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
Citizens Transportation Advisory Committee
From: Sarah Simba, TJPDC/CA-MPO Regional Planner II
Date: November 19, 2025
Subject: Structure of the Citizens Transportation Advisory Committee

Purpose:

To propose scenarios for the structure of the Citizens Transportation Advisory Committee (CTAC) of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO).

Background:

The CA-MPO is the federally mandated regional entity responsible for conducting a comprehensive, cooperative, and continuing transportation planning process for the City of Charlottesville and urbanized portions of Albemarle County. CTAC is an advisory committee that provides recommendations on decisions of the CA-MPO Policy Board.

Beginning in spring 2025, CTAC members began having discussions about the purpose of the Committee. Many challenges of the existing CTAC structure are recurring, including:

- Unclear purpose of the Committee to CTAC members and staff
- Unclear distinction between the roles of CTAC and CA-MPO Technical Committee
- Uncertain chain of communication
- CTAC's desire to advise bodies and processes outside of the CA-MPO Policy Board

Since March, meetings of CTAC and the Policy Board have centered around identifying overall responsibilities of the CA-MPO, past CTAC activities, and what opportunities exist to restructure CTAC. For Policy Board consideration, CA-MPO staff have developed three potential scenarios that aim to provide clarity and distinction between the roles of CTAC and the Technical Committee and propose solutions to the challenges identified above.

Proposed Scenarios for CTAC Restructuring:

<u>Scenario 1: CTAC as an Advisory Committee for the Long Range Transportation Plan</u>
In this scenario, CTAC returns to its initial structure as a Committee for the Long Range Transportation Plan (LRTP). The Committee would meet monthly during LRTP update years to match the cadence of other CA-MPO Committees. Otherwise, CTAC would meet once per year to hear updates on LRTP amendments and implementation progress.

CTAC would return to the "hub and spoke" model of bringing the LRTP process to other members of the public, including actively engaging neighbors, civic groups, and transit riders to bring input back to the CA-MPO Policy Board. CTAC recommendations are focused on citizen input for the LRTP visioning, goals, and major project trade-offs. In this scenario, no other CA-MPO work tasks would come before CTAC.

Scenario 2: CTAC as Outreach and Education Support for the CA-MPO

In this scenario, CTAC is a committee focused on increasing regional transportation education, citizen outreach, and providing input on the CA-MPO's public engagement processes. The Committee continues to meet bimonthly in this scenario, but only provides formal recommendations on the following items:

- Public Participation Plan
- Title VI Implementation Plan
- Annual Unified Planning Work Program (UPWP), the CA-MPO's work plan
- The LRTP
- SMART SCALE project submissions

Any other items would be presented as informational only, with the purpose of members disseminating information to their broader communities. If Committee members had interest in providing feedback on technical-related items (e.g., TIP amendments and adjustments, STARS and Pipeline studies, the travel demand model, functional classification, etc.), they would attend CA-MPO Technical Committee or Policy Board meetings.

Scenario 3: Conclusion of CTAC as a Formal Committee

In this scenario, CTAC is formally concluded as a CA-MPO committee. The CA-MPO continues to perform public engagement on a project-specific basis, such as conducting surveys, pop-ups events, tabling, and continuing the activities included in the Public Participation Plan. In Virginia, 60% of MPOs (9) do not have standing citizen advisory committees. Requirements for the MPO's structure are outlined in the 3-C Agreement[1], which identifies two standing committees: the Technical Committee and Policy Board.

Next Steps:

The CA-MPO Technical Committee will provide a recommendation to the Policy Board for restructuring CTAC on **December 2, 2025**. The Policy Board will take action for restructuring CTAC on **December 17, 2025**. CA-MPO staff are providing this memo to request feedback from CTAC members on the proposed scenarios.

At their October meeting, the Policy Board additionally requested that CTAC members join the Policy Board meeting in December if available. The meeting will be held virtually on Zoom, and staff will forward the invitation to all CTAC members. Revisions to bylaws for both Committees could be necessitated by any changes. Following action from the Policy Board, CA-MPO staff will identify additional levels of detail required to support the transition.

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

[1] The 3-C Agreement is a Memorandum of Understanding on Metropolitan Transportation Planning Responsibilities for the Charlottesville-Albemarle Metropolitan Planning Area. It is signed by the Commonwealth of Virginia, Thomas Jefferson Planning District Commission, CA-MPO, City of Charlottesville on behalf of Charlottesville Area Transit, Albemarle County, and Jaunt.