning
5303 Task Objective	Plan capital and operating cost estimates to ensure fiscal compliance and maintain the adopted level of transit service
Tangible Product Expected	Short range financial plans based on current federal and state legislation to ensure that transit services are provided in a consistent manner utilizing the most economical and efficient methods
Expected Completion Date of Products	June 2024 1 Year Contract
Previous Work	Financial planning of the public transportation program
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	800
Section 5303 NCDOT 10%	800
Section 5303 FTA 80%	6,400
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	III-C-1
Title	Title VI
5303 Task Objective	Interpret and prepare Title VI documents and monitor Title VI efforts to ensure compliance with FTA approved Title VI program
Tangible Product Expected	Compliance with the Title VI circular and adopted Title VI program
Expected Completion Date of Products	June 2024 1 Year Contract
Previous Work	Title VI program development and compliance efforts
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	300
Section 5303 NCDOT 10%	300
Section 5303 FTA 80%	2,400
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	III-C-3
Title	Minority Business Enterprise
5303 Task Objective	Implement and monitor the MBE program to be compliant with adopted MBE program, update MBE goals as required, and undertake MBE outreach
Tangible Product Expected	MBE participation that is equal to or greater than the adopted and approved MBE goal
Expected Completion Date of Products	June 2024 1 Year Contract
Previous Work	MBE program oversight
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	100
Section 5303 NCDOT 10%	100
Section 5303 FTA 80%	800
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	III-C-6
Title	Public Involvement
5303 Task Objective	Hear and analyze public comment from monthly meetings of the Authority, email comments, written comments and other comments outlined in the Authority Public Involvement Program. Work with public to update LCP, LRTP, SRTP and other planning documents.
Tangible Product Expected	Make recommendations to appropriate parties from comments made to the Authority by members of the community
Expected Completion Date of Products	June 2024 1 Year Contract
Previous Work	Public comment
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	800
Section 5303 NCDOT 10%	800
Section 5303 FTA 80%	6,400
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	III-E
Title	Management & Operations
5303 Task Objective	MPO and CFPTA staff will conduct required administrative and operational tasks to support Wave Transit. Periodical reviews of administrative agreements and procedures. Staff will perform daily operations to disseminate planning information to the TAC/TCC committee members, the public and/or other agencies.
Tangible Product Expected	Compliance with FTA and NCDOT requirements, well informed community and elected officials about the public transit program, and functional system that meets the needs of the community
Expected Completion Date of Products	June 2024 1 Year Contract
Previous Work	Collection of data and submission to NTD
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	4,041
Section 5303 NCDOT 10%	4,040
Section 5303 FTA 80%	32,325
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

MPO	Wilmington
FTA Code	442100 - Program Support Administration
Task Code	III-E
Title	Management & Operations – TDM Program
5303 Task Objective	MPO and CFPTA staff will conduct required administrative and operational tasks to support Wave Transit. Periodical reviews of administrative agreements and procedures. Staff will perform daily operations to disseminate planning information to the TAC/TCC committee members, the public and/or other agencies. The MPO will implement Cape Fear Change in Motion 2020.
Tangible Product Expected	Compliance with FTA and NCDOT requirements, well informed community and elected officials about the public transit program, and functional system that meets the needs of the community. Implementation of strategies and of Cape Fear Change in Motion 2020.
Expected Completion Date of Products	June 2024 1 Year Contract
Previous Work	Collection of data and submission to NTD
Relationship	This is a collaborative effort of the Wilmington MPO and the Cape Fear Public Transportation Authority (Wave Transit)
Responsible Agency	CFPTA / WMPO
SPR - Highway - NCDOT 20%	
SPR - Highway - F11WA 80%	
Section 104 (f) PL, Local 20%	
Section 104 (f) PL, FHWA 80%	
Section 5303 Local 10%	750
Section 5303 NCDOT 10%	750
Section 5303 FTA 80%	6,000
Section 5307 Transit - Local 10%	
Section 5307 Transit - NCDOT 10%	
Section 5307 Transit - FTA 80%	
Additional Funds - Local 100%	

[illegible]

Anticipated DBE Contracting Opportunities for FY 2024

Name of MPO: Wilmington Urban Area MPO

Person Completing Form: Mike Kozlosky Telephone Number: 910-342-2781

Prospectus Task Code	Prospectus Description	Name of Agency Contracting Out	Type of Contracting Opportunity (Consultant, etc.)	Federal Funds to be Contracted Out	Total Funds to be Contracted Out
III-D-3	Special Studies: Consultant Organizational Analysis Phase 2	City of Wilmington	Consultant	\$40,000	\$50,000
III-D-3	Special Studies: Consultant Grant Identification and Assistance	City of Wilmington	Consultant	\$40,000	\$50,000
III-D-3	Special Studies: Consultant MTP Development	City of Wilmington	Consultant	\$56,000	\$70,000
III-D-3	Special Studies: Consultant Safe Streets for All	City of Wilmington	Consultant	\$400,000	\$500,000

WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION BOARD

**RESOLUTION APPROVING THE FY 2024 UNIFIED PLANNING WORK PROGRAM
FOR THE WILMINGTON URBAN AREA METROPOLITAN PLANNING
ORGANIZATION**

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; and

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; and

WHEREAS, members of the Wilmington Urban Area Metropolitan Planning Organization Board agree that the Planning Work Program will effectively advance transportation planning for State Fiscal Year 2023-2024.

NOW THEREFORE, be it resolved that the Board of the Wilmington Urban Area Metropolitan Planning Organization hereby endorses the FY 2023-2024 Planning Work Program for the Wilmington Urban Area.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization's Board on March 29, 2023.

I, _____, Chair of the Board of the Wilmington Urban Area Metropolitan Planning Organization do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Board, duly held on this the 29th day of March 2023.

, Chair

*****Subscribed and sworn to me this ____ day of _____, 2023.

Notary Public
My commission expires _____

WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION BOARD

**RESOLUTION CERTIFYING THE WILMINGTON URBAN AREA METROPOLITAN
PLANNING ORGANIZATION'S TRANSPORTATION PLANNING PROCESS**

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, the Board has found that the Wilmington Urban Area Metropolitan Planning Organization is conducting transportation planning in a continuous, cooperative, and comprehensive manner in accordance with 23 U.S.C. 134 and 49 U.S.C. 1607; and

WHEREAS, the Board has found the Transportation Planning Process to be in full compliance with Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794; and

WHEREAS, the Board has considered how the Transportation Planning Process will affect the involvement of Disadvantaged Business Enterprises in the FHWA and the FTA funded planning projects (Section 1003(b) of ISTEA of 1991 (Pub. L. 102-240), Sec. 105(f), Pub. L. 97-424, 96 Stat. 2100, 49 CFR part 23); and

WHEREAS, the Board has considered how the Transportation Planning Process will affect the elderly and the disabled per the provision of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the U.S. DOT implementing regulations (49 CFR parts 27, 37, and 38); and

WHEREAS, the Metropolitan Transportation Plan has a planning horizon year of 2045, and meets all the requirements for an adequate Metropolitan Transportation Plan.

NOW THEREFORE, be it resolved that the Board of the Wilmington Urban Area Metropolitan Planning Organization hereby certifies the transportation planning process for the Wilmington Metropolitan Planning Organization on this the 29th day of March 2023.

, Chair

Mike Kozlosky, Secretary



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MEMORANDUM

TO: TCC Members

FROM: Mike Kozlosky, Executive Director

DATE: January 3, 2023

SUBJECT: **FY 24 Unified Planning Work Program Enhancements/Local Member Contributions**

The Wilmington Urban Area Metropolitan Planning Organization (MPO) is required to annually develop and adopt a Unified Planning Work Program (UPWP). The UPWP is an annual statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds. MPOs are required to develop UPWPs for the expenditure of FHWA and FTA planning funds. The MPO's Public Participation Policy requires a 30-day public comment period and NCDOT requires the final UPWP to be submitted no later than March 31, 2023.

MPO staff have worked diligently to develop a draft FY 24 UPWP that meets the needs of the organization and our members. This draft FY 24 UPWP includes several enhancements as outlined below:

Enhancement #1

Payroll Costs

Total Cost: \$ 1,197,161

Increased Amount: \$ 181,694

Our employees are our most valuable assets of the organization. As noted above, the WMPO's UPWP is required to be completed in early January to meet our public participation policy and adoption no later than March 31st. Therefore, the WMPO's UPWP includes an across-the-board allocation of 10% for market adjustments and merit. Any additional compensation for MPO staff will be consistent with that approved for the City of Wilmington employees through the budget process.

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

This enhancement includes a reorganization and position reclassifications of the MPO Deputy Director and an Associate Transportation Planner (see attached the proposed organizational chart). The reorganization will move the MPO's Technical Services Division and Administrative Specialist to direct reports to the MPO Deputy Director and move the Sr. Accountant to a direct report to the MPO Executive Director. The reclassification of the MPO Deputy Director position will better reflect the roles, responsibilities, and hierarchy of the position. In addition, an Associate Transportation Planner will be reclassified to a Senior Transportation Planner. Further, the enhancement includes an increase in the budgeted salary for the Administrative Specialist position. A full year of this position was included in the FY 23 budget; however, the position was budgeted at the minimum. An increase is required to allow the current Administrative Specialist to continue that role with the MPO.

Enhancement #2

FY 24 Operations

Total Cost: \$ 121,586

Increased Amount: \$ 28,443

This enhancement request is for a full year of operations for the future MPO office building located at 525 North 4th Street and to accommodate for inflation. The FY 23 adopted budget included ½ year of funding for the operations of the MPO offices with anticipation of the MPO moving to our new office space in January. The renovation project was delayed due to funding and low bidder's schedule. Construction began in August 2022 with an estimated completion date of July 2023. Paragon Building Corporation continues construction on renovation and rehabilitation, but delays may push the occupancy to August/September. A full year of operations will be required for the MPO to occupy the building in the first quarter of FY 24.

Inflation was up 8.2% in September 2022 from the year earlier. Inflation is having a significant impact on the price of goods, services, and our everyday lives. Consumers have seen prices for food, energy, and housing rise sharply over that time. The proposed budget enhancement includes an increase in non-salary line items in an amount of 8.2% to account for inflation.

Enhancement #3

Special Studies

Total Cost: \$ 670,000

Increased Amount: \$ 503,353

This enhancement request is for the MPO to hire consultants to assist with several special studies over the course of FY 24. The MPO plans to utilize consultants for the completion of an Organizational Assessment Phase II, Grant Identification and Assistance, 2050 Metropolitan Plan Development (financial element), and Safe Streets For All. For additional information regarding each of these special studies, please consult the draft FY 24 UPWP.

Enhancement #4**WAVE Pass-Through Funds (Section 5303)**

Total Cost: \$ 90,955

Increased Amount: \$ 5,119

The North Carolina Department of Transportation (NCDOT) receives funds from the Federal Transit Administration (FTA) including funds made available to the WMPO to support the Continuing, Cooperative, and Comprehensive (3-C) transportation planning process. Section 5303 funding is provided to the WMPO for transit planning activities. The WMPO, through a cooperative agreement with the Cape Fear Public Transportation Authority, provides a percentage of these funds to the Authority for transit planning activities as outlined in the adopted UPWP.

In FY 23, MPO's across the state received a significant increase in Section 5303 funds because NCDOT had approximately \$3.5 million in unspent funds that they added to the allocation formula to be provided to MPOs. These funds were spent over 2 years (FY 23 and FY 24) with an additional Section 5303 allocation in FY 24.

The WMPO's FY 23 allocation totals were \$190,748 (\$152,598 federal, \$19,074 state match, and \$19,706 local match). The WMPO was required to request the full amount in our FY 23 UPWP, however, \$47,687 was carried over to FY 24. The FY 24 Section 5303 allocation is in the amount of \$83,125 (federal), \$10,390 (state), and \$10,391 (local) for a total of \$103,906. The combined FY 23 and FY 24 allocations total \$151,593.

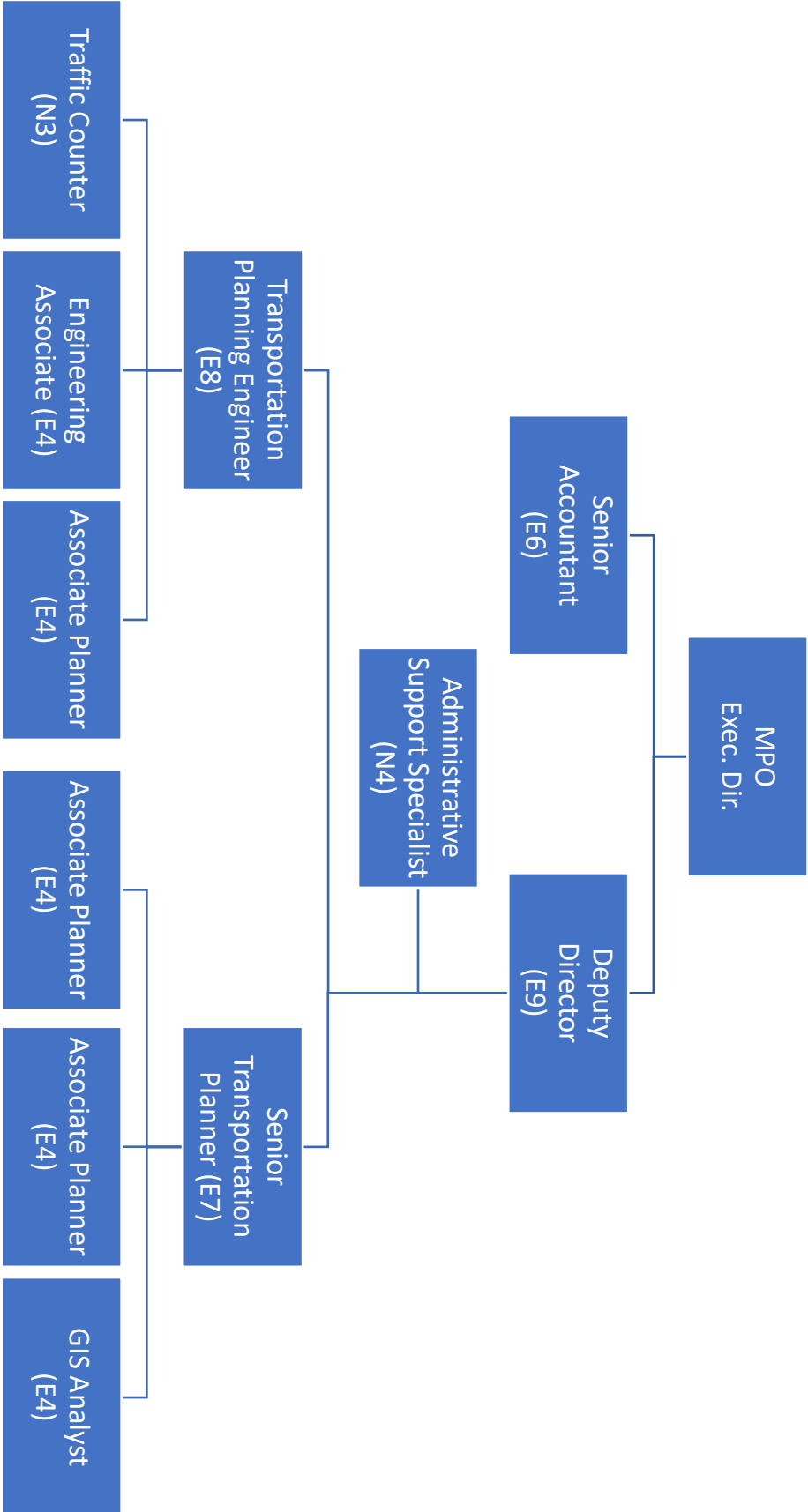
The MPO will realize an increase of \$8,532 over the FY 23 budgeted amount. These funds will be shared with the Cape Fear Public Transportation Authority and the MPO plans to provide a pass through of 60% in the amount of \$90,955 for transit planning activities. These funds will be allocated to staff costs to support in-house transit planning activities. A joint agreement between the city, WMPO, and Authority will be executed following the passage of the UPWP and City budgets.

Conclusion

The MPO considers our needs carefully and budget enhancements very diligently when developing the UPWP. We have tried to balance the needs of the organization with the requested enhancements. These enhancements will increase our member's shares in FY 24. Below please find the anticipated FY 24 member shares based on the recommended UPWP:

Member Jurisdiction	Cost \$
Wilmington	154,429
New Hanover County	124,738
Pender County	34,749
Leland	19,610
Brunswick County	13,196
Carolina Beach	8,284
Wrightsville Beach	3,593
Kure Beach	2,932
Belville	2,822
Navassa	2,200

MPO Recommended FY24 Organizational Chart



Wilmington Urban Area
Metropolitan Planning Organization
Public Participation Plan



Adopted
September 30, 2020

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1 Introduction

1.1 Overview

The Wilmington Urban Area Metropolitan Planning Organization's (WMPO) Public Participation Plan 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 Participation Plan is comprised of the public involvement programs for all the major planning activities, including the Metropolitan Transportation Plan (MTP), Metropolitan Transportation Improvement Program (MTIP), the Unified Planning Work Program (UPWP) and federal requirements (FAST Act, 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, 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. Federal and state laws require the formation of Metropolitan Planning Organizations (MPO) in urbanized areas with populations of greater than 50,000 in order for surface transportation projects to be eligible for federal transportation funding.

The Wilmington Urban Area population has exceeded 200,000 and in July 2012 the Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) designated the Wilmington Urban Area as a Transportation Management Area (TMA). This new designation provides for additional requirements including a Congestion Management Process, official FHWA/FTA Certification Review, additional federal reporting requirements and the administration of the Direct Attributable Programs.

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.

1.2 The WMPO Mission Statement

Create and execute continuing, cooperative and comprehensive regional long-range planning efforts that proactively drive transportation decisions to improve safety, connectivity, economic development and quality of life in the Wilmington region.

1.3 The WMPO Board

The Board is the policy and decision-making body for the WMPO. The Board is comprised of elected and appointed officials from the City of Wilmington, 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. The Board 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 official

Town of Carolina Beach: One elected official

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

1.3.1 Board Meetings

Regular schedules will be adopted by the Board at the last meeting of the calendar year for the upcoming year. These meetings will typically be held eleven (11) times per calendar year unless otherwise approved. Notice of these meetings will be ~~published in the Star News and Wilmington Journal at least five (5) days prior to the day of the meeting and also~~ posted in accordance to the State Open Meetings Laws. These meetings and agendas will also be published on the WMPO's website. These meetings are open to members of the public and upon request anyone can be placed on the Board mailing list. At the beginning of each regular meeting, a sign-in sheet will be available before each meeting for those who wish to speak. Each speaker is limited to three (3) minutes and the entire public comment period shall not exceed fifteen (15) minutes. If necessary, the Chairman can extend the public comment period by a vote of the Board.

1.4 Technical Coordinating Committee (TCC)

The Technical Coordinating Committee (TCC) is made of planners, engineers, and other staff from 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 makes recommendations to the Board.

1.5 Bicycle and Pedestrian Advisory Committee

The Bicycle and Pedestrian Advisory Committee is composed of members appointed by the Board, the Chancellor of the University of North Carolina at Wilmington, and the Chairman of the Bicycle and Pedestrian Advisory Committee. The Bicycle and Pedestrian Advisory Committee promotes the safe use of bicycling and walking for transportation, fitness, and recreation; provides recommendations on policies and plans that affect the development of bicycle and pedestrian facilities; and contributes to the development of the MTP.

1.6 Electronic Meetings

The Wilmington Urban Area Metropolitan Planning Organization may choose to hold electronic meetings solely online or electronically. In these cases, a telephone number will also be provided for individuals without internet access to call in.

When Feasible:

- Meetings will be streamed live on an online platform that allows visual and audio capabilities to the general public.
- Meeting agendas and materials will be posted online in advance of the meeting.
- If a public comment period is undertaken during the meeting and public cannot be made in person, a means to provide comments by phone, email and/or video will be provided.

2 Purpose

The purpose of the WMPO Public Participation Plan 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.

2.1 Goals

The goals of the WMPO's Public Participation Plan 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.

2.2 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 FAST Act (or most current regulation), NEPA, and FTA/FHWA Guidance on Public Participation.

3 Federal Requirements

The federal laws and processes covering public participation in the transportation planning process include the following:

- *Fixing America's Surface Transportation Act (FAST Act)*, (or most current regulation);
- *Title VI of the Civil Rights Act of 1964*;
- *Executive Order 13161, Improving Access to Services for Persons with Limited English Proficiency (2000)*;
- *The Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973 (Section 504)*, and *Rehabilitation Act Amendments of 1998 (Section 508)*; and
- *Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994)*, *USDOT Order 5610.2(a)*, and *FHWA Order 6640.23A*.

In order to be in compliances with the federal requirements for Environmental Justice (EJ) and Limited English proficiency (LEP), the WMPO may develop strategies that encourage EJ and LEP populations to participate in the transportation planning process.

3.1 Federal Regulation

As mandated under the 23 U.S. Code § 134 and directed by the FAST Act, or other, current supporting federal regulations, MPOs must establish, periodically review and update public participation 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 timely notice and reasonable access to information about transportation issues and processes;
- Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the MTIP;
- Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the MTIP;
- Employing visualization techniques to describe metropolitan transportation plans and MTIPs; and
- Making public information (technical information and meeting notices) available in electronically accessible formats and means.

3.2 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.”

3.3 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 **WMPO** will include an announcement that states that persons with disabilities will be accommodated. Special provisions will be made if notified 48 hours in advance (e.g., 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. TTY users may dial 711 to contact the WMPO.

3.4 Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (2000)

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.

3.5 Executive Order 12898, USDOT Order 5610.2(a), and FHWA Order 6640.23A.

3.5.1 Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994)

The basis of *Executive Order 12898* lies in *Title VI of the Civil Rights Act of 1964*. The Executive Order 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.”

3.5.2 Department of Transportation Update Environmental Justice Order 5610.2(a)

The *USDOT Order 5610.2(a)* sets forth the U.S. Department of Transportation (USDOT) policy to consider environmental justice principles in all USDOT programs, policies, and activities. 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.

3.5.3 Federal Highway Administration Order 6640.23A Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

The *FHWA Order 6640.23A* is the directive that establishes policies and procedures for the FHWA to use in complying with *Executive Order 12898*. In addition, it defines the following terms:

Low-Income – A person whose median household income is at or below the Department of Health and Human Services poverty guidelines.

Low-Income Population – Any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons who will be similarly affected by a proposed program, policy, or activity.

Minority – A person who is:

- Black: a person having origins in any of the black racial groups of Africa;
- Hispanic or Latino: 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 or the Indian subcontinent;
- American Indian and Alaskan Native: a person having origins in any of the original people of North America, South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition; or
- Native Hawaiian and Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Minority Population – Any readily identifiable groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons who will be similarly affected by a proposed program, policy, or activity.

3.6 Environmental Justice and Limited English Proficiency Outreach Strategies

The WMPO places great emphasis on reaching people and groups that have not traditionally been participants in the transportation planning process. These traditional non-participants include low-income, minority, elderly and disabled; do not have vehicles; and low literate or have limited English proficiency. The WMPO will develop strategies to address participation barriers that may include the following listed below. In addition, staff may modify the techniques listed in the next section, Outreach Efforts, to ensure traditionally non-participating populations are involved in the transportation planning process.

3.6.1 Develop and Implement a Plan to Reach Non-Participating Minority and Low Income Populations

WMPO staff should identify and meet with organizations and community leaders who represent traditional non-participant 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 may outline the meetings with group leaders and implementing strategies.

3.6.2 Develop Outreach and Education Programs

The WMPO should develop outreach and education program 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.

Special considerations and arrangements will be made to design a program that is tailored for traditional non-participants. These considerations may include developing materials specifically targeted to those communities. It will be necessary to periodically review and update the program and materials.

4 Outreach Efforts

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 and a menu of options are outlined in this section. The WMPO will hold a forty-five (45) day public comment period for amendments to the Public Participation Plan and will seek input and feedback on the WMPO's public involvement efforts.

4.1 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 the FAST Act, stakeholders will include "individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties."

Individuals 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.

The WMPO will create a database holding contact information for individual stakeholders and representative stakeholder groups. The 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 the stakeholder, contact database.

Ongoing meetings with stakeholders will be conducted to share information and for the WMPO to receive feedback on transportation issues throughout the community and region.

4.2 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.

4.3 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 Speaker's Bureau will present information in order to educate the public regarding the WMPO planning process and on-going transportation projects within the region. A goal of holding a Speaker's Bureau will be that WMPO staff will gain further insight on the public's issues/concerns and transportation needs within the region.

4.4 Maintain a Website

The WMPO's website (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.

4.5 Develop and Distribute Brochures

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

4.6 Conduct Public Informational Workshops, Charrettes and Public Open Houses

Public Informational Workshops, Charrettes and Public Open Houses may be conducted on topics associated with the transportation planning process. Such workshops, charrettes and/or open houses will be designed based on the intent of the meeting. These can be used to educate the participants on specific topics, e.g. 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 may be conducted on an as-needed basis.

4.7 Conduct Surveys

Surveys may be used to gather information from peoples' perceptions, preferences and practices. In areas where 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 posted on the WMPO's website.

4.8 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.

4.9 Periodic Transportation Summits

Periodic Transportation Summits may 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 may utilize Transportation Summits for State and local leaders to discuss local and regional transportation issues.

4.10 Citizen Advisory Committee (CAC)

The WMPO Board may establish a Citizen Advisory Committee (CAC). 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 will assist in developing public participation programs and collecting public input for the decision making process. Comments received from the CAC members and non-members are treated equally. The CAC will establish a meeting schedule approved at the last meeting of the calendar year for the upcoming year. These meetings are open to the public and provide an opportunity for interested parties to hear and discuss transportation matters to guide developing the MTP and other studies.

4.11 Social Media

The WMPO may use social media outlets to provide an additional avenue to effectively communicate information and encourage citizen participation. Adjusting practices to involve innovative technologies ensures that the WMPO is capitalizing on cost-effective resources that citizens use when obtaining and sharing information. Posts and comments directed to the WMPO through social media outlets will not be considered to be public comments for planning activities or projects.

4.12 Annual Report

The WMPO may publish an Annual Report that highlights annual agency accomplishments and provides a review of the services provided to the community.

4.13 Visualization Techniques

The WMPO may use visualization techniques for communicating information to the public, elected and appointed officials, and other stakeholders. Visualization techniques should deliver information in a clear and concise manner, promoting a better understanding of existing or proposed transportation planning activities.

Depending on the planning activity, visualization techniques may include, but not limited to: GIS maps; web-based surveys; videos; brochures or flyers; PowerPoint presentations; or photographic renderings. The WMPO should evaluate the effectiveness of visualization techniques and seek guidance from other partnering agencies, including, but not limited to FHWA's "Visualization in Planning" website.

5 Plan Specific Guidelines

The WMPO's Public Participation Plan is consist of a number of procedures and all planning programs and activities are required to go through the Board's public participation process. In addition, the WMPO has initiated specific public participation techniques for the MTP, the MTIP, the UPWP complying federal requirements – FAST Act, Civil Rights Act, Environmental Justice, Limited English Proficiency and Americans with Disabilities Act.

5.1 Public Comment for MTP, UPWP, and MTIP

The WMPO will provide an opportunity for meaningful public involvement in the development and update of the MTP; final draft of the MTIP; and in the development of the UPWP. The public comment period will be 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 Board shall hold at least one public hearing prior to the adoption of the MTIP every two years. A public comment period is not required for administrative modifications to the MTIP.

The WMPO will assemble all comments and forward summary of comments to the TCC and the Board. The Board typically acknowledges public comments for the MTP, UPWP, and MTIP in one of the following two ways: the Board 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 Board 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.

5.2 Metropolitan Transportation Plan (MTP)

The MTP is developed for the Metropolitan Planning Area (MPA) and covers at least a 20-year planning horizon. The MTP encompasses transportation strategies to maintain the existing transportation infrastructure while meeting the future needs of all federally funded transportation modes in the MPA, including highways, public transportation, bicycle and pedestrian, freight and rail, ferry, and aviation.

5.2.1 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.
- Public meetings may be held to formulate a vision for the MTP development, provide the public background information on the metropolitan transportation system and other issues as well as the proposed framework of the MTP 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.
- Efforts will be made to hold public meetings at a locations which are accessible to persons with disabilities and preferably located along a transit route.

Notifications will inform the public of the availability of the draft MTP for review and comment, where to send written comments, and addresses and phone numbers of contact persons. The notices also will include an announcement that states that persons with disabilities will be accommodated. Special provisions will be made if notified 48 hours in advance (e.g. 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 where copies of the draft MTP will be on file for public review. A copy will also be available in a PDF format for downloading on the WMPO website.

5.3 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 Board'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 MTP 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 Board 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.

5.3.1 Annual Listing of Obligated Projects

The WMPO publishes the annual listing of obligated projects which displays projects and strategies that were authorized and committed using federal funds in the previous year. The annual listing will be published on the WMPO website at www.wmpo.org within ninety (90) days following the end of the program year. Hard copies are available upon request by contacting the WMPO.

5.4 Unified Planning Work Program (UPWP)

The FAST Act requires each MPO, as a condition to the receipt of federal highway and transit capital or operating assistance, 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 MTP. 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
- Metropolitan 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.

5.5 Plan Specific Chart

	Public Comment Period	Public Hearing	Draft Document Availability	Responding to Public Comment	Final Plan Availability
MTP	Minimum 30 days	Not required	WMPO offices and website, WMPO member planning department offices, and at area libraries	When significant written/oral comments are received on the draft, a summary, analysis, and report on the disposition of comments shall be made as part of the final MTP	WMPO offices and website, WMPO member planning department offices, and at area libraries
MTIP	Minimum 30 days	Yes, prior to the MTIP adoption every 2 years	WMPO offices and website	When significant written/oral comments are received shall be presented to the Board	WMPO offices and website
UPWP	Minimum 30 days	Not required	WMPO offices and website	When significant written/oral comments are received shall be presented to the Board	WMPO offices and website
PPP	Minimum 45 days	Not required	WMPO offices and website	When significant written/oral comments are received shall be presented to the Board	WMPO offices and website



Rules of Procedure

Wilmington Urban Area Metropolitan Planning
Organization

Adopted

September 25, 2019

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CHAPTER 1 – AUTHORITY OF RULES

A. AUTHORITY

The MPO Board shall establish its own Rules of Procedure in a clear and concise manner to assist them in the general conduct of MPO business. These rules shall prevail to govern the order and conduct of business of the MPO Board until modified or new rules are adopted.

During MPO Board's discussions, deliberations, and proceedings, the Chairman has been designated with the primary responsibility to ensure that the Board and members of the public adhere to the Board's procedures.

B. APPLICATION

These procedures shall be applicable to all members of the MPO Board.

C. DEFINITIONS

MPO Member Jurisdictions: City of Wilmington, 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.

MPO Board Members: The MPO Board is the policy and decision-making body for the Wilmington Urban Area Metropolitan Planning Organization. The Board is comprised of elected and appointed officials from the City of Wilmington, Towns of Belville, Carolina Beach, Kure Beach, Leland, Navassa, Wrightsville Beach, Brunswick County, New Hanover County, Pender County, Cape Fear Public Transportation Authority, and the North Carolina Board of Transportation.

Alternates: Each of the member boards may appoint one (1) Alternate provided each Alternate also meets the same qualifications of membership. The Alternate member will serve as a full voting member during any meeting where the board's representative(s) is not in attendance.

CHAPTER 2 – MPO BOARD ORGANIZATION AND DUTIES

A. GOVERNING BODY

The MPO Board shall constitute the Governing Body of the Wilmington Urban Area Metropolitan Planning Organization. The Board shall consist as specified in the adopted Memorandum of Understanding. The eligible voting member list consists of a representative from each of the appointment boards with the City of Wilmington having two representatives.

B. DUTIES OF THE GOVERNING BODY

MPO Board Members and MPO staff shall conduct the business of the Wilmington Urban Area Metropolitan Planning Organization. The MPO Board's duties and responsibilities are outlined in the adopted Memorandum of Understanding.

C. ELECTION OF OFFICERS

The Chairman and Vice-Chairman shall be elected annually by the voting members of the Board with their term to begin at that meeting. In the event that there is no Chairman or Vice-Chairman, the TCC Chairman shall preside until a Chairman and Vice-Chairman are elected. The Chairman and Vice-Chairman shall serve for a period of one (1) year from their election and may be re-elected.

D. DUTIES OF THE CHAIRMAN

The Chairman shall:

- preside at all meetings of the Board.
- be responsible for the control, debate and order of speakers.
- decide all questions of order.
- confine debate to matters under discussion.
- put to a vote all matters properly presented before the MPO Board and to declare the result thereof for the record.

E. DUTIES OF THE VICE-CHAIRMAN

The Vice-Chairman shall:

- in the absence of the Chairman, the Vice Chairman shall assume the duties of the Chairman.

G. APPOINTMENTS TO COMMITTEES

The Wilmington Urban Area Metropolitan Planning Organization utilizes direct citizen input through the voluntary appointment of individuals to various committees (e.g., Bicycle and Pedestrian Advisory Committee and Citizen Advisory Committee).

The MPO Board members shall be charged with the responsibility of appointing individuals to serve on these MPO Committees.

Vacancies

A vacancy on a committee shall be effective on the date stated in the individuals' written notice of resignation filed with the MPO.

Candidate Qualifications

Preferred candidates for appointment shall be at least 18 years of age or older and a resident of the jurisdiction of which the committee member will represent, or be otherwise connected to the community in terms of property ownership, business affairs, or by offering a unique and necessary expertise.

Appointment Process

The appointment process will be determined by the MPO Board member making the appointment to the Committee.

Compensation

The Appointees serve on a volunteer basis and shall not be compensated for their services.

Attendance

Each committee member shall be expected to attend each scheduled meeting.

CHAPTER 3 – CONDUCT OF THE MPO BOARD

A. GENERAL CONDUCT

These rules are intended to facilitate professional and orderly conduct of meetings of the Wilmington Urban Area Metropolitan Planning Organization. The purpose of these rules are to provide an orderly and consistent procedure for conducting such meetings. These rules should be followed as necessary to conduct the Board meetings of the Wilmington Urban Area Metropolitan Planning Organization.

All members shall have and share equal rights, privileges, responsibilities and obligations which include but are not limited to the following:

- All Members present and participating in meetings have the right to make, second, or amend motions.
- All Members present and participating have the right to participate in debate when discussion is permitted.
- All Members have the right to make inquiries and seek clarification or further information on pending matters.
- All Members present for meetings have the right to vote on matters, unless prevented by a conflict of interest. If a conflict exists, the member(s) shall request to be recused from discussion and voting on the item. A Conflict of Interest statement will be attached to the minutes of the meeting in which any discussion or vote was taken relating to that conflict disclosure.

B. CONDUCT WITH MEMBERS

Members shall conduct themselves in a proper, professional and ethical manner during all proceedings, and shall respect each other and follow the rules. Each Member shall demonstrate courtesy and respect for the Board and its members, public, and staff.

MPO Board Members shall:

- treat each other and everyone with courtesy and respect.
- refrain from inappropriate behavior and derogatory comments.
- respect and value each other's time.
- limit their comments to the subject matter, item, or motion being currently considered.
- maintain order and decorum during the meeting.
- abide by the *Governing Body Rules of Procedure* in conducting the business of the Wilmington Urban Area Metropolitan Planning Organization.

- exercise control as to the length of their comments.
- respect each other's opportunity to speak and, if necessary, agree to disagree.

C. CONDUCT WITH COMMITTEES

MPO Board Members shall:

- treat all members of MPO committees with appreciation and respect.
- value and respect the service these committee members provide to improve transportation in the Wilmington region.

D. CONDUCT WITH THE MEDIA

MPO Board Members shall:

- not discuss with the media confidential or privileged information pertaining to closed sessions, attorney-client privileged or attorney work product communications including without limitation personnel or litigation.

Press releases will be prepared by the Executive Director or MPO staff for release to the media.

E. LITIGATION AND CONFIDENTIAL INFORMATION

MPO Members shall:

- keep all materials and verbal communication provided to them on matters that are privileged or confidential pursuant to federal or state law in complete confidence to ensure that the MPO's position is not compromised.

F. ETHICAL CONDUCT

MPO Board Members shall:

- conduct themselves in an ethical manner.
- conduct themselves in a manner compliant with Chapter 138A of the North Carolina General Statutes.
- abide by certain ethics standards and certain provisions of the Ethics Act (S.B. 411; S.L. 2013-156) and the Ethics Act through G.S. 136-200.2.

CHAPTER 4 – MPO BOARD MEETINGS AND SCHEDULES

A. REGULAR MEETINGS

Regular meeting schedules will be adopted by the Board at the last meeting of the calendar year for the upcoming year. These meetings will typically be held eleven (11) times per calendar year unless otherwise approved. Notice of these meetings will be ~~published in the Star News and Wilmington Journal at least five (5) days prior to the day of the meeting and also~~ posted in accordance to the State Open Meetings Laws. These meetings and agendas will also be published on the WMPO's website. These meetings are open to members of the public and upon request anyone can be placed on the Board mailing list. At the beginning of each regular meeting, a sign-in sheet will be available before each meeting for those who wish to sign up to speak. Each speaker is limited to three (3) minutes and the entire public comment period shall not exceed fifteen (15) minutes. If necessary, the Chairman can extend the public comment period by a vote of the Board.

Regular meetings of the MPO Board shall be held on the last Wednesday of each month at three (3:00) o'clock P.M., in the 6th Floor Conference Room at 320 Chestnut Street in downtown Wilmington or at such other locations as determined by a majority of the MPO Board members. Any alternate location or change in meeting time shall be specified in the meeting notice.

B. SPECIAL MEETINGS

The Chairman or a majority of board members may at any time call a special meeting of the Board by signing a notice stating the time and place of the meeting and the subjects to be discussed. The person or persons calling the meeting shall cause the notice to be posted at City Hall in downtown Wilmington or the door of the regular meeting place at least forty-eight hours before the meeting. In addition, the notice shall be e-mailed or mailed to individuals and local news organizations. Only items of business specified in the notice may be transacted at a special meeting.

C. EMERGENCY MEETINGS

If a special meeting is called to deal with an unexpected circumstance requiring immediate consideration, the notice requirements of this rule do not apply. However, the person or persons calling an emergency meeting shall take responsible action to inform the other board members and the public of the meeting. Local news organizations having requested notice of the special meetings shall be notified of such emergency meetings by the same method used to notify the board members. Only business connected to the emergency may be discussed at this meeting.

D. CLOSED SESSIONS

Closed sessions shall generally be conducted as needed. In accordance with the North Carolina General Statutes, closed sessions shall be held only when required to permit a public body to

act in the public interest as permitted in N.C.G.S. § 143-318.11. A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall state one or more of the authorized purpose(s) for the closed session.

Closed sessions are closed to the public. The closed session is to protect important privacy interests and matters that are confidential or privileged under federal or state law, and subjects discussed during these sessions should not be shared outside of the session. No action will be taken during closed session except as permitted by state law.

No closed session will be held without the presence of MPO legal counsel.

E. PUBLIC HEARINGS

The MPO Board shall hold public hearings when required by federal, state or local law. Public hearings are officially opened and closed by the Chairman.

F. ATTENDANCE

Each member shall be expected to attend each scheduled meeting. Any Board member asking to be excused shall require a call to the MPO's Executive Director at least 24 hours in advance of the meeting. The Executive Director will at the beginning of the Board meeting, list the members requesting to be excused which will require a vote from the Board to approve these excused absences. If an Alternate attends a meeting in place of the member, this will not count as an absence for the member. For members not attending three (3) consecutive Board meetings, the Chairman will send to the chief elected officer of the jurisdiction of the member in question, a letter indicating the number of absences and requesting re-affirmation or re-designation of the jurisdiction's representative.

G. MEETING RULES

Meetings shall be conducted under parliamentary procedures consistent with Robert's Rules of Order, most recent edition.

CHAPTER 5 - MEETING GUIDELINES & PROCEDURES

A. GENERAL

Authority

The MPO Board acts as a body and policy is established by majority vote.

Majority Vote

Any member may call for a vote on any issue provided that it is seconded and within the purposes set forth in the "Memorandum of Understanding." Each voting member of the Board shall have one vote, and a majority vote of those present and voting shall constitute approval of any motion, provided a quorum exists and provided that a super-majority vote is not required for approval of the item under applicable law, the WMPO Board Bylaws or these Rules of Procedure. Abstentions are not included in the tally of the votes. A Board member's absence, whether excused or unexcused, shall not be counted as an affirmative or negative vote on any matter. Proxy and absentee voting are not permitted.

Meetings to be Public

All meetings of the MPO Board are required to be open to the public with the exception of closed sessions.

Quorum

A quorum is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations or voting upon or otherwise transacting public business. A quorum consists of 51% of the members of the Board, plus as many additional members as may be required to ensure that 51% of the possible votes are present.

Location

All public meetings shall be held at 320 Chestnut Street in the 6th Floor Conference Room, or at such other locations as determined by a majority of the MPO Board members. Any alternate location or change in meeting time or location shall be specified in the notice for the meeting.

Action

Action by the Board shall be taken by means of resolution or oral motion duly made and passed by the majority as a body.

Public actions of the Board shall be recorded in the minutes of all regular meetings, special meetings and/or emergency meetings. Resolutions shall also be recorded and filed in the MPO offices.

The Board may take action on items calendared on the agenda. Items may be added or removed prior to adoption of the agenda.

Sequence of Agenda Items

The MPO Board adopts the agenda at the beginning of the meeting. The sequencing of the items can be modified by the Board upon adoption of the agenda.

Minutes

It is the responsibility of the MPO's Clerk or designated recording secretary to keep and enter a written account of all Board meetings. The official record of the meeting is the minutes after they have been approved by the MPO Board.

Right of Floor

The Chair will recognize members of the Board, staff or audience desiring to speak, and confine remarks to the subject under consideration.

MPO Executive Director

The Executive Director or designee attends all MPO Board meetings and work sessions and may make recommendations to the Board.

B. AGENDA

The agenda is the list of items suggested for consideration and/or discussion at a Board meeting. Agenda items originate from the Executive Director or as a carry-over from previous meetings.

C. REQUIREMENTS FOR AGENDA ITEM SUBMISSION

Technical Coordinating Committee (TCC) and Board members may submit an item(s) to their respective TCC and Board agendas. In order for a Board member to submit an item(s) to the TCC or Board, the item(s) must be submitted no later than 5:00 p.m. the first business day of the calendar month in which the item is requested to be considered. The item must include all pertinent background materials (resolution, maps, etc.). The Board shall approve the agenda at the beginning of each meeting. At this time, the Board shall have the ability to add or remove any item on the agenda by a vote of at least two-thirds (2/3) of the Board's voting members present. An item added to the agenda will be placed for consideration at the end of the meeting.

D. AGENDA PACKET PREPARATION

The Executive Director shall review and approve all items for the MPO Board agendas. The agenda packets shall be provided to the Board at least 5 days prior to the Board meetings for Regular Meetings. For Special Meetings, the packets shall be provided no less than 48 hours prior to the meeting. For Emergency Meetings, the agenda may be provided in advance or at the meeting.

The agenda and agenda packets are compiled and distributed through the Executive Director. Packet information will be electronically transferred via e-mail to the MPO Board members. In addition, the agenda packets are also placed on the Wilmington Urban Area Metropolitan Planning Organization's website.

E. AGENDA FORMAT

The Board may reorder the agenda items to expedite the agenda or for the benefit of the public.

Call to Order

The Chairman shall open each regular meeting at the appointed hour.

Conflict of Interest Statement

In accordance with Senate Bill 411, it is the duty of all MPO Board members, alternates or designees to disclose in writing any conflicts of interest. The statement will be attached to the minutes of the meeting in which any discussion or vote was taken relating to that conflict disclosure.

Approval of Board Member Excused Absences

Each member shall be expected to attend each scheduled meeting. Any Board member asking to be excused shall require a call to the MPO's Executive Director at least 24 hours in advance of the meeting. The Executive Director will at the beginning of the Board meeting, list the members requesting to be excused which will require a vote from the Board to approve these excused absences.

Approval of the Agenda

The MPO Board shall approve the agenda at the beginning of each regular meeting. This approval will outline the business of the Board's meeting.

Election of Officers

The Chairman and Vice-Chairman shall be elected annually by the voting members of the Board, with their terms to begin at that meeting. The Chairman and Vice-Chairman shall serve for a period of one (1) year from their election and may be re-elected. This election shall occur during the first Board meeting of the calendar year or as needed upon a resignation of the Chairman or Vice-Chairman.

Public Comment Period

Time shall be set aside at every regular meeting and work session to allow the public to address the Board on matters that are listed or not listed on the printed agenda. Those wishing to speak may do so during the "Public Comment" period. At the beginning of each regular meeting, a sign-in sheet will be available before each meeting for those who wish to sign up to speak. Each speaker is limited to three (3) minutes and the entire public comment period shall not exceed fifteen (15) minutes. If necessary, the Chairman can extend the public comment period by a vote of the Board.

Each person addressing the MPO Board must approach the front of the room when recognized by the Chairman, communicate his or her name and address and then their public comments.

Members of the MPO Board are discouraged from engaging in debate with a member of the public at the Board meetings.

Closed Session

The Closed Session portion of the meeting is reserved for times when the Board determines it necessary to enter into a Closed Session as allowed by North Carolina General Statute. It does not preclude the Board from entering into Closed Session at any point during an open meeting as the Board deems necessary.

Presentation(s)

This time may be used as necessary to present awards or to receive remarks and presentations by distinguished guests or staff on items of interest to the Board.

Consent Agenda

These are items on the MPO Board agenda which are considered to be of a routine and noncontroversial nature by the Executive Director, shall be listed on the consent agenda. These items shall be acted upon collectively under a single motion. A member of the Board may remove any item from the consent agenda for discussion. Any item removed will be heard immediately following action on the remaining consent agenda items.

Public Hearings

The Public Hearings portion of the meeting is reserved for any items requiring a formal public hearing when required by federal, state or local law.

Old Business

Old Business contains items which have been previously discussed and require Board action or direction.

Regular Agenda

The Regular Agenda contains items which may not have been previously discussed and require Board action or direction. These items may or may not be considered controversial. These items will be accompanied by a resolution.

Discussion

Discussion items are items that require Board discussion. These items will not include an accompanying resolution. Items listed under discussion may or may not receive action and/or direction during a meeting. The Board may decide to take action on any discussion item or may request staff to return with an accompanying resolution at a future date.

Updates

This time is reserved to receive updates from the MPO and the various transportation partners on efforts underway in their respective organizations. Typically this information is provided in written form and included in the agenda packet.

Announcements

This is the time when any upcoming public meetings that would be of interest to the Board are provided.

Adjournment

Before there can be an adjournment, the Board must, by proper action, move and vote for adjournment. Upon adjournment, the meeting is ended and no further business can be conducted.

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
BOARD**

**RESOLUTION AMENDING THE WILMINGTON URBAN AREA METROPOLITAN
PLANNING ORGANIZATION'S PUBLIC PARTICIPATION POLICY AND RULES OF
PROCEDURE**

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, public participation is an integral part of the Wilmington Urban Area Metropolitan Planning Organization's planning efforts; and

WHEREAS, the Public Participation Plan is comprised of the public involvement programs for all the major planning activities, including the Metropolitan Transportation Plan (MTP), Metropolitan Transportation Improvement Program (MTIP), the Unified Planning Work Program (UPWP) and federal requirements (FAST Act, Civil Rights Act, Environmental Justice, Limited English Proficiency and Americans with Disabilities Act). and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization's most recent Public Participation Policy was adopted on September 30, 2020; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization's Rules of Procedure addresses the Authority of Rules, MPO Board Organization and Duties, Conduct of the MPO Board, MPO Board Meetings and Schedules, and Meeting Guidelines and Procedures; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization's most recent Public Participation Policy was adopted on September 25, 2019; and

WHEREAS, both of these documents include public notice of the MPO's regular meetings to be published in the Star News and Wilmington Journal at least 5 days prior to the meeting; and

WHEREAS, MPO staff has had difficulty getting in contact with personnel the Star News and the Wilmington Journal is no longer in business; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization desires to amend Public Participation Policy and Rules of Procedure to reflect that the regular meeting notices will be posted in accordance with federal law and the State Open Meetings law.

NOW THEREFORE, be it resolved that the Board of the Wilmington Urban Area Metropolitan Planning Organization's hereby amends the Wilmington Urban Area Metropolitan Planning Organization's Public Participation Policy and Rules of Procedure.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization Board on January 25, 2023.

, Chair

Mike Kozlosky, Secretary

Proposed Revisions to 2020-2029 STIP/MPO TIP Programs

STIP/MPO TIP Modification #23-1
(December 2022)

STATEWIDE PROJECT

STIP MODIFICATIONS

TC-0021	- STATEWIDE PROJECT	NCDOT, 5339 STATEWIDE RURAL	PLANNING	FY 2022 -	\$273,000	(BGDA)
STATEWIDE		<u>MODIFY FUNDING IN FY 22 AT THE REQUEST OF THE</u>	CAPITAL	FY 2022 -	\$567,000	(L)
PROJ.CATEGORY		<u>MPO.</u>		FY 2022 -	\$4,536,000	(5339)
PUBLIC TRANS				FY 2023 -	\$210,000	(S)
				FY 2023 -	\$210,000	(L)
				FY 2023 -	\$1,684,000	(5339)
					\$7,480,000	

Focus Area	Action Steps		Participants	Timeline
Focus Area: Improve Safety				
Adopt Safety Performance Measures and track the measure to determine performance	Adopt performance measures and create a dashboard to track the measures	MPO, NCDOT	Annually/December 23	
Implement Traffic Separation Study	NCDOT to begin construction of the beltline improvements	NCDOT	Spring 2023	
Support Safety programs such as Vision Zero, "Be A Looker," Watch for Me NC, Bike Safe NC, etc.	Conduct "Be A Looker" campaign	MPO	April through September 2023	
Support members desires to apply for Vision Zero and Safe Streets for All People	Support with resolutions and assistance with obtaining/analyzing data for jurisdictional applications	MPO, MPO members	On-going/December 23	
Support members desires to apply for Vision Zero and Safe Streets for All People	MPO Apply for Safe Streets for All grant	MPO	Fall 23	
Support the Cape Fear Public Transportation Authority for bus stop amenities and improved stop locations	Provide funding for enhanced bus stop amenities and improved locations	MPO	Winter 23	
Focus Area: Multi-modal Focus				
Support the completion of the Wilmington Multi-modal Transportation Center Phase 1B	Provide necessary funding and serve as project director/manager for construction of the improvements. Provide Board with frequent updates regarding construction	MPO, City, NCDOT	September-23	
Support the development and implementation of plans that encourage multi-modal transportation	Completion of the Pender County Bike/Pedestrian Plan and support 2023 "Year of the Trail"	MPO	June-23	
Focus Area: Regionally Focused				
Educate WMPO members on the services and programs provided by the MPO	Present to the MPO's members our annual report	MPO	September-23	
Focus Area: Economic Development				
Promote economic growth through enhanced transportation infrastructure	Work with our economic development partners to understand the transportation needs for enhanced economic growth	MPO, members, NCSPA, Chamber of Commences, WBD, WDI, etc..	Dec-23	
Support the NC State Ports Authority in their efforts to expand and enhance operations (Support Ports grant opportunities and work to further the new North Gate, South Front Street, Rail re-alignment, US 74 upgrades to Wilmington and Cape Fear Memorial Bridge upgrade)	Support Ports grant applications and advocate/partner for the new North Gate, South Front Street, Rail re-alignment, US 74 upgrades to Wilmington and Cape Fear Memorial Bridge upgrade.	WMPO, NCSPA	Ongoing/December 23	
Focus Area: Community Engagement				
Educate citizens and elected officials in order to increase a general understanding of general issues	Public outreach and engagement related to the 2050 MTP Development	WMPO	Ongoing/December 23	
Continue enhanced use of social media	Develop Social Media Plan	WMPO	December-23	
Focus Area: More Organized, Vocal and Cohesive Voice				
Develop and adopt a Legislative Agenda	Adopt a 2023 Legislative Agenda	WMPO	March-23	
Focus Area: Organizational and Operational Effectiveness				
Enhance the utilization of technology to improve operations	Update the MPO website	WMPO	February-23	

Wilmington Urban Area Metropolitan Planning Organization
Draft 2023 Legislative Agenda

Transportation Funding

The Wilmington Urban Area MPO supports prioritization and funding for local transportation and infrastructure projects and the need to explore new transportation and infrastructure revenue sources to address the growing needs of the state and the nation. Including, but not limited to road, bridges and highway projects, public transportation, ferry, bicycle and pedestrian infrastructure, beach nourishment, inlet and waterway maintenance, coastal storm damage reduction, port infrastructure, airports, etc.

The Wilmington Urban Area MPO encourage the North Carolina Department of Transportation, North Carolina General Assembly, and Governor of North Carolina to explore and implement new funding mechanisms that could raise the funds necessary to accelerate much needed transportation projects.

Transportation Project Priority- Cape Fear Memorial Bridge

The Wilmington Urban Area MPO Board has identified the replacement of the Cape Fear Memorial Bridge as their highest unfunded priority.

Opposition to Transfer of State Road Maintenance

The Wilmington Urban Area MPO respectfully and urgently requests the North Carolina General Assembly reject proposals which would transfer responsibility for large portions of the state's road system to local governments and weaken or dismantle municipal Powell Bill Street maintenance funding.

Limitation on City Requirements for Street Improvements Related to Schools

SL 2017-57 included language related to street improvements for schools. The Wilmington Urban Area MPO continues to be concerned that on non-state-maintained facilities where improvements related to schools are needed, the funding burden has fallen on the municipalities or the level of service on the roadways will be compromised. The Wilmington Urban Area MPO encourages the General Assembly to review this language and seek solutions to address this funding concern.

Moped Legislation

The Wilmington Urban Area MPO supports the North Carolina Department of Transportation's policy recommendation of restricting mopeds on public roadways with posted speed limits of 45 mph or greater. The MPO also encourages the North Carolina General Assembly to implement laws that regulate the use of mopeds in a manner that promotes the safety and welfare of the citizens and visitors of North Carolina and pursue education and clarity on existing regulations for mopeds, golf carts, and low-speed vehicles.

Electric Scooter Legislation

The Wilmington Urban Area MPO supports the use of electric scooters to provide an alternative mode of transportation so long as the scooters are used in a safe and responsible manner, do not create visual clutter, and do not block parking or ADA accessibility. The allowance and/or use of electric scooters should be subject to local government control through their adopted codes and ordinances.



305 Chestnut Street
PO Box 1810
Wilmington, NC 28402
Ph: (910) 341-3258
Fax: (910) 341-7801
www.wmpo.org

MEMORANDUM

TO: TCC Members

FROM: Mike Kozlosky, Executive Director

DATE: January 3, 2023

SUBJECT: Summary of Wilmington Urban Area MPO Direct Attributable Funding

The Wilmington Urban Area Metropolitan Planning Organization receives Direct Attributable (DA) funding that is then made available to our member jurisdictions. These funds are in the form of Surface Transportation Block Group- Direct Attributable (STBG-DA), Transportation Alternatives Set Aside- Direct Attributable (TASA-DA), and Carbon Reduction Program funds.

The funding allocation used to award the FY 23 funds is presented below:

STBG-DA: \$4,081,889

TASA-DA: \$513,872

Carbon Reduction: \$502,487

From the above funds, \$3,590,852 was awarded from STBG-DA funds, \$275,892 was awarded in TASA-DA funds and \$339,000 from Carbon Reduction funds. The following funding amounts were placed in reserve:

STBG-DA: \$491,037

TASA- DA: \$237,980

Carbon Reduction: \$163,487

In total, there are the following reserve funds available (including prior funding years):

STBG-DA: \$813,851

TASA-DA: \$1,184,140

Carbon Reduction: \$606,858

The MPO receives these DA funds on an annual basis coinciding with the federal fiscal year. A call for projects is held in the summer prior to awarding project funds in the fall. MPO staff wish to make the TCC/MPO Board aware of these funds and holdover balances as member jurisdictions prepare your budgets for FY 24.

Wilmington Urban Area Metropolitan Planning Organization

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County of New Hanover • Town of Belville • Town of Leland • Town of Navassa • County of Brunswick
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MEMORANDUM

TO: TCC Members

FROM: Mike Kozlosky, Executive Director

DATE: January 3, 2023

SUBJECT: 2020 Urbanized Area (UZA) Census Data

On December 29, 2022, the US Census Bureau released the Urbanized Area (UZA) census data. The Wilmington Urban Area Metropolitan Planning Organization's new UZA population based on the 2020 Census is 255,329. This is an increase of 35,372 people from the 2010 Census. Additional information including the UZA wall maps and TIGER/Line shapefiles and geodatabases are expected to be released in January 2023. In May, the cartographic boundary files are anticipated to be released.

NCGS § 136-200.2. Decennial review of metropolitan planning organization boundaries, structure, and governance requires that “– Following each decennial census, and more frequently if requested by an individual metropolitan planning organization, the Governor, and the Secretary of Transportation, in cooperation with the affected metropolitan planning organization or organizations, shall initiate an evaluation of the boundaries, structure, and governance of each metropolitan planning organization in the State. This review could require changes to the organizational boundaries, structure, and/or governance.”

MPO staff will review the data as it is released and will work with the TCC/Board to update the organizational boundaries, structure, and/or governance.



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Fax: (910) 341-7801
www.wmpo.org

MEMORANDUM

TO: TCC Members

FROM: Mike Kozlosky, Executive Director

DATE: January 5, 2023

SUBJECT: Military Cutoff Road/Eastwood Road Interchange

At the October MPO Board meeting, it was requested by the Board that MPO staff evaluate and bring back options for delaying the interchange at Military Cutoff Road/Eastwood Road as a potential project swap. The Drysdale Drive Extension (U-5710A) is currently under construction with completion anticipated by the end of 2023. The Military Cutoff Road/Eastwood Road interchange (U-5710) is programmed in the revised draft 2024-2033 State Transportation Improvement Program for Right of Way in FY 2023 and Construction in FY 2025.

MPO and NCDOT staffs have reviewed this request and identified the following potential project swap:

U-5710 (Military Cutoff Road/Eastwood Road interchange): Move from Right of Way in 2023 and Construction in 2025 to Funded for Preliminary Engineering (PE) only. This would require the project to recompile in Prioritization 7.0.

U-5704 (College Road and Oleander Drive): Move from Funded for PE only to Right of Way in 2024 and Construction in 2026.

The Military Cutoff Road/Eastwood Road interchange is funded in the amount of \$66.4 million and College Road/Oleander Drive intersection improvements are funded in the amount of \$37.7 million. Both projects are funded in the statewide tier. If the project swap is approved, the remaining \$28.7 million would be used to rebalance the STIP.

NCDOT indicated that an updated traffic forecast with a build out year of 2045 for the Military Cutoff Road/Eastwood Road interchange was anticipated to be completed in late December 2022. The MPO Board delayed discussions on the proposed project swaps at their November meeting based on this upcoming traffic forecast. Attached please find an e-mail from NCDOT Design Engineer Trace Howell, P.E. with information based on the new December 2022 traffic forecast.

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

From: [Howell, Trace R](#)
To: [Mike Kozlosky](#)
Cc: [Hite, Katie E](#); [Kimes, D. Chad](#); [Cox, Adrienne M](#); [Marks, Caitlin M](#); [Leonard, David](#)
Subject: RE: U-5710A
Date: Thursday, January 5, 2023 4:31:54 PM
Attachments: [image001.png](#)

Hey Mike,

Please see updated information below based on the new December 2022 traffic forecast. The new December 2022 forecast accounts for traffic related to U-5710A (Drysdale Drive Extension) and the CenterPoint development. A summary of the findings are as follows:

- 2022 – Unacceptable Level of Service (LOS) E anticipated at the Eastwood Road/Military Cutoff Road intersection. Based on new 2022 forecast, Military and Eastwood currently operates at an unacceptable Level of Service (LOS) E. Even with the U-5710A project, this intersection will remain an LOS E.
- 2029 – First year of unacceptable Level of Service (LOS) E anticipated within the study area with restricted mainline left-turns along Eastwood Road at the intersection of Military Cutoff Road and Eastwood Road. These left turns are rerouted onto the new Drysdale Drive.
- 2045 – Unacceptable Level of Service (LOS) F that also restricts the mainline left-turns as described above. Additional lanes and improvements (primarily along Military Cutoff Road) are needed to operate acceptably. This would result in additional impacts and would likely offset the cost savings from constructing an at-grade option only.

All study area intersections are expected to operate acceptably with the full U-5710 project in place under 2045 conditions.

Let me know if you have any questions. Thanks.

Trace R. Howell, PE
Design Engineer
Project Development Unit - Division Three
North Carolina Department of Transportation

910 341 2000 office
910 675 0143 fax
trhowell1@ncdot.gov

5501 Barbados Boulevard
Castle Hayne, NC 28429

From: Hite, Katie E
Sent: Tuesday, November 22, 2022 8:12 AM
To: Mike.Kozlosky@wilmingtonnc.gov
Cc: Kimes, D. Chad <ckimes@ncdot.gov>; Cox, Adrienne M <amcox1@ncdot.gov>
Subject: U-5710A

Good morning, Mike:

At the October 2022 WMPO board meeting, there was discussion regarding the longevity of the improvements included as part of U-5710A. NCDOT Division 3 agreed to evaluate future impacts to determine an anticipated failure year of the project without additional improvements to the network, as well as a 20-year projected (2042) scenario. Volumes were derived from the original 2015 traffic forecast and the CenterPoint development. A summary of the findings are as follows:

- 2032 – First year of unacceptable Level of Service (LOS) E anticipated within the study area with full movement at the intersection of Military Cutoff Road and Eastwood Road
- 2035 – First year of unacceptable Level of Service (LOS) E anticipated within the study area with restricted mainline left-turns along Eastwood Road at the intersection of Military Cutoff Road and Eastwood Road. These left turns are rerouted onto the new Drysdale Drive.
- 2042 – Unacceptable Level of Service (LOS) F that also restricts the mainline left-turns as described above. Additional lanes and improvements (primarily along Military Cutoff Road) are needed to operate acceptably. This would result in additional impacts and would likely offset the cost savings from constructing an at-grade option only.

A new project specific forecast (build out year 2045) is anticipated in late December and these conditions could be re-evaluated at that time with the new, adjusted volumes, as needed.

Let me know if you have any questions. Thank you!

Katie Hite, PE, PTOE

Division Project Development Engineer

Division 3

NCDOT – Division of Highways

910 341 2000 office

910 604 0249 mobile

kehite@ncdot.gov

5501 Barbados Boulevard

Castle Hayne, NC 28429-5647



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**WILMINGTON URBAN AREA
MPO
January 2023**

WALK WILMINGTON COMPREHENSIVE PEDESTRIAN PLAN UPDATE

Project Description/Scope: The City of Wilmington, in recognizing the desire of its citizens for a more walkable, livable community, applied for and received an NCDOT Planning Grant in 2021 to update the 2009 Walk Wilmington Comprehensive Pedestrian Plan. A Steering Committee, comprised of local stakeholders, citizens, and city staff, has been assembled to work with the consultant, Alta, to guide the development of the plan's update. The Steering Committee held its first meeting on Monday, March 28th. During the meeting, Steering Committee members discussed their visions for the future of walking in the City; reviewed the successes of the current plan and opportunities to build upon; and began identification of where improvements will be most critical in the future. Alta completed a draft existing conditions analysis and an infrastructure safety analysis. The infrastructure safety analysis was presented to and discussed by the Steering Committee during its May 26th meeting, as well as a strategy for public engagement. A comprehensive public engagement period that includes both a survey and input map application began June 15 and continued through mid-August. Ongoing during the outreach process were several in-person survey opportunities targeted to gather input from traditionally underserved communities. Just over 1,000 survey responses were received and used by Alta as a framework to guide the development of project and policy recommendations. The Walk Wilmington Steering Committee reviewed the draft priority areas identified through this framework during its September 27th meeting. Alta incorporated the Committee's initial comments and released a draft plan in November for the Steering Committee's further review. The committee's comments, as well as comments from key city staff, were sent to Alta on December 16, 2022.

Project Status and Next Steps:

- Draft plan anticipated for release to City staff and Steering Committee in early November 2022.
- Draft plan release and public comment period to be held January 2023 – February 2023
- Final plan presentation to City Council in March or April 2023

PENDER COUNTY BICYCLE AND PEDESTRIAN PLAN

Project Description/Scope: Pender County, in collaboration with the WMPO and consultant WSP, seeks to develop a comprehensive Bicycle and Pedestrian Plan to direct multimodal development within the southern portion of the County. The final plan will be used to prioritize bicycle and pedestrian infrastructure implementation that will improve mobility, increase safety, and strengthen the connectivity for multimodal transportation options in southern Pender County. The notice to proceed was issued in late September 2022.

Project Status and Next Steps:

- WSP has begun public engagement through surveying, pop-up events, and formulating a steering committee. The first steering committee meeting will take place in January.
- The online survey is estimated to close at the end of January.
- Plan completion by June 2023.

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 two months, staff has reviewed the following development proposals:

- New Hanover County Formal Plan Reviews: 24 reviews
- New Hanover County Informal Plan Reviews: 6 reviews

- New Hanover Concept Reviews: 0 review
- Town of Leland Concept Plan Reviews: 0 reviews
- Town of Leland Formal Reviews: 16 reviews
- Town of Leland Informal Reviews: 1 review
- Town of Navassa Formal Plan Reviews: 1 review
- Town of Navassa Informal Reviews: 0 review
- Town of Navassa Concept Reviews: 0 review
- Town of Belville Formal Reviews: 0 reviews
- Town of Carolina Beach Formal Reviews: 0 reviews
- Town of Carolina Beach Informal Reviews: 0 reviews
- Town of Carolina Beach Concept Reviews: 0 review
- Brunswick County Formal Plan Reviews: 0 reviews
- Brunswick County Informal Plan Reviews: 0 reviews
- Pender County Formal Reviews: 8 reviews
- Pender County Informal Reviews: 5 reviews
- Pender County Concept Reviews: 0 reviews
- City of Wilmington Formal Reviews: 94 reviews (11 new, 83 on-going)
- City of Wilmington Informal Reviews: 37 reviews (11 new, 26 on-going)
- City of Wilmington Concept Reviews: 0 review(s) (0 new, 0 on-going)
- City of Wilmington Full Releases: 11

TIA Reviews: 38 total active (20 under review; 10 approved; 8 new)

- New Hanover County 9 (2 new, 5 under review, 2 approved),
- City of Wilmington 11, (2 new, 6 under review, 3 approved),
- Carolina Beach 0,
- Town of Belville 0,
- Town of Leland 8, (1 new, 2 under review, 5 approved),
- Town of Navassa 2, (2 new, 0 approved),
- Pender County 6 (1 new, 5 under review, 0 approved) and
- Brunswick County 2, (0 new, 2 under review)

STBGP-DA/TASA-DA/CRRSAA **FY2013 to Present**

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:

- NCDOT approval of final design elements and right-of-way authorization obtained June 10, 2022
- Advertise for Bid – June 2023
- Begin Construction – October 2023
- Construction Complete- July 2024

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.

Project Status and Next Steps:

- Began Construction – July 2021
- Project was substantially completed in January 2022.
- Official ribbon cutting occurred on January 25, 2022.
- Project closeout is underway.
- Complete Project Closeout – Winter 2022/2023

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

Project Descriptions/Scope: The project consists of the construction of a 8' wide multi-use path along Hooker Road from Wrightsville Avenue to Mallard Drive/Rose Ave intersection

Project Status and Next Steps:

- NCDOT approval of final design elements and right-of-way authorization obtained June 10, 2022
- Advertise for Bid –June 2023
- Begin Construction –October 2023
- Construction Complete- July 2024

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

Project Descriptions/Scope: This project consists of the construction of an 8' wide multi-use path along Hinton Avenue from Park Avenue to Greenville Avenue.

Project Status and Next Steps:

- NCDOT approval of final design elements and right-of-way authorization obtained June 10, 2022
- Advertise for Bid –June 2023
- Begin Construction –October 2023
- Construction Complete- July 2024

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:

- Construction commenced February 8, 2021
- Town of Leland is working with the Contractor's Surety
- Final Project Closeout date to be determined
- Project completion extended to June 30, 2023; Town signed the Agreements; NCDOT to fully execute

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:

- Construction commenced February 8, 2021

- Town of Leland is working with the Contractor's Surety
- Final Project Closeout date to be determined
- Project completion extended to June 30, 2023; Town signed the Agreements; NCDOT to fully execute

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:

- Construction commenced February 8, 2021
- Town of Leland is working with the Contractor's Surety
- Final Project Closeout date to be determined
- Project completion extended to June 30, 2023; Town signed the Agreements; NCDOT to fully execute

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:

- Final Approval on PS&E from NCDOT February 28, 2022
- Bid advertised on March 3, 2022, with May 3, 2022, opening date, pre-bid meeting held on March 5, 2022
- One bid submitted on May 3, 2022.
- Re-Bid opening on May 10, 2022, only received one bid. Staff did not recommend award due to budget constraints.
- Submitted a Resolution to Council to Reject Bids approved by City Council on June 21st
- Submitted Change Request for CON Auth on October 13th
- Submitted required Environmental Consultation & NCDOT submitted the Construction Auth/funding request on October 25th
- Construction Funding/Auth Pending FHWA approval
- Readvertise with EB-6028 in Winter 2022

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:

- Right Angle provided the 90% plans
- 90% plans and contract documents have been submitted to NCDOT
- CE Document has been approved
- Right-of-way authorization approved
- The consultant is proceeding with the right-of-way acquisition.
- Proposed property valuations have been submitted and have been approved by NCDOT.

- Letters to property owners have been mailed to initiate the acquisition process.
- Construction fund authorization request will occur next federal fiscal year

U-6233 CAROLINA BEACH HAMLET AVENUE/ US 421 TRAFFIC SIGNAL

Project Description/Scope: installation of traffic signal with pedestrian infrastructure at the intersection of Hamlet Avenue and US 421 in the Town of Carolina Beach

- The signal plans have been finalized.
- The construction WBS was amended in October by the Board of Transportation
- Tentative construction starts in mid-year 2023

U-6234 MULTI-MODAL PHASE 1 B

Project Description/Scope: Rehabilitation of the historic structure located at 525 N 4th Street for MPO offices.

Project Status and Next Steps:

- Paragon Building Corp awarded bid and signed the contract
- Project design team working thru submittals and proposed construction schedule
- Contractor submitted a revised construction schedule and has mobilized on site
- September 12, 2022, building permit issued
- Right of Way permit has been approved
- Ongoing demolition of site and cleaning of the exterior walls
- Ongoing investigation for the stabilization of the brick
- Installed water service
- Prepared the masonry of the south parapet wall for reinstallation
- Prepared the subgrade for the concrete slab foundation installation

U-6235 – CITY OF WILMINGTON/NEW HANOVER COUNTY – SIGNAL PRE-EMPTION PHASE 2

Project Description/Scope: The project will install traffic pre-emption equipment at 50 locations throughout the City of Wilmington and New Hanover County and GPS equipment on emergency response vehicles.

Project Status and Next Steps:

- Design contract approved May 5, 2021, by City Council and execution is complete.
- Design kick-off meeting held July 23, 2021, with Wilmington Fire Department, Traffic Engineering and Davenport Staff.
- Design started in October 2021 is expected to last through February 2023.

U-6039 – CAROLINA BEACH – ST. JOESPH BIKE LANES

Project Description/Scope: Construct Bike Lanes along St. Joseph Avenue and Lewis Drive from Lake Park Boulevard to Access Drive in Carolina Beach

Project Status and Next Steps:

- NCDOT funding availability reopened January 25, 2021
- Town Council elected to move forward with the project
- Agreement executed with NCDOT on August 18, 2021
- Design discussions held with Kimley-Horn & Associates (KHA) on August 31, 2021
- Public meeting held on March 24, 2022, to present three (3) design alternatives for bike path on St. Joseph

- KHA presented to Town's Bike & Pedestrian Committee summary of comments on April 18, 2022
- KHA scheduled to present at Town Council regularly scheduled meeting on May 10, 2022
- Town Council approved Option 3 on May 10, 2022, as presented by KHA
- On May 25, 2022, project managers submit RFLOI to NCDOT requalified engineering firms with a response deadline of June 8, 2022
- Responses to RFLOI under review by WMPO/Town of Carolina Beach
- On July 12, 2022, the Town of Carolina Beach selected KHA as the design firm
- On September 22, 2022, The Town received a Letter of Agreement from Kimley Horne for Scope of Services and Project Engineer Design Estimate.
- Phone conference held on September 28, 2022, to go over the proposed submittal.
- The Town has uploaded documentation via EBS portal for review and approval.

TASA-DA/CRRSAA/STIP

BL-0045 – DOWNTOWN GREENWAY PH. 1 DESIGN

Project Description/Scope: design and engineering for an approximately 2.2 mile long, 10' to 12' in width portion of the trail beginning at 3rd street in the Downtown within the NCDOT owned rail corridor to McRae St (defined in the Wilmington Rail Trail Master Plan); abutting the Dorothy B. Johnson Elementary School western parcel line; traversing east along CSX right-of-way to Archie Blue Park; and continuing north through Archie Blue Park, parallel to the creek and terminating at the Love Grove Bridge multi-use path facility.

Project Status and Next Steps:

- Agreement executed by NCDOT on April 20, 2022
- City has selected an on-call engineering consultant (WSP) to perform design and engineering. A scope and fee have been agreed upon and approved by NCDOT.
- Award of contract by City Council on September 6, 2022, City Council Meeting.
- Notice to proceed issued on October 2, 2022.
- WSP is continuing to coordinate initial as well as recurring meetings with critical stakeholders that include NCDOT Rail Division and Cape Fear Public Utility Authority

BL – 0059 TOWN OF KURE BEACH - FORT FISHER BOULEVARD/K AVENUE AND NORTH 3RD STREET PEDESTRIAN SAFETY IMPROVEMENTS

Project Description/Scope: This project entails intersection improvements at Ft. Fisher Boulevard and K Avenue to include high visibility crosswalks, ADA ramps, and pedestrian signals; and filling gaps in the sidewalk network on Ft. Fisher Boulevard and N. 3rd Street that will create a pedestrian network connected to the Ft. Fisher Boulevard and K Avenue intersection.

Project Status and Next Steps:

- Agreement finalized and adopted September 2022
- Request for PE Authorization in October 2022
- Request for Letters of Interest to be sent in December 2022
- PE firm selection anticipated January 2023

EB-5600 – S. 17TH STREET MULTI-USE PATH

Project Description/Scope: This project consists of the construction of a 10' multiuse path along South 17th Street from Harbour Drive to Shipyard Boulevard and the installation of crosswalks and pedestrian signal heads at the intersection of South 17th Street and Shipyard Boulevard.

Project Status and Next Steps:

- Agreement executed with NCDOT on May 24, 2022
- Scope and Fee submitted to NCDOT on September 16, 2022
- Change Request for PE Authorization submitted to NCDOT on September 21, 2022, awaiting authorization
- Request to use RS&H (COW On-Call) approved by NCDOT on October 10, 2022
- NCDOT approved the scope and fee on November 2, 2022

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:

- 100% plans approved by NCDOT
- Contract proposal (with cost estimate) approved April 11, 2022
- CEI contract award in October 2022
- Construction authorization January 2023
- Construction let date February 2023

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

Project Description: The project consists of the construction of a multi-use path of eight feet (8') wide located along NC 133 connecting north and south entrances of Hawks Water Development to Belville Elementary School.

Project Status and Next Steps:

- 100% plans approved by NCDOT
- Contract proposal (with cost estimate) approved April 11, 2022
- CEI contract award in October 2022
- Construction authorization January 2023
- Construction let date February 2023

EB-6027 – NEW HANOVER COUNTY -MIDDLE SOUND GREENWAY

Project Description: Design only of the Middle Sound Greenway connection to Publix

Project Status and Next Steps:

- Comments received from CFPWA indicate conflicts with utilities that will require design adjustments
- Right of way acquisition continuing (2 remaining, dependent on water/sewer changes needed)
- NCDOT issued notice of Construction Authorization on April 12, 2022.
- Level A SUE completed, and results have been reviewed.
- Utility re-design is complete
- Anticipated construction let date of March 2023

EB-6028 —CITY OF WILMINGTON- 21ST 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 has approved the 100% project plans
- Preparation of bid documents is underway
- Project approved by NCDOT on September 30, 2022
- Project to be bid with U-5534Q (College Rd @ Holly Tree Pedestrian Crossing).
- Awaiting construction authorization prior to announcing bid schedule

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:

- Town Council has requested to cancel this project.
- The MPO Board supported removal of the project at their November 30th meeting.
- NCDOT to process request.

HL – 0040 NC PORTS WILMINGTON – NEW NORTH GATE FEASIBILITY STUDY

Project Description/Scope: This project is a feasibility study, early design and NEPA work to determine the high-level alternatives and costs associated with a new North Gate on NC Port of Wilmington property to allow for efficient freight access to and from the General Terminal.

Project Status and Next Steps:

- Advertisement for on-call consultants, August 14, 2020
- Selection and signed contract with HDR on October 29, 2020
- Kickoff meeting on site with NCSPA on March 10, 2022
- NCSPA/WTRY call on April 5, 2022
- Draft scoping letter to Port on April 5, 2022
- Traffic counts completed April 12, 2022
- Scoping Letter to Agencies on April 18, 2022
- Draft design assumptions & Typical Sections submitted on June 3, 2022
- Draft Limited Environmental Records Review (LERR) submitted on July 5, 2022
- Revised typical sections submitted on July 7, 2022
- Natural Resources Technical Report (NRTR) on August 8, 2022
- Revised Limited Environmental Records Review (LERR) submitted August 15, 2022
- Draft 15% roadway submittal on September 15, 2022
- Preliminary Hydraulics submittal on October 11, 2022
- Revised Roadway plans submitted on November 16, 2022

TC – 0021 WAVE PASSENGER AMENITIES AND UPGRADES

Project Description/Scope: Cape Fear Public Transportation Authority (WAVE transit) currently has a total of 440 bus stops, 24 benches and 27 shelters. Shelters only represent 6% of our passenger amenities, while other NC agencies average 14%. To meet the peer average for statewide systems, CFPTA needs to install an additional twenty-six (26) benches and twenty (20) shelters. This project will support the installation of a total of nine (9) bus stop benches and ten (10) bus stop shelters along eight (8) transit routes located within the City of Wilmington. The project includes engineering and design, construction of concrete pads, ADA ramps, ADA access, and purchase and installation of durable bench and/or shelter, waste receptacle, and solar lighting, where applicable.

Project Status and Next Steps:

- The project was awarded funds in November 2021

- This project pending flex funding approval and notification.

TRANSPORTATION DEMAND MANAGEMENT PROGRAM

Project Description/Scope: The TDM “Go Coast” program works to increase the use of alternative transportation by WMPO residents and decrease Vehicle Miles Traveled (VMT). The WMPO Board approved Cape Fear Change in Motion 2020, the short-range TDM Plan which will guide Go Coast initiatives from 2021 to 2025. This plan identifies seven short-range strategies to increase mobility options and reduce traffic in the WMPO region. These strategies are: Alternative Work Schedules, Bike Share Program, Carpool and Vanpool, Consulting for Telecommuting Opportunities, Fostering a Bicycle and Pedestrian Friendly Culture, Improved TDM-Focused Collaboration, and Personalized Commuter Plans.

Go Coast current initiatives and project status:

1. Go Coast Meeting - The next Go Coast meeting will occur on February 16, 2023, at 3 PM.
2. Telecommuting webpage update - A new telecommuting/alternative work schedules web page is being added to the Go Coast website. TDM staff is working on a stronger toolkit to connect with local employers for TDM programming and participation in Go Coast committee
3. Year of the Trail - the WMPO is coordinating regional support and hosting a regional events calendar to support the statewide Year of the Trail campaign in 2023 – wmpo.org/year-of-the-trail.



Cape Fear Public Transportation Authority

December 2022 Project Updates

WAGE ADJUSTMENTS

Effective January 1, 2023 Wave Transit's new minimum wage is \$16.73. The Authority's Board of Directors adopted wage adjustments for all existing positions at the monthly board meeting on December 15th. The average increase across all positions is 11.4%. The adjustments were the result of a study conducted to attract talent and retain current employees.

ZEV TRANSITION PLAN

In early 2022 NCDOT committed 100% funding to assist Wave Transit in developing a Zero Emissions Transition Plan.

The Federal Transit Administration and other primary funding agencies have directed transit agencies nationwide to transition their fleets to Low or No Emissions, with funding priority given to Zero Emissions Vehicles (ZEV). The Transition Plan is a requirement by FTA to apply for grant funds supporting any ZEV projects, including vehicles and all related infrastructure. In 2020, North Carolina's governor signed the Multi-State Medium and Heavy-Duty ZEV Memorandum of Understanding, committing to electrifying buses in the state.

This study evaluates these potential impacts and develops a strategic road map to incorporate battery electric vehicles (BEV) and/or hydrogen fuel cell electric vehicles (FCEV) for Wave Transit. Wave Transit has a total of 68 vehicles, of which only 26 are CNG low emission vehicles.

Wave Transit staff held it's first kick off meeting with consultants from HDR in December.

CAPITAL PROJECTS

A Passenger Amenities Improvement Plan is currently under development to prioritize passenger amenity improvements and additions at our highest use stops, stops that are at points of interest, and stops with the highest wait times. There are currently three projects underway to improve passenger amenities. Total installations will include 26 shelters and 19 benches over the next 12-24 months.

OTHER PROJECTS

On December 21st, the United States Department of Transportation (USDOT) awarded NCDOT \$10.4 Million in Rural Surface Transportation Grant program funding to deploy on-demand microtransit services in eleven rural North Carolina communities, including the Wilmington area. MEE NC will accelerate the deployment of high-quality, on-demand transit services to rural, low-income communities throughout North Carolina, leading to more equitable mobility and improved access to opportunities, services, and resources for transportation disadvantaged populations. Wave Transit requested additional vehicles, software, and service area expansion for the existing RideMICRO system. The project scope will be finalized with USDOT over the next few months.

NOVEMBER WMPO PROJECTS IN DEVELOPMENT					
Project Manager	Contract Type	TIP	Description	County	SAP LET Date
Derek Pielech	DPOC	BP3-R004	Brunswick 181 over Sturgeon Creek on SR 1437 (Old Fayetteville Road) (Previously 17BP.3.R.84)	Brunswick	1/26/2023
Derek Pielech	DPOC	BP3-R012 & 17BP.3.R.93	Replace Bridge 208 over Sturgeon Creek on SR 1472 (Village Road) in Brunswick County	Brunswick	7/3/2025
Derek Pielech	Raleigh	BR-0008	Replace Bridge 7 on US 17 over US 76	Brunswick	9/21/2027
Lydia	DPOC	I-6036	I-140 - US 17 to North of US 74 pavement rehab	Brunswick	9/19/2023
Lydia	DPOC	I-6038	I-140 from US 421 to US74/76. Pavement Rehabilitation	Brunswick	11/16/2028
Eric Murray	DPOC	U-5914	Widen NC 133 from US 17/74/76 to Old River Road	Brunswick	11/3/2022
Lydia	DPOC	I-6037	I-140 From US 421 to I-40. Pavment & Bridge Rehabilitation	New Hanover	2/15/2028
Rail Division	Rail	P-5740A	Wilmington Rail Rehabilitation, Curve Realignment and Upgrade Rail Bridges	New Hanover	12/1/2022
Rail Division	Rail	P-5740B	CSX SE Line Improvements to Hwy Grade Xings, Close & Impove Various Exisit. At-Grade Crossings	New Hanover	6/27/2023
Rail Division	Rail	P-5740C	CSX SE Line Installation of Railroad Grade Crossing Signals and Gates at Various At-Grade Crossings	New Hanover	6/30/2023
Krista Kimmel	DDRL	U-3338C	Kerr Ave Interchange at MLK	New Hanover	12/19/2028
Krista Kimmel	DDRL	U-4434	Independence Boulevard Extension	New Hanover	6/20/2028
Krista Kimmel	DDRL	U-4902B	US 17 Business - Market St Median Railroad to MLK	New Hanover	12/19/2028
Krista Kimmel	DDRL	U-4902C	US 17 Business - Market St Median & Interchange	New Hanover	6/19/2029
Trace Howell	DDRL	U-5702B	College Road Access Management Improvement from Carolina Beach Road to Shipyard Blvd	New Hanover	1/15/2030
Mike Bass	DDRL	U-5710	US 74 (Eastwood Road) at US 17 (Military Cutoff Rd)	New Hanover	9/16/2025
Brian Harding	DDRL	U-5729	US 421 Carolina Beach Rd Median with intersection improvement at Shipyard and US 421	New Hanover	7/18/2028
Brian Harding	DDRL	U-5731	US 74 at US 17/US 421 Flyover	New Hanover	5/16/2028
Trace Howell	DDRL	U-5792	MLK at College	New Hanover	6/16/2026
Krista Kimmel	DDRL	U-5926	New Route from 23rd St to 26th St	New Hanover	3/31/2024
Brian Harding	DDRL	U-5954	NC 133 at 23rd Street Roundabout	New Hanover	6/15/2027
Brian Harding	DDRL	U-6202	Widen Gordon Road to 4 lanes from US 17 Market St to I-40	New Hanover	6/18/2024
Eric Murray	DPOC	W-5703C	Monkey Junction Pedestrian Improvements	New Hanover	3/21/2024
David Leonard	DPOC	W-5703E	US 117/NC 132 (College Road) sidewalk between Randall Pkwy and N of University Drive	New Hanover	8/4/2022
Trace Howell	DPOC	W-5703R	NC 132 (South College Road) and Braggs Drive offset lefts	New Hanover	9/15/2022
David Leonard	DPOC	W-5803A	Upgrade Pedestrian & Traffic Signals and Revise Median Islands at US 74 (Eastwood Road) at US 17 (Military Cutoff Road) and US 74	New Hanover	1/31/2023
Lydia	DDRL	I-6039	1-40 Pavement rehab from Milemarker 420 to NC 210	New Hanover & Pender	6/20/2023
Trace Howell	DDRL	R-3300A	Hampstead Bypass (US 17 from Military Cutoff Road to NC 210)	New Hanover & Pender	9/15/2026
Derek Pielech	DPOC	B-5653	Pender 14 on NC 133 over Turkey Creek	Pender	1/28/2026
Trace Howell	DDRL	U-5731	Hampstead Median: US 17 from SR 1582 (Washington Acres Road) to Vista Lane	Pender	5/16/2028
David Leonard	DPOC	W-5803B	Install Rumble Strips on US 17 Between New Hanover/Pender County Line and Mile Post 19.30 in Onslow County	Pender & Onslow	10/20/2022

Update provided: 11/02/22

PO: WMPO

Contact: Adrienne Cox, amcox1@ncdot.gov, 910.341.2001

NOVEMBER WMPO PROJECTS UNDER CONSTRUCTION						
Contract Number	Resident	TIP/WBS/Work Order	County	Description	Estimated Completion	Percent Complete
C204331	Joshua Pratt	15BPR.19	New Hanover	Banks Channel (#21, US 76) girder repair, clean and paint bearings, epoxy caps	TBD	14.26%
DC00249	Joshua Pratt	B-4590	New Hanover	Bridge #29 over Smith Creek	10/11/2023	46.86%
C204629	Joshua Pratt	B-5624	Brunswick	Replace Bridge 57 on NC 211 Over Juniper Creek	12/12/2023	17.92%
C204623	Joshua Pratt	B-5642	Brunswick	Replace Bridge 65 on NC 87 Over Hood Creek	5/29/2023	76.13%
C204301	Joshua Pratt	N/A	New Hanover	New Hanover #48 and #49 on I-40E & I-40 W/NE Substructure Repairs	11/15/2022	31.77%
DC00300	Brian Groves	R-2633BA(L)	Brunswick	Navassa Landscape Enhancement	12/15/2022	92.25%
C204553	Daniel Waugh	R-3300B	Pender	NC 417 (Hampstead Bypass) from South of NC 210 to North of SR 1563 (Sloop Point Road)	3/14/2027	12.25%
DC00331	David Sawyer	R-5783E, R-5783F	Brunswick, Duplin, New Hanover, Onslow, Pender and Sampson	Division Wide ADA Curb Ramp Updates	12/31/2022	30.74%
C203980	Joshua Pratt	U-4751	New Hanover	Military Cutoff Road Extension from Market St to the Wilmington Bypass with an interchange at the Bypass	7/6/2023	80.58%
C204319	Joshua Pratt	U-4902D	New Hanover	Superstreet median on Market St (US 17 BUS) from Marsh Oaks Dr to Lendire Dr	9/17/2023	54.38%
C204747	Joshua Pratt	U-5710A	New Hanover	Drysdale Drive Extension from Military Cutoff Road at Drydale to US 74	1/28/2025	7.33%
DC00309	Daniel Waugh	N/A	New Hanover	ILM Landscape Improvement	TBD	84.44%

NOVEMBER WMPO RESURFACING PROJECTS					
Contract Number	Contract Year	County	Routes	Estimated Completion Date	Percent Complete
C204409	2021	Brunswick	1 Section of US-17, US-74/76, And NC-130; and 11 Sections of Secondary Roads	10/1/2022	93.75%
DC00294	2021	New Hanover	New Hanover County Resurfacing	9/30/2022	76.27%
DC00304	2021	Brunswick	US 17, NC 904 & Various Secondary Roads	8/15/2022	83.40%
DC00311	2022	New Hanover	Market Street, 3rd Street, Independence Blvd, and patching on 16th & 17th Streets	9/29/2023	8.91%
DC00325	2022	Brunswick	Brunswick Resurfacing B (3/16/2022 Availability Date)	5/18/2023	86.54%
DC00327	2022	New Hanover	New Hanover County Resurfacing (1/06/2022 Availability Date)	4/28/2023	88.87%
DC00344	2023	Brunswick and New Hanover	Brunswick and New Hanover county resurfacing, various secondary routes	6/16/2023	0.00%

Go!NC Portal for public information: HMIP (Highway Maintenance Improvement Program) GIS maps

<https://ncdot.maps.arcgis.com/home/webmap/viewer.html?webmap=cceae1d0cf870473fb7d35294acb6b71c>



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

January 2023

Nazia Sarder
Transportation Engineer
NCDOT Transportation Planning Division
1 South Wilmington Street
Raleigh, NC 27601

JANUARY TPD UPDATES WILMINGTON MPO

JANUARY 2023

Brunswick County Travel Demand Model: The Brunswick County Model was completed in February of last year.

Brunswick County Comprehensive Transportation Plan (CTP): The Brunswick County CTP was paused from January through August of this year. The CTP has resumed, data has been updated, and the CTP is going through another round of internal TPD management reviews (supervisor, unit head and director). As internal reviews are ongoing, the CTP engineer has received PIO feedback and is getting ready to submit the CTP for report production. The next steps are to start setting up public involvement sessions and meet with the steering committee to update their adopting/endorsing agencies council and boards.

Wilmington Model: The 2050 Travel Demand Model (TDM) work started on 3/1/2022. The TDM is being developed for the next Wilmington MTP. Currently the engineer and modeler are working on updating the network, TAZs, verifying / updating TDM attributes and adding new area. The MPO has verified a lot of the data and provided materials and input for employment, population, CO data, network, college data etc.

Additional information: According to the US Census Bureau, the final urban areas based on 2020 Census was scheduled to be announced in December of 2022. Refer to their [website](#) for additional information on the release schedule.

Helpful Links:

Click on links below to learn more:

- NCDOT home page—[ncdot.gov](https://www.ncdot.gov)
- Real-Time Traffic—[DriveNC.gov](https://www.driveNC.gov) | [North Carolina Traffic & Travel Information](#)
- Report a pothole—[NCDOT Contact Us Form](#)

Mailing Address:
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1 SOUTH WILMINGTON STREET
RALEIGH, NC 27699

Telephone: 919 707 0980
Customer Service: 1-877-368-4968

Website: [ncdot.gov](https://www.ncdot.gov)

Location:
1554 MAIL SERVICE CENTER
RALEIGH, NC 27699

- NCDOT: State Transportation Improvement Program— ncdot.gov/sti
- Interactive Bicycle Routes Map—<https://www.ncdot.gov/bikeped/ncbikeways/default.aspx>
- Links to all traffic count data information—[Traffic Survey Group \(ncdot.gov\)](#)
- NCDOT Interactive Traffic Volume Map—[Interactive Traffic Volume map \(ncdot.gov\)](#)
- Traffic Safety Data & Engineering—[NCDOT: Traffic Safety Data & Engineering](#)

NCDOT Statewide Plans:

To learn more, click on the following links:

- [NC Moves 2050 Plan](#) (or go to ncdot.gov/ncmoves)
- [NCDOT Strategic Transportation Corridors](#) (or go to ncdot.gov and search: Strategic Transportation Corridors)
- [NCDOT Comprehensive State Rail Plan \(25-Year Vision\)](#) (or go to ncdot.gov and search: rail plan)
- [NC Statewide Multimodal Freight Plan \(2015-2040\)](#) (or go to ncdot.gov and search: public transportation plan)
- [Great Trails State Plan](#) (or go to ncdot.gov and search: Great Trails)
- [Connecting North Carolinians to Opportunities \(Public Transportation strategic Plan—2018\)](#) (or go to ncdot.gov and search: public transportation plan)
- [NCDOT Resilience Strategy Report \(2021\)](#) (or go to ncdot.gov and search: resilience strategy report)
- [Statewide Pedestrian & Bicycle Plan \(2013\)](#) (or go to ncdot.gov/bikeped/walkbikenc)