

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
First Bank, 1835 Valley Ave, Winchester, VA
2nd Floor Conference Room
March 14, 2006 at 8AM**

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, Mr. Tim Stowe and Mr. Alan Toxopeus.

Absent: Mr. Alson Smith.

Staff present: Mr. Steve Kerr 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. Bayliss. Motion carried.

2. Citizen Comment Period – None reported.
3. Review of I-81 Corridor Improvement Study Tier 1 Draft Environmental Impact Statement

Mr. Kerr stated that the Technical Committee has reviewed the document and prepared a draft statement outlining their comments and recommendations for review and approval by the Policy Committee. The Citizens Advisory Committee is being requested to review the proposed statement prepared by the Technical Committee and make a recommendation to the Policy Committee. Mr. Kerr gave an overview of the document to the committee. During discussion, **a motion was made by Mr. Cunningham endorsing the Technical Committee draft response of the Win-Fred MPO to the I-81 Corridor Improvement Study Tier 1 Draft Environmental Impact Statement with the following additional comments:**

- **According to the latest population information published by the Weldon Cooper Center at the University of Virginia, the Winchester Metro area has the second highest growth rate in the state at 12.75% (see attached). Therefore, this large rate of growth needs to be taken into account in the Tier Environmental Impact Statement since it affects the population projections and traffic projections**
- **The Tier 1 Environmental Impact Statement notes that a significant amount of acreage contained in battlefield historic sites may be affected by the widening of I-81. All attempts should be made to preserve as much of the affected battlefield sites as possible.**

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- **Both Route 37 West and proposed Route 37 East should be studied as potential alternate corridors for I-81 through traffic.**

Motion seconded by Mr. Stowe. Motion carried.

4. Review of Draft FY 2006-2007 Unified Planning Work Program (UPWP)

Mr. Kerr stated that the draft UPWP has been reviewed by the Technical Committee at their meeting held on March 7, 2006. He stated that the Technical Committee is recommending that the Policy Committee authorize a public review period between the March and April meetings of the Policy Committee. The Technical Committee would finalize the UPWP at their April meeting and make a recommendation to the Policy Committee. The Citizens Advisory Committee is being requested to review and make comments and recommendations to the Technical and Policy Committees regarding the content of the UPWP.

Mr. Kerr briefly reviewed the current draft FY2006-2007 UPWP work tasks with the committee. Mr. Kerr updated the committee members on the status of the Stephens City vacancy in reference to the CAC. He stated that Stephens City is in the process of appointing someone to replace Ms. Alice Schaaf. He also stated that the City of Winchester is in the process of potentially appointing someone to take Mr. Alson Smith's seat. During discussion, **a motion was made by Mr. Stowe that the Citizens Advisory Committee has reviewed the draft FY 2006-2007 UPWP and recommend that the Policy Committee authorize the 30-day public review period. Motion seconded by Mr. Cunningham. Motion carried.**

5. Review of Draft FY 2006-2008 Transportation Improvement Program (TIP)

Mr. Kerr briefly reviewed the proposed highway projects and a listing of the proposed transit improvement projects with the committee. He stated that the draft highway and transit portions of the TIP were reviewed by the Technical Committee at their meeting on March 7, 2006. He stated that the Citizens Advisory Committee is being requested to review and make comments and recommendations to the Technical and Policy Committees regarding the content of the TIP. **A motion was made by Mr. Toxopeus that the Citizens Advisory Committee has reviewed the draft FY 2006-2007 Transportation Improvement Program and recommend that the Policy Committee authorize the 30-day review period. Motion seconded by Mr. Stowe. Motion carried.**

6. Other Business

Staff handed out copies of the Win-Fred MPO Long Range Plan to the committee. Mr. Kerr stated that copies of the map will follow.

The next tentatively scheduled CAC meeting will be on Tuesday, April 11, 2006.

Meeting adjourned at 9:15 A.M.

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting minutes
First Bank, 1835 Valley Ave, Winchester, VA
April 11, 2006 at 8:00 AM**

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

Absent: Mr. Alson Smith, Mr. Harry Smith, Mr. Tim Stowe and Mr. Alan Toxopeus.

Staff present: Mr. Steve Kerr and Ms. Karen Taylor.

1. Administrative Matters – Bill Bayliss, Chairman
 - a. Review and Approval of the Minutes of the March 14, 2006 Meeting

A motion was made by Mr. Cunningham to approve the minutes of the March 14, 2006 meeting. Motion was seconded by Mr. Bayliss. Motion carried.

2. Citizen Comment Period – None reported.
3. Final Review of I-81 Corridor Improvement Study Tier 1 Draft Environmental Impact Statement Comments and Recommendations

Mr. Kerr stated that the Technical Committee has prepared a final statement outlining their comments and recommendations based upon review and comments by the Citizens Advisory Committee and Policy Committee. Mr. Kerr stated that the Policy Committee has requested staff to present a summary statement at the April 18, 2006 VDOT public hearing in Winchester. Mr. Kerr stated that the Policy Committee will then prepare a more detailed statement at their meeting on April 19, 2006 to be submitted during the 10-day written comment period after the public hearing.

Mr. Kerr stated that the Citizens Advisory Committee is being given a courtesy review of the summary statement and is being requested to submit any additional recommendations to the Policy Committee. Mr. Kerr reviewed and discussed the comments and recommendations with the committee members. Mr. Bayliss stated that the Citizens Advisory Committee appreciates the comments and recommendations made by the Technical Advisory Committee. After reviewing the comments and recommendations, the Citizens Advisory Committee had no further comments or recommendations.

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4. Final Review of Draft FY 2006-2007 Unified Planning Work Program (UPWP)

Mr. Kerr stated that the draft UPWP was reviewed and finalized by the Technical Committee at their meeting held on April 4, 2006. The public review period started on March 20, 2006 and ends on April 18, 2006. Mr. Kerr stated that the Policy Committee is scheduled to review and approve the UPWP at their April meeting. Mr. Kerr stated that the Citizens Advisory Committee is being requested to review the final version and make any additional comments and recommendations to the Policy Committee.

Mr. Kerr reviewed the changes made to Work Task 6: Local Technical Assistance with the committee. He stated that the Policy Committee requested the Technical Advisory Committee to prioritize the tasks. Mr. Kerr reviewed the top three priorities recommended by the Technical Committee with the committee members.

Mr. Kerr stated that there were no other changes made to the Draft FY 2007 UPWP. After reviewing the UPWP, the Citizens Advisory Committee had no further comments or recommendations.

5. Final Review of Draft FY 2006-2008 Transportation Improvement Program (TIP)

Mr. Kerr stated that the final version of the draft highway and transit portions of the TIP was reviewed and finalized by the Technical Committee at their meeting on April 4, 2006. The public review period started on March 20, 2006 and ends on April 18, 2006. The Policy Committee is scheduled to review and approve the TIP at their April meeting. The Citizens Advisory Committee is being requested to review the final version and make any additional comments and recommendations to the Policy Committee.

Mr. Kerr reviewed the minor changes that the State made to the funding levels in the Public Transportation portion of the Improvement Program. He stated that there were no changes made to the highway projects. He stated that the Technical Committee did not recommend any changes or modifications at their last meeting. After reviewing the Final Draft FY 2006-2008 Transportation Improvement Program, the Citizens Advisory Committee had no further comments or recommendations.

6. Other Business

The next tentatively scheduled Citizens Advisory Committee meeting is Tuesday, May 9, 2006.

Staff handed out the Win-Fred MPO 2030 Transportation Plan Map to the committee members.

Meeting adjourned at 8:45 P.M.

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
First Bank, 1835 Valley Ave, Winchester, VA
June 13, 2006 at 8:00 AM**

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

Absent: Mr. Alson Smith, Mr. Harry Smith, Mr. Tim Stowe and Mr. Alan Toxopeus.

Staff present: Mr. Steve Kerr and Ms. Karen Taylor.

1. Administrative Matters – Bill Bayliss, Chairman
 - a. Review and Approval of the Minutes of the April 11, 2006 Meeting

A motion was made by Mr. Cunningham to approve the minutes of the April 11, 2006 meeting. Motion seconded by Mr. Bayliss. Motion carried.

2. Citizen Comment Period – None reported.
3. Review and Recommendations on Items from MPO Bicycle & Pedestrian Mobility Plan Steering Committee Kick-off Meeting

Mr. Kerr stated that the Committee held its kick-off meeting with the consultant, Toole Design Group, Inc., on May 8, 2006. He stated that the materials developed from this meeting include an organization chart, milestone chart, mission and goals & objectives, and a proposed stakeholders group. Mr. Kerr gave an overview of the project and how the Citizens Advisory Committee will play a role. Mr. Cunningham suggested contacting the local churches to get them involved.

Mr. Kerr stated that a survey has been developed in reference to pedestrian and bicycle usage. A link to the survey is on the Win-Fred MPO website.

Mr. Bayliss stated that the Citizens Advisory Committee fully supports the efforts of the Steering Committee and would like Mr. Kerr to relay that to the Policy Committee.

4. Development of Timeline and Milestones for the FY 2006-2007 UPWP

Mr. Kerr stated that the Policy Committee requested the staff and Technical Advisory Committee to prepare a recommended timeline with milestones for the FY 2007 UPWP and present recommendations to the Policy Committee at their June meeting.

Mr. Kerr reviewed the Timeline and Milestones with the committee. The committee reviewed the schedule and it meets the needs of the Citizens Advisory Committee.

5. Other Business – None reported.

Meeting adjourned at 9AM

**Winchester -Frederick County MPO
Citizens Advisory Committee Meeting Minutes
First Bank, 1835 Valley Ave, Winchester, VA
November 14, 2006 at 8:00 AM**

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: Mr. Alson Smith and Mr. Alan Toxopeus.

Others present: Mr. Homer Coffman, Ms. Carla Taylor with the City of Winchester and Ms. Felicia Woodruff with DRPT.

Staff present: Mr. Steve Kerr.

1. Administrative Matters – Bill Bayliss, Chairman
 - a. Review and Approval of the Minutes of the June 13, 2006 Meeting

A motion was made by Mr. Cunningham to approve the minutes of the June 13, 2006 Citizens Advisory Committee meeting. Motion seconded by Mr. Smith. Motion carried.

2. Citizen Comment Period – None reported.
3. Status Report on MPO Bicycle & Pedestrian Mobility Plan

Mr. Kerr stated that the Technical Advisory Committee Steering Committee has been working with the consultant, Toole Design Group, Inc. and has held several meetings with identified stakeholder groups to solicit input into the plan. An on-line survey has also been conducted with over 500 responses received so far.

Mr. Kerr reported that a public information meeting was held on November 13th at the Our Health, Inc. offices in Winchester from 4:00 – 7:00 p.m. He reported that approximately 25 citizens attended.

He stated that the information from the public information meeting and the online survey will be incorporated into a draft plan. The draft plan should be completed by early 2007. Once the draft plan is completed there will be another public information meeting for review and comment. It will then be presented to all MPO committees.

4. Status Report on MPO Local Technical Assistance Projects

Mr. Kerr reported that the Policy Committee has created a steering committee to work on two projects – a Rt. 37/Rt.11/Shady Elm Dr. Interchange Study and a Rt. 11 Corridor Access Management Study.

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He stated that Staff prepared and submitted two funding requests to VDOT for the use of on-call consultants to assist the MPO. He stated that VDOT agreed to fund the Rt. 37/Rt. 11/Shady Elm Dr. Interchange Study and VDOT Central Office staff in Richmond volunteered to do the Rt. 11 Corridor Access Management Study. The goal is to have the studies completed by August 2007.

5. Review of Proposed VDOT Strategy to Implement Transportation Planning Requirements Contained in New Federal Legislation (SAFETEA-LU)

Mr. Kerr updated the CAC on efforts underway to meet the revised transportation planning requirements. He stated that one project the CAC will need to work on is the update of the Public Participation Plan. He stated that the new regulations call for a Public Participation rather than a Public Input Plan. He reviewed the new regulations with the committee. The new regulations require more input and attention in reference to where meetings are held and how the meetings are held. They want to make sure the meetings are fully accessible and held at convenient times for the public to attend. He stated that the committee will have to do a comprehensive update to the Public Input Plan have it complete by June 2007. He stated that Staff will begin working on the updates. The final regulations have not been finalized.

Mr. Coffman gave an overview of the Title VI compliance review that he will be working on for the Win-Fred MPO. He stated that the review will need to complete by July 2007 and he would like to start working on it by January 2007. He stated that he can set up Title VI training for the CAC members if needed.

6. Other Business – None reported.

Meeting adjourned at 8:50 a.m.