

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
First Bank, 1835 Valley Ave, Winchester, VA
March 10, 2009 at 8:00 AM**

Chairman Bill Bayliss called the meeting to order at 8:10 a.m. with the following members present: Mr. Walt Cunningham, Mr. Harry Smith and Mr. Tim Stowe.

Others present: Ms. Karen Taylor and Ms. Tiffany Tran.

1. Administrative Matters:

a) Welcome and Introductions – Chairman Bayliss welcomed everyone to the meeting. Ms. Taylor introduced the Commission’s new Regional Planner, Ms. Tiffany Tran.

b) Review and Approval of the September 8, 2008 meeting minutes – **A motion was made by Mr. Cunningham to approve the minutes as presented. Motion seconded by Mr. Stowe.**

2. Citizen Comment Period – None reported.

3. Draft FY2010 Unified Planning Work Program (UPWP)

Ms. Taylor reviewed the draft work program with the committee. Discussion followed. Mr. Stowe asked if any of the projects in the work program were submitted under the stimulus plan. Ms. Taylor stated that no projects under the draft work program were submitted. She stated that the City of Winchester and Frederick County did submit projects. Following discussion, **a motion was made by Mr. Smith to forward a recommendation to the Policy Board approving the 20 day public comment and review period. Motion seconded by Mr. Stowe. Motion carried.**

4. City and Countywide Transit Study Update

Ms. Taylor updated the committee. She stated that the consultant presented the service alternatives, organizational alternatives and funding mechanisms to the Policy Board. She stated that the Policy Board agreed to have staff schedule a joint meeting of the City, County and Town’s transportation committees. Ms. Taylor stated the joint meeting was held on March 2nd. She stated that the consultant presented the alternatives. She stated that the Policy Board at their next meeting will discuss the next steps.

5. Other Business – None reported.

6. March - April MPO Meeting Schedule

Ms. Taylor reviewed the meeting schedule with the committee.

March 18 – Policy Board @ 10 a.m. – Frederick County Offices, 107 N. Kent S

April 7 – Project Steering Committee @ 9:30 a.m.
Technical Advisory Committee @ 10 a.m. – Timbrook Public Safety Center

April 14 - Citizens Advisory Committee @ 8 a.m. – First Bank, 1835 Valley Avenue

Meeting adjourned at 8:45 a.m.

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
First Bank, 1835 Valley Ave, Winchester, VA
April 14, 2009 at 8:00 AM**

Chairman Bayliss called the meeting to order at 8:00 a.m. with the following members present: Mr. Walt Cunningham, Mr. Harry Smith, Mr. Jeremiah Heller and Mr. Tim Stowe.

Staff: Mr. Chris Price and Ms. Tiffany Tran.

1. Administrative Matters:

- a) Welcome and Introductions – Chairman Bayliss welcomed everyone to the meeting.
- b) Review and Approval of the March 10, 2009 meeting minutes – **A motion was made by Mr. Cunningham to approve the minutes. Motion seconded by Mr. Stowe. Motion carried.**

2. Citizen Comment Period – None reported.

3. Draft FY2010 Unified Planning Work Program (UPWP)

Mr. Price reviewed the work program with the committee. Mr. Price stated that the only change made to the work program was a line item under task 5 was added: transportation analysis and modeling. Mr. Price stated that Frederick County requested this at the March Policy Board meeting.

Mr. Price stated that the MPO has received stimulus funds to re-deck the bridge on Senseny Road.

A motion was made by Mr. Cunningham to forward a recommendation of approval to the Policy Board. Discussion in reference to the work program continued. **Motion seconded by Mr. Stowe. Motion carried.**

4. Long Range Transportation Plan Update

Ms. Tran stated that she has met with the jurisdictions in reference to what they would like see as far as changes to the plan. She stated that staff is requesting the Citizens Advisory Committee to facilitate a public meeting to receive input from the community and get them involved. She stated that there will be a series of public meetings.

The committee agreed to schedule the public meeting on May 12th at 6 p.m. Staff will coordinate the meeting.

5. Other Business – None reported.

6. April-May MPO Meeting Schedule

May 5 – Project Steering Committee @ 9:30 a.m.
Technical Advisory Committee @ 10 a.m. – Timbrook Public Safety Center

May 12 - Citizens Advisory Committee @ 8 a.m. – First Bank, 1835 Valley Avenue

May 20 – Policy Board @ 10 a.m. – Frederick County Offices, 107 N. Kent S

Meeting adjourned at 8:35 a.m.

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
First Bank, 1835 Valley Ave, Winchester, VA
September 8, 2009 at 8:00 AM**

Chairman Bayliss called the meeting to order at 8:00 a.m. with the following members present: Mr. Walt Cunningham, Mr. Harry Smith and Mr. Tim Stowe.

1. Administrative Matters:

- a) Welcome and Introductions – Chairman Bayliss welcomed everyone to the meeting.
- b) Review and Approval of the April 14, 2009 meeting minutes – **A motion was made by Mr. Cunningham approving the minutes. Motion seconded by Mr. Stowe. Motion carried.**

2. Citizen Comment Period – None reported.

3. Draft Report of the City and Countywide Transit Plan

Ms. Taylor reviewed the enclosed memo outlining the additions and corrections made to the draft plan since receiving the document in June. The committee members agreed to forward the following to the Policy Board in reference to recommending approval of the plan: The committee supports the concept of a Transportation Authority and an implementation plan.

A motion was made by Mr. Cunningham forwarding a recommendation approving the City and Countywide Transit Plan to the Policy Board. Motion seconded by Mr. Stowe. Motion carried.

4. Project Status Report –

Staff gave a status report on the following projects:

Ms. Taylor stated that the Shady Elm Phase II Study kick-off meeting was held on July 17, 2009. She stated that the group discussed Phase I results, scope/schedule, gathered ideas, new elements to be considered, issues and constraints for the Phase II Study. Ms. Taylor stated that the Project Steering Committee will meet on Thursday, September 3rd at 10 a.m. to review eight different roadway alternatives that HNTB has developed.

Ms. Taylor gave an update on the Route 7 Multi-Modal Corridor Study. She stated that the Project Steering Committee met on August 4th with the consultant via teleconference. The committee reviewed the draft report and submitted comments. She stated that the consultant along with representatives from the County and City will meet to conduct a field visit to look at specific locations to finalize access management recommendations. She stated following the field visit, the committee will review the 2nd draft of the report. The consultant will present the draft report to the Policy Board in October.

Ms. Taylor gave an update on the Route 522 Multi-Modal Corridor Study. She stated that this is a joint study with the MPO and the Rural Transportation Planning Technical Committee. She stated that on September 10th at the Rural Transportation Planning Technical Committee meeting, the consultant will present the following information as related to the study: Existing conditions, land use and future growth rates. She stated the next step will be to schedule a public input meeting sometime in early October.

5. Other Business

Ms. Tran gave a brief update on the Long Range Transportation Plan update.

The committee requested that Ms. Taylor contact Mr. Noe in reference to replacing the vacant City representative.

6. September Meeting Schedule

Ms. Taylor reviewed the following meeting schedule with the committee:

Tuesday, September 1 – TAC @ 10 a.m. - Frederick County Administrative Offices

Thursday, September 3 – Project Steering Committee @ 10 a.m. – Frederick County Planning Conference Room

Tuesday, September 8 – Citizens Advisory Committee @ 8 a.m. – First Bank (2nd floor meeting room)

Wednesday, September 16 - Policy Board @ 10 a.m. – Frederick County Administrative Offices

Meeting adjourned at 8:25 a.m.