

AGENDA

For Remote Participation in Compliance with Adopted Remote Meeting Policy, Guest Speakers, and Members of Public
Join Zoom Meeting

<https://us02web.zoom.us/j/84890573710>

Meeting ID: 848 9057 3710

Item	Description	Time
1	Call to Order and Attendance	10:00 - 10:05
2	Matters from the Public – Rory Stolzenberg, Chair Members of the public are welcome to provide comment on any public-interest, transportation-related topic, including items listed on this agenda – <i>(limit three minutes per speaker)</i>	10:05 - 10:10
3	*General Administration – Rory Stolzenberg, Chair a. *Review and Acceptance of Agenda b. *Approval of April 16, 2024, Meeting Minutes	10:10 - 10:15
4	**Moving Toward 2050 a. Long Range Transportation Plan (LRTP) – <i>Alan Simpson and Will Cockrell, EPR</i> b. **Recommendation to Policy Board to Adopt the 2050 Long Range Transportation Plan: <i>Moving Toward 2050</i>	10:25 – 10:30 10:30 – 10:40
5	VDOT Update on Projects a. I64/5 th Street Interchange Improvement (Exit 120) b. Barracks Road Pipeline US29/US250 Interchange and Shared Use Path	10:40 – 10:55 10:55 – 11:05
6	**Smart Scale Recommendations a. Staff Memo: Smart Scale Resolutions b. **Recommendation to the Policy Board to Adopt CA-MPO Resolution Endorsing the Submission of Smart Scale Applications by the CA-MPO c. **Recommendation to the Policy Board to Adopt Resolution Endorsing the Submission of Smart Scale Applications by Localities	11:05 – 11:15
7	Highway Systems Functional Classification Update a. Staff Memo, Functional Classification Review and Update Methodology b. Culpeper Functional Classification GIS Map (<i>Proposed Changes, 2024</i>) c. Functional Classification Comprehensive Guide (<i>2014</i>) d. Draft Resolution of Support (<i>Draft Provided by VDOT, for Recommendation to Policy Board for Consideration/Adoption in the July meeting</i>)	11:15 – 11:25
8	MPO Tech Officers a. Bylaws: Discussion of slate of officers for July election of officers	11:25 – 11:30
9	Staff Updates a. Staff Introduction b. Meeting Schedule	11:30 – 11:40

10	Roundtable Updates <ol style="list-style-type: none"> a. City of Charlottesville b. Albemarle County c. RideShare d. Virginia Department of Transportation (VDOT) e. Department of Rail and Public Transportation (DRPT) f. Federal Highways Administration (FHWA) g. Federal Transit Administration (FTA) h. Charlottesville Area Transit (CAT) i. Jaunt j. University of Virginia (UVA) 	11:40 – 11:55
11	Matters from the Public Members of the public are welcome to provide comment on any public-interest, transportation-related topic, including items listed on this agenda – limit three minutes per speaker	11:55 - 12:00
12	Adjourn	12:00 pm

(*) A vote is required for this item (**) A recommendation to the MPO Policy Board is expected for this item

VOTING MEMBERS (13) & ALTERNATES (2)	STAFF
James Freas, Charlottesville	Christine Jacobs, TJPDC
Tommy Safranek, Charlottesville, Alternate	Lucinda Shannon, TJPDC
Ben Chambers, Charlottesville	Gretchen Thomas, TJPDC
Rory Stolzenberg, Charlottesville PC	Ruth Emerick, TJPDC
Jessica Hersh-Ballering, Albemarle	Laurie Jean Talun, TJPDC
Alberic Karina-Plun, Albemarle	Sarah Simba, TJPDC
Luis Carrazana, Albemarle PC	
Charles Proctor, VDOT	NON-VOTING MEMBERS
Sandy Shackelford, VDOT Alternate	Tony Cho FTA
Christine Jacobs, TJPDC	Stephen Minor, FHWA
Jason Espie, Jaunt	Donna Chen, CTAC Liaison
Bill Palmer, UVA, Office of the Architect	
Daniel Wagner, DRPT	GUESTS/PUBLIC
Sara Pennington, Rideshare	Will Cockrell, EPRPC
Garland Williams, Charlottesville Area Transit	Alan Simpson, EPRPC

MPO Technical Committee Meeting
 Draft Minutes, April 16, 2024

VOTING MEMBERS & ALTERNATES		STAFF	
James Freas, Charlottesville		Ruth Emerick, TJPDC	
Ben Chambers, Charlottesville	x	Lucinda Shannon, TJPDC	x
Rory Stolzenberg, Cville PC	x	Gretchen Thomas, TJPDC	x
Jessica Hersh-Ballering, Alb Co	x	Isabella O’Brien, TJPDC *	x
Alberic Karina-Plun, Albemarle	x		
Luis Carrazana, Albemarle PC *			
Charles Proctor, VDOT *	x	NON-VOTING MEMBERS	
Christine Jacobs, TJPDC	x	Tony Cho FTA	
Jason Espie, Jaunt	x	Donna Chen, CTAC Liaison	
Bill Palmer, UVA Ofc of Architect			
Daniel Wagner, DRPT *		GUESTS/PUBLIC	
Sara Pennington, Rideshare		Will Cockrell, EPRPC	x
Steven Minor, FHWA *	x	Alan Simpson, EPRPC *	x
Tommy Safranek, Charlottesville	x		
Garland Williams, CAT			
Sandy Shackelford, VDOT	x		

* attended online via Zoom

1. CALL TO ORDER:

Rory Stozenberg called the meeting to order at 10:07 a.m. Christine Jacobs called roll.

Luis Carazzana, Steven Minor, Daniel Wagner explained their reasoning for attending the meeting virtually. Alberic Karina-Plun made a motion to allow them to participate remotely.

2. MATTERS FROM THE PUBLIC

- a. **Comments by the Public:** None
- b. **Comments provided via email, online, web site, etc.:** None

3. GENERAL ADMINISTRATION

Christine Jacobs noted that there will not be an update from Sara Pennington as she is unavailable.

March 19, 2024 Minutes

Ben Chambers made a motion to approve the minutes, Jessica Hersh-Ballering seconded the motion, and the motion passed unanimously.

4. UNIFIED PLANNING AND WORK PROGRAM (UPWP) DRAFT

Christine Jacobs briefly explained the updates to the draft of the FY25 UPWP.

Motion/Action: Ben Chambers made a motion to recommend the UPWP as presented to the MPO Policy Board. Tommy Safranek seconded, and the motion passed unanimously.

5. MOVING TOWARD 2050

Alan Simpson presented an overview of the process to date. He noted that the plan is not formatted yet, but the content will be completed by this Friday. It will be presented at the next meeting.

He continued by explaining the drafting process, and then reviewed each chapter in the plan.

Will Cockrell continued the conversation by explaining the constrained budget, what it means and the misconceptions that are sometimes associated with it.

He noted that the importance of the constrained budget has waned over the years. He noted that Smart Scale, SSRA, and the VDOT pipeline are some of the new ways to choose projects. He said it is an evolving piece of the long-range plan.

Alan Simpson reviewed the next steps. He noted that the committee will have the draft on Friday and if there are any questions or comments, they should be directed to him or Will Cockrell by April 26.

There were a few suggestions and comments given by numerous committee members.

Ms. Cockrell noted that any revisions to the TIP, LRTP or the UPWP that the MPO Tech Committee makes would be reviewed and then sent for recommendation for approval to the MPO Policy board.

6. STAFF UPDATES

Transportation Improvement Program (TIP) Adjustment

Lucinda Shannon noted that there is a new block in the TIP that has a new cost for rail. She noted that there are no money amounts changed, but just a format change in the TIP itself. This format change is in the memo in the agenda packet.

Rideshare CAP Strategic Plan

Tabled.

8. ROUNDTABLE UPDATES

Charlottesville

Ben Chambers said he presented to the City Council about all the updates last night. He recommended if you are interested to look at the recording of that meeting.

Albemarle

Jessica Hersh-Ballering said the County released the RFP for the Three Notch'd Trail master plan.

Charlottesville

Tommy Safranek shared a brochure for a trail blazers program that will be working with teens for trail clean up. At the end of the summer, they will be allowed to work with the rangers in the Shenandoah National Park and learn trail creation.

He said they had a successful city walk last week.

He also noted that Bike Month is upcoming and there are quite a few activities planned for that celebration. Visit BikeMonthCville.org for additional information.

Ben Chambers said they will give a presentation to the Council about their VDOT projects.

VDOT

Sandy Shackelford said they are working on the Smart Scale Round 6 applications.

Chuck Proctor gave a brief update on the pipeline project. They are going to start surveying the Ivy project next week. He said the Barracks Road studies are currently being wrapped up for Smart Scale submission. They will be presented at the meeting next month.

DRPT

There was no report.

Rideshare

There was no report.

CAT

Ben Chambers said CAT is wrapping up the draft TSP. It should be completed by the end of the month. They are looking for a final adoption in June. He said they are continuing to work on bus shelters.

Jaunt

Jason Espie said Jaunt has a few studies underway that will be wrapping up in June or July. Jaunt is getting to the recommendation phases now. He said their micro transit program is focusing in the Crozet area. He also said ridership is up. Lastly, he noted that Jaunt has been working with Lucinda Shannon re: the Mobility Management program.

UVA

There was no report.

CAMPO

Christine Jacobs did not have anything else to add.

8. ADDITIONAL MATTERS FROM THE PUBLIC

None

ADJOURNMENT: Mr. Stolzenberg adjourned the meeting at 10:51 a.m.

Memorandum

To: Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Committees
From: Christine Jacobs, Executive Director, TJPDC/CA-MPO
Date: May 21, 2024
Reference: Smart Scale Final Applications

Background:

The CA-MPO staff and committees have worked diligently, in cooperation with the Virginia Department of Transportation, the Thomas Jefferson Planning District Commission, and staff in both the City of Charlottesville and Albemarle County, to identify and prepare pre-applications for Round Six (6) of Smart Scale. As a requirement of the final Smart Scale application, a signed resolution of support is needed for all projects submitted by the CA-MPO. Additionally, as a requirement of the locality's Smart Scale applications, a signed resolution of support is needed for local projects that are within the urbanized area.

All projects submitted by the CA-MPO meet the eligibility criteria for funding under Smart Scale's High Priority Program. All projects submitted by the localities within the urbanized area meet the eligibility criteria for funding under Smart Scale's District Grant Program. Supporting documentation for all final Smart Scale applications is due no later than July 15, 2024.

The descriptions below represent the most accurate descriptions available at the time of application preparation. It is important to note that details of the project may be amended as the project goes through the design phase.

Description of projects being submitted by the CA-MPO:

- a. **US250/Peter Jefferson Parkway and Rolkin Road Project Pipeline Bundle** - The project includes access management treatments to US250 at Peter Jeff. Pkwy and pedestrian improvements at US250 and Rolkin Rd. US250/Peter Jeff. Pkwy improvements include: 1) Close existing median cut between Pantops Mountain Rd. and Peter Jeff. Pkwy. 2) Close median crossing on US 250 at the Hilton Garden Inn. 3) Convert existing eastbound shared right-turn/thru-lane to thru-only. 4) Add a 220' right-turn only for eastbound traffic on US250. 5) Implement a thru-cut at the US250/Peter Jeff. Pkwy intersection, 6) Construct a 50-space park & ride lot on the NW corner of the US250/Peter Jeff. Pkwy intersection. Improvements at US250/Rolkin Rd. include, 1) An at-grade pedestrian crossing for the northern, eastern, and southern legs with a pedestrian island located in the NE quadrant. 2) Add 800' sidewalk on the southern side of US250 from Rolkin Rd. to State Farm Blvd.
- b. **I64/Fifth Street Interchange Improvement (Exit 120)** - Convert existing signalized diamond interchange to a diverging diamond interchange at the connection of I-64 and 5th Street (Exit 120). Includes a shared use path between the NB and SB lanes with crosswalks to the NE and SW. On the northern end of the DDI, the shared use path will be extended on the east side of 5th St to the entrance to Holiday Inn (including crossing 5th Street Landing) and on the SW side from the interchange to Pinehurst Court.

- c. **Barracks Road Pipeline US 29/250 Interchange and SUP** - The Barracks Road Pipeline US 29/250 Interchange Project will include 1) hybrid roundabouts at both 29/US250 interchanges, allowing for a reduction in the lanes in the SB direction to accommodate a shared use path on the west side through the interchange, and 2) a continuous shared use path along the west side of Barracks Rd from Bennington Road to Emmet St.
- d. **Barracks Road Pipeline Corridor Improvements** - The Barracks Road Pipeline Corridor Improvements Project will include 1) hybrid roundabouts at both 29/US250 interchanges, reducing to a single lane in the SB direction 2) a continuous shared use path along the west side of Barracks Rd from the Georgetown Road to Emmet St. 3) hybrid roundabout at Georgetown Rd and Barracks Rd, 4) Closing all median cuts along Barracks road from Georgetown to the US 29/250 interchange, 5) pedestrian crosswalks at all four legs of the Georgetown/Barracks roundabout, on the west side of the two roundabouts on the US29/250 interchange roundabouts through the interchanges, and across Barracks Rd on either side of the two interchange roundabouts, 6) Reducing the width of the lanes on Barracks Rd between Georgetown on the northern most interchange to 11 feet, and 7) Installing 2 concrete pads and up to 2 transit shelters at existing stops along Barracks Road and Georgetown Road.

Description of projects begin submitted by Albemarle County

- a. **Old Trail Drive and US 250 West Intersection Improvements** - This project would construct a 2 and 1 hybrid roundabout at the Old Trail Drive/250 intersection with pedestrian crosswalks and appropriate safety features on the northern and eastern legs of the roundabout.
- b. **Rio Road and Hillsdale/Northfield/Old Brook Improvements** - Reconstruct the existing two signalized intersections as a hybrid, multilane double roundabout. Construct shared use path along the encompassing the double roundabout and extending both north and south from the double roundabout on the east side of Rio Rd. SUP extends west onto both sides of Hillsdale to connect to existing sidewalk on the south side of Hillsdale via an added bike ramp. Integrate pedestrian crossings on all legs of the intersection. SUP connects to existing sidewalk along the south/west side of Rio Rd; SUP connects to existing SUP on the north/east side.
- c. **Barracks Road and Georgetown Road Improvements** - Reconstruct the existing signalized intersection of Georgetown and Barracks Roads as a hybrid roundabout with at-grade pedestrian crossings on all legs of the intersection. Access management along Barracks Road between Georgetown Road and westbound on- and off-ramps to US29/250. Construct a SUP along the west side of Barracks Road between Georgetown Road and Bennington Road. Construct sidewalk along the west side of Barracks Road between Bennington Road and the existing sidewalk at the first crossover on Barracks south of the US29/250 interchange. Upgrade CG-12 ramps along the east side of Barracks in the project area. Install 2 concrete pads and up to 2 transit shelters at existing stops along Barracks Road and Georgetown Road. Add SB right-turn lane starting at Bennington Road onto US 29/250 westbound to include appropriate pedestrian crossing safety controls.

Recommended Actions:

***CA-MPO Technical Committee:**

1. *Staff recommends a motion to recommend adoption of the resolution endorsing the CA-MPO's Smart Scale applications for the project described herein.
2. *Staff recommends a motion to recommend adoption of the resolution endorsing the submission of Smart Scale applications for projects submitted by localities within the urbanized area.

***CA-MPO Policy Board:**

1. Staff recommends a motion to adopt the resolution endorsing the CA-MPO's Smart Scale applications for Round Six (6), as presented.
2. Staff recommends a motion to adopt the resolution endorsing the submission of Smart Scale applications for Round Six (6), as presented.

**RESOLUTION ENDORSING THE SUBMISSION OF SMART SCALE (HB2)
APPLICATIONS REQUESTING TRANSPORTATION FUNDING BY THE
CHARLOTTESVILLE-ALBEMARLE METROPOLITAN PLANNING ORGANIZATION**

WHEREAS, the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO), in cooperation with the Virginia Department of Transportation and the Thomas Jefferson Planning District Commission, completed a comprehensive Long Range Transportation Plan (LRTP) in May 2024; and

WHEREAS, the 2050 LRTP includes the following transportation improvements; and

WHEREAS, the CA-MPO Policy Board has identified transportation projects which are critical to improve safe and efficient movement of people and goods along public roadways in the Charlottesville-Albemarle Metropolitan area; and

WHEREAS, during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 (“HB2”) now titled “Smart Scale”, which established new criteria for the allocation of transportation funding for projects within the state; and

WHEREAS, the Commonwealth Transportation Board (CTB) during its board meeting of December 4, 2023 adopted updated policy and approved the updated Guidelines for Implementation of the SMART SCALE Project Prioritization Process; and

WHEREAS, many of the transportation projects identified by the MPO meet the eligibility criteria for funding under Smart Scale’s High Priority Program; and

WHEREAS, it is in the best interests of the Metropolitan Transportation Planning Area of Charlottesville-Albemarle, for the CA-MPO, the City of Charlottesville and Albemarle County to submit HB2 applications requesting state funding for eligible transportation projects.

NOW, THEREFORE, BE IT RESOLVED that the Policy Board of the CA-MPO fully endorses the submission of a Smart Scale application requesting funding for the following transportation projects:

Being Submitted by the CA-MPO

- a. US250/Peter Jefferson Parkway and Rolkin Road Pipeline Bundle
- b. I64/Fifth Street Interchange Improvement (Exit 120)
- c. Barracks Road Pipeline US29/US250 Interchange and Shared Use Path
- d. Barracks Road Pipeline Corridor Improvements (Georgetown Road to Emmet Street)

ADOPTED this 22st day of May 2024 by the CA-MPO Policy Board being duly assembled.

ATTESTED:

Ned Galloway, Chair
Charlottesville-Albemarle MPO Policy Board



**RESOLUTION ENDORSING THE SUBMISSION OF SMART SCALE (HB2) APPLICATIONS
REQUESTING TRANSPORTATION FUNDING BY LOCALITIES**

WHEREAS, the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO), in cooperation with the Virginia Department of Transportation and the Thomas Jefferson Planning District Commission, completed a comprehensive Long Range Transportation Plan (LRTP) in May 2024; and

WHEREAS, the 2050 LRTP includes the following transportation improvements; and

WHEREAS, the CA-MPO Policy Board has identified transportation projects which are critical to improve safe and efficient movement of people and goods along public roadways in the Charlottesville-Albemarle Metropolitan area; and

WHEREAS, during its 2014 session, the Virginia General Assembly enacted legislation in the form of House Bill 2 (“HB2”) now titled “Smart Scale”, which established new criteria for the allocation of transportation funding for projects within the state; and

WHEREAS, the Commonwealth Transportation Board (CTB) during its board meeting of December 4, 2023 adopted updated policy and approved the updated Guidelines for Implementation of the Smart Scale Project Prioritization Process; and

WHEREAS, many of the transportation projects identified by the CA-MPO and its member localities meet the eligibility criteria for funding under Smart Scale; and

WHEREAS, it is in the best interests of the Metropolitan Transportation Planning Area of Charlottesville-Albemarle, for the CA-MPO, the City of Charlottesville and Albemarle County to submit Smart Scale applications requesting state funding for eligible transportation projects.

NOW, THEREFORE, BE IT RESOLVED that the Policy Board of the CA-MPO fully endorses submission of a Smart Scale application requesting funding for the following transportation projects:

Being Submitted by Albemarle County

1. Old Trail Drive and US 250 West Intersection Improvements
2. Rio Road and Hillsdale/Northfield/Old Brook Improvements
3. Barracks Road and Georgetown Road Improvements

Being Submitted by the City of Charlottesville

None

ADOPTED this 21st day of May 2024 by the CA-MPO Policy Board being duly assembled.

ATTESTED:

Ned Galloway, Chair
Charlottesville-Albemarle MPO Policy Board

Memorandum

To: Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Committees
From: Christine Jacobs, Executive Director, TJPDC/CA-MPO
Date: May 21, 2024
Reference: Federal Functional Classification – Culpeper District

Background:

The Virginia Department of Transportation (VDOT) is conducting a major statewide update to the Federal Functional Classification (FFC), which historically has occurred following a decennial Census. The most recent update, the 2010 Functional Classification for Virginia, was approved in 2014 by the Federal Highways Administration (FHWA). In March 2022, the US Census released the 2020 Census data, which serves as the basis for the current statewide update.

Per VDOT's Open Data Portal, Virginia Roads, *"Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. Basic to this process is the recognition that individual roads and streets do not serve travel independently in any major way but serve as part of an overall network. Most travel involves movement throughout the network of roadways. It becomes necessary to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network. The Virginia Department of Transportation's (VDOT) Transportation and Mobility Planning Division (TMPD) is responsible for maintaining the Commonwealth's official Federal Functional Classification System. TMPD determines the functional classification of the road by type of trips, expected volume, what systems the roadway connects and whether the proposed functional classification falls within the mileage percentage thresholds established by the Federal Highway Administration (FHWA)."*

Discussion:

VDOT District Staff are coordinating the review of the proposed functional class with Virginia's MPOs. At the conclusion of the MPO review process, VDOT requests that each MPO approve a resolution acknowledging the coordination effort within Virginia on the FCC update. The resolution will serve to document VDOT's cooperation with local officials to FHWA on the effort. Following the MPO review throughout the state, VDOT will submit the updated functional classification to FHWA for their review and approval. The effort is anticipated to be finalized by September 2024.

The following materials are included in the May CA-MPO committee meeting packets (via hyperlink in the meeting agenda) so that all stakeholders have access to the proposed changes and supporting

documentation. Additionally, CA-MPO staff forwarded the materials to locality planning staff for their detailed review.

1. Culpeper Functional Classification GIS Map, Proposed Changes, 2024
2. Functional Classification Comprehensive Guide (2014)
3. Functional Classification Review and Update Methodology – Local Review
4. Draft Resolution of Support from the MPO (draft provided by VDOT)

CA-MPO staff will initially present this topic at the May CA-MPO Tech and CA-MPO Policy Board meetings as an informational item. Stakeholders will then have until Monday, June 17th to provide any comments. The updated FCC will then go before the MPO Committees in their July meetings for final review and consideration for approval by the Policy Board.

Please note, CA-MPO staff is already aware of one error in the FCC proposed changes (the 250 Corridor from Shadwell to Zion Crossroad should be a Minor Arterial, which was a previously approved change).

Recommended Action:

This is an informational item only. No action is recommended at this time.

ⁱ <https://www.virginiaroads.org/maps/VDOT::functional-classification-web-map-1/about>

Functional Classification Review and Update, 2024

Methodology

The process below summarizes VDOT's methodology for reviewing and updating the existing functional classification of Virginia roadways.

Project Setup (completed)

- Compiled data to be used for the purposes of reviewing existing Functional Classification (FC) and proposing changes including:
 - Existing FC (from 2014)
 - Updated version of the roadway Geometry (VDOT Linear Referencing System (LRS) Linework) – Roadway geometry will be updated using the latest LRS releases (2023, 2024). This may capture some roadway issues such as missing ramps, new roadways, etc.
 - 2011 and 2019 traffic volumes (and calculated percent change)
 - Roadway attribute data such as width, shoulder, speed limit, etc.
- Migrated existing FC data onto latest LRS geometry
- Set up Enterprise GIS editing environment to allow multiple editors

FC Review and Edit (completed)

- Reviewed existing FC dataset for gaps, inconsistencies, or errors
 - Proposed FC changes for these issues which mostly consisted of ramps, connections between existing classified roadways, and single unclassified sides of divided roadways
 - These proposed changes are present in the "Proposed FC Changes (ALL)" GIS layer
- Identified roads where potential FC changes were less clear than the examples in the previous step and flagged them for review by the districts
 - Proposed FC changes based on roadway characteristics, volumes, and FC of surrounding roadways
 - These proposed changes are present in the "Proposed FC Changes (for Review)" GIS layer
- Reviewed roadways associated with known Capacity Expansion projects from 2014 through 2027 as well as nearby roadways likely to be affected by those projects for changes in FC
 - Identified associated project UPCs and reviewed project scopes
 - Proposed FC changes based on completed or pending capacity expansion projects
 - Those proposed changes are present in the "Proposed FC Changes (Capacity Expansion)" GIS layer

Local Review (current phase)

*Proposed changes have been reviewed by the District planners

Web maps are available for review and contain proposed changes as well as the existing FC. Comments can be made via email referring to a feature's "FID" to identify road segment location. Users may wish to turn layers on and off and click on features to view attributes in order to see all the information clearly. Not all districts will have all the layers listed below (eg: if there are no capacity expansion-based changes in the district, the "Proposed Changes (Capacity Expansion)" layer will not be present.) Available layers and instructions on how to review them are as follows:

- Proposed FC Changes (All)
 - This layer contains all the proposed functional classification changes to the VDOT LRS for 2024
 - New or future roads that need to be added to the LRS do not exist in this layer
- Proposed FC Changes (Capacity Expansion)
 - These are proposed changes that are based on capacity expansion projects
 - Any new roads will be classified and added to the Functional Classification data as they are updated in the VDOT LRS
- FC Prime, FC Non Prime, FC Ramps
 - These are existing Functional Classifications (as of 2023) and act as reference layers

Web Map Review: How-To

1. Open the web map for your district from the links below:

NOVA: <https://arcg.is/104LCv0>

Staunton: <https://arcg.is/yzrrL1>

Culpeper: <https://arcg.is/1Dje8P0>

Fredericksburg: <https://arcg.is/11HOOu>

Hampton Roads: <https://arcg.is/1efy1a2>

Richmond: <https://arcg.is/1iXOPT0>

Lynchburg: <https://arcg.is/OSLDjn1>

Salem: <https://arcg.is/OrLP5T1>

Bristol: <https://arcg.is/1DmWnz>

2. Click on the Content tab at the top left of the page. Use the check boxes to the left of each layer to turn layers on or off
3. Click on the Legend tab at the top left of the page to view the legend
4. Clicking on a Proposed FC or Proposed Capacity Expansion FC feature in the map will open a pop-up window with more information.
5. In the pop-up window you will see the proposed FC and the attributes defined below:

FID: ID number to be used to identify features you wish to discuss with VDOT
Existing FC: Existing functional classification number
FC Name: Existing functional classification name
FC_Proposed: Proposed functional classification
Change Reason: Reason for proposed change
Comment: Any additional comments. VDOT Project UPCs are in this column for the Capacity Expansion layer

*Be aware that Roadway geometry will be updated using the latest LRS releases (2023, 2024). This may capture some roadway issues such as missing ramps, new roadways, etc. Your review should focus on the classification of roadways that are on the map.

6. Note the FID of any proposed changes that you disagree with or wish to discuss further and send them with your comments to Chris.Detmer@VDOT.Virginia.gov and Carrie.Saunders@vdot.virginia.gov

RESOLUTION OF THE
(*<NAME OF METROPOLITAN PLANNING ORGANIZATION BOARD>*)

*(**<Date: Month Day, Year>**)*

MOTION

Made By: *(**<1st Member's Name>**)*

Seconded By: *(**<2nd Member's Name>**)*

Action: Motion Carried, **Resolution Number:** *(**<MPO Record Number>**)*

Title: Highway Systems Functional Classifications Update-
Approval of Update by the Board

WHEREAS, functional classifications of highway systems affect transportation planning in that the categories (local, minor collector, major collector, minor arterial, principle arterial, principle arterial freeway, or principle arterial interstate) are used with highway design standards, highway construction funds or maintenance payments, access management standards, traffic calming eligibility, statistical reporting, and certain outdoor advertising controls; and

WHEREAS, periodic reviews and, as appropriate, updates of urban/urbanized area boundaries and/or functional classifications of highway systems generally are warranted in concert with U.S. Census updates for urbanized areas; and

WHEREAS, the Bureau of the Census March 17, 2022 Notice issued decennial 2020 urbanized area information, and each State is federally directed (FHWA 23 CFR 450.312, 470.105 and 109, and guidance) to use the information and undertake a thorough update, as appropriate, of urban/urbanized area boundaries and/or highway system functional classifications in cooperation with Metropolitan Planning Organizations and/or localities; and

WHEREAS, the state has proposed updates in coordination with the respective MPO to the functional classification of highways that reflect the 2020 Census information, and the *(**<Name Of Metropolitan Planning Organization>**)* technical committee has reviewed and recommended approval of these updates presented in the accompanying summary map by this policy Board; and

NOW, THEREFORE, BE IT RESOLVED that the *(**<Name Of Metropolitan Planning Organization>**)* approves the proposed updates to the highway system functional classifications presented in the accompanying summary map.

BE IT FURTHER RESOLVED that a copy of this approved resolution and the accompanying summary map shall be provided to the Federal Highway Administration Virginia Division Office for information purposes, and documentation of the MPO's participation in the federal functional classification update process.

This certifies that the *(**<Name Of Metropolitan Planning Organization>**)* Board approved the above resolution.

Signature(s) of attending witness(es) certifying this resolution's approval by the Board _____

Date _____



Charlottesville-Albemarle Metropolitan Planning Organization

POB 1505, 401 E. Water St, Charlottesville, VA 22902 www.tjpd.org
(434) 979-7310 phone • (434) 979-1597 fax • info@tjpd.org email

By-Laws: Technical Committee

Adopted February 28, 1983. Amended June 27, 1983 to add Charlottesville Albemarle Airport Authority as a nonvoting representative. Amended 1997 to reflect creation of VDRPT separate from VDOT. Amended July 24, 2001 to reflect changes in voting and nonvoting membership as directed by MPO Policy Board.

Article I - Name and Authority

Section 1. The name of this organization shall be known as the Charlottesville-Albemarle Metropolitan Planning Organization Technical Committee, hereinafter called the Technical Committee.

Section 2: The Technical Committee shall have such authority as prescribed in a Memorandum of Understanding for a Continuing, Cooperative, and Comprehensive Transportation Planning Process for the Charlottesville-Albemarle Urbanized Area between the Metropolitan Planning Organization, hereinafter referred to as the MPO; the Virginia Department of Transportation, hereinafter referred to as the DEPARTMENT; the City of Charlottesville, acting as a local unit of government and as one of the local transit operators, hereinafter referred to as the CITY; the County of Albemarle, acting as a local unit of government, hereinafter referred to as the COUNTY, the Thomas Jefferson Planning District Commission, acting as a regional clearinghouse responsible for carrying out the Federal Office of Management and Budget's Circular A-95, hereinafter referred to as the A-95 INTERGOVERNMENTAL REVIEW AGENCY; and JAUNT as one of the local transit operators, as approved September 1, 1982 and updated March 9, 1995.

Article II - Purpose

Section 1. The Technical Committee, composed of individuals with technical knowledge in transportation and land use matters, will provide technical review, comment, and recommendations on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. The Committee shall integrate land use and environmental considerations into all of its activities in order to forge a stronger link between transportation, land use and the environment. The Committee will, (1) determine the influence of current data upon the Transportation Plan in relation to previous data and projected trends; (2) cooperate in the development of the procedures for the collection of traffic data and reassignment of traffic; (3) work with the staffs of the TJPDc and the Department to review, comment, recommend, and assist the Department, participating political jurisdictions, or the TJPDc on any proposal, alternatives, and work performed on the location and design of facilities in the Transportation Plan; and serve in an advisory capacity to the Metropolitan Planning Organization.

Article III - Membership

Section 1: The voting membership of the Technical Committee shall be composed of three (3) members each designated by and representing the CITY and the COUNTY, one (1) designated by and representing the DEPARTMENT, and one (1) designated by and representing the Virginia Department of Rail and Public Transportation. The Technical Committee will also include one (1) voting representative each, designated by and representing the UNIVERSITY OF VIRGINIA, JAUNT, the A-95 REVIEW AGENCY, Charlottesville Transit Service, and any appropriate agency as determined by the MPO.

Section 2. The nonvoting membership of the Technical Committee shall be composed of one (1) representative each, designated by and representing the Long Range Plan Citizen Advisory Committee, the Federal Aviation

Administration (FAA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Charlottesville-Albemarle Airport Authority.

Section 3. The Technical Committee shall recommend additional voting or nonvoting membership to the Technical Committee as is deemed necessary to carry out its duties.

Section 4. Appointments to the Technical Committee shall be filled by persons trained and knowledgeable in transportation planning or who, by their positions have an interest and responsibility in transportation planning.

Section 5. In order to provide continuity in the Technical Committee's actions, it is recommended that each member serve for a two-year term and may be reappointed for successive terms.

Section 6. Any member of the Technical Committee who wishes to designate an alternate to serve in his or her absence may do so by submitting the name of that individual to the Chairman of the Technical Committee. An alternate may vote only in the absence of the regular member he or she represents.

Section 7. Whenever any voting member fails to attend three (3) consecutive meetings without good reason, the Chairman of the Technical Committee shall seek to determine the cause of the absence and whether the appointing authority wishes the delinquent member to be the representative on the Technical Committee.

Article IV - Officers

Section 1. The officers of the Technical Committee shall consist of a chairman and vice-chairman.

Section 2. The chairman and vice-chairman shall be elected by and from the membership of the Technical Committee, shall serve for one year or until their successors are elected, and shall be eligible for reelection.

Section 3. The election of officers shall be held at the Technical Committee's first meeting after July 1 of each year and those members elected to office shall assume their duties at the conclusion of the meeting during which the election is held. A majority vote shall be required for election to any office.

Section 4. The MPO staff shall prepare and maintain a permanent written record of all Technical Committee proceedings, and shall transmit a copy of the minutes of each Technical Committee and Metropolitan Planning Organization meeting to each member prior to the next regular meeting.

Article V - Meetings

Section 1. The Technical Committee shall establish a regular date and place for its meetings. The chairman may establish an alternate meeting date to substitute for conflicts caused by holidays and any emergency reasons. Members will be notified in advance of a rescheduled meeting. The chairman may also call a special meeting or cancel a regular meeting. Consecutive regular meetings cannot be canceled.

Section 2. A quorum shall consist of one-half of the voting representatives of the Technical Committee and shall include at least one representative from both CITY and COUNTY. Vacancies shall not be considered in the establishment of a quorum.

Section 3. The agenda for each Technical Committee shall be prepared jointly between the Chairman and the MPO staff. The agenda will be mailed one week prior to the next meeting.

Section 4. Parliamentary authority for Technical Committee proceedings not otherwise specified by these bylaws shall be Robert's Rules of Order, Revised.

Article VI - Amendment

Section 1. These bylaws may be amended by a two-thirds vote of those members present provided that a quorum is present. Proposed changes in the bylaws shall be transmitted to each voting member at least 10 days prior to the meeting when the voting will be conducted.

Article VII - Effective Date

Section 1. These bylaws shall become effective immediately upon ratification by a majority vote of the Technical Committee, subject to approval by the MPO Policy Committee.