CA-MPO Administration and CTAC Participation

CA-MPO Citizens Transportation Advisory Committee
September 24, 2025

Thomas Jefferson
Planning District Commission

Agenda

I. Recent Meeting Summaries
II. Metropolitan Planning Organization (MPO) Source Regulations, Structure, and Core Activities
III. History and Past Activities of the Citizens Transportation Advisory Committee (CTAC)
IV. Other Citizen Advisory Bodies

Recent Meeting Summaries

- **March 19, 2025** – CTAC Meeting
  - Following the recent election of officers, CTAC members discussed expiring committee membership, the appointment process, and prepared for a discussion of the bylaws
- **May 21, 2025** – CTAC Meeting
  - Members reviewed bylaws, began discussions on committee purpose, and brainstormed potential activities
- **June 25, 2025** – MPO Policy Board Meeting
  - Spurred by an agenda item addressing CTAC vacancies, Policy Board members requested a broader discussion about the purpose of CTAC and their next meeting and an interim meeting between Chairs and Vice-Chairs of the two bodies
- **July 18, 2025** – Chairs and Vice-Chairs of MPO Policy Board and CTAC
  - Discussions on the intended function of CTAC, committee challenges, and staff challenges
  - Request for information about MPO Policy Board key activities and CTAC history for presentation and discussion at August MPO Policy Board meeting

23 CFR Part 450 – Source Regulations

Subpart A – Transportation Planning and Programming Definitions

Subpart B – Statewide and Nonmetropolitan Transportation Planning and Programming

Subpart C – Metropolitan Transportation Planning and Programming

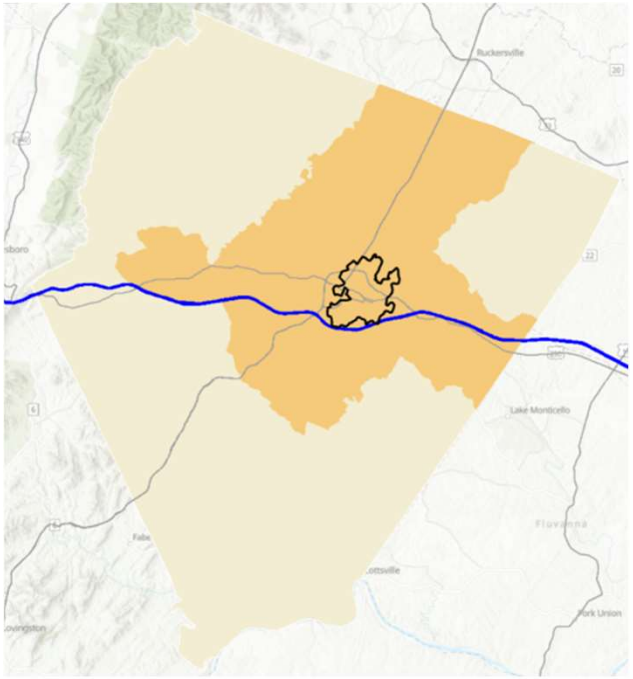
Set forth the national policy that the MPO designated for each urbanized area is to carry out a **continuing, cooperative, and comprehensive** performance-based multimodal transportation planning process, including the development of a **metropolitan transportation plan** and a **TIP.**

23 CFR Part 450 Subpart C

Metropolitan Transportation Planning and Programming

As a federally-mandated body, the CA-MPO must complete the following major activities:

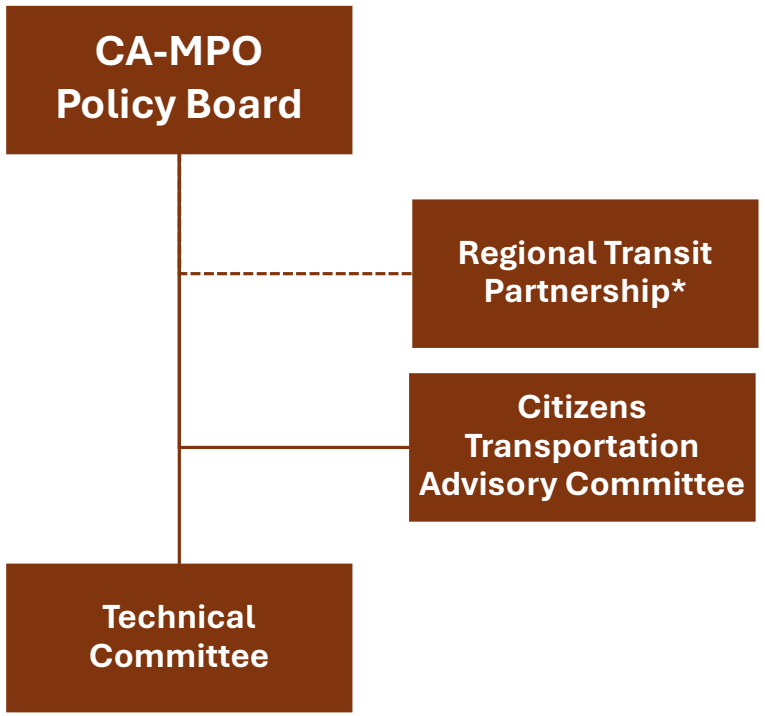
- Develop a **long-range metropolitan transportation plan** and **TIP**
- Establish **performance targets**
- Develop and use a documented **public participation plan**
- Document metropolitan transportation planning activities in a **unified planning work program** (UPWP)



CA-MPO Structure and Committees

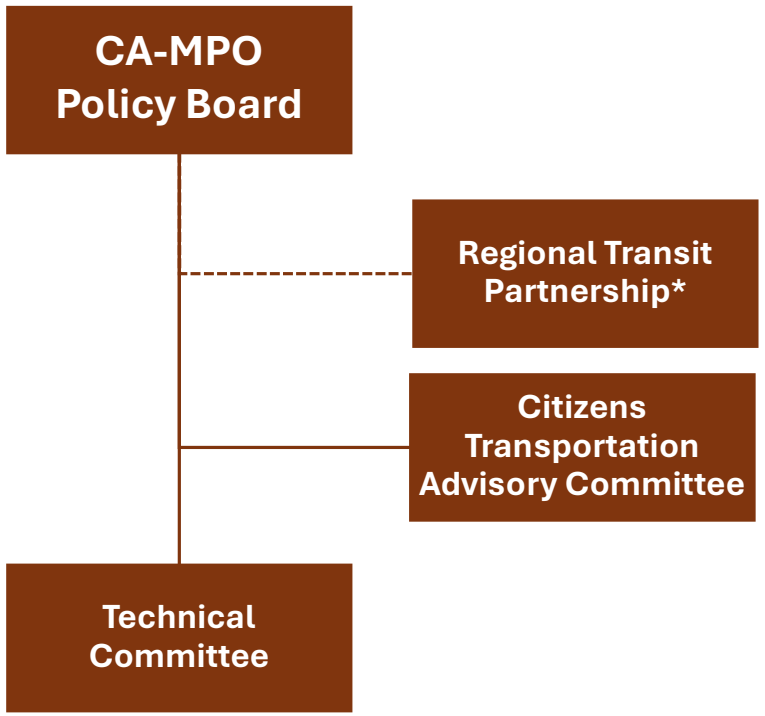
- Committee structure not specified in federal requirements
- 3-C Agreement is an MOU on metropolitan transportation planning responsibilities for the Charlottesville-Albemarle Metropolitan Planning Area
- Article 2: MPO Structure and Committees of the 3-C Agreement identifies
  - Policy Board, and
  - Technical Committee

**Regional Transit Partnership established in 2017, but will sunset in December 2025*



CA-MPO Structure and Committees

- **CA-MPO Policy Board** is the chief regional authority responsible for cooperative development and approval of the core transportation planning activities and products for the urbanized region
- **CA-MPO Technical Committee** provides technical review, supervision, and assistance in transportation planning. Members are responsible for providing, obtaining, and validating the required latest official travel and socio-economic planning data and assumptions for the regional study area.



CA-MPO Responsibilities and Decisions

Document or Task	Frequency
Long Range Transportation Plan (LRTP)	5 Years Amended as Needed
Transportation Improvement Program (TIP)	4 Years Amended as Needed
Unified Planning Work Program (UPWP)	Yearly
Establish and Adopt Safety Performance Targets	Yearly
Establish and Adopt Other Performance Targets	Varies Based on Performance Period

- **Long Range Transportation Plan:** Metropolitan transportation plan with short- and long-range strategies to provide for the development of an integrated multimodal transportation system with 20-year forecast period
- **Transportation Improvement Program (TIP):** Prioritized list/program of projects that are federally-funded and regionally significant; coordinated with the state
- **Unified Planning Work Program (UPWP):** Annual document identifying major metropolitan transportation planning activities to be performed with provided funds
- **Federal Performance Targets:** In coordination with the state, MPOs establish performance targets to track to track progress toward critical outcomes for the region. Targets include safety, infrastructure condition, system performance, transit asset management

CA-MPO Responsibilities and Decisions

Document or Task	Frequency
3-C Agreement	10 Years*
Annual Obligation Report	Yearly
MPO Boundary Maintenance	10 Years
Public Participation Plan	As Needed
Title VI Plan	3 Years

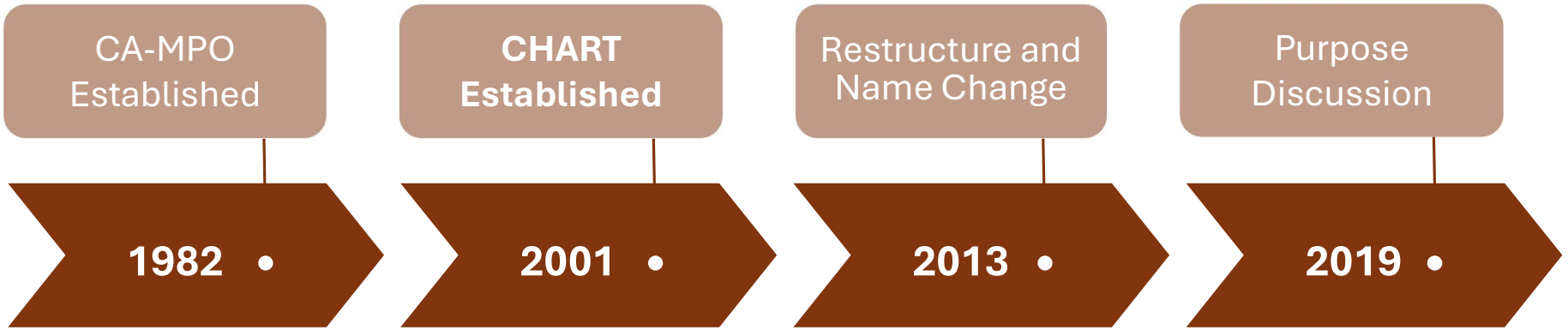
- **3-C Agreement:** The MPO, member jurisdictions, state, and transit providers determine mutual responsibilities in carrying out a continuing, cooperative, and comprehensive multimodal transportation planning process.
- **Annual Obligation Report:** Annual list of projects for which federal funds were obligated. Intends to provide an accounting for federal funds authorized or committed by the state or designated recipients for expenditure of projects programmed in the TIP.
- **MPO Boundary Maintenance:** The MPO reviews metropolitan planning area boundary after each Census to determine if it meets minimum statutory requirements for new and updated urbanized areas and adjust if necessary.
- **Public Participation Plan:** Document that defines a process for providing interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.
- **Title VI Plan:** Describes process for ensuring compliance with Title VI of the Civil Rights Act of 1964.

CA-MPO Responsibilities and Decisions

Document or Task	Frequency
Travel Demand Model	5 Years
Functional Classification	10 Years Or As Requested
SMART SCALE	2 Years
State-Led Plans/Studies (STARS, Pipeline, VTrans)	Varies
Other Discretionary Grants	As Initiated

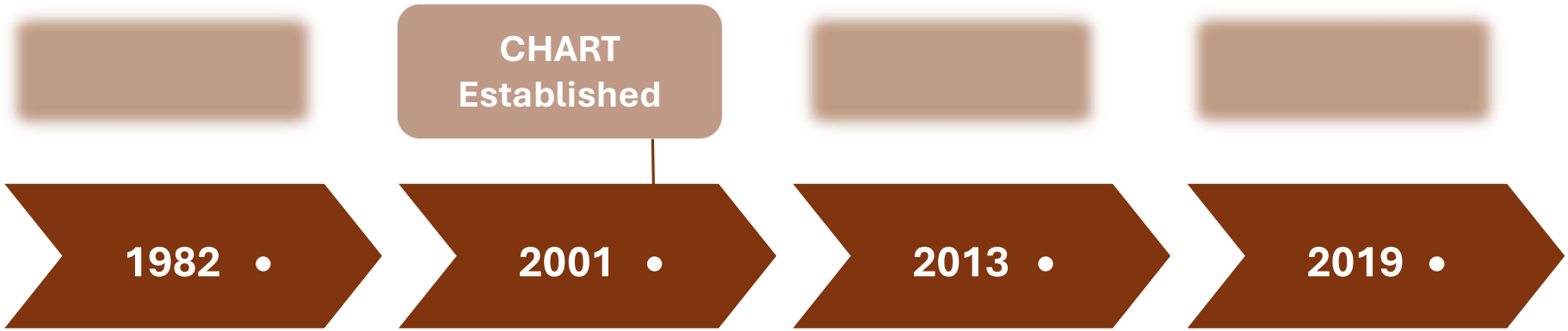
- **Travel Demand Model:** An analytical tool used to support the transportation planning process. Because the LRTP is required include current and projected transportation demand over a 20-year period, the travel demand model helps to fulfill that task.
- **Functional Classification:** Process by which streets and highways are grouped into classes according to the character of service they are intended to provide. VDOT TMPD is ultimately responsible for this task, and the MPO coordinates local/regional feedback.
- **SMART SCALE:** The MPO is an eligible applicant in the state's construction funding program.
- **State-Led Plans and Studies:** The MPO participates as a stakeholder in VDOT-led plans (STARS or Pipeline studies, statewide transportation plan (VTrans), etc.)
- **Other Discretionary Grants:** The MPO is an eligible applicant for various other state and federal discretionary grant opportunities (RAISE/BUILD, Transportation Alternatives, SS4A, etc.)

Citizens Transportation Advisory Committee (CTAC) History



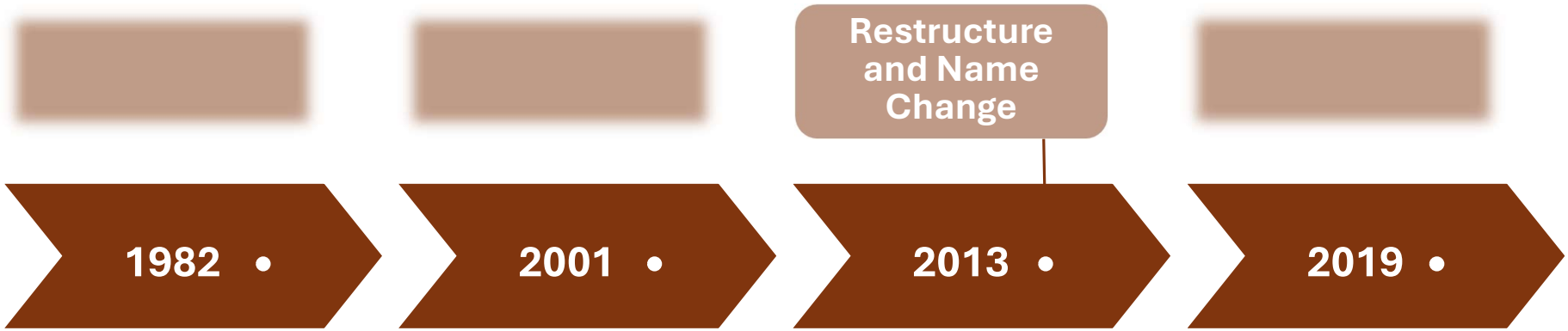
- "Develop and recommend updates to long range Charlottesville Albemarle Regional Transportation Plan (CHART) plan (in previous years, this document was called the Charlottesville Area Transportation Study, or CATS).
- Meet frequently as needed during plan updates; meet no less than annually during interim years to evaluate plan progress and recommend amendments and updated project descriptions. Host community forums to solicit public input.
- Present plan update and recommendations for plan amendments to MPO Technical Committee for endorsement and approval by MPO Policy Board."

Establishment of CHART



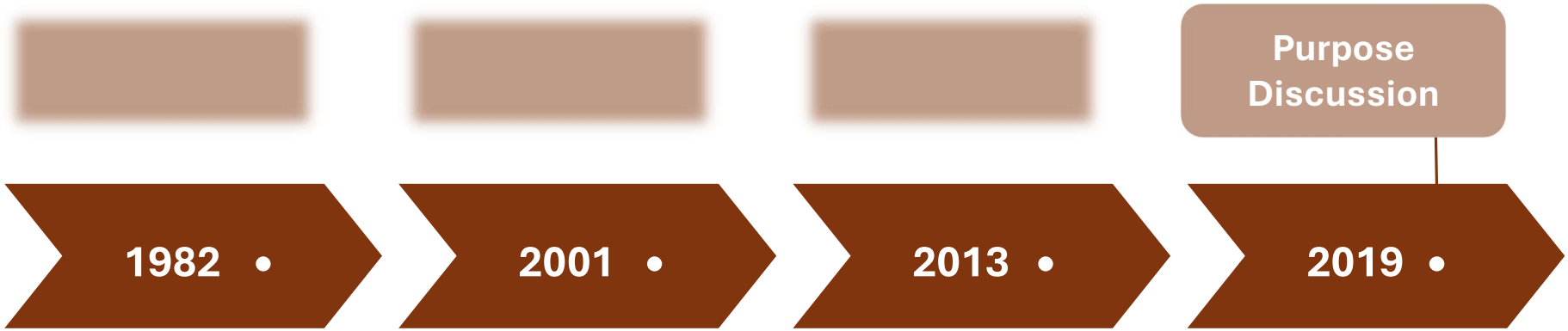
- Charlottesville Citizens at Large (5)
- Albemarle Citizens at Large (5)
- University of Virginia (1)
- Public Transit Rider (1)
- Bicycling Representative (1)
- Pedestrian Representative (1)
- Freight/Shipping Representative (1)
- Chamber of Commerce (1)
- Environmental Protection Representative (1)
- Private Transit Provider (1)
- CTAC reports to Technical Committee

Restructure and Name Change



- Membership reduced from 18 to 13 and specific membership role type removed
  - Minutes and memos between 2001 and 2013 reference difficulty of maintaining mode-specific membership
  - Appointments by jurisdictions, policy board, etc.
- Name changed from Charlottesville Albemarle Regional Transportation Plan (CHART) committee to Citizens Transportation Advisory Committee (CTAC)
- Emphasis placed on CTAC being advisory to the MPO Policy Board, not other outside bodies
- First set of CTAC Bylaws were approved July 2013, with subsequent MPO Policy Board Bylaws revisions in September 2013

Recurring Purpose Discussions



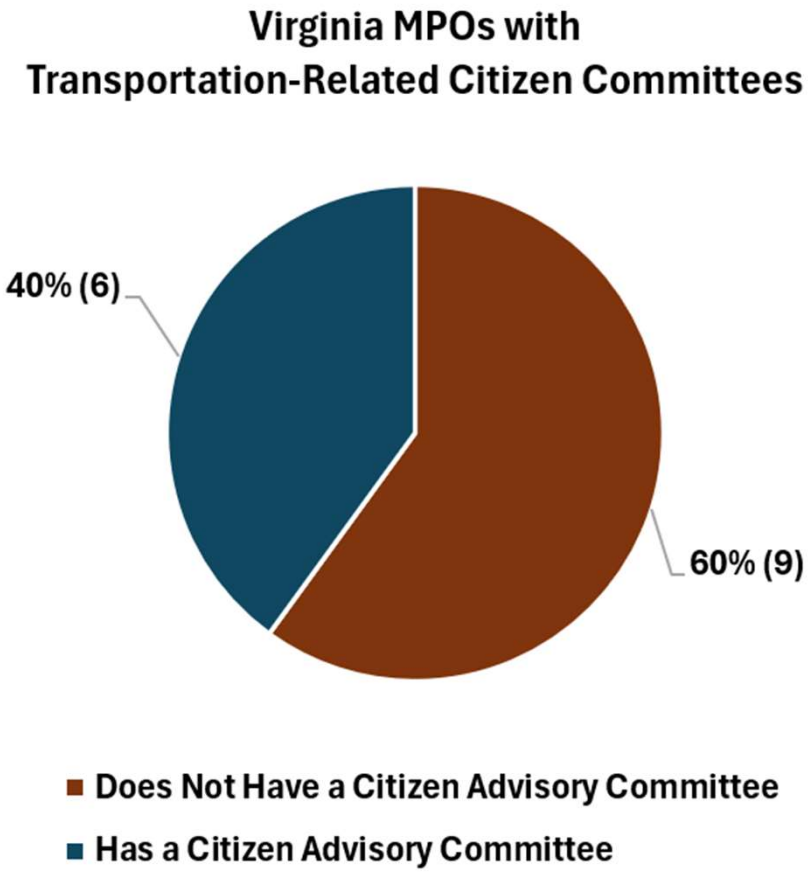
2019 Discussion centered around a few key topics:

- What will CTAC do outside of LRTP updates?
- Will the MPO Policy Board provide CTAC with direction and tasks or should they develop their own activities/initiatives?
- Should CTAC members be appointed by one body to better manage the appointment process and ensure diversity of membership and interests?
- Is CTAC a requirement? Many peer MPOs do not have citizen committees. Should they only meet during LRTP updates?

Virginia MPOs with Transportation-Related Citizen Committees

- Out of 15 MPOs in the state, six have a transportation-specific citizen advisory committee (only four largest urban areas are active)
  - Charlottesville-Albemarle MPO
  - Fredericksburg Area MPO
  - Hampton Roads TPO
  - National Capital Region Transportation Planning Board
  - Richmond Regional TPO
  - Winchester-Frederick County MPO*

**Citizen committee identified in bylaws, but not active*

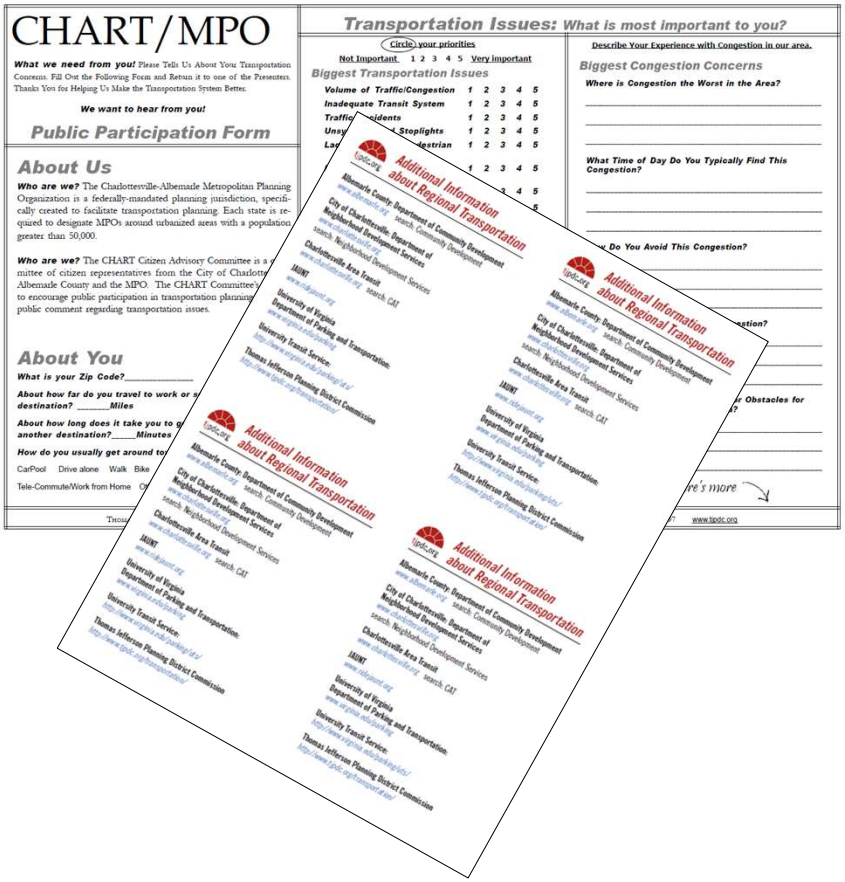


Other Local Citizen Advisory Committees

- Seven **Community Advisory Committees (CACs)** in Albemarle County support County staff and the Board of Supervisors in implementing their development area's Master Plan
  - Cover topics including transportation planning, development projects, environmental stewardship, traffic safety, and community wellbeing
  - Each CAC has a liaison from the Planning Commission, Board of Supervisors, and County Planning staff
- Charlottesville has a **Bicycle and Pedestrian Advisory Committee (BPAC)** whose purpose is to improve bicycle and pedestrian facility design and safety for all road users
- Charlottesville **PLACE Design Task Force** acted as an advisory board to the Planning Commission and City staff in matters pertaining to urban design and place making**.** It was last active 2021.
- **Charlottesville Area Transit (CAT) Advisory Board** established by resolution of City Council in October 2018 to serve as a rider-centric steering committee. The advisory board is not currently active.

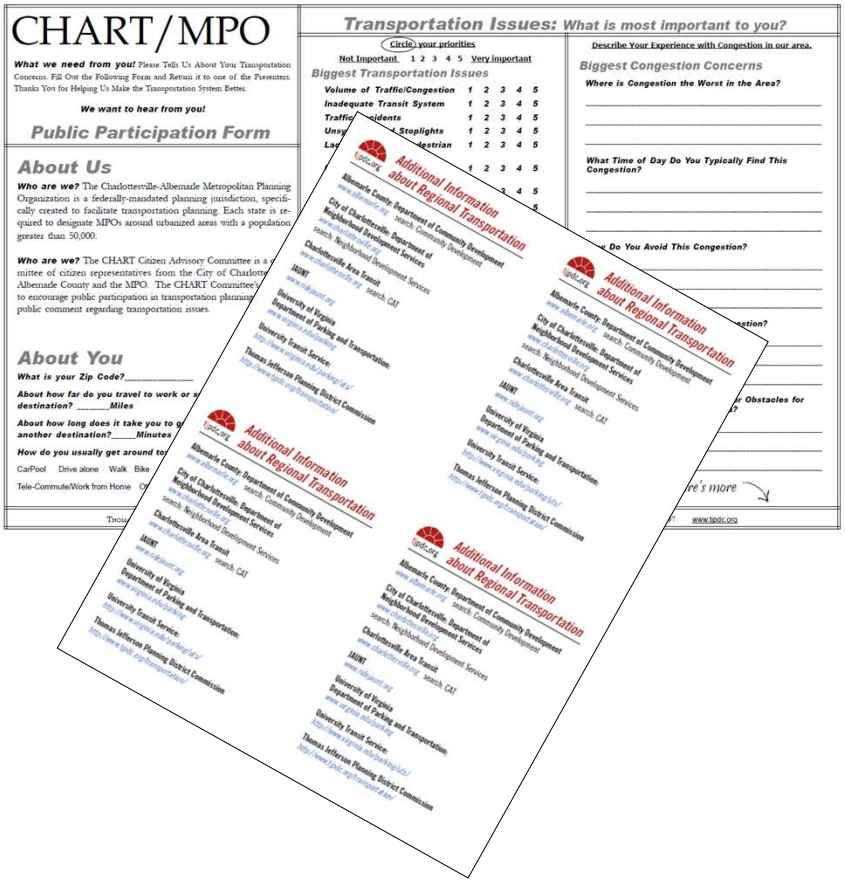
Past Activities of CTAC

- Supported UnJAM2025 (2004 LRTP) public workshop planning and facilitation
- LRTP Public Participation Database
  - From 2009-2011, CHART developed a Public Participation presentation and survey to educate members of the public on transportation planning and collect public input about transportation issues
  - Collected 57 public input surveys
- Created a “CHART Card” in 2010 with resources where citizens could find additional information about regional transportation
- 2009 Resolution of Endorsement for new Amtrak Passenger Rail Service through the Region



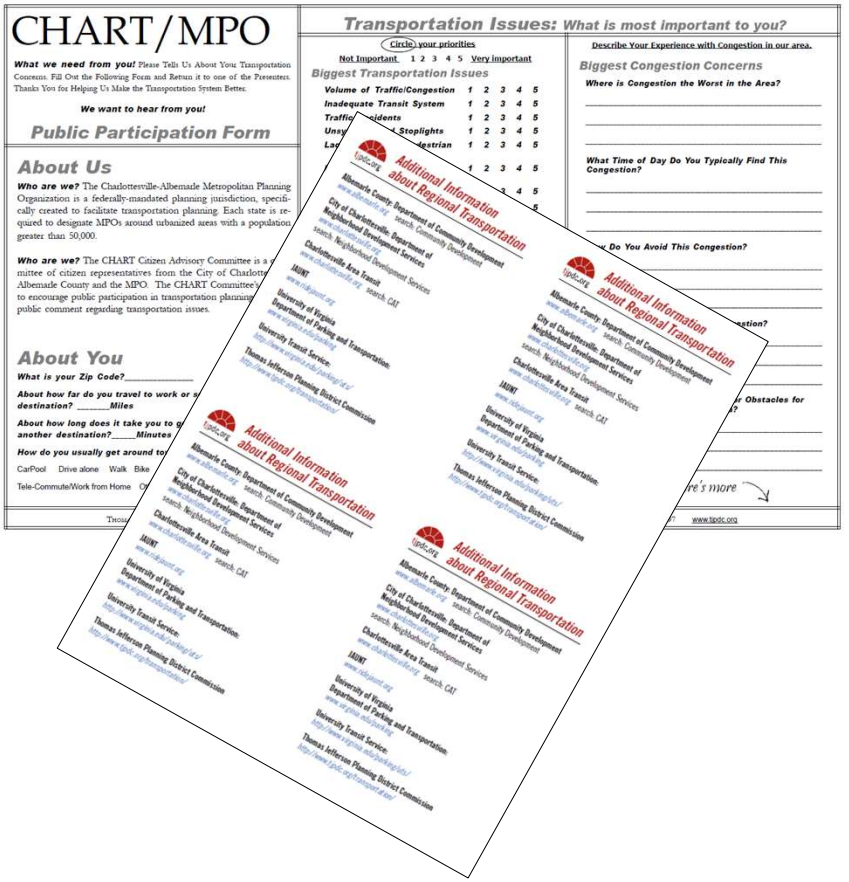
Challenges of CTAC Activities

- Desire to advise bodies other than the CA-MPO Policy Board
  - 2006 memorandum written to Albemarle County Department of Community Development recommending specific concepts be incorporated into community site plans
  - 2025 desire to draft a letter from the MPO's citizen advisory committee to city council in reference to recent citizen arrest related to a temporary crosswalk installment
- Desire to perform advocacy-related work
- Desire to develop staffed sub-committees and more frequent meetings, increasing strain on staff and financial resources
- Challenges differentiating between CTAC's role and MPO Technical Committee's role
- Challenging to 'orient' new members without a clear understanding of CTAC's purpose
- Unclear chain of communication – does the MPO Policy Board assign tasks, or do they set their own direction?
- Does the MPO Policy Board value the feedback from the members of CTAC differently than feedback from the general public?
- Citizens want to be added to agendas to present ideas for transportation solutions



What Are CTAC's Current Interests?

- Recent discussions have pointed to a desire to be more active, but unsure how to influence existing transportation planning processes
- Desire to inform planning processes that are not controlled by MPO staff (VDOT Pipeline, STARS, local area/corridor plans)
- Desire to propose technical (engineering) solutions to solve transportation issues outside of structured processes
- Desire to advise on local, in addition to regional, transportation initiatives outside of the policy board's authority



How Has Public Engagement Changed?

Early 2000s

- Outreach strongly relied on mailed notices, printed newspaper ads, televised media, and in-person staff capacity
- Access to information limited by public attendance
- Information shared ‘door-to-door’ or through ‘liaisons’ and ‘word of mouth’
- Fewer opportunities for virtual outreach and engagement

Present Day

- Staff performing in-person outreach through pop-up events, tabling, and paper surveys
- Virtual and hybrid meetings allow opportunities for flexible attendance and increased access to information
- Email lists, social media, and other digital communications reach more people faster
- Online surveys and interactive data platforms allow staff to gather more feedback from a broader audience with fewer staff resources

Next Steps

- Determine if a citizens advisory committee is still necessary and/or desired by the policy board
- If so, define specific purpose and role of CTAC
- Identify how CTAC's involvement can best inform MPO's decision-making process
- Define the chain of communication
- Bylaws revision, membership and appointment considerations

Questions?

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Thomas Jefferson Planning District Commission