Charlottesville-Albemarle
Metropolitan Planning Organization (CA-MPO)
Citizens Transportation Advisory Committee (CTAC)
Wednesday, September 18, 2024, 7:00 p.m.
In-Person Meeting
407 East Water Street, Charlottesville 22902

AGENDA

Join Zoom Meeting
https://us02web.zoom.us/j/83277478800
(For Remote Participation in Compliance with Adopted Remote Meeting Policy, Guest Speakers, and Member of Public)
Meeting ID: 832 7747 8800
Dial in +1 301 715 8592

Item	*Description*	*Time†*
1	**Call to Order**—*Chair Lee Kondor* **Attendance**—*Sarah Simba* **Staff Update:** Gorjan Gjorgjievski – *Christine Jacobs*	7:00 – 7:05
2	**Matters from the Public**—*Chair Lee Kondor* Members of the public are welcome to provide comment on any public-interest, transportation-related topic, including items listed on this agenda – limit three minutes per speaker	7:05 – 7:10
3	**General Administration**—*Chair Lee Kondor* a. *Review and Acceptance of the Agenda b. *Draft April 17, 2024 & July 17, 2024, Meeting Minutes	7:10 – 7:15
4	**New Business** – *Christine Jacobs* **Remote Electronic Participation and All-Virtual Meeting Policy** – *Informational* a. Electronic Meetings Policy Staff Memo b. Remote Participation Virtual Meeting Policy red-lined version c. CLEAN Remote Participation Virtual Meeting Policy	7:15 – 7:25
5	**Highway Systems Functional Classification (FFC)**— *Sarah Simba* Federal Highway Functional Classification (FFC)— Informational a. Culpeper Functional Classification GIS Map (Proposed Changes, 2024) b. FFC Resolution of the MPO i. Staff Memo on Federal Functional Classification ii. FFC Resolution of Support	7:25—7: 30
6	**VDOT Update on Projects**—*Chuck Proctor, VDOT* Updated Cost Estimates for the MPO Smart Scale Projects – Informational	7:30 – 8:00
7	**Discussion - Staff Updates and Meeting Schedule**—*Christine Jacobs* a. CTAC Bylaws b. Next meeting: November 20, 2024	8:00—8:15
8	**Additional Matters from the Committee and Public—***Chair Lee Kondor* *Members of the Committee and the public are welcome to provide comment on any public-interest, transportation-related topic, including items listed on this agenda – limit three minutes per non-Committee speaker*	8:15 – 8:30
10	Adjourn—Chair Lee Kondor	8:30pm

† Times are approximate ** Requires a vote/action of the Committee*

COMMITTEE MEMBERS
Lee Kondor, Albemarle County, Chair
Donna Chen, MPO – Vice-Chair
VOTING MEMBERS
Stuart Gardner, MPO
Jose Gomez, Albemarle County
Patrick Healy, Charlottesville
Ethan Heil, Charlottesville
Sarah Medley, Charlottesville
Marty Meth, Albemarle County
Nathan Moore, Albemarle County
Chapman Munn, MPO
Betsy Roettger, Charlottesville
Peter Thompson, Albemarle County
Greg Weaver, Charlottesville
STAFF
Christine Jacobs, TJPDC
Lucinda Shannon, TJPDC
Ruth Emerick, TJPDC
Logan Ende, TJPDC
Isabella O'Brien, TJPDC
Gorjan Gjorgjievski, TJPDC
Gretchen Thomas, TJPDC
Sarah Simba, TJPDC
GUESTS / PUBLIC

CA-MPO

Citizen Transportation Advisory Committee
Draft Summary Minutes
April 17, 2024

	RHP Committee Members		Staff
X	Lee Kondor, Albemarle County	X	Laurie Jean Talun
X	Nathan Moore, Albemarle	X	Christine Jacobs
X	Jose Gomez, Albemarle		Gretchen Thomas
X	Marty Meth, Albemarle County		
X	Peter Thompson, Albemarle		
X	Sarah Medley, City of Charlottesville		
X	Greg Weaver, City of Charlottesville		
X	Ethan Heil, City of Charlottesville		**Guests / Public**
	Betsy Roettger, City of Charlottesville	X	Alan Simpson, EPR
X	Patrick Healy, City of Charlottesville		Chuck Proctor, VDOT
X	Donna Chen, MPO		Will Cockrell, EPR
	Chapman Munn, MPO	X	Sandy Shackelford, VDOT
	Stuart Gardner, MPO		

0. Call to Order

Chair Lee Kondor called the meeting to order at 7:00 p.m.

1. Attendance

Laurie Jean Talun took attendance.

2. Matters from the Public

No members of the public were in attendance.

3. Approval of Meeting Minutes

Due to being one person short of a quorum (7 as opposed to 8), approval of meeting minutes was delayed.

4. UPWP

Christine Jacobs provided an update about the budget for the coming year, with only minor changes. All changes are reflected in the packet attached to the Agenda.

Otherwise, the UPWP is the same draft as the one looked at last month, and if we have a quorum, we can vote.

An 8th person arrived, and minutes were considered.

No additions or corrections were requested regarding the minutes.

Minutes were approved.

Chair Kondor requested a motion to approve the UPWP. UPWP was unanimously approved.

5. Moving Toward 2050 – LRTP

Alan Simpson of EPR presented updates about the Long Range Transportation Plan (LRTP) draft, and edits made since last time they saw the draft.

The only significant changes were made to the Constrained Budget section. This is the first time it has all been pulled together into a complete narrative. The completed draft will be finished by Friday, and a link will be shared. At the moment, the goal is to review content. Formatting has not yet been completed.

New version starts with an overview of the plan, and the purpose of the plan.

Based on projected population for 2050, Chapter 3 identifies deficiencies in the system that are expected to exist by that time.

Emerging technologies are discussed in Chapter 6, attempting to anticipate what the MPO needs to be prepared for.

Projects are described in Chapter 7.

Edits included updated information about the Afton Express Route, additional information about methodology for prioritization, and a few other minor updates.

The Constrained Budget splits out Bridge Projects into a separate section than Safety, Transportation, and Traffic Operations.

Public comment will be April 22 through May 22, 2024. If last minute comments come in, those amendments can be approved along with the draft.

A request was made to review Figure 5 and Figure 6 in the draft.

All final content will be sent via email to CTAC membership, and up to a month of time allows CTAC members to provide comment directly to TJPDC staff, either Laurie Jean Talun or Christine Jacobs. The Chair encouraged the committee members to review the document as soon as possible, as it takes time to digest.

6. Additional Matters from the Committee and Public

TJPDC staff acknowledged the delay as a result of staff turnover, and thanked the committee for their support during the process, and giving feedback as soon as they get the final version.

Sandy Shackelford noted that posters are on the website, and public comment is possible already there. CAMPO website, scroll down to Moving Toward 2050.

VDOT is working on wrapping up the Barracks Road pipeline project.

The SmartScale application has a survey launching on Monday – please keep an eye out for that.

7. Next meeting

The next meeting is July 17, 2024.

CA-MPO

Citizen Transportation Advisory Committee
Draft Summary Minutes
July 17, 2024

	RHP Committee Members		Staff
X	Lee Kondor, Albemarle County	X	Laurie Jean Talun
X	Nathan Moore, Albemarle		Christine Jacobs
	Jose Gomez, Albemarle		Gretchen Thomas
X	Marty Meth, Albemarle County	X	Sarah Simba
X	Peter Thompson, Albemarle (online)		
	Sarah Medley, City of Charlottesville		
	Greg Weaver, City of Charlottesville		
	Ethan Heil, City of Charlottesville		**Guests / Public**
	Betsy Roettger, City of Charlottesville		Alan Simpson, EPR
	Patrick Healy, City of Charlottesville	X	Chuck Proctor, VDOT
	Donna Chen, MPO		Will Cockrell, EPR
	Chapman Munn, MPO	X	Sandy Shackelford, VDOT
X	Stuart Gardner, MPO		

0. Call to Order

Chair Lee Kondor called the meeting to order at 7:00 p.m.

1. Attendance

Laurie Jean Talun took attendance.

2. Matters from the Public

None present.

3. Approval of minutes

Due to the lack of a quorum, minutes were unable to be approved.

4. Ivy Corridor Pipeline Study

Charles Proctor from VDOT reviewed the Ivy Road Corridor Improvements. A study will identify the causes of crashes in this region.

Some improvements are suggested as mid- to long-term improvements, as there is not high demand at this time.

The focus group whittled down the recommendations to a smaller group of projects, specifically the mid term package.

Nathan Moore suggested that we look at the southbound 250 where cars attempt to move to 64, and how often cars rear-end due to high speeds and sudden stand-still traffic – is there the possibility of flashing signs when the traffic backs up so much?

For example, a sensor that warns drivers to slow down.

VDOT is aware of this, and will be focusing on it in the future.

Eastern Corridor is also not extremely high needs, so may be more mid- to long-term.

Next steps involve the MPO choosing to seek funding for the appropriate sections that would be eligible to submit for SMART SCALE.

A question was posed about why this section of road is a focus. Mr. Proctor clarified that many are being looked at. Currently waiting for those studies to be fleshed out. Will be going back to other corridors to identify the next high priority locations, coordinated with the MPO.

Pipeline studies have to meet VTRANS eligibility standards. The Office of Intermodal Planning and Investment determines these standards.

A question was posed about the increase in student housing that will be at that area, and the limited public transportation, and how much are these things being considered at this stage? They are looking at a shared use path along Old Ivy Road. Transit was identified as a need in this area, but no commitment from CAT or JAUNT yet.

5. SMART SCALE application for Barracks and Fifth Street and Pantops

Charles Proctor continued the presentation.

Regarding Barracks road, there was a question about pedestrian crossings and controls at the roundabout crossings. Mr. Proctor confirmed either rapid flashing beacons or hawk signals. They will have a study to determine what the actual controls will be.

Will that stop cars who are going around the roundabout? They will have to yield at those locations.

There are new rules for these situations, as of the past year, which increased requirements for such situations.

A preliminary recommendation plan for the intersection of Hillsdale and Old Brook Road with Rio Road was reviewed, recognizing this is in the earliest stages.

The deadline for submission is August 1st, in two weeks. Then they will be evaluated and scored over the course of 5 months, presented in January. In the spring, the CTB will talk to localities and constituents about which projects to fund. About a third are funded in the end, across the state.

How are sidewalks and shared use paths incorporated? VDOT works with the localities to determine the plan.

6. Additional matters from the committee (as no public were present)

NEVI is interesting to some members – a desire to hear about this in the future. TJPDC staff can pull in a speaker to discuss the money that might be available. Sandy suggested a meeting link that could be sent to the group from past trainings as well.

A member mentioned a desire to provide more advising to the MPO, not only receiving information. Seeking more influence.

Another member shared that this was sometimes the case – getting a lot of staff updates, wanting more of a chance to advise and give feedback.

Long Range Transportation Plan – opportunities to give feedback. Ultimately, data wins out.

VDOT has a stable of consulting and engineering firms they deal with, mostly from Newport News, Richmond, or Northern Virginia. The consultants come and draw up a plan, and that's usually the plan, although for a few projects, multiple options are presented.

Another member mentioned that there were some healthy debates and feedback about SMART SCALE projects, and those pieces of advice were given to the Policy Board, and even if the advice isn't taken, it is okay. If anything horrible was mentioned in the presentations, the Advisory Board could speak up and it would go back to the Policy Board. It is on the members to escalate influence if there is a specific need.

Staff mentioned that the CTAC is not required like the Tech committee is, but this region decided that it's important, and decided to have this recurring citizens committee to be able to have feedback and advice. The LRTP is where most of the advice happens. Then in the off cycles, when not just submitting an LRTP or SMART SCALE app, we are uncertain of the role. It's not always clear because there is no code dictating the work of the CTAC.

Our CTAC is unique in the level of technical expertise among the members.

One member said he appreciates being a bridge between CTAC and the Planning Commission.

When the representative from CTAC sits in the Policy board meetings, that's the time to share important feedback.

Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

Charlottesville-Albemarle Metropolitan Planning Organization
POB 1505, 401 E. Water St, Charlottesville, VA 22902 www.tjpdc.org
(434) 979-7310 phone • info@tjpdc.org email

Memorandum

To: Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Committees
From: Christine Jacobs, Executive Director, TJPDC/CA-MPO
Date: August 13, 2024
Reference: Remote Electronic Participation and All-Virtual Meeting Policy Update

Purpose:

The Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) previously adopted a Remote Electronic Participation and All-Virtual Meeting Policy (September 2022) that also applied to the CA-MPO committees. Legislation adopted by the 2024 General Assembly (HB 894/SB 734) and signed into law necessitates several changes to that policy.

There are three changes needed:

1. increase from 25% to 50% the maximum number of all virtual meetings that CA-MPO and its committees can hold per year;
2. expand provisions concerning member use of audio and visual technology during all-virtual meetings; and
3. require an annual adoption of the policy.

A revised policy will go before the CA-MPO for adoption at its August 28 meeting and will become applicable to all CA-MPO committees upon adoption by the CA-MPO.

Recommendations:

MPO Technical Committee: Informational item only. No action needed.

Citizens Advisory Committee: Informational item only. No action needed.

MPO Policy Board: Staff recommends a motion to adopt the Remote Electronic Participation and All-Virtual Meeting Policy as presented.

If there are any questions or comments, please contact Christine Jacobs at cjacobs@tjpdc.org.

REMOTE ELECTRONIC PARTICIPATION and ALL-VIRTUAL MEETING POLICY

DRAFT

This policy has two purposes. The first is to provide for the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) to permit a member to participate in a CA-MPO meeting through electronic communication means from a remote location, and the second is to allow the CA-MPO to conduct all-virtual meetings, in the manner allowed by the Virginia Freedom of Information Act (FOIA) and as set out in this policy.

POLICY:

It is the policy of Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) that individual members of the CA-MPO may participate in CA-MPO meetings by electronic communication as permitted by subsection B of § 2.2-3708.3 of the *Code of Virginia.* This policy shall apply to the entire membership without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

In order for an individual member to participate from a remote location *as authorized by § 2.2-3708.3 B*, a quorum of the CA-MPO must be physically assembled at the primary or central meeting location. When such individual participation is due to a personal matter, set out in section A.4, below, such participation is limited to two meetings per calendar year or 25 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater.

Further, it is the policy of the CA-MPO that the CA-MPO may hold all-virtual public meetings pursuant to subsection C of § 2.2-3708.3 of the *Code of Virginia*. Such all-virtual public meetings are limited to two meetings per calendar year or ~~25~~ *50* percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater. An all-virtual public meeting may not be held consecutively with another all-virtual public meeting.

This policy shall apply to the CA-MPO and to all committees created by or under the authority of the CA-MPO.

REMOTE ELECTRONIC PARTICIPATION BY ~~COMMISSION~~ *CA-MPO* MEMBERS:

"Remote participation" means participation by an individual member of a public body by electronic communication means in a public meeting where a quorum of the public body is otherwise physically assembled.

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

A. Notification of Inability to Attend Because of Disability, Medical Condition, Location or Personal Matter

In advance of the meeting at which remote participation is requested, the member shall notify the Chair or staff committee lead that he or she is unable to attend the meeting

1) due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance;

2) because a family member's medical condition requires the member to provide care for such family member;

3) because such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or

4) due to a personal matter. The member must identify with specificity the nature of the personal matter and may not use remote participation due to personal matters more than two meetings per calendar year, or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

B. Quorum Physically Assembled; Approval of Remote Electronic Participation

A quorum of the CA-MPO must be physically assembled at the primary or central meeting location. The members of the CA-MPO present must approve of the remote electronic participation in order for the member to participate remotely; however, the decision shall be based solely on the criteria in Section A, without regard to the identity of the member or items that will be considered or voted on during the meeting.

C. Record of Action

The CA-MPO shall record in its minutes the remote location from which a member participated. The minutes also shall reflect the specific nature of the personal matter; the disability or medical condition; the fact that a family member's medical condition that required the member to provide care for such family member, thereby preventing their physical attendance; or that that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting. If the absent member's remote participation is disapproved because participation would violate this policy, the disapproval shall be recorded in the CA-MPO's minutes with specificity.

ALL-VIRTUAL MEETINGS:

"All-virtual public meeting" means a public meeting (i) conducted by ~~a public body,~~ *the CA-MPO or its committees (hereinafter public body)* ~~other than those excepted pursuant to subsection C of § 2.2-3708.3,~~ using electronic

communication means, (ii) during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.

When holding an ~~The CA-MPO may hold~~ all-virtual public meeting~~s~~, *the CA-MPO or committee shall* ~~provided that it~~ follow~~s~~ the requirements of this policy, other meeting requirements under FOIA, and the following statutory requirements:

1) An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;

2) Public access to the all-virtual public meeting is provided via electronic communication means;

3) The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well. *When any member of the CA-MPO or any of its committees has audio-visual technology available, and electronic communication is being used to establish a quorum, that member shall be considered absent from any portion of a meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;*

4) A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;

5) A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;

6) The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;

7) No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;

8) If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § 2.2-3712;

9) The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or ~~25~~ *50* percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and

10) Minutes of all-virtual public meetings held by electronic communication means are taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

The policy replaces the Remote Electronic Participation and All-Virtual Meeting Policy adopted on September 28, 2022. Updates to and readoption of this policy shall occur at least once annually.

REMOTE ELECTRONIC PARTICIPATION and ALL-VIRTUAL MEETING POLICY

This policy has two purposes. The first is to provide for the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) to permit a member to participate in a CA-MPO meeting through electronic communication means from a remote location, and the second is to allow the CA-MPO to conduct all-virtual meetings, in the manner allowed by the Virginia Freedom of Information Act (FOIA) and as set out in this policy.

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In order for an individual member to participate from a remote location as authorized by § 2.2-3708.3 B, a quorum of the CA-MPO must be physically assembled at the primary or central meeting location. When such individual participation is due to a personal matter, set out in section A.4, below, such participation is limited to two meetings per calendar year or 25 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater.

Further, it is the policy of the CA-MPO that the CA-MPO may hold all-virtual public meetings pursuant to subsection C of § 2.2-3708.3 of the *Code of Virginia*. Such all-virtual public meetings are limited to two meetings per calendar year or 50 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater. An all-virtual public meeting may not be held consecutively with another all-virtual public meeting.

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C. Record of Action

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participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.

When holding an all-virtual public meeting, the CA-MPO or committee shall follow the requirements of this policy, other meeting requirements under FOIA, and the following statutory requirements:

1) An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;

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Proposed Functional Classification Revisions - Charlottesville Albemarle MPO

Segment	Requesting Locality	Current Classification	Requested Classification	VDOT Culpeper District Notes	Proposed Classification	Comment
Avon Street Extended (Route 742) - City Limits to Route 20	Albemarle/ Charlottesville	Major Collector	Minor Arterial	Approved for FC change in late 2022; not reflected in the map produced for review	Minor Arterial	Both segments have AADT's within the Minor Arterial threshold (12,657 & 11,570)
Barracks Road (Route 654) - City limits to Georgetown Road	Albemarle	Major Collector	Minor Arterial	Approved for FC change in late 2022; not reflected in the map produced for review	Minor Arterial	Segments have AADT's within the Minor Arterial threshold (23,323)
Thomas Jefferson Parkway (Route 53) - Rt. 20 to Fluvanna County line/Rt. 795	Albemarle	Major Collector	Minor Arterial	Approved for FC change in late 2022; not reflected in the map produced for review	Minor Arterial	Segments have AADT's within the Minor Arterial threshold (9,594 & 9,594 & 11,238)
Old Lynchburg Road (Route 631) - Sunset Ave. (Route 781) to Hickory Street	Albemarle	Major Collector	Minor Arterial	Approved for FC change in late 2022; not reflected in the map produced for review	Minor Arterial	Segment compliments other connecting Minor Arterial
9th St SW (segment south of W. Main Street) - dead end segment	Charlottesville	Minor Collector	Local Road	District supports this request.	Local Road	Agree with comment
9th St SW - Estes to King	Charlottesville	Minor Collector	Local Road	District supports this request.	Local Road	Agree with comment
Hillsdale Drive - Hydraulic Road to Greenbrier in Alb Co	Charlottesville	Local Road	Major Collector	District supports this request.	Major Collector	Road seems to serve as a collector taking traffic out of shopping area
Cherry Avenue - Roosevelt Brown Blvd to 5th Street SW/Ridge St	Charlottesville	Major Collector	Minor Arterial	District supports this request.	Minor Arterial	Segment compliments other connecting Minor Arterial
Chesapeake St - segment east of Meade	Charlottesville	Local Road	Minor Collector	District supports this request.	Major Collector	Road serves as a collector taking traffic from Riverview park
E. Market St - segment east of Meade	Charlottesville	Local Road	Minor Collector	District supports this request.	Major Collector	Road serves as a collector taking traffic from Riverview park
Franklin St - Meade to Carlton Avenue		Local Road	Minor Collector	District recommends as complementary to E. Market Street segment east of Meade classification change.	Local Road	Collector would be channeling traffic from one neighborhood to the another. Should be from a local road to an Arterial.
Carlton Avenue - Monticello Rd to Franklin Street	Charlottesville	Local Road	Minor Collector	District supports this request.	Minor Collector	Road seems to serve as a collector taking traffic out of neighborhood areas
Prospect Avenue - 9th St SW to Bailey Road	Charlottesville	Local Road	Minor Collector	District supports this request.	Minor Collector	Makes connection, carries bus route
Bailey Road - Prospect Ave to 5th St SW	Charlottesville	Local Road	Minor Collector	District supports this request.	Minor Collector	Makes connection, carries bus route
Rose Hill Drive - Oakleaf Ln to Rugby Ave	Charlottesville	Local Road	Major/Minor Collector	District supports this request.	Minor Collector	Carries bus route, connects to minor collector on Gentry Ln
Oakleaf Ln - Rose Hill Drive to Del Mar Dr		Local Road	Minor Collector	District recommends as complementary to Rose Hill Drive between Oakleaf Ln and Rugby Avenue classification change.	Local Road	Made this change, but moved it to Del mar Dr which follows the CAT bus route
Del Mar Drive - Oakleaf Ln to Greenleaf Ln		Local Road	Minor Collector	District recommends as complementary to Rose Hill Drive between Oakleaf Ln and Rugby Avenue classification change.	Minor Collector	Extended from Rose Hill Dr to Greenleaf Ln to follow bus route. Minor collector for continuity with Gentry Ln
Greenleaf Ln - Del Mar Dr to Gentry Ln		Local Road	Minor Collector	District recommends as complementary to Rose Hill Drive between Oakleaf Ln and Rugby Avenue classification change.	Minor Collector	
Water Street - 10th St NE Carlton Rd	Charlottesville	Local Road	Minor Collector	District supports this request.	Minor Collector	Makes connection
Mill Creek Drive - Avon Street Ext to Rt. 20	Charlottesville	Local Road	Major Collector	District supports this request; fire station and school served by road. Albemarle County also support the request.	Minor Collector	
Monticello Road - Carlton Road to Levy Ave	Charlottesville	Local Road	Minor Collector	District supports this request	Minor collector	Edited - MC follows Monticello Rd from Carlton to Hinton, and then Follows Hinton to Avon St. Monticello Ave North of Hinton is a one way road.
Meridian Street - Monticello Ave to Monticello Rd		Local Road	Minor Collector	District recommends as complementary to Monticello Road between Carlton Road and Levy Ave classification change.	Minor collector	
Levy Ave - Monticello Road to Avon St	Charlottesville	Local Road	Minor Collector	District supports this request.	Local Road	Connects to one-way road, moved to Hinton Ave
Locust Ave - Calhoun St to River Road	Charlottesville	Local Road	Minor Collector	District supports this request.	Minor Collector	
River Road - Locust Ave to Coleman St	Charlottesville	Local Road	Minor Collector	District supports this request.	Minor Collector	
Rugby Road - Rugby Rd/Dairy Rd/Gentry Ln intersection to US 250	Charlottesville	Major Collector	Minor Collector	District supports this request.	Minor Collector	
Garrett St - 2nd St SE to Dead End West of Gleason St		Major Collector	Minor Collector		Minor Collector	

Memorandum

To: Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Committees
From: Christine Jacobs, Executive Director, TJPDC/CA-MPO
Date: October 15, 2024
Reference: Federal Functional Classification – VDOT Culpeper District

Background:

The Virginia Department of Transportation (VDOT) is conducting a major statewide update to the Federal Functional Classification (FFC), which historically has occurred following a decennial Census. The most recent update, the 2010 Functional Classification for Virginia, was approved in 2014 by the Federal Highway Administration (FHWA). In March 2022, the US Census released the 2020 Census data, which serves as the basis for the current statewide update.

Per VDOT's Open Data Portal, Virginia Roads, *"Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. Basic to this process is the recognition that individual roads and streets do not serve travel independently in any major way but serve as part of an overall network. Most travel involves movement throughout the network of roadways. It becomes necessary to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network. The Virginia Department of Transportation's (VDOT) Transportation and Mobility Planning Division (TMPD) is responsible for maintaining the Commonwealth's official Federal Functional Classification System. TMPD determines the functional classification of the road by type of trips, expected volume, what systems the roadway connects and whether the proposed functional classification falls within the mileage percentage thresholds established by the Federal Highway Administration (FHWA)."*[i]

Discussion:

VDOT District Staff coordinated the review of the proposed functional class with Virginia's MPOs. At the conclusion of the MPO review process, VDOT requests that each MPO approve a resolution acknowledging the coordination effort within Virginia on the FFC update. The resolution will serve to document VDOT's cooperation with local officials to FHWA on the effort. Following the MPO review throughout the state, VDOT will submit the updated functional classification to FHWA for their review and approval. The effort is anticipated to be finalized by September 2024.

In May, CA-MPO staff presented the topic to the CA-MPO Tech and CA-MPO Policy Board meetings as an informational item. CA-MPO staff then forwarded a request for review to local staff and technical committee members. Stakeholders had until Monday, June 17th to provide any comments. CA-MPO

staff received additional suggested revisions from technical staff and locality staff which were in turn forwarded on to VDOT district staff. At the time of the August 20, 2024, CA-MPO Technical Committee and the August 28, 2024, CA-MPO Policy Board meeting, VDOT's Transportation and Mobility Planning Division (TMPD) had not, yet conducted a full review of the proposed revisions and a revised draft map was not available for the Technical Committee and Policy Board to review. As such, the CA-MPO staff and the Technical Committee recommended that the Policy Board defer a decision to adopt the resolution approving the proposed updates to the highway system federal functional classification.

Following the August 28, 2028, Policy Board meeting, CA-MPO staff received notice from VDOT staff that TMPD had responded to the requested changes to the Functional Classification system. There were a few items they did not recommend including, but they did move forward most of the local staff's recommendations. VDOT staff reviewed the recommended changes as well as the final draft FFC map to ensure the inclusion of the changes. CA-MPO staff then forwarded TMPD's response to local staff for a final review.

The updated FFC is now before the CA-MPO Technical Committee and the CA-MPO Policy Board committee in their October meetings for final review and consideration for approval. Included in the meeting materials is a draft resolution approving the proposed updates to the Highway System Federal Functional Classification. Included as an attachment to the resolution is a copy of the recommended staff changes and TMPD's response. Finally, a link to the final draft map of the FCC can be found at: Culpepper Functional Classification GIS Map.

Following the Policy Board's final consideration of a resolution of support for the statewide FFC map that incorporates the revisions as attached, the state will send the statewide FFC map recommendations to the Federal Highways Administration (FHWA) for review. FHWA will complete a review of the statewide map and finalize the functional classification map.

Recommended Action:

MPO Technical Committee Recommendation: CA-MPO staff recommends that the CA-MPO Technical Committee moves to recommend that the Policy Board adopt a resolution to approve the proposed updates to the highway system functional classifications presented in the accompanying summary map.

MPO Policy Board: The CA-MPO staff recommends that the Policy Board moves to adopt a resolution to approve the proposed updates to the highway system functional classifications presented in the accompanying summary map.

[i] https://www.virginiaroads.org/maps/VDOT::functional-classification-web-map-1/about

Thomas Jefferson Planning District Commission

Charlottesville/Albemarle MPO

RESOLUTION APPROVING THE PROPOSED UPDATES
TO THE HIGHWAY SYSTEM FEDERAL FUNCTIONAL CLASSIFICATION

WHEREAS, functional classifications of highway systems affect transportation planning in that the categories (local, minor collector, major collector, minor arterial, principle arterial, principle arterial freeway, or principle arterial interstate) are used with highway design standards, highway construction funds or maintenance payments, access management standards, traffic calming eligibility, statistical reporting, and certain outdoor advertising controls; and

WHEREAS, periodic reviews and, as appropriate, updates of urban/urbanized area boundaries and/or functional classifications of highway systems generally are warranted in concert with U.S. Census updates for urbanized areas; and

WHEREAS, the Bureau of the Census March 17, 2022, Notice issued decennial 2020 urbanized area information, and each State is federally directed (FHWA 23 CFR 450.312, 470.105 and 109, and guidance) to use the information and undertake a thorough update, as appropriate, of urban/urbanized area boundaries and/or highway system functional classifications in cooperation with Metropolitan Planning Organizations and/or localities; and

WHEREAS, the state has proposed updates in coordination with the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) to the functional classification of highways that reflect the 2020 Census information, and the CA-MPO technical committee has reviewed the updates presented in the accompanying summary map by this policy Board; and

WHEREAS, at the request of the CA-MPO technical committee and locality staff, the CA-MPO staff submitted suggested additional revisions to the original proposed draft map; and

WHEREAS, the Virginia Department of Transportation's (VDOT) Transportation and Mobility Planning Division (TMPD) reviewed the suggested revisions and incorporated several of them as detailed in the Proposed Functional Classifications Revisions list attached; and

NOW, THEREFORE, BE IT RESOLVED that the Charlottesville-Albemarle Metropolitan Planning Organization approves the proposed updates to the highway system functional classifications presented in the final accompanying summary map: https://arcg.is/81qij1.

BE IT FURTHER RESOLVED that a copy of this approved resolution and the accompanying final summary map shall be provided to the Federal Highway Administration Virginia Division Office for information purposes, and as documentation of the CA-MPO's participation in the federal functional classification update process.

ADOPTED this 23rd day of October 2024 by the Charlottesville-Albemarle Metropolitan Policy Organization's Policy Board being duly assembled.

ATTESTED:

_____

Ned Gallaway, Chair
Charlottesville-Albemarle MPO Policy Board


VDOT
Virginia Department of Transportation

SMART SCALE UPDATE

Citizens Transportation Advisory Committee

Charles Proctor

September 18, 2024

Meeting Agenda

1. CAMPO SMART Scale Round 6 Applications
   - 5th St – I64 Interchange
   - US 250 – Pantops Corridor Improvments
   - Barracks Rd Corridor and US 29/250 Bypass Interchange Study

2. Albemarle County SMART Scale Round 6 Applications
   - US 250 – Old Trail/WAHS Intersection Improvements
   - Rte. 643 (Rio Rd) – Hillsdale/Old Brook Rd Intersection Improvements
   - Barracks Rd Corridor and US 29/250 Bypass Interchange Study
   - US 29 – Rte. 692 (Plank Rd) Intersection Improvement

CAMPO – SMART Scale Round 6 Project List

- 5th St.- I64 Interchange Improvements
- US 250 – Pantops Corridor Pipeline Study recommendations
- Barracks Rd Pipeline Corridor Study (Georgetown Rd to Emmet St.)
- Barracks Rd Interchange Pipeline Study (Interchange to Emmet St.)

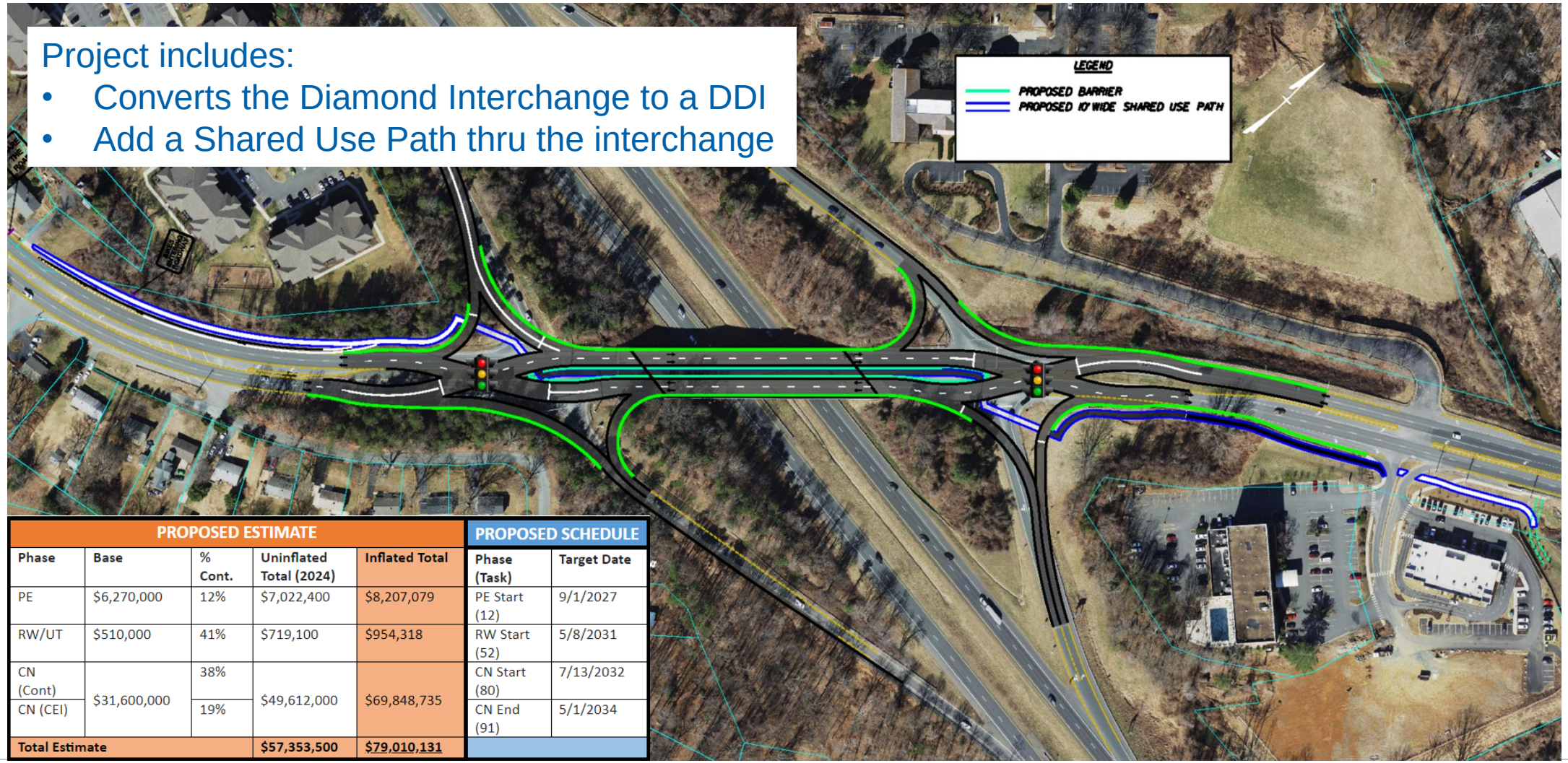
SMART Scale Round 6 – CAMPO

I64 – 5th St Interchange Improvements (Exit 119)

5th St Interchange
APP ID # 11675

Project includes:

- Converts the Diamond Interchange to a DDI
- Add a Shared Use Path thru the interchange



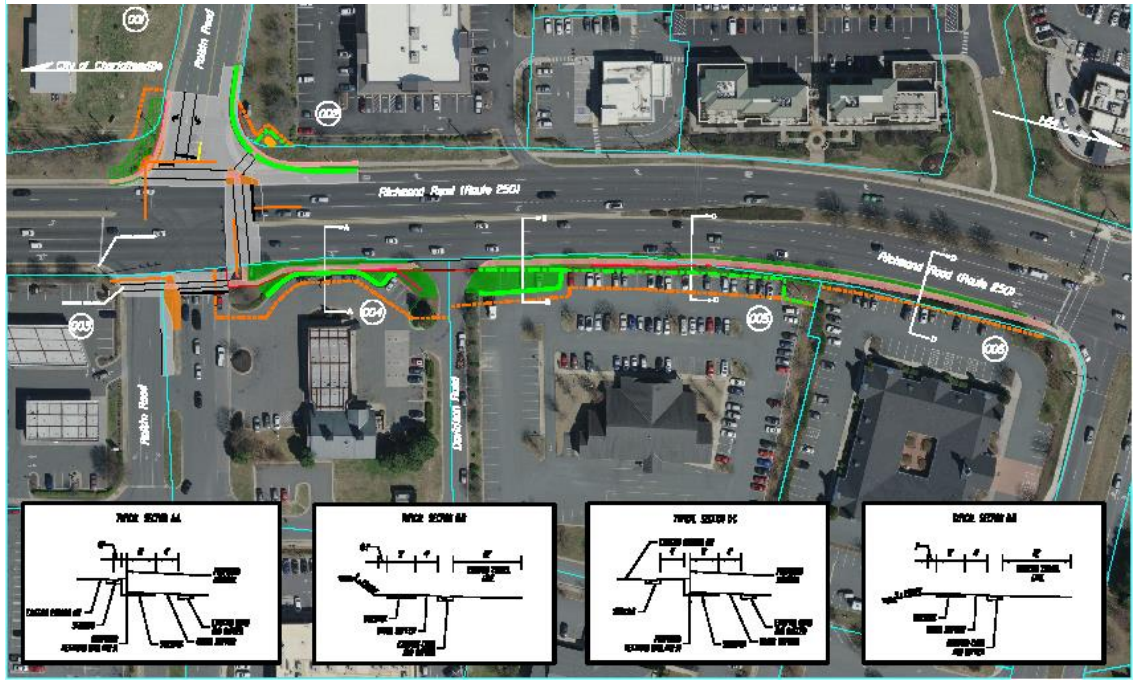
PROPOSED ESTIMATE					PROPOSED SCHEDULE	
Phase	Base	% Cont.	Uninflated Total (2024)	Inflated Total	Phase (Task)	Target Date
PE	$6,270,000	12%	$7,022,400	$8,207,079	PE Start (12)	9/1/2027
RW/UT	$510,000	41%	$719,100	$954,318	RW Start (52)	5/8/2031
CN (Cont)	$31,600,000	38%	$49,612,000	$69,848,735	CN Start (80)	7/13/2032
CN (CEI)		19%			CN End (91)	5/1/2034
Total Estimate			**$57,353,500**	**$79,010,131**		

SMART SCALE Round 6 – CAMPO US 250 – Pantops App ID # 11487

Project Includes:

- Replacing the signal at Rolkin Rd. / US 250 Intersection;
- Adds crosswalks across US 250; and
- Installs sidewalk along US 250 from Rolkin Rd to State Farm
- Closing the median crossover to the Hilton Inn
- Converting the intersection to a Thru-Cut (eliminate the side street thru movements) with an EB Right Turn Lane;
- Adding a 50 Space Park & Ride Lot with Bus Loop.

PROPOSED ESTIMATE					PROPOSED SCHEDULE	
Phase	Base	% Cont.	Uninflated Total (2024)	Inflated Total	Phase (Task)	Target Date
PE	$2,910,000	12%	$3,259,200	$3,809,027	PE Start (12)	9/1/2027
RW/UT	$4,870,000	32%	$6,428,400	$8,531,130	RW Start (52)	5/8/2031
CN (Cont)	$11,100,000	32%	$17,094,000	$24,066,643	CN Start (80)	10/12/2032
CN (CEI)		22%			CN End (91)	8/1/2034
Total 2024 Estimate			$26,781,600	$36,406,799		



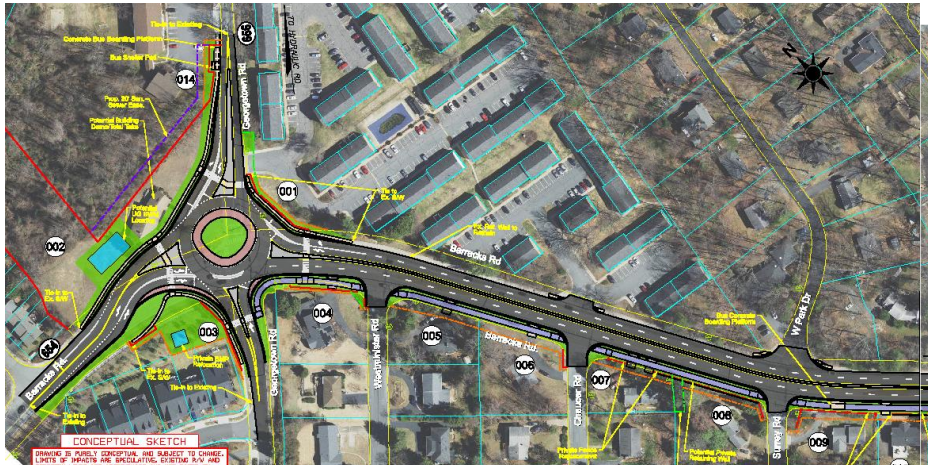


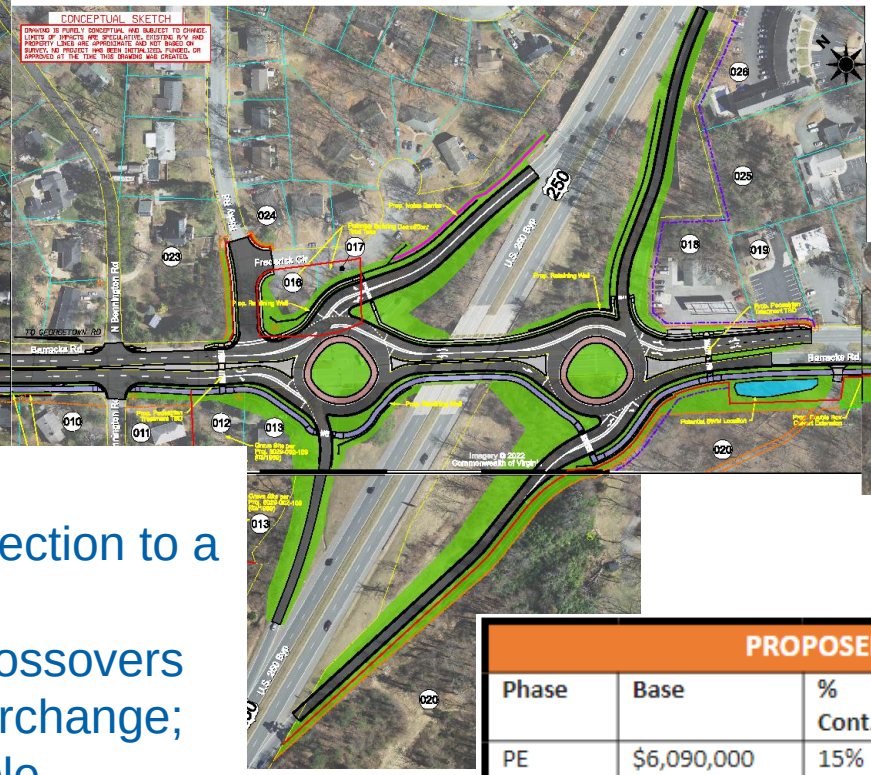
SMART SCALE Round 6 – CAMPO

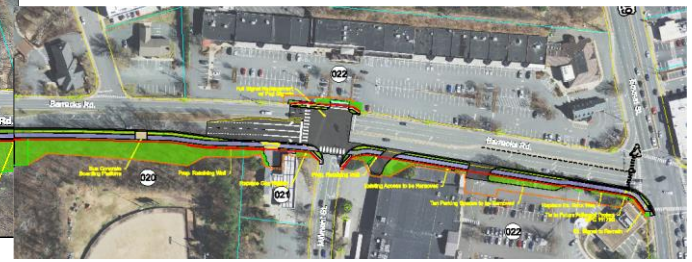
App ID # 11679

Barracks Rd Corridor Improvements

Georgetown Rd to Emmet St







Project Includes:

- Converting the Georgetown Rd Intersection to a Hybrid Roundabout;
- Narrowing and Closing the median crossovers between Georgetown Rd and the interchange;
- Converting the Interchange to a Double Roundabout Configuration;
- Adds a Shared Use Path along the corridor from Georgetown Rd thru the interchange to Emmet St.

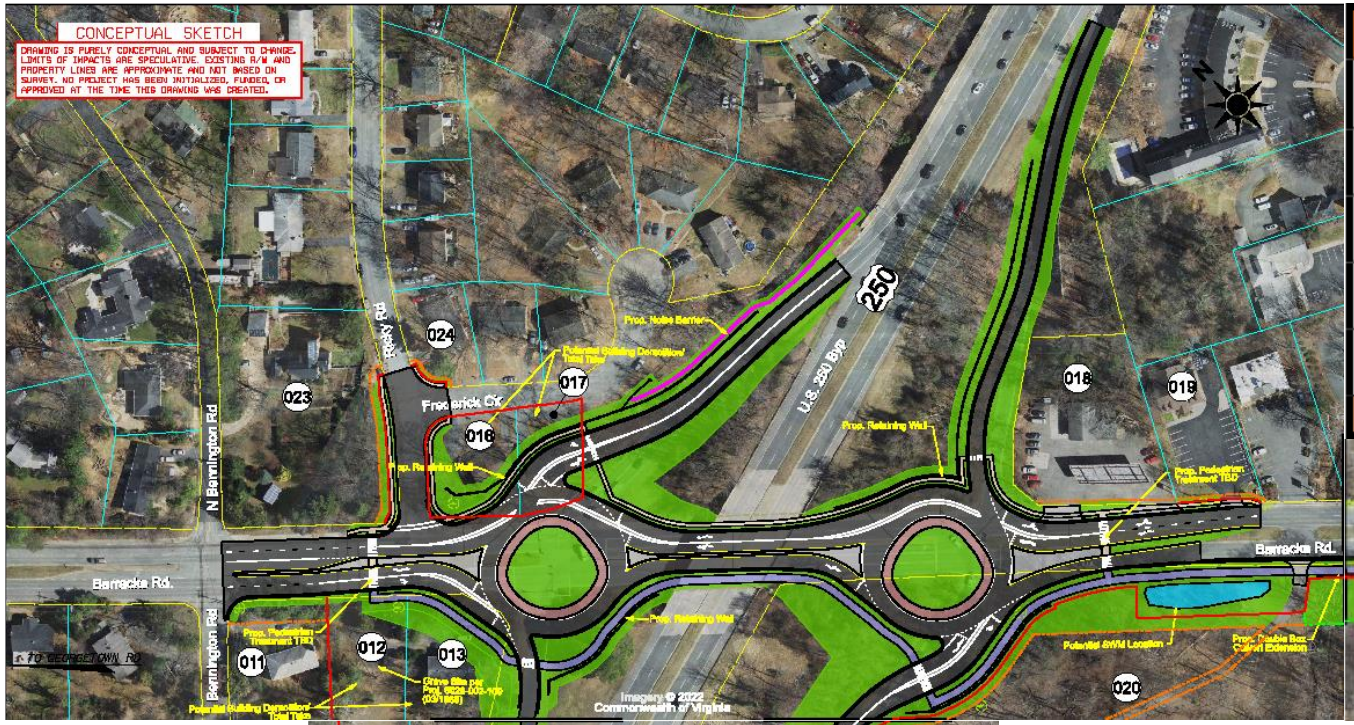
PROPOSED ESTIMATE					PROPOSED SCHEDULE	
Phase	Base	% Cont.	Uninflated Total (2024)	Inflated Total	Phase (Task)	Target Date
PE	$6,090,000	15%	$7,003,500	$8,184,990	PE Start (12)	9/1/2027
RW/UT	$16,800,000	35%	$22,680,000	$30,098,628	RW Start (52)	5/8/2031
CN (Cont)	$38,200,000	44%	$62,648,000	$90,845,865	CN Start (80)	12/13/2033
CN (CEI)		20%			CN End (91)	9/27/2035
Total Estimate			$92,331,500	$129,129,483		

SMART SCALE Round 6 – CAMPO

Barracks Rd Interchange Improvements

Interchange to Emmet St

APP ID # 11678



PROPOSED ESTIMATE					PROPOSED SCHEDULE	
Phase	Base	% Cont.	Uninflated Total (2024)	Inflated Total	Phase (Task)	Target Date
PE	$3,980,000	15%	$4,577,000	$5,349,140	PE Start (12)	9/1/2027
RW/UT	$10,900,000	30%	$14,170,000	$18,805,007	RW Start (52)	5/8/2031
CN (Cont)	$29,100,000	42%	$47,142,000	$68,360,614	CN Start (80)	12/13/2033
CN (CEI)		20%			CN End (91)	9/27/2035
Total Estimate			**$65,889,000**	**$92,514,761**		





Project Includes:

- Converting the Interchange to a Double Roundabout Configuration;
- Adds a Shared Use Path along the corridor thru the interchange to Emmet St.

Albemarle County – SMART Scale Project List

- US 250 – Old Trail Dr. / WAHS Intersection Improvements
- Rte. 631 (Rio Rd.) – Rte. 1427 (Hillsdale Dr.) & Rte. 631 (Rio Rd.) – Old Brook Rd. Intersection Improvements
- Barracks Rd Pipeline Study (Georgetown Rd RDBT& Access Management and SUP on Barracks from Georgetown to the interchange
- US 29 – Rte. 692 (Plank Rd.) Intersection Improvement

SMART SCALE Round 6 – Albemarle County

APP ID 11600

US 250 at Old Trail/ WAHS Intersection Improvement

Project Includes:

- Converting the signalized intersection of 2 – Two Lane Roadways to a Hybrid Roundabout to address an on-going Safety Concern.
- Shared Use Path and Crosswalks to the Middle School and High School Entrance



PROPOSED ESTIMATE					PROPOSED SCHEDULE	
Phase	Base	% Cont.	Uninflated Total (2023)	Inflated Total	Phase (Task)	Target Date
PE	$1,650,000	15%	$1,897,500	$2,217,608	PE Start (12)	9/1/2027
RW/UT	$770,000	37%	$1,054,900	$1,359,133	RW Start (52)	1/10/2030
CN (Cont)	$6,260,000	33%	$9,890,800	$13,126,081	CN Start (80)	4/8/2031
CN (CEI)		25%			CN End (91)	4/9/2032
Total 2024 Estimate (Uninflated)			$12,843,200	$16,702,822		

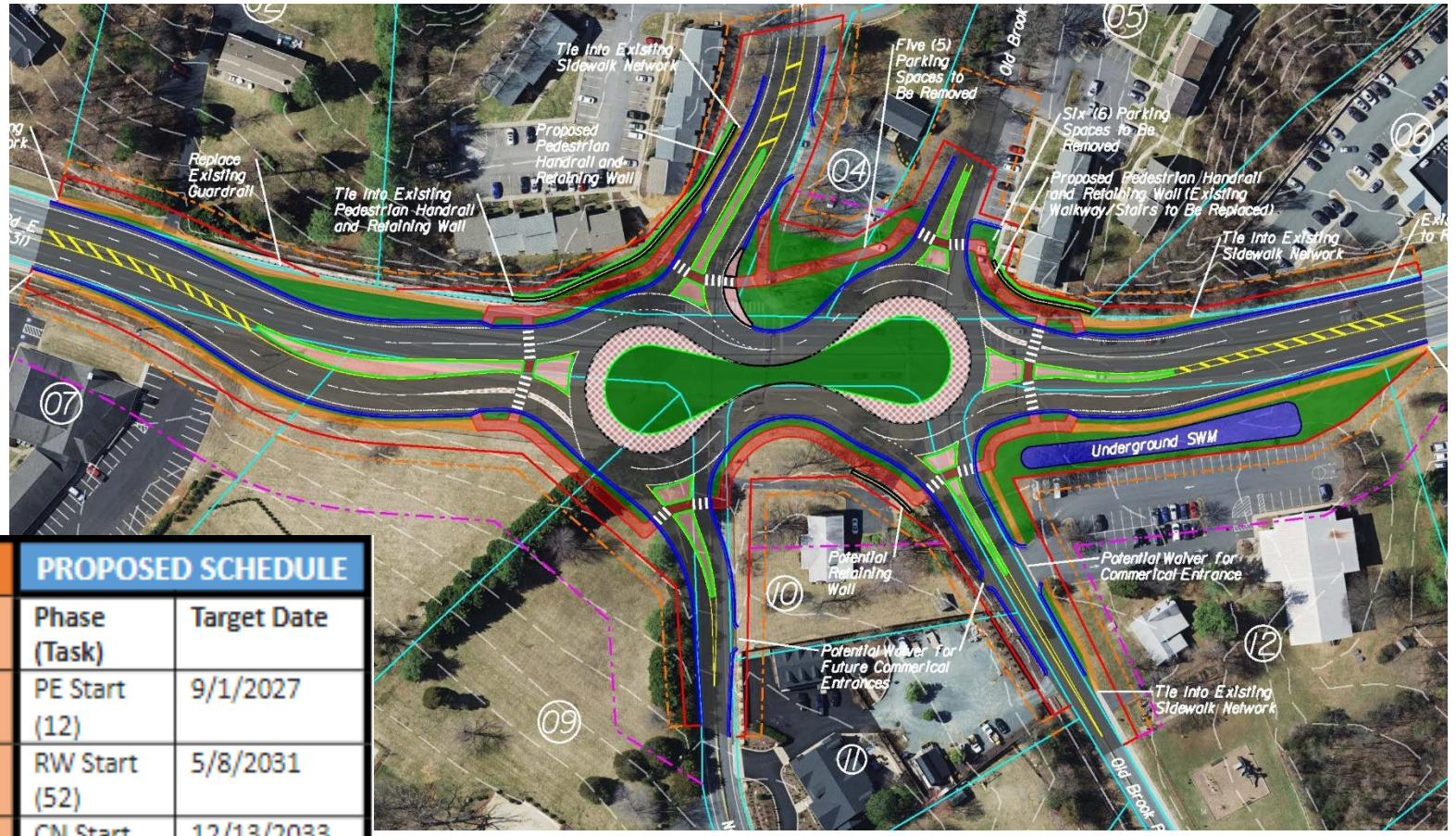
SMART SCALE Round 6 – Albemarle County

App ID # 11721

Rte. 643 (Rio Rd) – Hillsdale / Old Brook Rd Intersection Improvements

Project Includes:

- Converting the two adjacent signalized intersections into a peanut shaped Hybrid Roundabout.
- Adds sidewalks, Shared Use Path and crosswalks
- Address an on-going Safety Concern.
- Study and safety analysis to include the new ICAP tool.

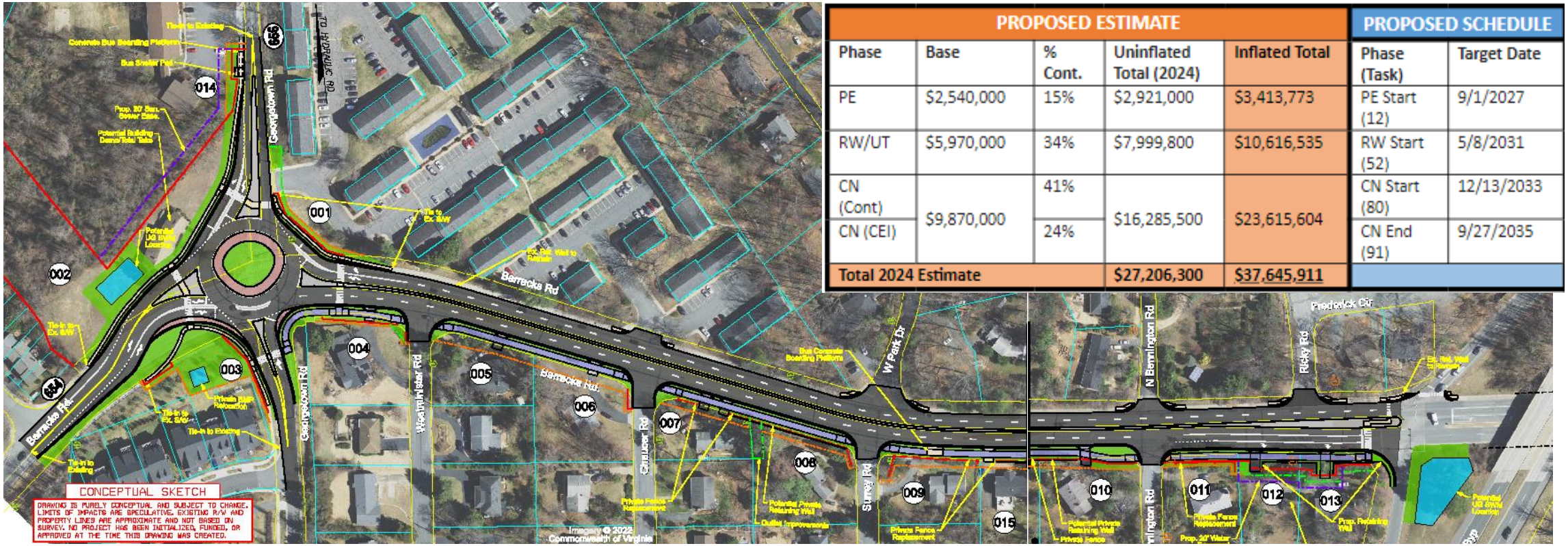


PROPOSED ESTIMATE					PROPOSED SCHEDULE	
Phase	Base	% Cont.	Uninflated Total (2024)	Inflated Total	Phase (Task)	Target Date
PE	$2,470,000	18%	$2,914,600	$3,406,293	PE Start (12)	9/1/2027
RW/UT	$9,680,000	30%	$12,584,000	$16,700,226	RW Start (52)	5/8/2031
CN (Cont)	$11,200,000	36%	$17,808,000	$25,823,381	CN Start (80)	12/13/2033
CN (CEI)		23%			CN End (91)	9/27/2035
Total Estimate			**$33,306,600**	**$45,929,900**		

SMART SCALE Round 6 – Albemarle County

App ID # 11772

Barracks Rd Corridor Improvements (Georgetown Rd to the US 29/250 Interchange)



PROPOSED ESTIMATE					PROPOSED SCHEDULE	
Phase	Base	% Cont.	Uninflated Total (2024)	Inflated Total	Phase (Task)	Target Date
PE	$2,540,000	15%	$2,921,000	$3,413,773	PE Start (12)	9/1/2027
RW/UT	$5,970,000	34%	$7,999,800	$10,616,535	RW Start (52)	5/8/2031
CN (Cont)	$9,870,000	41%	$16,285,500	$23,615,604	CN Start (80)	12/13/2033
CN (CEI)		24%			CN End (91)	9/27/2035
Total 2024 Estimate			$27,206,300	$37,645,911		

Project Includes:

- Converting the Georgetown Rd Intersection to a Hybrid Roundabout;
- Narrowing and Closing the median crossovers between Georgetown Rd and the interchange; and
- Adds a Shared Use Path along the corridor.

SMART SCALE Round 6 – Albemarle County

APP ID # 11715

US 29 – Rte. 692 (Plank Rd.) Intersection Improvement



Project Includes:

- Converting the crossovers at Plank and Sutherland Rd to unsignalized RCI's with a U-turns at the adjusted crossover north of Plank Rd. to address safety concerns at the intersections.
- Updating the study and safety analysis to include the new ICAP tool.
- This is a PSI Intersection Ranked # 66.

PROPOSED ESTIMATE					PROPOSED SCHEDULE	
Phase	Base	% Cont.	Uninflated Total (2024)	Inflated Total	Phase (Task)	Target Date
PE	$1,920,000	15%	$2,208,000	$2,580,490	PE Start (12)	9/1/2027
RW/UT	$610,000	34%	$817,400	$1,053,138	RW Start (52)	1/10/2030
CN (Cont)	$8,880,000	37%	$14,208,000	$18,855,437	CN Start (80)	4/8/2031
CN (CEI)		23%			CN End (91)	4/9/2032
Total Estimate			$17,233,400	$22,489,065		

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.

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

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.

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.