

**AGENDA**  
**Orange Unified Transportation Board**  
**November 18, 2015**  
**7:00 p.m.**

You can bring your laptops/tablets if you would like to use them.

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**Conference Room 004 (Lower Floor) Orange County West Campus**  
**131 West Margaret Lane, Hillsborough**

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<u>Time</u>	<u>Item</u>	<u>Title</u>
7:00	1.	<b>Call to Order and Determination of Quorum</b>
7:05	2.	<b>Introduction of New Board Members and Address from Outgoing Chair</b>
7:15	3.	<b>Approval of Minutes from August 19 , 2015</b>
7:18	4.	<b>Consideration of Additions to the Agenda</b>
	5.	<b><u>Transit Services/Orange Public Transportation (OPT)</u></b> <i>This section of the agenda is addressed jointly by the OUTBoard and supplemental staff from other County departments (Aging; DSS; Housing, Human Rights and Community Development; Health; Child Support Enforcement; and the Library) to address transit services.</i>
7:20	5.a.	<b><u>Orange County Public Transportation Assessment Study – October 2015</u></b> (Peter Murphy) – Update on a recently released Orange Public Transit (OPT) assessment funded by the North Carolina Department of Transportation (NCDOT) Public Transit Division (PTD) and prepared by KFH Group, Inc.  OUTBoard/Transit Services Action: Receive information.
7:40	5.b.	<b><u>OPT Operational Statistics</u></b> (Peter Murphy) <ul style="list-style-type: none"><li>i. Rural Operating Assistance Program (ROAP) Grant</li><li>ii. North Carolina Community Transportation Program (CTP) Grant</li><li>iii. Congestion Mitigation and Air Quality (CMAQ) award from the North Carolina Department of Transportation (NCDOT) Transportation Planning Branch.</li></ul> OUTBoard/Transit Services Action: Receive and review information, provide comments.
7:50	5.c.	<b><u>OPT Expansion Services Updates</u></b> (Peter Murphy): <ul style="list-style-type: none"><li>i. New buses for expansion services</li><li>ii. New employees for expansion services</li><li>iii. Start date for new expansion services/routes</li><li>iv. Hillsborough park n' ride</li></ul> OUTBoard/Transit Services Action: Receive and review information, provide comments.
8:05	5.d.	<b><u>Transit Advisory Services (TAS) Comments/Questions</u></b> (Peter Murphy) – Opportunity for TSB members to offer transit related comments and ask questions.  OUTBoard/Transit Services Action: Provide comments and questions, receive feedback.

## **Regular Agenda (Action Items)**

- 8:15 6. **OUTBoard Input for County Commissioners' Annual Planning Retreat**  
Discussion and completion of the activities and emerging issues lists for 2016, to be included in the BOCC Annual Planning Retreat Input Form.

OUTBoard Action: Review, comment and recommend the activities and emerging issues lists for 2106, to be included in the BOCC Annual Planning Retreat Input Form.

- 8:35 7. **Staff Updates** (Abigaile Pittman)
- a. Highlights of the NCDOT/Orange County luncheon meeting (October 19, 2015)
  - b. State Transportation Improvement Program (STIP) Development Process
  - c. Bicycle Safety Plan
  - d. Request for Qualifications & Proposals Conceptual Design – Train Station Hillsborough, NC
  - e. Piedmont Triad Freight Study

OUTBoard Action: Receive information.

- 8:55 8. **Yearly Election of Chair and Vice Chair**

OUTBoard Action: Elect Chair; elect Vice Chair

- 9:05 9. **Board Comments**

- 9:10 10. **Adjournment**

### ***Charge of the OUTBoard (from Section I, Part C of the adopted Rules and Procedures)***

1. *The OUT Board is charged with advising the Board of County Commissioners on the planning and programming of transportation infrastructure improvements and other County transportation planning initiatives, as directed by the Board.*
2. *From time to time the OUT Board may be directed to provide input on regulations on which the Planning Board has primary statutory and local ordinance advisory duties. In such instances, the OUT Board shall serve in an advisory capacity to the Planning Board.*

### ***Meetings (from Section IV, Part C of the adopted Rules and Procedures)***

#### ***C. Date, Time, and Location of Regular Meetings***

3. *Regular meetings of the OUT Board shall be held as needed to address items that require Board action consistent with its Charge and Duties identified herein. Meetings are held on the third Wednesday of the month. The start time and location of the meeting shall be included on the agenda and shall typically be 7:00 p.m. at the Orange County West Campus Office Building located at 131 West Margaret Lane, Hillsborough. The OUT Board Chair, in consultation with staff, shall have the authority to change the start time and location of a regular meeting to meet any special circumstances, provided the information is included on the distributed agenda.*

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**MINUTES**  
**ORANGE UNIFIED TRANSPORTATION BOARD**  
**AUGUST 19, 2015**

**MEMBERS PRESENT:** Paul Guthrie, Chair and Chapel Hill Township Representative; Alex Castro, Vice-Chair and Bingham Township Representative; Heidi Perry, At-Large Representative; Art Menius, At-Large Representative; Ed Vaughn, Cedar Grove Township Representative; Gary Saunders, At-Large Representative; David Laudicina, At-Large Representative; Amy Cole, At-Large Representative, Tom Magnuson, At-Large Representative

**MEMBERS ABSENT:** Eno Township Representative - Vacant; Brantley Wells, Hillsborough Township; Ted Triebel, Little River Township Representative; Representative; John Rubin, At-Large Representative

**PLANNING DEPARTMENT STAFF PRESENT:** Abigaile Pittman, Transportation/Land Use Planner; Bret Martin, Transportation Planner; Peter Murphy, OPT Transportation Administrator; Malcum Massenburg, OPT Transportation Asst. Administrator.

**TRANSIT SERVICES/OPT REPRESENTATIVES PRESENT:** Janet Sparks (Child Support Services Dept.), Janice Tyler (Aging Dept.), Anna Kenion (Health Dept.), Serena McPherson (Dept. of Social Services)

**OTHERS PRESENT:** Travis Myren, Deputy County Manager; Tamra Shaw, North Carolina Department of Transportation

**AGENDA ITEM 1: CALL TO ORDER AND ROLL CALL; INTRODUCTIONS**

**AGENDA ITEM 2: APPROVAL OF MINUTES FOR MAY 20, 2015**

Two corrections were made to the list of those present.

**MOTION** made to approve May 20, 2015 minutes by Art Menius. Seconded by Alex Castro.

**Vote:** Unanimous

**AGENDA ITEM 3: CONSIDERATION OF ADDITIONS OF THE AGENDA**

No additions to the Agenda were made.

**AGENDA ITEM 4: TRANSIT SERVICES, ORANGE PUBLIC TRANSPORTATION (OPT) - *This section of the agenda is addressed jointly by the OUTBoard and supplemental staff from other County departments (Aging; DSS; Housing, Human Rights and Community Development; Health; Child Support Enforcement; and the Library) to address transit services.***

**AGENDA ITEM 4A: PROPOSED OPT FARE STRUCTURE (BRET MARTIN) – Public hearing for the review of proposed fare structure for fixed-route services.**

**OUTBoard/Transit Services Action:** Open the public hearing; receive any comments from the public; close the public hearing; and forward and recommend for adoption the proposed OPT fixed-route fare structure and any modifications to the BOCC.

Bret Martin: Gave presentation on proposed fare structure for fixed-route services.

54  
55 Paul Guthrie: What do you anticipate as an additional cost to collect this fare?  
56  
57 Bret Martin: It depends on your collection system. If we use credit cards it's going to eat into it quite a bit.  
58 Right now all we are doing is collecting cash fares. The fare structure does have a proposal in it to pursue the  
59 issuance of bus passes for distribution.  
60  
61 Peter Murphy: To answer the question, we really haven't put a dollar value on it but certainly there is a cost with  
62 counting the money and the time with that, and even printing bus passes to sell.  
63  
64 Paul Guthrie: I remember many years ago a public transit study out of the Washington dc metro area showed  
65 that the fares charged by the DC transit were costing more to collect than the fares that were being collected. In  
66 fact the collection of fares cost more than if they had no fares. If you have a small fare that doesn't change the  
67 percentage of cost very much, I was wondering what the benefit was of the fare system.  
68  
69 Bret Martin: Well to add to that, part of the reason to collect fares is not just to collect fares; it's also to keep too  
70 many people from getting on the bus. For our system that's not going to be an issue.  
71  
72 Art Menius: Have you analyzed the net gain or loss on the current \$2 and \$1 fares on the hill to hill route?  
73  
74 Bret Martin: Not on that one.  
75  
76 David Laudicina: It says Medicare or Medicaid card; you might want to put in there Medicare advantage card.  
77  
78 Bret Martin: I'll make a note of that.  
79  
80 Heidi Perry: Do you also offer an annual pass?  
81  
82 Bret Martin: It's a consideration. It's not something transit typically provides.  
83  
84 Paul Guthrie: The more process you have of issuing and reissuing cards, your management cost goes up.  
85  
86 Art Menius: What is the status of the daily, weekly, and monthly passes? Are you implementing them or not?  
87  
88 Bret Martin: It's not something that we're doing, it's something we asking approval for.  
89  
90 Amy Cole: Have you done any surveys with the seniors to see what they think of the rate increase?  
91  
92 Bret Martin: We have not, but we have a public hearing tonight.  
93  
94 Heidi Perry: The notices probably didn't say anything about rate increase. They probably just said new fare  
95 structure.  
96  
97 Bret Martin: The notice has to be specific that it's a rate increase because that's the only thing that requires a  
98 public hearing.  
99  
100 Amy Cole: Were the notices actually on the buses?  
101  
102 Peter Murphy: I can't say I know that they got them up.  
103  
104 Janice Tyler: They should be posted where the people who are being served can see.  
105  
106 Peter Murphy: Does anyone have any questions?

107  
108 Janet Sparks: It seems to me that for \$11,400 it's not worth the conversation.  
109  
110 Janice Tyler: I agree.  
111  
112 Bret Martin: You will need to open the public hearing, hear and receive public comments, and close the public  
113 hearing. Staff has a strong recommendation on the deviated fixed routes.  
114  
115 Peter Murphy: If they want door-to-door service they would pay \$2.00.  
116  
117 Bret Martin: The ADA service fare has already been set by the commissioners at \$2.00.  
118  
119 Heidi Perry: What is the deviated service policy?  
120  
121 Peter Murphy: The route gives the basic structure and we will deviate off that route. There will be limitations with  
122 that however. There is also a time allowance so that we will be able to get to the stops on time.  
123  
124 Heidi Perry: It's not \$2.00 on each end right?  
125  
126 Art Menius: Its \$2.00 one way.  
127  
128 Janice Tyler: What is the policy for the deviation?  
129  
130 Peter Murphy: They are going to have pie shaped zones, and it is two days a week.  
131  
132 Amy Cole: Will it be income based? Will there be option for free fare for those who are below a certain income?  
133  
134 Bret Martin: It could be but that would be more administration cost.  
135  
136 Peter Murphy: It could be but that would not be through OPT. Another department may be able to provide  
137 vouchers  
138  
139 Amy Cole: What is the ultimate goal here?  
140  
141 Bret Martin: The \$11,400 annually year after year. If we are expanding service, the fare structure needs to be fair  
142 for all riders.  
143  
144 Janice Tyler: Are there funds to provide vouchers to seniors?  
145  
146 Bret Martin: This is very loosely a fare increase since the services are new.  
147  
148 Heidi Perry: We want it to succeed. I think age 60 is not elderly, I think age 65 is when people think about  
149 retirement and getting on Medicare.  
150  
151 Janice Tyler: We use 60 because that is what was established by the Federal government under the Older  
152 Americans Act.  
153  
154 Peter Murphy: Triangle Transit and most of the other agencies are using 65  
155  
156 Bret Martin: The Federal Transit Administration has a definition for elderly and its 65. The reason we are using  
157 60 with this is because that's what we were using previously.  
158  
159 David Laudicina: You can't get a Medicare card until you're 65.

160  
161 Janice Tyler: You can get a Medicare card when you're 62.  
162  
163 Gary Saunders: You can show your ID to show proof of age.  
164  
165 Paul Guthrie: Requested motion to open hearing for comments.  
166  
167 Art Menius: Motion to open public hearing. Seconded by Alex Castro.  
168  
169 No comments from the public  
170  
171 Alex Castro: Motion to close public hearing. Seconded by Art Menius.  
172  
173 Discussion  
174  
175 Janice Tyler: So Medicare is age 65 but age 62 is when you can take early benefits.  
176  
177 David Laudicina: So you still have a problem with having to show proof of age?  
178  
179 Bret Martin: Do you have a government issued ID?  
180  
181 Gary Saunders: You'll need one to vote with.  
182  
183 Art Menius: Motion only for new fare for fixed-route deviations. Motion seconded by Ed Vaughn.  
184  
185 Anna Kenion: If a disabled person has an aide with them on the bus, do they have to pay as well?  
186  
187 Bret Martin: If they are classified as disabled per the ADA plan, then no.  
188  
189 Alex Castro: The other fares are staying the same, is that correct? The only increase is in relation to the senior  
190 services?  
191  
192 Bret Martin: The only increase is the new fare.  
193  
194 Motion withdrawn  
195  
196 Janet Sparks: Is the new fare only going to yield \$11,400?  
197  
198 Bret Martin: That is the difference between collecting a fare from seniors rather than nothing at all. If you don't  
199 charge any fares then you will blow the financial plan out of the water.  
200  
201 Peter Murphy: Operationally, I would be concerned if we offered free taxi service out in the county because  
202 essentially that's what it would be.  
203  
204 Motion by Art Menius to recommend with exception. No one-way fare on the non-peak fixed routes for seniors  
205 over 60, passengers with disabilities, and passengers with Medicare or Medicaid. And no fare for seniors over  
206 60, passengers with disability, and passengers with Medicaid or Medicare for the peak fixed route.  
207  
208 Seconded by Alex Castro.  
209  
210 Amy Cole: If the majority of people riding think that it is a fair rate to pay then I would like to support them, but I  
211 would also want to make sure that those who want access but do not have the money for the fare will still have  
212 access. I think we should get a survey from the people riding the bus.

213  
214 Janice Tyler: There was a good survey done by a student at UNC.  
215  
216 Alex Castro: Gave Abigaille Pittman a copy of the survey.  
217  
218 Heidi Perry made a motion to amend the motion: increase the 60-year age for elderly to 65 years.  
219  
220 Seconded by Gary Saunders.  
221  
222 Vote: 4-3 with Alex Castro, Amy Cole and Ed Vaughn in opposition to the proposed amendment to the motion.  
223  
224 Alex Castro: Asked if in the rural deviated fixed routes at fixed locations would still be a dollar for seniors.  
225  
226 Malcum Massenburg: To charge seniors for the transportation but not the meal is inconsistent.  
227  
228 Peter Murphy: If they are eligible for one for free then they are eligible for the other.  
229  
230 Vote on original motion: 6-2 – Heidi Perry and Gary Saunders voting in opposition. Motion carried.

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232 **AGENDA ITEM 4B: STATUS REPORT (PETER MURPHY)**

- 233 I. New buses for expansion services
- 234 II. New employees for expansion services
- 235 III. Start date for new expansion services/routes

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237 **OUTBoard/Transit Services Action:** Receive and review information, provide  
238 comments.

239  
240 Peter Murphy: Provided update on expansion services.  
241  
242 Alex Castro: Are there signs as to where the bus is stopping and are the schedules are on the buses?  
243  
244 Peter Murphy: Yes we have a map with the stops on it.  
245  
246 David Laudicina: So this service is not very useful for those who commute to UNC?

247  
248 Bret Martin: It is useful, connections can be made.

249  
250 Amy Cole: What about any advertisement?

251  
252 Heidi Perry: You should put this in a list serv.

253  
254 Bret Martin: Up until last week we were unsure we would have all the necessary equipment so we haven't  
255 advertised it.

256  
257 Alex Castro: How many seats will this service provide?

258  
259 Bret Martin: The vehicles coming in now are 17 and 18 passenger buses which is midsized.

260  
261 **AGENDA ITEM 4C: PRIORITIZATION OF TRANSIT RELATED TECHNOLOGIES (PETER MURPHY)** – Prioritization of  
262 transit related technologies reviewed at the May 20, 2015 OUTBoard/Transit Services meeting, for funding  
263 purposes.

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265 **OUTBoard/Transit Services Action:** Receive and review information, provide  
266 comments, recommend prioritization of transit related technologies.

267  
268 Peter Murphy: Gave presentation, which included a power point.

269  
270 Gary Saunders: How long it will take to incorporate the last item (AVL and Route Prediction Software)?

271  
272 Peter Murphy: Years down the road.

273  
274 Motion made by Alex Castro to approve the prioritization suggested by Peter Murphy. Seconded by Gary  
275 Saunders. Vote was unanimous.

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277 **AGENDA ITEM 4D: TRANSIT SERVICES BOARD (TSB) COMMENTS/QUESTIONS (PETER MURPHY) – Opportunity for**  
278 **TSB members to offer transit related comments and ask questions.**

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280 **OUTBoard/Transit Services Action:** Provide comments and questions, receive  
281 feedback.

282  
283 Janice Tyler: In the Department of Aging brochure it says it can take up to 21 days to process an application.  
284 We shorten that time frame by possibly looking at adding OPT staff instead of adding automated systems.

285  
286 Malcum Massenburg: Discussed the language on the brochure.

287  
288 Bret Martin: We try to get the application processed quicker than 21 days.

289  
290 Abigaile Pittman: Are there any plans for amenities that will be at the bus stops?

291  
292 Paul Murphy: It depends on budgets.

293  
294 Bret Martin: OPT is understaffed.

295  
296 Janice Tyler: With the new technology there will be more hours freed up. This may help with staffing.

297  
298 **AGENDA ITEM 5: REGULAR AGENDA (ACTION ITEMS)**

299  
300 No items.

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302 **AGENDA ITEM VI: STAFF UPDATES**

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304 **A. ORANGE COUNTY TRANSPORTATION PROJECT PRIORITY LIST (BRET MARTIN) –**  
305 **Ranking of the Board of County Commissioners (BOCC) transportation projects**  
306 **for the Burlington-Graham Metropolitan Planning Organization (BGMPO),**  
307 **Durham-Chapel Hill-Carrboro (DCHC) MPO, and the Triangle Area Rural**  
308 **Planning Organization (TARPO), to be submitted for consideration of inclusion in**  
309 **the 1018-2027 Statewide Transportation Improvement Program (STIP). The**  
310 **unranked list was approved at the Board’s May 20 meeting and approved by the**  
311 **BOCC at its June 2<sup>nd</sup> meeting.**

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313 **B. ORANGE COUNTY RESURFACING PROGRAM (BRET MARTIN)-** At its April 15th  
314 **meeting the OUTBoard reviewed the NCDOT 2016 Resurfacing**  
315 **Schedule/Program and commented with regard to several roads that could have**  
316 **sufficient right-of-way to accommodate wider shoulders for bicyclists. Following**  
317 **that meeting Staff emailed the OUTBoard’s comments/prioritized list to NCDOT,**

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and then met with NCDOT representatives on July 21st to discuss the resurfacing program and any opportunities that may exist, based on existing adopted transportation plans, for implementing these plans through NCDOT's resurfacing program. NCDOT representatives explained that the funding structure for resurfacing projects has changed and that the emphasis now is solely maintenance and safety. It is no longer possible to divert funds to add 2-ft. or 4-ft. wide shoulders on a resurfacing project. They will be on the lookout for any other funding possibilities (from other resources).

- C. **DRAFT BICYCLE SAFETY PLAN (ABIGAIL PITTMAN)** - The BOCC received the OUTBoard's Bicycle and Pedestrian Safety Report, including recommendations at its June 16th meeting. The BOCC accepted the Report and instructed staff to
  - a. Review the list of recommended actions in the Report with regard to financial costs, staffing capabilities, and required coordination with other agencies/entities; and
  - b. Return to the Commissioners in the fall with information relevant to implementing the lists of actions suggested the Report.

Staff will keep the OUTBoard apprised.

**OUTBoard Action:** Receive information, provide comments.

**AGENDA ITEM 7: BOARD COMMENTS**

**AGENDA ITEM 8: ADJOURNMENT. THERE IS NO MEETING IN SEPTEMBER.**

**MOTION** was made by Alex Castro. Gary Saunders seconded.

**VOTE:** Unanimous

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Alex Castro, Vice Chair



**Item 5.a.**  
**ORANGE COUNTY**  
**ORANGE UNIFIED TRANSPORTATION BOARD (OUTBoard)**  
**ACTION AGENDA ITEM ABSTRACT**  
**Meeting Date:** November 18, 2015

**Action Agenda**  
**Item No. 5.a.**

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**SUBJECT:** Orange County Public Transportation Assessment Study – October 2015

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**DEPARTMENT:** Planning and Inspections

**PUBLIC HEARING: (Y/N)**

N

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**ATTACHMENT(S):**

1. Orange County Public Transportation Assessment Study – October 2015:  
<http://server3.co.orange.nc.us:8088/weblink/8/0/doc/39532/Page1.aspx>

**INFORMATION CONTACT:**

Peter Murphy, Transportation Administrator,  
2245-2002

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**PURPOSE:** Update on a recently released Orange Public Transit (OPT) assessment funded by the North Carolina Department of Transportation (NCDOT) Public Transit Division (PTD) and prepared by KFH Group, Inc.

**BACKGROUND:** KFH Group, Inc., a consultant of NCDOT has completed a comprehensive assessment of OPT. The study analyzed current conditions, service plans, and organization and staffing and recommended near-term service improvements to provide improved service to the citizens of Orange County.

**SUMMARY OF STUDY RESULTS:**

Overview of OPT

- Over the past several years there have been significant improvements in the administration and management of OPT.
- OPT is now operating out of offices with sufficient space and appropriate conditions managing the system.
- OPT operates a fleet of 14 vehicles, and the vehicle fleet is being updated to replace overage vehicles and right-sized to address near-term expansion.
- Current fixed-route services include the Hillsborough Circulator and the Orange-Chapel Hill Midday Connector.
- Demand-response service required under the Americans with Disabilities Act (ADA) is provided in the fixed-route service areas.
- Other demand-response services include service to the rural general public, seniors, and persons with disabilities.
- Specialized demand-response service is also provided to the clients of several County agencies and Orange Enterprises.
- The County has recently adopted a new fare policy with fares that vary by type of service and the age of the rider.

### Costs and Funding

- Based on FY 2014 data, the combined operating and administrative cost of OPT service was \$66.60 per service hour.
- The incremental operating cost of new services for FY 2014 was \$44.28 per service hour.
- 50% of total operating and administrative costs were covered by federal or state grants, fare revenue or contract income from human service agencies.
- There are capital costs primarily for vehicles, which vary year to year depending on the number and type of vehicles.
- Orange County funds are subsidizing (to varying degrees) each of the programs utilizing OPT services.

### Performance

- OPT provided 63,519 trips in FY 2014, of which 73% were demand-response services, and 27% were on fixed-route service.
- A comparison of OPT's performance with similar systems in a peer group identified by NCDOT provides a rating of "Superior" for trips per service hour, cost per trip,, and percentage of non-contract riders per non-urban population.
- The subsidy per trip level was ranked as "Acceptable". OPT has adopted performance criteria, but should also be using some measures that use industry benchmarks.

### Planned Services –

- Proposed services for which funding has been identified include:
  - Expanded midday Hillsborough Circulator service
  - The recently implemented Orange-Chapel Hill Midday Connector (fixed-route)
  - An Orange-Alamance Connector (US 70 Midday Service, also fixed-route)
  - An Efland-Hillsborough Commuter Loop (fixed-route)
  - Rural route-deviation service two days per week in each of three rural zones
  - Expanded Senior Center demand-response service
- Additional services proposed by OPT staff for which funding has not yet been identified includes:
  - An extension of the US 7-0 mid-day service to Durham
  - Expanded hours and days of the other fixed-route services
- Based on the potential need for additional flexible services the Study proposes:
  - Daily route-deviation service in the three rural zones
  - An additional two full-time weekday demand-response vehicles
  - Expanded marketing and information to increase awareness of the new services
  - With expansion and normal growth, near term potential fleet size of 29 vehicles

### Organizational Review

- The Study suggests that as the OPT system expands its operational aspects, the internal reporting structure must also be reviewed and considered.

- It is recommended to increase coordination and joint activities (including Marketing) with Area Transit Partners.

**NEXT STEPS:** Upcoming BOCC Work Session November 10<sup>th</sup> Southern Human Services Center, Chapel Hill

**RECOMMENDATIONS:** The staff recommends that the OUTBoard receive the update.



**Item 5.b.i.**  
**ORANGE COUNTY**  
**ORANGE UNIFIED TRANSPORTATION BOARD (OUTBoard)**  
**ACTION AGENDA ITEM ABSTRACT**  
**Meeting Date:** November 18, 2015

**Action Agenda**  
**Item No. 5.b.i**

**SUBJECT:** Update on the North Carolina Department of Transportation Rural Operating Assistance Program (ROAP) Grant Application for FY 2016

**DEPARTMENT:** Planning and Inspections

**PUBLIC HEARING: (Y/N)**

N

**ATTACHMENT(S):**  
None

**INFORMATION CONTACT:**  
Peter Murphy, Transportation Administrator,  
919-245-2002

**PURPOSE:** To receive an update on the annual FY 2016 ROAP grant application

**BACKGROUND:** The North Carolina Department of Transportation (NCDOT) Public Transportation Division designates Rural Operating Assistance Program (ROAP) funds each fiscal year to Orange County. ROAP consolidates the Elderly/Disabled Transportation Assistance Program (EDTAP), the Employment Program (EMPL), and the Rural General Public (RGP) Program into a single application package. These ROAP funds will allow Orange County to continue providing these programs from July 1, 2015 through June 30, 2016. The amounts being made available for each respective program for FY 2016 are:

Program	Amount
Elderly/Disabled Transportation Assistance Program (EDTAP)	\$73,755
Employment Transportation Assistance Program (EMPL)	\$31,620
Rural General Public Program (RGP)	\$63,558
<b>TOTAL</b>	<b>\$168,933</b>

The RGP segment of the ROAP funding allocation requires a 10% local match (\$6,355.80), which Orange Public Transit (OPT) has incorporated into its FY 2015-16 budget.

The ROAP grant application gives Orange County access to funding that supports valuable transportation services specifically for elderly persons and persons with disabilities, populations that tend to have fewer transportation options than other segments of the population. The services provided that will make use of the funding will also provide an inexpensive alternative to travel by personal vehicle that will help facilitate economic self-sufficiency by expanding transportation options for populations exhibiting the greatest need.

OPT is the lead agency for public and human services transportation in central and rural Orange County. The EDTAP allocation of \$73,755 will allow OPT to continue to provide medical appointment transportation for elderly (age 60+) and disabled residents of Orange County. To

the extent possible, medical appointment trips are grouped by geographic area per weekday, and the destination is the closest provider. All EDTAP service recipients are required to provide a copay/fare of \$3.00 per one-way trip. Copayments are utilized to fund additional eligible trips beyond those that are supported by the State EDTAP grant.

The majority of the \$31,620 allocation for the Employment Transportation Assistance program will be made available for the Department of Social Services' use in assisting former Work First participants or other low-income persons certified for Medicaid or Food Stamps with employment-related transportation. The funds may be used to fund transportation to a qualified recipient's workplace, job interviews, job fairs, job readiness activities, or GED classes. The funds may also be used to transport the children of a qualified recipient to child care.

OPT has provided rural general public transportation on a seat-available basis for many years on three (3) deviated fixed-routes (one Hillsborough area route and two transfer routes from the Chapel Hill area) that are also designed to provide transportation to work opportunities and programs for persons with developmental disabilities. RGP funds have also been used in the past to fund the Route 420 midday service (Hillsborough to Chapel Hill shuttle); however, this service, which is now known as the Orange-Chapel Hill Midday Connector, is no longer eligible to make use of RGP funding due to the expansion of the Durham Urbanized Area (UZA) boundary that encompasses stop locations associated with the service that were previously located outside the UZA boundary. RGP funds are ineligible for use within UZAs. The RGP Program funds transportation for persons living outside the urbanized area boundary. With the increase in size of the UZA boundary and corresponding decrease in the area of the county considered rural, the revised formula results in a ~9.5% reduction in RGP funding to Orange County. The FY 2016 RGP allocation is \$63,558.

**RECOMMENDATIONS:** Receive and review information, and provide comments.

**Item 5.b.ii.**  
**ORANGE COUNTY**  
**ORANGE UNIFIED TRANSPORTATION BOARD (OUTBoard)**  
**ACTION AGENDA ITEM ABSTRACT**  
**Meeting Date:** November 18, 2015

**Action Agenda**  
**Item No. 5.b.ii**

**SUBJECT:** Update on the North Carolina Community Transportation Program (CTP)  
Administrative and Capital Grant Applications for FY 2017

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**DEPARTMENT:** Planning and Inspections

**PUBLIC HEARING: (Y/N)**

N

**ATTACHMENT(S):**  
None

**INFORMATION CONTACT:**  
Peter Murphy, Transportation Administrator,  
919-245-2002

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**PURPOSE:** To receive an update on the North Carolina Community Transportation Program (CTP) Administrative and Capital Grant Applications for FY 2017

**BACKGROUND:** Each year, the North Carolina Department of Transportation (NCDOT) Public Transportation Division accepts requests for administrative and capital needs for county-operated community transportation programs. OPT is eligible to make application for both administrative and capital funding. The current year FY 2016-approved application includes \$166,765 in administrative funding and \$232,286 in capital funding for replacement vehicles with total expenses equaling \$399,051.

The total CTP funding request for FY 2017 is \$166,765 for community transportation administrative expenses and an additional \$316,782 for capital expenses. This draft grant application is made for expenses totaling \$483,547. The NCDOT CTP FY 2017 grant requires a 15% local match (\$25,015) for administrative expenses and a 10% local match (\$31,678) for capital expenses for a total of \$56,693. The local match amounts must be committed from the County general operating budget for FY 2017 (July 1, 2016 through June 30, 2017).

The CTP Administrative and Capital Grant provides Orange County access to funds to support its rural transportation infrastructure that promotes economic self-sufficiency to a wide range of residents and locations. The funds additionally support a system that enhances the access of residents in the non-urbanized areas to health care, shopping, education, employment, public services, and recreation.

Grant funds for administrative purposes are used to support overall transit systems management and operations and promote general ridership. Grant funds for capital items include the replacement of three (3) buses exceeding their useful life mileage thresholds in OPT's fleet. A public hearing was held on October 20 and November 5, 2015 to allow the opportunity for public discussion and comment before the Board took action on a resolution that

seeks permission to apply for the program funds, enter into an agreement with NCDOT, and guarantees the required local match.

**RECOMMENDATIONS:** Receive and review information, and provide comments.

**Item 5.b.iii.**  
**ORANGE COUNTY**  
**ORANGE UNIFIED TRANSPORTATION BOARD (OUTBoard)**  
**ACTION AGENDA ITEM ABSTRACT**  
**Meeting Date:** November 18, 2015

**Action Agenda**  
**Item No. 5.b.iii**

**SUBJECT:** Congestion Mitigation and Air Quality (CMAQ) award from the North Carolina Department of Transportation (NCDOT) Transportation Planning Branch

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**DEPARTMENT:** Planning and Inspections

**PUBLIC HEARING: (Y/N)**

N

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**ATTACHMENT(S):**

1. CMAQ Award Letter

**INFORMATION CONTACT:**

Peter Murphy, Transportation Administrator,  
919-245-2002

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**PURPOSE:** To receive an update on a recent CMAQ award from the NCDOT Transportation Planning Branch

**BACKGROUND:** The CMAQ program was implemented to support surface transportation projects and other related efforts that contribute air quality improvements and provide congestion relief. The program is jointly administered by Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), and funds are made available through the North Carolina Department of Transportation (NCDOT) and applications are facilitated by the Metropolitan Planning Organizations (MPOs). Under the Moving Ahead for Progress in the 21st Century Act (MAP-21), funds are provided to areas in nonattainment or maintenance for ozone, carbon monoxide, and/or particulate matter. Orange County is classified as an area in Maintenance. CMAQ funds require a state or local match. The typical split between federal and project sponsor is 80 percent Federal, 20 percent State and/or local match. For this grant, Orange County contributed a 20 percent local match.

In July, Orange County Planning staff submitted an application for CMAQ funds through the Burlington-Graham Metropolitan Planning Organization (BG MPO) for \$164,129 to fund transit service expansion along the U.S. 70 corridor between Mebane and Hillsborough. A local match of \$41,033 (20%) would be required, bringing the total cost to \$205,162. Distribution of funds would be in FY 2016 and FY 2017. BG MPO endorsed the application and it was submitted to the NCDOT Transportation Planning Branch. The county was notified in mid-October that the requested service expansion funds had been awarded.

The service expansion would introduce off-peak fixed-route transit service along U.S. 70 connecting Mebane, Efland and Hillsborough between 10am and 3pm, Monday - Friday (approximately 5 hours daily). The service will be known as the Orange-Alamance Connector. The service will complement GoTriangle's existing peak-period Orange-Durham Express (ODX) service connecting Mebane, Efland, Hillsborough and Durham. The focus of the service is to provide off-peak choice riders and transit-dependent populations (which are heavily

concentrated along the corridor) access to major retail establishments, healthcare facilities, concentrations of employment, government facilities, and personal services in Mebane and Hillsborough and to provide connections to additional transit services in Hillsborough and Mebane that further connect to other destinations throughout the Triangle and Triad regions. It is also the intent of the service to reduce congestion and associated emissions along the U.S. 70/I-85/I-40 corridor. The project request includes capital funding for one, 28', 22-passenger diesel-powered expansion light transit vehicle (LTV) and operating assistance to support the route.

When the CMAQ transit operations funding for the new service is exhausted, the 1/2% public transportation sales tax will be used to cover the cost of the service. The service may also be supported by Section 5307 funding made available for operating assistance.

**RECOMMENDATIONS:** Receive and review information, and provide comments.

# Item 5.b.iii. Attachment 1



## STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

1501 MAIL SERVICE CENTER, RALEIGH, N.C. 27699-1501

NICHOLAS J. TENNYSON  
ACTING SECRETARY

October 19, 2015

### MEMORANDUM

**To:** Mike Nunn  
Burlington-Graham MPO

**From:** Derry Schmidt, PE  
CMAQ Program Engineer

A handwritten signature in cursive that reads "Derry A. Schmidt, P.E." in black ink.

**Subject:** CMAQ Project Awards for FFYs 2016 & 2017

Thank you for submitting a project proposal for funding through the North Carolina CMAQ Program. Transportation Planning Branch is pleased to inform you that the following project has completed the required interagency review and has been awarded CMAQ funding:

STIP Number	Description	Phase	CMAQ Funding	Local Match	Total Funding	FFY
C-5602A	Transit service expansion along the U.S. 70 corridor between Mebane and Hillsborough	OP	\$ 80,400	\$ 20,100	\$ 100,500	2016
		IMP	\$ 83,729	\$ 20,933	\$ 104,662	2017
		<b>TOTAL</b>	<b>\$ 164,129</b>	<b>\$ 41,033</b>	<b>\$ 205,162</b>	

**Please notify the requesting local government agency (LGA) of approved project within their jurisdictions and inform the LGA that they are responsible for initiating the local agreement with the NCDOT Local Program Management Office (LPMO) to begin project implementation.**

In order to implement an approved project, the LGA will need to request a local project agreement through the NCDOT Local Projects Management Tool no later than January 15, 2016 for projects to begin in FFY 2016. **Please provide the attached document containing instructions for this request to each LGA who has been awarded a CMAQ project.** Please note that projects that are not implemented according to the approved schedule may be subject to cancellation.

Transit projects can be flexed to the Federal Transit Administration under the provisions of Section 5307 fund eligibility and requirements. In order to flex the funds, the project needs to be included in the MTIP and STIP as a transit project. This may require modifying or adding a project to the MTIP and STIP. Once the project is included in the MTIP and STIP, a letter requesting the flex of the funds from FHWA to FTA will be prepared by NCDOT. FHWA will then review and flex the funds to FTA. It is necessary to contact Tamra Shaw at the NCDOT Public

PHONE 919-707-2800 FAX 919-733-9150

Transportation Division to initiate the process of amending the MTIP/STIP (if necessary) and to request NCDOT prepare a flex letter. She can be reached at (919) 707-4679 or by e-mail at [tshaw@ncdot.gov](mailto:tshaw@ncdot.gov).

If you have any questions about the CMAQ Program or the projects that have been awarded funding, please contact me by telephone at 919-707-0965 or by email at [daschmidt@ncdot.gov](mailto:daschmidt@ncdot.gov).

Attachment

cc: Tamra Shaw, Public Transportation Division  
Jimmy Travis, Director of the Transportation Program Management Unit  
Patrick Norman, PE, Manager, Transportation Planning Branch  
Sheila Gibbs, Local Programs Management Office  
Dan Thomas, PE, Transportation Planning Branch  
Terry Arellano, PE, Transportation Planning Branch

## Requesting Local Agreements for CMAQ Projects

The Local Programs Management Office (LPMO) has a web-based system for requesting agreements for locally-administered projects. As a Local Government Agency (LGA) with an upcoming CMAQ project to administer with NCDOT, you will be responsible for requesting an agreement through the Local Projects Management Tool. In order to access the Project Tool, you will need a **user id** and **password**, issued by NCDOT.

Please visit the LPMO website at <https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx> and download the LPMO Security Form, complete, sign and e-mail to the contact address in the form. Once you have a user id and password assigned, you may log into the Partner Connect Site at <https://partner.ncdot.gov>, access the Local Projects Tool from there and submit a request for a new agreement.

If you have any questions, please contact the LPMO office at [LPMO@ncdot.gov](mailto:LPMO@ncdot.gov). You can also access Help Guidance for the new Project Management Tool at the LPMO website.

Please note the following:

- At this time the Project Management Tool can only be used to manage new projects that do not currently have an executed municipal agreement. If you have been approved for additional funding on an existing CMAQ project, please coordinate with Derry Schmidt, CMAQ Program Engineer, to request a local agreement.
- CMAQ transit projects that are being flexed to Federal Transit Administration do not require a local agreement. Please contact Derry Schmidt, CMAQ Program Engineer, to determine the steps for implementing these projects.
- Contact information:  
Derry Schmidt, PE  
CMAQ Program Engineer  
Telephone: 919-707-0965  
Email: [daschmidt@ncdot.gov](mailto:daschmidt@ncdot.gov)



**Item 5.c.**  
**ORANGE COUNTY**  
**ORANGE UNIFIED TRANSPORTATION BOARD (OUTBoard)**  
**ACTION AGENDA ITEM ABSTRACT**  
**Meeting Date:** November 18, 2015

**Action Agenda**  
**Item No.** 5.c.

**SUBJECT:** OPT Expansion Services Status Report

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**DEPARTMENT:** Planning and Inspections

**PUBLIC HEARING: (Y/N)**

N

**ATTACHMENT(S):**

None

**INFORMATION CONTACT:**

Peter Murphy, Transportation  
Administrator, OPT, 245-2002

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**PURPOSE:** To review and provide feedback

**BACKGROUND:** OPT has been planning and preparing for the implementation of new expanded services. Preparation includes the receipt of new buses, hiring and training bus operators and identifying potential route starting dates.

Park and Ride

- North Hills Park and Ride lease ended. Park and Ride users were redirected to Durham Tech Hillsborough Campus. Routes ODX, 420, Orange-Chapel Hill Connector and Hillsborough Circulator were revised to reflect the change.

Buses

- The last five (5) of seven (7) buses were received September 2015 and placed in service October 5, 2015.

Employees

- Six (6) of seven (7) new bus operators (3 full-time, 3 part-time) successfully completed the full 120 hours of training.

Route Start Dates

- Orange County Chapel Hill Connector (expanded service to Cedar Grove and hourly service - 9:45am to 3:45 pm) began August 17, 2015.

The following route revisions and start dates are being reviewed:

- Efland-Hillsborough Commuter Loop (fixed-route) – requires revision with Park & Ride change.
- Orange-Alamance Connector (US 70 Midday Service, fixed-route) – minor revision required with Park & Ride change.
- Rural route-deviation service two days per week in each of three rural zones.
- Expanded Senior Center service.

**RECOMMENDATIONS:** The Staff recommends the OUTBoard and any additional County staff representatives:

1. Receive the information.
2. Provide feedback.

**Item 6**  
**ORANGE COUNTY**  
**ORANGE UNIFIED TRANSPORTATION BOARD (OUTBoard)**  
**ACTION AGENDA ITEM ABSTRACT**  
**Meeting Date:** November 18, 2015

**Action Agenda**  
**Item No.** 6

**SUBJECT:** Discussion and completion of the activities and emerging issues lists for 2016

**DEPARTMENT:** Planning and Inspections

**PUBLIC HEARING: (Y/N)**

N

**ATTACHMENT(S):**

**INFORMATION CONTACT:**

1. OUTBoard Input for County Commissioners' Annual Planning Retreat for 2016
2. BOCC Goals and Priorities

Abigaile Pittman, Transportation/Land Use Planner, 919-245-2567

**PURPOSE:** To discuss and complete the 2016 Activities and Emerging Issues lists of the OUTBoard Input form, to be included in the BOCC Annual Planning Retreat Input Form.

**BACKGROUND:**

The Board of Commissioners annually welcomes input from various advisory boards, including the OUTBoard, in preparation for its annual planning retreat early the following year. This input is used:

- To review progress on Orange County's goals and priorities;
- For relationship building between Commissioners and staff; and
- To initiate a discussion about BOCC actions related to petitions, boards and commissions.

The OUTBoard Input form (Attachment 1) submitted to the Commissioners is divided into a number of sections, with the following sections being completed by staff:

- Administrative information about OUTBoard Chair and staff contacts, meeting times, and OUTBoard assigned charge and responsibilities;
- A review of the OUTBoard's most important accomplishments for the current year;
- A list of specific tasks, events or functions performed annually;
- A description of the OUTBoard's activities/accomplishments in carrying out BOCC goal(s)/priorities where applicable; and
- How the OUTBoard's activities/accomplishments relate to the Orange County Comprehensive Plan's goals or objectives.

The following final two sections of the input form are developed by staff for discussion and completion by the board:

- Identification of any activities the OUTBoard expects to carry out in 2016 as related to established BOCC goals and priorities (Attachment 2); and
- Identification of concerns or emerging issues the OUTBoard has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention.

**RECOMMENDATION(S):** Staff recommends the OUTBoard discuss and complete the 2016 Activities and Emerging Issues lists of the OUTBoard Input form, for inclusion in the BOCC Annual Planning Retreat Input Form.

## Item 6 Attachment 1

### **ORANGE COUNTY ADVISORY BOARDS AND COMMISSIONS INPUT FOR COUNTY COMMISSIONERS' ANNUAL PLANNING RETREAT**

The Board of Commissioners welcomes input from various advisory boards and commissions in preparation for its annual planning retreat. Please complete the following information, limited to the front and back of this form. Other background materials may be provided as a supplement to, but not as a substitute for, this form.

**NAME OF BOARD/COMMISSION: Orange Unified Transportation Board (OUTBoard)**

**Report Period: 2015**

**Person to address the BOCC at Retreat (if requested by BOCC) and contact information:**

Paul Guthrie, Chair. Telephone 919-933-2931  
E-mail: PGuthrie2@nc.rr.com

**Will revise after OUTBoard  
elections on 11-18-2015**

**Primary County Staff Contacts:**

Primary Administrative and Professional Support for General Agenda Topics, and Burlington-Graham Metropolitan Planning Organization (MPO) – Abigaile Pittman, Transportation/Land Use Planner

Durham-Chapel Hill-Carrboro MPO and Triangle Area Rural Planning Organization (RPO) – Tom Altieri, Comprehensive Planning Supervisor, and (currently vacant), Transportation Planner

Transportation Services/OPT – Peter Murphy, Transportation Administrator, OPT

Secondary Administrative – Meredith Pucci, Administrative Assistant (Provided for distribution/website posting of agenda packets, quorum polling, room set-up, recording of meetings, note taking and preparation of detailed minutes, and coordination with the Clerk's office regarding Member appointments and attendance records.)

Management – Craig Benedict, Planning Director; Tom Altieri, Comprehensive Planning Supervisor; and Peter Murphy, Transportation Administrator, OPT

**How many times per month does this board/commission meet, including any special meetings and sub-committee meetings?**

The OUTBoard meets as needed per its BOCC adopted Rules of Procedure (03/03/2015), generally 6 to 8 times per year. When held, meetings take place on the third Wednesday of the month. The Board met 6 times in 2015, as needed to address Board of County Commissioners (BOCC) priorities. At four of these meetings the Transit Advisory Services/OPT Group, including supplemental staff from other County departments (Aging; DSS; Housing, Human Rights and

Community Development; health; Child Support Enforcement; and the Library) jointly addressed transit services agenda items with the OUTBoard. Additionally, several members of the OUTBoard developed subcommittee and participated with members of the public in the development of a Bicycle and Pedestrian Safety Report.

**Brief Statement of Board/Commission's Assigned Charge and Responsibilities:**

1. The OUTBoard is charged with advising with Board of County Commissioners on the planning and programming of transportation infrastructure improvements and other County transportation planning initiatives, as directed by the Board
2. From time to time the OUTBoard may be directed to provide input on regulations on which the Planning Board has primary statutory and local ordinance advisory duties. In such instances, the OUTBoard shall serve in an advisory capacity to the Planning Board.

**What are your Board/Commission's most important accomplishments?**

In 2015, the OUTBoard has:

1. Reviewed the Orange Public Transportation Americans with Disabilities Act (ADA) Plan, and endorsed the BOCC's action of March 17, 2015 to approve the Plan.
2. Reviewed the Orange Public Transportation Title VI Plan and endorsed the BOCC's action of March 17, 2015 to approve the Plan.
3. Reviewed and recommended the Orange County Transportation Project Priority Lists of transportation projects for the BG MPO, DCHC MPO, and the TARPO, to be submitted for consideration of inclusion in the 2018-2027 Statewide transportation Improvement Program (STIP).
4. Held a public hearing for the review of the OPT proposed fare structure for fixed-route services, and forwarded recommendations to the BOCC.
5. Participated in the development of the Bicycle and Pedestrian Safety Report with representation on the Bicycle Safety subcommittee that was formed in response to a petition brought forth by two Commissioners; then subsequently reviewed the Report and forwarded it to the BOCC.
6. Reviewed and recommended prioritization of OPT transit related technologies.
7. Received an update on the Orange County Public Transportation Assessment Study which analyzed current conditions, service plans, and organization and staffing, and near-term service improvements to provide improved service.

8. Reviewed the NCDOT Orange County Resurfacing Schedule/Program 2016 and made recommendations regarding opportunities for widened shoulders and bike lane construction to be forwarded to NCDOT.
9. Received an update on BOCC revisions to Advisory Board Policies and the OUTBoard Rules and Procedures.
10. Reviewed and commented on the status of OPT expansion services.
11. Received an update on the Eno Mountain Road Relocation Feasibility Study, a joint project between Orange County and the Town of Hillsborough.

**List of Specific Tasks, Events, or Functions Performed or Sponsored Annually.**

1. The Transportation Improvement Program (TIP) is typically a recurring two-year process:
 

<u>First year:</u>	Develops priority list of projects to request in TIP for BOCC approval.
<u>Second year:</u>	Recommends comments regarding draft TIP for BOCC approval to submit to NCDOT during the public comment period.

The OUTBoard assists with the identification and prioritization of NCDOT projects for rural (TARPO) and metropolitan (DCHC MPO and BG MPO) planning areas.

2. Reviews active NCDOT projects in the County, including various paving, construction and CMAQ projects.
3. Receives updates and reviews the progress of NCDOT transportation projects within rural Orange County.
4. Receives updates and reviews the progress of Orange County transportation planning efforts.
5. Receives updates and reviews OPT Operational Statistics for federal and state program transportation grants including the North Carolina Department of Transportation Rural Operating Assistance Program (ROAP) Grant, NC Community Transportation Program (CTP) Grant, and the Congestion Mitigation and Air Quality (CMAQ) Grant.
6. Receives updates on TARPO, BG MPO and DCHC MPO transportation planning activities.
7. Receives updates from the Planning staff on the NCDOT quarterly luncheon topics of discussion.
8. Submits comments and questions for discussion with OPT staff during Transit/OPT Advisory Services Group meetings.
9. Reviews and discusses current Board vacancies.
10. Other items as assigned by the BOCC.

**Describe this board/commission's activities/accomplishments in carrying out BOCC goal(s)/priorities, if applicable. The following pertains to the 2009BOCC Goals set:**

Accomplishments 1 and 2 (Review of the Orange Public Transportation ADA Plan and the Title VI Plan) relate to BOCC Goal One (Ensure a community network of basic human services and infrastructure that maintains, protects and promotes the well-being of all County residents).

Accomplishments 3, 4, 5, 7, 8, 10 and 11 (Review and recommendation of TARPO, BGMPO and DCHC MPO transportation projects for consideration of inclusion in the 2018-2027 STIP; public hearing, review and recommendation of the OPT proposed fare structure for fixed-route services; developed the Bicycle and Pedestrian Safety Report and forwarded it to the BOCC; received update on an OPT assessment study which analyzed current conditions, service plans, and or organization and staffing; reviewed NCDOT 2016 resurfacing schedule/program and made recommendations; received update on revisions to county advisory board policies and OUTBoard rules and procedures; reviewed and commented on OPT expansion services; and received update on the joint County/Hillsborough Eno Mountain Road Relocation Feasibility Study) relate to BOCC Goal Three (Implement planning and economic development policies which create a balanced, dynamic local economy, and which promote diversity, sustainable growth and enhanced revenue while embracing community values), and Priority 20 of Goal Three (Support transit, pedestrian, and bicycle facilities and other alternatives to the single passenger automobile).

Accomplishments 10 and 11 (Received update on revisions to county advisory board policies and OUTBoard rules and procedures; and received update on the joint County/Hillsborough Eno Mountain Road Relocation Feasibility Study) relate to BOCC Goal Two (Promote an interactive and transparent system of governance that reflects community values), and Priority 7 of Goal Two (Improve intra- and intergovernmental coordination, cooperation and collaboration), and Priority 8 of Goal Two (Examine advisory boards and commissions to: (a) Ensure they are meeting their missions; (b) Determine how boards relate to each other and how their work can best be integrated with the BOCC; (c) Ensure sustainability goals; (d) Ensure fit with overall County vision; and (e) Recognize and be sensitive to consistencies represented by boards, commissions when framing this review).

Accomplishment 6 (Review and recommend prioritization of OPT transportation related technologies) relates to BOCC Goal Four (Invest in quality County facilities, a diverse work force, and technology to achieve a high performing County government), and Priority 11 of Goal Four (Invest in technology to increase work efficiencies).

**If your board/commission played the role of an Element Lead Advisory Board involved in the 2030 Comprehensive Plan preparation process, please indicate your board's activities/accomplishments as they may relate to the Comprehensive Plan's goals or objectives.**

*(The Element Lead Advisory Boards include: Planning Board, EDC, OUTBoard, Commission for the Environment, Historic Preservation Commission, Agriculture Preservation Board, Affordable Housing Board, Recreation and Parks Advisory Council)*

Accomplishments 1, 2, 3, 4, 5, 6, 7, 8 and 10 (review and endorse the ADA Plan; review and endorse the Title VI Plan; review and recommend the transportation project priority lists for BG MPO, DCHC MPO and TARPO for consideration of inclusion in the 2018-2027 STIP; public hearing, review and recommendation of the OPT proposed fare structure for fixed-route services; development of the Bicycle and Pedestrian Safety Report and forwarding to the BOCC; review and recommend prioritization of OPT transportation related technologies; received update on an OPT assessment study which analyzed current conditions, service plans, and or organization and staffing; review and made recommendations on the NCDOT Orange County resurfacing schedule/program for 2016; and review and commenting on the status of OPT expansion services, all relate to Comprehensive Plan Transportation Goal 1: An efficient and integrated multi-modal transportation system that protects the natural environment and community character, Objective T-1.1: Increase the occupancy of automobiles through ridesharing and other means, and expand the use of public transit (including bus and rail), walking, and biking as primary modes of travel, Objective T-1.6: Expand the availability and use of public transportation (including bus and rail) throughout the County to provide better connections between employment centers, shopping and service locations, and other key points of interest in both urban and rural areas, particularly for the County's senior and disabled populations and others without access to automobiles; Comprehensive Plan Transportation Goal 2: A multi-modal transportation system that is affordable, available, and accessible to all users and that promotes public health and safety, Objective T-2.4: Improve the provision of public transit facilities and services, Objective T-2.5: Improve public education and advertising of existing transit services, and Objective T-2.6: Increase safety awareness between car drivers and bicycle riders, and increase safety for pedestrians; Comprehensive Plan Transportation Element Goal 4: A countywide and regionally-integrated, multi-modal transportation planning process that is comprehensive, creative and effective, Objective T-4.1: Work with nearby jurisdictions to integrate the County's transportation plans with those of other transportation planning agencies and service providers in Orange County and the Triangle region. The resulting intermodal transportation system should reflect regional goals and objectives to meet projected travel demand and to reduce congestion and reliance on single occupancy vehicles.

Accomplishment 11 (received update on the joint County/Hillsborough Eno Mountain Road Relocation Feasibility Study) relates to Comprehensive Plan Transportation Element Goal 3: Integrated land use planning and transportation

planning that serves existing development, supports future development, and is consistent with the County's land use plans which include provisions for preserving the natural environment and community character.

**Identify any activities this board/commission expects to carry out in 2016 as they relate to established BOCC goals and priorities. If applicable, is there a fiscal impact (i.e., funding, staff time, other resources) associated with these proposed activities (please list).**

1. Review and comment on amendment to UDO and revise Efland-Buckhorn-Mebane and Eno EDD access management plans (BOCC Goal 3, Priority 2).
2. Continue to work with staff and the BOCC to recommend and monitor Orange County Transportation Improvement Projects (TIP) projects (BOCC Goal 3, Priority 20).
3. Continue to coordinate with the Orange County Department of Aging Mobility Manager on implementation efforts of the Master Aging Plan Transportation Goals (BOCC Goal 3, Priority 20).
4. Continue quarterly Transit Advisory Services/OPT meetings to discuss unmet needs in the service area, service design and scheduling, billing rates and fares, resolve complaints; and to monitor compliance with federal regulations and the status of any deficiencies noted in any official federal, state or local review or report (BOCC Goal 2, Priority 8; and BOCC Goal 3, Priority 20).
5. If referred by the BOCC:
  - a. Review and comment on revised Access Management Plan with an emphasis on Economic Development areas, to establish appropriate linkages with, and complement the state CTP/MTP documents of the BG MPO and DCHC MPO for the purpose of addressing the dedication of right-of-way under local ordinances (BOCC Goal 3, Priority 9).
  - b. Review UDO Section 7.8 Access and Roadways text amendment, with respect to the goals and objectives of the Transportation Element of the Comprehensive Plan to determine consistency (BOCC Goal 3, Priority 2).
  - c. Review and comment on options for addressing protection strategies for the Old NC Hwy 10 corridor for the purpose of addressing the historic character of the road corridor and adjacent rural residential land uses from the impact of planned future nonresidential development (BOCC Goal 3, Priority 9).
  - d. Implementation efforts related to the Safe Routes to School (SRTS) Action Plan, to serve as a subcommittee in an advisory capacity, supplemented by additional staff from other agencies/jurisdictions as needed (BOCC Goal 3, Priority 20).
  - e. Provide input on high speed rail corridor through the County and proposed rail crossing closings (BOCC Goal 3, Priority 20).

**What are the concerns or emerging issues your board has identified for the upcoming year that it plans to address, or wishes to bring to the Commissioners' attention?**

1. Implementation efforts for the Bicycle and Pedestrian Safety Report, as directed by the BOCC.
2. Enhanced dispatching technologies for transit/OPT services.
3. Identify and recommend major route stops requiring bus stop amenities, (signage, shelters and/or benches, platforms, sidewalks).
4. Enhanced regional transportation planning and operational efforts including rural services as noted in the Orange County Bus and Rail Investment Plan (OCBRIP).
5. Pursuit of funding sources for prioritized transportation projects and track status of project implementation.
6. Review and recommend better coordination of infrastructural changes effecting bicycle routes, and other alternate forms of transportation (e.g., electric bikes).
7. Promote development of new regional/division prioritization criteria for highway modernization projects.

**ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS  
GOALS AND PRIORITIES  
Fiscal Year 2009-2010**

**Goal One: Ensure a community network of basic human services and infrastructure that maintains, protects and promotes the well-being of all County residents.**

**Priority 4:** Review services to identify and protect 'safety net' programs and services.

**Priority 5:** Encourage for profit investments in affordable housing and review available tools.

**Goal Two: Promote an interactive and transparent system of governance that reflects community values.**

**Priority 6:** Develop plan and tools to improve how County and citizens communicate with each other; foster two-way exchange.

**Priority 7:** Improve intra- and intergovernmental coordination, cooperation and collaboration. (a) Work with Town of Hillsborough on: Joint land use planning approaches, policies/ordinances, and annexation, and Economic Development Districts. (b) Work with City of Durham on: Economic Development Districts

**Priority 8:** Examine advisory boards and commissions to: (a) Ensure they are meeting their missions; (b) Determine how boards relate to each other and how their work can best be integrated with the BOCC; (c) Ensure sustainability goals; (d) Ensure fit with overall County vision; and (e) Recognize (and be sensitive to) consistencies represented by boards, commissions when framing this review

**Priority 26:** Clarify and communicate to public how and why County funding is allocated the way it is

**Goal Three: Implement planning and economic development policies which create a balanced, dynamic local economy, and which promote diversity, sustainable growth and enhanced revenue while embracing community values.**

**Priority 2:** Implement Comprehensive Plan (a) Rewrite zoning and subdivision regulations (Unified Development Ordinance).

**Priority 3:** Develop economic plans for three (3) districts.

**Priority 9:** Update economic development plan for County: (a) Clarify economic development plan for each district; (b) Identify spectrum of tools; (c) Identify other stakeholders; and (d) Identify what the County wants to see happen.

**Priority 10:** Develop an energy plan that includes economic development strategies to attract, retain, and grown 'green' business

**Priority 19:** Be actively involved and informed about UNC-CH decisions and intentions

**Priority 20:** Support transit, pedestrian, and bicycle facilities and other alternatives to the single passenger automobile.

**Priority 21:** Amend County zoning to address and modernize airport and related issues.

**Goal Four: Invest in quality County facilities, a diverse work force, and technology to achieve a high performing County government.**

**Priority 11:** Invest in technology to increase work efficiencies; e.g. web streaming, paperless agendas, integrated tracking systems between field and office.

**Priority 22:** Review and update County personnel and operational policies and procedures.

**Priority 23:** Design and fund space for County Attorney Offices. Manager and BOCC to discuss concept and staffing

**Goal Five: Create, preserve, and protect a natural environment that includes clean water, clean air, wildlife, important natural lands and sustainable energy for present and future generations.**

**Priority 1:** Conserve high priority natural areas, wildlife habitat, and prime forests.

**Priority 12:** Implement County's Environmental Responsibility goals

**Priority 15:** Complete stewardship and management plans for Lands Legacy.

**Priority 16:** Develop an accounting and assessment system of water and air pollution: (a) In conjunction with ICLEI; Set emissions reduction target

for 2030; Conduct public education campaign; and Link public with opportunities to improve energy efficiency and use sustainable energy sources; (b) Begin multi-year implementation of Observable Well Network

**Priority 24:** Plan to acquire/land bank for future park development.

**Priority 25:** Develop a policy/update current plan about how parks will be developed, appropriate ratio of parks to population, length of time to develop, and incorporation of such into the Capital Investment Plan (CIP).

**Goal Six: Ensure a high quality of life and lifelong learning that champions diversity, education at all levels, libraries, parks, recreation, and animal welfare.**

**Priority 13:** Plan to provide 'equitable' library services for Orange County residents.

**Priority 14:** Fulfill remainder of bond issuance approved by voters in 2001 for soccer and Twin Creeks

**Priority 17:** Review the Schools and Adequate Public Facilities Ordinance: (a) Is it doing what it was originally intended to do? (b) Does it have application for Durham and Mebane?

**Priority 18:** Address inequities between old and new schools. Older schools are in need of capital improvements. Building new schools has been the funding priority.



**Item 7.a.**  
**ORANGE COUNTY**  
**ORANGE UNIFIED TRANSPORTATION BOARD (OUTBoard)**  
**ACTION AGENDA ITEM ABSTRACT**  
**Meeting Date:** November 18, 2015

**Action Agenda**  
**Item No.** 7b

**SUBJECT:** Orange County & North Carolina Department of Transportation Highway Division Meeting – Division 7, District 1

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**DEPARTMENT:** Planning and Inspections

**PUBLIC HEARING: (Y/N)**

N

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**ATTACHMENT(S):**

**INFORMATION CONTACT:**

1. Orange County & NCDOT  
Highway Meeting Notes

Abigaile Pittman, Transportation/Land Use  
Planner, 919-245-2567

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**PURPOSE:** Receive an update on the Orange County & North Carolina Department of Transportation (NCDOT) Highway Division 7, District 1 Meeting held on October 19, 2015

**BACKGROUND:** Several times a year, the Chair of the Orange County Board of County Commissioners (BOCC), the County Manager, and identified staff members meet with representatives of NCDOT Division 7, District 1 to discuss transportation issues of interest and/or concern. The most recent meeting was held on October 19<sup>th</sup>. Summary notes of discussions from this meeting are provided as Attachment 1.

**RECOMMENDATION(S):** Staff recommends the OUTBoard receive the update on the Orange County & NCDOT Highway Division 7, District 1 Meeting held on October 19, 2015. Since this item has not been referred by the County Commissioners for review, no further action is required.

**Item 7.a. Attachment 1**  
**Orange County & NCDOT Highway Luncheon**  
**Division 7 and District 1**

October 19, 2015 12:00 p.m.

John M. Link, Jr. Government Services Center  
Lower Level Meeting Room, 200 South Cameron Street, Hillsborough

**MEETING NOTES**

**I. INTRODUCTIONS**

Present: Earl McKee, Orange County Commissioner's Chair; Bernadette Pelissier, Orange County Commissioner's Vice-Chair; Chuck Edwards, NCDOT District 7 Engineer; Mike Mills, NCDOT Division Engineer; Pat Wilson, NCDOT Division 7 Operations Engineer; John Howell, NCDOT Highway Maintenance Engineer; Bonnie Hammersley, Orange County Manager; Travis Myren, Orange County Assistant Manager; Tom Altieri, Orange County Comprehensive Planning Supervisor; Abigaile Pittman, Orange County Land Use/Transportation Planner; Margaret Hauth, Town of Hillsborough Planning Director; Eric Hallman, Town of Hillsborough Commissioner; and Jen Weaver, Town of Hillsborough Commissioner.

Chair McKee welcomed all and introductions were made by everyone present.

**II. DISCUSSIONS/UPDATES**

**a) TIP project updates (Chuck Edwards, NCDOT District 7 Engineer)**

Updates were provided on the North Carolina Department of Transportation (NCDOT) Transportation Improvement Plan (TIP) Division 7 projects located within Orange County.

Rail Crossing Closures:

- Efland area/Ben Lloyd's property – completed this past summer. New access provided to the I-40/85 access road.
- Gordon Thomas Drive (private road) – estimated completion date 12-2016.
- Greenbriar Drive (private road) – estimated completion date 12-2016.
- Byrdsville Road (private road) – estimated completion date late summer, early fall, 2017.

Resurfacing and Assorted Safety Improvements:

- Four-way stop installation at intersection of SR 1005 (Old Greensboro Road) at White Cross Road – Flasher work, roadway construction and utility relocation; completed Fall, 2015.
- Radius and sight distance improvements at the intersection of Pleasant Green Road and Cole Mill Road – utility coordination, septic evaluations, and right-of-way; estimated completion Spring 2016.
- Intersection improvements which include sidewalks, traffic signal, median construction with bike lanes, and grading and paving on Jones Ferry Road at Davie Street (in Carrboro) – estimated completion Spring 2016.

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- Efland-Cedar Grove Road Safety Improvements – flatten curve to improve sight distance, and project required coordination with Town of Hillsborough regarding reservoir expansion due to impacts of project; estimated completion Spring to Summer, 2016.
- SR 1919 (Smith Level Road) from Rock Haven Road to Bridge over Morgan Creek – widening, grading, drainage, paving, and signals; estimated completion November, 2015.
- Portion of Red Marshall Road and Jones Ferry Road (from NC 49 to NC 86 in Caswell County) resurfacing; to be completed Spring 2016.
- NC 57 and NC 157 resurfacing this Fall..
- NC 54 west of Carrboro resurfacing this Fall.
- Old NC Hwy 86 south of Hillsborough resurfacing Spring 2016.
- Ben Wilson Road in Mebane resurfacing – recently completed in October.

#### Bridge Replacements:

- Sneed Road
- Mebane-Oaks Road
- Mt. Willing Road
- Pearson Road
- St. Mary's Road
- Mincy Road
- Wagner Dairy Road
- Cobalt Ridge Road
- Oakwood Ext. Road
- New Hope Church Road
- Allison Road

Chuck Edwards stated that the bridge replacement contracts are clustered in groups of 5-7 bridges, and that each contract takes 3-5 months to complete. Therefore, estimated completion dates are difficult to estimate at this time.

Bernadette Pelissier requested staff to put detour information for the bridge projects on the County's website. Chuck Edwards noted that press releases are currently being sent to Planning staff and Carla Banks from NCDOT, and that the notices include a link to NCDOT project updates. Bonnie Hammersley also suggested that these press releases be included in the Orange County weekly e-newsletters.

Earl McKee inquired about the schedule for replacing the bridge on Buckhorn Road where it ties into Orange Grove Road. Chuck Edward replied that it would be replaced in 2017-2018 as part of design/build contract.

#### **b) TARPO Update – NCDOT Prioritization 4.0 and NC 54 (Tom Altieri)**

An update on the NC 54 TIP project was provided in context of activities underway by the Metropolitan Planning Organizations (MPOs) and Rural Planning Organizations (RPOs) with regard to NCDOT prioritization of transportation projects under Strategic Prioritization Office of Transportation (SPOT) 4.0:

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- The widening of NC 54 to a four-lane boulevard from Orange Grove Road to Old Fayetteville Road is in the County's Comprehensive Transportation Plan (CTP) (2013).
- Orange County learned of Carrboro's opposition to the NC 54 widening towards the end of the SPOT 3.0 process when TARPO/DCHC were looking at assignment of local priority points.
- The NC 54 project will be submitted again as part of the SPOT 4.0 but through coordination among parties (NCDOT, DCHC MPO, Orange County, and Carrboro). This will allow consideration of both widening and improvement options, and to see how they score.
- The NC 54 project will be modified in SPOT 4.0. The corridor will be split into multiple segments which include widenings and operational/intersection improvements:
  - Widening from Old Fayetteville Road to Orange Grove Road
  - Operational improvements from Old Fayetteville Road to Orange Grove Road
  - Intersection improvements at NC 54 and Orange Grove Road
  - Intersection improvements at NC 54 and Dodson's Crossroad
  - Intersection improvements at NC 54 and Neville Road
  - Intersection improvements at NC 54 and Old Fayetteville Road
- DCHC MPO is also looking at the concept of a corridor study that if completed could help shape future improvements to the corridor.
- At this stage of SPOT 4.0, organizations are determining which projects move forward for NCDOT scoring. Assigning local points comes later in April 2016; and a year from now final SPOT 4.0 scores will be released.

Earl McKee inquired about the point assignments and what happens when there isn't uniform agreement. Mike Mills responded that intersection improvements have scored really high in SPOT 3.0 and could probably be funded based on data alone.

Earl McKee asked if the vehicle count on NC 54 is known, and how close it was to capacity. Tom Altieri responded that it is known and could be provided.

Erik Hallman asked Mike Mills about the status of the TIP project for the widening of I-85. Mike Mills responded that they are also going to split the I-85 project in Orange County into multiple segments, breaking out I-85 from NC Hwy 70 E towards Durham and look at the NC Hwy 86/Old I-85 interchange to see how they score as separate projects at the regional and state levels, respectively.

#### **c) Access management work in the Buckhorn/Mebane EDD area (Abigaile Pittman)**

An update on the County's work on access management plans in the Buckhorn/Mebane economic development area was given:

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### Division 7 and District 1

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- The County's transportation Consultant is continuing work that will allow the County to update its access management plans in the economic development areas.
- Planning staff has also been working with NCDOT staff to complete revisions to the roadway element of the CTP/MTP of the BG MPO and the DCHC MPO that would allow locally adopted transportation plans to be linked with and complement the state CTP/MTP documents. NCGS 136-66.2 authorizes the CTP/MTP and the locally approved collector street plan(s) work together to identify the future transportation system. The CTP/MTP revisions allow locally approved transportation plans, such as the county's access management plan(s), to collectively function as the collector street plan for the MPO. The street and highway elements of the plans address the dedication of right-of-way under local ordinances.

Earl McKee inquired about the status of the future proposed Mattress Factory Road interchange project. Mike Mills responded that the project had scored low when submitted in SPOT 3.0 and will again in SPOT 4.0. Earl McKee asked how the SPOT score might be improved. Mike Mills replied that outside participation with financial cost could help (but this would be multi-millions).

#### **d) Construction schedule update for the downtown Hillsborough improvements (bus pull-off and sidewalk/crosswalk changes) (Margaret Hauth)**

An update on the Churton Street Access Improvements was given:

- The scope of the project includes the following improvements:
  - Traffic signal at Churton Street and King Street, and Churton Street and Margaret Street.
  - Curb ramp revisions on the east side of Churton Street at King Street and Churton Street and Margaret Street.
  - Grading, curb and gutter, crosswalks and signal modifications on the west side of Churton Street from Tryon Street to just south of Margaret Street.
  - Grading, curb and gutter, crosswalk and bus pull-out on Churton Street from south of Margaret Street to just south of Nash and Kollack Street.
- The underground storage tank (UST) remediation has been completed; seven underground tanks were found and removed; no contamination found.
- Wells were monitored in August.
- Right-of-way certification is pending.
- Design process is 90 percent complete.
- Bid out at the end of the year; notice to proceed in January-March, weather allowing; construction to take place in the Spring 2016.
- Many funding sources are involved.

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### **Division 7 and District 1**

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Eric Hallman inquired about the status of the crosswalk at Nash and Kollack Street. Margaret Hauth responded that the bus pullout and everything on the east side will be completed first, followed by Tryon St. and everything on the west side. The project is being staged in this manner because of stormwater issues and the need to coordinate with local business owners along Churton Street.

Earl McKee asked about how another Hillsborough Circulator running the other way would impact the planned location of the bus pull-out. Margaret Hauth replied that it wouldn't really matter because there will be a north-bound pull-out and a south-bound pull-out along Churton Street (total of two).

Eric Hallman stated that he would like to see a shuttle route between the community college and Churton St. Bernadette Pelissier said that this had been discussed before and that it could eventually happen with ½ cent sales tax funds.

#### **e) Discussion of possible enhanced stop signage at Sawmill Road and NC Hwy 86 (Earl McKee)**

Earl McKee inquired about the possibility of having improved safety signage, rumble strips, and/or a blinking light. Pat Wilson is currently looking at the situation and will get back to the county. They are considering increasing the size of the stop sign and using red reflective tape, and relocating it or having a second stop sign in the island in the middle of the road. They could also put a stop sign on the left side of the road. He thought that some access issues may be caused by traffic associated with the convenience store located on the corner.

#### **f) Update/status of Pleasant Green Road/Cole Mill Road 4-way stop (Earl McKee)**

Earl McKee noted that this is a skewed intersection and inquired about the status of the proposed four-way stop sign. Chuck Edwards responded that this is an ongoing project involving intersection radii improvements and above ground utilities to be relocated; no four-way stop is planned however. NCDOT is currently acquiring right-of-way, and construction is scheduled for Spring 2016. Earl encouraged NCDOT to consider a four-way stop at the intersection since it is a blind curve coming from the west.

#### **g) Update on options and available funding sources for Oakdale Road/Orange Grove Road intersection (Chuck Edwards)**

Chuck Edwards explained that an experiment was performed on the Oakdale Road/Orange Grove Road intersection and they discovered that a three-way stop won't work because there is too much congestion on the approaches. It was suggested that perhaps a traffic signal would work if the warrants could be met. Tom Altieri suggested that perhaps another option for consideration would be reducing the speed limit from 45 to 35 mph.

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#### **h) Summary of the recent meeting between Efland residents, County staff, NCDOT District and Rail Division staff and a NCRP representative regarding development interest and related rail issues (Chuck Edwards, Abigaile Pittman)**

A summary was provided for a meeting held on August 8, 2015 between Efland residents accompanied by Bonnie Hauser, Mark Moshier, County staff, NCDOT District and Rail Division staff, and a NCRP representative regarding development interest and related rail issues:

- Discussion regarding a level of expressed interest in investing in the Efland community,.
- Efland representatives stated that the locations of the rail crossings are greatly influencing development potential, and there is interest in relocating one or more of the crossings to enhance connectivity and safety, particularly the one on Mt. Willing Road.
- Interest was also expressed in the future plans for the railroad tracks through the Efland area, and how these plans could impact development.
- An existing crossing is a project that would have to be programmed in the State Transportation Improvement Program (STIP).
- NCRP is trying to develop plans for future additional tracks for 10 year out. Commuter rail will require double-tracking or passing side tracks, and would need to accommodate 50 mph curves.
- NCDOT staff stated that they would review options for relocating or revising the Mt. Willing Road rail crossing:

Additionally, in early July Planning staff had related earlier communication with two local residents regarding safety concerns about the intersection of Mt. Willing Road (Exit 160 off I-40) and Forrest Avenue at the rail crossing.

#### **i) Bicycle Safety Next Steps (Abigaile Pittman)**

An update was provided regarding next steps for a recent project involving bicycle safety:

- At its June 16, 2015 meeting the Commissioners accepted the OUTBoard Bicycle and Pedestrian Safety Report and directed staff to return in the fall with information relevant to next steps.
- At its November 5th meeting the Commissioners will be asked to consider a resolution supporting public and private efforts to increase safety awareness between motorists and bicyclists, roadway safety improvements for bicyclists, and to authorize recommended next steps.
- The Report asks the County to embrace, promote, and in some cases fund programs to further its goal to further address the safety of all users of county roads.
- Considering the limitations in County regulatory authority, OUTBoard charge, and staffing and financial costs, many of the recommendations

## Orange County & NCDOT Highway Luncheon

### Division 7 and District 1

October 19, 2015 12:00 p.m.

included in the report are more appropriate for private sector implementation.

- A Resolution has been prepared for consideration as a means of recognizing its support of efforts to improve safety on County roads and moving forward with items for implementation. There are recommendations for County implementation in the Resolution:
  - Forward the Resolution and associated report to NCDOT, the Orange County Sheriff for consideration of pertinent items, as well as Orange County municipalities for information and partnership in bicycle safety communications;
  - Begin placing pertinent report items on agendas for quarterly meetings with NCDOT for discussion and guidance; and
  - Create a section of the Planning Department's website specifically for bicycling and begin placing key maps, plans, safety guidelines, and links to other pertinent information.
- The Report suggests that the County create a task force for implementing the Report; this has not been recommended by staff. However, staff could be available for consultation as any private sector implementation occurs.

Bonnie Hammersley confirmed that the County has limits on its authority regarding bicycle safety on state system roads.

Mike Mills stated that NCDOT's Bicycle and Pedestrian Division is accepting applications for its 2016 Bicycle Helmet Initiative. Agencies can apply for free bicycle helmets to distribute to children from low-income families. The initiative is open to both government and non-government agencies. Applications are due on December 11, 2015. Bonnie Hammersley requested that Planning staff get the details of this program and have it sent out as a press release, and work to see if we can get some of these helmets for Orange County children.

#### **j) Update on Collins Ridge development (1,000+ units) (Margaret Hauth, Tom Altieri)**

An update on the proposed Collins Ridge development was provided:

- Located on a 125-acre+ tract between I-85 and the railroad corridor on the east side of Churton Street.
- Development proposal includes annexation, zoning, special use permit, and a master plan.
- The master plan calls for the development of multiple residential 'pods' including multi-family townhomes/apartment and single-family residences.
- A traffic impact study has already been completed.
- A first public hearing was held October 15<sup>th</sup>, which was continued to November 19<sup>th</sup>.

## Orange County & NCDOT Highway Luncheon

### Division 7 and District 1

October 19, 2015 12:00 p.m.

- The developer has committed to a \$75,000 connectivity study which will include looking at access to Orange Grove Road, and the possibility of crossing I-85 (with bike and pedestrian, and perhaps with a road).
- Related projects impacting this proposal are planned improvements at the I-85 interchange, along Churton Street, and the Hillsborough train station..
- The County received a copy of the master plan and made courtesy comments to the Town of Hillsborough.

Eric Hallman asked for clarification on how the different STIP projects along Churton Street would be aligned with this project. Margaret Hauth responded that there is a scoping meeting coming up for the National Environmental Policy Act (NEPA) study for the project which will look at this issue. NCDOT is doing the work on the study, and the Town and Go Triangle are funding the study.

#### **k) Additional Items Not on the Agenda**

- Earl McKee discussed the recent proposed Legislative cap of \$500,000 on Division funds for light rail (still under discussion by the House). Earl McKee wanted to know what would happen to the funds in excess of \$500,000. Mike Mills responded that if the cap holds the additional funds would be reallocated. Erik Hallman noted that the Transportation Secretary spoke with the MPOs last week.
- Mike Mills stated that NCDOT Division 7 recently received notice that they will be getting an additional \$36 million for project funding. They will review the list of unfunded projects in November. In December there will be a 30-day review period and the MPOs will have to approve the revised Statewide Transportation Improvement Program (STIP). In January the Board of Transportation (BOT) will approve the revised STIP programming the additional funds.

The meeting was adjourned.



**Item 7.b.**  
**ORANGE COUNTY**  
**ORANGE UNIFIED TRANSPORTATION BOARD (OUTBoard)**  
**ACTION AGENDA ITEM ABSTRACT**  
**Meeting Date:** November 18, 2015

**Action Agenda**  
**Item No.** 7b

**SUBJECT:** State Transportation Improvement Program Development

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**DEPARTMENT:** Planning and Inspections

**PUBLIC HEARING: (Y/N)**

N

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**ATTACHMENT(S):**

**INFORMATION CONTACT:**

1. STIP Development Flow Chart and Summary

Abigaile Pittman, Transportation/Land Use Planner, 919-245-2567

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**PURPOSE:** Receive an update on the State Transportation Improvement Program (STIP) development process for transportation projects.

**BACKGROUND:** The STIP is the North Carolina Department of Transportation's (NCDOT) ten-year construction schedule for projects. The schedule is updated every two years based on a data-driven process called 'prioritization', as well as the latest state and federal financial situation and the status of preconstruction activities. Schedule development must adhere to the Strategic Transportation Investments (STI) law which mandates ongoing evaluation and improvement to ensure the process continues to be response to diverse transportation project needs. Developing the STIP is accomplished through ongoing collaboration with regional metropolitan and rural planning organizations, and public input. For Orange County, these regional partners are the Triad Regional Planning Organization (TARPO), the Durham Chapel Hill Carrboro Metropolitan Planning Organization (DCHC MPO), and the Burlington Graham Metropolitan Planning Organization (BG MPO). The STIP Development Flow Chart and Summary has been provided as Attachment 1.

The Strategic Mobility Formula ranks and funds project in three categories/levels:

1. Statewide Mobility – 40% of revenue distribution
2. Regional Impact – 30% of revenue distribution
3. Division Needs – 30% of revenue distribution

During the winter of 2015/2016 the NCDOT Strategic Planning Office of Transportation (SPOT) (responsible for coordinating the project coordination process and development of the STIP) reviews and calculates quantitative scores for new and existing transportation projects submitted by local jurisdictions through member MPOs and RPOs. NCDOT Transportation Improvement Program (TIP) staff then programs Statewide Mobility projects for the draft STIP, and NCDOT releases the draft STIP for these statewide level projects in late winter/ early 2016.

In the Spring of 2016 the MPOs and RPOs rank projects on the Regional Impact level, which can include projects that were not funded at the Statewide Mobility level. NCDOT SPOT then finalizes the Regional Impact project scores. In the Summer 2016 NCDOT TIP staff identifies Regional Impact project for the draft STIP incorporating these regional level projects.

Following this, the MPOs and RPOs rank projects at the Division Needs level, which can include projects that were not funded at the Statewide or Regional levels. NCDOT SPOT then finalizes Division Needs project scores, and the TIP staff identifies Division Needs projects for the draft STIP incorporating these division level projects.

NCDOT releases the draft STIP reflecting successfully scored Statewide Mobility, Regional Impact, and Division Needs transportation projects in the Winter of 2016. Following this the North Carolina Board of Transportation (NC BOT) approves the final 2018-2027 STIP (with all three levels of projects) in the Summer of 2017. The next cycle then starts over again in the Fall of 2017.

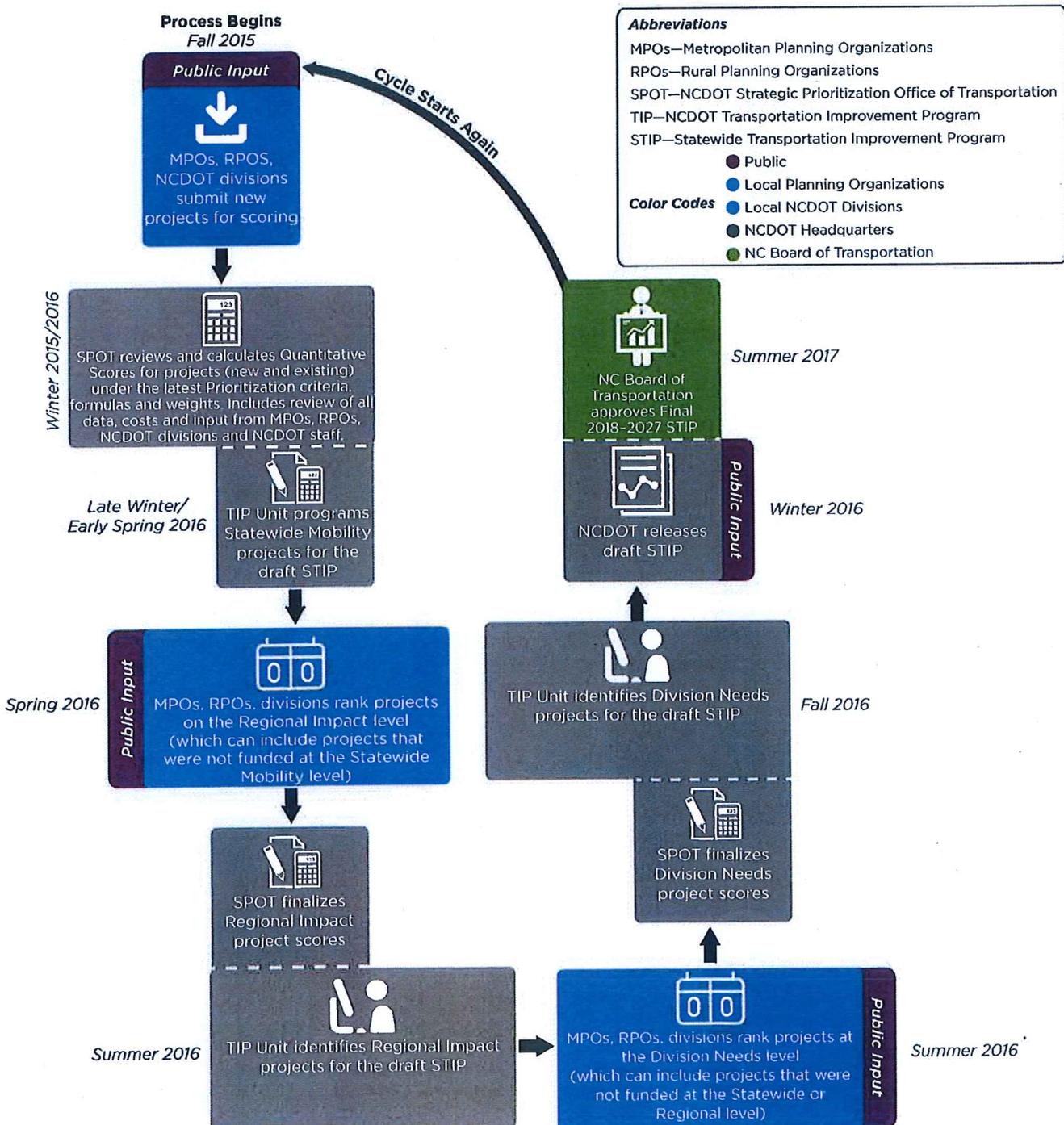
**RECOMMENDATION(S):** Staff recommends the OUTBoard receive the update on the STIP development process. Since this item has not been referred by the County Commissioners for review, no further action is required.

# Item 7.b. Attachment 1



# STATE TRANSPORTATION IMPROVEMENT PROGRAM DEVELOPMENT

The State Transportation Improvement Program (STIP) is the North Carolina Department of Transportation's (NCDOT) 10-year construction schedule for projects. The schedule is updated every two years based on a data-driven process called Prioritization, as well as the latest state and federal financial situation and the status of preconstruction activities. Schedule development must adhere to the Strategic Transportation Investments (STI) law which mandates ongoing evaluation and improvement to ensure the process continues to be responsive to North Carolina's diverse needs. Developing a STIP is accomplished through ongoing collaboration with our regional planning partners—metropolitan and rural planning organizations—and public input is a key component.



## STRATEGIC TRANSPORTATION INVESTMENTS LAW

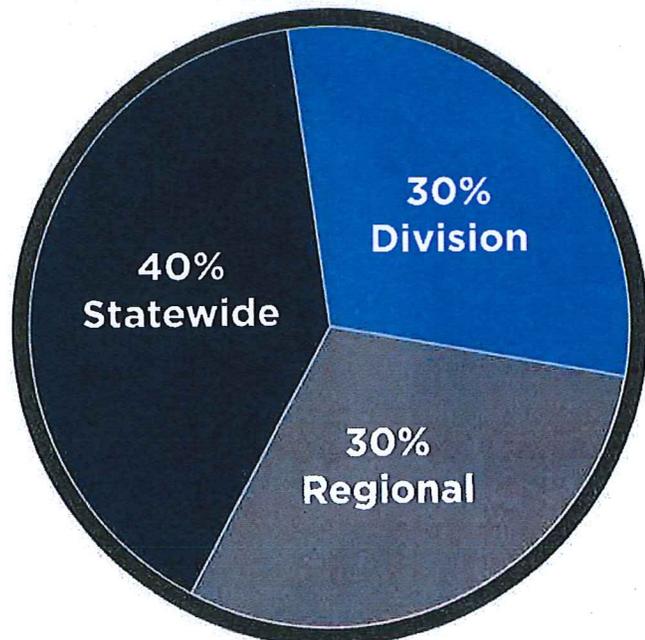
Passed in 2013, the Strategic Transportation Investments Law (STI) allows NCDOT to use its funding more efficiently and effectively to enhance the state's infrastructure, while supporting economic growth, job creation and a higher quality of life. This process encourages thinking from a statewide and regional perspective, while also providing flexibility to address local needs.

STI established the Strategic Mobility Formula, which allocates available revenues based on data-driven scoring and local input. It was used for the first time to develop NCDOT's the 2016-2025 State Transportation Improvement Program (STIP), which schedules the projects that will be funded during a 10-year period. While federal law requires it to be updated at least every four years, NCDOT updates the STIP every two years.

## PRIORITIZATION

NCDOT uses a transparent, data-driven method for prioritizing transportation investment decisions. Through the process, called Prioritization, potential transportation improvement projects are submitted to NCDOT to be scored and ranked through the Strategic Mobility Formula at the statewide, regional and division levels, based on approved criteria such as safety, congestion, benefit-cost and local priorities. These scores and other factors are used to determine whether a project receives funding. Project prioritization occurs every two years. The current round of Prioritization is referred to as P4.0, because it is the fourth iteration of this process.

## REVENUE DISTRIBUTION



## HOW THE STRATEGIC MOBILITY FORMULA WORKS

The Strategic Mobility Formula funds projects in three categories:

- Division Needs
- Regional Impact
- Statewide Mobility

### Division Needs

Projects in this category receive 30 percent of the available revenue, shared equally over NCDOT's 14 transportation divisions, which are groupings of local counties. Project scores are based 50 percent on data and 50 percent on rankings by local planning organizations and the NCDOT transportation divisions.

Highway projects in this category are analyzed according to five criteria:

- Congestion (15 percent)
- Benefit/cost (15 percent)
- Safety (10 percent)
- Freight and military (5 percent)
- Accessibility/Connectivity (5 percent)

### Regional Impact

Projects in this category receive 30 percent of available revenue. Projects on this level compete within regions made up of two NCDOT transportation divisions, with funding divided among the regions based on population. Data makes up 70 percent of the project scores in this category. Local rankings account for the remaining 30 percent.

Regional Impact projects are analyzed according to five criteria:

- Congestion (20 percent)
- Benefit/cost (20 percent)
- Safety (10 percent)
- Accessibility/connectivity (10 percent)
- Freight and military (10 percent)

### Statewide Mobility

Projects in this category receive 40 percent of available revenue. The project selection process is based 100 percent on data.

Statewide Mobility projects are analyzed according to six criteria:

- Congestion (30 percent)
- Benefit/cost (25 percent)
- Economic competitiveness (10 percent)
- Safety (15 percent)
- Multimodal and military (5 percent)
- Freight and mobility (15 percent)

### Alternate Criteria

To provide more flexibility, STI allows regions and divisions to develop alternate criteria tailored to their individual needs. To do so, the metropolitan and rural planning organizations and the NCDOT divisions within the region must unanimously agree on the criteria.

**Item 7.c.**  
**ORANGE COUNTY**  
**ORANGE UNIFIED TRANSPORTATION BOARD (OUTBoard)**  
**ACTION AGENDA ITEM ABSTRACT**  
**Meeting Date:** November 18, 2015

**Action Agenda**  
**Item No.** 7b

**SUBJECT:** Bicycle and Pedestrian Safety Plan

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**DEPARTMENT:** Planning and Inspections

**PUBLIC HEARING:** (Y/N)

N

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**ATTACHMENT(S):**

None

**INFORMATION CONTACT:**

Abigaile Pittman, Transportation/Land Use  
Planner, 919-245-2567

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**PURPOSE:** Receive an update on the Bicycle and Pedestrian Safety Plan.

**BACKGROUND:** At its June 16, 2015 meeting the Board of County Commissioners' (BOCC) accepted the Orange Unified Transportation Board (OUTBoard) Bicycle and Pedestrian Safety Report and directed staff to return in the fall with information relevant to next steps. Additional background information from the June 16 meeting, including the full Report and draft OUTBoard minutes of discussion, may be reviewed online at the following link:

<http://server3.co.orange.nc.us:8088/weblink8/0/doc/38097/Page1.aspx> .

At its November 5, 2015 meeting the BOCC considered a resolution supporting public and private efforts to increase safety awareness between motorists and bicyclists, roadway safety improvements for bicyclists, and authorizing next steps. Agenda materials for this meeting may be viewed online at the following link:

<http://server3.co.orange.nc.us:8088/weblink8/0/doc/39675/Page1.aspx>

Minutes for this meeting are not yet available; however, there was a good amount of public input and discussion among the Commissioners. The BOCC did not approve the resolution, and requested that the staff revise the resolution and return after the holiday break with more detailed recommendations regarding a potential County role in the implementation of Safety Plan recommendations. Such a recommendation could include the OUTBoard.

**RECOMMENDATION(S):** Staff recommends the OUTBoard receive the update on the Bicycle and Pedestrian Safety Plan. Since this item has not been referred by the County Commissioners for review at this time, no further action is required.



**Item 7.d.**  
**ORANGE COUNTY**  
**ORANGE UNIFIED TRANSPORTATION BOARD (OUTBoard)**  
**ACTION AGENDA ITEM ABSTRACT**  
**Meeting Date:** November 18, 2015

**Action Agenda**  
**Item No.** 7d

**SUBJECT:** Request for Qualifications & Proposals for Conceptual Design of Train Station, Hillsborough, NC

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**DEPARTMENT:** Planning and Inspections

**PUBLIC HEARING: (Y/N)**

N

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**ATTACHMENT(S):**

**INFORMATION CONTACT:**

1. RFQ & Proposals for Conceptual Design – Train Station, Hillsborough, NC and selected excerpts from Hillsborough Rail Station Small Area Plan 2010

Abigaile Pittman, Transportation/Land Use Planner, 919-245-2567

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**PURPOSE:** Receive an update on a recently released Request for Qualification & Proposals for Conceptual Design for the Hillsborough Train Station

**BACKGROUND:**

Planning for the Hillsborough Train Station has been ongoing since 2008. A Hillsborough Rail Station Small Area Plan was prepared in 2010, and later the project was adopted as part of the Orange County Bus and Rail Investment Plan (OCBRIP). The project will be submitted as a new transit/rail project by GOTriangle (previously named Triangle Transit) for consideration of inclusion in the Durham Chapel Hill Carrboro Metropolitan Planning Organization (DCHC MPO) regional project priority list and Metropolitan Transportation Improvement Program (MTIP) as well as the 2016-2022 Statewide Transportation Improvement Program (STIP).

The Town of Hillsborough is currently seeking Requests for Qualifications (RFQ) from design firms or teams to develop a concept plan for the train station. The RFQ was released on October 19<sup>th</sup>, and proposals are due on November 18<sup>th</sup>. This work is needed to initiate the environmental review needed. The station is proposed to be located adjacent to and within the North Carolina Railroad Corridor in Hillsborough on a 20-acre site owned by the Town of Hillsborough. The concept plan must include the building footprint (located outside the NCRR corridor), 100 parking spaces, and site access. Elements within the NCRR corridor include the boarding platform location and concept plan. The selected firm will coordinate with the NCDOT Rail Division and its consultant which is responsible for completing a NEPA document for the Hillsborough Train Station.

The RFQ with selected excerpts for the Hillsborough Rail Station Small Area Plan 2010 has been provided for informational purposes (Attachment 1). The complete announcement and a complete copy of the Small Area Plan is available in the bid section of the Town of Hillsborough's website ([www.ci.hillsborough.nc.us](http://www.ci.hillsborough.nc.us)).

**RECOMMENDATION(S):** Staff recommends the OUTBoard receive the update on the RFQ for the Hillsborough Train Station. Since the train station is outside unincorporated Orange County's jurisdiction, no further action is required.

## **Item 7.d. Attachment 1**

# Request for Qualifications & Proposals Conceptual Design – Train Station Hillsborough, NC

The Town of Hillsborough is publishing this Request for Qualifications and Proposals for design firms or teams to assist with the conceptual design for the Hillsborough Train Station. This work is needed to initiate the environmental review needed. The station is proposed to be located adjacent to and within the North Carolina Railroad Corridor in Hillsborough on a 20-acre site owned by the Town of Hillsborough.

### **Proposed Scope of the project:**

The Town is seeking responses from qualified firms or teams of designers on a qualification basis for the following specific tasks:

1. Develop a concept plan for the train station. The concept plan must include the building footprint (located outside the NCRR corridor), 100 parking spaces, and site access. Elements within the NCRR corridor include the boarding platform location and concept plan. The firm will coordinate with the NCDOT Rail Division and its consultant which is responsible for completing a NEPA document for the Hillsborough Train Station.

***Deliverable: Concept Plan, process schedule, public involvement plan***

### **Project Budget:**

No specific budget has been determined for the design work included in this scope, although \$20,000 is available for the design aspects of this request. This work must be completed before the necessary steps for additional funding and design can proceed.

### **Project Schedule:**

The town expects to be able to award this project following formal Town Board action on November 30, 2015. The work is desired to be completed no later than February 26, 2016 to align with related studies and efforts.

### **Required proposal components to be considered a complete response:**

The town requires potential firms or teams to provide the following information to constitute a complete response to this RFP/Q:

1. Provide information about no more than 3 similar projects the team or firm have designed in the last 5 years. Indicate the project status (built, under construction, etc.) and provide client contact information.
2. Provide basic information about the team/firm including typical work, project size, and length of contracts. Provide up to two additional client references different than those provided above.
3. Provide a schedule and proposal of how the team will complete the required tasks. Indicate how the client and public will be involved in the process.
4. Provide current workload information about the team and the staff that will be directly responsible for this project, indicating the percent committed their time is during the project period.

**Reference Material made available for use:**

The *Hillsborough Rail Station Small Area Plan* (September 2010) is attached as reference for all teams or firms responding to this request. Data layers from the town's GIS, including utility line locations, will be made available upon request and to the selected team or firm.

**Selection Criteria:**

This is a design contract and will be awarded based on skill and proposed methods rather than price.

The following are the criteria the town will use for selecting the most qualified team/firm:

1. Direct experience with train station building projects, including coordination experience with North Carolina Railroad.
2. Approach to the project – what level of communication and coordination with the town, Go Triangle, NCRR, and NCDOT-Rail are planned?
3. Proximity to Hillsborough or the ability to be proximate to Hillsborough during the project.
4. General knowledge base of the team and assigned staff.
5. Evaluation of the process proposed: does it match town timelines and requirements
6. Does the assigned staff have the capacity and time to deliver the project on time and on budget?

**Submission of Proposals**

Firms or teams interested in the project are invited to submit a proposal. As the project budget is not part of the criteria, the project budget must not be included in the proposal document, but must be submitted in a separate, sealed envelope clearly marked with the applicant's name and "budget." Proposals must be received by **4:00 p.m. on Wednesday, November 18, 2015**. Electronic submittals are preferred. Our email server has a 10 MB limit, so please use a cloud based file sharing platform if needed and provide directions to access proposal.

Proposals should be clearly marked as "Train station Proposal" and may be delivered to:

Hillsborough Planning Department  
101 East Orange Street  
P.O.Box 429  
Hillsborough, NC 27278

Or emailed to: [Margaret.hauth@hillsboroughnc.org](mailto:Margaret.hauth@hillsboroughnc.org)

Questions regarding the project should be submitted via E-mail to Margaret Hauth, Planning Director, at [Margaret.hauth@hillsboroughnc.org](mailto:Margaret.hauth@hillsboroughnc.org). Questions and responses will be posted to the bid section of the town's website until October 18.

All proposals received will become the property of the Town of Hillsborough and will be evaluated to determine which proposal most closely meets the requirements of the Town. At the discretion and option of the Town, oral interviews may be conducted with one or more firms to assist in the selection process. The Town reserves the right to reject any and all proposals and to accept the proposal most favorable to the Town.

Proposals will be reviewed by a panel independently from the project budget. Selection for this project does not guarantee or imply involvement in future phases of the project.

# HILLSBOROUGH RAIL STATION SMALL AREA PLAN

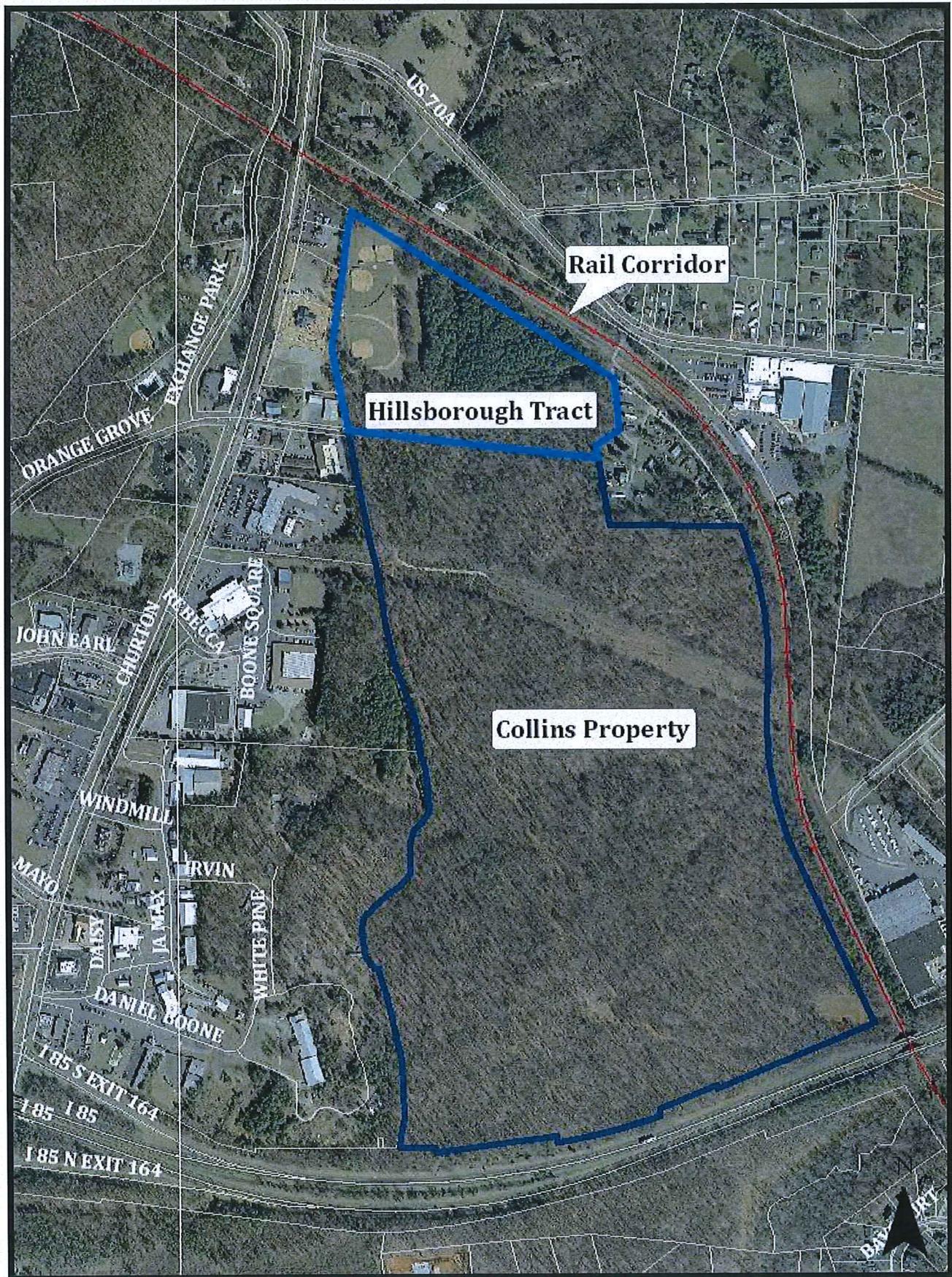
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Hillsborough, North Carolina

September 2010

# Rail Station Small Area Plan Task Force Study Area



## **Phase II**

*5—10 Years*

By Phase II, the HYAA ball fields have been relocated to another site and increased growth in town and on the site has resulted in the expansion of the station building to a full train station, and the commercial and residential portions have been developed.



- The full road network is constructed, providing connectivity throughout the site.
- The station building is built to its full size, providing space not only for Amtrak passengers but also for a police substation and municipal meeting space.
- Boo Collins Park is constructed.
- The Orange Rural Fire Station is constructed.
- Short-term parking is provided near the station building. A long-term surface parking lot with approximately 215 spaces is provided to the south of the station.
- The commercial buildings are fully constructed, with both retail and Class A office space. Parking is provided both on-street and in surface lots behind the buildings.
- The townhouse condominiums are constructed. Approximately 125 parking spaces for residents are provided behind them.

# HILLSBOROUGH STATION

## PHASE III MASTER PLAN



APRIL 2010

HILLSBOROUGH - ORANGE COUNTY RAIL STATION TASK FORCE

DESIGNED AND DRAWN BY THOMAS J. CAMPANELLA  
THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL - DEPARTMENT OF CITY AND REGIONAL PLANNING

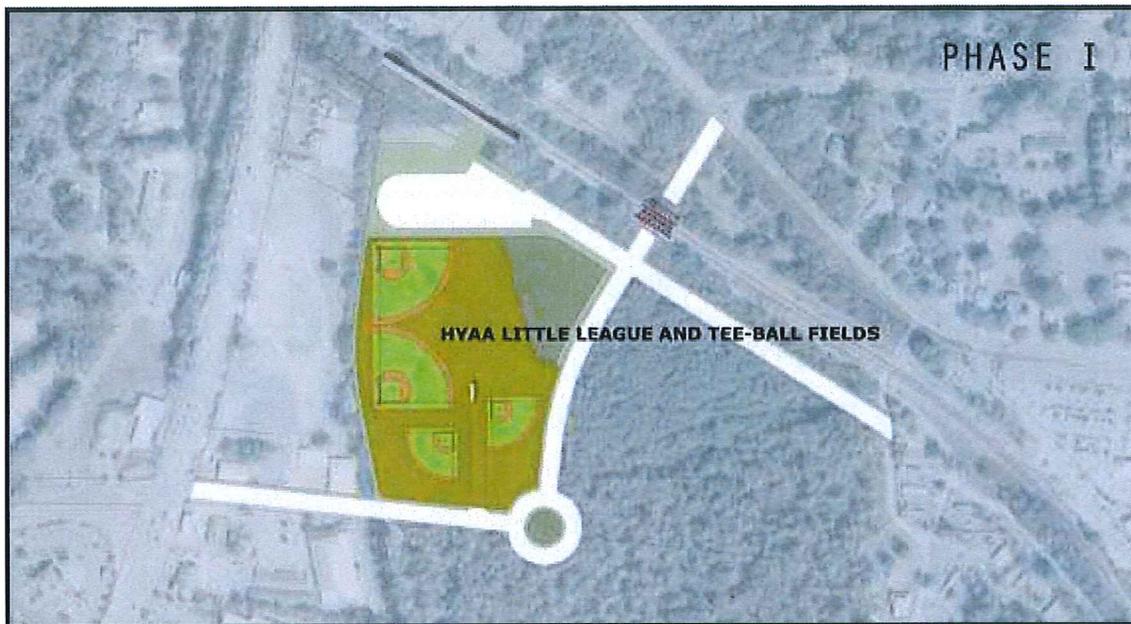


## Phase I

1—5 Years

Phase I is intended to provide an operating station stop for Amtrak passengers while maintaining the current use of the site and providing safe and adequate road access.

If funding opportunities do not come through in a timely manner, this phase could be implemented without the grade-separated crossing to US 70-A East. This provides an option for the Town to move forward with a rail station and access roads if finances are tight, and then construct the remaining road infrastructure when funding is available.



- The road connecting S. Churton Street to US 70-A East is constructed, including a grade-separated crossing under the railroad corridor.
- The existing at-grade crossing is closed and replaced with an access road to the Partin tract.
- A pedestrian connection to downtown Hillsborough is provided.
- The two HYAA baseball fields are left in their current position, and the two tee ball fields are moved south adjacent to the roads.
- A station platform and a 500 square foot structure is constructed, supplemented by parking and a turn-around area that can be used by public transit. The parking area will be used by both by transit users and HYAA ball field users.

## Phase III

10—20 Years

Phase III is the full build-out scenario where the station has become a major regional commuting hub and the site is a vibrant community center.



- A Civic Arts Center is constructed
- The surface parking lot has been replaced with a parking garage to accommodate increased commuter parking and event parking.

### Vision

It is the Task Force's vision that upon final build-out, the site will have visitors from all over the county, either by personal vehicle, by bus or by train. The station will be able to be accessed from Hillsborough, Chapel Hill, and Carrboro by bus, and can be used to travel to other cities within the state or to Washington, D.C., New York, or even Florida. Shops and cafes draw people to spend time on the sidewalks, or relaxing in Boo Collins Park. The Civic Arts Center holds classes and daytime events for the public, and also has gallery space and a performance hall for plays, lectures, concerts, or other special events in the evenings. Civic space in the station building allows community meetings to be held in a facility that has adequate and functional space as well as an adequate parking supply for the public. A police substation provides round-the-clock activity and security on site and gives the police greater access to neighborhoods and commercial areas south of the Eno River. The pedestrian connection to downtown allows citizens and visitors to easily travel between sites without having to drive. With residential units and office space, this site complements the strongly retail-oriented historic downtown. Thus, the site becomes more than simply a train station, but also a vibrant center with a mix of uses that will draw visitors into Hillsborough and provide potential new residents with a place to live and work.