

FLORENCE COUNTY
PLANNING, BUILDING INSPECTION,
AND CODE ENFORCEMENT DEPARTMENT

April 17, 2008

Mr. Kevin Sheppard
Statewide Planning Engineer
SCDOT
Post Office Box 191
Columbia, SC 29202-0191

Re: Unified Planning Work Program, FY 2009

Dear Mr. Sheppard:

Please find enclosed three copies of the Florence Area Transportation Study (FLATS) Unified Program Work Program (UPWP) for fiscal year 2009 as requested. This plan has been reviewed by the FLATS Study Team and recommended on March 27, 2008 to the Policy Committee.

The Policy Committee has approved the UPWP unanimously over the past week.

If you have any questions regarding the enclosed document, please feel free to contact me by phone at 843 676-8600 x 164 or by e-mail at spark@florenceco.org.

Sincerely

Scott Park
Planning Services Officer

Enclosures

FLORENCE AREA TRANSPORTATION STUDY UNIFIED PLANNING WORK PROGRAM

Federal ID #57-6000351

Fiscal Year 2009



Funding provided by:
FEDERAL HIGHWAY ADMINISTRATION
and
FLORENCE COUNTY

Visit *FLATS* online at:
www.florenceco.org/planning/flats.htm



South Carolina
Department of Transportation

**CERTIFICATION OF THE (FLORENCE, SC)
TRANSPORTATION STUDY PLANNING PROCESS**

Be it known to all that the below signees do hereby endorse and certify the planning process for the Florence Area Transportation Study and further certify that this Planning Process addresses the major issues facing the area and is being conducted in accordance with the requirements of: 23 U.S.C. 134, and the applicable regulations; Section 174 and 176 (c) and (d) of the Clean Air Act (42 U.S.C. 7504, 7506 (c) and (d)); Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794; Section 1003 (b) of the Intermodal Surface Transportation Efficiency Act of 1991 (Pub. L. 102-240) regarding the involvement of disadvantaged business enterprise in FHWA and FTA funded planning projects and provisions of the Americans with Disabilities Act and US DOT regulations "Transportation for Individuals with Disabilities" (49 CAR Parts 27, 37, and 38).

CHAIRMAN, POLICY COMMITTEE
FLORENCE AREA
TRANSPORTATION STUDY

DEPUTY DIRECTOR
SOUTH CAROLINA DEPARTMENT
OF TRANSPORTATION

DATE: 4-15-08

DATE: _____

Post Office Box 191
Columbia, South Carolina 29202-0191

Phone: (803) 737-2314
TTY: (803) 737-3870



AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION EMPLOYER

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Introduction

The Florence Area Transportation Study (FLATS) is the Metropolitan Planning Organization (MPO) servicing a population of 85,324 (Census 2000) from three member municipalities within two counties. The Unified Planning Work Program (UPWP) outlines the activities that the FLATS will undertake in FY 2009¹ using funds from the Federal Highway Administration (FHWA) and a local match by Florence County.

The objectives, methodology, products and anticipated milestones are outlined for each activity, as well as the level of staffing and funding that will be utilized for each category. Milestone periods may be specified by quarters². Three activities are included in the UPWP: (A) Program Administration, (B) Surveillance, and (C) Documents and Analysis. The fourth section (D) serves as a reference to this document. In total, FLATS is allocated a total of \$348,970 to spend in these categories with 80% or \$279,176 being federally funded through SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users) and the remaining 20% or \$69,794 as a local match from Florence County. SAFETEA-LU references the 2005 amendments to transportation legislation (Titles 23 and 49, United States Code) which is responsible for the majority of funding for the FLATS program. FLATS has adopted the eight Planning Emphasis Areas (PEA's) described under this law into transportation planning in the FLATS jurisdiction. The UPWP describes the specific tasks for FLATS for FY 2009 pursuant to these PEA's.

The FLATS is a program by which local officials and citizens have input in the expenditure of transportation funds within the urban area of Florence, South Carolina (map, page 5.) Any major road project or transit project that takes place in this area using federal funds must be considered and approved by the FLATS Policy Committee.

FLATS continues to coordinate with local transportation interests and long-term planning partners including the Pee Dee Council of Governments, Pee Dee Regional Transportation Authority, local governments within the FLATS area as well as members of the public.

Policy Committee

The FLATS Policy Committee consists of the following voting members:

H. Morris Anderson, Councilman, Florence County
Kristopher R. "Kris" Crawford, Representative, South Carolina House of

¹ July 1, 2008 – June 30, 2009: Based on the State and County fiscal year period; conversely, the Federal fiscal year is October 1 – September 30

² Quarters of the fiscal year are designated as the following periods: first: July 1 – September 30; second: October 1 – December 31; third: January 1 – March 31 and fourth: April 1 – June 30

Representatives (District 63)

T. Ashby Gregg, Mayor, Town of Quinby

Hugh K. Leatherman, Sr., Senator, South Carolina Senate (District 31)

K.G. "Rusty" Smith, Jr., Council Chairman, Florence County

Marvin Stevenson, Commissioner, South Carolina Highway Commission
(District 6)

Billy D. Williams, Councilman, City of Florence

Frank E. Willis, Mayor, City of Florence

The following list includes the non-voting members of the Policy Committee:

Janice Baroody, Executive Director, PDRTA

Chairman, Airport Commission

Tony Chapman, State Highway Engineer, SCDOT

William Hoge, Director, Florence County/Municipal Planning Department

Bob Lee, Division Administrator, FHWA

Richard Starks, County Administrator, Florence County

Dennis Townsend, District Highway Administrator, SCDOT

David Williams, City Manager, City of Florence

Glynn Willis, Chairman, Florence County/Municipal Planning Commission

Any projects presented to the FLATS Policy Committee are first examined by the FLATS Study Team, which consists of technical representatives from various agencies and departments in the area.

Study Team

The FLATS Study Team consists of the following voting members:

SCDOT:

Michael Bethea, Traffic Engineer, Florence Office

David Burgess, Transit Planner

Tony Edwards, Assistant Program Manager for the FLATS and Pee Dee COG

Christopher Gossett, Program Manager for the FLATS and Pee Dee COG

Michelle James, Assistant Program Manager for the FLATS and Pee Dee COG

Derrell Rice, Transportation Planner

Kevin Sheppard, Statewide Planning Engineer

Pee Dee Council of Regional Governments:

Phillip Goff, Assistant Executive Director and Economic Development Director

Florence County:

William Hoge, Director, Planning Department
Scott Park, Planning Services Officer, Florence County/Municipal Planning Dept.
Glynn Willis, Chairman, Florence County/Municipal Planning Commission

The recommendations provided by the FLATS Study Team are presented to the FLATS Policy Committee for consideration. Projects approved by the FLATS Policy Committee are then listed in the Transportation Improvement Program (TIP), the annually updated financial document reporting FLATS projecting expenditures for the next three years.

Efforts are made to give the public an opportunity to have input in the transportation planning process. A wide range of people, including agencies, community groups, individuals, and the media, are notified of the meetings. The Florence County/Municipal Planning Department provides the staff work for FLATS and is available to assist the public with transportation questions.

Planning Emphasis Factors

FLATS will continue to incorporate the following Planning Emphasis Areas (PEA's) into the program (U.S. Code Title 23 Section 134 (f)(1)(A-G) and Title 49 Section 5303 (b)(1)(A-G)):

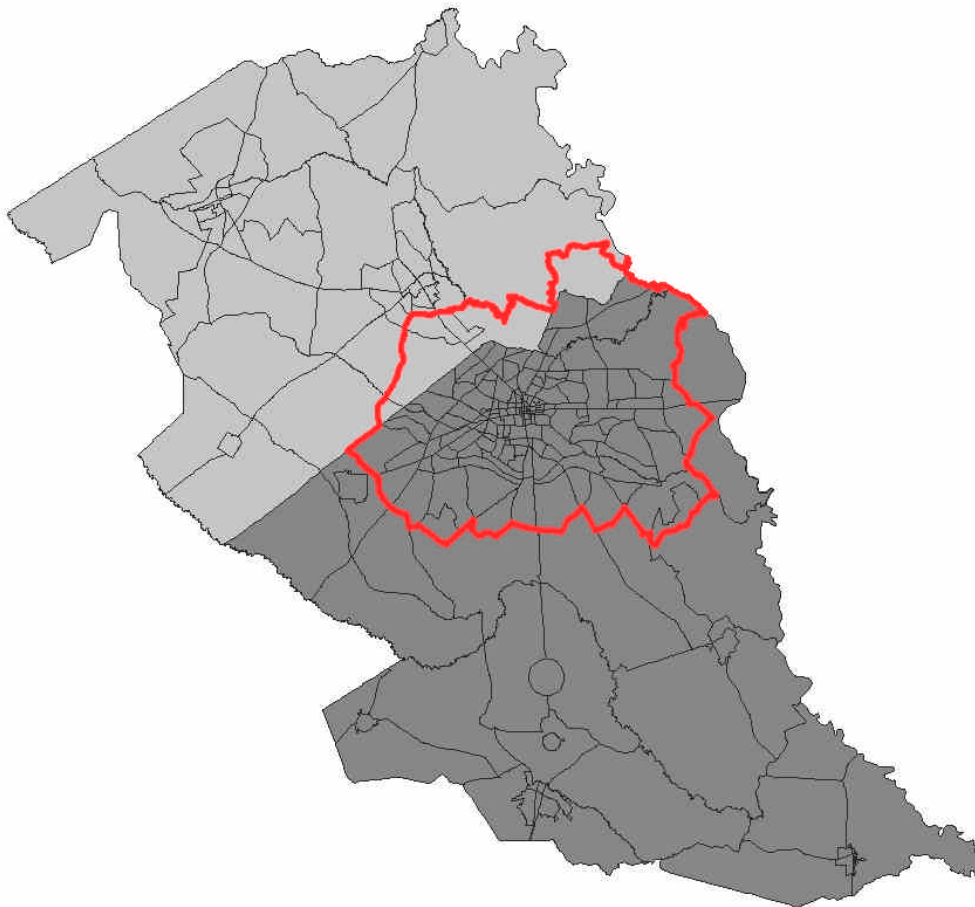
1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation, and;
8. Emphasize the preservation of the existing transportation system.

Throughout this UPWP, these factors will be referenced under individual methodology as well as matched to corresponding tasks (including a page number reference) outlined in this UPWP in the matrix below:

UPWP Task	Planning Emphasis Area (PEA's)							
	1	2	3	4	5	6	7	8
A-1 (p.6)		◇	◇					
A-2 (p.8)				◇		◇		
A-3 (p.12)					◇			◇
B-1 (p.13)		◇	◇				◇	
B-2 (p.15)	◇				◇			
C-1 (p.16)		◇		◇	◇	◇		◇
C-2 (p.18)	◇			◇	◇		◇	◇
C-3 (p.20)	◇	◇	◇			◇	◇	

Study Area Map

- Dark gray area represents Florence County Transportation Assessment Zones (TAZs)
- Light gray area represents Darlington County TAZs
- Thicker outline represents FLATS area



A. PROGRAM ADMINISTRATION**A-1 Administration**

Objective: To administer the transportation planning program in the FLATS area, including coordinating all activities of the Policy Committee and Study Team, developing narrative reports for citizens and public/private agencies, and providing liaison activities among government agencies and the public. Other administrative activities include preparing narrative and expenditure reports, maintaining financial accountability including an annual report, keeping routine correspondence, and preparing and retaining information related to billing and training.

Methodology (includes schedule of milestones after each work task):

Enhancement of Planning Factors 2 and 3

Staff will provide the FLATS Policy Committee and Study Team with the administrative work needed to effectively operate as an MPO. In addition to this administrative work, staff will continue to provide technical assistance to these groups in the development of the UPWP and TIP. Staff will also work with these groups on programming and project maintenance throughout the year. ***Continuous throughout fiscal year.***

Staff will maintain records including correspondence with citizens, of all FLATS activities including committee meetings. ***Continuous throughout fiscal year.***

Staff will continue to provide the public, developers, and SCDOT with information on items such as traffic reviews, elements of design, development of grant applications, and public transportation. As requested, staff will be available to speak at public meetings to provide opportunities for the public to discuss transportation related issues. ***Continuous throughout fiscal year.***

The UPWP will be distributed to public officials to inform them of planning activities and costs associated with FY 2009. Any changes to the Long Range Plan or TIP will also be distributed to public officials and placed on the Florence County website. ***First quarter; changes posted continuously as needed.***

As SCDOT updates the Statewide Transportation Improvement Plan (STIP), FLATS will continue to work with them in its development. Also, in order to be consistent with growth and development in the region and state, FLATS will continue to work with officials on various planning projects, including the one-cent sales tax projects currently funded by the State Infrastructure Bank. ***Continuous throughout fiscal year.***

As in previous years, before publishing any Requests for Proposals (RFP's) for consulting services, SCDOT will be presented with the information for review and approval. Also, all funds administered by SCDOT, regardless of source, will continue to be subject to the provisions of the OMB Circular A-133, the Single Audit Act. ***Continuous throughout fiscal year as needed or required.***

Staff will continue to work on various safety and security issues throughout the FLATS area. To assist with the safety of our transportation system, staff will not only continue to notify and remain in contact with emergency personnel about meetings and development of documents, but will also send the County Sheriff notices of meetings. ***Continuous throughout fiscal year.***

Also, as new roads are constructed or as enhancement projects are completed, bicycle and pedestrian pathways will become more prevalent in Florence County. While this goal will be a benefit to the area, the safety and security of these routes will be a concern. In order to assist with this concern, agencies responsible for law enforcement and maintenance of these paths, such as the police department, sheriff's office, and public works' offices will be made aware of the developments. Placement locations of Share the Road signs will continue to be planned as necessary. Information regarding the location of these signs will also be sent to law enforcement personnel so that they are aware of potential multi-modal traffic. ***Continuous throughout fiscal year with new Share the Road signs being requested in the Second Quarter.***

As a vector to continue implementing the 2004 Florence Area Bikeway Master Plan, staff will continue to administer the Trails Committee meetings by providing the meeting place, organizing the agenda, liaising among members and other duties as appropriate. ***Continuous throughout fiscal year.***

In order to continue improving its technical capacity, staff may attend various training sessions and seminars on urban transportation planning in order to stay abreast of changing regulations and transportation technologies. Staff will also continue to review transportation related circulars and newsletters. ***Continuous throughout fiscal year.***

Products: Minutes from all meetings, resolutions, agreements, reports, and other records of FLATS activities will be produced and maintained as necessary. The UPWP will be published in addition to any other required documents. Copies of written correspondence concerning FLATS or other transportation related activities with citizens, local governments, developers, and other agencies will be maintained to provide a record of the yearly activities. New staff members may be hired, furniture/computers/software for new and existing FLATS staff may be purchased, and travel/training expenses may be incurred.

Staffing: County Planning Department (CPD)

Estimated Date of Activity Completion: June 30, 2009

Financial Responsibility:

Source of Funds	Ratio	Cost
Local (CPD)	20%	\$8,000
Federal	80%	\$32,000
TOTAL COST		\$40,000

A-2 Public Participation

Objective: Present a system to inform and involve individuals and agencies/groups of transportation planning efforts and the development of transportation plans in the FLATS area.

Previous Work: The FLATS Public Involvement Plan was originally developed in 1994. This plan remained on display for public comment for 45 days and was passed by the Policy Committee. The methodology of the FLATS Public Involvement Plan was evaluated by the FLATS Policy Committee in June of 2005. While the members voted to keep this plan in place, periodic review will begin in FY 2009 on a two-year cycle to ensure that the program is functioning as an effective method for public involvement for all.

Groups and individuals interested in transportation planning have been added to the FLATS mailing list for Policy Committee meetings. Additionally, several have been added to the email list for Trails Committee meetings. Member of the FLATS staff have also attended pertinent community meetings and met with representatives of these groups as needed.

Methodology (includes Schedule of Milestones after each work task):

Enhancement of Planning Factors 4 and 6

The FLATS goal is to provide the public with information in many aspects. Staff will initiate contact with citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and

other interested parties regarding transportation planning in the FLATS area. ***Continuous throughout fiscal year.***

As part of this effort, staff will organize the Florence Area Trails Committee, which citizens are invited to attend. ***Continuous throughout fiscal year.***

Staff will work with SCDOT to update the public participation process to identify all required stakeholders according to SAFETEA-LU. ***Continuous throughout fiscal year.***

Due to the importance placed on public involvement in SAFETEA-LU and as public involvement is central to good decision-making, staff will also present the Public Involvement Plan to the FLATS Policy Committee as part of a two-year self-review process. With this process, staff will provide the Policy Committee with a public involvement report from the recent year and demonstrate our response to citizen concerns as part of the update of the public participation plan. ***First and second quarters- report prepared and sent; third and fourth quarters- necessary changes made and adopted.***

As the Transportation Improvement Plan (TIP) is updated and amended, a report detailing this information will be developed and provided for public comment period(s) as required by federal law. ***Continuous throughout fiscal year if necessary.***

FLATS will also continue to update and add documents and transportation planning information to the Florence County and Florence Area Bicycle Master Plan websites. These websites will provide the public with an additional means to access and comment on the transportation plans. ***Continuous throughout fiscal year.***

FLATS will send out a newsletter explaining the MPO concept as well as other important aspects of transportation, including project timelines. ***First Quarter.***

In addition to the newsletter, staff will mail by post and/or e-mail meeting notices and related information to our mailing list. We will advertise our meetings and information through the newspaper, our website, direct mail, and notice posting. ***Continuous throughout fiscal year.***

A record of public involvement will continue to be maintained and will be submitted with the FLATS year-end report to show our progress and annual work. ***Continuous throughout fiscal year.***

The Public Involvement Plan includes the following elements:

- 1) The public involvement process will be on public display in the Florence County/ Municipal Planning Department for 45 days prior to its adoption. Its availability will

be advertised in a local newspaper of general circulation.

- 2) The existing mailing list for the FLATS Policy Committee meetings will be reviewed and expanded to insure that all segments of the population are given notice of the meetings of both of these groups at least one week prior to the meetings. Some of the groups to receive notice of the meetings will include but not be limited to affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans programs, and projects. The mailing list is included as part of this plan.
- 3) All technical and policy information used in the development of plans will be available for public inspection upon written request to the staff of the Metropolitan Planning Organization. These requests can be submitted to the following address until June 2008:

Florence Area Transportation Study
Florence County
Municipal Planning and Building Inspection Department
218 West Evans Street
Florence, South Carolina 29501

After June 2008, it is anticipated that our offices will be utilizing the following address:

Florence Area Transportation Study
Florence County
Municipal Planning and Building Inspection Department
518 South Irby Street
Florence, South Carolina 29501

- 4) Before any key transportation decisions are made by the FLATS Policy Committee or before the Policy Committee votes on a change to the Transportation Improvement Program (TIP) a public notice will be placed in a newspaper of local circulation stating that the Program will be available for public viewing and comment for 15 days. If proposals are made by the Policy Committee to change significantly any part of the Program from that which the public reviewed, then the same process will be done to allow for comments before the Program is finalized.
- 5) Representatives from minority groups and low-income groups will be included on

the mailing lists for the FLATS Policy Committee meetings. These mailings will encourage them to attend the meetings and give their input to the planning process.

- 6) If there are a significant number of comments on the TIP or any of the plans being considered for approval by the FLATS Policy Committee, a summary, analysis, and report on the disposition of comments shall be made part of the final plan and TIP.
- 7) This process will be coordinated with the state public involvement process to avoid redundancies.
- 8) From time to time, the FLATS Policy Committee will review this public involvement process, examining the numbers of people and groups that have become involved in the planning process and the numbers of comments that are made, to insure that everyone who so desires is allowed to offer their opinions on transportation planning issues in the Florence Metropolitan area.
- 9) Someone will be identified who can assist FLATS staff with communicating with non-English speaking persons. Significant population concentrations of non-English speaking persons will be identified using 2000 Census data. If there is a FLATS project that will have an impact on that area, staff will prepare to assist those persons.

Products: The County Planning Department will make available any information on the planning process that may be of interest to any persons or groups that request it. The mailing list will be updated accordingly. The Public Involvement Process may also be updated.

Staffing: County Planning Department (CPD)

Estimated Date of Activity Completion: June 30, 2009

Financial Responsibility:

Source of Funds	Ratio	Cost
Local (CPD)	20%	\$2,000
Federal	80%	\$8,000
 TOTAL COST		 \$10,000

A-3 Transportation Enhancement Program

Objective: To maintain the process for selecting enhancement projects to be included in the Transportation Enhancement Program and to be a liaison between the grant recipients and SCDOT.

Previous Work: Projects have been selected to be included in the Transportation Enhancement Program from year to year, including the development of the Florence Area Bikeway Master Plan. In FY 2005, the Policy Committee selected three projects: Florence Regional Airport Gateway Enhancements Project, Phase II of the Quinby Gateway Beautification Project, and Phase I of the Florence Interconnected Trail System. In FY 2006, one enhancement project was selected: Beautification of US 52. This enhancement project carried over into FY 2007. For the FY 2008, the renovation of the Red Doe Plantation was the only proposal to the FLATS Committee and was approved on March 3, 2008.

Methodology (includes Schedule of Milestones after each work task):

Enhancement of Planning Factors 5 and 8

Staff from FLATS sent notices to applicants in FY 2006-2007 for the upcoming funding cycle of enhancements. The potential applicants eligible to receive enhancement funds are local governments in the FLATS area including Florence County, Darlington County, the City of Florence and the Town of Quinby. If projects are submitted for funding under the current enhancement cycle, the Enhancement Committee (currently the FLATS Study Team) will meet to review the applications and make recommendations to the Policy Committee, which will then meet to consider the choices and make recommendations to SCDOT. The applicants were asked to consider projects that satisfied the full use of the available enhancement funds and to consider various sidewalk projects that could be completed fairly inexpensively. Sidewalks, especially those around schools, can be developed as a large project or as a series of small, incremental projects. ***Continuous throughout fiscal year.***

While these projects are approved at the policy committee level, the public will have an opportunity to review these projects in advance of decision-making and have the chance to comment on the projects proposed. This should help decision-makers understand the level of need and importance placed by the community on various enhancement projects. ***Continuous throughout fiscal year.***

After grants have been awarded, the FLATS staff will work with SCDOT on the items listed in the Transportation Enhancement Program guidelines. ***Continuous throughout fiscal year.***

Product: The enhancement projects that are selected will be listed in the TIP. The projects that are considered and information on these projects will be available from the CPD at any time during the planning process.

Staffing: County Planning Department (CPD)

Estimated Date of Activity Completion: June 30, 2009

Financial Responsibility:

Source of Funds	Ratio	Cost
Local (CPD)	20%	\$2,000
Federal	80%	\$8,000
TOTAL COST		\$10,000

B. SURVEILLANCE

B-1 Mapping

Objective: To provide a visual instrument that identifies areas of study and provides a detailed tool for planning and analysis within the FLATS area.

Previous Work: Building permits have been tracked by the County since 1997. However, the County recently began using a new building permit system, which has provided us with the capability to assist and improve our mapping of future growth and trends in the FLATS area. In addition, maintaining accurate road maps through GIS continues to be a priority.

Methodology (includes Schedule of Milestones after each work task):

Enhancement of Planning Factors 2, 3 and 7

Staff will continue to work with the Assessor's Office to maintain an accurate centerline and parcel map. This is critical in the efficient and effective tracking of trend data in the FLATS area. As new roads are proposed in the area, staff will verify the road for an accurate placement utilizing GPS and include attribute data, such as road surface type and bridge location. This data will also be made available to emergency personnel and other public entities to increase the effectiveness of the transportation system. ***Continuous throughout fiscal year.***

In addition, as new parcels are mapped and the parcel map maintained, various other features

can be improved. These features include creating an accurate zoning layer, developing comprehensive plan maps for existing and future land use, and mapping development in the area. There are various databases that exist within this information that must also be maintained, including a file of major points of interest, which is useful in the location of retail development, school, subdivisions, and industry. ***Continuous throughout fiscal year.***

Work also continues on the development of our data so that GIS becomes an integrated system throughout other County departments. This work will improve the quality, speed, and uniformity of our data as well as our ability to use the data to plan for growth in the transportation network. ***Continuous throughout fiscal year.***

Staff is also involved in the production of maps that are used for transportation planning. Part of this process includes the maintenance and purchase of software and licensing. As has been in the past, this software can be used for mapping and analysis of the socioeconomic data collected in the FLATS network. ***Continuous throughout fiscal year.***

The staff will also continue to update accurate address information. This project will involve updating each address in our area. By using GIS, address information will be plotted in the center of each parcel and then verified via ground-truthing. The data can also be matched to the building site location using aerial photography which would again be followed by ground-truthing as verification. After completion of this project and with the integration of future data, staff will be able to track changes by address. This information can be used for updating, plotting, and analyzing socioeconomic data for the FLATS transportation model. This data has already been used to assist the census in the Local Update of Census Addresses (LUCA) project. Through this project, the data made available to the census will help increase the accuracy of the federal data products and lead to better transportation planning data for FLATS through the Census Transportation Planning Package. Furthermore, census and address data may be used together to plan future transportation needs based on various demographics. ***Continuous throughout fiscal year.***

Product: Utilizing geographic information systems (GIS), The CPD will maintain digital data as described above. Staff will produce maps to be used by the planning staff for land use and trend analysis. County-wide address and roads databases will continuously be maintained.

Staffing: County Planning Department (CPD) and consultant(s)

Estimated Date of Activity Completion: June 30, 2009

Financial Responsibility:

Source of Funds	Ratio	Cost
Local (CPD)	20%	\$12,500
Federal	80%	\$50,000
TOTAL COST		\$62,500

B-2 Traffic Surveillance

Objective: Monitor the highway system and collect travel data such as volume and direction of traffic, turning direction, and lane of travel.

Previous Work: The annual count program is on a continual basis with count information available at the Planning Department. Staff has participated in various traffic-related meetings, including a study meeting of Radio Road. Staff has continued to complete traffic reviews for various projects.

Methodology (includes Schedule of Milestones after each work task):

Enhancement of Planning Factors 1 and 5

As traffic counts are continuously collected for our area by SCDOT, staff will continue to incorporate these counts into maps and traffic reviews for projects. These traffic reviews incorporate SCDOT traffic counts and provide information to assess levels of service and function of roadways. ***Continuous throughout fiscal year.***

Product: As growth occurs throughout our area and as traffic patterns change, staff will continue to produce traffic reviews on development projects. This information will also be used to update and provide information for the long range plan as updates are needed. In addition, these counts will be made available as requested to developers and the public.

Staffing: County Planning Department (CPD)

Estimated Date of Activity Completion: June 30, 2009

Financial Responsibility:

Source of Funds	Ratio	Costs
Local (CPD)	20%	\$2,000
Federal	80%	\$8,000
TOTAL COST		\$10,000

C. DOCUMENTS AND ANALYSIS

C-1 Development and Maintenance

Objective: Maintain the FLATS program by developing the Unified Planning Work Program (UPWP, this document), Transportation Improvement Plan (TIP), and the Long Range Transportation Plan in compliance with federal regulations as they relate to metropolitan transportation planning. In addition and as needed, staff will update Florence County's Comprehensive Plan including the Community Facilities, Cultural, Economic, Natural Resources, Housing, Land Use, Population, Transportation and Priority Investment Areas elements.

Previous Work: In June 2006, the FLATS Policy Committee passed the 2030 Long Range Transportation Plan. The UPWP and TIP have also been developed in previous years.

Methodology (includes Schedule of Milestones after each work task):

Enhancement of Planning Factors 2, 4, 5, 6 and 8

The TIP and UPWP will be developed and presented to the FLATS Policy Committee for approval. Any needed revisions to these documents will also be completed. Revisions may be needed to improve the quality of transportation planning in our area based on new information or to update the plans based on new regulations. ***TIP and UPWP will be presented in the Fourth Quarter and as needed. Updates and amendments to these documents may continue throughout the year as necessary.***

As a method of maintaining and increasing the use of the existing transportation system, staff will work with the Florence Area Trails Committee to promote the addition of multi-modal transportation to our current and developing network. Working with this committee will also help to increase the accessibility and mobility of people in the FLATS area. One of the goals of this committee is to enhance the role of bicycle and pedestrian facilities in our network. Staff will continue to lead this committee, feature the meeting calendar on the Florence County website, and promote use of alternative forms of transportation. Throughout this process, the

accessibility and mobility for citizens of Florence may be increased due to additional forms of community connectivity. ***Continuous throughout fiscal year.***

Through the work on the Florence Area Trails Committee, the quality of the environment may also be protected and enhanced. Air quality planning efforts have been in place in our area through the Early Action Compact, or EAC. As the EAC comes to a close, FLATS plans to continue to work on conformity with air quality standards. While significant planning was done in FY 2007 for an air quality program for County employees, program development will continue into this fiscal year. Once approved and enacted, this type of program may be communicated to other local companies and industries. This program encourages bicycling and walking, as well as promotes many energy conservation tips and methods. ***Continuous throughout fiscal year.***

FLATS will continue to comply with the Title VI requirements contained in the federal regulations in the development of the plans and programs (42 U.S.C. Section 2000d). In the event that a Title VI complaint is received, FLATS will acknowledge and log the complaint, forward the complaint to SCDOT and address the concern appropriately. Staff may continue to propose additional steps in the public involvement plan that will identify strategies to reach minorities and other low-income groups in addition to ways to engage other underrepresented populations. The staff will also continue to supply news releases of Policy Committee Meetings to agencies that have contact with low-income and minority groups. This will include, but not be limited to, maintaining and attempting to expand the mailing list of such agencies. ***Continuous throughout fiscal year.***

Staff will also continue to work with SCDOT on the statewide plan as it relates to freight. As this plan develops, staff can use the plan when considering future projects. Also, by identifying freight transportation providers and including them in our mailings, participation may be increased. ***Continuous throughout fiscal year.***

As needed, staff may also work with consultants on network improvement studies. These studies would involve looking at key problem areas, including intersections, and finding cost effective ways to improve traffic conduction. ***Continuous throughout fiscal year.***

Staff will also provide the results of our comprehensive plan update (C-1) to the Florence County Economic Development Partnership in order to help them track growth and future development trends. ***Continuous throughout fiscal year or with the final draft of the comprehensive plan.***

Product: Staff will produce the UPWP, TIP, and produce other documents related to the work in this section including the Transportation Element of the Florence County Comprehensive

Plan. Furthermore, staff will seek options including consultation for updating the long-range plan and cooperate with its development and completion.

Staffing: County Planning Department (CPD) and consultant(s)

Estimated Date of Activity Completion: June 30, 2009

Financial Responsibility:

Source of Funds	Ratio	Cost
Local (CPD)	20%	\$12,500
Federal	80%	\$50,000
TOTAL COST		\$62,500

C-2 Socio-economic and Land Use Data

Objective: Gather and maintain data and information to be used in transportation planning.

Previous Work: Socioeconomic and land use data has been collected and maintained. Several databases, including zoning and land use, have been created. Information such as the applicant's name, address, zoning district, and type of work is included in the zoning database. This, as well as other information, has been used to direct traffic modeling. Land use maps have also been produced for the existing and future use of land on a parcel by parcel basis. In the previous fiscal year, FLATS underwent a significant change in the way data was collected, managed, and developed.

Methodology (includes Schedule of Milestones after each work task):

Enhancement of Planning Factors 1, 4, 5, 7 and 8

According to federal regulations:

The degree of consideration and analysis of the factors should be based on the scale and complexity of many issues, including transportation system development, land use, employment, economic development, human and natural environment, and housing and community development.

Code of Federal Regulations: Title 23, Part 450, Subpart C,
Sec. 450.306 (b)

While the FLATS area (see map on page 5) covers portions of Florence and Darlington Counties, development and land use throughout both counties affects the traffic and transportation system in the FLATS area. Although Florence County is not responsible for comprehensive planning for Darlington County, examination of their plan in relation to the FLATS area may be useful. However, a full examination of each of the above quoted factors throughout Florence County will be completed through the update of the Comprehensive Plan. Through this effort, we will also continue to work with Census data. ***Continuous throughout fiscal year.***

Staff will incorporate various aspects of transportation planning into each of the elements of the comprehensive plan as described in the federal regulation. ***Continuous throughout fiscal year.***

SAFETEA-LU encourages the consultation and coordination “with planning officials responsible for other types of planning activities affected by transportation”. The efforts made on the comprehensive plan will help to achieve this goal in our area. Furthermore, staff will continue to meet with planning officials to be updated on the latest planning activities. ***Continuous throughout fiscal year.***

Staff members will also be monitoring the transportation system throughout its development including working on projects, such as the one-cent sales tax projects, that connect the FLATS network to other areas in the county. ***Continuous throughout fiscal year.***

SAFETEA-LU also places emphasis on recreational travel and tourism. By identifying socioeconomic and land use points of interest in Florence County, such as historic sites and parks, staff will promote recreation and tourism. ***Continuous throughout fiscal year and highlighted more specifically in the comprehensive plan.***

Building permit and development data will also be tracked. This task will allow the comparison of past with future growth by analyzing Traffic Analysis Zones (TAZs, see map on page 5). This data will show residential growth from new subdivisions and commercial growth from new and altered developments. ***Continuous throughout fiscal year; report developed in Fourth Quarter.***

Product: Data from Traffic Analysis Zones and from building permit databases will continue to be created to track growth. An updated land use report will be maintained.

Staffing: County Planning Department (CPD) and consultant(s)

Estimated Date of Activity Completion: June 30, 2008

Financial Responsibility:

Sources of Funds	Ratio	Cost
Local (CPD)	20%	\$24,000
Federal	80%	\$96,000
TOTAL COST		\$120,000

C-3 Public Transportation Planning

Objective: To assist PDRTA with GIS mapping and related services in a way that is useful and beneficial to their needs.

Previous Work: The long-range plan for public transportation was developed in 1994. As of January 2001, the CPD had received all of the centerline coverage for the County. From that time, this information has been periodically maintained and updated as new roads are developed. According to PDRTA administration, this document is useful for PDRTA drivers. The CPD continues to maintain an Internet mapping website, which can be used to locate addresses, find major buildings, identify subdivisions/industries, and pinpoint other landmarks. This website also has road information, including surface type. The CPD has continuously provided mapping updates to PDRTA in order to develop new routes and identify ridership. Additional work in this area is planned for FY 2009 when staff will provide county-wide maps of PDRTA's new and updated routes to better serve the public.

Methodology (includes Schedule of Milestones after each work task):

Enhancement of Planning Factors 1, 2, 3, 6 and 7

The chief provider of public transportation in the Florence area is PDRTA. The Planning Department has direct contact with this agency on a continual basis and will keep them abreast of project activities as well as aide in PDRTA projects as necessary.

Staff will continue to assist PDRTA with GIS mapping services to include the following:

- *Assist PDRTA in mapping routes and locating ridership.* As part of this effort, we will not only provide updated road/centerline information, but also economic development information to assist in the expansion of their current services. By continuing to identify and map locations of major industries, commercial centers, and residential areas, PRDTA may be able to develop additional commuter routes and potentially identify multi-modal

transportation options. **Continuous throughout fiscal year.**

- *Providing population maps.* By providing PDRTA with maps of identified populations, they may be able to improve service and update their fixed routes and potentially add new services, stop locations, and even a new transfer point. **Continuous throughout fiscal year as a plan is developed.**
- *Assigning parcel-specific addresses.* As part of GIS, staff will work to assign an address to each parcel in Florence County. This will help PDRTA locate users more efficiently. **Continuous throughout fiscal year.**

Staff may also assist PDRTA with development of a survey of riders to track the use of transit. **Continuous throughout fiscal year as a plan is developed. Implementation will likely occur in the second half of the fiscal year.**

Staff will also continue, as needed and requested, to work with SCDOT in the development and implementation of the Statewide Transit Plan. **Continuous throughout fiscal year.**

As staff develops the Population, Land Use, and Community Facilities Elements of the Comprehensive Plan as described in C-1, trends related to transit may emerge that can be used for future transit planning. **Continuous throughout fiscal year.**

In addition, we will continue to share requested data with and send meeting notices to PDRTA constantly involving them in the transportation planning process. **Continuous throughout fiscal year.**

Product: The CPD will avail its County Road Atlas to the PDRTA. Reports and plans developed in conjunction with PDRTA using GIS may also be produced.

Staffing: County Planning Department (CPD)

Estimated Date of Activity Completion: June 30, 2008

Financial Responsibility:

Source of Funds	Ratio	Cost
Local (CPD)	20%	\$ 6,794
Federal	80%	\$27,176
TOTAL COST		\$33,910

TABLES AND APPENDICES

Table 1. Budget Table – Agency Participation

Task	Funding (in dollars)		
	Federal	Florence County	Total
Administration	32,000	8,000	40,000
Public Participation	8,000	2,000	10,000
Enhancement Program	8,000	2,000	10,000
Mapping	50,000	12,500	62,500
Surveillance	8,000	2,000	10,000
Development and Maintenance	50,000	12,500	62,500
Socio-Economic and Land Use Data	96,000	24,000	120,000
Public Transportation Planning	27,176	6,794	33,910
Total	279,176	69,794	348,970

Table 2. Budget Table – Funding Sources
For all tasks listed in Table 1, Federal funds (80% of total) are matched entirely with (20% of total funds) with County funds. No other funding sources are anticipated for use in the FLATS.

Funding Source	Federal	Florence County	Total
	\$279,176	\$69,794	\$348,970

Appendix A. List of Acronyms

- COG.....Council of Governments
- CPD.....County Planning Department
- EAC.....Early Action Compact
- FLATS.....Florence Area Transportation Study
- FHWA.....Federal Highway Administration
- FY.....fiscal year
- GIS.....Geographic Information System
- GPS.....Global Positioning System
- LUCA.....Local Update of Census Addresses
- MPO.....Metropolitan Planning Organization

PDRTAPee Dee Regional Transportation Authority
PEAPlanning Emphasis Area
SAFETEA-LUSafe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for
Users
SCDOTSouth Carolina Department of Transportation
STIPState Transportation Improvement Program
TAZTraffic Analysis Zone
TIPTransportation Improvement Program
UPWPUnified Planning Work Program

Appendix B. General References

Code of Federal Regulations: Title 23, Part 450, Subpart C

SAFETEA-LU, Public Law 109-59—August 10, 2005, 109th U.S. Congress

U.S. Code Title 23, Section 134

U.S. Code Title 49, Section 5303