

# 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](http://www.winfredmpo.org)

## Win-Fred Metropolitan Planning Organization Technical Committee Minutes – February 15, 2011 – 10 a.m.

Frederick County Administrative Offices  
 BOS Closed Session Room

| <b>Win-Fred MPO Technical Committee<br/>Member Jurisdiction Representatives</b> |                         |   |                           |   |                   |
|---|-------------------------|---|---------------------------|---|-------------------|
|   | <b>Frederick County</b> |   | <b>VDRPT</b>              |   | <b>Staff</b>      |
| ✓   | Patrick Barker          |   | Kenneth Pollock           | ✓ | Chris Price       |
| ✓   | John Bishop             |   | <b>Winchester Airport</b> | ✓ | Karen Taylor      |
| ✓   | Eric Lawrence           |   | Serena 'Renny' Manuel     |   |                   |
|   | Kris Tierney            |   | <b>Winchester Transit</b> |   | <b>Others</b>     |
|   | <b>Stephens City</b>    |   | Renee Wells               | ✓ | Winchester Star   |
| ✓   | Brian Henshaw           |   | <b>Winchester</b>         | ✓ | NVD               |
|   | <b>VDOT</b>             | ✓ | Jim Deskins               | ✓ | Evan Wyatt        |
|   | Jerry Copp              | ✓ | Perry Eisenach            | ✓ | Dr. John Crandell |
| ✓   | Terry Short             |   | Tom Hoy                   |   |                   |
|   |                         | ✓ | Tim Youmans               |   |                   |

**Winchester -Frederick County ("Win-Fred") MPO  
TECHNICAL ADVISORY COMMITTEE Meeting Minutes  
February 15, 2011 - 10:00 a.m.  
Frederick County BOS Closed Session Room**

**1. Administrative Items:**

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and approval of the November 2, 2010 Technical Advisory Committee Meeting Minutes  
**A motion was made by Mr. Short approving the minutes. Motion seconded by Mr. Eisenach.  
Motion carried.**

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

**3. Millwood Avenue Study Update**

Mr. Price reported that Gorove/Slade presented the draft report at the joint TAC/CAC on January 19, 2011. He stated that the consultant is currently addressing comments received thus far. A revised draft report should be complete in March.

**4. Long Range Transportation Plan (LRTP) Update**

Mr. Price stated that once the Millwood Avenue study is completed, we can move forward with updating the LRTP. He stated that the 2010 Census baseline data should be available in the near future for the update. The plan should be complete by late spring.

**5. February-March Meeting Schedule**

Staff reviewed the meeting schedule:

Tuesday, February 15 – Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices  
CANCELLED - Wednesday, February 16 – Policy Board - CANCELLED  
Tuesday, March 8 - Project Steering Committee @ 9 a.m. – Frederick County Administrative Offices  
Tuesday, March 8 – Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices  
Tuesday, March 8 – Citizens Advisory Committee @ 8:00 a.m. – First Bank, Winchester  
Wednesday, March 16 – Policy Board @ 10:00 a.m. – Frederick County Administrative Offices

**6. Other Business**

Mr. Bishop stated that he discussed the Route 522 Study with the Frederick County Transportation Committee. He stated that concerns are being addressed.

**Meeting adjourned 10:13 a.m.**

## **Glossary of Acronyms**

**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.

**TIP - Transportation Improvement Program** - Developed and approved by the Transportation Planning Board, the TIP 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.

**CLRP - Long Range Transportation Plan** - Developed and approved by the Win-Fred MPO, the LRTP is a regional plan that includes all transportation projects and programs that the Win-Fred MPO realistically anticipates can be implemented over the next 25 years. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

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

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### **UPWP – Unified Planning Work Program**

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## Win-Fred Metropolitan Planning Organization Technical Committee Minutes – March 7, 2011 – 10 a.m.

Frederick County Administrative Offices  
 BOS Closed Session Room

| Win-Fred MPO Technical Committee<br>Member Jurisdiction Representatives |                      |   |                           |   |                   |
|---|----------------------|---|---------------------------|---|-------------------|
|   | Frederick County     |   | VDRPT                     |   | Staff             |
| ✓   | Patrick Barker       |   | Kenneth Pollock           | ✓ | Karen Taylor      |
| ✓   | John Bishop          |   | <b>Winchester Airport</b> |   |                   |
| ✓   | Eric Lawrence        |   | Serena 'Renny' Manuel     |   |                   |
|   | Kris Tierney         |   | <b>Winchester Transit</b> |   | <b>Others</b>     |
|   | <b>Stephens City</b> | ✓ | Renee Wells               | ✓ | Winchester Star   |
| ✓   | Brian Henshaw        |   | <b>Winchester</b>         | ✓ | NVD               |
|   | <b>VDOT</b>          |   | Jim Deskins               | ✓ | Evan Wyatt        |
| ✓   | Jerry Copp           | ✓ | Perry Eisenach            | ✓ | Dr. John Crandell |
| ✓   | Terry Short          |   | Tom Hoy                   | ✓ | Jim O'Connor      |
|   |                      | ✓ | Tim Youmans               | ✓ | Rep. from AI      |

**Winchester -Frederick County ("Win-Fred") MPO  
TECHNICAL ADVISORY COMMITTEE Meeting Minutes  
March 7, 2011 - 10:00 a.m.  
Frederick County BOS Executive Session Room**

**1. Administrative Items:**

- a) Welcome and Introductions – Chairman Tim Youmans welcomed everyone to the meeting.
- b) Review and approval of the February 15, 2010 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Henshaw approving the minutes. Motion seconded by Mr. Copp. Motion carried.**

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

**3. Millwood Avenue Study Update**

The consultant, Gorove/Slade gave the committee an update via teleconference. They have received and are currently addressing comments received from the MPO committees. A revised draft study will be available one week prior to the April 5<sup>th</sup> TAC meeting.

**4. DRAFT FY2012 Unified Planning Work Program (UPWP)**

Ms. Taylor reviewed the draft document with the committee. Following Ms. Taylor's review the committee requested the following changes:

- WORK TASK 4: Public Mobility Program - Concurred with Ms. Taylor's recommendation regarding forming a public mobility steering committee under this work task.
- TAC requested that Work Tasks 6 and 8 be combined, with an estimated budget of \$110,000. (Ms. Taylor will contact VDRPT regarding the estimated budget to find out if it is sufficient.)
- Summary of Revenue and Expenditures by Funding Source: Mr. Short requested highway and transit subtotals and a line item estimating FY11 Carryover funds.

Ms. Taylor will make the requested changes and present a revised draft at the April 5<sup>th</sup> TAC meeting. **A motion was made by Mr. Bishop tabling this item to the April 5<sup>th</sup> TAC meeting. Motion seconded by Mr. Barker. Motion carried.**

**5. Long Range Transportation Plan Update**

Ms. Taylor handed out a list of next steps regarding the update for the LRTP. A copy of the timeline is attached.

**6. March-April Meeting Schedule**

Ms. Taylor reviewed the following meeting schedule:

Monday, March 7 – Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices  
Tuesday, March 8 – Citizens Advisory Committee @ 8:00 a.m. – Frederick County Administrative Offices  
Wednesday, March 16 – Policy Board @ 10:00 a.m. – Frederick County Administrative Offices  
Tuesday, April 5 – Project Steering Committee Meeting @ 9:00 a.m. – Frederick County Administrative Offices  
Tuesday, April 5 – Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices  
Tuesday, April 20 – Policy Board @ 10:00 a.m. – Frederick County Administrative Offices

**7. Other Business**

Mr. Short handed out and reviewed the WinFred MPO TIP Report and Appendix for FFY12-15. The TAC requested that the I-64 projects be removed and the balances on projects that have been completed be removed. This item will be on the April 5<sup>th</sup> TAC agenda as an action item.

**8. Adjournment at 11:02 a.m.**

**Definition of Acronyms on Reverse**

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## Win-Fred Metropolitan Planning Organization Technical Committee Minutes – April 5, 2011 – 10 a.m.

Frederick County Administrative Offices  
 First Floor Conference Room

| <b>Win-Fred MPO Technical Committee<br/>Member Jurisdiction Representatives</b> |                         |   |                           |   |                 |
|---|-------------------------|---|---------------------------|---|-----------------|
|   | <b>Frederick County</b> |   | <b>VDRPT</b>              |   | <b>Staff</b>    |
| ✓   | Patrick Barker          |   | Kenneth Pollock           | ✓ | Karen Taylor    |
| ✓   | John Bishop             |   | <b>Winchester Airport</b> | ✓ | Martha Shickle  |
| ✓   | Eric Lawrence           |   | Serena 'Renny' Manuel     |   |                 |
| ✓   | Kris Tierney            |   | <b>Winchester Transit</b> |   | <b>Others</b>   |
|   | <b>Stephens City</b>    | ✓ | Renee Wells               | ✓ | Winchester Star |
| ✓   | Brian Henshaw           |   | <b>Winchester</b>         | ✓ | NVD             |
|   | <b>VDOT</b>             | ✓ | Jim Deskins               | ✓ | Evan Wyatt      |
| ✓   | Jerry Copp              | ✓ | Perry Eisenach            | ✓ | Jim O'Connor    |
| ✓   | Terry Short             | ✓ | Tom Hoy                   | ✓ | Mike Brill      |
|   |                         | ✓ | Tim Youmans               |   |                 |

**Winchester -Frederick County ("Win-Fred") MPO  
TECHNICAL ADVISORY COMMITTEE Meeting Minutes  
April 5, 2011 - 10:00 a.m.  
Frederick County Administrative Offices  
First Floor Conference Room**

**1. Administrative Items:**

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and approval of the March 7, 2011 Technical Advisory Committee Meeting Minutes  
**A motion was made by Mr. Lawrence approving the minutes. Motion seconded by Mr. Eisenach. Motion carried.**

**2. Public Comment Period**

Mr. Mike Brill asked when the right-in and out at the Hampton Inn would be approved. Mr. Short stated that the State has not approved this project. The City of Winchester would make that request to the Commonwealth Transportation Board.

Mr. Ken Candell spoke regarding the construction costs for the right-in and out at the Hampton Inn. He stated that he feels that this was not considered in the Millwood Avenue Study. Mr. Candell also sited an error in the Draft Route 522 Multimodal Corridor Study on page 33 referring to Millwood Avenue. Mr. Candell referred to a 2010 State Study where the MPO was quoted regarding their responsibilities.

**3. Millwood Avenue Study Update**

The TAC and Gorove/Slade met via teleconference regarding updates made to the draft report. Mr. VanPelt gave an overview of comments received and how they were addressed. Mr. VanPelt stated that they would be showing simulations of current conditions and the closure of Millwood (am/pm hours) at the public meeting on April 25<sup>th</sup>. TAC agreed to allow Gorove/Slade to show the simulations with the caveat that the files are reviewed by them prior to the public meeting. Mr. VanPelt will email the simulation files to MPO staff. The TAC agreed to meet on April 27<sup>th</sup> at 8:00 a.m. prior to the Policy Board meeting to discuss a recommendation. This will serve as the May TAC meeting.

Following discussion, **a motion was made by Mr. Deskins to delay a recommendation to the Policy Board until April 27<sup>th</sup>, 2011. Motion seconded by Mr. Bishop. Motion carried.**

**4. DRAFT FY2012 Unified Planning Work Program (UPWP)**

Ms. Taylor reviewed the draft FY12 UPWP with the TAC. She noted that under work task 4: public mobility that a reference to the park and ride lot will be removed. She stated that the State is currently conducting a statewide park and ride lot study. Mr. Barker requested staff to contact VDOT in regards to him representing. Mr. Short requested a study timeline prior to the next TAC meeting.

Ms. Taylor noted that WinTran has requested to coordinate with the MPO on FY12 transit planning activities. A work task was added to address the request.

Ms. Taylor reviewed minor updates made to the Revenue and Expenditures table.

Following review, **a motion was made by Mr. Bishop forwarding a recommendation to the Policy Board approving the 20 day public comment period. Motion seconded by Mr. Barker. Motion carried.**

**Motion amended by Mr. Bishop forwarding a recommendation to the Policy Board approving the FY12 UPWP following the public comment period pending any substantive public comments. Motion seconded by Mr. Tierney. Motion carried.**

**5. WinFred MPO TIP Report and Appendix for FFY12-15**

Mr. Short gave an overview of the draft TIP document. He stated that TAC's requests from the last meeting have been addressed in the document. Mr. Short stated he would request Mr. John Simkins attendance at the next TAC and Policy Board meetings to review the TIP.

Following review, a motion was made by Mr. Lawrence forwarding a recommendation to the Policy Board approving the 20 day public comment period. Motion seconded by Mr. Tierney. Motion carried.

**Motion amended by Mr. Lawrence forwarding a recommendation to the Policy Board approving the FFY12-15 WinFred MPO TIP following the public comment period pending any substantive public comments. Motion seconded by Mr. Tierney. Motion carried.**

**6. April-May Meeting Schedule**

Ms. Taylor reviewed the following meeting schedule. She noted that the Millwood Avenue Public Meeting has been scheduled for April 25<sup>th</sup> at 6:30 p.m. in the Social Hall of the War Memorial Building.

Project Steering Committee: TBA

Tuesday, April 5 – Technical Advisory Committee @ 10:00 a.m. – Frederick County Administrative Offices

Citizens Advisory Committee will host the Millwood Avenue Public Meeting: Date to be announced

Wednesday, April 20 – Policy Board @ 10:00 a.m. – Frederick County Administrative Offices

Tuesday, May 3 – Project Steering Committee @ 9 a.m. – Frederick County Administrative Offices

Tuesday, May 3 – Technical Advisory Committee @ 10 a.m. – Frederick County Administrative Offices

Tuesday, May 10 – Citizens Advisory Committee @ 8 a.m. – 117 N. Braddock St., Winchester, VA

Wednesday, May 18 – Policy Board @ 10 a.m. – Frederick County Administrative Offices

**7. Other Business – None reported.**

**Meeting adjourned at 10:58 a.m.**

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## Win-Fred Metropolitan Planning Organization Technical Committee Minutes – April 27, 2011 – 8 a.m.

Frederick County Administrative Offices  
 First Floor Conference Room

| Win-Fred MPO Technical Committee<br>Member Jurisdiction Representatives |                      |   |                           |   |                            |
|---|----------------------|---|---------------------------|---|----------------------------|
|   | Frederick County     |   | VDRPT                     |   | Staff                      |
|   | Patrick Barker       |   | Kenneth Pollock           | ✓ | Karen Taylor               |
| ✓   | John Bishop          |   | <b>Winchester Airport</b> | ✓ | Martha Shickle             |
| ✓   | Eric Lawrence        |   | Serena ‘Renny’ Manuel     |   |                            |
| ✓   | Kris Tierney         |   | <b>Winchester Transit</b> |   | <b>Others</b>              |
|   | <b>Stephens City</b> | ✓ | Renee Wells               | ✓ | Winchester Star            |
| ✓   | Brian Henshaw        |   | <b>Winchester</b>         | ✓ | NVD                        |
|   | <b>VDOT</b>          | ✓ | Jim Deskins               | ✓ | Evan Wyatt                 |
| ✓   | Jerry Copp           | ✓ | Perry Eisenach            | ✓ | Ken Candell                |
| ✓   | Terry Short          | ✓ | Tom Hoy                   | ✓ | Beltone Reps.              |
|   |                      | ✓ | Tim Youmans               | ✓ | Dr. Crandell (CAC)         |
|   |                      |   | <b>Alternates</b>         | ✓ | Dan VanPelt (Gorove/Slade) |
|   |                      |   | Tim Stowe (Stephens City) |   |                            |

**Winchester -Frederick County ("Win-Fred") MPO  
TECHNICAL ADVISORY COMMITTEE Meeting Minutes  
April 27, 2011 - 8:00 a.m.  
Frederick County Administrative Offices  
First Floor Conference Room**

**1. Administrative Items:**

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and approval of the April 5, 2011 Technical Advisory Committee Meeting Minutes  
**A motion was made by Mr. Hoy approving the minutes. Motion seconded by Mr. Lawrence. Mr. Candell requested a correction on page 1 under public comment period: page 33 should be changed to page 18 and site figure 2.3. Motion carried with correction.**

**2. Public Comment Period**

Mr. Ken Candell spoke regarding the Millwood Avenue Study. He stated that the numbers in the Route 522 Multimodal Study do not match numbers in the Millwood Study. Mr. Candell also noted that on the WinFred MPO website, the Route 522 Multimodal Study is not available for review.

Ms. Nancy Lieberman representing Beltone spoke regarding the Millwood Avenue Study. She stated that Beltone has concerns regarding weaving, safety and traffic movement in and out of the business.

**3. Millwood Avenue Study**

Mr. Dan VanPelt representing Gorove/Slade, the consultancy firm contracted to perform the Millwood Avenue Study, gave an overview and background information on the Study. Mr. VanPelt also gave a brief overview of the public meeting held on Monday, April 25<sup>th</sup> at the War Memorial Building. He stated an estimated 100 citizens attended the meeting. A Q&A session followed the presentation of the draft Study. Following Mr. VanPelt's briefing, **a motion was made by Mr. Deskins recommending moving the Millwood Avenue Study forward to the Policy Board. Motion seconded by Mr. Eisenach. Motion carried.**

**4. May Meeting Schedule**

Ms. Taylor reviewed the following meeting schedule:

- Project Steering Committee – TBA
- Monday, April 25<sup>th</sup> – Millwood Avenue Public Meeting @ 6:30 p.m. – War Memorial Bldg. Social Hall
- Wednesday, April 27<sup>th</sup> – TAC @ 8:00 a.m. – Frederick County First Floor Conference Room
- Wednesday, April 27<sup>th</sup> – Policy Board @ 10 a.m. – Frederick County First Floor Conference Room
- Wednesday, May 18<sup>th</sup> – Policy Board @ 10:00 a.m. – Frederick County First Floor Conference Room

**5. Other Business**

Mr. John Bishop discussed the potential for future Roundabout Training. He stated that the training should be targeted toward the local engineering community. He stated that this type of training would help them better understand the process. Mr. Short stated he would provide MPO staff with educational information for this type targeted training.

**Meeting adjourned at 8:30 a.m.**

**Definition of Acronyms on Reverse**

## **Glossary of Acronyms**

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## Win-Fred Metropolitan Planning Organization Technical Committee Minutes – June 7, 2011 – 10 a.m.

Frederick County Administrative Offices  
 First Floor Conference Room

| Win-Fred MPO Technical Committee<br>Member Jurisdiction Representatives |                      |   |                           |   |                           |
|---|----------------------|---|---------------------------|---|---------------------------|
|   | Frederick County     |   | VDRPT                     |   | Staff                     |
|   | Patrick Barker       |   | Kenneth Pollock           | ✓ | Martha Shickle            |
| ✓   | John Bishop          | ✓ | Mark Ledford              | ✓ | Karen Taylor              |
| ✓   | Eric Lawrence        |   | <b>Winchester Airport</b> | ✓ | Tyler Klein               |
| ✓   | Kris Tierney         |   | Serena 'Renny' Manuel     |   |                           |
|   |                      |   | <b>Winchester Transit</b> |   | <b>Others</b>             |
|   | <b>Stephens City</b> | ✓ | Renee Wells               | ✓ | Winchester Star           |
|   | Brian Henshaw        |   | <b>Winchester</b>         |   |                           |
|   | <b>VDOT</b>          |   | Jim Deskins               |   | <b>Alternates</b>         |
|   | Jerry Copp           | ✓ | Perry Eisenach            | ✓ | Tim Stowe (Stephens City) |
| ✓   | Terry Short          | ✓ | Tom Hoy                   |   |                           |
|   |                      | ✓ | Tim Youmans               |   |                           |

**Winchester -Frederick County ("Win-Fred") MPO  
TECHNICAL ADVISORY COMMITTEE Meeting Minutes  
June 7, 2011 - 10:00 a.m.  
Frederick County Administrative Offices  
First Floor Conference Room**

**1. Administrative Items:**

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and approval of the April 27, 2011 Technical Advisory Committee Meeting Minutes – **A motion was made by Mr. Bishop approving the minutes. Motion seconded by Mr. Short. Motion carried.**

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

**3. Draft FY12-15 Transit Section of the WinFred MPO TIP**

Ms. Taylor reviewed the draft FY12-15 Transit section of the WinFred MPO TIP. Mr. Bishop suggested that Ms. Taylor highlight the headers in the document for better readability. Ms. Wells stated that City Transit's new office building is not reflected in the TIP. She stated that the amount will be \$700,000 and an amendment would be coming in the future from the Virginia Department of Rail and Public Transportation.

Following review, **a motion was made by Mr. Bishop recommending approval of the 20 day public comment period to the Policy Board. Motion seconded by Mr. Short. Motion carried.**

**4. Constrained Long Range Transportation Plan 2035 Update**

Mr. Short gave an update regarding the CLRP. He stated that FHWA is recognizing the July 2007 SAFETEA-LU update as the Plan's expiration date. Ms. Taylor emailed and handed out the CLRP project schedule. Ms. Taylor stated that the Policy Board reviewed the document at their May 18<sup>th</sup> meeting and forwarded it to TAC for review and comment. Mr. Taylor and Ms. Shickle reviewed the schedule with the committee. Ms. Taylor handed out the Draft Vision List of Projects for TAC's review. The committee agreed to forward the Draft List to the Project Steering Committee for review and comment. A Project Steering Committee meeting was scheduled for Monday, June 13<sup>th</sup>. Following review and discussion of the project schedule, **a motion was made by Mr. Bishop recommending approval of the CLRP Project Schedule to the Policy Board. Motion seconded by Mr. Short.** Discussion ensued regarding the addition of County, City and Town review by the respective Boards and Councils. **Mr. Bishop withdrew his motion and Mr. Short withdrew the second.** Consensus was reached by the Committee recommending approval to the Policy Board of the CLRP Project Schedule with updates to the schedule as needed.

**5. Draft FY2012 Unifed Planning Work Program (UPWP) Update**

Ms. Taylor stated that the Policy Board approved an addition of Work Task 9: Constrained Long Range Plan Update for inclusion in the draft FY2012 UPWP. She stated that the budget for the work task is \$20,000. She stated that the public comment period concludes on June 11, 2011.

## **6. June-July Meeting Schedule**

Ms. Taylor reviewed the meeting schedule:

- Project Steering Committee: June 13<sup>th</sup> at 10 a.m. – Frederick County Planning Conference Room
- Wednesday, June 29<sup>th</sup> – Policy Board @ 10 a.m. – Frederick County 1<sup>st</sup> Floor Conference Room
- Tuesday, July 12<sup>th</sup> – Technical Advisory Committee @ 10 a.m. – Fred. Co. BOS Executive Session Room (Please note change in date and location. Potential joint TAC/CAC Meeting)

**Meeting adjourned at 10:47 a.m.**

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## Win-Fred Metropolitan Planning Organization Technical Committee Minutes – July 12, 2011 – 10 a.m.

Frederick County Administrative Offices  
 BOS Executive Session Room

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

**Winchester -Frederick County ("Win-Fred") MPO  
TECHNICAL ADVISORY COMMITTEE Meeting Minutes  
July 12, 2011 - 10:00 a.m.  
Frederick County Administrative Offices  
Board of Supervisors' Executive Session Room**

**1. Administrative Items:**

- a) Welcome and Introductions – Chairman Youmans welcomed everyone to the meeting.
- b) Review and approval of the June 7, 2011 Technical Advisory Committee Meeting Minutes – Minutes were tabled due to no quorum.

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

**3. Draft FY12-15 Transit Section of the WinFred MPO TIP**

Ms. Taylor stated that enclosed in the packet is the DRAFT FY12 - FY15 STIP section for the WinFred MPO. She stated that the public comment period was approved by the Policy Board on June 29<sup>th</sup> and will begin on July 7<sup>th</sup> and conclude on July 26<sup>th</sup>. Ms. Taylor stated that no comments have been received to date.

**Consensus by the committee was to forward a recommendation of approval to the Policy Board.**

**4. 2035 CLRP Draft Vision List and Candidate Projects**

Ms. Taylor reviewed and discussed the the Draft Vision List. She stated that the list includes the designation of candidate CLRP projects selected by the Project Steering Committee. Ms. Taylor requested that the committee review the list of projects and forward comments to staff no later than July 22<sup>nd</sup>. She stated that the list will be presented to the Policy Board in August.

Mr. Cunningham, a member of the Citizens Advisory Committee, stated that he supports the construction of Route 37 East; he feels this will correct other transportation projects.

**5. July-August Meeting Schedule**

Ms. Taylor reviewed the following schedule:

- Project Steering Committee: TBA
- Tuesday, July 12<sup>th</sup> – Technical Advisory Committee @ 10 a.m. – Fred. Co. BOS Executive Session Room
- Wednesday, July 20<sup>th</sup> – Policy Board Meeting @ 10 a.m. – Fred. Co. Admin. Offices – First Floor Conference Room (May be postponed)
- Tuesday, August 9<sup>th</sup> – Technical Advisory Committee @ 10 a.m. – Fred. Co. Admin. Offices – First Floor Conference Room
- Wednesday, August 17<sup>th</sup> – Policy Board Meeting @ 10 a.m. – Fred. Co. Admin. Offices – First Floor Conference Room

**Other Business** – Mr. Tierney brought up for discussion the TIGER3 grant application. He stated that he feels a consultant should be secured to apply for the grant; a discussion of potential projects will be discussed by the Project Steering Committee.

**Adjournment at 10:34 a.m.**

**Definition of Acronyms on Reverse**

## **Glossary of Acronyms**

**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.

**TIP - Transportation Improvement Program** - Developed and approved by the Transportation Planning Board, the TIP 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.

**CLRP - Long Range Transportation Plan** - Developed and approved by the Win-Fred MPO, the LRTP is a regional plan that includes all transportation projects and programs that the Win-Fred MPO realistically anticipates can be implemented over the next 25 years. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

### **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.

### **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 1st and ends the following June 30th.

# 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  
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## 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<br/>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**

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**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)

# WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



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## Win-Fred Metropolitan Planning Organization Technical Committee Minutes – October 4, 2011 – 10 a.m.

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

| Win-Fred MPO Technical Committee<br>Member Jurisdiction Representatives |                      |   |                           |   |                           |
|---|----------------------|---|---------------------------|---|---------------------------|
|   | Frederick County     |   | VDRPT                     |   | Staff                     |
| ✓   | 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  
October 4, 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 and suggested a roundtable of introductions since Mr. Ledford was new.
- b) Review and approval of the August & September, 2011 Technical Advisory Committee Meeting Minutes  
**Minutes were not reviewed due to lack of quorum.**

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

**3. WinFred MPO UPWP WORK TASK 6: Pedestrian and Bicycle Facilities Inventory and Analysis  
Draft Scope of Work (*Attachment*) – John Thomas**

Mr. Thomas reviewed the draft scope of work and deliverables for UPWP Work Task 6. He asked for input on revisions to draft scope of work tasks and feedback on whether or not to use consultant for tasks. Discussion of a bicycle user map included sharing of sample maps from surrounding jurisdictions including Lancaster County, PA and Hagerstown MD. The Lancaster Map was noted by committee as a good model. It is expected that budget could be available to use consultant technical assistance for completion of this task.

Mr. Bishop noted that the work task should be expanded to include additional promotion and education of bicycling and walking including web-site based outreach, media releases and coordination with on-going tourism programs.

Mr. Youmans commented that work tasks 3 & 4 identification of network routing and determination of weak network links could be combined. He also noted that the public outreach mapping and outreach task #1 would be best accomplished after suitability analysis and route assessment tasks.

Mr. Short noted that the City of Philadelphia Bicycle Map is another example of incorporating historical resources and tourism into a public user map. Mr. Short requested that level of effort and costs associated with each task be clarified. He also requested that neighborhood bikeability and walkability analysis be clarified to note level of detail requested be clarified for each of the potential deliverables. Mr. Short and Mr. Ledford noted that LOS and suitability analysis should follow those models discussed in the 2010 HCM Multimodal LOS manuals. Mr. Short noted that the VDOT bicycle and pedestrian design guidance can be found in the VDOT road design manual not in a stand-alone VDOT bicycle and pedestrian design guide.

Mr. Short noted that the follow items be added to the draft scope of work: Public Involvement; report preparation deliverables by task; presentations to MPO TAC and MPO PB; and estimated time-frame for project.

TAC comments on this UPWP item will be incorporated into a revised Scope of Work by MPO staff.

**3. WinFred MPO UPWP WORK TASK 4: Public Mobility Program Draft Scope of Work  
(*Attachment*) – John Thomas**

Mr. Thomas reviewed a draft scope of work for UPWP work task 4 including potential deliverables, stakeholder lists, and associated outreach efforts. Discussion of tasks included the assessment of need for a stand-alone MPO public mobility plan and the varying types of public mobility planning options that

existed. The committee reviewed options for use of consultant vs. not and it was suggested that consultant assistance may not be needed at this time.

Mr. Barker suggested that priority work items be review and prioritization of funded and unfunded action work items previously identified in the 2009 City County Transit Services Plan and 2010 NSVRC Public mobility plan.

There was general consensus from committee members that a separate public mobility steering committee did not need to be established but rather the existing TAC and Policy Board could satisfactorily lead implementation of tasks. This included quarterly review of public mobility work program items by the TAC and Policy Board.

Mr. Youmans suggested that NW Works be added to the stakeholder outreach list.

TAC comments on this UPWP item will be incorporated into a revised Scope of Work by MPO staff.

#### **4. Regional Complete Streets Policy Status Update – John Thomas**

Mr. Thomas briefly advised of the intent to present an overview of the complete streets concept and potential MPO policy options to the Policy Board in October.

Mr. Youmans suggested that the other UPWP work items such as the Bike/Ped and Public Mobility tasks, CLRP completion and Discretionary grant application development are of a higher priority for implementation and the presentation should be deferred from the October, 2011 Policy Board agenda. Mr. Short concurred with this suggestion.

#### **5. WINFRED MPO FY2013-FY2018 Transportation Priorities (*Attachment*) – John Thomas**

Mr. Thomas presented a draft of a letter from the MPO to the Virginia Secretary of Transportation / Commonwealth Transportation Board outlining MPO regional Transportation Priorities.

The following items were noted: Mr. Lawrence noted the date needed to be updated. Mr. Bishop noted that Phases II & III of the I-81 exit 310 project should be added to the Interstate Highways project listing. The committee noted that the text should note that top priorities are not listed in specific priority order. Mr. Barker noted that park and ride improvements should be clarified as intra-regional improvements and not to benefit travel outside of the region. Mr. Ledford noted that there were benefits to local residents travelling outside of the region by provision of park and rides. Mr. Youmans noted that freight rail support could be strengthened by noting its benefits to the diversion of truck traffic from I-81. The committee noted that freight rail benefits could be stand alone and did not need to have the truck diversion language added.

Mr. Short reminded staff of MPO participation in the CTB public outreach meeting on November 2, 2011 in Broadway. Mr. Bishop requested that any mapping or presentations included referenced the Route 37 project.

#### **6. Development of an On-Call Consultant List – John Thomas**

Mr. Thomas opened a discussion on the development of a RFP for on-call consultant list for use by the MPO and Regional Commission for future priority work program items. Benefits include increased readiness and promptness in initiating various consultant led projects since pre-qualified consultants will

have already been vetted by TAC and Policy Board and subject to VDOT pre-award audits. Mr. Short noted that a good variety of firms should be included in the list to allow for a wide variety of tasks to be accomplished and that any specialized firms could potentially be sub-contractors to pre-qualified firms. Staff was directed to prepare a draft RFP for MPO approval.

## **8. Route 522 Multi-modal Corridor Study Update – Terry Short**

This item was deferred

## **7. Other Business –**

Mr. Thomas noted that USDOT TIGER 3 applications had been submitted and then full application development would continue. Draft applications for review will be supplied to TAC for review in Mid-October. Committee members were reminded that draft applications noted local match requirements of 20% on each project if funds were awarded.

Mr. Bishop requested that the Chair make outreach to the Town of Stephens City TAC representative inquiring as to the need to address their ongoing participation in the TAC in order to maintain a quorum for TAC meetings.

## **9. October-November Meeting Schedule**

- Wednesday, October 19<sup>th</sup>: Policy Board Meeting @ 10 a.m. – Fred. Co. Admin. Offices
- Tuesday, November 1<sup>st</sup>: Project Steering Committee @ 9 a.m. – Fred. Co. Admin. Offices
- Tuesday, November 1<sup>st</sup>: Technical Advisory Committee @ 10 a.m. – Fred. Co. Admin. Offices
- Tuesday, November 8<sup>th</sup>: Citizens Advisory Committee @ 8 a.m. - 117 N. Braddock Street, Suite 100, Winchester
- Wednesday, November 16<sup>th</sup>: Policy Board Meeting @ 10 a.m. – Fred. Co. Admin. Offices

**Adjourned at 11 a.m.**

**Definition of Acronyms on Reverse**

### Glossary of Acronyms

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# 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 – December 6, 2011 – 10 a.m.

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

| Win-Fred MPO Technical Committee<br>Member Jurisdiction Representatives |                      |   |                           |   |                           |
|---|----------------------|---|---------------------------|---|---------------------------|
|   | Frederick County     |   | VDRPT                     |   | Staff                     |
| ✓   | 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               | ✓ | Ed Carter (VDOT)          |
| ✓   | 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  
December 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.
- b) Review and approval of the September 6 and October 4, 2011 Technical Advisory Committee Meeting Minutes – **A motion was made Mr. Eisenach approving the minutes. Motion seconded by Mr. Bishop. Motion carried.**

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

**3. Briefing on I-81 Corridor Coalition Meeting**

Mr. Thomas briefly reviewed the I-81 Corridor Conference Annual meeting notes, included in the agenda packet. He made a note that Cambridge Systematics will be compiling all studies/reports that have been done on the I-81 Corridor and compile into one report (should be available in 2012). Staff will keep the committee updated on the Coalition. Notes from the annual meeting are attached to the minutes for reference.

**4. Briefing on the Commonwealth Transportation Board (CTB) Fall Outreach Meeting**

Mr. Thomas briefed the committee on the CTB fall outreach meeting that was held on November 2<sup>nd</sup> at Broadway High School. He stated that Ms. Shickle formally presented the WinFred MPO and NSVRC's transportation priorities to the CTB. Mr. Thomas noted that Dr. Jim Davis is currently our region's CTB representative and Mr. Alan Louderback is the Rural Member At Large and resides in Luray, VA.

**5. Status update regarding On-call Transportation Services RFP**

Mr. Thomas stated that the RFP closed on November 30<sup>th</sup>; twenty-one responses were received. He stated that the next step is for the review committee to meet and begin the selection process. Mr. Thomas stated that the current members of the review committee consist of: Ms. Martha Shickle (NSVRC), Mr. John Bishop (Frederick County), Mr. Jeremy Camp (Front Royal) and Terry Short (VDOT). Mr. Thomas requested a representative from the City of Winchester; the committee nominated Chairman Youmans; he accepted.

Mr. Thomas stated that the review committee will hold their first meeting on Wednesday, December 14<sup>th</sup> at Noon (follows the MPO Policy Board Meeting). Meeting will be held at the Frederick County Administrative Offices, First Floor Conference Room.

**6. Constrained Long Range Plan modeling update**

Mr. Thomas presented initial modeling results; he handed out the following: Congested Location Maps for Base Year 2007, 2035 No-Build and CLRP Build and VMT by Facility Type and Level of Congestion.

Chairman Youmans requested that Mr. Thomas present a map showing congestion above the 1.00 scale. The committee discussed a few changes to be made to the documents and requested that clearer information be presented to the Policy Board. Ms. Taylor stated that the update is on schedule and within budget.

#### **7. Discussion on FY12 UPWP Task 5 Local Technical Assistance**

Ms. Taylor handed out a copy of Work Task 5 from the FY12 UPWP for review and discussion. She reviewed the list of projects and asked the committee to begin thinking about which ones they would like to start moving forward. She stated that consideration should be given to potential project this fiscal year and two for FY13. The committee requested that Ms. Taylor contact VDOT for an update on the Route 522 from Rivendell Court to Apple Pie Ridge Road project. Mr. Lawrence stated that VDOT has begun work on that project. Chairman Youmans stated that Route 522 from Cameron Street to Burnt Church Road (Access Management/Corridor Plan) would be a City priority. Ms. Taylor stated that this item will be on the January TAC agenda for further discussion. She asked the committee to begin thinking about a recommendation to the Policy Board on how they would like to move forward.

#### **8. Review of priority deliverable associated with FY12 UPWP Public Mobility Work Task**

Mr. Thomas stated that holding a regional transportation mobility workshop is designated as a priority deliverable for the Public Mobility Work Task. He stated that the NSVRC will be hosting a Transportation and Housing seminar in spring 2012; planning details are underway. He stated that continuing education credits may be available.

#### **9. I-81 Corridor Regional First Responder/TIM Workshops**

Mr. Thomas gave an overview of the Traffic Incident Management & Responder Safety workshop. He stated that the workshop is no cost to the MPO and will be hosted by the NSVRC. He stated that the workshop will be held on Wednesday, February 29th at the NSVRC offices.

#### **10. TIP Amendment for I-81 Exit 307 Interchange Relocation Study**

Ms. Taylor reviewed the TIP Amendment with the committee. She stated that staff requests a recommendation to the Policy Board approving the 20 day public comment period. **A motion was made by Mr. Bishop forwarding a recommendation to the Policy Board approving the TIP Amendment. Motion seconded by Mr. Henshaw. Motion carried.**

#### **11. Update on Federal Transportation Bill**

Mr. Thomas gave an update on the Federal Transportation Bill. He gave a brief overview of Sec. 1201 Metropolitan Planning. Following are key highlights: PL Funding no longer a percent set-aside of core programs – now based on share of 2009 apportionments; MPO designated at 200,000 up from 50,000 in population; Tier I MPO – 1M and over/Tier II MO – 200,000 and over; Tier II can request designation as Tier I (must meet Tier I requirements); Secretary has one year to issue regulations for minimum planning requirements for Tier I and II.

## **12. December-January Meeting Schedule**

Ms. Taylor reviewed the following meeting schedule:

- Wednesday, December 14<sup>th</sup>: Policy Board Meeting @ 10 a.m. – Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester
- Tuesday, January 3<sup>rd</sup>: Technical Advisory Committee @ 10 a.m. – Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester
- Tuesday, January 10<sup>th</sup>: Citizens Advisory Committee @ 8 a.m. – 117 N. Braddock Street, Suite 100, Winchester

## **13. Other Business**

Mr. Thomas reminded the committee of the FY2012 TCSP solicitation for candidate projects for Twelve Discretionary Programs. The deadline for application submittal is January 6, 2012.

**Meeting adjourned at 11:10 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.

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