

# WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



103 East 6<sup>th</sup> Street, Front Royal, Virginia 22630  
 Phone: 540-636-8800 ❖ Fax: 540-635-4147  
 www.winfredmpo.org

## Win-Fred Metropolitan Planning Organization Technical Committee Minutes – September 6, 2011 – 10 a.m.

Frederick County Administrative Offices  
 First Floor Conference Room  
 107 North Kent Street, Winchester, Virginia

<b>Win-Fred MPO Technical Committee Member Jurisdiction Representatives</b>					
	<b>Frederick County</b>		<b>VDRPT</b>		<b>Staff</b>
	Patrick Barker	✓	Anthony Foster	✓	Karen Taylor
✓	John Bishop		Mark Ledford	✓	John Thomas
	Eric Lawrence		<b>Winchester Airport</b>		
✓	Kris Tierney		Serena ‘Renny’ Manuel		
			<b>Winchester Transit</b>		<b>Others</b>
	<b>Stephens City</b>		Renee Wells		
✓	Brian Henshaw		<b>Winchester</b>		
	<b>VDOT</b>		Jim Deskins		<b>Alternates</b>
✓	Terry Short		Perry Eisenach		Tim Stowe (Stephens City)
		✓	Tom Hoy		
		✓	Tim Youmans		

**Winchester -Frederick County ("Win-Fred") MPO  
TECHNICAL ADVISORY COMMITTEE Meeting Minutes  
September 6, 2011 - 10:00 a.m.  
Frederick County Administrative Offices  
First Floor Conference Room  
107 N. Kent Street, Winchester, VA**

**1. Administrative Items:**

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting with a roundtable of introductions.
- b) Review and approval of the June 7 and July 12, 2011 Technical Advisory Committee Meeting Minutes  
**A motion was made by Mr. Short approving the minutes. Motion seconded by Mr. Bishop. Motion carried.**

**2. Public Comment Period – None reported.**

**3. 2035 CLRP Draft Vision List and Candidate Projects**

Ms. Taylor reviewed and discussed the Draft Vision List with the designation of candidate CLRP projects selected by the Project Steering Committee. She stated that the candidate CLRP projects, when approved by the Policy Board, will be forwarded to VDOT for modeling. She stated that the list was presented to TAC in July, Policy Board in August and will be presented to the Citizens Advisory Committee in September. The list is currently under review by the MPO jurisdictions. Staff will also give a formal presentation of the CLRP projects to the Policy Board in September. Ms. Taylor stated that staff is requesting a recommendation to the Policy Board. Following review and discussion, **a motion was made by Mr. Bishop recommending approval of the 2035 Draft Vision List and CLRP candidate projects to Policy Board with the following revisions/additions:**

- 1) **Include SYIP projects in the CLRP**
- 2) **Note that the projects have not been prioritized by the Policy Board**
- 3) **Include a table of acronym definitions**
- 4) **Include projects from non-highway list (Enhancement Projects):**
  - #42: Senseny Road Bike Path Enhancement**
  - #43: Sidewalks on the eastern side of Rt. 11 NB lane throughout the Corridor in the Town of Stephens City**
  - #44: Green Circle Multi-Use Trail to connect key destinations within the City**
- 5) **Add a date to the CLRP List**

**Motion seconded by Mr. Henshaw. Motion carried.**

**4. USDOT Transportation Investments Generating Economic Recovery (TIGER) Competitive Grant Program Update**

Ms. Taylor stated that the Policy Board approved staff to move forward with an RFP for consultant services and submission of the following recommended projects by the Project Steering Committee:

**PROJECT/APPLICATION #1:**

*Tevis Street/Hope Drive re-alignment and extension from Pleasant Valley Road over I-81 to US 522 including re-decking of the US 17/US 50 bridge over I-81.*

**PROJECT/APPLICATION #2**

*Route 37 / Crosspointe Boulevard extension from I-81 / Tasker Road to US 522*

Ms. Taylor stated that the RFP has been written and reviewed by the Project Steering Committee. Mr. Thomas updated the committee on the changes and additions:

Proposal should be ten pages, 2 RFP's but one ad, change due date to September 20<sup>th</sup>, add Fair Labor Standards and Title VI language, add language stating that telephone interviews for consultant selection are acceptable, five single sheet examples of previous projects and work proposals should include itemized cost proposals for each application prepared, and budget proposals shall not exceed \$5,000.

Mr. Short requested that staff forward responses to the committee as soon as proposals are received.

The committee also suggested a letter from Chairman Shickle to Frank Wolf as a courtesy notifying him of the TIGER submittals.

## **5. Presentation on Developing a Regional Complete Streets Policy**

Mr. Thomas gave a PowerPoint presentation on Developing a Regional Complete Streets Policy. A copy of the presentation is attached to the minutes. Following the presentation, the committee discussed the pros and cons of a voluntary or mandatory policy. The committee agreed to discuss this item in more detail at the October meeting. No action taken.

## **6. September Meeting Schedule**

Ms. Taylor reviewed the following meeting schedule:

- Tuesday, September 6<sup>th</sup>: Project Steering Committee @ 9 a.m. – Fred. Co. Admin. Offices
- Tuesday, September 6<sup>th</sup>: Technical Advisory Committee @ 10 a.m. – Fred. Co. Admin. Offices
- Tuesday, September 13<sup>th</sup>: Citizens Advisory Committee @ 8 a.m. - 117 N. Braddock Street, Suite 100 Winchester
- Wednesday, September 21<sup>st</sup>: Policy Board Meeting @ 10 a.m. – Fred. Co. Admin. Offices

## **7. Other Business** – Mr. Short requested that staff present information on conferences/training courses that they attend.

**Adjourned at 11 a.m.**

**Definition of Acronyms on Reverse**

### **Glossary of Acronyms**

**CAC**- Citizen Advisory Committee- Serves as an advisory committee to the MPO Policy Board to solicit public input and provide citizen perspective on MPO projects. Conducts public hearings and public input sessions on selected projects at the direction of the Policy Board.

**CLRP** – Constrained Long Range Plan – A fiscally-constrained list of projects drawn from the Vision Plan element of the LRTP. All CLRP projects must have an estimated cost and a revenue source identified.

**FHWA** - Federal Highway Administration - Within the US Department of Transportation, FHWA is responsible for highway issues, including federal laws and regulations related to metropolitan transportation planning.

**FTA** - Federal Transit Administration- Within the US Department of Transportation, FTA is responsible for public transit issues, including federal laws and regulations related to metropolitan transportation planning.

**FTA Section 5303 Funds** - This program supports transit planning expenses to support cooperative, continuous, and comprehensive planning for making transportation investment decisions in metropolitan planning areas.

**FTA Section 5310** - Transportation for Elderly Persons and Persons with Disabilities - The goal of the Section 5310 Program is to provide assistance in meeting the special transportation needs of elderly persons and persons with disabilities. The program is designed to supplement other FTA or assistance programs by funding transportation projects for elderly person and persons with disabilities in all areas – urbanized, small urban, and rural.

**LRTP**- Long Range Transportation Plan- Developed and approved by the MPO, the LRTP is a regional plan that includes all transportation projects and programs that the MPO realistically anticipates can be implemented over the next 25 years. LRTP's may include a VISION PLAN, which is a list of all projects (a “wish list”), but must also include a CLRP. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

**MPO** - Metropolitan Planning Organization - Federal transportation laws and regulations require the establishment of an MPO in every urbanized area of the U.S. with a population over 50,000. MPOs are responsible for meeting the federal metropolitan planning regulations for transportation.

**SAFETEA-LU** - On August 10, 2005, the President signed into law the **Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users** (SAFETEA-LU). With guaranteed funding for highways, highway safety, and public transportation totaling \$244.1 billion, SAFETEA-LU represents the largest surface transportation investment in our Nation's history. The two landmark bills that brought surface transportation into the 21<sup>st</sup> century—the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21)—shaped the highway program to meet the Nation's changing transportation needs. SAFETEA-LU builds on this firm foundation, supplying the funds and refining the programmatic framework for investments needed to maintain and grow our vital transportation infrastructure.

**STP Funds** - STP funds are Federal Funds disbursed through State DOT's for Surface Transportation projects.

**TAC**- Technical Advisory Committee- Serves in an advisory capacity to the Policy Board of the MPO. The TAC works with MPO staff to formulate the UPWP, the LRTP, and provides technical review and assistance on numerous MPO projects undertaken as called out in the UPWP.

**TIP** - Transportation Improvement Program - Approved by the MPO Policy Board, it is a list of projects and programs that will be implemented over the next six years. In order to receive federal funding, transportation projects must be included in the Constrained Long Range Plan and the TIP. Amendments are major changes to a project included in the CLRP, TIP or STIP that are not Administrative Modifications.

**UPWP** – Unified Planning Work Program- MPOs must adopt and implement an annual work program and budget known as the Unified Planning Work Program (UPWP). The UPWP identifies all activities to be undertaken by the MPO during the fiscal year which begins July 1<sup>st</sup> and ends the following June 30th.

**VDOT - Virginia Department of Transportation** - Agency responsible for statewide transportation facility planning, construction, and maintenance. VDOT is separate from the Virginia Department of Rail and Public Transportation (VDRPT).



# Developing a Regional Complete Streets Policy

September, 2011

# MPO Planning Requirements

- Promote efficient system management/operation
- Enhance integration and connectivity of the transportation system, across and between modes
- Emphasize efficient preservation of existing transportation system

## WHAT ARE COMPLETE STREETS?

“Complete Streets are for Everyone”

They are designed, built, and operated to enable safe access for all users, including pedestrians, bicyclists, motorists, and transit riders of diverse ages and abilities. (What else could/should we add?)

## REASONS FOR CS POLICY

Cost (cheaper than retrofitting)

Supports Vision, Bicycle and Pedestrian Mobility Plan, and Jurisdiction Goals

Walkable, mixed-use activity centers

Health and Fitness

Economic/retail activity & tourism

Environmental justice

Continuous pedestrian and bicycle network

If the Region supports Complete Streets, MPO should say so/facilitate

## POLICY RECOMMENDATIONS

“Streets should be designed, built, and operated to enable safe access for all users, including pedestrians, bicyclists, motorists, and transit riders of diverse ages and abilities”

Freight, EMS, Adjacent Land Users, Utilities, SWM

Exceptions & Decision Tree e.g historic district, clear demand etc.

# POLICY TRENDS

1950's – Prohibition on Building Sidewalks with Highway Money

1970's – Permission

1971 – Oregon Bicycle Bill – Policy and Exceptions

1990's - Encouragement

“Shall consider”

2000's - Mandated

“Routine Accommodation”

“Complete Streets”

## MEMBER JURISDICTION STATEMENTS

### 2011 City of Winchester Comprehensive Plan

*“Encourage the use of alternate modes of mobility including walking, bicycling, and public transportation by all sectors of the population to reduce the dependency upon private automobile use.*

### 2011 Frederick County Virginia Comprehensive Plan

*“the County will consider all potential users of the transportation system when making improvements or constructing new facilities.*

### 2005 Town of Stephens City Comprehensive Plan

*“Goal 6 – Provide a safe and effective transportation system for pedestrians, bicyclists and vehicles in the town” “*

# COMMONWEALTH POLICIES

VDOT: “Policy for Bicycle and Pedestrian Accommodation” (Since 2004)

“VDOT will initiate all highway construction projects with the presumption that the projects shall accommodate bicycling and walking”

Exceptions: Safety, Excessive Cost (don't forget to consider alternatives), Lack of Demand, Environmental (See Decision Tree...)

Secondary Street Acceptance Requirements 2009  
(Connectivity and design)

# FEDERAL POLICIES

Currently no official Complete Streets Policy

## **Policy Statement** 1999, 2007, 2010

The DOT policy is to incorporate safe and convenient walking and bicycling facilities into transportation projects. Every transportation agency, including DOT, has the responsibility to improve conditions and opportunities for walking and bicycling and to integrate walking and bicycling into their transportation systems. Because of the numerous individual and community benefits that walking and bicycling provide — including health, safety, environmental, transportation, and quality of life — transportation agencies are encouraged to go beyond minimum standards to provide safe and convenient facilities for these modes.

## **Authority**

This policy is based on various sections in the United States Code (U.S.C.) and the Code of Federal Regulations (CFR) in Title 23—Highways, Title 49—Transportation, and Title 42—The Public Health and Welfare. These sections, provided in the Appendix, describe how bicyclists and pedestrians of all abilities should be involved throughout the planning process, should not be adversely affected by other transportation projects, and should be able to track annual obligations and expenditures on nonmotorized transportation facilities.

Exceptions – Accommodate Elsewhere, disproportionate(>20% of project), Demand + <1000 vpd = shoulders

9/6/2011

# FEDERAL CS LEGISLATION

(HR 1780; S.1056, May 5, 2011)

“All transportation projects under the jurisdiction of the MPO shall accommodate the safety and convenience and safety of all users in accordance with complete streets principles”

Applies to all federally funded transportation projects

## Exceptions:

Prohibited users (freeways)

Shall make a greater effort to accommodate those users elsewhere

Cost excessively disproportionate to need or probable use

Lack of demand owing to sparsity of population or other factors

Exceptions must be approved by a senior manager

# REGIONAL POLICY OPTIONS

1. *Adopt a mandatory Complete Streets policy*

Use the current Federal Guidance, Complete Streets bill as models  
Projects that do not comply would not be placed in the Transportation Improvement Program

2. *Adopt a purely voluntary Complete Streets Policy*

A vision statement with no reporting requirements

3. *Recommended: Adopt a semi-voluntary Complete Streets Policy*

To place a new project in the TIP, agencies must document their compliance

New projects in the TIP would either be fully compliant, fall under one of the documented exceptions, or would be noncompliant

Noncompliant projects could still go into the TIP

Documented compliance, exceptions, and noncompliant projects would be

9/6/2011 the performance measures

# NEXT STEPS

CAC Review

Examine other MPO Complete Streets Policies

Review Draft Complete Streets Policy for the WinFred MPO

Implementation – Design Guide, workshops, evaluation

Goal: Ready for adoption by Policy Board in October

# Questions or Comments?

- Contact the Northern Shenandoah Valley Regional Commission

- Phone: (540) 636-8800

- Address: 400E Kendrick Lane, Front Royal, VA 22630

- E-mail: Karen Taylor – [kltaylor@shentel.net](mailto:kltaylor@shentel.net)

- John Thomas – [jthomas1@centurylink.net](mailto:jthomas1@centurylink.net)

Website: [www.winfredmpo.org](http://www.winfredmpo.org)