



TOWN OF CARRBORO
NORTH CAROLINA

TRANSMITTAL

PLANNING DEPARTMENT

DELIVERED VIA: ☒ *HAND* ☐ *MAIL* ☐ *FAX* ☒ *EMAIL*

To: **David Andrews, Town Manager**
Mayor and Board of Aldermen

From: **Zachary Hallock, Transportation Planner**

Date: **February 19, 2019**

Subject: **Summary of Bicycle Plan Update Steering Committee Members & Staff Outreach and Communication Methods**

Summary

The purpose of this memo is to provide complete list of the stakeholders identified to provide input to the Bicycle Plan Update Project team by representing their stakeholder group on the Steering Committee. In addition, the general communication strategy is defined for each of the board groups (Community Stakeholders, Advisory Boards, Local Agency Staff, Carrboro Staff, and New Stakeholder Groups), specific methods used by stakeholder groups are included in brackets.

A. Initial Community Stakeholder Groups were identified by staff and adjusted based on input from the Board during their January 15th meeting, these groups were directed to submit an online application through the Town's website. In some cases, additional direct outreach was utilized, physical copies of the application were distributed and groups were directed to submit these directly to the Planning Department. The newly identified stakeholder groups (see section F) were directed to submit their application for an at-large seat, and clearly specify which group they wanted to represent. The groups initially identified are:

- 1 At Large Carrboro Resident [Town Facebook/Twitter, Town Website, NextDoor]
- 2 Rogers Road Community [Email, phone call]
- 3 El Centro Hispano [Direct contact, printed application provided, Email]
- 4 Carrboro Burmese Community [Direct contact, printed application provided, Email]
- 5 Chapel Hill-Carrboro NAACP [Email]
- 6 Elderly/Senior Residents [Email coordination with OC Agency on Aging]
- 7 Differently-abled residents [Email]
- 8 Local Environmental Advocate
- 9 Carrboro Bicycle Coalition [Email]

- 10 Carrboro Business Community [Email info over business list serve]
- 11 Local Bike Shops [Email]

B. The Board of Aldermen will appoint their own representative during this February 19th meeting.

- 1 Carrboro Board of Aldermen Liaison

C. Advisory Board Representatives were identified by providing a brief presentation to the Joint Advisory Boards and directing them to appoint their own representative. For those advisory boards which do not attend the JAB presentation (YAB, NTA, Greenways), coordination with the staff liaison was utilized to direct those boards to select a representative. The boards participating are as follows:

- 1 Climate Change/Environmental Advisory Board
- 2 Planning Board
- 3 Youth Advisory Board
- 4 Northern Transition Area
- 5 Carrboro Greenways Commission
- 6 Carrboro Transportation Advisory Board

D. Local Agency staff representatives were identified based on communication with other agencies, generally requesting a department head to identify their staff member to best represent their organization. These organizations are:

- 1 Chapel Hill-Carrboro City Schools
- 2 Orange County
- 3 Durham-Chapel Hill-Carrboro MPO
- 4 NCDOT Division 7
- 5 NCDOT Division of Bicycle and Pedestrian Transportation
- 6 UNC Transportation and Parking
- 7 TJCOG
- 8 Town of Chapel Hill

E. Carrboro department representatives were identified based on coordination with their respective department heads. The departments invited to participate are:

- 1 Carrboro Rec and Parks Department
- 2 Carrboro Police Department
- 3 Carrboro Fire Department
- 4 Carrboro Public Works Department

F. Newly identified outside stakeholder groups have been included based on feedback from the Board received during the January 15th meeting and internal discussions between staff. A resolution has been attached (Attachment A)

- 1 CHS XC Team [email]
- 2 CHHS XC Team [email]
- 3 MS Mountain Biking Teams [email]