Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

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Agenda
MPO CTAC
Wednesday November 20th, 2019 @ 7:00 p.m.
Water Street Center, 407 E. Water Street, Charlottesville, VA 22902

Item	Time	Description
1	7:00-7:05	**Matters from the Public: limit of 3 minutes per speaker** • *Members of the Public are welcome to provide comment on any public-interest, transportation-related topic, including the items listed on this agenda.*
2	7:05-7:10	**Approval of July 17th draft Meeting minutes*;** *Click here for draft minutes*
3	7:10-7:40	**Appointments and Bylaws** –Jessica Hersh-Ballering and Travis Pietila • Ensure that individuals' appointment information is up-to-date with the TJPDC • Review published bylaws and discuss any potential changes *Click here for CTAC bylaws*
4	7:40-8:10	**Off-site Meeting Planning Discussion –** Jessica Hersh-Ballering and Travis Pietila • Discuss two options that were proposed following last meeting's discussion. *Click here for discussion summary and outreach proposals* • Develop outreach plan timeline
5	8:10-8:25	**Staff Updates –** Chip Boyles • Brief discussion regarding increasing vehicle miles traveled (VMT) despite declining gas tax revenues
6	8:25-8:30	**Additional Matters from the Public: limit of 3 minutes per speaker** • *Members of the Public are welcome to provide comment on any public-interest, transportation-related topic, including the items listed on this agenda.*

Upcoming Meetings:
MPO Policy Board: January 22, 2020 at 4pm at the Water Street Center
MPO CTAC: January 16th, 2020

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Citizen Transportation Advisory Committee

Draft Meeting Minutes: Sept 17, 2019

Committee – Voting Members	**Staff**
Chair Travis Pietila – Present	Jessica Hersh-Ballering (MPO)
Vice Chair Mike Smith (Charlottesville) – Present	Chip Boyles (MPO)
Tristan Fessell (Albemarle County) – Present	Lucinda Shannon (MPO)
Donna Chen (MPO) – Present	
Stuart Gardner (MPO) – Present	
Mike Dunn – Present	
Marty Meth (Albemarle) – Present	
Tim Keller (Albemarle Planning Committee) – Present	
Adam Moore (Charlottesville) – Not Present	
Gary Heaton (Charlottesville PC) – Not Present	
Ray Heron – Not Present	
Fran Hooper – Not Present	
Mac Lafferty – Not Present	

Call to Order
Mr. Pietila called the meeting to order at 7:02 PM.

Approval of July 17th Meeting Minutes
Mr. Meth motioned to amend and approve July meeting minutes. The minutes were amended to include Mr. Michael Smith and present.
Mr. (?) seconded the motion and it was approved unanimously at 7:10pm.

Matters from the Public
There were no matters from the public.

One Map Update by Jessica Hersh-Ballering
Ms. Hersh-Ballering provided an overview of how the Bicycle/Pedestrian Coordination Committee is creating and sharing a map of all the pedestrian and bike trails in the Charlottesville area. This map will be shared with the public online. This map will combine the County, City, and University maps into one map of all the Ped/Bike trails for the region.

Comments:

- Will the public be able to comment on the online map, so an accumulation of comments can be reviewed for future plans?
- This could be a way to keep the discussion on Ped/Bike trails going
- The map will be an PDF and not interactive, but why not make it a Wiki map so people can go online and make comments at any time; make it a public facing interactive tool;

this is beyond the current scope, however, this is something the Ped/Bike committee will consider; to use the map as a reporting tool; this will give input for the next plan/update

Off-site Meeting Planning Discussion

There have been discussions among CTAC about creating opportunities to move meetings off-site to improve public participation/awareness/engagement. Ms. Hersh-Ballering began the discussion by outlining an overview of the process the committee can take to develop a public engagement plan. The committee hopes to have actionable items put in effect by January. This meeting will focus on developing the purpose and content of the outreach effort.

What is the purpose of the outreach?

- Advertising campaign to get people to come to the meetings
- Provide other ways (besides the meeting) for the public to voice their opinions
- Educate people about the Long Range Transportation Plan

Ideas proposed by the committee members:

- Use graduate students to work on transportation projects, this will engage future transportation planners and help bring awareness to the community
- Albemarle County has Citizen Advisory Committees (CACs), all projects that go to the planning board have to go through a CACs; we could use the CAC meetings to reach out to representatives from the county, city and state (Note: this does not cover the City, perhaps, we could reach out to the Neighborhood associations? Also, not all the CACs are in the MPO area.)
- It is important to engage the transit users and have an equitable input process that engages the public earlier in the planning process; the public is disconnected
- How can we get people engaged with the planning process before the plans are already flushed out?
- Don't want to duplicate the efforts of other groups and public outreach from other plans
- Stay focused on the Long-Range Plan; we could focus on the public engagement process(?)

Inform

- Projects
    - One Map
    - Hydraulic Rd/Rt. 29 – nearby residents
- Process
    - Long Range Plan
        - CAC (annual summit)
        - TomTom
    - Smart Scale
- Plan
    - The Jefferson Area Bike/Ped Plan
- Hybrid

Go to the CACs with the Long Range Plan and ask them what sections they would like to learn more about, then have presentations at subsequent CAC meetings on those requests.

What is it that you want to communicate?

How to engage the lower income community? Transit users?

Smart C'ville - Civic Innovation Day next week – engage for technological outreach; innovation engages a diverse audience

Gather Info
What information do you want from the public?

- How can we improve our engagement process for the Long Range Plan?
- Does the MPO have an ongoing public comment button? Can we have one on the CTAC page?
- Form based code is being seriously considered in the City and County would be a topic to draw in a large audience (will this engage a diverse audience)

Staff will propose ideas for presentation and venue opportunities to the committee via email; draft agenda

The Wedzel Property presentation on 9/26, 6pm at the County Office Building would be a good meeting to provide an example of public engagement.

Ms. Donna Chen has a great presentation on the future of transportation that could bring a large public audience. If we hold the event after January, we might be able to have a virtual bike (?) simulator.

It would be good to join another large meeting, like at the TomTom festival or the CAC Summit?

Staff Reports
Mr. Boyles provided a brief update on the Hydraulic Rd project. The City Council and Board of Supervisors agreed to recommend to the MPO Policy Board to apply for Smart Scale funding for the proposed project for a two-lane bridge with enhanced bike/ped amenities. There are developments planned for both sides of the bridge that would match the short range plan. There are some concerns about the need to "take" some existing businesses to make room for the project. There are also concerns that the bridge will not score high enough in the Smart Scale process. This is a very expensive project: $36 million. There is a balance of $18 million that can only be used in the Hydraulic Road area – the city and county would each offer $9 million – however, the letters of intent should have been submitted in June and it is unclear if the project will have access to that funding. The next opportunity to submit a letter of intent is in two years. It is yet to be determined which projects the MPO will submit for Smart Scale funding. The Hydraulic Road project could take as little as one or as many as all four project submissions.

Additional Matters from the Public:
There were no matters from the public.

The meeting was adjourned at 8:42 PM.

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

FINAL BYLAWS
Citizen Transportation Advisory Committee (CTAC)
OF THE
CHARLOTTESVILLE – ALBEMARLE METROPOLITAN PLANNING ORGANIZATION

Approved on July 24th 2013
Will be enacted after changes to the MPO Policy Bylaws are approved in September 2013

Section 1: Name

The name of this committee shall be the Citizen Transportation Advisory Committee (CTAC) of the Charlottesville-Albemarle Regional Metropolitan Planning Organization (MPO).

Section 2: Purpose and Functions

A. CTAC is advisory to the MPO Policy Board. The role of CTAC is to advise and make recommendations to help the MPO plan a transportation system that is safe, efficient, and responsive to the needs of the broadest range of citizens in the region.

B. In that regard CTAC's functions include:

- Sharing information with community members
- Providing advice to the MPO by gathering and synthesizing information from the community to share with the MPO Policy Board
- Reviewing and commenting upon recommendations being considered by the MPO Policy Board

Section 3: Membership

A. CTAC shall consist of 13 interested citizens who reside within the Thomas Jefferson Planning District Commission (TJPDC) area. There shall be 5 representatives appointed by the City Council, 5 representatives appointed by the County Board of Supervisors and 3 representatives appointed by the MPO Policy Board.

B. Members shall represent themselves, their areas of interest, and/or groups in the MPO area, and should try to represent a diverse range of interests.

C. To facilitate interaction, the Chair of CTAC shall serve as an ex-officio, non-voting member of the MPO Policy Board and the Vice-Chair shall serve as an ex-officio, nonvoting member of the MPO Technical Committee. If the Chair and/or Vice Chair are unable to serve in these roles, CTAC may appoint a designee to serve in their place. This designation can be for one meeting or all meetings, but the designee must inform MPO staff that they will serve as the ex-officio CTAC representative on the MPO Policy Board or MPO Technical Committee.

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D. Nonvoting Members: Nonvoting members of CTAC shall include a representative of the Virginia Department of Transportation.

Section 4: Recruitment and Tenure

A. Vacancies on CTAC appointed by Albemarle County and City of Charlottesville shall be publically advertised in a manner consistent with how other citizen committee appointments are made in each jurisdiction.

B. Vacancies on CTAC appointed by the MPO Policy Board shall similarly be advertised and selected by the MPO Policy Board in a manner consistent with the appointment process used by the County and City.

C. Appointments to fill vacant positions on CTAC should reflect a wide variety of transportation users.

D. The selection process for committee membership shall fully comply with Title VI of the Civil Rights Act of 1964 and related statutes and regulations, as well as the current federal transportation legislation, Moving Ahead for Progress in the 21st Century (MAP-21) and all successor federal transportation bills.

E. The term of office for CTAC members shall be three years, ending on the same day as their initial appointment. Appointed members whose term has expired can continue to fill their seat until a new representative is appointed.

Section 5: Officers

The officers shall consist of a Chair and a Vice-Chair.

A. The Chair shall: preside at all meetings; call special meetings as required; represent CTAC at the MPO Policy Board and other bodies and committees as directed by the MPO Policy Board; and work with staff to set the agenda for all meetings.

B. The Vice-Chair shall perform all duties of the Chair in his/her absence; and represent CTAC at the MPO Technical Committee.

C. In the event of the absence of both the Chair and Vice-Chair, CTAC shall elect a Chair *Pro Tempore* to perform the duties of the Chair for that meeting.

D. The Chair and Vice-Chair are voting members.

Section 6: Election of Officers

A. The officers of the Committee shall be elected annually at the first regular meeting held during the calendar year or as needed to fill vacancies.

B. Nominations will be taken from the floor. An election shall be held at the first meeting during the year, as provided in A.

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C. In the event of a vacancy in the Office of Chair, Vice Chair or both, a special election shall be held at the next regularly scheduled meeting. Officers elected in a special meeting shall serve until the first scheduled meeting of the following calendar year.

Section 7: Subcommittees

A. Subcommittees may be formed as necessary to carry out the work of the Committee,

B. Subcommittees are advisory to the Committee.

Section 8: Meetings and Voting

A. Scheduled meetings of the Committee shall be held at least six times per year.

B. To the maximum extent possible, notice and agenda of meetings shall be sent to all members at least one calendar week prior to all meetings. Notice, agenda, minutes and other materials may be delivered electronically.

C. Special meetings shall be held at the Call of the Chair of the Committee or the Chair of the MPO Policy Board. The person calling the meeting shall fix the time and place. Special meetings must be noticed publically not less than one week in advance. Every effort shall be made to reach all Committee members.

D. The meeting agenda shall include at least one period of time during each meeting for general comments from the public.

E. Official action may be taken by the Committee when a quorum is present. A quorum shall consist of a simple majority of the voting members and must include a representative of the County and the City.

F. Each voting member shall be entitled to cast one vote on each issue voted on by the Committee. The committee shall take action by a simple majority of voting members present.

G. When requested by a member of the committee, the votes of individual members of the committee will be specifically recorded and reported in the minutes with a brief explanation of the member's vote.

H. Meetings shall be conducted according to the most recent edition of *Robert's Rules of Order.*

I. The proceedings of all meetings shall be summarized and made available to all members of the Committee at least one week in advance of the next meeting.

J. In the event of a lack of a quorum, the Chair may form a subcommittee to take action on a recommendation to the full Committee, for consideration at the next meeting with a quorum.

K. In the event that a quorum is not met and there is an action to be taken with an emergent deadline, attending members of the Committee may develop their recommendations on the issue individually

on the action item that can be submitted to the MPO Policy Board and noted as not representing the official vote of the committee.

Section 9: Staff Support

A**.** The planning staff of the TJPDC shall assist the chair and vice chair in the preparation and distribution of the agenda for each meeting, conducting the meeting and preparing the minutes of each meeting.

Section 10: Termination

A. A three-year term shall be continuous except under the following conditions.

- A member's unexcused absence from three consecutive meetings shall be considered as a de facto resignation. The Committee may vote on dismissal of the member after three consecutive unexcused absences. Before a member is dropped for reasons of absence, he/she shall be notified in writing. A dismissed member may apply to be reappointed by the MPO Policy Board, the City Council or the County Board of Supervisors.

- The member submits his/her resignation.

Section 11: Amendments

A. Recommendations for amendment to these Bylaws shall be passed by a 2/3 vote of the membership of the Committee. The proposal for amendments in Bylaws shall appear on the published agenda. The text of the proposed amendments in Bylaws must be sent to all Committee members not less than fourteen calendar days in advance, unless the amendment is of such an urgent nature as to make shorter notice to Committee members necessary, in which case it may be included with the meeting notice and agenda.

B. Recommended amendments shall be submitted to the MPO Policy Board for adoption.

CTAC Community Outreach Discussion Summary
From 9/18/2019 Meeting

The committee began by brainstorming the many different projects, plans, and processes they could **inform** the public about.

Projects:

- Hydraulic Road and Route 29
- One Map (bicycle and pedestrian infrastructure map that includes info from City of Charlottesville, Albemarle County, and UVA)

Plans:

- The Jefferson Area Bicycle and Pedestrian Plan

Processes:

- Smart Scale funding process
- The Long Range Plan planning process

The committee also briefly discussed projects for which they could **gather information**, focusing almost entirely on gathering info about previously underrepresented groups during the long range planning process and gathering information about transit from both users and non-users of our local transit systems. Committee members also mentioned that information-gathering should be ongoing through online and app-based reporting options.

Intended audience: The committee specifically identified young (aged 20-30 years old?) Charlottesville and Albemarle county residents as a demographic that is underrepresented at planning-related meetings and discussed the importance of outreach topics that appeal to this demographic. Individual members of the committee also mentioned other underrepresented groups, including individuals with disabilities, parents, people of color, and lower-income individuals.

Intended venue for outreach and other comments: Committee members generally agreed that CTAC should not duplicate – but complement – other outreach efforts. Similarly, outreach could take place at other events (CAC annual summit, the Tom Tom festival, etc.) or at other places people already gather (transit stops, etc.) rather than creating a separate event.

Additionally, outreach should feel and be purposeful – it should not be done after a plan is already in or near its final stages (when it cannot be changed).

Recommended plan:

The majority of the committee seemed to focus on outreach that shares info and gathers info on the Long Range Transportation Plan. Please review the two options below and respond to me with your thoughts and suggestions. We will discuss in greater detail at our November meeting.

The ideas below are pulled from a FHWA webinar series on public outreach. Click here to watch and/or read more about the series.

Option 1 – Pop-up outreach with tablet survey collection: We recommend that the committee identify upcoming events whose intended audiences include individuals from the demographics identified as not frequently attending planning meetings – especially young adults. An example of an event might include a free music event at IX Park or during a transportation-themed family program at the Discovery Museum on the downtown mall.

The committee should draft a brief survey that helps the committee better understand respondents' knowledge of the long range planning process, previous involvement in any public engagement process for any planning project, and likelihood of participating in a variety of different outreach activities for the next long range planning process (likely to be approved in 2024, but outreach will take place in the couple of years beforehand).

The committee could consider developing a "lure" that creates a "captive audience" when tabling at an event. For example, a DOT in Minnesota covered a van in a special wrap that could be drawn on, then erased and drawn on again (like a dry-erase board). Children loved it and would draw on it for an extended period of time at events. Parents became a "captive audience" and DOT staff were able to get numerous completed surveys.

Subsequent CTAC meetings will review and refine the outreach locations and survey questions.

Option 2 – Meeting-in-a-box pilot project: We recommend that the committee develop and pilot a "meeting-in-a-box" outreach program. (Watch this short video from the FHWA that explains how other meeting-in-a-box programs have worked.)

Committee members should develop questions/prompts to be included in the meeting-in-a-box; these questions/prompts will allow participants to give answers that help the committee better understand respondents' knowledge of the long range planning process, previous involvement in any public engagement process for any planning project, and likelihood of participating in a variety of different outreach activities for the next long range planning process (likely to be approved in 2024).

Committee members will then pilot the meeting-in-a-box program. Committee members may work in teams or independently to host an informal meeting with friends or a target demographic that they are connected to in some way.

Committee members will submit meeting notes and responses to Jessica. Subsequent CTAC meetings will review and refine the meeting-in-a-box format and questions/prompts with the intention of using the meeting-in-a-box for outreach and data collection during the next long range planning process.

***** Document End *****