



## High Country Rural Planning Organization (RPO)

Municipalities and Counties of  
Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, and Yancey

*“Serving North Carolina’s High Country with Continuing, Cooperative, and  
Comprehensive Transportation Planning”*



Woody Young, RTAC Chair

David Graham, Transportation Planner

David Jackson, RTCC Chair

### **RURAL TRANSPORTATION ADVISORY COMMITTEE (RTAC)**

#### Agenda

**February 19, 2020**

**2:00 PM**

1. Call to Order (Woody Young, RTAC Chair)

#### Action Items

2. Approval of December 18, 2019 Minutes (RTAC Chair)
3. RTAC Bylaws Amendments (David Graham)

#### Informational Items

4. Traffic Calming – *A Compilation of Research Findings* (David Graham)
5. Prioritization 6.0 Update (David Graham)
6. Project Development Update (David Graham)
7. Division Engineers’ Report (NCDOT Division 11 and Division 13 Representatives)
8. Transportation Planning Division Update (Pam Cook PE, NCDOT)

#### Other Items

9. Committee Member Comments/Other Business
10. Public Comment
11. Adjournment

***Note:** Please silence cell phones before the meeting.*

***The next regularly scheduled meeting of the RTAC is May 20, 2020 at 2:00 PM.***

*This information is available in Spanish or any other language upon request. Please contact High Country RPO Transportation Planner at (828) 265-5434 ext. 135 or at 468 New Market Blvd. Boone, NC 28607 for accommodations for this request.*

*Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con High Country RPO Transportación Planner al (828) 265-5434 ext. 135 o en 468 New Market Blvd. Boone, NC 28607 de alojamiento para esta solicitud.*

**High Country RPO  
Rural Transportation Advisory Committee (RTAC)  
December 18, 2019  
Minutes**

The Rural Transportation Advisory Committee held their quarterly meeting, December 18, 2019 at 11am in the High Country Council of Governments offices at 468 New Market Blvd., Boone, North Carolina. The following members were present:

Robert Johnson- Town of North Wilkesboro  
Larry Prince- Alleghany County  
Rennie Brantz- Town of Boone  
Bunnie McIntosh- Burnsville Town Council  
Todd McNeill- Ashe County

John Brady- Town of Sparta  
Wood Hall Young, Jr.- Avery County  
Sue Sweeting- Town of Blowing Rock  
Charles Vines- Town of Bakersville  
Brenda Lyerly- Town of Banner Elk

The following staff members were present from High Country Council of Governments: David Graham- Transportation Planner, Julie Wiggins- Executive Director, and Angie Holman- Receptionist.

Others present include: Pam Cook - NCDOT PTD, Stephen Sparks – NCDOT Division 13, Sean Sizemore – NCDOT Division 11, Rob Weisz – NCDOT Division 11, Hannah Cook – NCDOT Division 13

**Call to Order**

Chair, Chuck Vines, called the meeting to order and read ethics statement.

**Approval of August 21, 2019 Minutes**

Mr. Vines asked for motion for approval of the August 21, 2019 minutes. Rennie Brantz made motion for approval. Motion was seconded by Sue Sweeting. Motion carried.

**Selection of RTAC Chair and Vice Chair**

David Graham asked for volunteers for RTAC Chair and Vice Chair. Wood Hall Young, Jr. volunteered to be Chair and Charles Vines as Vice Chair. Both were approved by unanimous vote.

**NCDOT Complete Streets Policy Presentation**

David Graham gave a presentation on Complete Streets Policy which covered what the benefits are, the goals, the old policy vs the new policy, highlights of the policy, exceptions to the policy, FAQ's, planning and project development, design guidance, cost share, cost share formula, action plan, Core Technical Team and then answered member's questions about the presentation.

**Concept Station Demonstration**

Rob Weisz and Stephen Sparks gave a demonstration of the Concept Station which gave a 3D image on how proposed road projects would look and how it would affect grading and existing roads.

**Prioritization 6.0 Update**

David Graham gave updates for Prioritization 6.0.

**Project Development Update**

Mr. Graham went over updates in the region.

**Division Engineers Report**

Sean Sizemore gave updates for Division 11 and Hannah Cook gave updates for Division 13.

**Transportation Planning Division Update**

Pam Cook went over the NCDOT TPD News handout that covered Comprehensive Transportation Plans, Traffic Forecasts, gave members a survey and presentation on NC Moves 2050, FHWA News, Build NC Funds Helping Division 11 Projects, Powell Bill Funds, Zero Emissions Vehicle Plans, Traffic Management Center Opens, Be Part of the NC Transportation Summit, Bike Helmet Initiative Applications, Watch for Me NC Seeking Partners, and what is upcoming.

**Committee Member Comments/Other Business**

David Graham updated on RTAC members on renewals and new members and that the Town of Lansing was awarded a Bicycle and Pedestrian Planning grant. Mr. Graham also informed the RTAC that Avery, Mitchell and Yancey transit agencies were also awarded a grant for trip scheduling software.

**Public Comment**

There were no comments from the public.

**Adjournment**

Charles Vines adjourned the meeting.

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Wood Hall Young, Jr., Chair

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David Graham, Secretary

## MEMORANDUM

To: High Country RPO RTAC  
From: David Graham, High Country RPO Transportation Planner  
Re: RTAC Bylaws Revisions – Agenda Action Item #3

It was brought to the attention of RPO staff during the recent process of soliciting for RTCC and RTAC Chair and Vice Chair positions that the Chair and Vice Chair could only serve one two-year term as the High Country RPO Bylaws are currently written. As a result, RPO staff reviewed the Bylaws for other necessary revisions or updates for RTAC approval. The proposed revisions to the Bylaws are identified in ~~red-strikethrough~~ for deleted text and blue font for added text on the RTCC Bylaws document. The NCDOT has approved the proposed changes.

The main changes to the RTCC Bylaws include:

- Clarifying eligible voting members for quorum and voting purposes.
- Providing more flexibility for RTAC Chair and Vice Chair terms
- Clarify that the RPO staff transmits all recommendations of the RTCC to the RTAC
- Clarified regular meeting schedule

# High Country Rural ~~Transportation~~ Planning Organization (RPO) Rural Transportation Advisory Committee (RTAC) By-Laws

## ARTICLE I-NAME

The name of this committee shall be the High Country RPO Rural Transportation Advisory Committee (RTAC), hereinafter referred to as the RTAC.

## ARTICLE II-PURPOSE

The purpose and goals of this committee shall be to:

- review and approve the High Country RPO Prospectus.
- review and approve the High Country RPO Planning Work Program (PWP), which defines work tasks and responsibilities for the various agencies participating in the High Country RPO.
- establish goals, priorities, and objectives for the rural transportation planning process in the High Country RPO area.
- coordinate work efforts with the High Country RPO Rural Transportation Coordinating Committee (RTCC) in meeting the transportation and economic development needs of the High Country Region.
- make recommendations to the respective local, state, and federal governmental agencies regarding any necessary actions relating to the continuing transportation planning process.
- review and recommend transportation improvement projects that support and enhance inter-county and intra-county transportation serving the High Country RPO area.
- develop and prioritize transportation projects that the High Country RPO recommends for inclusion in the State Transportation Improvement Program (STIP).
- develop and amend as necessary the High Country RPO Long-Range Transportation Plan.
- review and recommend to the North Carolina Department of Transportation (NCDOT) changes to Transportation Plans for the units of government of the High Country RPO.
- provide a forum for public participation in the rural transportation planning process.

## ARTICLE III-MEMBERS

### **Section 1-Membership:**

As specified in the High Country RPO Memorandum of Understanding (MOU) between the High Country RPO and North Carolina Department of Transportation (NCDOT), the RTAC shall consist of officials from local and state governmental agencies directly related to and concerned with the transportation planning process for the High Country planning area, which includes Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, and Yancey Counties, as well as the incorporated municipalities within each County that are members of the High Country RPO. The initial voting membership shall include the following members:

- One County Commissioner representing the County of Alleghany.
- One municipal elected official to represent the interest of all the municipal local governments in Alleghany County.
- One County Commissioner representing the County of Ashe.

- One municipal elected official to represent the interest of all the municipal local governments in Ashe County.
- One County Commissioner representing the County of Avery.
- One municipal elected official to represent the interest of all the municipal local governments in Avery County.
- One County Commissioner representing the County of Mitchell.
- One municipal elected official to represent the interest of all the municipal local governments in Mitchell County.
- One County Commissioner representing the County of Watauga.
- One municipal elected official, from either the Town of Blowing Rock or the Town of Seven Devils, to represent the interest of all the municipal local governments in Watauga County.
- One County Commissioner representing the County of Wilkes.
- One municipal elected official to represent the interest of all the municipal local governments in Wilkes County.
- One County Commissioner representing the County of Yancey.
- One municipal elected official to represent the interest of all the municipal local governments in Yancey County.
- One elected official from each municipality in the RPO with a population of 10,000 or more.
- One member representing the North Carolina Board of Transportation.

**Section 2-Term of Membership:**

Term of office for all seats on the RTAC is two years. Re-appointment is possible. To facilitate staggered terms and thereby promote continuity, the initial appointments (county and municipal) from Alleghany, Avery, Watauga, and Yancey County to the RTAC shall be for one (1) year. All subsequent appointments shall be for two (2) years.

**ARTICLE IV-OFFICERS**

**Section 1-Officers Defined:**

The officers of the RTAC shall consist of a Chairman and a Vice-Chairman serving ~~one~~ a two-year term. The High Country Council of Governments (COG) Transportation Planner, as staff to the High Country RPO, shall act as Secretary to the RTAC.

**Section 2-Duties of Officers:**

**2.1** The Chairman shall call meetings of the RTAC to order, and shall act as presiding officer of such meetings. The Chairman shall see that all orders and action items, including amendments, are carried into effect. The Chairman will:

- Sign all official documents of the RTAC.
- Preside at all meetings of the RTAC.
- Decide all points of order or procedure.
- ~~Transmit all recommendations of the RTAC to NCDOT.~~
- With assistance from the High Country COG Transportation Planner, draft the meeting agendas and make said available to the RTAC members in a timely manner.

**2.2** The Vice-Chairman shall conduct the duties of the Chairman in the event of the Chairman's absence.

**2.3** The administrative coordination for the RTAC shall be performed by the High Country COG Transportation Planner, as staff for the High Country RPO. The High Country RPO Transportation Planner shall:

- Keep minutes of the RTAC meetings in proper form for the approval of the RTAC at its next regular meeting.
- **Mail Send** notices of regular meetings of the RTAC, with a copy of the agenda, in accordance with Article V of these rules.
- Give notice of special meetings called in accordance with North Carolina Open Meetings Law.
- Maintain all files, records, and correspondence of the RTAC.
- **Transmit all recommendations of the RTAC to NCDOT.**

**2.4** Should neither the Chairman nor Vice-Chairman be able to preside at a meeting, the RTAC shall appoint a Chairman Pro-Tem for that meeting or until such time the Chairman or Vice-Chairman can resume their responsibilities.

## **ARTICLE V-MEETINGS**

### **Section 1-Regular Meetings:**

The RTAC shall meet when it is deemed necessary, appropriate, and advisable. The regular meeting of the RTAC shall be held on the third Wednesday of the months of February, May, August **at 2:00 PM and December at 11:00 AM**. The RTAC shall meet on an as needed (on-call) basis as determined by the Chairman of the RTAC and at a time to be determined by the Chairman of the RTAC. Meeting notice and agenda are to be **mailed sent** no later than seven (7) days prior to a determined RTAC meeting date.

### **Section 2-Special Meetings:**

Special meetings may be called by the Chairman, or at the request of three (3) eligible voting members of the RTAC petitioning the Chairman. Notice of special meetings shall be given in accordance with Open Meeting Laws of the North Carolina General Statutes.

### **Section 3-Workshops:**

The RTAC may choose to hold workshops from time to time. Notification of all workshops shall be **mailed sent** to RTAC members in the same manner as regular meetings of the RTAC.

### **Section 4-Attendance:**

RTAC members are expected to attend each regular meeting and each special meeting of the RTAC. If a RTAC member is unable to attend a meeting, notice should be given by the member to be absent, to the High Country RPO Transportation Planner. RTAC members are allowed to designate an alternate to attend meetings in their absence, providing such alternate member meets the same membership requirements as the absent member. Should a member fail to attend, or make arrangements for an alternate to attend, Two (2) or more consecutive meetings, that member's seat shall be considered vacant. Vacant seats shall be reinstated upon attendance by the qualifying member of the affected organization.

**Section 5- Quorum:**

~~A simple majority~~ 51% of eligible voting members or their alternates shall constitute a quorum. If a quorum is not established, the meeting shall be rescheduled. All business (action or no action items) will not be discussed until a quorum is established at the meeting.

**Section 6-Agenda:**

The agenda is a list of considerations for discussion at a meeting. Any member of the RTAC can place items on the agenda prior to its distribution, by notifying the RTAC Chairman and/or the High Country RPO Transportation Planner. Additional items may be placed on the regular agenda at the beginning of the RTAC meeting on the date of the meeting, if approved by a majority vote of the present and eligible voting members.

**Section 7-Voting Procedures:**

The Chairman may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. A quorum of 51% of the RTAC is required to call for a vote. Each voting member of the RTAC shall have one (1) vote. A majority vote of the members (or their authorized alternates) present and eligible to vote shall be sufficient for approval of matters coming before the RTAC. Vacant seats shall not be included in the RTAC membership for the purposes of establishing a quorum.

Consideration of RTCC recommendation is required prior to any vote affecting the Planning Work Program (PWP).

The Chairman is permitted to vote. In the event of a tie, where the Chairman has already voted, the Chairman cannot vote again to break the tie and the motion does not pass. Abstentions on issues requiring a vote is permitted, provided members desiring to abstain obtain approval by the RTAC for said abstention by a majority vote of the RTAC members present. Any member present and not voting shall be recorded as a positive vote on the motion. In the absence of any direction from these By-Laws or other duly adopted voting procedures pursuant to certain approval actions, Robert’s Rules of Order will designate procedures governing voting.

**ARTICLE VI-AMENDMENTS TO BY-LAWS**

Amendments to these By-Laws shall require the affirmative vote of ~~a majority~~ 51% of the RTAC’s eligible voting members, provided that written notice of the proposed amendment has been ~~mailed~~ sent seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Memorandum of Understanding (MOU) for the High Country RPO, which is the governing document for these By-Laws. In the event of any conflict, the MOU shall carry precedence over these By-Laws.

The High Country RPO Rural Transportation Advisory Committee (RTAC) approved these amended By-Laws on February ~~20, 2008-19,~~ 2020

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~~Warren Taylor~~ Woody Young, Chairman, High Country RPO RTAC

**ATTEST:**

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~~Craig R. Hughes~~ David Graham, Secretary, High Country RPO RTAC





# Traffic Calming Techniques

A Compilation of Research Findings for the High Country RPO

# FEBRUARY 2020 PROJECT UPDATE

(2020-2029 STIP)

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## HIGHWAY PROJECTS

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### **US 221 (R-2915): US 421 to US 221 Business/NC 88 – Ashe County**

**Description:** *US 221, US 421 in Watauga County to US 221 Business/ NC 88 in Jefferson. Widen to four lanes divided*

Section A: Under Construction with B Section  
Section B: Under Construction with A Section  
Section C: Under Construction  
Section D: Complete  
Section E: Right of Way in Progress  
Construction 2021

**Estimated Completion Date:** Sections A & B: 7/11/21, Section C: 1/11/21  
Section D: 5/11/19, Section E: NA

### **NC 88, NC 88 to NC 194 (R-5832) – Ashe County**

**Description:** *Upgrade roadway.*

Right-of-Way 2022  
Construction 2024

### **US 19E, East of Spruce Pine to Mullin Hill Road (R-2520-A) – Avery/Mitchell Counties**

**Description:** *Widen to multi-lanes.*

Right-of-Way 2023  
Construction 2025

**NC 194/US 19E Intersection (R-5911) – Avery County**

*Description: Construct right turn lane from US 19E northbound to NC 194 eastbound.*

Right-of-Way	2021
Construction	2022

**NC 105 (R-2566B): NC 105, Clarks Creek Road to NC 105 Bypass (Boone) – Avery/Watauga Counties**

*Description: NC 105, Old Shulls Mill (SR 1568) to SR NC 105 Bypass (SR1107) in Boone. Widen to multi-lanes (includes R-2566BA - Bridge over Watauga River at Broadstone Road).*

Section B:	Right-of-Way	2020
	Construction	2023

Section BA:	Right-of-Way	2019
	Construction	2021

**US 421/US 321 (R-2615): US 321/US421 Junction Near Vilas to 105 Bypass – Watauga County**

*Description: Widen to Multi-Lanes*

Right-of-Way	2024
Construction	2026

**US 421 & Poplar Grove Connector Intersection (R-5872) – Watauga County**

*Description: Construct Roundabout*

Right-of-Way	2025
Construction	2026

**SR 1522 (Deerfield Road), State Farm Road to SR 1523 (Wilson Ridge Road) (R-5830) – Watauga County**

*Description: Upgrade Roadway.*

Right-of-Way	2020
Construction	2022

**Bamboo Road (SR 1514); Wilson Ridge Road (SR 1523), US 421/US221 to Deerfield Road (SR 1522) (U-5810) – Watauga County**

**Description:** *Widen Roadway to 12 foot lanes with 4 foot paved shoulders.*

Right-of-Way            2020  
Construction            2021

**NC 115, From US 421 to 2nd Street (R-5759) – Wilkes County**

**Description:** *Widen Existing Roadway.*

Right-of-Way            2020  
Construction            2021

**NC 268 (R-2603): NC 18 to Airport Road – Wilkes County**

**Description:** *NC 268, Multi-lanes east of NC 18 to SR 1966. Widen to multi-lanes.*

Under Construction

**Estimated Completion Date:** 4/26/20

**SR 1001 (Oakwoods Road), From US 421 to NC268 (East Main St.) (R-5772) – Wilkes County**

**Description:** *Upgrade Existing Roadway.*

Right-of-Way            2022  
Construction            2024

**Wilkesboro-North Wilkesboro Bypass, NC 18 to US 421 (R-0616) – Wilkes County**

**Description:** *Construct multi-lane facility, part on new location.*

Right-of-Way            2025  
Construction            2027

**US 421 (U-5312): Yadkin River Bridge to Westgate Drive – Wilkes County**

**Description:** *US 421, NC 16 to US 421 Business. Convert existing roadway to superstreet and add service roads.*

Right-of-Way in Progress  
Construction            2022

**US 19E (R-2519B): Jacks Creek Rd to Spruce Pine – Mitchell/Yancey Counties**

**Description:** *US 19E, SR 1336 (Jacks Creek Road) to multi-lane section west of Spruce Pine. Widen to multi-lanes. (Includes B-3268)*

Section B: Under Construction

**Estimated Completion Date:** 1/12/20

**NC 226, From Blue Ridge Parkway to Summit Avenue (R-5804) – Mitchell County**

**Description:** *Widen Roadway to 3 Lanes.*

Right-of-Way	2021
Construction	2024

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***PUBLIC TRANSPORTATION PROJECTS***

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**Yancey County Transit Facility (TA-6723)**

**Description:** *Construct office, training, maintenance facility.*

Construction	2021
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***BICYCLE & PEDESTRIAN PROJECTS***

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**US 221 Sidewalk from Moses H. Cone Memorial Park to Main Street Blowing Rock (EB-5798)**

**Description:** *Construct sidewalk along US 221*

Under Construction

**Middle Fork Greenway Section I From Blowing Rock along US 321 to the Blue Ridge Parkway (EB-5924)**

**Description:** *Construct Greenway along US 321*

Construction            2020

**US 421 Multi-Use Path from Grove Street to Brookshire Road (EB-5983)**

**Description:** *Construct multi-use path.*

Right-of-Way            2024

Construction            2025

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*AVIATION PROJECTS*

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**Ashe County Airport (AV-5750)**

**Description:** *Acquire land and existing hangers north of runway 10 threshold and adjacent to airport property*

Right-of-Way in Progress

**Ashe County Airport (AV-5848)**

**Description:** *Construct apron expansions*

Construction            2022

**Wilkes County Airport (AV-5894)**

**Description:** *Extend runway to 7,000 feet*

Right-of-Way            2022

Construction            2024