Charlottesville-Albemarle
Metropolitan Planning Organization (CA-MPO)
Citizens Transportation Advisory Committee (CTAC)
Wednesday, July 16, 2025, 7:00 p.m.
In-Person Meeting
407 East Water Street, Charlottesville 22902

AGENDA

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

Item	*Description*	*Time†*
1	**Call to Order & Attendance** —*Chair Sarah Medley & Sarah Simba* a. *Remote participation Policy for Voting Board Members—if needed	7:00 – 7:05
2	**Matters from the Public** — *Chair Sarah Medley* 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 Sarah Medley* a. *Review and Acceptance of the Agenda b. *Approval of Draft May 21, 2025, Meeting Minutes	7:10 – 7:15
4	***** New Business —** *Chair Sarah Medley* a. *CTAC Bylaws Discussion – *All CTAC Members* b. Travel Demand Management (TDM) Study — *Taylor Jenkins* i. TDM Draft Scope ii. TDM Presentation c. Charlottesville Area Transit FTA Low or No Emission Project — *Bruce White* i. Presentation and Staff Memo ii. Resolution of Support	 7:15 – 7:35 7:35 – 7:55 7:55 – 8:25
5	**Staff Updates & Meeting Schedule —** *Chair Sarah Medley* a. FY26 *Unified Planning Work Program (UPWP) – Taylor Jenkins* i. FY26 UPWP Final Document ii. FY26 Staff Memo b. Safe Streets and Roads for All Final Plan – *Gorjan Gjorgjievski* c. CA-MPO Policy Board Activities – *Sarah Simba* i. Staff Memo d. FY26 Calendar of Meetings – *Taylor Jenkins*	8:25 – 8:35
6	**VDOT Updates on Projects & Studies** — *Charles Proctor & Sandy Shackelford*	8:35 – 8:45
7	**Roundtable Updates** — *Chair Sarah Medley*	8:45 – 8:50
8	**Additional Matters from the Committee and Public**—*Chair Sarah Medley* *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*	8:50 – 9:00
9	**Adjourn** — *Chair Sarah Medley*	9:00

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

TJPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPDC provides reasonable accommodations for persons who require special assistance to participate in public involvement opportunities. For more information, to request translation services or other accommodations, or to obtain a Discrimination Complaint Form, contact (434) 979-7310, lshannon@tjpdc.org, or www.tjpdc.org.

COMMITTEE MEMBERS
Sarah Medley, Charlottesville, Chair
Donna Chen, MPO – Vice-Chair
VOTING MEMBERS
Stuart Gardner, MPO
Jose Gomez, Albemarle County
Patrick Healy, City of Charlottesville
Ethan Heil, City of Charlottesville
Lee Kondor, Albemarle County, Chair
Marty Meth, Albemarle County
Nathan Moore, Albemarle County
Vacant, MPO
Danny Yoder, City of Charlottesville
Peter Thompson, Albemarle County
Greg Weaver, Charlottesville - Vacant
STAFF
Christine Jacobs, TJPDC
Taylor Jenkins, 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
Charles Proctor, VDOT
Sandy Shackelford, VDOT

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CA-MPO

Citizen Transportation Advisory Committee
Draft Minutes
May 21, 2025

A recording of this meeting can be found at: https://www.youtube.com/watch?v=s_tFPP-hzFU

OFFICERS		STAFF	
Sarah Medley, Charlottesville, Chair	x	Taylor Jenkins, TJPDC	x
Donna Chen, MPO – Vice-Chair	x	Gretchen Thomas, TJPDC	x
		Sarah Simba, TJPDC	x
		Gorjan Gjorgjievski, TJPDC	x
		Lucinda Shannon, TJPDC *	x
VOTING MEMBERS		**GUESTS / PUBLIC**	
Stuart Gardner, MPO		Sandy Shackelford, VDOT	x
Jose Gomez, Albemarle County	x	Rob Tieman, PE, UVA	x
Patrick Healy, Charlottesville	x	Elieen Bartells	x
Ethan Heil, Charlottesville		Danielle McCray *	x
Lee Kondor, Albemarle	x		
Marty Meth, Albemarle County			
Nathan Moore, Albemarle County	x		
Danny Yoder, Charlottesville	x		
Peter Thompson, Albemarle County			
Greg Weaver, Charlottesville	x		
Vacant, MPO			

** online participant*

Call to Order

Chair Sarah Medley called the meeting to order at 7:01 p.m.

1. **Attendance (Minute)**
   Sarah Simba took attendance.

2. **Matters from the Public (Minute)**
   Lee Kondor said at the last meeting there were still some issues at the Exit 118 intersection and he was not allowed to share his model with the group. He thought that was strange and forwarded it directly to VDOT.

   Sarah Medley said that the intersection improvements could be discussed at the public comment portion of the meeting but adding it to the agenda was not allowed.

   Patrick Healy said warning lights might be a cost-effective solution to that intersection.

Ms. Medley said she would bring that to the Policy Board.

Elieen Bartells, resident of the City of Charlottesville, said a 2nd street and Elliot Avenue crosswalk is desired by citizens in that area. It has been denied because the City says it is too dangerous at that intersection. She said the City is showing their disdain for pedestrian safety by not approving the crosswalk – a legal place to cross the road. She noted that recently a citizen took it upon himself to paint a crosswalk there and was arrested for it.

3. **General Administration (Minute)**

Motion/Action: Patrick Healy voted to allow Nathan Moore to participate remotely while he was in the car on the way to the meeting. Jose Gomez seconded the motion and the motion passed unanimously.

Greg Weaver said the issue that the citizen raised should be discussed and potentially brought to the City. Ms. Medley said that perhaps the committee could draft a letter and present it more formally.

Donna Chen noted that perhaps a request could be made of the City to find out why the decision was made not to create a crosswalk.

Ms. Medley said perhaps there could be a subcommittee created to draft a letter to the City.

Motion/Action: Greg Weaver made a motion to create a subcommittee. Patrick Healy seconded and the motion passed unanimously. Patrick Healy, Donna Chen, Sarah Medley and Greg Weaver volunteered to be a part of the subcommittee.

Taylor Jenkins said she needs to determine if she needs to get approval from the Policy Board on how to proceed.

Nathan Moore joined the meeting in person at 7:18 p.m.

Acceptance of the Agenda

Motion/Action: Lee Kondor made a motion to approve the agenda. Greg Weaver seconded and the motion passed unanimously.

Acceptance of the Minutes of January 19, 2025 and March 19, 2025 minutes

Motion/Action: Lee Kondor made a motion to approve both sets of minutes. Patrick Healy seconded and the motion passed unanimously.

4. New Business (Minute)

CTAC Bylaws Discussion

Sarah Medley reviewed the current bylaws and noted that any changes would need to be approved at the next meeting and then they would be presented to the Policy Board for approval.

Mr. Kondor said he thinks the committee should be able to submit planning and propose transportation design for VDOT's consideration and that should be added to the bylaws.

Ms. Medley said that "Providing advice to the MPO…" has not been something she has seen in action in her two years on the committee. She would like to see that happen more often.

Mr. Moore said there doesn't need to be a change to the verbiage in section 2, there just needs to be more action on the things that are described therein.

Donna Chen suggested that there be a comment section on the website for citizens to submit their feedback and suggestions.

Mr. Moore suggested a brief presentation be given to CTAC at a future meeting on how all the committees for the MPO work, who staffs them, and how they are connected.

Section three covers Membership. Ms. Medley read the current bylaws. There were no suggestions for changes or additions.

Section four, regarding recruitment and tenure, was reviewed and it was suggested that in item D, "Moving Ahead for Progress in the 21st Century (MAP-21)" be removed. There was a discussion about adding term limits, adding "two terms lasting three years each."

Regarding subcommittees, there was a discussion about how best to meet and whether it would be considered a "meeting" if it was only a discussion by email. Taylor Jenkins said she would ask David Blount, Legislative Liaison for TJPDC, about the FOIA regulations on that matter.

It was suggested that the latest information on in-person quorum and online participation should be included so as not to cause any confusion.

In Section 10, it was suggested that there be more detail on what is expected from the members.

Taylor Jenkins said there could be a "track changes" document of the bylaws to the committee members for their feedback for discussion at the next meeting in July.

Mr. Moore suggested that in Section Two the word "citizens" be changed to "people" and in Section Ten, "his/her resignation" changed to "their resignation."

Safe Streets and Roads for All Presentation and Draft Plan

Sarah Simba presented the committee with the draft regional Move Safely Blue Ridge plan. She noted that there will be no action plan at this meeting in terms of its adoption.

She gave a brief background on the Safe Streets and Roads for All (SS4A) plan. She presented the planning process, the public engagement process, and the next steps.

5. Informational (Minute)

CA-MPO Safe Streets and Roads for All FY25 Grant Application

Ms. Jenkins introduced Rob Tieman to the committee. Mr. Tieman is a PE working with UVA. He presented an overview of the grant application. He presented the partners who will be collaborating

on this initiative. He identified the problem they will be trying to solve with this work and the genesis of the grant application. He also noted that CA-MPO would be the grant applicant/recipient and would be working with the collaborating partners.

Mr. Teiman proceeded with the objectives of the project, and the diverse talents of the UVA research team. He noted that it is not common for these key leaders to come together for something like this.

He continued describing the approach methodology noting that much of it will be done in virtual reality.

Mr. Tieman said the primary deliverable is to enhance TJPDC's comprehensive action plan with data-driven VRU safety action plan for the area. He also enumerated several additional benefits.

He continued with next steps, noting that the final application is due on June 26, 2025.

There was a brief question and answer session after the presentation.

6. Staff Updates and Meeting Schedule (Minute)

FY26 Unified Planning Work Program (UPWP)
Ms. Jenkins presented an update on the latest version of the UPWP. She gave an overview of the background and purpose of the UPWP. She presented a brief overview of the changes to the draft UPWP and gave additional information on the funding. She noted that most of the funding is in Task 3: Short-Range Transportation Planning this year because it is not a long-range transportation plan year. She continued by reviewing the program administration, and the short- and long-term funding. She noted she is waiting on final updated numbers from the CTB and hopes to have them soon.

Next CTAC Meeting
Ms. Simba noted that the next CTAC meeting will be held on July 16 in person at the Water Street Center, 401 E Water Street, Charlottesville, VA from 7:00 – 9:00 p.m.

7. **Roundtable Updates (Minute)**
Ms. Medley explained to the committee what might be shared during the roundtable portion and opened the meeting up to the members.

Sandy Shackelford gave an update on VDOT's projects and followed up with a summary email:

- Construction to begin on roundabout at 250/240 intersection in Crozet. Will be completed by 2026. A portion of 680 will be closed for about two months and the bridge over Lickinghole Creek is also being replaced.
    - Other projects in the bundle include:
        - A roundabout at Route 631 (Rio Road East) and John Warner Parkway
        - A continuous green-T intersection at Route 631 (Rio Road East) and Belvedere Boulevard
        - A roundabout at Route 20 (Scottsville Road) and Route 53 (Thomas Jefferson Parkway)
        - A roundabout at Route 780 (Old Lynchburg Road) and Route 631 (5th Street)
    - Estimated completion date for entire bundle is Fall/Winter 2027

- Public hearing for the Hydraulic-Fontaine design-build bundle and is scheduled for tomorrow evening at 5 pm at the Virginia Department of Forestry. Estimated completion date Fall 2029.
    - U.S. 29 Bypass at Fontaine Avenue interchange improvements
    - Fontaine Avenue streetscape improvements
    - Hydraulic Road and District Avenue roundabout
- STARS Projects:
    - Ridge-McIntire/W. Main/Water Street intersection project – completed the public engagement and held the initial alternatives working group meeting on May 19th. The consultants will begin to do some high-level analysis to gauge the relative benefits of the alternatives. Will be planning the second round of public engagement, which will include a community meeting and a survey, for mid to late-July.
    - US 29 interchange/corridor combined study – Public survey is currently running and will wrap up this week. Field visit was held on 4/29. Had a follow-up meeting with the City since they were unable to attend. Project is considering multi-modal access, including infrastructure to support transit operations along the corridor.
    - Project Pipeline Studies:
        - Two studies in the CA-MPO area:
            - US 29 at I-64 Exit 118 – looking mostly at solutions to address the SB left turns to get onto I-64 EB and improving the Park and Ride lot at Teel Lane
            - I-64 Interchange at 5th Street – Value Engineering the DDI to try to develop a more competitive SMART SCALE application.
        - Held site visit on 5th Street on 5/20.
        - Surveys for both Pipeline Studies will launch in early June.

Mr. Moore said Albemarle is working on its comprehensive plan that recently included the transportation chapter. He said he feels the County is taking its responsibility on that issue very seriously.

8. <u>Additional matters from the public (Minute)</u>

None.

The meeting was adjourned at 9:01 p.m.

Bylaws Discussion

Citizen Transportation Advisory Committee (CTAC) of the Charlottesville – Albemarle Metropolitan Planning Organization

May 21, 2025

Background and Section 1: Name

- Current bylaws were approved on July 24, 2013
- MPO Policy Board must consider and approve changes to CTAC bylaws

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 Function

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.

Section 3: Membership

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.

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 publicly 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.

Section 4: Recruitment and Tenure

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

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 publicly 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.

Section 8: Meetings and Voting

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.

Section 8: Meetings and Voting

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.

Section 8: Meetings and Voting

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.

MPO Policy Board Bylaws, Article VII: Committees

Section 2 – Citizen Transportation Advisory Committee – The MPO shall appoint a citizen committee, with representatives appointed by the City of Charlottesville, the County of Albemarle, and the MPO Policy Board. These representatives will represent themselves, their areas of interests, and/or groups in the MPO area, and should try to represent a diverse range of interests. The committee shall review, comment, and recommend ideas on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. All members of the Citizen Transportation Advisory Committee shall be voting members, except the representative from the DEPARTMENT, who will serve as an ex-officio member.

Next Steps?

… Discussion amongst Committee Members … Round Table

Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

Charlottesville-Albemarle Metropolitan Planning Organization
of the Thomas Jefferson Planning District Commission
PO Box 1505, 401 E. Water St, Charlottesville, VA 22902
www.campo.tjpdc.org ● (434) 979-7310 phone ● info@tjpdc.org email

Transportation Demand Management Study
Scope of Work

Purpose

Through the development of the 2050 Long Range Transportation Plan, the Charlottesville-Albemarle MPO (CA-MPO) identified the need to complete a comprehensive travel demand management (TDM) study to identify long-term initiatives to reduce vehicle miles traveled (VMT) within the MPO area, support sustainable transportation options, and improve mobility. The study seeks to achieve the following goals:

- Understand existing travel patterns and opportunities to reduce VMT and increase trips made by walking, biking, and using transit
- Enhance connections between transit, active transportation networks, and park-and-ride facilities

Task 1: Previous Plan Review

CA-MPO staff will conduct a review of relevant planning documents from each jurisdiction, including but not limited to:

- Comprehensive Plans
- Bicycle and Pedestrian Plans
- Transit Development Plans
- Parking Studies

Reviewing previously completed plans will help identify planned improvements, land use planning context, and opportunities for alignment with study recommendations.

Task 1 Deliverable:

- Previous Plan Review memo summarizing existing studies and applicable findings

Task 2: Origin-Destination Analysis

CA-MPO staff will begin this task by identifying major trip generators and destinations, including but not limited to:

- Large employers and employment centers
- Medical facilities
- Educational facilities
- Recreational destinations
- Commercial retail destinations

Using data sources such as StreetLight, Census OnTheMap, and OpenStreetMap, CA-MPO staff will conduct an origin-destination analysis to understand travel coming in and out of the MPO area and traveling within the MPO area. Trips will be identified by existing mode (i.e., auto, transit, bike) and trip length.

Task 2 Deliverable:

- Origin-Destination Analysis Technical Memo

DRAFT

Task 3: Mode Shift Potential and Strategies

Using results from the origin-destination analysis, CA-MPO staff will assess the potential for shifting trips from auto to non-auto trips. This task will consider characteristics such as trip length, existing infrastructure (i.e., bike lanes, sidewalk, transit services), and network connectivity to identify the feasibility of mode shift and gaps in infrastructure where opportunities where future investments would be most impactful.

As part of this task, CA-MPO staff will also inventory public parking facilities within the MPO area to identify existing parking capacity, utilization rates (where available), and connectivity to transit. Parking facilities will include public surface parking, parking decks, and park-and-ride lots.

Task 3 Deliverables:

- Identification of mode shift potential
- Draft recommended improvements for infrastructure and strategies to encourage mode shift

Task 4: Public Engagement

To ensure proposed strategies align with community priorities, a short survey will be conducted to obtain public input on recommended improvements and strategies and identify opportunities that are highest priority. Input will be used to refine recommendations.

Task 4 Deliverables:

- Summary of public input
- Refined recommendations and strategies

Task 5: Final Report

CA-MPO staff will prepare the final report. Findings and recommendations from this study will help inform future investments for infrastructure and services that can encourage shifts in travel behavior and address gaps in the regional transportation network.

Task 5 Deliverable:

- Final Report

DRAFT

Charlottesville-Albemarle MPO

Transportation Demand Management Study

Scope of Work

CTAC Meeting

July 16, 2025

Thomas Jefferson Planning District Commission

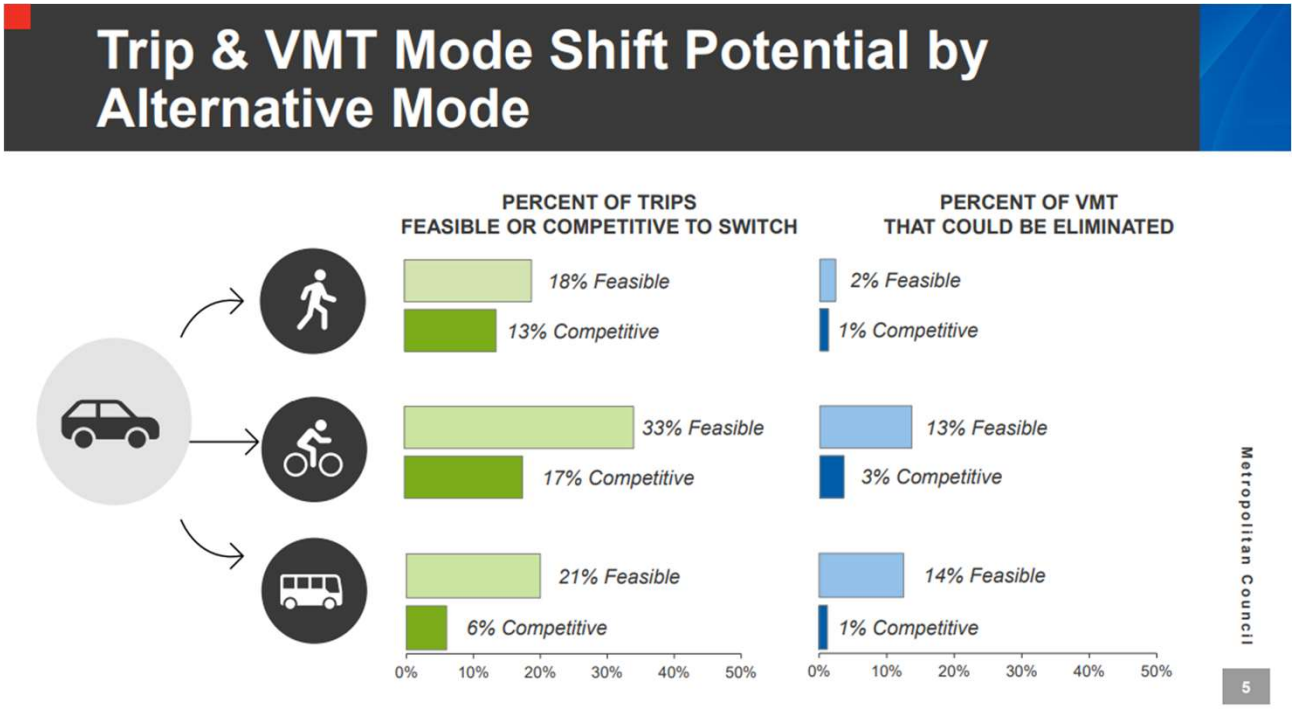
Charlottesville/Albemarle MPO

Background

- Originally identified in FY25 UPWP and currently scheduled for FY26
- Through the development of the 2050 Long Range Transportation Plan, CA-MPO staff identified the need to complete a comprehensive Transportation Demand Management (TDM) study
  - Identify strategies to reduce vehicle miles traveled
  - Increase trips made by walking, biking, and using transit
  - Enhance connections between transit, bike/ped networks, and park-and-ride facilities
- Will be completed by CA-MPO Staff

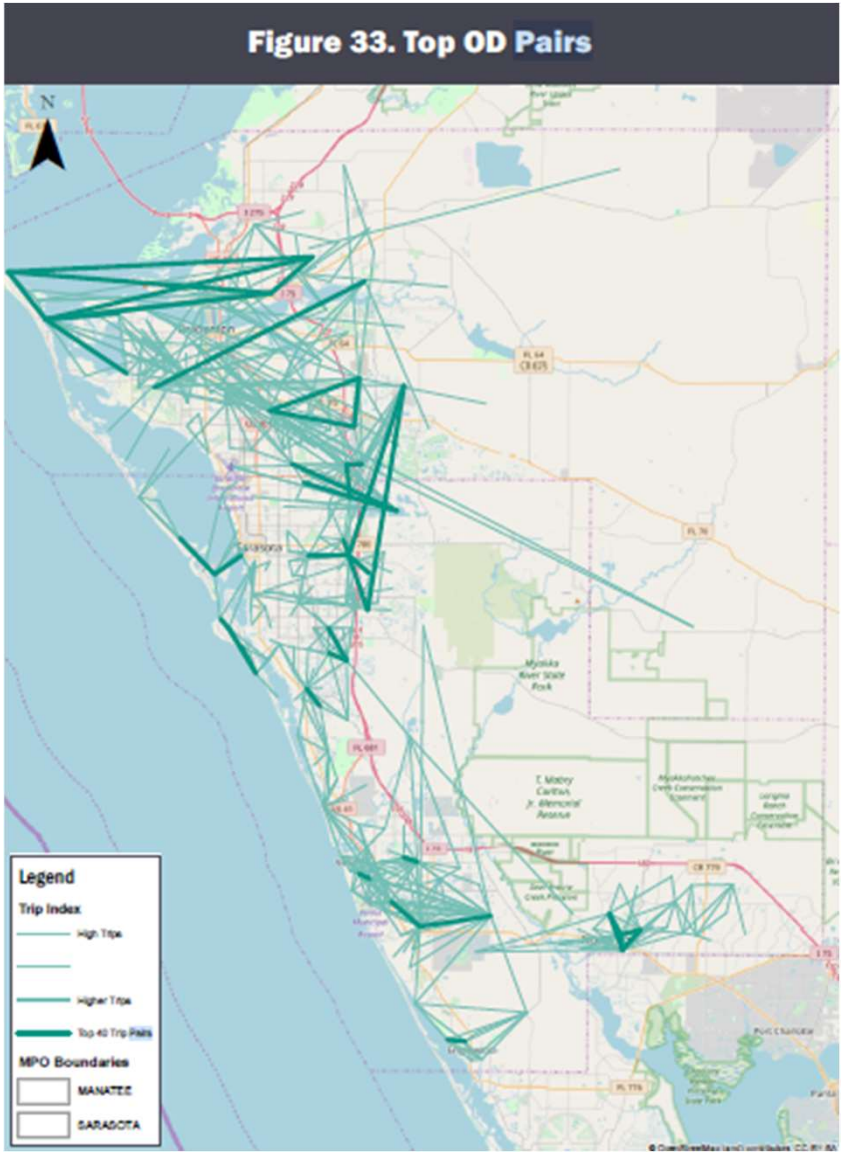
Similar Study Examples

- **Mode Shift: A VMT Reduction Strategy** by Metropolitan Council (Minneapolis-St. Paul metro area)
  - Study Goal: Estimate the maximum possible shift to alternative modes, given existing land use and travel patterns



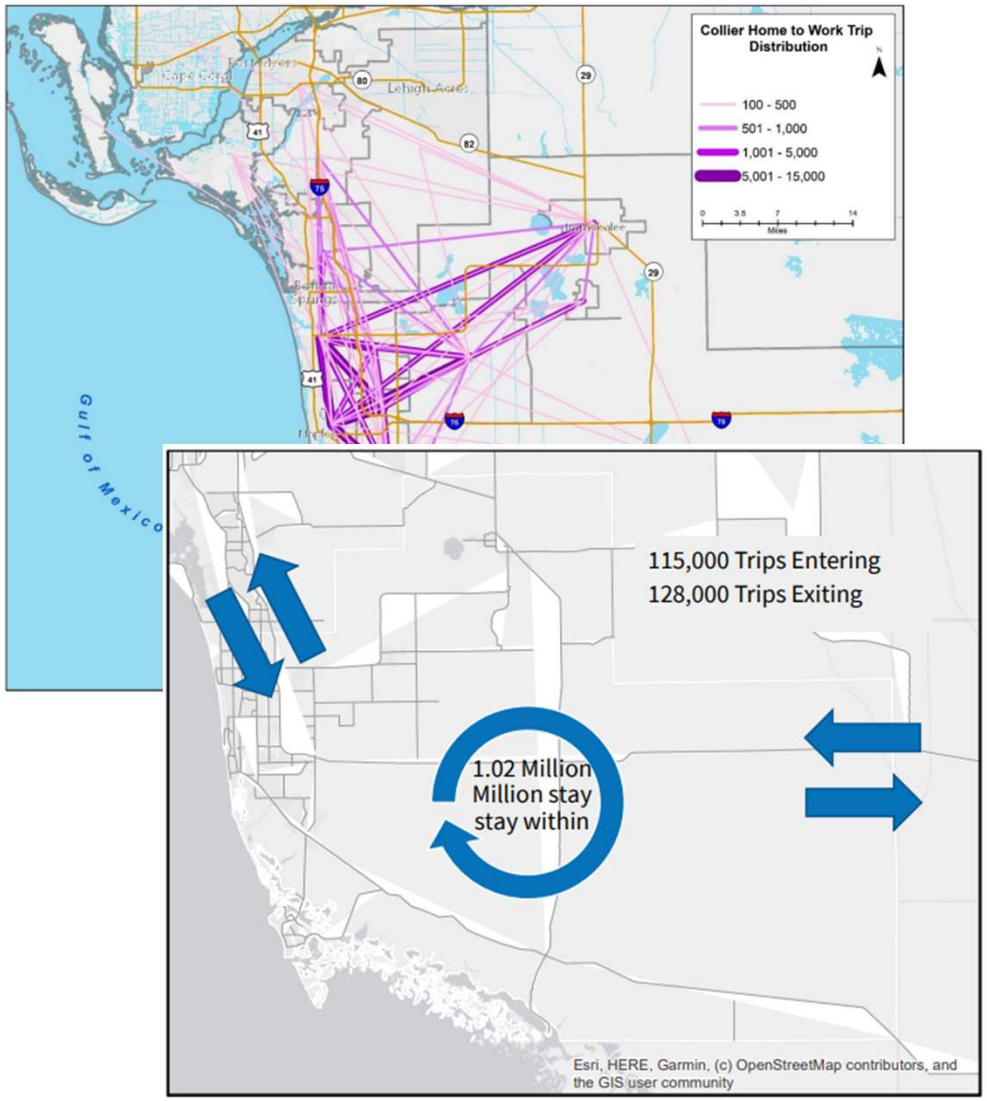
Similar Study Examples

- **Active Transportation Plan** by Sarasota/Manatee MPO (Sarasota, FL metro area)
  - Used StreetLight data to identify trip patterns and top origin-destination pairs



Similar Study Examples

- **Origin and Destination Report** by Collier MPO (FL)
  - Used Replica data to identify travel patterns within Collier County and between study sub-areas



Task 1: Previous Plan Review

- Review relevant planning documents from each jurisdiction, including but not limited to:
  - Comprehensive Plans
  - Bicycle and Pedestrian Plans
  - Transit Plans
  - Parking Studies

Task 2: Origin-Destination Analysis

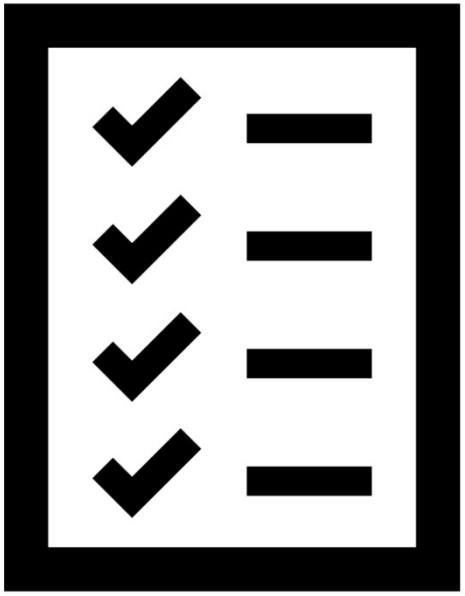
- Identify trip generators and destinations
- Conduct origin-destination analysis using StreetLight Data
  - Understand travel within and coming in/out of the MPO area
  - Identify trips by mode
  - Identify average trip lengths

Task 3: Mode Shift Potential & Strategies

- Assess potential for shifting trips from auto to non-auto modes
  - Consider trip characteristics identified in previous task
  - Consider existing and planned infrastructure (bike lanes, sidewalk)
  - Consider existing and planned park-and-ride facilities
- Identify recommended improvements and strategies to encourage mode shift and close gaps in infrastructure

Task 4: Public Engagement

- Conduct a survey to ensure proposed strategies align with community priorities
- Use public input to refine recommendations and support prioritization



Questions and Next Steps

- What recommendations does CTAC have for public engagement?
- Next Steps
  - Staff will incorporate MPO Technical Committee, Policy Board, and CTAC feedback
  - CA-MPO Policy Board anticipated vote at the August 27th meeting

Capital Spending Projections

Garland Williams
Director of Transit
Charlottesville Area Transit

INFRASTRUCTURE

Completed Work (Kimley-Horn & Wendel):

- Feasibility Study
- Site Evaluation
- Transition Plan

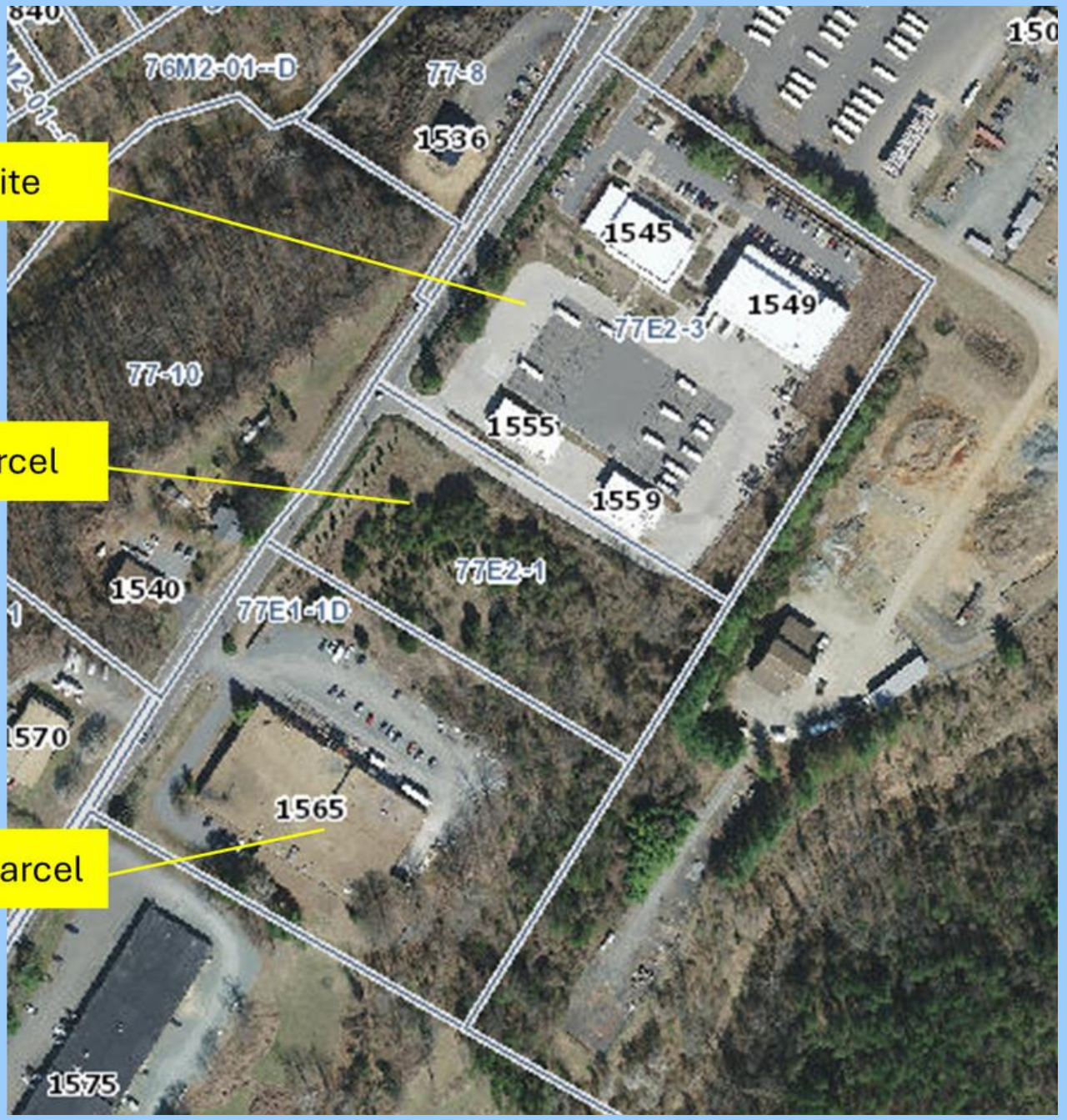


EXISTING CAT SITE

CAT current 6-acre site

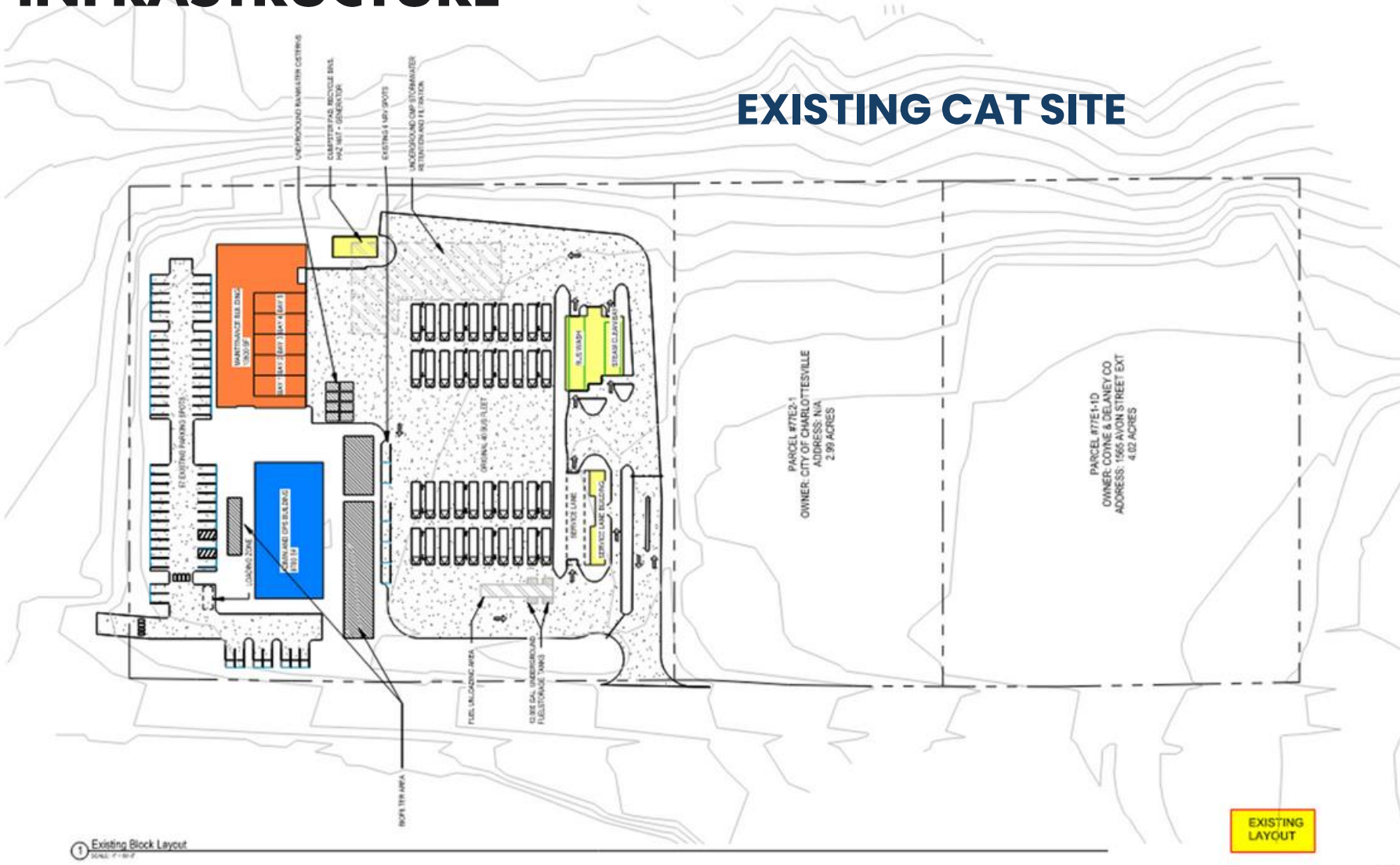
City owned 3-acre parcel

Delany owned 4-acre parcel

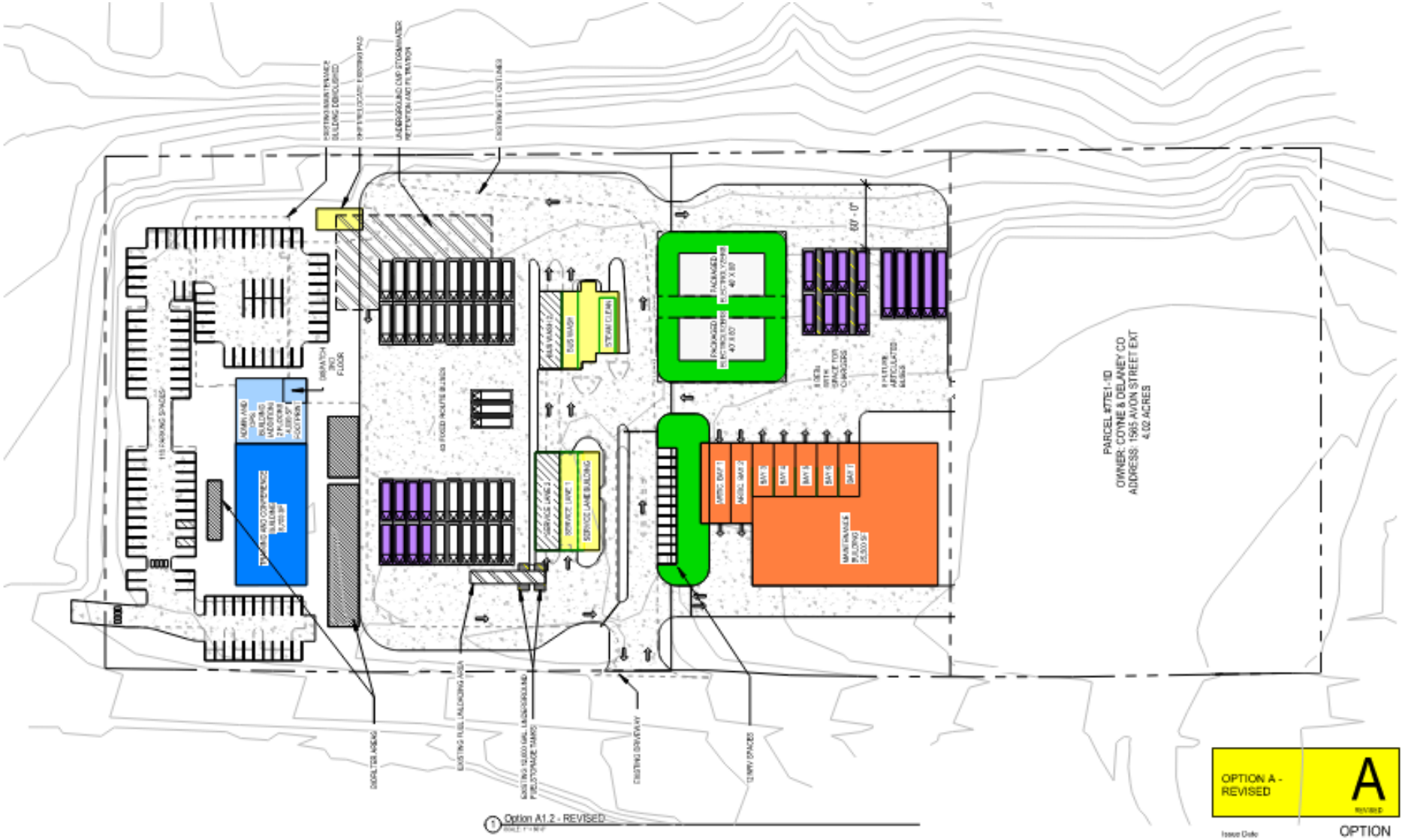


INFRASTRUCTURE

EXISTING CAT SITE

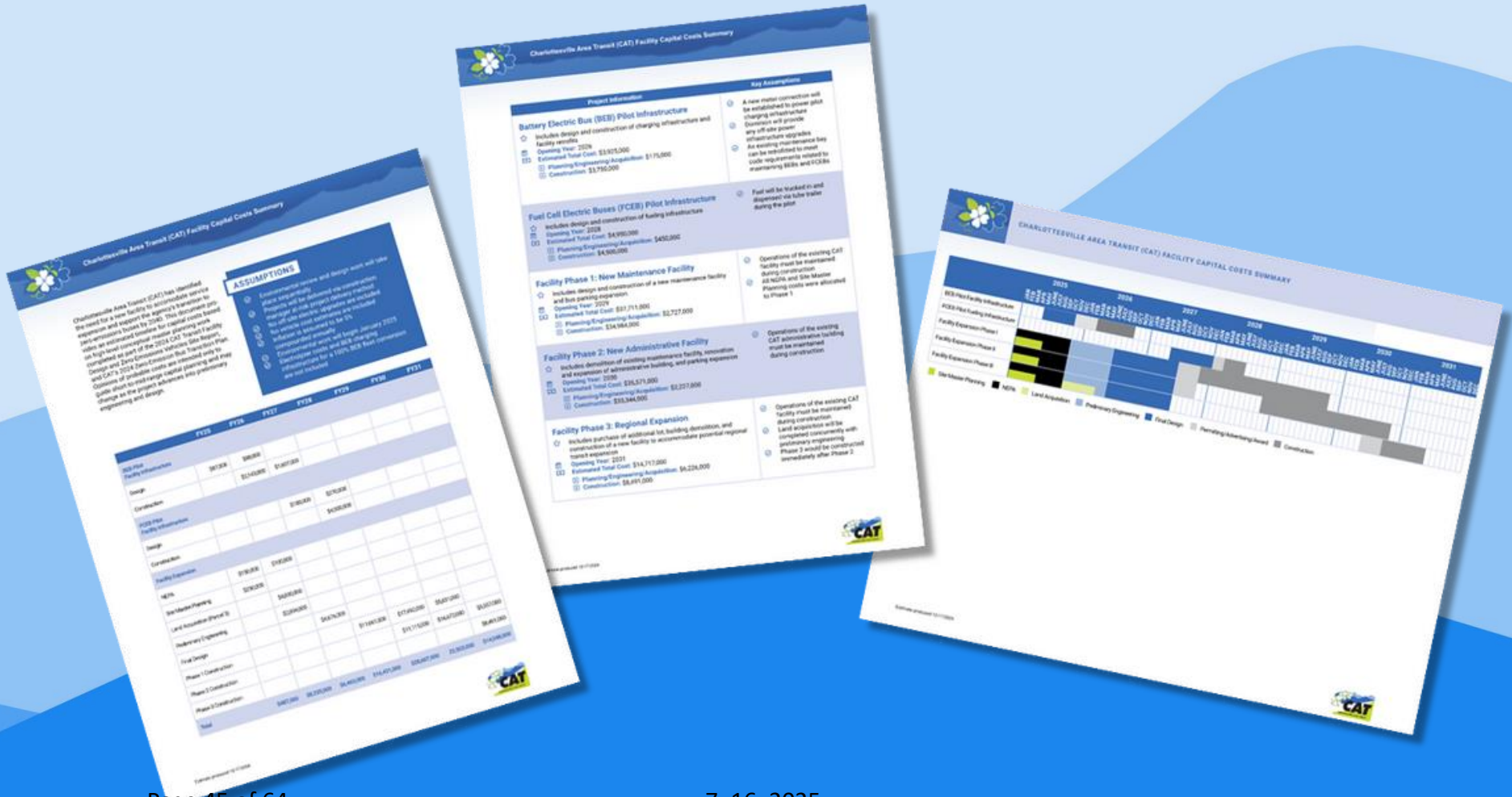


CONCEPTUAL SITE PLAN (WENDEL)

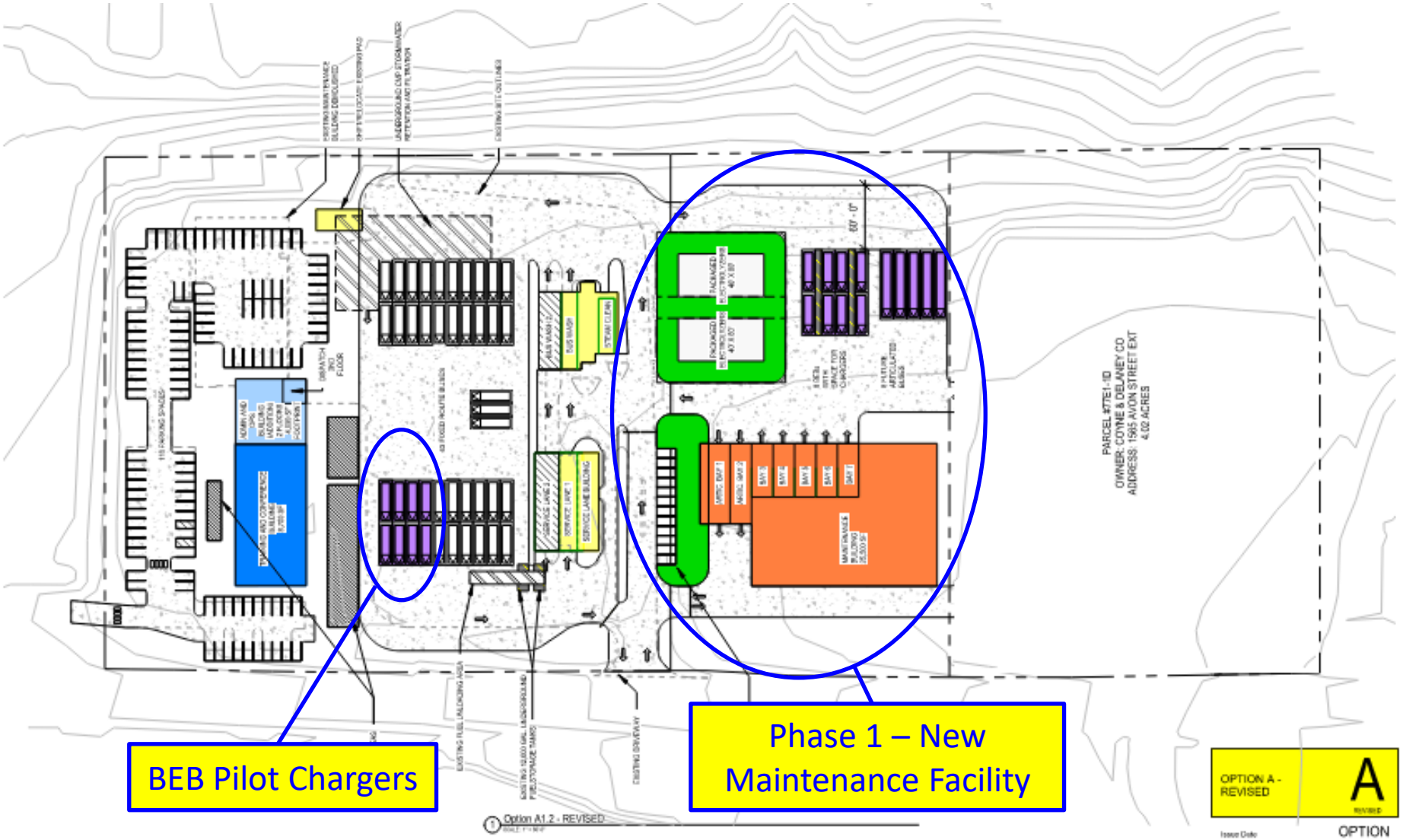


INFRASTRUCTURE

Projected Capital Costs Summary
(Kimley-Horn)



CONCEPTUAL SITE PLAN (WENDEL)



Projected Capital Costs Summary
(Kimley-Horn)

ASSUMPTIONS

- Environmental review and design work will take place sequentially
- Projects will be delivered via construction manager at-risk project delivery method
- No off-site electric upgrades are included
- No vehicle cost estimates are included
- Inflation is assumed to be 5% compounded annually
- Environmental work will begin January 2025
- Electrolyzer costs and BEB charging infrastructure for a 100% BEB fleet conversion are not included

	FY25	FY26	FY27	FY28	FY29	FY30	FY31
BEB Pilot Facility Infrastructure							
Design	$87,000	$88,000					
Construction		$2,143,000	$1,607,000				
FCEB Pilot Facility Infrastructure							
Design			$180,000	$270,000			
Construction				$4,500,000			
Facility Expansion							
NEPA	$150,000	$100,000					
Site Master Planning	$250,000						
Land Acquisition (Parcel 3)		$4,000,000					
Preliminary Engineering		$2,004,000					
Final Design			$4,676,000				
Phase 1 Construction				$11,661,000	$17,492,000	$5,831,000	
Phase 2 Construction					$11,115,000	$16,672,000	$5,557,000
Phase 3 Construction							$8,491,000
Total	**$487,000**	**$8,335,000**	**$6,463,000**	**$16,431,000**	**$28,607,000**	**22,503,000**	**$14,048,000**

Projected Capital Costs Summary
(Kimley-Horn)

Facility Phase 1: New Maintenance Facility

- Includes design and construction of a new maintenance facility and bus parking expansion
- **Opening Year:** 2029
- **Estimated Total Cost:** $37,711,000
  - **Planning/Engineering/Acquisition:** $2,727,000
  - **Construction:** $34,984,000

- Operations of the existing CAT facility must be maintained during construction
- All NEPA and Site Master Planning costs were allocated to Phase 1

- 25,500 sf Maintenance Building
- 7 maintenance bays for the buses
  - 5 single bus bays
  - 2 drive through bays long enough for articulated buses
- Safety compliance features for both BEB and FCEB maintenance

Projected Capital Costs Summary
(Kimley-Horn)

Fuel Cell Electric Buses (FCEB) Pilot Infrastructure

- Includes design and construction of fueling infrastructure
- **Opening Year:** 2028
- **Estimated Total Cost:** $4,950,000
  - **Planning/Engineering/Acquisition:** $450,000
  - **Construction:** $4,500,000

- Fuel will be trucked in and dispensed via tube trailer during the pilot

CURRENT INFRASTRUCTURE FOCUS

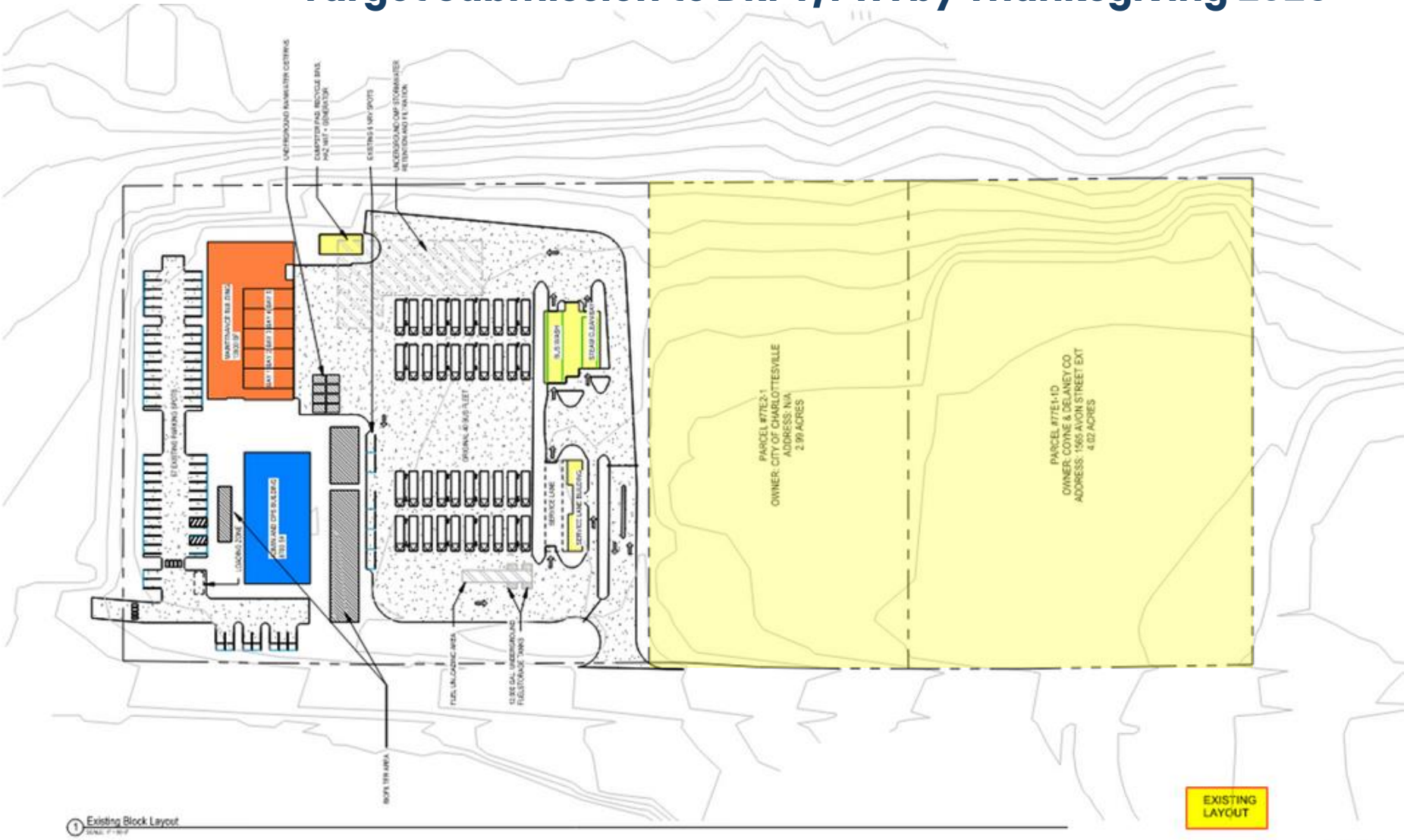
- **NEPA**
  - For Full ZEB Implementation (RK&K & WRA)
- **BEB Pilot Charging Infrastructure**
  - (Dewberry & Dominion)

NEPA

- **National Environmental Policy Act (1970)**
- **Required by FTA to use federal funds for project**
- **Focus Areas**
  - Hazardous Materials
  - Traffic Analysis
  - Cultural Resources
  - Noise and Vibration
  - Natural Resources

NEPA

Target Submission to DRPT/FTA by Thanksgiving 2025



NEPA

- **“Class of Action”**
  - Assume “Categorical Exclusion (CE)” submission
  - **Not**
    - “Environmental Assessment (EA)”
    - “Environmental Impact Statement (EIS)

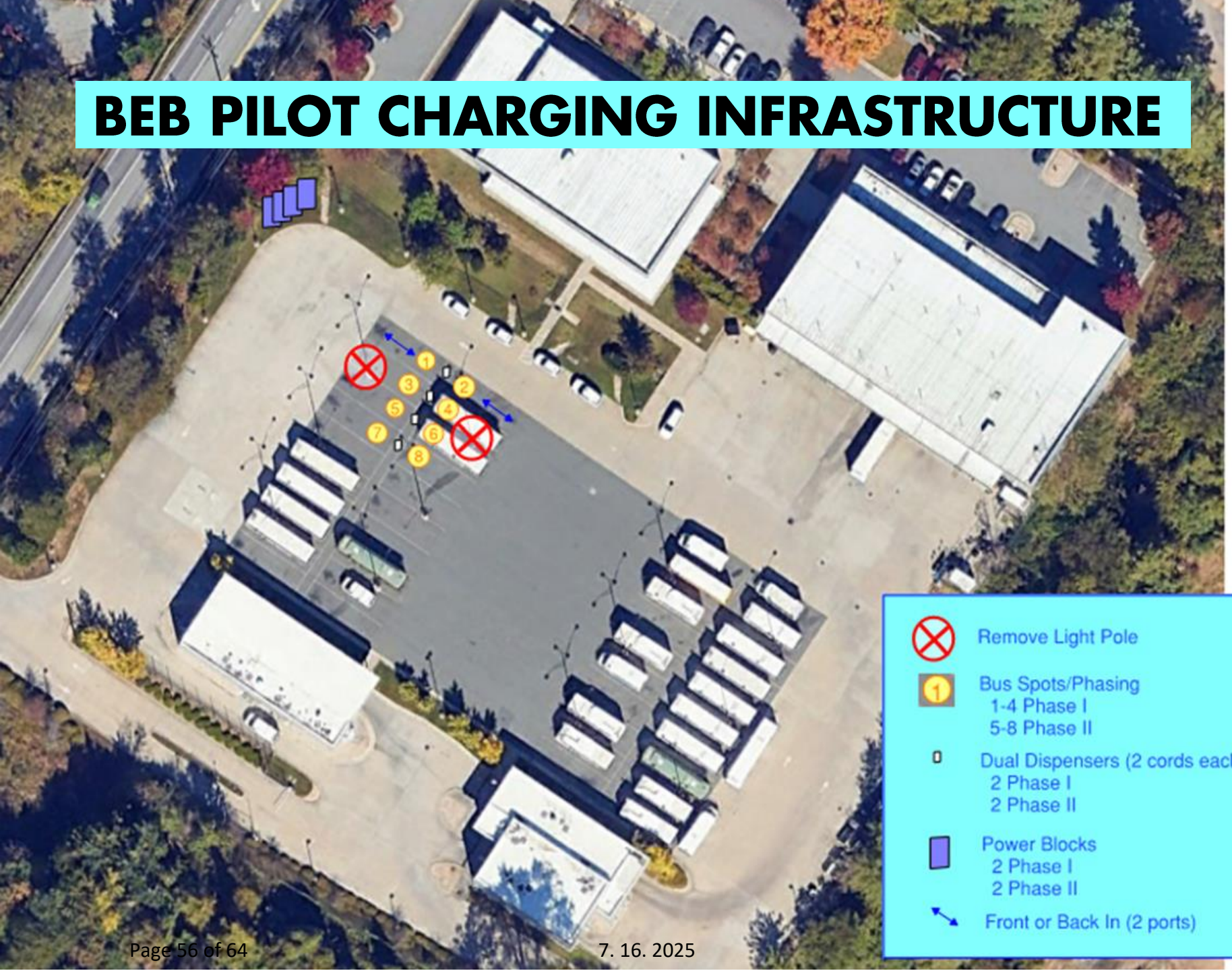
Projected Capital Costs Summary
(Kimley-Horn)

Battery Electric Bus (BEB) Pilot Infrastructure

- Includes design and construction of charging infrastructure and facility retrofits
- **Opening Year:** 2026
- **Estimated Total Cost:** $3,925,000
  - **Planning/Engineering/Acquisition:** $175,000
  - **Construction:** $3,750,000

- A new meter connection will be established to power pilot charging infrastructure
- Dominion will provide any off-site power infrastructure upgrades
- An existing maintenance bay can be retrofitted to meet code requirements related to maintaining BEBs and FCEBs

BEB PILOT CHARGING INFRASTRUCTURE



Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

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MEMORANDUM

To: Charlottesville-Albemarle Metropolitan Planning Organization Policy Board
From: Sarah Simba, TJPDC/CA-MPO Regional Planner II
Date: June 25, 2025
Subject: FY25 Charlottesville Area Transit (CAT) Low or No Emission Grant Program for Buses and Bus Facilities: Funding Application – 5339 (c)

Purpose:
The City of Charlottesville intends to submit a FY25 grant application for the expansion of the Charlottesville Area Transit (CAT) maintenance and operations facility and seeks a Resolution of Support from the Charlottesville-Albemarle MPO.

Background:
The Federal Transit Administration (FTA) released a Notice of Funding Opportunity on May 14, 2025, for the Low or No Emission competitive grant program with a submission deadline of July 14, 2025. Approximately $1.1 billion in funding is available to support the purchase or lease of zero-emission and low-emission transit buses, as well as the acquisition, construction, and leasing of necessary supporting infrastructure.

In 2023, the City of Charlottesville affirmed its commitment to sustainability by setting a goal of achieving carbon neutrality by 2050. As part of this effort, Charlottesville Area Transit (CAT) has completed a feasibility study and developed detailed transition plans to guide the shift to zero-emission technologies by 2040. As identified in the study, significant modifications to the existing CAT facility will be required to achieve zero-emission goals. The Commonwealth of Virginia and the City of Charlottesville have committed funding to advance final design on the facility modifications in 2025, and CAT is currently undergoing the National Environmental Policy Act (NEPA) review process for the modifications.

CAT is committed to advancing this project if awarded funds through the FTA Low or No Emissions grant program. The City of Charlottesville's carbon neutrality and zero-emission goals are consistent with CA-MPO's Long Range Transportation Plan adopted in May 2024.

Recommendations:

CA-MPO Technical Committee: Staff recommend that the CA-MPO Technical Committee members make a motion to recommend to the CA-MPO Policy Board to provide a resolution of support for the City of Charlottesville's application to the FTA Low or No Emission Grant Program – 5339(c).
CA-MPO Policy Board: Staff recommend that the CA-MPO Policy Board make a motion to provide a resolution of support for the City of Charlottesville's application to the FTA Low or No Emission Grant Program – 5339(c).

CA-MPO Citizens Transportation Advisory Committee: Staff recommend that the CA-MPO Citizens Transportation Advisory Committee make a motion to recommend that the CA-MPO Policy Board provide a resolution of support for the City of Charlottesville's application to the FTA Low or No Emission Grant Program – 5339(c).

If there are any questions or comments, please contact Taylor Jenkins at tjenkins@tjpdc.org and Sarah Simba at ssimba@tjpdc.org.

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RESOLUTION
SUPPORTING FY2025 LOW OR NO EMISSION GRANT APPLICATION FOR
CHARLOTTESVILLE AREA TRANSIT FACILITY EXPANSION PROJECT

WHEREAS, the Charlottesville-Albermarle Metropolitan Planning Organization (MPO) is the organization designated by the Governor of the Commonwealth of Virginia as being responsible, together with the Commonwealth of Virginia, for implementing the applicable provisions of amended of 23 USC 134, 135 (as amended by the Infrastructure Investment and Jobs Acts, Section 11201, November 2021); 42 USC 2000d-1, 7401; 23 CFR 450 and 500; 40 CFR Parts 51 and 93; and

WHEREAS, the Federal Transit Administration released a Notice of Funding Opportunity on May 14, 2025, for the Low or No Emission discretionary grant program; and

WHEREAS, the City of Charlottesville provided a leadership commitment in 2023 establishing a goal of carbon neutrality by 2050; and

WHEREAS, the operations of Charlottesville Area Transit are critical to meeting the transportation needs of the community, supporting economic growth and vitality, and are an important component of meeting overall carbon emission reduction goals; and

WHEREAS, Charlottesville Area Transit has completed a feasibility study and transition plans documenting the need for growth in their fleet and the process to a methodical and efficient transition to zero emission technologies by 2040; and

WHEREAS, the feasibility study has documented that the current facility has insufficient space to meet planned service expansion nor a transition to a zero emission fleet without significant modifications; and

WHEREAS, Charlottesville Area Transit is currently completing the National Environmental Policy Act process for the necessary facility modifications; and

WHEREAS, the Commonwealth of Virginia has committed funding, along with the City of Charlottesville, to advance final design of the facility modification in 2025; and

WHEREAS, the City of Charlottesville is committed to advancing the facility project expeditiously if awarded funds through the Low or No Emissions grant program by the Federal Transit Administration; and

WHEREAS, the modification of the CAT facility to support expanded services and a transition to a zero emission fleet is consistent with the goals of the Charlottesville – Albemarle Metropolitan Planning Organization's Moving Toward 2050 Long Range Plan, adopted in May 2024; and

WHEREAS, the Charlottesville – Albemarle Metropolitan Planning Organization is committed to fulfilling its role in the federal planning process by incorporating this project and subsequent Federal grant awards into the MPO Long Range Plan and Transportation Improvement Program; and

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WHEREAS, the City of Charlottesville will submit a FY2025 grant application request for up to $39,900,000, to support expansion of the CAT maintenance and operations facility.

THEREFORE, BE IT RESOLVED, that the Charlottesville-Albemarle Metropolitan Planning Organization Policy Board is in full support and endorses the Low or No Emission Grant funding application.

Adopted this 25th day of June 2025 by the Charlottesville-Albemarle Metropolitan Planning Organization.

Ned Gallaway, Chair
Charlottesville-Albemarle MPO

6/25/25
Date

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

6/25/2025
Date

Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

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MEMORANDUM

To: Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) Citizens Transportation Advisory Committee (CTAC)
From: Sarah Simba, TJPDC/CA-MPO Regional Planner II
Date: July 16, 2025
Subject: CA-MPO Policy Board Activities

Purpose:

To inform the Citizens Transportation Advisory Committee (CTAC) of items under consideration by the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) Policy Board.

Background:

CTAC is the citizens advisory committee of the MPO Policy Board, composed of 13 individuals appointed by the City of Charlottesville, Albemarle County, and the MPO. To support CTAC in providing recommendations on MPO Policy Board matters, this memo will provide a brief overview of Policy Board activities at previous and upcoming MPO Policy Board meetings.

June 25, 2025, CA-MPO Policy Board Meeting:

In the June meeting of the CA-MPO Policy Board, they covered the following agenda items:

1. *Call to Order and Attendance
2. Matters from the Public
3. *General Administration
    a. *Review and Acceptance of Agenda
    b. *Approval of Draft April 23, 2025, Meeting Minutes
4. New Business
    a. Travel Demand Management Study
    b. *Charlottesville Area Transit FTA Low or No Emission Project
5. Informational
    a. Safe Streets and Roads for All, Regional Move Safely Blue Ridge
    b. CA-MPO CTAC Membership & Appointments
6. Staff Updates & Meeting Schedule
    a. *TIP Administrative Modifications/Amendment
    b. FY26 UPWP Updated Allocations
    c. FY26 Calendar of Meetings
7. VDOT Updates on Projects
8. Roundtable Updates
9. Additional Matters from the Public
10. Adjourn

**Indicates an item requiring a vote of the Board*

August 27, 2025, CA-MPO Policy Board Meeting:

While the agenda for the August CA-MPO Policy Board has not been set, activities for the meeting may include:

1. General Administration
2. *Travel Demand Model Update
3. *Transportation Demand Management Study – Final Scope of Work
4. Staff Updates

If there are any questions or comments, please contact Sarah Simba at ssimba@tjpdc.org and Taylor Jenkins at tjenkins@tjpdc.org.

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Memorandum

To: Charlottesville-Albemarle MPO Citizens Transportation Advisory Committee
From: Taylor Jenkins, Director of Transportation, TJPDC/CA-MPO
Date: July 16, 2025
Re: Final FY26 Unified Planning Work Program

Purpose:
To inform the CA-MPO Citizens Transportation Advisory Committee (CTAC) of updated Fiscal Year 2026 (FY26) Unified Planning Work Program (UPWP) allocations.

Background:
The UPWP identifies all transportation planning activities to be undertaken by CA-MPO staff in FY26. The FY26 UPWP was adopted by the CA-MPO Policy Board on April 23, 2025, with anticipated updates to the budget once final allocations were received. Since adoption, staff received updated Federal Transit Administration (FTA) allocations from the Virginia Department of Rail and Public Transportation (DRPT) that reflect an increase from $136,851 to $138,646 for the FY26 FTA/DRPT total allocation. The additional $1,795 was split proportionally among all three tasks, retaining the percentage splits as presented. Staff also received the VDOT SPR budget for FY26, which identifies tasks to be completed by VDOT for the CA-MPO (reflected in Attachment B of the UPWP document). A final summary of programmed tasks is indicated in the attached tables.

If there are any questions, please contact Taylor Jenkins at tjenkins@tjpdc.org.

FY26 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	*10%*	*10%*	*100%*
FY-26 PL-FHWA/VDOT Funding	$ 238,680.40	$ 29,835.05	$ 29,835.05	$ 298,350.50
FY-24 PL-FHWA/VDOT Passive Rollover	$ 35,802.37	$ 4,475.30	$ 4,475.30	$ 44,752.97
FY-25 PL-FHWA/VDOT Active Rollover				
FY-26 PL-FHWA/VDOT Total	**$ 274,482.77**	**$ 34,310.35**	**$ 34,310.35**	**$ 343,103.47**
FY-26 FTA/DRPT Funding	$ 110,917.11	$ 13,864.64	$ 13,864.64	**$ 138,646.39**
FY-25 FTA/DRPT Active Rollover				
FY-26 FTA/DRPT Total	**$ 110,917.11**	**$ 13,864.64**	**$ 13,864.64**	**$ 138,646.39**
PL-FHWA/VDOT + FTA/DRPT Total	**$ 385,399.89**	**$ 48,174.99**	**$ 48,174.99**	**$ 481,749.86**
VDOT SPR	**$ 220,000.00**	**$ 55,000.00**		**$ 275,000.00**
Total FY26 Work Program	**$ 605,399.89**	**$ 103,174.99**	**$ 48,174.99**	**$ 756,749.86**

FY26 Work Program: Funding by Task

Funding Source	Task 1: Program Administration	Task 2: Long-Range Transportation Planning	Task 3: Short-Range Transportation Planning and Local, State, and Federal Agency Assistance	Total
	25%	*30%*	*45%*	*100%*
FY-26 PL-FHWA/VDOT Funding	$ 74,587.63	$ 89,505.15	$ 134,257.73	$ 298,350.50
FY-24 PL-FHWA/VDOT Passive Rollover	$ 11,188.24	$ 13,425.89	$ 20,138.84	$ 44,752.97
FY-25 PL-FHWA/VDOT Active Rollover	$ -	$ -	$ -	$ -
FY-26 PL-FHWA/VDOT Total	**$ 85,775.87**	**$ 102,931.04**	**$ 154,396.56**	**$ 343,103.47**
FY-26 FTA/DRPT Funding	$ 34,661.60	$ 41,593.92	$ 62,390.88	$ 138,646.39
FY-25 FTA/DRPT Active Rollover	$ -	$ -	$ -	$ -
FY-26 FTA/DRPT Total	**$ 34,661.60**	**$ 41,593.92**	**$ 62,390.88**	**$ 138,646.39**
FY26 PL-FHWA/VDOT + FTA/DRPT Total	**$ 120,437.47**	**$ 144,524.96**	**$ 216,787.44**	**$ 481,749.86**
VDOT SPR	**$ 110,000.00**	**$ 82,500.00**	**$ 82,500.00**	**$ 275,000.00**
Total FY26 Work Program	**$ 230,437.47**	**$ 227,024.96**	**$ 299,287.44**	**$ 756,749.86**