PROSPECTUS

for
Continuing Transportation Planning
for the North Carolina
Capital Area Metropolitan Planning Organization

Approved By: Capital Area Transportation Advisory Committee

Prepared By: N.C. Capital Area Metropolitan Planning Organization
N.C. Department of Transportation - Statewide Planning Branch

In cooperation with:

Town of Apex
Town of Cary
Town of Fuquay-Varina
Town of Garner
Town of Holly Springs
Town of Knightdale
Town of Morrisville
City of Raleigh
Town of Rolesville
Town of Wake Forest
Town of Wendell
Town of Zebulon
County of Wake
Capital Area Transit
North Carolina State University
Raleigh-Durham Airport Authority
Research Triangle Foundation
Triangle Transit Authority
Triangle J Council of Governments
N. C. Department of Transportation
U. S. Department of Transportation

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I. INTRODUCTION

The Towns of Apex, Cary, Fuquay-Varina, Garner, Holly Springs, Knightdale, Morrisville, Rolesville, Wake Forest, Wendell, Zebulon, the City of Raleigh, the County of Wake, and the North Carolina Department of Transportation in cooperation with the various administrations within the U.S. Department of Transportation participate in a continuing transportation planning process in the N.C. Capital Urbanized Transportation Planning Area as required by Section 134 (a), Title 23, United States Code. A Memorandum of Understanding approved by the municipalities, the county, and the North Carolina Department of Transportation establishes the general operating procedures and responsibilities by which short-range and long-range transportation plans are developed and continuously evaluated.

The Prospectus contained herein is primarily a reference document for the transportation planning staff. Its purpose is to provide sufficiently detailed descriptions of work tasks so that staff and agencies responsible for doing the work understand what needs to be done, how it is to be done, and who does it. This Prospectus is the first edition of a revised format developed by North Carolina's Statewide Planning Branch with input from all of North Carolina's MPOs. It is different in that it consolidated 69 tasks (line items) to 44 tasks, with some readjustment of the descriptions for some tasks. Also included in this UPWP is a copy of the Triangle Regional Model Protocol and the Vision Statement, Goals, and Objectives from the most recent Long-Range Transportation Plan (LRTP).

A secondary purpose of the Prospectus is to provide sufficient documentation of planning work tasks and the planning organization and procedures so that documentation is minimized in a required annual Unified Planning Work Program (UPWP). The UPWP identifies the planning works tasks which are to be accomplished in the upcoming fiscal year and serves as a funding document for the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) of the U.S. Department of Transportation.

The Capital Area Metropolitan Planning Organization (CAMPO) is responsible for carrying out the transportation planning process in its urbanized area. The MPO is an organization consisting of the boards of general purpose local government; the North Carolina Department of Transportation; a Transportation Advisory Committee; a Technical Coordinating Committee; and the various agencies and units of local and State government participating in transportation planning for the area.

Policy decisions for local agencies of government are made by the respective governing boards (the City or Town Council or County Board of Commissioners). Policy decisions for the North Carolina Department of Transportation are made by the Board of Transportation. The municipal governing boards and the N.C. Department of Transportation have implementation authority for construction, improvement, and maintenance of the transportation infrastructure.

The Memorandum of Understanding established a Transportation Advisory Committee (TAC) composed of representatives from the governing boards to provide policy direction for the planning process, and to improve communications and coordination between the several governmental jurisdictions. The TAC is responsible for (1) review and approval of the UPWP; (2) review and approval of the Metropolitan Transportation Improvement Program (MTIP) which ensures coordination between local and State programs; (3) review of the National Highway System and review and approval of changes to the Functional Classification Designation (as it pertains to the Surface Transportation Program) and Metropolitan Planning Area Boundary; (4) review and approval of this Prospectus; (5) guidance on transportation goals and objectives; and (6) review and approval of changes to the adopted transportation plan. As required by North Carolina General Statutes 136-66.2, revisions in the Thoroughfare Plan must be jointly approved by the local governing boards and the North Carolina Department of Transportation.

A Technical Coordinating Committee (TCC), also established by the Memorandum of Understanding, is responsible for supervision, guidance, and coordination of the continuing planning process, and for making recommendations to local and State governmental agencies and the Transportation Advisory Committee regarding any necessary action. The TCC is also responsible for review of the National Highway System and for development, review, and recommendation for approval of the Prospectus, UPWP, MTIP, Functional Classification Designation (as it pertains to the Surface Transportation Program), Metropolitan Planning Area Boundary revisions, and technical reports of the transportation study. The membership of the TCC consists of key staff from the North Carolina Department of Transportation, Triangle J COG, Federal Highway Administration, the County, the municipalities and other agencies providing transportation services.

The City of Raleigh is designated as the Lead Planning Agency (LPA) and is primarily responsible for annual preparation of the Unified Planning Work Program and Transportation Improvement Program. The City of Raleigh is the primary local recipient of planning funds received from USDOT for the Capital Urbanized Area. The Triangle J COG serves as the E.O.12372 intergovernmental review agency.

Transportation planning work is divided into two elements in the Prospectus according to type of activity:

- Continuing Transportation Planning, Chapter II
- Administration, Chapter III

The major work tasks are those relating to continuing transportation planning and are listed in Chapter II. Administrative work tasks include preparation of the annual Unified Planning Work Program, periodic preparation of a surveillance report to analyze growth trends, documentation required for FTA Title VI compliance, and routine management and operations.

Citizen participation is an important element of the transportation planning process and is achieved by making study documents and information available to the public, and by actively seeking citizen participation during plan reevaluation. Involvement is sought through such techniques as goals and objectives surveys, neighborhood forums, drop-in centers, workshops, seminars, and public hearings. Elected or appointed city and town representatives and municipal and county planning boards should serve as primary sources in gaining public understanding and support for the transportation planning activity. The MPO should be prepared to take a primary role in developing workshops or other public involvement measures as needed, especially during the development of the long-range transportation plan or MTIP.

An organization chart for continuing transportation planning for the Capital Urbanized Area is shown in Figure 1. The history and status of transportation planning is given in Appendix A.

Local Government	Committees	State Government	Federal Government
❑ One member, Apex Town Board ❑ One member, Cary Town Council ❑ One member, Fuquay-Varina Town Board of Commissioners ❑ One member, Garner Board of Alderman ❑ One member, Holly Springs Board of Commissioners ❑ One member, Knightdale Town Council ❑ One member, Morrisville Town Board of Commissioners ❑ One member, Raleigh City Council ❑ One member, Rolesville Town Board of Commissioners ❑ One member, Wake Forest Town Board of Commissioners ❑ One member, Wendell Town Board of Commissioners ❑ One member, Zebulon Town Board of Commissioners ❑ One member, Wake County Board of Commissioners	**TRANSPORTATION ADVISORY COMMITTEE (TAC)**	**N.C. BOARD OF TRANSPORTATION** Area Representative	**U. S. DEPT. OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION** N.C. Division Administrator (non-voting)
❑ Town of Apex (1 representative) ❑ Town of Cary (2 representatives) ❑ Town of Fuquay-Varina (1 representative) ❑ Town of Garner (1 representative) ❑ Town of Holly Springs (1 representative) ❑ Town of Knightdale (1 representative) ❑ Town of Morrisville (1 representative) ❑ City of Raleigh (5 representatives) ❑ Town of Rolesville (1 representative) ❑ Town of Wake Forest (1 representative) ❑ Town of Wendell (1 representative) ❑ Town of Zebulon (1 representative) ❑ County of Wake (2 representatives) ❑ N. C. Department of Transportation (5 representatives) ❑ Triangle J Council of Governments (1 representative) ❑ Capital Area Transit (1 representative) ❑ North Carolina State University (1 representative) ❑ Triangle Transit Authority (1 representative) ❑ Research Triangle Foundation (1 representative) ❑ Raleigh-Durham Airport Authority (1 representative) ❑ Major Modal Provider (1 representative)	**TECHNICAL COORDINATING COMMITTEE (TCC)**	❑ FIFTH HIGHWAY ENGINEER Division Engineer ❑ TRAFFIC ENGINEERING BRANCH Area Traffic Engineer ❑ STATEWIDE PLANNING BRANCH Thoroughfare Planning Engineer	**FHWA, N.C. DIVISION** ❑Planning & Research Engineer (non-voting) ❑District Engineer (non-voting)
❑ MPO Administrator ❑ Transportation Planner II ❑ Planning Technician ❑ Budget Analyst (Shared Position) ❑ Office Assistant (Shared Position)	**MPO STAFF**		

Figure 1. Organization and Membership of the Capital Area MPO.

The following are provided for further information about the Metropolitan Planning Organization, and the N.C. Department of Transportation Planning and Operations divisions.

CAMPO Administrator
City of Raleigh
310 West Martin Street, Mezzanine Level
Raleigh, NC 27601
Telephone: 919.831.6785
Fax: 919.831.6821
www.raleigh-nc.org/campo

Capital Area Urban Area Coordinator
Statewide Planning Branch
N. C. Department of Transportation
1554 Mail Service Center
Raleigh, NC 27699-1554
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Fax: 919.733.2417
www.dot.state.nc.us

Division Five Engineer
NCDOT - Division 5 Engineer's Office
P. O. Box l5580
Durham, NC 27704
Telephone: 919.560.685l
Fax: 919.560.3371
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II. CONTINUING TRANSPORTATION PLANNING
Methodology, Responsibilities and Schedules

The continuing transportation planning work tasks are described here and following in Chapter III. Appendix A details the history of transportation planning in the area. Appendix B contains the community goals and objectives for the transportation system, while Appendix C shows the latest approved public involvement policy. Appendix D contains the travel modeling agreement between the MPO and NCDOT. Appendix E is an important chart indicating the primary and secondary responsibilities of CAMPO stakeholder and member. Finally, Appendix F is a Memorandum of Agreement for Air Quality Conformity (still under development as of this writing).

A. Surveillance of Inventory Data

A number of conditions generally need to be continuously surveyed and compiled annually to determine whether previous projections are still valid or whether plan assumptions need to be changed. Surveillance tasks are described in the following sections and agency responsibilities are listed in Table 1.

1. Traffic Volume Counts

Annual Average Daily Traffic (AADT) will be estimated on a biennial schedule at specified locations on each segment of the principal arterial, minor arterial, and collector street systems inside the transportation study area. Traffic data will be collected on weekdays for a minimum of 48 hours. Axle counts will be converted to volume counts using adjustment ratios that account for multiple-axle vehicles. Volume counts will be seasonally adjusted and averaged to generate AADT estimates. These estimates will be evaluated for temporal and spatial consistency. Factors for seasonal adjustment will be based on traffic data from permanent traffic monitoring stations located at typical urban settings throughout the State.

Municipalities that perform traffic counts are responsible for obtaining counts at specified locations on their street system and for furnishing the raw daily traffic counts, count information, and location maps to the Statewide Planning Branch by the first week of November each scheduled collection year. The Statewide Planning Branch is responsible for obtaining counts at specified locations on other segments of the major street system, for updating the count location map biannually to reflect any changes made in the major street system, for preparing the Annual Average Daily Traffic Volume Map, and for sending this information to the MPO.

Special counts may be taken to support updates or validations of the Triangle Regional Model, or to support the CAMPO Congestion Monitoring System. These include counts at screen-line stations, external stations, major trip generators, and key intersections as needed. Traffic count types may include daily, hourly, vehicle classification, or turning movements. The Statewide Planning Branch will coordinate traffic data collection for these special counts.

2. Vehicle Miles of Travel (VMT)

Vehicle miles of travel are computed by multiplying the length of each link times the annual average daily traffic volume on that link. Vehicle miles of travel are tabulated annually by county and functional classification by SWP-Road Inventory Section. These VMT estimates are used by DAQ for air quality monitoring. The Capital Area MPO may also choose to estimate VMT for the urban area on a regular basis.

3. Street System Changes

Records on improvements to the state highway system, whether planned, underway, or completed, are maintained by the Division Engineer of the NCDOT. Each municipality should maintain similar records for its municipal street system. The municipalities participating in the Powell Bill Program must certify city street mileage maintained annually. The municipalities in the MPO and NCDOT Division Office are responsible for forwarding this information to the MPO, which shall maintain an inventory of the geometrics and signalization of the existing major street system for the planning area based on this information. Periodically or as changes or additions to the major street system occur, the inventory may be updated. This inventory will need to be current when the travel model is periodically updated.

4. Traffic Accidents

North Carolina law requires that any traffic accident involving personal injury and/or property damage in excess of $1,000.00 be reported in detail to the Division of Motor Vehicles (DMV) of the NCDOT. The DMV also receives a detailed report on any accident investigated by a law officer. Copies of all these reports are forwarded to the Traffic Engineering Branch of the Division of Highways, where the information is summarized and stored. Annual analyses will compare each year's high accident locations to previous years' high accident locations.

The Traffic Engineering Branch will provide the Annual Highway Safety Program Listing Report on request.

5. Transit System Data

Items to be considered are transit patronage, route changes, service miles, load factor, route ridership changes, boarding and alighting counts, headways, frequency, and service hours. This data is updated and maintained by the individual transit operators in the Capital Area, with the assistance of the MPO as needed.

6. Dwelling Unit, Population, and 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 and data retrieval mechanism(s).

7. Air Travel

Data may be collected and analyzed to determine influence of local air travel on the area's transportation system and identify needs for additional services. Airport entrance traffic counts would help relate air travel to ground travel in future updates. A ground transportation survey is a good example of this.

8. Vehicle Occupancy Rates (Counts)

Vehicle occupancy counts are collected across the service area to measure effectiveness of transit projects. Information will also be used to comply with the Clean Air Act and is useful in the trip generating process of modeling traffic during the travel modeling phase, as well as other parts of the Long-Range Transportation Plan.

9. Travel Time Studies

Peak and off-peak travel time studies may be conducted for those street segments that are included in the CAMPO Congestion Monitoring System. The travel time studies may be required during the travel model calibration phase as well.

10. Mapping

Creation or maintenance of base maps, zone maps, land use, etc. for the study area. The Capital Area MPO staff is responsible for providing updates to maps contained in the Long-Range Transportation Plan, and will assist with preparation and distribution of the official Thoroughfare Plan. Other mapping documents, such as photogrammetry, project mapping, and land use overlays will be produced by Wake County or municipal agencies.

11. Central Area Parking Inventory

Inventories of both on- and off-street parking supply in the Raleigh central business district are maintained by the Capital Area MPO and City of Raleigh. Periodic updates and inventories of other parking facilities in other areas will be performed as determined by the MPO through the development of the Unified Planning Work Program. Data collected should include number of spaces by parking type (public/private, metered, timed, loading area, etc.), parking policies, and ownership. Parking occupancy rates may be collected by parking type as well.

12. Bicycle and Pedestrian Facilities Inventory

An inventory of significant municipal, state, and federal bicycle and pedestrian transportation facilities shall be maintained. These systems shall be incorporated in the Long-Range Transportation Plan update and analyzed in conjunction with other transportation performance measures.

B. Long-Range Transportation Plan (LRTP)

Federal Law (as updated by TEA-21) and USDOT's Metropolitan Planning Regulations, require MPOs to have a Long-Range Transportation Plan that is: multi-modal, financially constrained, a minimum of 20 years in outlook, adherent to the MPO's adopted public involvement policy, consistent with latest local land use plan and growth forecasts, and approved by the MPO. In air quality non-attainment and maintenance areas (CAMPO is one of the latter), the LRTP must be updated and proven to conform with the State Implementation Plan (SIP) every three years. The physical product of this LRTP will be in one or more assembled documents containing all plan elements and is the responsibility of the MPO.

Evaluation of the overall Long-Range Transportation Plan should be undertaken at such time that the surveillance items indicate that travel or land development trends have begun to deviate significantly from forecasts or at such time that new data are required for facility design.

For non-attainment or maintenance areas, the Long-Range Transportation Plan must conform to the intent of the State Implementation Plan (SIP). The Statewide Planning Branch and/or the MPO are responsible for the analysis of all elements of a multi-modal transportation plan to ensure that they conform to the intent of the State Implementation Plan. Specifically, any Long-Range Transportation Plan revisions must be analyzed for conformity with the SIP.

Many aspects of the transit plan cannot be separated completely from other elements of the Long-Range Transportation Plan. HOV facilities, and even ridesharing and surface bus routes, may need to be addressed in both the transit and the Thoroughfare Plans. Since transit use depends heavily on land use characteristics and pedestrian accessibility, creating a "mode neutral" model and plan requires special attention to transportation/land use interactions. Realistic assumptions are needed concerning potential travel markets and the likely degree to which existing land use, travel behavior, and pricing policies can be influenced. All plans should be carefully analyzed for internal consistency, uncertainty, and sensitivity to assumptions and errors.

TEA-21 stresses "seven planning factors" that should be considered by the MPOs to guide the development of the LRTP. They are:

- Support the economic vitality of the community, especially by enabling global competitiveness, productivity and efficiency;
- Increase the safety and security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and freight;
- Protect and enhance the environment, promote energy conservation, improve quality of life;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;

- Promote efficient system management and operations; and

- Emphasize the preservation of the existing transportation system.

The TCC prepares recommendations for work required for plan reappraisal for review and approval by the TAC. Agency responsibilities for various work tasks in the Long-Range Transportation Plan evaluation elements are given in Table 2. The following work elements may be required depending upon the depth of the studies needed.

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.

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.

3. Travel Model Updates (see also Appendix C)

a. *Trip Generation* – This step generally involves analysis of actual and projected socio-economic data including, but not limited to, population, dwelling units, and employment. Based on these and other factors, an approximation of the number of trips generated by sub-area or zone can be determined.

b. *Trip Distribution* - Using formulas based on the gravity model, an approximation of where the specific generated trips are beginning and ending is determined.

c. *Modal Split* –This step is an analysis of mode chosen and factors that lead to those choices. Factors could include actual and perceived travel times, actual and perceived travel costs, as well as availability or convenience of certain modes.

d. *Trip Assignment* - This step loads trips onto the network based on the paths selected for the origins and destinations from above. The effects of congestion and the somewhat random nature of travelers can be taken into account through loading techniques such as incremental restraint, equilibrium, stochastic or all-or-nothing assignments.

e. *Accuracy Checks* – Checks involve comparing or calibrating mathematically generated data to actual field conditions. At a minimum, these involve screenline crossings to within 5% and link group volumes to within 10% of ground counts. Individual link assignments are measured against known ground counts on a direct relationship with the actual volume of the link (i.e., the larger the volume of the roadway, the higher the expected model-to-count accuracy).

A technical summary report of the travel modeling process and results will be provided by the modeling custodian as named in the modeling agreement.

4. Travel Surveys

These surveys may be implemented to attain such items as origins and destinations, travel behavior, transit ridership, commercial vehicle usage, workplace commuting, freight movement, etc. Therefore, these surveys may be home interviews, cordon O/Ds, and on-board transit to name a few.

New surveys will be conducted at such time as is necessary for the reevaluation of travel models. Because these surveys are very cost prohibitive, the survey responsibility and funding sources will be determined at the onset of the study.

5. Forecast of Data to Horizon Year

The travel models determine what planning data must be projected to a new design year. In general, the procedure will be to project population and socio-economic factors independently on an areawide basis, to cross check these projections and convert them to land use quantities if required, and to distribute the projected planning data to traffic zones on the basis of land capabilities, accessibility, and community goals as implemented through land use controls. The MPO will provide the approved socioeconomic forecasts.

6. Community Goals and Objectives

In the evaluation of community goals and objectives, the MPO will formulate policies ensuring local goals and objectives are discerned and addressed during the development and implementation of the Long-Range Transportation Plan.

7. Forecasts of Future Travel Patterns

The forecast of future travel patterns will result from using the forecasted planning data as input to the travel forecast models. The models are sensitive to changes in trip generation, trip purpose, trip length, vehicle occupancy, travel mode, and patterns of daily travel. The forecast of travel patterns will include a review of these factors and comparison to community goals and objectives to determine if changes in assumptions are warranted.

8. Capacity Deficiency Analysis

A system planning level capacity deficiency analysis will be made to determine existing and projected street deficiencies. Link capacities will be calculated in accordance with procedures based on the latest edition of the *Highway Capacity Manual*, Special Report 209, Highway Research Board, National Academy of Sciences, National Research Board.

9. Highway Element of the LRTP

The Thoroughfare Plan (a subset of which is the highway element of the LRTP) will be evaluated in terms of projected travel, capacity deficiencies, travel safety, physical conditions, costs, design, travel time, and possible disruption of people, businesses, neighborhoods, community facilities, and the environment. The evaluation will include an analysis of the Long-Range Transportation Plan and the interrelationship between alternative travel modes. Thoroughfare recommendations should include adequate right-of-way for improvements consistent with the Bicycle & Pedestrian Plan, Transit Plan and other intermodal connection facilities along logical corridors. If major deficiencies are found with the existing plan, alternative plans will be evaluated. It should be

noted that any regionally significant Thoroughfare Plan revisions must be analyzed for conformity with the SIP in non-attainment/maintenance areas. Alternatives that may be considered include (1) a Do-Nothing Alternative, (2) Alternative Modes, (3) Travel Demand Management, and (4) Alternative Design: Types and Standards.

10. Transit Element of the LRTP

Transit planning incorporates all vehicular modes other than trucks and the single occupant automobile, including (but not limited to) fixed-route bus service, ridesharing, fixed-guideway transit, and demand responsive transit. The transit plan describes existing transit service and unmet needs, and identifies any additional potential markets. New types and areas of service may be recommended, as supported by ridership forecasts and other analyses. Assumptions and implications related to land use, travel behavior, parking policies and other variables are clearly defined. Establishing objective measures of effectiveness is critical for evaluating transit alternatives. Measures of transit effectiveness include both the reduction of auto use and congestion, and the broadening of mobility options.

11. Bicycle and Pedestrian Element of LRTP

A bikeway and pedestrian plan is an essential part of the multi-modal LRTP for an urban area. The report entitled, Incorporating Bicycle and Pedestrian Elements into Transportation Plans, produced by the Statewide Planning Branch, describes the essentials of this task. At a minimum, an update to the inventory of existing and proposed bicycle and pedestrian elements should be included in the LRTP.

12. Airport/Air Travel Element of LRTP

The Airport Master Plan may be coordinated with the MPO (where feasible), and be an element of the LRTP. The Raleigh-Durham International Airport Authority shall work with the MPO to develop plans for ground access and intermodal services.

13. Collector Street Element of LRTP

Collector street planning will be conducted as required to develop standards and preliminary locations for collector streets in advance of development. The objective of this planning activity is to ensure optimum traffic operations for the developing street system and transit accessibility to developing areas.

14. Rail, Waterway, or Other Mode of the LRTP

Some MPOs may have additional transportation elements that link to the multi-modal LRTP. The MPO should provide documentation to be included in the LRTP.

15. Freight Movement/Mobility Planning

As one of the TEA-21's seven planning factors, emphasis is placed on increasing accessibility and mobility options available to people and freight. Tasks included in this category may be a survey of freight carriers, recommendations for improving truck mobility or train/truck intermodal movements, and identifying acceptable truck routes.

16. Financial Planning

As required by TEA-21, the LRTP must be fiscally constrained. Project cost estimates and revenue forecasts are required. Federal regulations allow flexibility in the methodologies used for analysis, but they must include estimates for maintenance as well as construction. This item also

covers identifying new and alternative funding sources, including new taxing strategies, impact fees, and public-private partnerships.

17. Congestion Management Strategies

The 3-C Transportation Planning Process, as enhanced by TEA-21, stresses efficient system management and operations. Planning for congestion management strategies such as these below are included in this item.

a. Transportation Demand Management (TDM)
b. Intelligent Transportation System (ITS)
c. High Occupancy Vehicle lanes or priorities (HOV)
d. Access Control and Management
e. Traffic Operations Improvements, Incident Management
f. Growth Management

This item covers the costs associated with planning for these items, coordination with public and private stakeholders, and marketing or public education.

18. Air Quality Planning/Conformity Analysis

The transportation sector is a key participant in the development and application of the State Implementation Plan (SIP) for air quality. MPOs have the responsibility to make a determination as to whether or not transportation plans, programs, and projects conform to the intent of the SIP. Tasks involved in this pursuit include, but are not limited to:

a. Participation in interagency consultation process as part of SIP development and conformity determination development

b. Providing assistance to NCDENR in developing and maintaining mobile source emission inventories,

c. Participating in development of TCMs for the SIP

d. Implementation of TCMs as appropriate

e. Performing analysis and approving conformity determination[1] as required; the specific responsibilities of CAMPO and other stakeholder agencies in the conformity determination process are shown as Attachment F.

[1] TAC must approve conformity determination.

III. ADMINISTRATION

The administration of the planning process is organized into five areas. The Unified Planning Work Program (for MPOs over 200,000 in population, also known as Transportation Management Areas) is prepared each year and details what work will be completed for the next fiscal year. The Metropolitan Transportation Improvement Program (sometimes referred to as the Local Transportation Improvement Program or LTIP) is prepared on a biennial cycle, and details a seven-year program of transportation improvements that are jointly funded and implemented with the NCDOT. The remaining sections are Civil Rights and Regulatory Compliance, Incidental Planning and Project Development, and Management and Operations. Agency responsibilities for administrative work tasks are given in Table 3.

A. Unified Planning Work Program

A Unified Planning Work Program (UPWP) will be prepared annually by the Lead Planning Agency in cooperation with other participating agencies and under the guidance of the Technical Coordinating Committee. The UPWP will present the proposed planning work program for the next year and review the recent accomplishments of the planning process. The UPWP will be cross-referenced to the Prospectus to minimize repetitive documentation. The UPWP will be reviewed and approved by the Transportation Advisory Committee, by the State and Regional intergovernmental review process, the North Carolina Department of Transportation, and Federal agencies providing planning funds for continuing transportation planning. These Federal planning funds are provided by FHWA (Section 104(f)) and FTA (Section 5303). Preparation of a Section 5303 Grant application is also required in addition to the PWP to receive planning funds from FTA.

The MPO must certify their 3-C Transportation Planning Process annually as part of the UPWP adoption.

B. Transportation Improvement Program

The Metropolitan Transportation Improvement Program (MTIP) shall have two parts: (1) a metropolitan programming document which is coordinated with the State Transportation Improvement Program (STIP) and (2) a list of prioritized needs.

Prepared every two years, the local programming document shall be a short range, three to seven-year multi-modal program which identifies transportation improvements recommended for advancement during the program period, identifies priorities, groups improvements into staging periods, includes estimated costs and revenues, and is fiscally constrained.

The MPO Priority Needs List is developed biennially to communicate the MPO's priorities regarding the funding schedule on already programmed projects, the acceleration of long term projects into the program, and the addition of new projects to the STIP. The List may include cost estimates, purpose and need statements, and other supporting materials. The Priority Needs List is a key step in cooperative TIP development between the MPO, the transit operator, and NCDOT.

C. Civil Rights Compliance (Title VI) and Other Regulatory Requirements

1. Title VI

Provide update of Civil Rights statistics report for submittal to FTA to determine MPO compliance to civil rights provisions. Title VI states: The MPO shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 Stat. 252), 49 U.S.C. 2000D TO 2000-D-4; the Regulations of DOT issued thereafter in the Code of Federal Regulations (commonly and herein referred to as CFR) Title 49, Subtitle A, Part 21), and the assurance by the MPO pursuant thereto.

2. Environmental Justice

Executive Order (E. O.) 12898, Federal Actions to Address Environmental Justice in Minority Populations, requires all Federal agencies to identify and address Title VI and Environmental Justice requirements. Recipients of federal funds, including NCDOT and the MPOs, must assure compliance with these requirements. As mandated by the FHWA, planning activities should focus on complying with E. O. 12898 and the three basic principles of Environmental Justice as follows:

a. ensure public involvement of low-income and minority groups in decision making;

b. prevent disproportionately high and adverse impacts to low-income and minority groups resulting from decisions made; and

c. assure low-income and minority groups receive a proportionate share of benefits resulting from decisions made.

3. Minority Business Enterprise Planning (MBE)

There is a continuing need to address the Minority Business Enterprise (MBE) as a part of the planning and programming phases of project development. Areas are encouraged to give full consideration to the potential services that could be provided by MBEs in the development of transit plans and programs, and the provision of transit service. Transit properties with established MBE programs are encouraged to work with MPOs, utilizing transportation planning funds to update existing MBE programs as necessary.

4. Planning for the Elderly and Disabled

The Americans with Disabilities Act of 1990 (ADA) ensures that persons with disabilities enjoy access to the mainstream of American life. The ADA expands on the Section 504 program to comprehensively address mobility needs of persons with disabilities.

Joint FHWA and FTA regulations require that the urban transportation planning process include activities specifically emphasizing the planning, development, evaluation and reevaluation of transportation facilities and services for the elderly and disabled, consistent with ADA. This process should include an analysis of inventories of disabled persons, their locations, and special transportation services needed. These regulations emphasize estimation of travel needs through statistical analysis and a self-identification process.

Both thoroughfare and transit planning activities should focus on complying with the key provisions of the ADA, and include special efforts to plan transportation facilities and services that can be effectively utilized by persons with limited mobility, such as:

a. Public transit authorities providing fixed route transit service must provide comparable level paratransit service to disabled individuals who cannot otherwise use the fixed route service;

b. Transit authorities providing elderly and disabled oriented demand responsive service must also buy or lease accessible vehicles unless it can be demonstrated that the system provides a level of service to the disabled equivalent to that provided to the general public;

c. New facilities built must be accessible and existing facilities with major alterations must be made accessible to the maximum extent feasible; and

d. Planning for better mobility through such items as wheelchair curb cuts, longer pedestrian crosswalk times at certain intersections, and special parking spaces and rates for cars with one or more transportation disadvantaged occupant(s).

5. Safety/Drug Control Planning

MPOs may pass planning funds through to transit operators for use in performing safety audits and in the resultant development of safety/ security improvement and in alcohol/drug control planning, programming, and implementation. Attention should be given to the development of policies and planning for the proper safety related maintenance of transit vehicles, fire safety, substance abuse where it affects employee performance in critical safety related jobs, emergency preparedness to improve the capability to respond to transit accidents/incidents, security to reduce theft and vandalism of transit property and to counter potential politically motivated terrorism directed against transit users, facilities, and equipment.

6. Public Involvement

An effective public involvement process provides for an open exchange of information and ideas between the public and transportation decision-makers. The overall objective of an area's public involvement process is that it be proactive, provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement (23CFR450.212(a) and 450.316(b)(1)). It also provides mechanisms for the agency or agencies to solicit public comments and ideas, identify circumstances and impacts which may not have been known or anticipated by public agencies, and, by doing so, to build support among the public who are stakeholders in transportation investments which impact their communities. The MPO adopts a formalized, written and adopted public involvement process, the most recent version of which is shown as Attachment C to this document.

7. Private Sector Participation

Federal regulations require that private operators be afforded the "maximum feasible opportunity" to participate in the planning and provision of local transportation services. The purpose of the private sector participation requirement is to give private operators the opportunity to initiate involvement. In an effort to more effectively address this requirement, the evaluation of private sector service alternatives has been incorporated into the transportation planning process.

The general criteria for making public/private service decisions may include but is not limited to:

a. Comparative cost of private versus public services in similar situations;

b. Perceived quality and reliability of service;
c. Local control of services;
d. Responsiveness and flexibility of operators; and
e. Private operator financial stability.

D. Incidental Planning and Project Development

1. Transportation Enhancement Planning

This category of federal funding began with ISTEA and was carried through in TEA-21 legislation. MPO assistance to applicants, review of applications, and preparing endorsements is included under this item. The MPO shall approve all proposed enhancement projects for inclusion in the Metropolitan Transportation Improvement Program (MTIP) prior to being forwarded to NCDOT for consideration of inclusion in the State Transportation Improvement Program (STIP). Sponsoring agencies must submit completed application packages to the NCDOT for consideration by the Transportation Enhancement Committee.

2. Environmental Analysis and Pre-TIP Planning

The proposed Thoroughfare Plan and selected alternative plans will be evaluated based on criteria established by the goals and objectives reevaluation study and impact on the environment. The Public Transportation Plan and the Airport Master Plan should also be evaluated on these criteria. It is anticipated that the evaluation will be in the following areas: efficiency in serving travel demands; energy conservation; cost; and impact on the physical, social, and economic environment. The physical environmental evaluation will include air quality, water quality, soils and geology, wildlife and vegetation. The social environmental considerations will include housing and community cohesion, low-income and minority populations, noise, churches and educational facilities, parks and recreational facilities, historic sites, public health and safety, national defense, and aesthetics. Effects on business, employment and income, land development patterns, and public utilities will be studied as part of the economic environmental evaluation.

The TCC, LPA, Statewide Planning Branch and Resource Agencies will jointly recommend projects for Pre-TIP Planning. The TAC will be kept informed concerning the results of these studies. Public review will be incorporated as part of the alternatives analysis.

3. Special Studies

During annual reevaluation of the Long-Range Transportation Plan, there occasionally is a need to make a specific study of a transportation corridor to determine the best solution to a problem. While this may include development of a simple functional design for corridor protection, more detailed studies may include evaluations of alternative modes or alignments for cost, feasibility, environmental impact, and design.

In a similar manner, special problems may arise in relation to major land use changes when large-scale traffic generators (hospitals, regional malls, etc.) will either be developed or closed. These land use changes could significantly affect the regional distribution and/or amount of traffic that could require changes to the Long-Range Transportation Plan to accommodate the newly forecasted growth.

The extent, responsibility, and cost for a corridor or sub-area study should be assessed prior to its initiation during the development of the Unified Planning Work Program to the maximum extent

practicable.

4. Regional or Statewide Planning

Coordinate with state and federal agencies involved in transportation planning activities on the regional, state, and national levels. Examples of such activities include: Functional Reclassification of roads, designation of Urban Area Boundaries, National Highway System coordination, Highway Performance Monitoring System activities, and regional transit coordination.

Involvement could include, but is not limited to: collection and compilation of data; participation in related workshops, conferences, and meetings; and review and administrative approval or endorsement of documentation.

E. Management and Operations

The continuing transportation planning process requires considerable administrative time for attending quarterly committee meetings, preparing agendas and minutes to these meetings, training, preparing quarterly progress reports, documenting expenditures for the various planning work items, and filing for reimbursement of expenditures from the PL fund account and other Federal Funds.

It is also necessary to periodically, review and update the Prospectus, Memorandum of Understanding, and other administrative agreements and procedures.

The daily operations require dissemination of planning information to the public or other organizations and coordination with NCDOT and other agencies.

APPENDIX A

NATIONAL TRANSPORTATION PLANNING HISTORY AND STATUS

The development and adoption of a Thoroughfare Plan was provided for in North Carolina General Statutes 136-66 that were enacted by the State Legislature in 1959. These General Statutes require State-municipal cooperative development of a Thoroughfare Plan, provide for State-municipal adoption of the plan, require State-municipal agreement on street and highway system responsibilities, define State and municipal responsibilities, and provide for revision of the plan.

In 1962, Section 134, Title 23 of the United States Code was enacted by Congress which required a continuing and comprehensive transportation planning process carried on cooperatively by states and local communities for all urban areas over 50,000(3C Planning Process). The Federal Highway Act of 1973 provided for Federal planning funds to be disbursed through the States to MPOs for the purpose of accomplishing the transportation planning, and for the first time, permits limited use of Federal highway funds for urban mass transit projects. The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Transportation Efficiency Act for the 21st Century of 1998 (TEA-21) respectively created and reaffirmed the need to involve a variety of stakeholders in the transportation planning process. Specific areas of concern were identified in these Acts, and much greater emphasis was placed on involving the public, achieving air quality goals, and making funds available to alternative (non-single occupant vehicle) forms of travel and strategies. In addition, the larger (over 200,000 MPOs) were allowed to draw down 10% of the Surface Transportation Program funding pool to program directly, marking a continuing shift towards a more involved local and regional dynamic.

HISTORY OF THE CAPITAL AREA MPO

The Federal Highway Act of 1962 initiated a requirement that a *continuing, cooperative, and comprehensive* ("3-C") transportation planning process be established for all urban areas over 50,000 in population in order to qualify for federal transportation funds. These urban transportation planning requirements have been administered by the North Carolina Department of Transportation (NCDOT) with the approval of Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) of the U. S. Department of Transportation (USDOT).

There are now 17 urban areas in North Carolina which participate in the "3-C" transportation planning process, including; Asheville, Burlington, Charlotte-Union, Durham, Fayetteville, Gastonia, Goldsboro, Greensboro, Greenville, Hickory, High-Point, Jacksonville, Kannapolis, Raleigh, Rocky Mount, Wilmington, and Winston-Salem. Nearly all of these urban areas also include one or more neighboring smaller municipalities.

The local governments included in the original urban transportation planning area for the greater Raleigh area were the City of Raleigh, the Towns of Cary and Garner and Wake County. In 1985, the Towns of Apex and Morrisville were added at the request of NCDOT. A similar process was established in Durham County, although initially the City of Durham was its only municipality. In 1981, the U. S. Bureau of Census expanded Durham's Urbanized Area Boundary (UAB, the boundary used to determine urban area population) to include the Towns of Chapel Hill and

Carrboro as well as some of Orange County. Consequently, those governments were added to the Durham Urban Area.

During the late 1980's and early 1990's, the Towns of Knightdale, Wake Forest, and Fuquay-Varina expressed interest in becoming MPO members. No actions were taken (beyond adding each to the mailing list for meeting agendas) pending the outcome of the 1990 Census. In early 1992, the U.S. Bureau of Census expanded Raleigh's Urbanized Area Boundary; however, no incorporated areas of any additional local governments were brought in at that time.

In late-1992, the Greater Raleigh Urban Area Transportation Advisory Committee invited the Towns of Fuquay-Varina, Holly Springs, Knightdale, and Wake Forest to become full voting members of the MPO. Official approval of their being incorporated into the expanded MPO was completed in April, 1993 with the joint approval of a revised Memorandum of Understanding signed by all MPO member governments. With this action, the MPO's official name became the ***North Carolina Capital Area Metropolitan Planning Organization*** **(CAMPO)**. The most recent additions to CAMPO have been the Towns of Rolesville, Wendell, and Zebulon, which were officially accepted in 1995. This means that every municipality in Wake County is now a member of CAMPO, which will likely see another expansion to urban areas outside of Wake County sometime after the 2000 decennial census.

Organization

As required by federal law, the "3-C" process in each urban area is carried out by its *Metropolitan Planning Organization* (MPO). A *Memorandum of Understanding* (MOU), signed by the participating local governing boards as well as NCDOT and FHWA, establishes the specific framework for how each MPO operates.

In North Carolina, each urban area's MPO is defined as an "umbrella" organization which includes all member local governments, USDOT, NCDOT, and other providers of transportation services (such as the Raleigh-Durham International Airport Authority). The MPO administrative structure has three main components:

1. ***Transportation Advisory Committee*** **(TAC)** - is the 14-member governing policy board for the MPO. The TAC's membership includes elected officials representing (and appointed by) each local government, the area's representative on the North Carolina Board of Transportation, an advisory non-voting member representing FHWA, and other members as may be authorized in the MOU. The TAC provides policy direction for the planning process, facilitates communication and coordination between the member jurisdictions, and guides the development of a coordinated, multimodal transportation program for the planning area. The TAC directs the "3-C" process through its annual review and approval of the MPO's Unified Planning Work Program (UPWP) and the MPO's Transportation Improvement Program (TIP) and through review and approval of changes to the Urban Area Thoroughfare Plan.

2. ***Technical Coordinating Committee*** **(TCC)** - is comprised of 31 staff representatives of the various member governments, NCDOT, FHWA (non-voting), and other agencies such as TJCOG, the Research Triangle Regional Transit Authority (TTA), Research Triangle

Foundation, NCSU, and RDU Airport. The TCC has the responsibility of supervising and coordinating the comprehensive transportation planning process, and for making recommendations to the TAC and respective local and state agencies pertaining to that process.

3. ***Lead Planning Agency*** **(LPA)** - provides staff support to the MPO. The LPA develops the draft documents, prepares TAC and TCC meeting materials, schedules meetings, administers the distribution of federal transportation planning (PL) funds to member governments, and carries out the directives of the TCC and TAC. The City of Raleigh Department of Transportation serves as this area's LPA.

Work Activities

It is the responsibility of the TCC to annually develop two documents for review and approval by the TAC, NCDOT and USDOT; a ***Unified Planning Work Program*** **(UPWP)** and an ***Metropolitan Transportation Improvement Program*** (MTIP, sometimes called a "local" TIP or LTIP).

The UPWP describes all transportation planning work activities to be conducted during the fiscal year by the member agencies as well as the amounts of various federal, state and local funds to be expended. The MPO receives Section 104f (PL Funds) to carry out the required transportation planning functions. These monies (approximately $258,000 in FY 00-01) are utilized by the MPO as the member agencies see fit. Quarterly invoices are sent to the NCDOT for review and reimbursement. In addition, the Capital Area MPO now utilizes the Surface Transportation Program Direct Apportionment funding (STP-DA) as allowed under both ISTEA and TEA21. Up to $3.9 million annually could be programmed by the MPO; at this time less than $250,000 has been programmed each year to supplement planning efforts. The STP-DA funds, unlike the PL 104(f) grant, can be used for construction activities as well as planning. The STP-DA funds do “take away” from available construction monies in the MTIP, but the dollar amounts expended thus far are too small to have a significant impact.

The local TIP (often referred to as the Metropolitan TIP, or MTIP) must include all transportation improvement projects for which federal funds are to be expended. In essence, this requirement constitutes a "veto" power for the MPO over the expenditure of federal transportation funds within the area. Though not required, the local TIP may also include state- and locally-funded transportation projects.

In addition, any changes to the Greater Raleigh Urban Area Thoroughfare Plan must be approved by the TAC. Recent changes in applicable federal laws have expanded the responsibilities of the MPO. For example, requirements of the Clean Air Act Amendments of 1990 have focused greater attention on improving air quality. In reviewing proposed revisions to the Thoroughfare Plan, the TCC and TAC must determine that the proposed change does not negatively affect air quality.

Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991

The approval of ISTEA in 1991, and its successor TEA21 in 1998, placed greater responsibility on the

MPO in the development of a comprehensive transportation planning process, requiring elements for transit, bicycling and pedestrians as well as the traditional emphasis on roads. Specifically, the MPO is now responsible for developing, in cooperation with the State and affected transit operators, a comprehensive, long-range transportation plan and expanded transportation improvement program for the area. The transportation planning process must now include additional considerations such as land use, intermodal connectivity, methods to enhance transit service, and needs identified through the management systems. The MTIP must be consistent with the long-range transportation plan and must include all projects in the metropolitan area that are proposed to be funded with federal funds.

Relationship with NCDOT

Historically, NCDOT has maintained a close, direct working relationship with local governments. The "3-C" MPO process has been a supplement to this relationship, not a substitute for it. MPO member governments are free to continue this direct relationship as they see fit. Primarily, the MPO process facilitates better communications, more informed decision-making processes, and the ability to engender greater regional support for local transportation needs. CAMPO sees itself in a partnership with the state department of transportation, a partnership that is intended to address the transportation needs of all of our customers in the Capital area.

APPENDIX B

TRANSPORTATION SYSTEM GOALS AND OBJECTIVES

Our vision is **a multi-modal transportation network that is compatible with our growth, sensitive to the environment, improves quality of life and is accessible to all. The *Transportation Plan Update 2025* commits our region to transportation services and patterns of land use that contribute to a more attractive place where it is easier for people to pursue their daily activities.**

GOAL ONE: DEVELOP A REGIONAL TRANSPORTATION NETWORK THAT IMPROVES QUALITY OF LIFE AND THE ENVIRONMENT.

Objective A: Encourage local and state governments to manage growth more proactively by linking land use patterns, plans and policies with transportation networks, plans and policies.
Explanation: *Our region's transportation facilities are not adequate for the existing and planned development patterns. Current growth management policies contribute to transportation problems. Local and state governments are reactive instead of proactive, and there is not enough emphasis on regional coordination between land use and transportation development. Land use policies and the resulting development patterns must better address transportation issues and implications.*

Objective B: Encourage equitable funding from Federal and state sources for a system that satisfies the region's transportation needs.
Explanation: *Due to the area's dramatic growth, there is a substantial need for transportation improvements, especially for highway construction. Primary funding sources for highway construction and improvements are the state and Federal gasoline taxes. A significant amount of the gasoline taxes that are collected here are not used to fund local projects. This objective expresses the desire to increase the proportion of state gasoline tax revenue that is used to fund projects in this MPO. There is also a desire to improve the state distribution formulae to insure that Federal highway funds are spent in areas of critical need.*

GOAL TWO: PROVIDE CONVENIENT, SAFE, RELIABLE AND AFFORDABLE TRANSPORTATION CHOICES, AND PROVIDE PUBLIC EDUCATION ON THOSE CHOICES.

Objective A: Provide policies and infrastructure that make walking and bicycling more viable modes of transportation.
Explanation: *The local land use plans have not adequately integrated the walking and bicycling modes of transportation. The region needs to develop more facilities, policies and programs to make these modes of transportation more viable.*

Objective B: Promote the benefits of walking and bicycling as practical modes of transportation.
Explanation: *The region needs to begin new efforts to realize bicycling and walking as viable modes of transportation. Promoting the health, environmental and economic benefits of these modes of transportation would help the region realize those benefits.*

Objective C: Increase funding for alternative modes of transportation.
Explanation: *Funding for alternative transportation modes (including transit) is inadequate. Alternative transportation modes need more funding to give people a choice of transportation other than the single occupancy vehicle. Innovative ways of providing increased funds should be explored.*

Objective D: Promote land use policies that encourage transit alternatives in local and regional plans.
Explanation: ***The local land use plans and policies and their implementation do not adequately accommodate transit-oriented development or other alternative transportation modes. Local and regional plans and policies should support transit alternatives.***

GOAL THREE: ENHANCE CONNECTIVITY BY DEVELOPING A MULTI-MODAL TRANSPORTATION NETWORK THAT PROMOTES ECONOMIC GROWTH THAT IS COMPATIBLE WITH THE ENVIRONMENT AND LAND USE PATTERNS.

Objective A: Improve mobility by planning facilities that enhance interconnectivity and accessibility.
Explanation: ***There is a need to plan for and design interconnected facilities due to the region's growth. Facility planning for the region involves the need for interconnecting points to be accessible. These points should be linked to provide timely travel for all people in a seamless manner.***

Objective B: Improve the coordination of the metropolitan area governments, public and private transportation agencies, freight carriers and transportation users in order to plan for a seamless, interconnected transportation network.
Explanation: *There is a need to better coordinate the interconnectivity of the region. Transit needs to aid the roadway system in this region and there should be an effort to seamlessly coordinate the different companies that serve the Triangle. Because there will be transit route redirection due to the rail/transit relationship in the future, some degree of coordinated planning needs to occur. The key element to this issue is regional coordination for people and goods movement. A major reformation of the transit systems in the Triangle should be reviewed. All parties, including the public, should work to achieve a seamless connection between the systems.*

Objective C: Develop a better process for identifying, evaluating and prioritizing transportation projects.
Explanation: *The process for locating and prioritizing transportation improvements is not always successful. It does not adequately address public input, is not equitable and is not always technically defensible. The process for selecting projects to be funded needs to be reviewed and overhauled. The objective is to ensure that appropriate ways of measuring the need for each project are used. It was felt that public input was only received when the project had been under study for some time. It would be better to receive public input from the beginning of the project's conception. The inability to schedule projects equally across the metropolitan area was also recognized as a shortcoming to project selection. The location of these projects needs to be communicated to the public with a more up front approach.*

GOAL FOUR: DEVELOP AN EFFICIENT TRANSPORTATION NETWORK THAT IS BOTH AFFORDABLE AND RELIABLE FOR THE MOVEMENT OF PEOPLE AND GOODS.

Objective A: Identify new and alternative funding sources for constructing and maintaining transportation infrastructure.
Explanation: *Funding sources are inadequate and are not effectively or efficiently meeting the needs for transportation improvements and maintenance. There is too much reliance on state and Federal funds. There is too little promotion of innovative funding sources. There is a need for additional funding sources to handle the tremendous amount of traffic that is increasing in our metropolitan area. These new funding sources can come from locally added revenues, statewide efforts, regional efforts and private initiatives. It may be possible for the users of a facility to consider paying fees for specific improvements. There is a need to research the various methods used to fund new facilities, programs and transportation system management tools.*

Objective B: Maximize the highway system efficiency using means other than adding general-purpose traffic lanes.

Explanation: *When evaluating major expansion of the transportation systems, other methods of improving system efficiency should be addressed. New technologies should be tested in our transportation system. Improvements to transit services and education to the public should work toward common goals to improve transportation efficiency. The metropolitan area needs improvements to provide better access to transportation facilities and programs. There is a need for improved access to facilities that have been constructed. New intelligent transportation technologies should help with allowing balanced access and mobility.*

APPENDIX C

PUBLIC INVOLVEMENT POLICY

The following procedures describe the Capital Area Metropolitan Planning Organization (MPO) public involvement policy. The purpose of this policy is to provide for an open process with free exchange of information and opportunity for input at all stages of the transportation planning process, as well as at scheduled meetings of the full Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC). This public involvement process shall be reviewed periodically or as dictated by federal policy to assure that the process provides full and open access to all interested parties and conforms to federal transportation regulations.

1. **Metropolitan Transportation Improvement Program (MTIP).** The development of the MTIP and all amendments shall meet all current Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and North Carolina Department of Transportation (NCDOT) requirements for public notification and involvement The following opportunities for public involvement will be undertaken:
   a) There will be a 30-day minimum public review period for this Public Involvement Process IF there have been changes since the last opportunity for public review and comment OR if the Public Involvement Process has not been reviewed in the past three (3) years;
   b) 30-day minimum public review period for the Draft MTIP;
   c) Both (a) and (b) above will include the following outreach methods:
      i) Legal notice in at least two (2) newspapers with city/countywide coverage prior to initiation of the public comment period(s);
      ii) Legal notice in at least two (2) newspapers with circulations targeted at minority and/or low-income populations;
      iii) Summary of MTIP changes will be posted on the Internet; and
      iv) Summary of MTIP changes will be sent with a press release to the four newspapers above AND the City of Raleigh public information contact list (approximately 30 news agencies covering printed media, television, and radio).
   d) A timely opportunity for public comment on the Draft MTIP will be made available at one TCC and one TAC meeting, the latter being a public hearing;
   e) There will be a formal public comment period of no less than 30 days after the development of the draft project priority list and mechanism for evaluating projects has been released. This comment period will not be advertised, but will be an opportunity for those public agencies and interested members of the public to comment on the project priorities and the method(s) used to derive them; and
   f) When significant written and/or oral comments are received, a summary, analysis, and report on the disposition of comments shall be made part of the final MTIP.

2. **Long-Range Transportation Plan (LRTP).** The complexity of the Long-Range Transportation Plan process and the direct involvement of citizen participation groups in the development of the public involvement makes a generic public involvement process statement difficult and potentially restrictive. Therefore, the task of defining the public involvement plan for all future updates of the LRTP by the Technical Coordinating and Transportation Advisory Committees of the Capital Area MPO shall receive first priority. This public involvement plan shall be open to public review and comment for a minimum of 45 days prior to CAMPO approval. The LRTP public involvement plan shall consider, at a minimum, the following:

a) Establishment of stakeholder listings, including citizen advisory committees, church organizations, community leaders, housing authorities, chambers of commerce, public and quasi-public organizations, and state, federal, and local government agencies;
b) Special outreach to low-income and minority populations within the Capital Area MPO that will include a list of church, business, and community leaders in areas with incomes one standard deviation below the CAMPO average and minority populations one standard deviation above the CAMPO average;
c) Dissemination of newsletters and summaries to stakeholder groups;
d) Contact information that includes telephone, facsimile, and email listings;
e) Development of public information on the Internet;
f) At least three (3) open public meetings to receive public comment, either in conjunction with regularly-scheduled meetings of the Transportation Advisory Committee or at dedicated sessions;
g) Dissemination of press releases to public news agencies in the Capital Area MPO with a daily circulation in excess of 20,000 copies, monthly publications such as *Independent* and *Spectator*, and minority newspapers;
h) The public involvement plan for the LRTP shall be open to public review and comment for no less than 45 days prior to approval by the Transportation Advisory Committee. The public involvement plan shall be advertised using the following:
    i) Legal notice in at least two (2) newspapers with city/countywide coverage prior to initiation of the public comment period(s);
    ii) Legal notice in at least two (2) newspapers with circulations targeted at minority and/or low-income populations;
    iii) The public involvement plan will be posted on the Internet;
    iv) The public involvement plan will be sent with a press release to the four newspapers above AND the City of Raleigh public information contact list (approximately 30 news agencies covering printed media, television, and radio); and
i) When significant written or oral comments are received, a summary, analysis, and report on the disposition of comments shall be made part of the final Long-Range Transportation Plan.

3. **General.** Any plans, programs or amendments shall be on file at the City of Raleigh Department of Transportation which serves as the Lead Planning Agency (LPA) for the Capital Area MPO. Copies of the proposed plans, programs or amendments shall be distributed to all Technical Coordinating Committee (TCC), and Transportation Advisory Committee (TAC) members. This same information shall be made available to any interested party upon request. Each MPO member jurisdiction shall also have a copy available for public review during the official comment period.
    a) Legal notices (published in at least two local newspapers with county and statewide circulation) shall be advertised indicating that plans, programs or amendments have been prepared and are available for public review and comment at all MPO member jurisdictions. The public review period shall be no less than 30 days. An MPO staff contact person, paper and email address, and telephone number shall be included in the public notice;
    b) Both the TCC and TAC shall have an open formal public comment period at the beginning of each regularly scheduled board meeting. The allowable duration of each speaker's time shall be determined by the chair of the board, recommended not to exceed three (3) minutes per speaker; and
    c) These general guidelines shall apply to the development or amendment of any plan or program administered by the Capital Area MPO with the exception of the Long-Range Transportation Plan and Metropolitan Transportation Improvement Program as described elsewhere in this document. This Public Involvement Policy shall be available for public information upon request and will remain viewable by the public on the Internet.

Date	Description of Revisions

August 16, 2000	1. Identifying the Long-Range Transportation Plan and Metropolitan Transportation Improvement Program as unique opportunities for public involvement, and requiring special efforts to be undertaken by CAMPO during the public review and involvement processes. 2. Increasing the availability of information to low-income and minority populations within the Capital Area. 3. Recognizing CAMPO's public involvement efforts that go beyond the current policy, such as citizen advisory groups and maintaining an Internet site. 4. Addition of public comment period at openings of both TCC and TAC meetings. 5. Addition of review period for draft project priority listing and evaluation mechanism.

APPENDIX D

TRIANGLE REGIONAL MODEL PROTOCOL

APPENDIX E

AGENCY RESPONSIBILITIES

AGENCY RESPONSIBILITIES FOR CONTINUING TRANSPORTATION PLANNING TASKS
C A M P O

Capital Area Metropolitan Planning Organization (Appendix E)

▲ Denotes Primary Responsibility
● Denotes Contributing Responsibility

RESPONSIBLE AGENCY

Work Item		a APEX	b CARY	c FUQUAY-VARINA	d GARNER	e HOLLY SPRINGS	f KNIGHTDALE	g MORRISVILLE	h RALEIGH CAPITAL AREA MPO DIVISION	i RALEIGH PLANNING DEPARTMENT	j RALEIGH TRANSIT DIVISION	k RALEIGH TRANSPORTATION DEPARTMENT	l ROLESVILLE	m WAKE FOREST	n WENDELL	o ZEBULON	p WAKE COUNTY	q TRIANGLE J COG	r TRIANGLE TRANSIT AUTHORITY	s RALEIGH-DURHAM AIRPORT AUTHORITY	t RESEARCH TRIANGLE FOUNDATION	u MULIT-MODAL REPRESENTATIVE	v NCDOT STATEWIDE PLANNING BRANCH	w NCDOT DIVISION 5 OFFICE	y NCDOT TRAFFIC ENGINEERING BRANCH	x NCDOT PUBLIC TRANSPORTATION & RAIL	y NCDOT AVIATION DIVISION	z DURHAM-CHAPEL HILL-CARRBORO MPO
I.	**CONTINUING TRANSPORTATION PLANNING**																											
II-A-1	Traffic Volume Counts		●	●		●			●			●	●										▲					
II-A-2	Vehicles Miles of Travel (VMT)								●														▲					
II-A-3	Street System Changes	●	●	●	●	●	●	●	▲				●	●	●	●	●					●	●	●				
II-A-4	Traffic Accidents		●						●						●								●		▲			
II-A-5	Transit System Data								●		▲								▲									
II-A-6	Dwelling Unit and Population Changes	▲	▲	▲	▲	▲	▲	▲	▲				▲	▲	▲	▲	▲	●	●									
II-A-7	Air Travel								●											▲							●	
II-A-8	Vehicle Occupancy Rates								▲																			
II-A-9	Air Quality								▲														●					
II-A-10	Mapping	●	●	●	●	●	●	●	▲				●	●	●	●	▲	●				●	▲					
II-A-11	Central Area Parking Inventory								▲			●								●								
II-A-12	Bicycle and Pedestrian Facilities Inventory	●	●	●	●	●	●	●	▲				●	●	●	●	●	●				●						
II.	**LONG-RANGE TRANSPORTATION PLAN (LRTP)**																											
II-B-1	Collection of Base Year Data	●	●	●	●	●	●	●	▲	●	●	●	●	●	●	●	●		●	●	●	●	●	●				
II-B-2	Collection of Network Data								▲														▲	●				
II-B-3	Travel Model Updates								▲										▲				▲					▲
II-B-4	Travel Surveys								▲		▲								▲						●			
II-B-5	Forecast of Data to Horizon Year	●	●	●	●	●	●	●	▲	●	●	●	●	●	●	●	●		●	●	●		●			●		
II-B-6	Community Goals and Objectives	●	●	●	●	●	●	●	▲	●	●	●	●	●	●	●	●	●	●			●						
II-B-7	Forecasts of Future Travel Patterns								▲														●					
II-B-8	Capacity Deficiency Analysis	●	●	●	●	●	●	●	▲	●		●	●	●	●	●	●	●					▲					●
II-B-9	Highway Element of LRTP	●	●	●	●	●	●	●	▲	●		●	●	●	●	●	●	●	●	●	●	●	▲	●	●			●
II-B-10	Transit Element of LRTP	●	●	●	●	●	●	●	▲	●	▲	●	●	●	●	●	●	●	●	●	●	●	▲	●		▲		●
II-B-11	Bicycle and Pedestrian Element of LRTP	●	●	●	●	●	●	●	▲	●		●	●	●	●	●	●	●	●	●	●	●	▲	●				●
II-B-12	Airport /Air Travel Element of LRTP	●	●	●	●	●	●	●	▲	●		●	●	●	●	●	●	●	●	●	●	●	▲	●			▲	●
II-B-13	Collector Street Element of LRTP	●	●	●	●	●	●	●	▲	●	●	●	●	●	●	●	●	●	●	●	●		●	●				●
II-B-14	Rail, Waterway, or Other Mode Element of LRTP	●	●	●	●	●	●	●	▲	●		●	●	●	●	●	●	●	●	●	●	●	▲	●				●
II-B-15	Freight Movement/Mobility Planning								▲											●	●	●	▲	●				
II-B-16	Financial Planning	●	●	●	●	●	●	●	▲	●		●	●	●	●	●	●	●	●	●								
II-B-17	Congestion Management Strategies								▲														●					
II-B-18	Air Quality Planning/Conformity Analysis								▲														●					
III.	**ADMINISTRATION**																											
III-A	Planning Work Program								▲		●								●				●			●		
III-B	Transportation Improvement Program	●	●	●	●	●	●	●	▲		●		●	●	●	●	●		●	●			▲			●		
III-C	Civil Rights Compliance (Title VI) and Other Regulatory Requirements								●														●		▲			
III-C-1	Title VI								▲		●								●									
III-C-2	Environmental Justice								▲														●					
III-C-3	Minority Business Enterprise Planning (MBE)								▲		●															●		
III-C-4	Planning for the Elderly and Disabled								▲		●															●		
III-C-5	Safety/Drug Control Planning								▲		●	●																
III-C-6	Public Involvement	●	●	●	●	●	●	●	▲	●	●	●	●	●	●	●	●	●	●	●			●					
III-C-7	Private Sector Participation								▲																			
III-D	Incidental Planning and Project Development																											
III-D-1	Transportation Enhancement Planning	●	●	●	●	●	●	●	▲	●	●	●	●	●	●	●	●	●	●	●								
III-D-2	Environmental Analysis and Pre-TIP Planning								▲																			
III-D-3	Special Studies	●	●	●	●	●	●	●	▲				●	●	●	●	●						●					
III-D-4	Regional or Statewide Planning	●							●								●	●					▲					
III-E.	Management and Operations								▲			●																

APPENDIX F

AIR QUALITY CONFORMITY MEMORANDUM OF AGREEMENT