

SPARTANBURG COUNTY TRANSPORTATION COMMITTEE PLAN

Revised May 1997; and amended September 1998; February 1999; September 2000; May 2001; May 2003; February 2004; May 2007, February, 2008, May, 2008, and January, 2013, February, 2015, February, 2016, May 2016, July 2018, April 2019, October 2020

Purpose:

The Spartanburg County Transportation Committee (CTC) is created by the Spartanburg County Legislative Delegation in compliance with the SC Code of Laws Subsection 12-28-2740. Amended by Act No. 253, Section 4, effective May 14, 2002; 2002 Act No. 293, Section 1, effective June 3, 2002, (See Editor's Note in Revised 2000 Code of Laws of South Carolina 1976.), to promote, in a structured/prioritized method, a program in which the roads located within the geographical bounds of Spartanburg county are properly inspected, maintained and improved/expanded.

Background:

According to the United States Census Bureau, Spartanburg County had a population of approximately 306,854 persons occupying a land area of approximately 840 square miles as of July 1, 2017. The population density of the County varies from light to moderate in more rural areas of the County to fairly concentrated in the central urban area. Significant population growth has occurred outside the central urban areas resulting in more of a sprawled population pattern. In addition to serving as a place of residence for its inhabitants, the County serves as a place for education, entertainment, and commercial activity for its own residents and for thousands of residents from surrounding counties. The topography varies from mountainous to rolling hills with numerous streams, rivers, and several large bodies of water. The County is part of a regional economy having similar characteristics, and it is traversed by two interstate corridors, I-85 and I-26.

These circumstances create a variety of transportation needs. Spartanburg County currently contains approximately 4877 miles of public paved roads, with the South Carolina Department of Transportation (here "DOT") maintaining approximately 2897 miles of paved roads, the County government being responsible for over 1720 miles of paved roads, and the municipalities combined maintain over approximately 260 miles of paved roads. These roads are subject to certain previously established planning and assessment procedures.

The Spartanburg Area Transportation Study ("SPATS") was created in 1967 to assure the development of a coordinated transportation system for the County's urban area. The SPATS Policy Coordinating Committee, a Metropolitan Planning Organization (MPO), is designated under federal law to plan and program major highway improvements within the central area of the County having a population density in excess of 1000 persons per square mile. The Policy Committee receives assistance from the Study Team composed of planning and engineering professionals acting in cooperation with the staff of the DOT. The Policy Committee adopts a 20 year plan and a 5 year program addressing road needs of major thoroughfares in the SPATS study area. The SPATS Committee has and continues to adopt its plan and

program after study and deliberation, and it has done so in accord with criteria otherwise established by federal and state law.

Process:

In the context of established planning and assessment processes, the Spartanburg County Transportation Committee must analyze its supervision of C-Funds. It must do so with referent to the character of traditional C-Fund projects, the expanded range of uses for such funds, and federal, state and local planning processes.

The Spartanburg County Transportation Committee recognizes the need to establish its own criteria to evaluate projects under its purview with reasonably objective standards in a manner compatible with the goal of improving the roadway network located within the geographical boundary of Spartanburg County. The Spartanburg County Transportation Committee intends to maintain a priority ranking system in which road projects are approved based on need. The following criteria may be considered as part of the review/approval process:

- A. Annual maintenance cost,
- B. Number of residences and/or businesses on the road being reviewed,
- C. Traffic data,
- D. School bus and public transportation routes,
- E. Emergency vehicle ingress and egress, and
- F. Accident history.

The Spartanburg CTC may review and update its ranking system based on the current needs within the County and/or the desire of the Committee.

Unless otherwise approved by the Spartanburg CTC, the CTC will operate on a fiscal year beginning July 1 and ending on June 30. The general annual distribution of "C" Funds may be as follows:

- A. Requirements for state road projects as outlined within the latest version of S.C. Code Ann. 12-28-2740. The current requirements are at least 25% of a county's apportionment of C funds, **BASED ON A BIENNIENNIAL (2 YEAR) AVERAGING OF EXPENDITURES**, must be expended on the state highway system for construction, improvements, and maintenance. Furthermore, all of the proceeds associated with Act 40 must be used exclusively for repairs, maintenance, and improvements to the state's highway system. Act 40 amended the C Fund law and by July 1, 2021 the Spartanburg CTCs apportionment will have increased from 2.66 cents per gallon to 3.99 cents per gallon. At such time the Spartanburg CTC will be required to spend at least 33.3% of its apportionment on the state highway, which will ultimately satisfy both of the above requirements. Monies received as part of the donor bonus are not considered to be a part of Spartanburg's apportionment and, therefore, are not required to be spent on the state's highway system.

B. 10% set aside for projects as recommended by the Spartanburg County House of Representatives Members. The percentages of set aside monies were originally calculated and prorated based on percent of population under control of the House Member. The noted populations and corresponding percentages are listed below. Both may be updated if/when circumstances warrant. The calculation of the 10% set aside shall be based on proceeds received from 2.66 cents per gallon of the user fee plus any Donor Bonus. The 10% set aside should exclude all other proceeds associated with Act 40, which are required by law to be spent ONLY for repairs, maintenance, and improvements to the State Highway's system. All recommended projects will be subject to those provisions outlined within the latest version of S.C. Code Ann. 12-28-2740, latest Spartanburg CTC policies, this plan, and other applicable state, federal, or local laws. Funds not approved by the Spartanburg CTC by its first meeting of each calendar year will revert back into the general "C" funds. In order to be approved by the first meeting of each calendar year, projects should be submitted by January 1.

<u>House District</u>	<u>Population</u>	<u>Percentage</u>
31	37,344	13.135
32	36,893	12.976
33	38,061	13.387
34	37,661	13.247
35	25,435	8.946
36	34,329	12.075
37	36,376	12.795
38	38,208	13.439
TOTAL	284,307	100%

- C. Funds not associated with items A and B may be appropriated for general county/city projects and administration of the program.
- D. Any remaining funds not appropriated within the active fiscal year, will remain within the general C fund account and will be used as deemed appropriate by the majority of the Spartanburg CTC.

The Spartanburg Transportation Committee is responsible for the financial management, along with the County of Spartanburg's Financial/Administrative Assistance, and Administration of the program as defined within the statutes governing the "C" Fund program.

The Spartanburg County Transportation Committee shall establish a "C" Funds Financial Account separate and apart from any other funds associated with any governmental entity. This shall be done with the assistance of Spartanburg County solely for the purpose of administrating funds received from the state and funds being dispersed for city/county/state road projects. Funds received and dispersed shall be subject to audit at any time by the Committee, the County, the Legislative Delegation and the State Department of

Transportation.

The Spartanburg County Transportation Committee shall operate in a fiscally sound and stable manner and shall not operate in a deficit.

Organization

The Spartanburg County Transportation Committee (CTC) membership shall be comprised of eleven voting members represented by:

1. The Spartanburg County Public Works Director, or County Council designee;
2. The City of Spartanburg Engineer, or City of Spartanburg designee;
3. One member appointed by each of the eight House of Representatives representing Spartanburg County; and
4. One member appointed jointly by the Senators representing Spartanburg County.

The City and County designees shall serve as standing members but shall not serve as chairman or vice chairman. Beginning on June 30, 1999 and each fiscal year thereafter, members appointed shall serve a four year term. *Provided*, however, that of those first appointed, three shall serve a term of two years, three shall serve a term of three years, and three shall serve a term of four years.

The CTC Chairperson shall be elected by the membership for a two year term, however, once a member has served as chairperson he/she cannot offer to serve for a period of four years. The Chairperson elected shall have served on the committee for at least two years. In the event, that any or all of the sitting and qualified members of the CTC choose not to seek the position of committee chair, the committee, by a unanimous vote of those present and voting, may re-elect the sitting chair as chair for a consecutive two year term. In the event of a resignation by the sitting chair before the end of his/her term, the committee shall elect a sitting and qualified member as chair to complete the vacated term. If the term to be filled is less than twelve months, then the new chair will be eligible to seek another term that is consecutive to the term being presently served. The committee may also choose to elect a Vice Chairperson with the eligibility, election, and term requirements being the same as outlined above for the Chairperson.

The CTC shall meet no less than once per quarter of the fiscal year or as many times as the committee deems necessary. There shall be a quorum (50% of voting members) present at all meetings in which projects are voted on or approved. There shall be a majority vote of those present to approving or disapproving expenditures governing projects.

The CTC may also subsume a subcommittee of technical personnel for evaluations and advise. This subcommittee shall consist of eleven members known as the Technical Advisory Committee. The CTC membership shall elect the Chairman of the Technical Advisory Committee. Other than the County Public Works Director or County Council designee, each member of the Technical Advisory Committee shall be a voting member of the Technical Advisory Committee only.

The Technical Advisory Committee shall include the following:

1. One member of the Spartanburg Legislative Delegation, appointed by the Delegation Chairperson;
2. One member of the Spartanburg County Council, appointed by the Council Chairperson;
3. The South Carolina Department of Transportation Resident Maintenance Engineer for Spartanburg County;
4. The South Carolina Department of Transportation Construction Engineer;
5. The Spartanburg County Planning Department Manager or his/her appointee;
6. The SC Department of Transportation 4th Congressional District Commissioner
7. The City of Spartanburg Engineer or City appointee;
8. The SC Department of Transportation District Traffic Engineer
9. The County Engineer;
10. The County Roads and Bridges Manager; and
11. The County Public Works Director

The CTC shall meet no less than once per quarter of the fiscal year or as many times as the committee deems necessary. There shall be a quorum (50% of voting members) present at all meetings in which projects are voted on or approved. There shall be a majority vote of those present to approving or disapproving expenditures governing projects.

The Spartanburg County Transportation Committee and the Technical Advisory Committee shall not add or delete the number or type of members without the consent of the Spartanburg County Legislative Delegation. Individuals of the committee may be removed for cause including but not limited to missing three consecutive meetings with unexcused absences in a calendar year. The CTC shall decide excused /unexcused absences.

CTC Policies

The Spartanburg CTC may establish a set of policies that further define the CTC's responsibilities and/or level of participation (if any). For informational purposes, the most current Spartanburg CTC policies can be found as an Appendix to this Plan.

Suggested guidelines/rules of the committee:

- A. Use Roberts Rules of Order.
- B. Public notice of meetings in general accordance with the most recent Freedom of Information Act.
- C. Meetings of the CTC will be held in the County Administration Office Building at times in which the general public can appear and represent themselves after 5:00 p.m. on Monday through Friday. Should circumstances which impact the practicality of in-person meetings occur, or due

to the action of one or more government entities requesting or requiring limitations on in-person meetings, the Chairman, at his/her discretion, has the authority to call for an electronic based meeting which includes public access. Any electronic based meeting (which may include video conference, audio conference, web conference, and/or similar technology) will be an authorized CTC meeting in which all defined CTC actions, including project funding approvals, can be conducted.

- D. Meetings of the Technical Advisory Committee will be held only in a government building and each Technical Advisory Committee meeting date will be announced.
- E. There shall be no special meetings scheduled solely for the purpose of meeting with special interest groups. These groups must request to be put on the Agenda for regularly scheduled meetings.
- F. "C" Funds are not to be used for private development, or on school property.
- G. Minutes of the County Transportation Committee meetings shall be recorded by the County Delegation Secretary and be made available to the County Delegation and County Council upon request.

APPENDIX

Spartanburg County Transportation Committee

APPROVED POLICIES

AS OF APRIL 24, 2018

I. RIGHT OF WAY

Right of Way (ROW) acquisition for CTC projects should be based on several factors, such as the following:

URBAN AREA ROAD PROJECTS

1. Road classification and traffic count (ADT)
 - A. Local street, 3,000 or less ADT = Low priority
 - B. Collector street, 7,500 or more ADT = Medium priority
 - C. Arterial Street, 20,000 or more ADT = High priority

RURAL AREA ROAD PROJECTS

1. Road width and traffic count (ADT)
 - A. 16 feet wide or less and ADT greater than 3,000 = High priority
 - B. 20 feet wide and ADT greater than 3,000 ADT = Medium priority
 - C. 24 feet wide and ADT less than 7,500 ADT = Low priority

Also the following should be taken into consideration before ROW acquisition is approved.

1. If the project is requested by the property owners in a residential area and is not a high priority type project, the property owners should donate any needed ROW for the project.
2. If the project is requested by a government agency and is not a high priority type project, the agency should acquire the needed ROW.
3. If the project is of a high priority type the CTC should consider acquiring the ROW needed for the project.

These are suggested ROW guidelines. See minutes November 18, 1998, Item # 7, II

II. a) SCHOOLS POLICY

The Spartanburg County Transportation Committee will no longer fund transportation related projects to improve access or mitigate actual or expected traffic problems created by school construction. This

includes, but is not limited to, improvements required by SCDOT to improve roads at entrances to schools and includes all impacts not anticipated but discovered as a result of the completed school construction. The CTC will determine which roads are applicable to this policy.

Revised and Approved at public meeting, April 24, 2018

III. ECONOMIC DEVELOPMENT PROJECTS

It is the policy of the Spartanburg County Transportation Committee not to provide funding for any existing road or infrastructure improvements that are interior to a proposed economic development project that would be used for the financial benefit of the developer in developing the project. Interior means within the property line of property owned by the developer or entity responsible for the development project.

Approved at public meeting, October 19, 2000

IV. PROJECT APPROVAL

The CTC will approve a project and funding amount based upon the project scope and cost estimates recommended by the Advisory Committee. Once a project is approved by the CTC, the project scope and/or approved funds for the project cannot be changed without CTC approval. Any fund balances remaining after the completion of an approved project may not be used for another project, project addition, extension or change in scope without the approval of the CTC.

Approved at public meeting, July 18, 2002

V. TIME FRAME AND REPORTS TO BE FILED FOR USE OF APPROVED FUNDING

Local governments, agencies, and authorities who receive C Funds for a project are responsible for administering of the project funds through completion. C Funds awards for a project will have a term of not more than eighteen (18) months. All purchases of goods and services shall be made according to the established procurement policies. The administering agency shall make written quarterly project status reports by the end of the following months: March, June, September and December. Such reports shall be submitted to 366 North Church Street, Room 1210, Spartanburg, South Carolina 29303. Projects reimbursements payments shall not be made unless required quarterly reports are filed. Funds not expended within the 18 month project term will be lost by the Administering Agencies and returned to C-Fund general account.

Approved at public meeting, April 19, 2007

VI. WAY FINDING SIGN POLICY (ADOPTED ACCORDING TO SCDOT, BUT AMENDED BY CTC)

The Department has been approached by several municipalities requesting that they be allowed to install Way finding signs. Wayfinding signs are signs used to direct motorist to various points of interest

in and around a city or town. The Federal Highway Administration has issued an opinion that these signs may be allowed and that each state shall develop a state policy for wayfinding signing.

This guideline provides statewide criteria for wayfinding signing to be installed on the State Highway System.

GUIDELINE:

Section A: STANDARDS

1. The local government requesting Way finding signs shall develop and approve through local resolution the criteria for the destination s that will be shown on the Way finding signing. The local government shall submit their Way finding signing criteria to the District Traffic Engineer for approval prior to developing their Way finding sign system plan.
2. Way finding signs shall not be allowed on full controlled access highways, including ramps. They may be installed on other highways where adequate spacing is available.
3. The planning, design, installation, and maintenance of all Way finding signs and their assemblies are the responsibility of the local government, including signs on the State Highway System. Maintenance includes replacing or repairing the sign or supports if damaged or deteriorated, and relocating the signs if necessary due to roadway redesign or other activities. All work will be performed at no cost to SCDOT under an approved encroachment permit. SCDOT will have final approval of all sign locations.
4. Commercial establishments may not be signed. No advertising is allowed on the signs.

Section B: SIGN DESIGN

1. Red, yellow, orange, florescent yellow-green or fluorescent pink shall not be used as background colors for wayfinding signs, in order to minimize confusion with regulatory, warning, construction, or incident management sings.
2. A minimum contrast value of legend color to background color of 70 percent is required for wayfinding signs (ADA minimum contrast value).
3. An enhancement marker consists of a shape, color, and/or pictograph that is used, at the option of the local government, as an aesthetic identifier for the wayfinding signing system for an area as a whole. They may be used with wayfinding signs or may be incorporated into the overall design of the wayfinding sign. The size and shape of an enhancement marker shall be smaller than the wayfinding signs themselves and shall not be designed to have an appearance that could be mistaken as being a traffic control device.
4. Examples of enhancement markers on wayfinding signs.

Section C: CTC FUNDING REQUIREMENTS

1. Monies approved for such Way finding signage shall be allocated from delegation set-aside funding.

2. No C Funds will be provided for maintenance of such signage.

Approved in public meeting, July 17, 2008

VII. SIDEWALK/STREETSCAPE POLICY

The CTC will consider sidewalk/streetscape projects brought before the committee from Municipalities/Cities and the County. Streetscape projects may include sidewalk improvements in compliance with American Disability Act (ADA) standards, gutter replacement and drainage improvements.

Recognizing that economic benefit might be realized from streetscape projects but also understanding that these projects are primarily enhancements to the transportation system the CTC may partially fund these projects but considers it the responsibility of the applicant to provide the major part of funding from local funds or other funding sources. **A master plan must be presented to the CTC at the time of the request.**

The CTC may consider funding if the following conditions are met:

1. The applicant provides for a minimum of 80% of the total estimated project costs using their own funds, road fee funds etc.
2. Only Delegation set-aside C Fund may be used. Funds limited to 20% of the total estimate cost not to exceed \$50,000
3. Based on available funding.
4. Subject to CTC Advisory and CTC approval.

The CTC, by adopting this policy, does not represent that it will fund a sidewalk/streetscape project.

Revised and Approved at Public Meeting, April 24, 2018

VIII. FIRE STATION SIGNALIZATION POLICY

Only Delegation set aside funds may be used for design, materials, and installation of emergency stop and go signals and flashing beacons for fire stations. SCDOT must pre-approve the device that would be appropriate prior to Delegation request. The fire station can be directed to (864) 241-1010 for the request to review and approve a recommendation. If approved, the fire station would be required to obtain an encroachment permit through SCDOT Spartanburg Maintenance office and would utilize a pre-approved contractor for installation. SCDOT will monitor installation and maintain the device within the right-of-way.

Approved in public meeting on April 15, 2010

IX. MAINTENANCE POLICY

1. With the exception of legislative set-aside funds, the CTC will not participate in the installation of street trees, landscaping or irrigation work. All other funds except Delegation set-aside funds will not be provided for maintenance of these projects.
2. The CTC will consider maintenance or repair for hardscape items including sidewalks and curbs. The projects must be within public right-of-way.
3. Only Delegation set-aside funds may be used for design, materials, and installation of street trees, landscaping and irrigation work. Evergreen and perennial plantings are encouraged. Annuals are discouraged. Permits, approvals and construction shall be completed by the requesting entity with C Fund staff review. The Requesting entity must submit a letter of commitment to maintain to include a regular maintenance plan.
4. CTC and Delegation set-aside funds shall not be used for routine landscape maintenance. (i.e., replacing mulch, planting annual flowers, weeding, repairing irrigation, etc.)
5. The CTC will consider delegation set-aside fund requests for landscape repairs. (i.e., replacing curbing)

Approved in the public meeting of July 15, 2010

X. PAVING GRAVEL ROADS

CTC and Delegation Set-Aside money will not be used for paving gravel roads.

Approved in the public meeting of October 21, 2010

XI. SPEED HUMPS

The Spartanburg County Transportation Committee (CTC) will not fund any Speed Humps in Spartanburg County. This includes County, State, Municipal, and Private or any other type of road within the county.

Approved in the public meeting of April 21, 2011