



Photo: Bon Air Water Tower, Chesterfield County

Richmond Regional Transportation Planning Organization (RRTPO) Community Transportation Advisory Committee (CTAC)



NOTES

This meeting is open to the public. Members of the public are invited to attend virtually. Please alert the RRTPO at RRTPO@PlanRVA.org if electronic transmission of this meeting fails for the public. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved.

Meetings are also live streamed and archived on our YouTube Channel at [Plan RVA - YouTube](#).

Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom by email to RRTPO@PlanRVA.org. Written comments will be read aloud or summarized during the meeting when possible and will be included in the meeting minutes. Verbal comments will be taken during the Public Comment Period on the agenda. Please through the Q&A/Chat functions on Zoom if you would like to comment. When acknowledged by the Chairman, please clearly state your name so that it may be recorded in the meeting minutes.

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PlanRVA is where the region comes together to look ahead. Established in 1969, PlanRVA promotes cooperation across the region's nine localities and supports programs and organizations like the Richmond Regional Transportation Planning Organization, Central Virginia Transportation Authority, the Emergency Management Alliance of Central Virginia, Lower Chickahominy Watershed Collective and Don't Trash Central Virginia.

AGENDA

RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION COMMUNITY TRANSPORTATION ADVISORY COMMITTEE

Thursday, March 21, 2024, 12:00 p.m.
PlanRVA James River Board Room,
424 Hull Street, Suite 300, Richmond, VA 23224 and via Zoom

If you wish to participate in this meeting virtually, please register via Zoom at the following link:
https://planrva-org.zoom.us/webinar/register/WN_ZdAUIB-sSsGFonysP7aFNQ

Welcome and Introductions

(Guthrie)

Roll Call & Certification of a Quorum

(Scott)

A. ADMINISTRATION

1. **Approval of the January 18, 2024, CTAC Meeting Minutes** – page 4
(Guthrie)
Action Requested: a motion to approve the meeting minutes as presented.
2. **Consideration of Amendments to the Agenda**
(Guthrie)
3. **Open Public Comment**
(Guthrie)
4. **CTAC Chair's Report**
(Guthrie)
5. **CTAC Staff Report** – page 7
Information item.
6. **Agency Updates – PlanRVA, CVTA and RRTPO** – page 8
(Busching)

B. NEW BUSINESS

- 1. Review of Comments, Public Engagement Plan**
(Gordon/30 minutes)
- 2. Debrief on March 15 Transportation Forum**
- 3. Update on CTAC Member Engagement Opportunities**
(Gordon/30 minutes)
 - a. Identifying Planning Issues and Solutions-Osborne Turnpike Case Study**
 - b. Scenario Planning Survey and Charette**
 - c. [Who's in My Community](#) – page 11**

C. OTHER BUSINESS

- 1. [PlanRVA Newsletter: The Better Together Connector \(linked\)](#)**
Information item.
- 2. CTAC Member Comments**
(Guthrie/10 minutes)
- 3. Next Meeting: May 16, 2024**
(Guthrie)

D. ADJOURNMENT

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
COMMUNITY TRANSPORTATION ADVISORY COMMITTEE (CTAC)**

**Minutes of Meeting – January 18, 2024, 12:00 p.m.
PlanRVA James River Boardroom,
424 Hull Street, Suite 300, Richmond, VA 23224 and via Zoom**

MEMBERS and ALTERNATES (A) PRESENT (X), VIRTUAL (V):

Town of Ashland		Charles City County		Chesterfield County	
Upton S. Martin	X	Vacant		Philip Plymale	
Don Root (A)	X	Hanover County		Herbert A. Richwine (A)	
Goochland County		H. Charles Rasnick		Henrico County	
Robert L. Basham Jr.		Powhatan County		Gordon Dixon	
Austin Goynes (A)		Robert W. Powers		City of Richmond	
New Kent County		Mike Ciriello (A)	V	Andrew Bunn	X
Lisa M. Guthrie	X	Chamber RVA		Sera Erickson, Chair	X
John P. Moyer (A)		John Easter		Shelley Allmond (A)	
League of Women Voters		NAACP, Richmond Branch		Clinton Smith (A)	
Sarah Weisiger	X	Walter Johnson		RIC Area Bicycling Assoc.	
Karen Rosenblum (A)		Charles Willis (A)		Champe M. Burnley	X
Richmond Office of Equitable Transit and Mobility		RVA Rapid Transit		John Hamilton	
Kelli N. Rowan	V	Faith Walker		Senior Connections	
VA Conservation Network (VCN)		Richard Hankins (A)	X	Tony Williams	V
Wyatt Gordon		Virginians for High Speed Rail		Virginia Commonwealth University (VCU)	
Victoria Higgins (A)		Michael Testerman	X	John D. Leonard	X
				Jesse MacLelland (A)	

The technology used for the RRTPO CTAC meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Virtual participation of this meeting by members of the committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

CALL TO ORDER

The Richmond Regional Transportation Planning Organization (RRTPO) Community Transportation Advisory Committee Chair, Sera Erickson, presided and called the January 18, 2024, RRTPO CTAC meeting to order at 12:03 p.m.

WELCOME AND INTRODUCTIONS

Chair Erickson welcomed all attendees.

ROLL CALL & CERTIFICATION OF A QUORUM

Janice Scott, PlanRVA, certified that a quorum was present.

A. ADMINISTRATION

1. Approval of the November 9, CTAC Meeting Minutes

On motion by Lisa Guthrie, seconded by Don Root, the members of the Community Transportation Advisory Committee voted unanimously to approve the meeting minutes as presented.

2. Consideration of Amendments to the Agenda

There were no requested amendments to the agenda.

3. Open Public Comment

There were no members of the public present wishing to offer public comment.

4. CTAC Chair's Report

Chair Erickson did not have a formal report.

5. CTAC Staff Report

Ken Lantz, PlanRVA, provided a report on the last CTAC meeting.

6. Agency Updates – PlanRVA, CVTA and RRTPO

Myles Busching, PlanRVA, provided a report on recent and upcoming activity with the three organizations.

B. NEW BUSINESS

1. Review of the draft Public Engagement Plan

Holly Gordon, PlanRVA, gave a presentation on public engagement plan and the work done by the sub-committee that was formed. The sub-committee members were Sera Erickson, Faith Walker, Kelli Rowan, Gordon Dixon, Lisa Guthrie and John Leonard worked to review the past public engagement plan and determine suggestions for going forward.

The sub-committee is recommending using the existing plan for now and updating the plan as we go through the LRTP process.

Ms. Gordon shared a spectrum of public engagement document and explained that the sub-committee would like to add more elements that are included on that list to the public engagement plan.

Ms. Gordon shared information about the Transportation Forum that will be held March 15th. This will be a good event to test ways to solicit public input. CTAC members were asked to attend if possible to lead the conversation and staff each table to help keep the small groups on task.

There was a consensus to put the plan out for public comment with a note that the document will be updated further as the year goes on.

2. Update on CTAC member engagement opportunities

a. 2024 Public Engagement Calendar

There was a discussion about the calendar of upcoming events that is being developed.

b. Media Toolkit

Ms. Gordon discussed building the media toolkit. It will likely be added to the new SharePoint board and committee site.

c. Who's in My Community

Chair Erickson reported that an upcoming activity will be to determine what civic and neighborhood associations, community organizations and media outlets are in each member's community and how to engage them. Committee members will also be asked to determine what the community hubs are in their locality. CTAC members can then plan to go to certain meetings, likely along with PlanRVA staff, to speak to them about the LRTP and get input.

C. OTHER BUSINESS

1. [PlanRVA Newsletter: The Better Together Connector \(linked\)](#)

This was an information item.

2. CTAC Member Comments


There were no member comments.

3. Next Meeting: March 21, 2024

D. ADJOURNMENT

Chair Erickson adjourned the meeting at 1:07 p.m.

MEMORANDUM

To:  Richmond Regional Transportation Planning Organization (RRTPO) Policy Board
RRTPO Technical Advisory Committee

From: Kenneth Lantz, Jr., RRTPO Mobility Manager

Date: January 18, 2024

Subj: RRTPO Community Transportation Advisory Committee (CTAC) Meeting Report

The following is a brief report on discussion items from the January 18, 2024, CTAC meeting:

Review of the draft Public Engagement Plan

Plan RVA Community Engagement Manager Holly Gordon led a discussion about the update of the Public Engagement Plan. A draft update of the plan was presented, and it was noted that comments were being sought on its contents. Holly Gordon also reviewed a “Spectrum of Public Participation” handout that had been developed by the International Association for Public Participation, and she noted that the dimensions of participation include inform, consult, involve, collaborate, and empower, and each dimension has a corresponding level of promises to the public. Comments were offered that the plan should be a living document that is subject to revision as conditions change; metrics should be used to quantify what has been accomplished and define success; and the importance of documenting and responding to comments that are received. It was the consensus of the Committee to recommend that the plan be made available for a 45-day public review comment period, followed by submission to the TPO Policy Board.

March 15 Transportation Forum

Holly Gordon also noted that a regional transportation forum is planned for March 15 at Main Street Station. The forum will bring together transportation stakeholders from across the region and will serve as a soft launch for the development of the next long-range transportation plan. Ms. Gordon asked if members of CTAC would be interested in helping with the Forum. Questions were raised as to the intended audience for the Forum; whether there would be supporting services for attendees such as childcare; and whether the members of the Commonwealth Transportation Board would be invited.

Update on CTAC member engagement opportunities

Chair Sera Erickson noted that the next meeting will include a “Who’s in my community?” exercise for the purpose of identifying key individuals and organizations that should be engaged in the transportation planning process.

Holly Gordon noted that she was developing a Media Toolkit that will include talking points on the transportation planning process. Also under development is a 2024 Public Engagement Calendar that will include the dates of upcoming public events that PlanRVA will be participating in.

Next CTAC Meeting

The next CTAC meeting is scheduled for Thursday, March 21, 2024.

PlanRVA AGENCY UPDATE RRTPO CTAC Meeting - March 2024

This report provides a summary of recent and upcoming activity of the Commission and its committees. Detailed information, including meeting videos and agendas for upcoming meetings can be found on the [PlanRVA meeting webpage](#).

Commission Welcomes 13 New Members!

- Mr. Chris Bast, Henrico County Citizen Representative
 - Mr. Bast was appointed to the Public Outreach & Engagement Committee.
- Mr. [Roscoe Cooper](#), [Henrico County Board of Supervisors](#), Fairfield District
- Ms. [Susan Dibble](#), [Hanover County Board of Supervisors](#), South Anna District
- Mr. [Bill Donati](#), [Powhatan County Board of Supervisors](#), District 1
- Rev. Milton Hathaway, [New Kent County Planning Commission](#)
 - Rev. Hathaway was appointed to the Public Outreach & Engagement Committee.
- Mr. William M. Mackey, [Henrico County Planning Commission](#)
 - Mr. Mackey was appointed to the Public Outreach & Engagement Committee.
- Ms. Amy Pearson, [New Kent County Board of Supervisors](#), District 3
- Mr. Frank Petroski, [Chesterfield County Planning Commission](#)
 - Mr. Petroski was appointed to the Public Outreach & Engagement Committee.
- Mr. [Jody Rogish](#), [Henrico County Board of Supervisors](#), Tuckahoe District
- Mr. [Dan Schmitt](#), [Henrico County Board of Supervisors](#), Brooklyn District
- Ms. [Jessica Schneider](#), [Chesterfield County Board of Supervisors](#), Clover Hill District
 - Ms. Schneider was appointed to the Public Outreach & Engagement
- Ms. Jordan Stewart, [New Kent County Board of Supervisors](#), District 5
 - Ms. Stewart was appointed to the Audit, Finance and Facilities Committee.
- Ms. [Misty Whitehead](#), [Henrico County Board of Supervisors](#), Three Chopt District

Orientation Held

PlanRVA held an orientation session for new members at its February 8, 2024, meeting. The orientation was open to new and current members of the Commission as well as members of the Richmond Regional Transportation Policy Board and the Central Virginia Transportation Authority.

The meeting, including the orientation, can be viewed on the [PlanRVA YouTube Channel](#).



Upcoming Meetings

- **Audit, Finance & Facilities Committee – March 20, 2024 – 11:00 a.m.**
- **Public Outreach & Engagement Committee – March 28, 2024 – 9:00 a.m.**
- **Commission & Executive Committee – April 11, 2024 – 8:30 a.m.**

CVTA AGENCY UPDATE

RRTPO CTAC Meeting - March 2024

This report provides a summary of recent and upcoming activity of the Authority, Finance Committee, TAC and Fall Line Working Groups. Detailed information, including meeting videos and agendas for upcoming meetings can be found on the [CVTA meeting webpage](#).

CVTA Regional Projects Cycle

The Central Virginia Transportation Authority (CVTA) convened for its regularly scheduled February 23, 2024, business meeting with the intent to consider a new round of funding for regionally-significant projects.

Following a public hearing, the Authority took action to commit \$232.2 million to fund 22 priority regional projects in its latest round of regional funding. This commitment is in addition to the Authority's previous commitments of \$474.5 million to 45 priority regional commitments from 2021 to 2023.

Utilizing a competitive application process approved by the CVTA, member jurisdictions submitted projects for consideration, scoring, and ranking between September 2023 and February 2024. The eligible projects were shared during a 15-day public comment period and 146 written comments were submitted in addition to in-person and virtual feedback received at the meeting.

2024 Regional Projects allocations plan

The Technical Advisory Committee (TAC) met on March 11, 2024, and voted to recommend CVTA approval of the revised [2024 Regional Projects allocations plan](#).

Upcoming Meetings:

Authority Meeting – March 29, 2024:

The Authority will:

- Review the revised Allocation Plan - Round 3 impacts (see link above).
- Authorize a public hearing on the FY2025 operating budget.

Fall Line Working Group – April 3, 2024 - 9:00 a.m.

CVTA TAC – April 8, 2024 – 1:00 p.m.

Finance Committee – April 10, 2024 – 9:00 a.m.

RRTPO AGENCY UPDATE RRTPO CTAC Meeting – March 2024

This report provides a summary of recent and upcoming activity of the Policy Board and its committees. Detailed information, including meeting videos and agendas for upcoming meetings can be found on the [meeting webpage](#).

The RRTPO Policy Board met on March 7th. The following items were heard and/or acted on:

- Presentation Virginia Passenger Rail Authority (VRPA) Update
- FY24 – FY27 Transportation Improvement Program Amendments:
 - Pole Green Road Widening (UPC 109260)
 - Short Pump Area Transportation Improvements NEPA Study (UPC 124222)The board approved these two requests.
- FY25 – FY26 Transportation Alternatives – Project Prioritization
The board voted to approve prioritization of Transportation Alternatives candidate projects as recommended by TAC and directed staff to report back on project awards after all CTB selections are completed.
- FY25 – FY30 Flexible Regional Funding
The board approved funding awards for existing and new projects as recommended by the TAC and to directed staff to coordinate with VDOT to complete any needed transfers.

Upcoming Meetings:

Policy Board – April 4, 2024 – 9:30 a.m.:

The Authority will be asked to take action on the following:

- Unified Planning Work Program (UPWP) Amendment
Staff conducted a midyear review of the work program, progress on planned tasks, and the available budget and prepared a revised budget to ensure the necessary work can be completed for the balance of the fiscal year (ending June 30). The RRTPO TAC met on March 12th and recommended approval of the amendment.
 - Summary of Proposed Changes: The major changes to the funding within the task in the work program can be summarized as follows:
 - Distribute Contingency Funds (7230) to support additional outreach and engagement, regional plan coordination, program administration, and long-range planning efforts as we ramp up for the 2050 long-range transportation plan.
 - Redistribute surplus short-range transportation planning funds primarily from the financial planning and programming (7420) subtask to support long-range planning efforts and program administration.
- FY24 – FY27 Transportation Improvement Program (TIP) – #SMART24 – I-64 Gap Widening – Segment B. The RRTPO TAC met on March 12th and recommended approval of the item.
- FY25 Unified Planning Work Program (UPWP) Priorities

TAC – April 9, 2024 – 9:00 a.m.

Who's in my Community?

What this is

This worksheet is intended for CTAC members to fill out regarding their jurisdictions. It will help PLAN RVA staff see what resources there are in each jurisdiction regarding public participation, and will aid the CTAC member in helping fulfill their role engaging the public in transportation projects, as well as the Long Range Transportation Plan.

How to use this worksheet

Once this worksheet has been filled out, it can be used to do one of three things that relate to the public engagement plan and the spectrum of public participation. CTAC members will help by informing the public and consulting with the public when there are projects that would benefit from meaningful feedback.

1. Inform: Inform and Educate the public

- a. These are publicly accessible places or information distribution methods in a jurisdiction. CTAC members or PLAN RVA members can send notices about transportation projects here. The Community Engagement staff at PLAN RVA can develop a digest or newsletter for such projects that can then be distributed by the CTAC members to their jurisdiction.

2. Consult: Robust and Creative Opportunities to Engage

- a. These are community meeting spaces and groups that are more locally focused in a jurisdiction. CTAC members and PLAN RVA staff can use this information when there is feedback desired on a plan, offering a way to consult with the public.

Jurisdiction:

CTAC Member Representatives:

Date:

Neighborhoods or localities within the jurisdiction:

INFORM // INFORM AND EDUCATE THE PUBLIC

MEDIA OUTREACH	NAME, DESCRIPTION, EMAIL
Local Radio Stations	
Local Newspaper	
Online Publications	
Neighborhood Newsletters	
Anywhere Else?	

INFORM // INFORM AND EDUCATE THE PUBLIC

COMMUNITY HUBS	NAME, DESCRIPTION, EMAIL
Local Libraries	
Community Centers	
Large Gathering Spaces	
Small Gathering Spaces	
Anywhere Else?	

CONSULT // ROBUST & CREATIVE WAYS TO ENGAGE

COMMUNITY GROUPS	NAME, DESCRIPTION, EMAIL & MEETING TIMES
Residential Neighborhood Associations	
Commercial Civic Associations	

CONSULT // ROBUST & CREATIVE WAYS TO ENGAGE

COMMUNITY ORGANIZATIONS	NAME, DESCRIPTION, EMAIL & MEETING TIMES