

# **Scope of Work**

## **Kerr-Tar Lakes District Regional Bike Plan**

**October 2011**

Kerr-Tar Regional Council of Governments (KTCOG) is requesting \$194,409 from the NC Department of Transportation Division of Bicycle and Pedestrian Transportation (DBPT) for development of a regional bicycle plan. The Kerr-Tar Lakes District Regional Bike Plan project will be developed by KTCOG staff in collaboration with NCDOT, local governments, other key stakeholders, and the general public. The project timeline is June 1, 2012 through June 30, 2014. The plan will recommend bicycle transportation connections between the region's lakes, towns, public lands, and landmarks within the Kerr-Tar region. Special attention will be paid to how the regional bike route system is connected to the proposed East Coast Greenway and Southeast High Speed Rail Station in Henderson and proposed regional commuter bus transit stations in Butner and Roxboro. Improvements to existing roadways and construction of new facilities will be recommended.

The Kerr-Tar Lakes District Regional Bike Plan will be developed in a five-phase process. A Steering Committee will be established to work with KTCOG staff in development of the plan. The Plan content will follow NCDOT's Recommended Regional Bicycle Plan Content template released in 2008.

### **PHASE 1 – START-UP**

#### **June 2012 - November 2012**

Phase 1 of the project will involve the following tasks:

#### **1. Creation of Project Steering Committee**

The proposed membership of the Steering Committee is:

- Representatives from the existing bicycle clubs in the Kerr-Tar region
- Local government staff representing each of the counties and municipalities impacted by the plan in the Kerr-Tar region
- Regional parks and recreation staff, state park rangers and state trails program staff
- Regional economic development and tourism staff
- NCDOT DBPT staff
- NCDOT Division 5

## **2. Development of Project Website**

Development of website to disseminate information and collect input and comments; host discussions and surveys. Website will be a venue for posting of meeting and contact information.

## **3. Data Collection**

The following data will be collected:

- Existing road conditions – AADT, road widths, existing bicycle facilities, speed limits, truck traffic; scheduled roadway projects – widening, new facilities, bridges, and resurfacing
- Scheduled greenway/off-road trail projects
- Existing bicycle and greenway plans
- Bicycle accident data
- Digital elevation models – to generate elevation profiles
- Inventory of public lands, significant parks and recreation facilities, landmarks, locations for lodging or camping, water and food
- Existing Town and County ordinances and policies related to bicycle facilities
- Southeast High Speed Rail Corridor Plans including the parallel multi-purpose trail and location of bike/pedestrian crossings

## **4. Initial Public Input**

A survey instrument will be developed to gather public input on the following

- Current riding routes
- Common origins and destinations
- Profile of existing cyclists
- Perceived obstacles and barriers to cycling
- Desired improvements (type and locations)

Anticipated Steering Committee Meetings in Phase 1:

1. Orientation; discussion of data collection
2. Survey instrument development

Deliverables from Phase 1 of the project will include:

1. Roadway data
2. Scheduled roadway project details
3. Scheduled greenway/off-road trail project details
4. Existing bicycle and greenway plans
5. Summary of local ordinances and policies

6. Public survey results
7. Base mapping

## **PHASE 2 – ANALYSIS**

### **January 2013 – May 2013**

Phase 2 of the project will involve the following tasks:

#### **1. Development of Project Goals and Objectives**

Steering Committee will analyze roadway data, project information, existing plans, and public survey results to develop goals and objectives. A project scope (i.e., extent of bicycle network) will be established.

#### **2. Determination of Potential Routes**

Routes that meet the project goals and objectives will be identified.

#### **3. Reconnaissance of Potential Routes**

Routes will be analyzed for the following:

- Sight distance
- Grade
- Hazards

#### **4. Data Collection of Potential Routes**

Existing rights-of-way will be determined for the potential on-road routes. For off-road trails, current property ownership will be determined.

#### **5. Development of Ranking System to Prioritize Routes**

#### **6. Research of Ordinance and Policy Measures to Promote Cycling**

#### **7. Research Education Programs**

Educational programs from other jurisdictions will be evaluated to develop education best practices. Education programs will be sought that address both cyclist behavior and motorist behavior.

#### **8. Research of Cost Estimates for Roadway Improvements and New Facilities**

Per-mile cost estimates will be developed for roadway retrofits (bike lane additions, shoulder improvements), bike accommodations in new roadway construction, new off-road routes, and bridges.

## **9. Public Workshops**

Public workshops will be held at two locations in the region. The format of the workshops will be identical; there will be two to make them convenient for participants. At the workshops, participants will be provided information on the following:

- NCDOT's Regional Bicycle Planning Initiative
- Existing road conditions
- Existing bicycle facilities
- Existing bicycle and greenway plans
- Survey results
- Draft goals and objectives of the Kerr-Tar Lakes District Regional Bike Plan

Workshop participants will be asked to provide input on recommended routes.

Anticipated Steering Committee Meetings in Phase 2:

1. Goals and objectives
2. Identification of potential routes
3. Development of ranking system
4. Ordinance and policy measures; education programs; cost estimates

Deliverables from Phase 2 of the project will include:

1. Goals and objectives
2. Catalog of potential routes
3. Analysis of potential routes
4. Photographs of existing conditions
5. Mapping of potential routes
6. Right-of-way data
7. Ranking system
8. Regulatory/policy best practices
9. Education best practices
10. Cost Estimates
11. Summary of public workshops

## **PHASE 3 – PRELIMINARY PLAN DEVELOPMENT**

**June 2013 – November 2013**

Phase 3 of the project will involve the following tasks:

### **1. Development of Draft Kerr-Tar Lakes District Regional Bike Plan**

Based on analysis of data, the ranking system, and public comment, a draft of the plan will be developed. The plan content will follow NCDOT's Recommended Regional Bicycle Plan Content template. The Phase 3 draft will include:

- Needs analysis
- Tabulation of potential routes with associated rankings
- Listing of origins and destinations, including available amenities such as parking, public restrooms, lodging, etc.
- Map of the recommended routes network
- Detailed maps of recommended route segments
- Description of recommended improvements

### **2. Route Prioritization**

Recommended routes will be ranked using the approved project prioritization criteria. Rankings will be used to group projects into short, medium, and long-term needs. Additionally, projects will be grouped into types (i.e., bike lane, shoulder improvement, bridge, new roadway construction project, off-road trail, etc.).

### **3. Development of Design Guidelines**

Guidelines for design of bicycle facilities will be developed based primarily on existing NCDOT standards. Guidelines will also be developed for bicycle facilities on non-NCDOT streets, and for off-road facilities.

### **4. Public Workshops**

Public workshops will be held at two locations in the Kerr-Tar region. The format of the workshops will be identical; there will be two to make them convenient for participants. At the workshops, participants will be asked to provide input on the following:

- Recommended routes network
- Individual route segments
- Recommended design guidelines

### **5. Research of Funding Sources for Bicycle Facilities**

Details of available funding sources for bicycle projects will be developed. Details of funding sources will include:

- Applicability to identified projects
- Eligible recipients of funds

- Funding cycles
- Matching requirements

Anticipated Steering Committee Meetings in Phase 3:

1. Development of draft routes network
2. Individual project details
3. Route prioritization; design guidelines

Deliverables from Phase 3 of the project will include:

1. Draft Kerr-Tar Lakes District Regional Bike Plan
2. Mapping of recommended routes network
3. Mapping of individual route segments
4. Design guidelines
5. Prioritization of projects
6. Summary of public workshops
7. List of available funding sources

## **PHASE 4 – IMPLEMENTATION/SUSTAINMENT**

**December 2013 – February 2014**

Phase 4 of the project will involve the following tasks:

- 1. Development of Regulatory and Policy Recommendations**
- 2. Development of Education Recommendations**
- 3. Refinement of Kerr-Tar Lakes District Regional Bike Plan**

Based on input from public workshops, Steering Committee may make additions, deletions, or changes to draft routes. Plan maps, graphics, appendices, regulatory/policy recommendations, and design guidelines will be finalized. A matrix will be developed that depicts project priorities with cost estimate and lead agency for implementation.

### **4. Development of Signage Plan**

Signage Plan will include creation of a Kerr-Tar Bike Route logo, cost estimates, and locations of signs. KTCOG will contract for logo creation.

Anticipated Steering Committee Meetings in Phase 4:

1. Regulatory and policy recommendations; education recommendations
2. Refinement of plan
3. Signage plan

Deliverables from Phase 4 of the project will include:

1. Regulatory and policy recommendations
2. Education Plan
3. Revised draft of Kerr-Tar Lakes District Regional Bike Plan
4. Signage Plan

## **PHASE 5 – ADOPTION**

### **March 2014 – June 2014**

Phase 5 of the project will involve the following tasks:

#### **1. Presentation of Kerr-Tar Lakes District Regional Bike Plan to Town and County Planning Boards**

Final Draft of plan will be presented to local government planning boards. Boards will be asked to make formal recommendations to their respective Town Councils and County Boards of Commissioners.

#### **2. Presentation of Kerr-Tar Lakes District Regional Bike Plan to Town and County Governing Boards**

Final Draft of plan will be presented to Town Councils and County Boards of Commissioners. Boards will be asked to adopt the plan.

#### **3. Presentation of Kerr-Tar Lakes District Regional Bike Plan to the Kerr-Tar RPO**

Final Draft of plan will be presented to Kerr-Tar RPO Transportation Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) for adoption.

#### **4. Presentation of Kerr-Tar Lakes District Regional Bike Plan to Kerr-Tar Regional Council of Governments Executive Board**

Final Draft of plan will be presented to Kerr-Tar Regional Council of Governments Executive Board for adoption.

#### **5. Distribution of Plan**

Final version of the Kerr-Tar Lakes District Regional Bike Plan will be distributed to local governments and other stakeholders.

Deliverables from Phase 5 of the project will include:

1. Final Plan – hard copies

100 copies of the Plan will be produced. The Plans will be produced by a local printer, under contract with Kerr-Tar Regional Council of Governments. The Plans will be bound, in color, on 8.5x11 inch paper. Each Plan will contain a folded 33 x 44 inch plot of the entire regional network. Also, the individual route segments will be detailed on 8.5 x 11 inch maps. It is anticipated that approximately 250 individual route segment maps will be created.

2. Final Plan – digital and website presence

The Plan will be posted on the KTCOG, Lakes District Regional Bicycle Plan, regional tourism, and economic development websites. Electronic and printed copies of the final Plan will be shared with local agencies and welcome centers. The plan will be developed to be utilized on the Lakes District website with individual route segment maps, and information about destinations and services along the route as interactive features. We hope that riders will be able to download a maps and information digitally for use while using the network.

3. ESRI Version 10.0 file geodatabase containing all data compiled and created

4. Steering Committee meeting agendas and minutes; public workshop attendee lists and summaries and survey results

## **KERR-TAR LAKES DISTRICT REGIONAL BICYCLE PLAN RATIONALE**

The Plan seeks to wrap a viable and vibrant bicycle plan around a core of issues (mobility, economic development, and environmental and human health) as one catalyst for realizing solutions to some of the region's most pressing problems and to harness the opportunities inherent in the region's wealth of natural and historic features, principally, the region's lakes and riparian corridors.

### **I. Geographical Area for the Regional Bicycle Plan**

The planning area encompasses five counties in north central North Carolina: Person, Granville, Franklin and Warren and the communities of Roxboro, Leasburg, Oxford, Butner, Stem, Stovall, Henderson, Middleburg, Kittrell, Louisburg, Franklinton, Bunn, Centerville, Warrenton, Norlina and Macon. The focus of the plan will be link the region's myriad of lakes, riparian corridors, and recreation areas; reinforcing and enhancing the region's existing character: compact traditional town centers surrounded by sparsely settled rural areas of forests, farms, lakes and rivers.

### **II. Connections and Service Types**

The goal of the plan is to link the region's lakes utilizing a system of on- and off-road trails.

- Link existing network of state, county, and local parks along the proposed bike routes and adjacent to the regional lakes;
- Link and incorporate into the plan, regional and locally significant features including public facilities (i.e. schools, colleges, libraries, etc.) currently primarily located in or immediately adjacent to our region's towns and cities; historic sites and landscapes; natural and recreation areas (including existing and proposed parks and recreation facilities) and services for bicyclists, including lodging, food, water and maintenance;
- Integrate identified river basin priority riparian corridors into planned off-road road bicycle network.

### **III. Staff Resources and the Role of Consultant**

The Kerr-Tar Regional Council of Governments is the Lead Regional Organization (LRO) serving five north-central North Carolina counties, located between the Commonwealth of Virginia, and North Carolina's Piedmont Triad, Research Triangle, and Upper Coastal Plain regions. KTCOG has a 20 year history of providing planning assistance to local governments; KTCOG is the designated Lead Planning Agency (LPA) for the Kerr-Tar Rural Planning Organization (KTRPO).

Plan development will be coordinated by Kerr Tar Regional Council of Governments' planning and transportation planning staff, with contributions of in-kind assistance from local communities including county and municipal planning, parks and recreation, tourism, economic development and GIS staff. Data collection and mapping using graphic software and GIS will be

completed in house. Outside help will be engaged to assist with specific components for the plan including data collection, website and interactive digital applications, graphics and signage.

The Kerr-Tar Planning Director has a master's degree in landscape architecture from North Carolina State University. He has been involved in a number of corridor plans including the NC 73 multi-jurisdictional plan; and, greenway and parks planning in Green Level, Huntersville, and Knightdale, NC. In addition, the Planning Director is tasked with managing the Kerr-Tar Rural Planning Organization which is responsible for coordinating regional transportation planning, and regional transportation funding, in conjunction with NCDOT. The GIS / Bicycle – Pedestrian Planner is a seasoned bicyclist with a master's in Regional Planning. The Planning Director will provide oversight and direction to the GIS / Bicycle-Pedestrian Planner.

Municipalities in the region are familiar with NCDOT's Bicycle and Pedestrian Planning Program. Several of the region's 15 towns have received grants for pedestrian plans, and all counties have completed or nearing completion of Comprehensive Transportation Plans and are familiar with alternative transportation planning.

#### **IV. Regional Partners**

The Plan will need active input from people representing a variety of viewpoints and interests not only to ensure that the plan is comprehensive but that it has champions who can carry the Plan through to implementation. An active group of stakeholders and partners will be critical to the long-term success of the plan and will include generally, local citizens, local and state planning professionals, and organizations concerned with bicycling, recreation and other planning focus areas. To help harvest the best plan possible, the involvement of the following groups is also anticipated:

- Kerr-Tar municipal and county public schools;
- Kerr-Tar Regional Council of Governments' Aging and Public Health Departments
- Kerr-Tar local and regional economic and tourism development planners;
- Kerr-Tar local and regional historic preservation offices;
- Kerr-Tar local chambers of commerce; and,
- NC Department of Commerce Tourism Marketing and Cultural and Historic Resources.

#### **V. Local Support for Bicycling in the Kerr-Tar Region**

In the past year, two very successful events have been organized and realized in the region. One, the Mayo Lake / Person County Triathlon attracted nearly 300 participants; the other, a bike race, attracted over 600 participants to a route that linked Hyco, Mayo, and Kerr Lakes in Granville and Person counties. Plans to repeat these events in 2011 are underway; the lessons learned from these events will be used to inform the development of the plan.

Until recently, Warren County, and the Town of Warrenton in particular, were active participants in the annual "AIDS Ride" – opening their hearts and homes to hosting and providing assistance to bicycle riders who travelled the county when event was operated between Raleigh and Washington. Warren and Vance counties' tourism and economic

development offices, in conjunction with local bicycle enthusiasts, have also hosted a “Ride between the Lakes” bicycle race.

In addition, the success of the Kerr-Tar Lakes District Bicycle Plan will depend partly on the recognition and incorporation of work that has gone into previous planning efforts including existing adopted local and county greenway, bicycle, pedestrian, comprehensive transportation, economic development, environmental protection, and human health and recreation plans. Therefore, the planning process must begin with the compilation, review and integration of associated plans not limited to, but including,

- Existing and proposed Rails-to-Trails links and plans (plans are adopted in Granville and Franklin counties; a portion of the adopted Tobacco Heritage Trail is in northern Person County); and, identification of potential future linkages;
- County and local bike and greenway plans;
- “Safe Routes to School” plans; and,
- SESHHR Corridor’s Proposed companion Bike (and Pedestrian) Trail

While the appeal of tying into and expanding the geographic scope of the study area (including the “Triangle” and “Triad” to the south and west of the region and Virginia to the north) is compelling and will ultimately enhance the integrity and value of the Kerr-Tar Lakes District Plan, at this time the planning process will focus within the immediate region.