



*NCDOT Planning Studies Application -- Hatteras Island Pathway*

**Description**

NCDOT is soliciting projects for planning studies of large scale bicycle and pedestrian infrastructure projects. The Outer Banks National Scenic Byway Committee has requested the Planning Department to submit an application for portions of the Hatteras Island pathway in Buxton and Frisco. The study would investigate alignment alternatives and other aspects of the project and develop preliminary construction estimates. The NCDOT study is funded with federal money with a 20% local match requirement. The local 20% match would be raised through private donations as done for previous sections of the pathway. Estimated total cost for the study is \$95,000. Such funds would be needed in early September if Dare County is selected for the study. NCDOT would administer the study and any consultants hired for the work. Dare County would be responsible for public involvement and local project meetings. A resolution for adoption by the Board is attached.

**Board Action Requested**

Authorization for submission of study application and adoption of attached resolution in support of project.

**Item Presenter**

Donna Creef, Planning Director  
Mary Helen Goodloe-Murphy -- Outer Banks National Scenic Byway Committee

**North Carolina Department of Transportation  
2016 Bicycle and Pedestrian Planning Studies Request**

<b>Municipality:</b>		<b>Primary point of Contact:</b>	
<b>Address:</b>		<b>Email:</b>	
<b>Phone #:</b>			
<b>Secondary Point of Contact:</b>			
<b>Address:</b>		<b>Email:</b>	
<b>Phone #:</b>			
<b>NC DOT Division</b>		<b>Contact:</b>	
<b>MPO/RPO:</b>			
<b>Project Location (attach map):</b>			
<b>County:</b>		<b>City or Town:</b>	
<b>Route No.:</b>		<b>Project Name:</b>	
<b>Nearest Intersecting SR, US, or NC Route and Name:</b>			
<b>Description of Proposed Project:</b>			
<b>Site Design Considerations:</b>			
Steep Topography/Slope	Significant Hydrology/Drainage Issues	Considerable Agricultural Features	
Substantial Vegetation	Rock Or Unsuitable Soils	Existing Structural Elements	Noteworthy Views
Major Utility Constraints	Extensive Legal Constraints	Permits	Existing Wetland Elements
ROW/Easment Impacts	Multiple Natural Heritage Elements	Critical Air Quality Impacts	
Multiple Driveway/Intersection Impacts	Other: _____		
<b>Please provide more information on above noted considerations. Limit to 200 words:</b>			
<b>Please explain how the municipality is committed to this project. (For example, is this project included on a Capital Improvement Budget, is land acquisition underway, is there an existing plan prioritization, etc.):</b>			
<b>Why is it important to pursue this project now?</b>			
<b>Construction Cost Estimate:</b>			
<b>Prepared By:</b>		<b>STIP/SPOT ID Number:</b>	<b>Date:</b>

## **North Carolina Department of Transportation 2016 Bicycle and Pedestrian Planning Studies Request**

The North Carolina Department of Transportation (NCDOT) is soliciting projects of interest for planning studies for large scale bicycle and pedestrian infrastructure projects. These studies will be applied to bicycle and pedestrian transportation projects including, but not limited to, multi-use paths, separated bicycle facilities, and corridor or streetscape improvements. Planning studies may be used to evaluate improvements on new alignments or as retrofits to existing corridors or facilities. The planning studies will investigate various alignment alternatives, scrutinize possible environmental considerations, examine conceptual designs, and develop preliminary project cost estimates.

### **Submittal Requirements**

All municipalities are limited to submitting the proper request form, see attached, which shall be typed. Map information, letters of support and plan information should also be included. Only electronic submissions will be accepted. Furthermore, all North Carolina municipalities are eligible and are encouraged to apply.

### **Matching Requirements**

NCDOT planning study funds will be provided through federal funds, therefore requiring a 20% match locally. Neither in-kind services nor other state or federal funds from NCDOT can be used for local participation.

### **Costs**

Average costs associated with the development of this study may vary greatly depending upon the size of the municipality and the complexity of issues to be addressed. Typical studies cost between \$40,000 and \$100,000 in total. After awardee notification, the specific cost of the plan will be determined through discussions between NCDOT and the municipality and through contract negotiations between NCDOT/municipality and the selected consultant. Staff costs and in-house services are not eligible for reimbursement with these funds. Allowable expenses include consultant costs associated with feasibility plan development and delivery; GIS/mapping services, as appropriate; preparation of technical illustrations; non-staff costs associated with data collection and public involvement activities; and, printing/copying of plan and maps. All electronic files, maps, technical illustrations, etc. produced with these funds will become the property of the NCDOT Division of Bicycle and Pedestrian Transportation and the funded municipality.

# North Carolina Department of Transportation 2016 Bicycle and Pedestrian Planning Studies Request

## Project Selection Process

Following is a general description of the selection process:

- Municipalities are encouraged to submit only one project for a planning selection study per year. DBPT and key planning professionals will conduct a preliminary review of all submissions for completeness and general eligibility.
- The NCDOT Selection Committee will review all qualifying project submissions based on the complexity of the project, the needs of the municipality; comprehensiveness of scope; understanding of issues and opportunities; level of local commitment; and, feasibility of successful plan completion.
- The NCDOT Selection Committee MAY, at the Department's discretion, choose any number of projects being solicited for study. The typical amount will be 3 to 4 per year.
- The Selection Committee reserves the right to contact the municipality to verify any and all information submitted for consideration.

In order to be considered for selection, municipalities must provide a complete response prior to the specified deadlines. Failure to submit all information in a timely manner will result in ineligibility. In order for projects to be considered, all materials and timelines must be adhered to. Please check the submission schedule and key dates.

## Selection Criteria

The goal is to evaluate specific projects that may be strong candidates for NCDOT funding, but are significant in scope. A project considered significant in scope may include, but not be limited to multi-use path systems connecting multiple communities or a comprehensive streetscape project. The NCDOT Selection Committee will select the projects to be considered for planning study. The NCDOT expects each study to be completed within a 12-month cycle, following the feasibility planning project's Notice to Proceed.

## Submission Schedule and Key Dates

- Deadline for Submission – **July 1, 2016**
- Municipality Selection and Notification – **August 5, 2016**
- Anticipated Notice to Proceed – **September 1, 2016**

**North Carolina Department of Transportation  
2016 Bicycle and Pedestrian Planning Studies Request**

**Applications will be accepted via e-mail only.**

- Maximum application packet size per municipality must be no larger than 25 megabytes.
- Completed application form and relevant supportive documentation such as letters of support, plan excerpts, should be converted to PDF format, scanned and emailed in. However, the request form and map are all that is minimally required to request study consideration.
- Map required per the application, shall show common roadway and hydrology features, in addition to municipal boundaries and significant land uses (parks, schools, etc). The project's preliminary alignment and study limits shall also be shown.
- Online/links references to large files like maps is preferred.

**Email to:**

Ed Johnson, RLA, ASLA – [erjohnson2@ncdot.gov](mailto:erjohnson2@ncdot.gov)

Subject: 2016 Planning Study Application – Your Municipality Name

For questions: Ed Johnson, 919.707.2604

# North Carolina Department of Transportation 2016 Bicycle and Pedestrian Planning Studies Request

## NCDOT Bicycle and Pedestrian Division Planning Study - FAQs

### **What is a Planning Study?**

The focus of the study is to progress a project from its current long-range plan status to a level where potential engineering issues and reliable cost estimates can be determined. A planning study will consider alternative alignments or design options within a study area, and will identify a preferred alignment and/or design concept.

Alignment alternatives (more typical need for greenway projects) will focus on the trade-offs to accessing various destinations. Design options (more typical need for downtown pedestrian enhancements) will relate to local aesthetic and safety features. Alignment alternatives or design options will consider property acquisition opportunities and challenges, topography, environmental impacts, best practices in bicycle and pedestrian facility design, and other local government interests.

Formal construction drawings are not included with this scope of work. A typical cross section(s), conceptual detail(s) drawings, alignment maps, cost estimates, and land acquisition plans may be produced.

### **What is the typical process for a Planning Study?**

The local government will enter into an agreement with NCDOT regarding the terms of the planning study before consultants are selected or work begins. The agreement will describe roles for both NCDOT and the local government, including project oversight, coordination, and product approval. The local government will provide the non-federal match to NCDOT prior to a Notice to Proceed is issued to the consultants. No work can be reimbursed until a notice to proceed is issued.

Upon project initiation, the local government, NCDOT and the consultants will meet to discuss and exchange pertinent data and develop a draft meeting calendar. All draft deliverables will be reviewed by both the local government and NCDOT prior to progressing to the next phase of the project.

A draft study will show a proposed alignment or design selection for the project, approximate slope stake and/or easement boundaries, and a rough order of magnitude quantity estimate for probable construction cost. Following review by NCDOT, the local government and other stakeholders, the consultant will revise the draft to produce a final report.

The local government will be responsible for sharing the final report with other stakeholders as desired. NCDOT will use the information gleaned from planning studies to better understand the challenges and needs of complex bicycle and pedestrian infrastructure projects.

## **North Carolina Department of Transportation 2016 Bicycle and Pedestrian Planning Studies Request**

### **Who will select and manage consultants?**

NCDOT has on-call consultants for the completion of bicycle and pedestrian planning studies. NCDOT will assign a consultant to selected planning projects, per criteria such as geographic proximity and project-type experience. Also, NCDOT will administer the contract with the consultants and will be responsible for project authorization, payments, and approvals.

### **What is the role of the local government in the process?**

The local government will be largely responsible for public involvement. This may entail forming a local project steering committee, arranging logistics for meetings, and responding to general public inquiries concerning the project. Consequently, the local government will determine the extents of public involvement. NCDOT and/or its consultants will agree to participate in a limited number of project meetings and/or public workshops.

**RESOLUTION SUPPORTING THE HATTERAS ISLAND PATHWAY**  
**AND APPLICATION FOR NCDOT PLANNING STUDY**

**WHEREAS**, multi-use paths for bicycle and pedestrian use are important infrastructure components in communities and serve as alternative transportation routes, offer recreational opportunities for residents and visitors, and add to the overall health, wellness and quality of life of neighborhoods, and

**WHEREAS**, NC 12 on Hatteras Island is part of the Outer Banks National Scenic Byway that connects the historical coastal villages of Hatteras and Ocracoke Islands and Down East Carteret County, and

**WHEREAS**, Dare County in conjunction with the Outer Banks Scenic Byway Committee has been working diligently over the past decade to construct pathways along NC 12 on Hatteras Island in unincorporated Dare County, and

**WHEREAS**, the Hatteras Island pathway is identified in the 2015 Dare County Comprehensive Transportation Plan approved by Dare County and the NC Board of Transportation and is also included in the 2015 Albemarle Regional Bicycle Plan as part of the Outer Banks network, and

**WHEREAS**, the overall conceptual plan for the Hatteras Island pathway was endorsed by the Dare County Board of Commissioners on August 7, 2006 and again on July 6, 2007; endorsed by the Dare County Tourism Board on November 15, 2007, and

**WHEREAS**, the Hatteras Island pathway, once completed, will provide multi-modal access within the seven historical villages on Hatteras Island serving the year-round residents of Hatteras Island and the thousands of annual visitors to the Outer Banks, and

**WHEREAS**, there are portions of the pathway that remain unconstructed in Buxton village and Frisco village and a planning study is needed to identify design alignment alternatives and to address other impacts associated with the construction of these portions of the Hatteras Island pathway, and

**WHEREAS**, the NC Department of Transportation is soliciting projects of interest for planning studies for large scale bicycle and pedestrian infrastructure projects including multi-use paths and the Hatteras Island pathway is a strong candidate for such a planning study;

**NOW THEREFORE BE IT RESOLVED** that the Dare County Board of Commissioners respectfully submits a planning study application for consideration by NCDOT for portions of the Hatteras Island pathway in unincorporated Dare County.

BY: \_\_\_\_\_ DATE:

Robert L. Woodard, Chairman  
Dare County Board of Commissioners

ATTEST: \_\_\_\_\_  
Gary Gross  
Clerk to the Board





*Proposed Revisions to Zoning Ordinance -- Updated Planning Board Recommendation*

**Description**

On May 2, the Board of Commissioners conducted a public hearing on a series of proposed amendments to the Zoning Ordinance to address State legislation which prohibits local governments from regulating the type and number of rooms in residential dwellings. Section 22-58.2 which linked lot size to the number of bedrooms permitted in residential homes was deleted on May 2 but the Board delayed action on a proposal that would apply the principal use setbacks to accessory use structures such as detached garages and pools. The Board instructed this proposal to be sent back to the Planning Board for additional discussion. Staff will update the Board on this matter and the Planning Board recommendations from their June 13 2016 meeting.

**Board Action Requested**

Consideration of Planning Board recommendations from June 13 meeting.

**Item Presenter**

Donna Creef

TITLE: Revisions to Zoning Ordinance For Residential Construction

DATE: June 20, 2016

BY: Donna Creef, Planning Director

On May 2, the Board of Commissioners conducted a public hearing on a series of revisions to the Zoning Ordinance in response to state legislation prohibiting local regulation of the number/type of rooms in one-and two-family dwellings. The proposed revisions were as follows:

1. Deletion of Section 22-58.2 Standards for Residential Construction Based on Lot Size
2. Amending Section 22-56 Parking to add a reference to the wastewater permit/bedroom calculation.
3. Proposed new section to apply principal use setbacks to accessory use structures such as pools and detached garages.

At the hearing, Willo Kelly, government liaison for the Outer Banks Homebuilders and Jay Overton, a local general contractor, spoke in opposition to the proposed changes to the setback requirements for accessory structures. After the hearing, the Board voted to delete Section 22-58.2 from the Zoning Ordinance for consistency with state law. However, the Board delayed action on the proposed revisions to the accessory use structure setbacks and sent the matter back to the Planning Board for additional consideration. No action was taken on the revisions to the Section 22-56 (Parking) pending the report from the Planning Board on the accessory use setbacks. The Board also instructed staff to solicit input from Mrs. Kelly and Mr. Overton on the matter.

The Planning staff and Bobby Outten met with the Mrs. Kelly and Mr. Overton on May 18. Also at this meeting were Commissioner Warren Judge, Planning Board Chairman John Finelli and Beth Midgett, Planning Board member and property management stakeholder. The feedback from the stakeholders was the application of principal use setbacks for accessory structures would negatively impact other property owners planning to add a garage or pool. The group also felt existing regulations (lot coverage, parking, septic regulations, elevation requirements, height restrictions) would be sufficient to manage the size of residential construction thereby limiting the impacts on surrounding properties. During the discussion, it was acknowledged that the release of the new preliminary flood maps for Dare County may result in a need to re-examine the effectiveness of our zoning regulations in managing residential construction.