



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 COORDINATING COMMITTEE (RTCC)

Agenda

February 19, 2020

10:00 AM

1. Call to Order (David Jackson, RTCC Chair)

Action Items

2. Approval of November 20, 2019 Minutes (RTCC Chair)
3. RTCC Bylaws Amendments (David Graham)

Informational Items

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

Other Items

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

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

The next regularly scheduled meeting of the RTCC is May 20, 2020 at 10:00 AM.

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 Coordinating Committee (RTCC)
November 20, 2019
Minutes**

The Rural Transportation Coordinating Committee held their quarterly meeting, November 20, 2019 at 10am in the High Country Council of Governments offices at 468 New Market Blvd., Boone, North Carolina. The following members were present:

| | |
|---|--|
| Mike Pettyjohn- NCDOT Division 11 | Rob Weisz- NCDOT |
| Debbie Powers- Town of Seven Devils | Pam Cook- NCDOT TPD |
| Tammy Simmons-Avery County Transportation | Cathy Howell- Town of Jefferson |
| Preston Yates- Town of Beech Mountain | Brantley Price- Town of West Jefferson |
| Melynda Pepple- Avery County | Chris Medlin- NCDOT Division 13 |
| Joe Furman- Watauga County | Rachel Deal- Town of Crossnore |
| Ken Noland- Town of Wilkesboro | Kevin Rothrock- Town of Blowing Rock |
| David Jackson- Boone Area Chamber of Commerce | Hannah Cook- NCDOT- Division 13 |
| Linda Cheek- Wilkes Chamber | Kate Gavenus- Beech Mountain Chamber |
| Stephen Sparks- NCDOT Division 13 | John Ward- Town of Boone |
| Wilson Hooper- Town of North Wilkesboro | Neal Winebarger- ASU |
| Adam Stumb- Ashe County | |

Guests present were: Joseph Furstenberg- NCDOT Integrated Mobility/ Bike-Ped, Ed Evans- Mattern & Craig, Brian Newman- Mattern & Craig, Galvin Clifton- Mattern & Craig

The following staff members were present from High Country Council of Governments: Julie Wiggins- Executive Director, David Graham- Transportation Planner, Phil Trew- Planning & Development Director, Cory Osborne- Regional Planner, and Angie Holman- Receptionist.

Call to Order

Chair Kevin Rothrock called the meeting to order.

Approval of August 21, 2019 Minutes

Mr. Rothrock asked for motion for approval of the August 21, 2019 minutes. Motion was made by Brantley Price. Motion seconded by Ken Noland. Motion carried.

Selection of RTCC Chair and Vice Chair

David Jackson volunteered to be the upcoming RTCC Chair and Brantley Price as Vice Chair. Both were approved by unanimous vote.

NCDOT Complete Streets Policy Presentation

Joseph Furstenberg with NCDOT 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.

Public Transportation Update

David Graham gave updates for Public Transportation.

Division Engineers Report

Rob Weisz 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

Kevin Rothrock gave a few updates on Blowing Rock projects. David Graham updated on RTAC members on renewals and new members and let everyone know that the Town of Lansing was awarded a Bicycle and Pedestrian Planning grant.

Public Comment

There were no comments from the public.

Adjournment

Kevin Rothrock adjourned the meeting.

David Jackson, Chair

David Graham, Secretary

MEMORANDUM

To: High Country RPO RTCC
From: David Graham, High Country RPO Transportation Planner
Re: RTCC 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 RTCC 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.
- Changes to term of membership due to the composition of RTCC members
- Providing more flexibility for RTCC Chair and Vice Chair terms
- Clarify that the RPO staff transmits all recommendations of the RTCC to the RTAC
- Included regular meeting schedule

High Country Rural ~~Transportation~~ Planning Organization (RPO) Rural Transportation Coordinating Committee (RTCC) By-Laws

ARTICLE I-NAME

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

ARTICLE II-PURPOSE

The purpose and goals of this committee shall be to:

- review and recommend the High Country RPO Prospectus to the Rural Transportation Advisory Committee (RTAC)
- review and recommend to the RTAC the High Country RPO Planning Work Program (PWP), which defines work tasks and responsibilities for ~~the various agencies participating in~~ the High Country RPO.
- assist the RTAC to establish goals, priorities, and objectives for the rural transportation planning process in the High Country RPO.
- coordinate work efforts with the RTAC in meeting the transportation and economic development needs of the High Country Region.
- prepare transportation studies, plans, and programming recommendations required under state and federal law, and as requested by the RTAC.
- provide transportation-related information to local governments and other interested organizations and persons to coordinate transportation related tasks that enhance transportation system development, coordination, and efficiency.
- review and recommend to the RTAC transportation improvement projects that support and enhance inter-county and intra-county transportation serving the High Country RPO area.
- identify and prioritize transportation projects for the RTAC to submit to the North Carolina Department of Transportation (NCDOT) for inclusion in the State Transportation Improvement Program (STIP).
- make recommendations to the respective local, state, and federal governmental agencies and the RTAC regarding any necessary actions relating to the continuing transportation planning process.
- review and recommend to the RTAC 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 Memorandum of Understanding (MOU) between the High Country RPO and NCDOT, the RTCC shall consist of officials from local and state governmental agencies directly related to and concerned with the transportation planning process for the High Country RPO 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.

Membership of the RTCC may be altered on the basis of ~~a majority~~ 51% vote of ~~its membership~~ eligible voting members and approval of the RTAC.

The voting membership shall include the following members:

- County Manager, Assistant Manager, Planner, Clerk, Engineer or his/her designee, from each of the counties of the RPO planning area.
- The Chief Administrative Official, Town Planner, Town Engineer, Town Clerk or his/her designee, from each municipality in the RPO planning area that is a member of the RPO.
- One representative from each of the following agencies/organizations serving the RPO planning area: High Country Council of Governments, Chambers of Commerce, Local Public Transportation Providers, Appalachian State University; and/or other group so deemed by the RTAC.
- Division 11 and 13 Engineers ~~of District 11 and 13~~, or his/her designated representatives.
- Manager, Transportation Planning Branch Division, North Carolina Department of Transportation, or his/her designated representative.
- Area Traffic Engineer, Division of Highways, Traffic Engineering Branch, North Carolina Department of Transportation, or his/her designated representative.
- One representative from the National Park Service - Blue Ridge Parkway.

Each member may appoint an alternate to its representative as reflected in the membership roster. That alternate may serve as a full voting member during any meeting where that board's primary representative is not in attendance. Absentee voting will not be permitted.

Section 2-Term of Membership:

Term of office for all seats on the RTCC is ~~two years unlimited. Re-appointment is possible.~~

Section 3-Subcommittees:

Subcommittees may be formed by the RTCC as deemed necessary. Purpose, title, and membership of any subcommittee is subject to RTCC approval.

ARTICLE IV-OFFICERS

Section 1-Officers Defined:

The officers of the RTCC will 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 RTCC.

Section 2-Duties of Officers:

2.1 The Chairman shall call meetings of the RTCC 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 shall:

- Sign all official documents of the RTCC.
- Preside at all meetings of the RTCC.
- Decide all points of order or procedure.
- ~~Transmit all recommendations of the RTCC to the RTAC.~~
- With assistance from the High Country COG Transportation Planner, draft the meeting agendas and make said available to the 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 RTCC shall be performed by the High Country COG Transportation Planner, as staff for the High Country RPO. The High Country COG Transportation Planner shall:

- Keep minutes of the High Country RPO RTCC meetings in proper form for the approval of the RTCC at its next regular meeting.
- ~~Mail~~ Send notices of regular meetings of the High Country RPO RTCC, 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 Meeting Law.
- Maintain all files, records, and correspondence of the RTCC.
- Transmit all recommendations of the RTCC to the RTAC.

2.4 Should neither the Chairman nor Vice-Chairman be able to preside at a meeting, the RTCC 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 RTCC shall meet when it is deemed necessary, appropriate, and advisable. The regular meeting of the RTCC shall be held on the third Wednesday of the months of February, May, August and November at 10:00 AM. Meeting notice and agenda are to be ~~mailed~~ sent no later than seven (7) days prior to the regular RTCC meeting date. Regular meetings may be canceled by the Chairman should there be insufficient business for the RTCC to conduct.

Section 2-Special Meetings:

Special meetings may be called by the Chairman, or at the request of three (3) eligible voting members of the RTCC 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 RTCC may choose to hold workshops from time to time. Notification of all workshops shall be ~~mailed~~ [sent](#) to RTCC members in the same manner as regular meetings of the RTCC.

Section 4-Attendance:

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

Section 5-Agenda:

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

Section 6-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 [eligible voting members](#) of the RTCC is required to call for a vote. Each voting member of the RTCC shall have one (1) vote. 51% ~~A majority vote~~ of the members (or their authorized designees) present and eligible to vote shall be sufficient for approval of matters coming before the RTCC. Vacant seats shall not be included in the RTCC membership for the purposes of establishing a quorum.

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 vote does not pass. Abstentions on issues requiring a vote is permitted, provided members desiring to abstain obtain approval by the RTCC for said abstention by a majority vote of the RTCC 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~~ of 51% of the RTCC'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 Coordinating Committee (RTCC) approved these amended By-Laws on February ~~20, 2008~~ 19, 2020.

~~Don Adams~~ David Jackson, Chairman, High Country RPO RTCC

ATTEST:

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



Traffic Calming Techniques

A Compilation of Research Findings for the High Country RPO

FEBRUARY 2020 PROJECT UPDATE

(2020-2029 STIP)

HIGHWAY PROJECTS

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 |

PUBLIC TRANSPORTATION PROJECTS

Yancey County Transit Facility (TA-6723)

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

| | |
|--------------|------|
| Construction | 2021 |
|--------------|------|

BICYCLE & PEDESTRIAN PROJECTS

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

AVIATION PROJECTS

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