Charlottesville-Albemarle
Metropolitan Planning Organization (CA-MPO)
Citizens Transportation Advisory Committee (CTAC)
Wednesday, January 28, 2026, 7:00 p.m.
Virtual-Only Meeting

AGENDA

For Remote Participation in Compliance with Adopted Remote Meeting Policy
CTAC Members, Guest Speakers, and Members of Public are invited to Join Zoom Meeting:
https://us02web.zoom.us/j/85161002676
***Meeting ID:** 85161002676 & **Dial in** +1 301 715 8592*

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

Item	*Description*	*Time†*
1	**Call to Order** a. Call to Order, Roll Call — *Chair Medley & Sarah Simba* b. Read Electronic Meeting Notice — *Sarah Simba*	7:00 – 7:05
2	**Matters from the Public** — *Chair Medley* Members of the public are welcome to provide comments on any transportation-related topic, including items listed on this agenda (limiting three minutes per speaker)	7:05 – 7:10
3	***General Administration** — *Chair Medley* a. *Review and Acceptance of the Agenda b. *Approval of the Draft November 19, 2025, Meeting Minutes c. *Election of Officers (occurs annually at the first regular meeting)	7:10 – 7:20
4	***New Business** — *Chair Medley* a. *Structure of the Citizens Transportation Advisory Committee (CTAC) — *Taylor Jenkins & Sarah Simba* i. Presentation ii. Staff Memo	7:20 – 8:30
5	**Staff Updates** — *Chair Medley* a. CA-MPO Staff Updates – *Taylor Jenkins* i. Informational Report b. CA-MPO Policy Board Activities – *Sarah Simba* i. Staff Memo	8:30 – 8:40
6	**VDOT Updates on Projects and Studies** — *Charles Proctor & Sandy Shackelford*	8:40 – 8:50
7	**Roundtable Updates** — *Chair Medley*	8:50 – 8:55
8	**Additional Matters from the Committee and Public** — *Chair Medley* Members of the public are welcome to provide additional comments on any transportation-related topic, including items listed on this agenda (limiting three minutes per speaker)	8:55 – 9:00
9	**Adjourn** — *Chair Medley* a. Next CTAC Meeting – March 25, 2026 at 7pm at the Water Street Center	9:00 pm

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.

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Metropolitan Planning Organization (CA-MPO)
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Wednesday, January 28, 2026, 7:00 p.m.
Virtual-Only Meeting

COMMITTEE and VOTING MEMBERS
Chair: Sarah Medley, City of Charlottesville
Vice-Chair: Donna Chen, MPO
Stuart Gardner, MPO
Jose Gomez, Albemarle County
Patrick Healy, City of Charlottesville
Ethan Heil, City of Charlottesville
Lee Kondor, Albemarle County
Marty Meth, Albemarle County
Nathan Moore, Albemarle County
Danny Yoder, City of Charlottesville
Peter Thompson, Albemarle County
Yong-Yeol (YY) Ahn, City of Charlottesville
Vacant, MPO
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
VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) DISTRICT STAFF
Charles Proctor, VDOT— Culpeper District
Sandy Shackelford, VDOT— Culpeper District
GUESTS / PUBLIC

NOTICE OF ELECTRONIC MEETING

This meeting of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) Citizens Transportation Advisory Committee (CTAC) is being held pursuant to the Code of Virginia Subsection C of § 2.2-3708.3, which allows a public body to hold all-virtual public meetings. The meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public. The method for holding this meeting shall not change unless a new meeting notice is provided. Should the electronic transmission fail, you may reach out to the TJPDC at tjenkins@tjpdc.org.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda. The meeting is held pursuant to the Remote Electronic Participation and All-Virtual Meeting Policy as adopted by the CA-MPO Policy Board on August 27, 2025. The meeting minutes will reflect that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

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.

CA-MPO

Citizen Transportation Advisory Committee
Draft Minutes
November 19, 2025

A recording of this meeting can be found at: https://www.youtube.com/watch?v=6kwbMQ2TpHI

OFFICERS		STAFF	
Sarah Medley, Charlottesville, Chair		Taylor Jenkins, TJPDC	x
Donna Chen, MPO – Vice-Chair	x	Gretchen Thomas, TJPDC	x
		Sarah Simba, TJPDC	x
		Gorjan Gjorgjievski, TJPDC	x
		Christine Jacobs, TJPDC *	x
VOTING MEMBERS		**GUESTS / PUBLIC**	
Stuart Gardner, MPO	x	Paul Grady	x
Jose Gomez, Albemarle County	x		
Patrick Healy, Charlottesville	x		
Ethan Heil, Charlottesville	x		
Lee Kondor, Albemarle	x		
Marty Meth, Albemarle County			
Nathan Moore, Albemarle County	x		
Danny Yoder, Charlottesville			
Peter Thompson, Albemarle County	x		
Yong Yeul Ahn, Charlottesville	x		
Vacant, MPO			

** online participant*

Call to Order (Minute 0:04)

Chair Donna Chen called the meeting to order at 7:03 p.m.

1. **Attendance (Minute 0:33)**
   Sarah Simba took attendance.

2. **Matters from the Public (Minute 1:18)**
   Paul Grady, citizen of Albemarle County, said he asked previously if he could make a presentation to the committee and he was told that he could be on the agenda and have as much as 20 minutes. He said he would still like to do that in the future. He said that 25 years ago, he made nearly 10 presentations to the committee.

   General Administration (Minute 2:33)
   Acceptance of the Minutes of September 24, 2025 minutes

Lee Kondor explained in an email to Sarah Simba, which she read, why he abstained from the motion on the bike/ped motion. He also said there was a spelling error on the next paragraph. Mr. YY Ahn said his name was misspelled in the minutes.

Motion/Action: Patrick Healy made a motion to approve the minutes with the above changes. Jose Gomez seconded, and the motion passed unanimously.

3. Acceptance of the Agenda

Ms. Simba noted a change in the next meeting date. It will be in 2026, not 2025.

Motion/Action: Lee Kondor made a motion to approve the agenda with the updated meeting date. Patrick Healy seconded, and the motion passed unanimously.

4. New Business (Minute 6:16)

Structure of the Citizens Transportation Advisory Committee

Taylor Jenkins noted that there is a memo in the agenda packet that covers three scenarios for the future of CTAC. Scenario 1 has CTAC as an Advisory Committee for the Long-Range Transportation Plan (LRTP). Scenario 2 has CTAC as Outreach and Education support for the MPO for the public participation plan, Title IV implementation plan, the annual Unified planning Work Program (UPWP), the LRTP, and SMART SCALE submissions. Scenario 3 concludes CTAC as a formal committee.

There was a question-and-answer session about clarity on what each of these scenarios means for CTAC.

Mr. Kondor feels he can provide better technical data than the Technical Committee does, but notes that CTAC members are not allowed to be on the Technical Committee or provide meaningful technical information. He said if the Technical Committee cannot provide useful technical input, then CTAC has to do it.

Stuart Gardner said it is important that the citizens still have a way to give feedback. As long as there is a path for communication and feedback, CTAC may not be necessary. If there is no path for feedback, CTAC needs to remain intact.

Donna Chen said the public does not typically go to transportation meetings, especially the ones during the workday, so this committee may be one of the only ways to get feedback submitted.

Nathan Moore said Scenario One and Two might be acceptable.

Ethan Heil asked for clarification between Scenario One and Two, which Donna Chen provided.

Patrick Healy asked to explain what “matching the cadence” means for Scenario One.

Mr. Healy also said that there is representational value in CTAC for citizens.

Mr. Ahn said it is important to determine what the focus needs to be on in the committee, whether it is technical or if it is more focused on transit and transportation in general.

Peter Thompson said the MPO only covers a smaller region (more urbanized) of the TJPDC and is told that TJPDC and the MPO do not advocate for positions. They are more advisory entities. He said there is a great deal he would like to get done (bike paths, transit, smart traffic lights, etc.) and CTAC

is not the place for those things. He also said depending on what the focus is of this committee depends on how we constitute the group and who is recruited to be members.

Mr. Kondor said a fourth Scenario could be that CTAC is an Advisory Group. Mr. Thompson said that he didn't think that was feasible. Mr. Kondor said there needs to be another independent voice to give ideas and feedback.

Mr. Gardner suggested that perhaps there are citizens added to the Policy Board. Ms. Jenkins said that the Chair of CTAC is a non-voting member of the Policy Board. She also noted that the Policy Board's structure is decided at the state level.

Mr. Healy said there is advocacy in CTAC, but there is no reception for it. Each of the members is appointed, but when you go to advocacy, it gets political. The concern is that the elected officials may choose the appointed members based on political leanings. He said because of that reason, CTAC should be limited. He is leaning more towards Scenario one.

Ms. Chen said many folks had mentioned advocacy, but if it is not allowed, then perhaps the committee should be dissolved.

Mr. Gardner said CTAC could dissolve and each member of CTAC could provide public comments at the Policy Board meetings.

Mr. Heil said even if the committee can't do the advocacy, there is still value in the committee meeting.

Motion/Action: Patrick Healy moved to accept Scenario One. YY Ahn said this discussion should be incurred on the principle of the group. Nathan Moore said he thought Scenario One said CTAC was initially made for Scenario One. There was a discussion about SMART SCALE and LRTP.

Mr. Heil said Scenario Two does more of what the group does now, but it means the group would only meet once a year.

Mr. Gardner asked to continue this discussion for the rest of the meeting.

Ms. Jenkins asked to allow the invited guest, David Cook, to give his presentation.

<u>Active Transportation Counting in Virginia (Minute 1:00:25)</u>
David Cook, VDOT, introduced himself to the committee and presented the technical and practical reasons for transportation counting including a lack of reliable and consistent data and scale mismatch. He said there is also inadequate network representation and limited model sensitivity.

He continued by saying there has been counting of nonmotorized trips since 2018 managed by VDOT's Transportation and Mobility Planning Division. He noted that there is a network of VDOT maintained automated counters and local partner counters with some dating back to 2012. He said that VDOT uses eco-counters to count pedestrians, cyclists and micromobility users and that VDOT performs before and after counts on roadway configurations, supports active transportation investments, measures performance of newly built bike/ped projects, and analyses year-over-year trends.

He listed the active transportation count activities in Virgina and detailed the counting equipment used for the counts.

He shared the Virginia statewide active transportation county map. This map can be found on the VDOT website. He said short duration, loaner and technical assistance counts are provided by TMPD to provide support for local, regional, and statewide active transportation.

Mr. Cook shared how they use count data for safter crossings and complete streets and showed the example of Braddock Road in Alexandria. He also showed how count data was used to support a new multimodal bridge in downtown Richmond (Mayo Bridge Replacement). He also shared how they used count data to support permanent closure of roadway after a pilot period (Free Bridge Lane in Albemarle County). He also shared how they used count data to support a road diet (Franklin Street 2-way cycle track extension in the City of Richmond).

He said he knows that Albemarle, the City, and TJPDC are interested in counters in the future. He said this information is presented at the Bike/Ped committees in the localities. He said the only way to see the bike/ped counter information is to go onto the website and subscribe to their newsletter. There is a link in the newsletter called “Request Form for Bicycle and Pedestrian Eco-Counters on Loan” to request the information.

Performance Safety Targets (1:29:35)
Tabled.

Structure of the Citizens Transportation Advisory Committee (Minute 1:31:10)
There was a return to the initial discussion.

Motion/Action: Mr. Heil made a motion to accept Scenario Two.

Mr. Gardner said perhaps there is a recommendation to the Policy Board to delay the decision. Mr. Thompson said he felt the Policy Board was ready to make a decision. He also said the committee has not really had time to discuss the future of CTAC as a committee.

Mr. Gardner said delaying it will not be catastrophic and feels the decision could safely be delayed.

Ms. Chen noted that the scenarios presented in the memo do not accurately describe exactly what the CTAC does.

Motion/Action: Mr. Kondor made a motion to stress a level of advocacy for CTAC.

Ms. Shackelford said when she was with the MPO, it was creating the LRTP and there was a great deal of input from the members of CTAC.

Motion/Action: Mr. Heil made a motion to request more time for the CTAC members to decide how to move forward. Ms. Chen said she would like to add the advocacy component to either Scenario One or Two.

Mr. Shackelford said Richmond’s CTAC decided to go towards Scenario Two, so there is precedent for that choice.

There was continued discussion about which scenario might be the best with which to move forward.

Mr. Ahn said it is important that CTAC focus on values instead of technical issues.

Motion/Action: Mr. Gardner made a motion to recommend to the Policy Board that the CTAC believes they should exist, however they would like to dedicate their next meeting to what CTAC's scope will be. Patrick Healy seconded, and the motion carried unanimously.

5. **Staff Updates and Meeting Schedule**
   CAMPO Policy Board Activities
   Tabled.

   Transportation Demand Management (TDM) Study
   Tabled.

   Next CTAC Meeting Regular Meeting is an all-virtual meeting on January 28, 2026, from 7 – 9 p.m.

6. **VDOT Updates on Projects & Studies**
   STARS
   Tabled

   Pipeline Studies
   Tabled

   SMART SCALE – Round 7
   Tabled

7. **Roundtable Updates (Minute 1:56:44)**
   Ms. Shackelford said the surveys for the Pipeline and STARS studies are online. She encouraged everyone to take it and forward it on any social media platforms folks may have.

8. **Additional matters from the public**
   None.

   The meeting was adjourned at 9:00 p.m.

CTAC Discussion

Charlottesville-Albemarle MPO

Citizens Transportation Advisory Committee

January 28, 2026

Thomas Jefferson Planning District Commission

Agenda

I. CA-MPO Activities and Responsibilities – Refresher
II. Virginia MPO Citizen Advisory Committees
III. Potential Scenarios for Restructuring
IV. CTAC Discussion

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	5-7 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

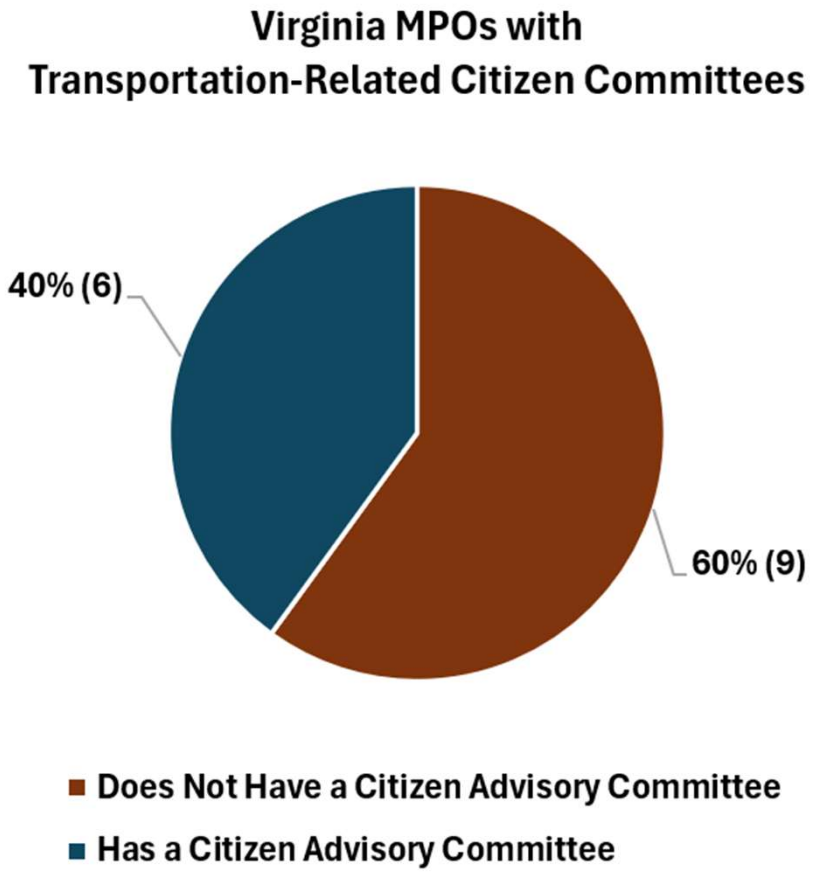
Document or Task	Frequency
Travel Demand Model	5 Years
Functional Classification	10 Years Or As Requested
SMART SCALE	2 Years
State-Led Plans/Studies (STARS, Pipeline, VTrans)	Varies
Other Discretionary Grants	As Initiated

- **Travel Demand Model:** An analytical tool used to support the transportation planning process. Because the LRTP is required to 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.)

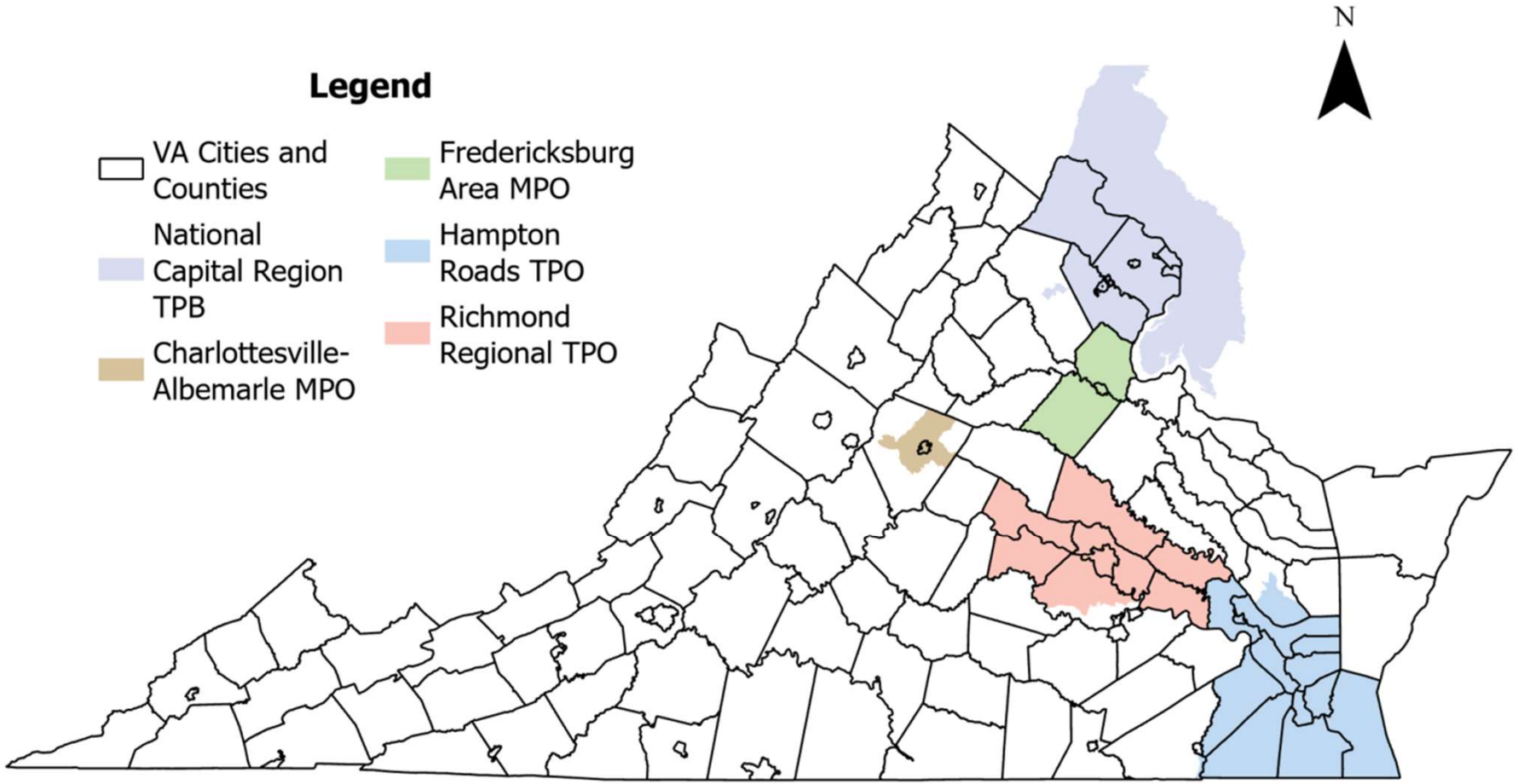
Virginia MPOs with Transportation-Related Citizen Committees

- Out of 15 MPOs in the state, six have a transportation-specific citizen advisory committee (only four others in 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*



Virginia MPOs with Transportation-Related Citizen Committees



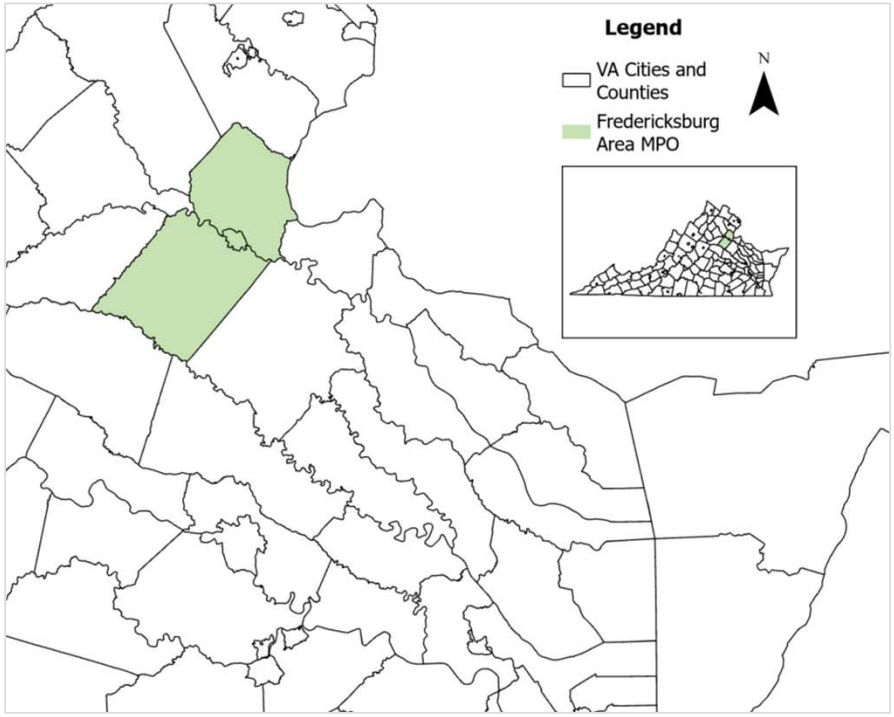
Fredericksburg Area Metropolitan Planning Organization

Citizens Transportation Advisory Committee (CTAC)

- Meets monthly
- Advisory committee to the **Policy Committee (PC)** to encourage citizen participation during the transportation planning process and to advise the Policy Committee of the citizens' perspective on transportation planning, programs, and projects.

Agenda FAMPO CTAC January 7, 2026

- Complete Streets Survey Results
- FAMPO Regional Freight Maps
- CMAQ/STBG/CR Update
- Staff Reports
  - FAMPO & CTAC Calendar
  - Technical Advisory Committee – past meeting agenda packets
  - SMART SCALE regional list update
  - Policy Committee – past meeting agenda packets



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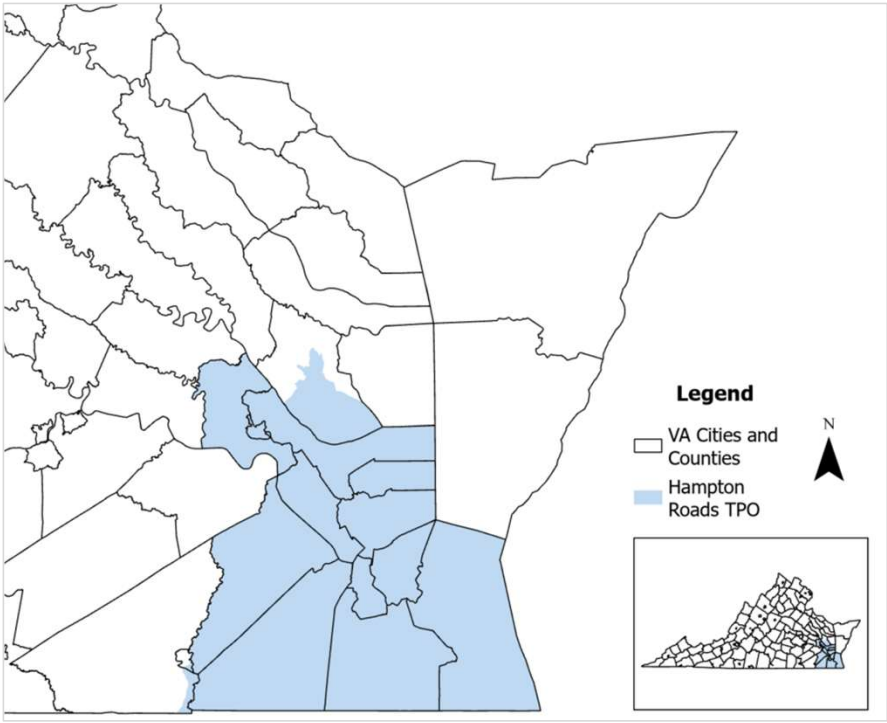
Hampton Roads Transportation Planning Organization

Community Advisory Committee (CAC)

- Meets six times a year and Advises the HRPTO and the HRPDC
- **Mission:** to provide community's viewpoints on regional issues, strategies, funding, priorities, and the decision-making process
  - Listens to community members and helps to allow community's voice is heard
  - The Chair is responsible to communicate CAC work

Agenda HRTPO CAC, December 11, 2025

- Congestion Management Process
- CAC Overview and Membership Approval
- Other informational matters such as:
  - LRTP Prioritization
  - Public Survey for Hampton Roads Strategic Plan
  - FY27-30 TIP Draft Project List



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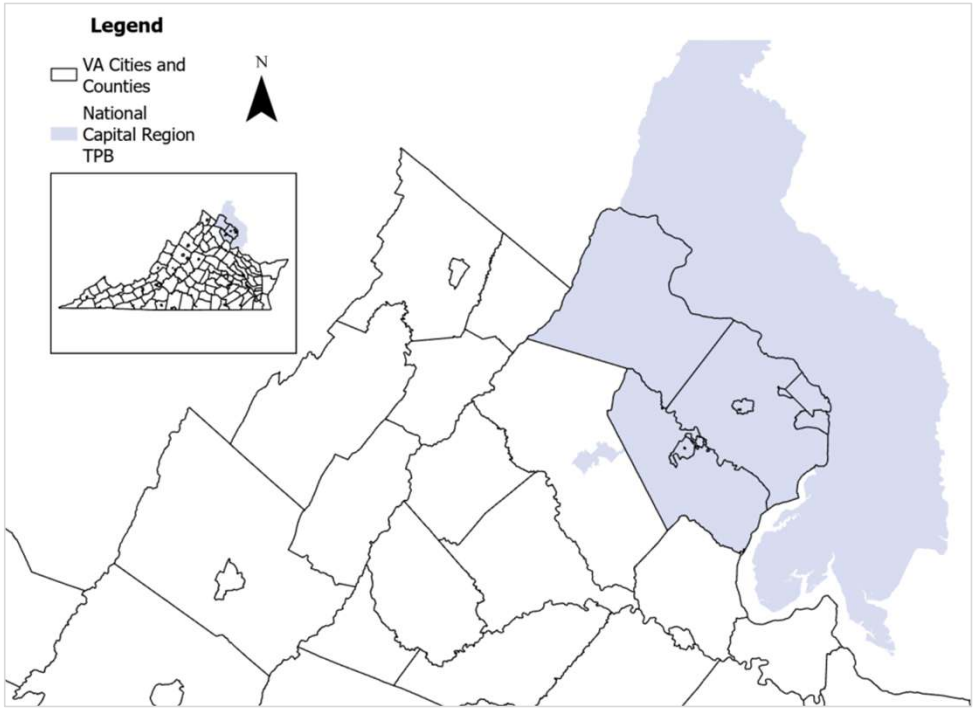
National Capital Region Transportation Planning Board

Community Advisory Committee (CAC)

- Meets once a month
- Advisory to the TPB and offers comments to the board on its work activities, reflecting diverse viewpoints of its members
- **Mission:**
  - to promote public involvement in transportation planning
  - to advance equitable representation
  - to provide independent region-oriented community advice

CAC Link to Agenda, January 15, 2026

- Briefing on upcoming TPB agenda
- DMV Moves Update (transit legislative pursuit)
- UPWP discussion
- What's Next in Transportation
- 2026 CAC Work Plan
- CAC members local work Round Robin



10

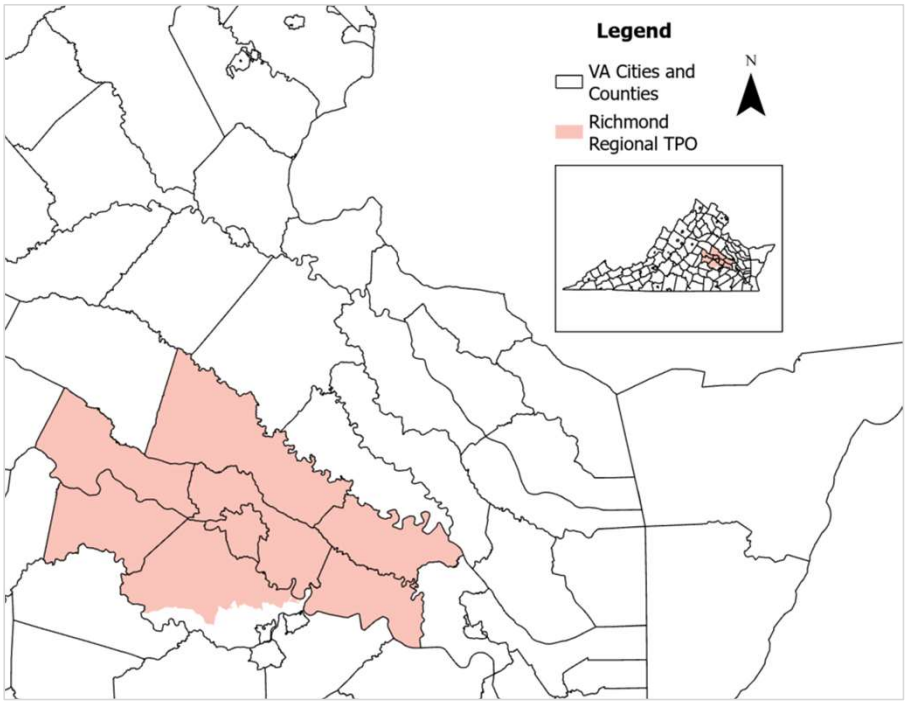
Richmond Regional Transportation Planning Organization

Community Transportation Advisory Committee (CTAC)

- Meets Bimonthly and Advises the RRTPO Policy Board
- **Mission**: advise the MPO on issues, plans, studies, and matters necessary and appropriate for providing viable and reasonable citizen input

Link to RTPO CTAC Agenda, January 15, 2026

- LRTP Engagement Update
- Member Share: General Assembly Transportation Update
- Assist in the Development of Community Events for promotional activities.
- Direct role in representing RRTPO with Staff at Public Events



11

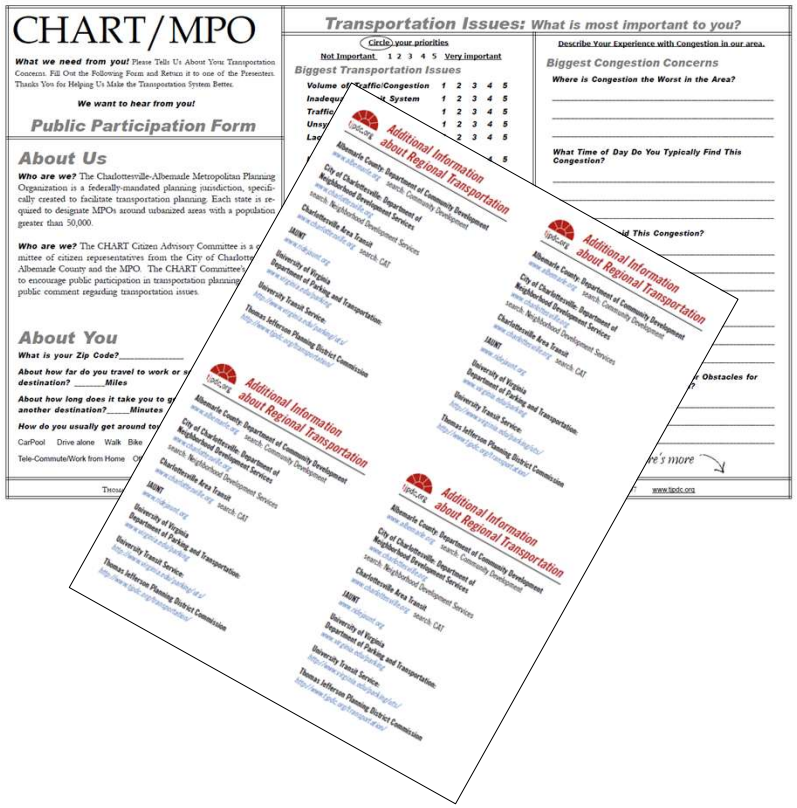
Scenario 1: Advisory Committee for the Long- Range Transportation Plan (LRTP)

During the LRTP "On – Year"

- CTAC would meet monthly, and match the cadence of other CA-MPO Committees
- CTAC would return to the "hub and spoke" model and bring the LRTP Process to other members of the public

During the LRTP "Off – Years"

- CTAC would meet once per year and receive updates on LRTP amendments and implementation progress



Scenario 2: CA-MPO Outreach and Education Support

- Committee would continue to meet bimonthly
- Support regional transportation education for community members
- Enhance community outreach for effective CA-MPO public engagement processes

Provide Recommendations

- Public Participation Plan
- Title VI Implementation Plan
- Annual Unified Planning Work Program (UPWP)
- The LRTP
- SMART SCALE project submissions

Informational Only

- TIP Amendments and Adjustments
- STARS and Pipeline Studies
- Regional Travel Demand Model
- Federal Functional Classification
- Members are welcome to attend MPO Tech and Policy Board meetings

Scenario 3: Conclusion of CTAC as a Formal Committee

- CA-MPO would continue conducting engagement on a project-specific basis
- CA-MPO would continue activities as outlined in the current Public Engagement and Title VI plans
- Activities would include but not be limited to:
  - Project Surveys
  - Project Pop-Up Events
  - Project Tabling
  - Additional activities included in the CAMPO Engagement Plan

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.

Next Steps

- CTAC Discussion
- CA-MPO Policy Board Meeting on February 25, 2026, for action
  - CTAC members will be provided the meeting invitation

Questions?

Taylor Jenkins

(434) 424-0652

tjenkins@tjpdc.org

Thomas Jefferson Planning District Commission

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: January 28, 2026
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 discussed 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 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:

CA-MPO staff are providing this memo to request feedback from CTAC members on which of the proposed scenarios is preferred for the Policy Board's consideration. December Policy Board action was postponed to allow more time for CTAC discussion as requested at their November 19, 2025 meeting. The Policy Board will take action for restructuring CTAC on **February 25, 2026**. The Policy Board has extended the invitation to CTAC members who are able to attend. MPO Staff will forward the invitation to all CTAC members. 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.

Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Memorandum

To: CA-MPO Citizens Transportation Advisory Committee (CTAC)
From: Taylor Jenkins, Director of Transportation
Date: January 28, 2026
Subject: CA-MPO Staff Updates

Purpose:
To inform CTAC members of CA-MPO program activities.

1. **FFY25 Annual Obligation Report**
    i. The Annual Listing of Obligated Projects (Annual Listing) includes all projects and strategies listed in the Transportation Improvement Program (TIP) for which federal funds were obligated during the immediately preceding program year. The Annual Listing is intended to improve the transparency of transportation spending decisions by providing an accounting for federal funds that have been authorized and committed by the state or designated recipients (e.g. Charlottesville Area Transit) for expenditure on projects programmed in the TIP. The report must be publicly posted per federal regulations, and can be accessed on the CA-MPO website here.

2. **Virginia Department of Rail and Public Transportation (DRPT) Grant Applications**
    i. Staff are preparing grant applications for key TJPDC programs that are due by February 1, 2025. These programs include:
        1. Partnership for Accessible Transportation Help (PATH): Operated by TJPDC, PATH is a mobility management program dedicated to improving access to transportation for seniors and individuals with disabilities in Virginia's Region 10. Through personalized information and referral services, transportation workshops, and travel training, PATH ensures that community members have the knowledge and resources needed to travel safely and independently.
        2. RideShare: RideShare is a program of the TJPDC and Central Shenandoah Planning District Commission (CSPDC) that connects commuters and employers to resources to reduce single-occupant vehicles on the road by facilitating the use of alternative transportation. RideShare provides services such as carpool/vanpool matching, commuter outreach, and a guaranteed ride home program.

3. **Better Utilizing Investments to Leverage Development (BUILD) Application**
    i. Staff are preparing application materials for the FY26 BUILD Notice of Funding Opportunity (NOFO) to complete the preliminary engineering phase for the Rivanna River Bicycle and Pedestrian Crossing, which would provide a

vital multi-modal connection between the Pantops growth area in Albemarle County and the rest of the Charlottesville-Albemarle urbanized area. The application will be submitted by CA-MPO to the U.S. Department of Transportation by February 24, 2026.

4. **CA-MPO Safe Streets and Roads for All (SS4A) Application Update**
    i. Staff received notification that the CA-MPO SS4A application titled, "Crash Analytics and Injury Research (CAIR) - Holistic Approach to Vulnerable Road User Safety" was not selected for funding. Staff have requested a debrief meeting to receive feedback on the submission.

5. **CA-MPO Regional Travel Demand Model Update**
    i. At their August meeting, the CA-MPO Policy Board approved base year (2022) demographics for the travel demand model update. In February, the Technical Committee and Policy Board will review and approve future year (2050) demographics. The travel demand model is an analytical tool used to support the transportation planning process. Because the LRTP is required to include current and projected transportation demand over a 20-year period, the travel demand model helps to fulfill that task.

6. **Performance Safety Targets**
    i. In December, CA-MPO staff provided a presentation to the Technical Committee for the adoption of the 2026 Performance Safety targets. The Committee provided a recommendation to the Policy Board to adopt the aspirational safety targets which the Policy Board will consider at their February meeting.

7. **FY27-30 TIP Development**
    i. In coordination with VDOT, DRPT, and CAT, staff are completing a comprehensive update of the Transportation Improvement Program (TIP) covering FY27-30. A full draft document is anticipated to be available by spring 2026. The TIP is a document used to schedule spending federal transportation funds within the metropolitan region, in coordination with significant state and local funds. The TIP is a prioritized listing/program of transportation projects that is developed and formally adopted by the Charlottesville-Albemarle Metropolitan Planning Organization (MPO) as part of the metropolitan transportation planning process.

8. **FY27 Unified Planning Work Program (UPWP) Development**
    i. CA-MPO staff are currently drafting the FY27 UPWP. The UPWP is an annual document identifying major metropolitan transportation planning activities to be performed with provided funds.

9. Three Notched Trail

i. Albemarle County is excited to share draft Three Notched Trail Shared Use Path (3NT) route options and they need YOUR input! We invite you to browse the project website to review maps of multiple route options and provide feedback through our online survey. You can share your thoughts on the entire corridor or specific segments of the corridor. The survey will close on February 8th. Materials from the recent public meeting that shared the process for developing these options are available online on the project website: https://engage.albemarle.org/three-notched-trail-master-plan.

**Note this is a planning project- no land is being purchased or trail built at this stage*.

10. Virginia Statewide Bicycle and Pedestrian Advisory Committee (BPAC)

a. January 2026 Active Transportation Newsletter

b. 2026 Winter BPAC Meeting

The Winter 2026 BPAC hybrid meeting will be virtually held on Tuesday, January 27th from 10am – 1 pm. Statewide BPAC meetings are open to the public, and a detailed PDF agenda is available **here**

Those attending virtually should use the following link to register prior to the meeting with your name and email prior to accessing the meeting on January 27th at 10:00 AM. You will receive an email once registered with a link to join the meeting:

Join here virtually for the Winter 2026 Virginia Statewide BPAC Meeting

**Please note that the chat function may not be visible to some external partners. Any relevant links shared during the meeting in the chat will be sent out to all participants after the meeting concludes*.

11. TJPDC Office Improvements

i. TJPDC office renovations began on January 5, 2026, and will last for a minimum of six weeks. As such, TJPDC staff will work remotely for the 6-week construction period. Staff will arrange for public meetings to be held electronically or to be in an off-site temporary location for the duration of the project.

Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

Charlottesville-Albemarle Metropolitan Planning Organization
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MEMORANDUM

To: Charlottesville-Albemarle MPO Citizens Transportation Advisory Committee
From: Sarah Simba, TJPDC/CA-MPO Regional Planner II
Date: January 28, 2026
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 since the November 19, 2025, CTAC meeting.

Background:

CTAC is the citizens transportation advisory committee of the CA-MPO Policy Board, composed of thirteen individuals appointed by the City of Charlottesville (Five), Albemarle County (Five), and the CA-MPO Policy Board (Three). To support CTAC in providing recommendations on CA-MPO Policy Board matters, this memo will provide an overview of CA-MPO Policy Board activities at previous and upcoming meetings.

December 17 , 2025, CA-MPO Policy Board Meeting: All-Virtual Meeting per Adopted Policy

At their December meeting, the CA-MPO Policy Board members covered the following agenda items:

1. *Call to Order
    a. Call to Order, Roll Call
    b. Read the Electronic Meeting Notice
2. Matters from the Public
3. *General Administration | Consent Agenda
    a. *Review and Acceptance of Agenda
    b. *Approval of the Draft October 22, 2025, Meeting Minutes
    c. *Regional Transit Partnership Dissolution
4. *New Business
    a. Statewide Transportation Funding
        i. Presentation – Transportation Funding in Virginia
        ii. Handout – Virginia Transportation Allocation Distribution
        iii. Handout – Virginia Transportation Revenue
    b. *SMART SCALE Round 7 Projects Location
        i. Presentation
        ii. Staff Memo
5. Staff Updates and Informational Items—Staff Report & Memo
6. Other Business:
    a. Roundtable Updates
    b. 2026 Meeting Schedule – *Fourth Wednesday of every month at 4:00pm, WSC*
        i. February 25, 2026

ii. April 22, 2026
iii. June 24, 2026
iv. August 26, 2026
v. October 28, 2026
vi. December 23, 2026

7. Provision for Additional Matters from the Public
8. Adjournment of the meeting

**Indicates an item that required a vote of the Board: Action was taken*

February 25, 2026, CA-MPO Policy Board Meeting:

The next regular CA-MPO Policy Board meeting will be held on Wednesday, February 25, 2026. The Chair of the Board has invited all CTAC voting members to attend this meeting in anticipation of the Board taking action on establishing the future structure, or the role of *CTAC.* While the agenda has not yet been set, agenda items may include:

1. *General Administration
2. *Election of Officers
3. *Performance Safety Targets
4. *Citizens Transportation Advisory Committee
5. FY27 UPWP
    - Draft Document
    - Presentation
6. FY27-30 CA-MPO TIP
    - Draft TIP document
    - TIP update procedures
7. *Travel Demand Model Update
8. *BUILD Resolution of Support
9. SMART SCALE Round 7 Project Applications
10. Staff Updates
11. Other VDOT Updates on Projects

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