

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
February 8, 2005 - 8:00 a.m.**

Vice-Chairman Alice Schaaf called the meeting to order at 8:00 A.M. The attendance for the meeting was as follows: Mr. Walt Cunningham and Mr. Alan Toxopeus.

Absent: Mr. William Bayliss, Mr. Alson Smith, Mr. Harry Smith and Mr. Tim Stowe.

Others Present: Mr. Homer Coffman, Staunton District VDOT, Mr. Jim Lawrence and a media representative from the Winchester Star.

Staff Present: Mr. John Bishop and Ms. Karen Taylor.

1. Administrative Matters – Bill Bayliss, Chairman
 - a. Review and Approval of the Minutes of the November 9, 2004 Meeting

A motion was made by Mr. Cunningham to approve the minutes of the November 9, 2004 meeting as amended.

Motion was seconded by Mr. Alan Toxopeus.

Motion Carried.

2. Update status of Long-Range Plan Development

Mr. Bishop updated the Committee on the progress of the Long-Range Plan and he also gave an overview of the work that the Technical Committee and Management Team have been working on thus far. He also explained to the Committee the history of the WATS Study that was done for the Winchester-Frederick County area several years ago.

Mr. Bishop handed out and reviewed the Vision Plan and the four alternatives with the Committee. He explained that the primary differences between the alternatives are the completion of the eastern section of the Route 37 loop and Warrior Drive extension. He stated that several of the smaller projects on each alternative are present on all of the alternatives. He stated that when the alternatives were developed by the Consultant, the Management Team reviewed them in detail. He stated that the Management Team suggested an additional alternative and the Consultant is currently working on that graphic. The additional alternative shows no improvements to I-81. Mr. Bishop stated that the Consultant just completed the model runs and graphics will be provided that show the impact of the different alternatives. Mr. Bishop stated that the Consultant will introduce the results of the model runs to the Policy Committee at the February 16 Policy Committee meeting.

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He stated that once the Vision Plan has been finalized, we will be looking at getting the funding stream from VDOT; the date has not been set. The next plan will be the Fiscally Constrained Plan which is required by FHWA.

Ms. Schaaf asked what type of plan is in effect to reserve the land for development in the future. Mr. Bishop stated that his understanding is that much of Route 37, at least the southeastern portion, has been reserved by Frederick County.

The Committee continued discussion in reference to the Vision Plan and the alternatives.

Ms. Schaaf asked Mr. Bishop if there is a timeline that certain projects need to be approved. He stated that a preliminary timeline has been given by VHB. He stated that the overall plan is required by FHWA to have been approved by the MPO by October 1, 2005.

3. Discussion on Additional Outreach Activities

The Committee discussed the goals and the target audience for additional outreach activities. Mr. Bishop stated that he feels that getting in contact with community groups, public agencies and elderly groups and trying to find representatives who have concerns or wish to come to a meeting and express their transportation issues and concerns. Mr. Lawrence stated that there are several umbrella groups who represent a number of groups. He suggested contacting the Community Consensus Coalition or the Community Services Council.

Mr. Coffman stated that the Citizens Advisory Committee under Title VI is to have public involvement and that is the purpose of the CAC. He stated the CAC is suppose to draw information from the citizens as to what the transportation needs are for various groups of citizens and give to the Technical and Policy Committees as support to say this is what the Community is saying that we need. Mr. Coffman stated the most important goal of the CAC is public access; making sure that the public understands that there is access to the transportation needs of the community. Mr. Cunningham stated that he addressed the Frederick County Fire and Rescue Association in reference to the Citizens Advisory Group. He stated he made them aware that the Committee is available to listen to their transportation concerns. Mr. Coffman gave examples as to what outreach activities the Harrisonburg MPO is currently working on.

4. Other Business - None Reported.

Meeting adjourned at 9:00 A.M.

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
April 12, 2005 - 8:00 a.m.**

Chairman Bill Bayliss called the meeting to order at 8:00 A.M. The attendance for the meeting was as follows: Mr. Walt Cunningham, Mr. Harry Smith and Mr. Tim Stowe.

Absent: Ms. Alice Schaaf, Mr. Alson Smith and Mr. Alan Toxopeus.

Others present: Mr. Homer Coffman, Staunton District VDOT, Mr. Mike Hite, Public Mobility Program, Mr. Stewart Masters, MPO Policy Committee and media representatives from the Winchester Star and 92.5 WINC FM Radio.

Staff present: Mr. John Bishop and Ms. Karen Taylor.

1. Administrative Matters – Bill Bayliss, Chairman
 - a. Review and Approval of the Minutes of the February 8, 2005 Meeting

A motion was made by Mr. Cunningham to approve the minutes of the February 8, 2005 meeting. Motion was seconded by Mr. Harry Smith. Motion carried.

2. Public Mobility Program

Mr. Mike Hite briefed the committee on the activities of the Northern Shenandoah Valley Public Mobility Program. The mobility program studied various agencies' routes, schedules and the people who need transportation. Many of the users are people with disabilities who rely on public transportation. He stated that about 250 people use service agencies for transportation each day in the northern Shenandoah Valley. He stated that the program found the same people utilizing the transportation services through the various agencies. He also stated that to maximize each service's road time, engineers came up with an Internet program that allows different agencies see how many seats are open on vehicles. The agency representing a person could schedule a ride for someone, even if it was through another agency. Mr. Hite stated that the next step is to start scheduling rides for those in need.

3. Update on Long Range Plan Progress

Mr. Bishop gave the committee a brief overview of the Draft Final Vision Plan and funding options. He stated that the Policy Committee has adopted a draft Final Vision Plan with a caveat that they wanted an expanded explanation of four projects. The four projects are as follows: Jubal Early extension and interchange with Route 37, the Jubal Early\Millwood Avenue Flyover, the completion of the Route 37 loop from Route 7 to I-81 exit 318, and the completion of the Winchester Medical Center Interchange.

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Mr. Bishop stated that a citizens group has been in contact with him in reference to the Jubal Early Interchange. The group is concerned about the impact that area could have if the Interchange is not built.

Mr. Bishop briefly explained the handouts in reference to the draft final vision plan. Mr. Bishop stated that the funding for all the projects on the plan would cost about \$2 billion, but VDOT only has \$50 million available for the MPO. A brief discussion continued in reference to funding strategies.

Mr. Bishop asked the committee members to rank their top five projects from the projects recommended from the Technical Advisory Committee. He requested that he receive each member's top five projects by April 18th.

4. Public Information Meeting

Mr. Bishop briefed the committee on the upcoming public information meeting and also discussed committee member attendance and outreach activities. He stated that the purpose of the meeting is to present the vision plan to the public on April 14th at Our Health in Winchester. He encouraged all committee members to attend. The meeting has been advertised on three Winchester radio stations, The Winchester Star, Shenandoah.com and the Frederick County Public Access Cable Channel. The flier has been given to several public agencies for distribution to citizens and also for distribution on the Winchester Transit buses.

The committee designated Mr. Cunningham as the committee representative for the public information meeting.

5. Other Business – None Discussed

Meeting adjourned at 9 a.m.

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
May 10, 2005 - 8:00 a.m.**

Chairman Bill Bayliss called the meeting to order at 8:00 A.M. The attendance for the meeting was as follows: Mr. Walt Cunningham, Ms. Alice Schaaf, Mr. Harry Smith and Mr. Tim Stowe.

Absent: Mr. Alson Smith and Mr. Alan Toxopeus.

Others present: Media representatives from the Winchester Star and WINC FM Radio.

Staff present: Mr. John Bishop and Ms. Karen Taylor.

1. Administrative Matters – Bill Bayliss, Chairman
 - a. Review and Approval of the Minutes of the April 12, 2005 Meeting

A motion was made by Mr. Cunningham to approve the minutes of the April 12, 2005 meeting. Motion was seconded by Mr. Stowe. Motion carried.

2. Update on Long Range Plan Progress

Mr. Bishop briefed the committee on the progress of the Long Range Transportation Plan since the last meeting. He updated the committee on the activities of the most recent MPO Policy Committee meeting. He stated that the Policy Committee removed the northeastern section of Route 37 from the Vision Plan. Since the last TAC meeting, they made a recommendation to add Route 37 to the Vision Plan with additional access points for the development in that area.

Mr. Bishop reviewed the prioritization process with the committee members. He stated that the TAC tabled the process at the last meeting and will turn over to the Management Team.

Mr. Bishop stated that the Constrained Long Range Plan has been recommended by the TAC to the Policy Committee meeting for approval.

The committee continued discussion in reference to northeastern section of Route 37. Mr. Bishop explained to the committee the different configurations that are being discussed for that area. He discussed a parkway configuration with limited access points. **A motion was made by Ms. Schaaf to recommend to the Policy Committee and local government, support for the completion of Route 37 on the east side of Winchester. Motion was seconded by Mr. Cunningham. Motion carried.**

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3. Public Involvement Plan (PIP)

Mr. Bishop reviewed the updates and changes made to the Public Involvement Plan. Chairman Bayliss suggested that the committee move some of its meeting to noon and at a more central location, so more people can attend. He suggested the Winchester City Hall, Council Chambers. Ms. Schaaf suggested that the CAC form a sub-committee to provide additional outreach activities. After a brief discussion, **a motion was made by Mr. Stowe to approve the Public Involvement Plan. Motion seconded by Mr. Cunningham. Motion carried.**

4. Public Information Meeting

Mr. Bishop briefed the committee on the April 14th public information meeting. He stated that most of the citizens that attended were extremely concerned with the Meadow Branch improvements and the extension of Jubal Early Drive. He stated that they expressed the need for the Jubal Early improvements and not Meadow Branch or Jubal Early improvements before the Meadow Branch improvements. He handed out copies of the citizen comments from the meeting and letters that have been received at the Commission for the committee's review. Thirty citizens attended the meeting.

5. Other Business – None reported.

Meeting adjourned at 8:45 A.M.

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
July 12, 2005 - 8:00 a.m.**

Chairman Bill Bayliss called the meeting to order at 8:00 A.M. The attendance for the meeting was as follows: Mr. Walt Cunningham, Ms. Alice Schaaf and Mr. Tim Stowe.

Absent: Mr. Alson Smith and Mr. Alan Toxopeus.

Others present: Mr. Jim Lawrence, Mr. Scott McCartney and a media representative from the Winchester Star.

Staff present: Mr. John Bishop and Ms. Karen Taylor.

1. Administrative Matters – Bill Bayliss, Chairman
 - a. Review and Approval of the Minutes of the May 10, 2005 Meeting

A motion was made by Mr. Stowe to approve the minutes of the May 10, 2005 meeting. Motion was seconded by Mr. Cunningham. Motion carried.

2. Update on Long Range Plan Progress

Mr. Bishop briefed the committee on the progress of the Long Range Transportation Plan since the last meeting. He stated that the 2030 Draft Long Range Plan will go to Public Comment July 22nd through September 6th. The Policy Committee will meet on September 21st at 10AM for the final approval of the 2030 Long Range Plan.

Mr. Cunningham stated that project #47 Senseny Road to Valley Mill Road should be changed to Senseny Road to Sulphur Springs Road. Mr. Bishop stated that he would make that correction.

3. Long Range Plan Schedule

Mr. Bishop stated that the Policy Committee recently adopted a schedule to finalize the 2030 Long Range Transportation Plan. He reviewed the schedule with the committee. A copy of the schedule has been attached to the minutes.

4. Citizens Advisory Committee Meetings and make up

The committee discussed having some meetings that are more accessible to the general public. After a brief discussion, the committee agreed to have their September 13th meeting at Noon. The location of the meeting will be at Rouss City Hall, Winchester.

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Discussion continued in reference to finding a replacement for committee member. Alson Smith. Mr. Bayliss stated that he would speak with Mr. Glen Burke and Mr. Ed Daley about finding a replacement for Mr. Alson Smith.

Mr. Bishop stated that he has been meeting with a number of groups and stated that he would like to discuss the possibility of expanding the membership of the CAC or to extend invitations to some of these groups to appoint liaisons to the committee who could regularly attend CAC meetings. Mr. Bayliss stated that he feels that would be a good idea. Staff will take care of getting in contact with the following groups:

Access Independence
Winchester Wheelman
Shenandoah Valley Area Agency on Aging

The committee also discussed contacting Blue Ridge Hospice and the Frederick County Public School System. Mr. Coffman will provide information to Staff in reference to the Spanish newspaper located in the Harrisonburg area. Mr. Coffman provided information to the committee in reference to a company out of the Winchester area which provides a language translation service for public hearings. He stated that he will email contact information to staff.

5. Other Business

Mr. Stowe brought up for discussion a letter that was sent by Ms. Victoria Harmon to the members of the Win-Fred MPO in reference to tree conservation and light pollution. Mr. Bayliss requested that Ms. Taylor send a response letter making Ms. Harmon that the CAC did receive the letter.

Mr. Lawrence gave the committee details on the upcoming TransForum scheduled for August 25th at 7:00PM at Our Health.

Meeting adjourned at 8:50AM.

**DRAFT 2030 LONG RANGE PLAN
TENTATIVE PUBLIC REVIEW AND APPROVAL SCHEDULE**

- Current – Chapters 1-5 being finalized**
- July 7 – Final Chapters 6 and 7 released for TAC and Policy Committee Review**
- July 13 - Deadline for TAC and Policy Committee Comments to Senior Transportation Planner**
- July 18 - Distribution of amended plan**
- July 20 - Policy Committee Meeting to approve Draft Plan for public review**
- July 22 thru**
- September 6 - Public Comment Period and presentations to local governments**
 - August 23 – Winchester presentation**
 - August 24 – Frederick County presentation**
 - August 25 - CCC transportation forum presentation**
 - September 6 – Stephens City presentation**
- August 22 - Policy Committee Meeting and Public Hearing (Comments received through August 5 will be submitted to the Policy Committee along with the agenda packet with additional comments that come in from August 6 thru August 12 will be presented at the meeting. All further comments received from August 13 – September 6 will be distributed to the committee by September 8.**
- September 21 – Policy Committee Meeting - Final Approval of 2030 Long Range Plan**
- October 1 - FHWA Submittal Deadline**

**Winchester-Frederick County MPO
Citizens Advisory Committee Meeting Minutes
Rouss City Hall, Winchester, VA
September 13, 2005 – Noon**

Chairman Bill Bayliss called the meeting to order at 12:10 P.M. The attendance for the meeting was as follows: Mr. Walt Cunningham and Mr. Alan Toxopeus.

Absent: Ms. Alice Schaaf, Mr. Alson Smith, Mr. Harry Smith and Mr. Tim Stowe.

Others present: A media representative from the Winchester Star.

Staff present: Mr. John Bishop and Ms. Karen Taylor.

1. Administrative Matters – Bill Bayliss, Chairman
 - a. Review and Approval of the Minutes of the September 13, 2005 Meeting

A motion was made by Mr. Toxopeus to approve the minutes of the September 13, 2005 meeting. Motion was seconded by Mr. Cunningham. Motion carried.

2. Citizen Comment Period – None reported.

3. Update on Long Range Plan Progress

Mr. Bishop briefed the committee on the progress of the Long Range Transportation Plan since the last meeting. He updated the committee on the August 22nd Policy Committee meeting and Public Hearing. He stated that the primary issue of that meeting is the potential closure of the Route 37/Route 11 Interchange. He stated that the plan does call for alternative access. He stated that there would be a new interchange at Shady Elm and Apple Valley Road that would allow access to Route 11 about one mile north of where it is currently accessed off of Route 37. Mr. Bishop stated that the Policy Committee has requested that the Technical Advisory Committee review the Route 37/Route 11 Interchange.

Mr. Bishop stated that he has made a presentation summarizing the Long Range Plan to the Frederick County Planning Commission, Frederick County Board of Supervisors, Winchester City Council and Stephens City Town Council. He also represented the MPO on the CCC TransForum.

Mr. Bishop reviewed the upcoming MPO schedule with the committee. He stated that the Long Range Plan should be approved at the September 21st Policy Committee meeting.

Mr. Bishop gave an overview of the Citizens Advisory Committee's role in the MPO after the Long Range Plan has been approved. He stated that it continues into the other MPO planning efforts.

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He stated that currently the RFP's for the Bike & Pedestrian Mobility Plan are being reviewed, which is an MPO wide plan. He stated that those efforts will continue to come before the CAC for review, comment and participation.

4. Citizens Advisory Committee Meetings and make up

Mr. Bishop stated that the Policy Committee is supportive of the CAC inviting permanent liaisons from various community groups to attend CAC meetings and give feedback. Staff has contacted several community groups and added them to the meeting notification email list.

5. Other Business

The next tentatively scheduled CAC meeting will be October 11, 2005.

Mr. Cunningham offered the Greenwood Volunteer Fire Department for a CAC meeting location.

Meeting adjourned at 12:45 P.M.