

# AGENDA

**RICHMOND REGIONAL  
 TRANSPORTATION PLANNING ORGANIZATION (RRTPO)**

**COMMUNITY TRANSPORTATION  
 ADVISORY COMMITTEE (CTAC)**

**Thursday, July 18, 2019  
 12:00 p.m.**

**PlanRVA James River Board Room**

Lunch provided for CTAC members and alternates, staff and invited guests.

**PLEDGE OF ALLEGIANCE**

<b>A. <u>ADMINISTRATION</u></b>	<b><u>Page(s)</u></b>
<b>1. Approval of the July 18, 2019 CTAC Meeting Agenda</b> (Richwine)..... <b>ACTION REQUESTED</b>	-
<b>2. Open Public Comment Period</b> (Richwine/5 minutes).....	-
<b>3. Approval of the May 16, 2019 CTAC Meeting Minutes</b> (Richwine)..... <b>ACTION REQUESTED</b>	1-3
<b>B. <u>PRIMARY MEETING TOPICS</u></b>	
<b>1. CTAC Strengths, Weaknesses, Opportunities and Threats Survey</b> (Lantz/30 minutes).....	-
<b>2. Park and Ride Investment Strategy Study Update</b> (Jacocks/20 minutes).....	-
<b>C. <u>OTHER BUSINESS</u></b>	
<b>1. CTAC Chairman’s Report</b> (Richwine/5 minutes).....	

<b>2. RRTPO Updates</b> <i>(Parsons/10 minutes)</i> .....	4 – 7
a. RRTPO and TAC Meetings Report for June	
b. Current Work Efforts	
c. Website Review	
d. New Agenda Mailing Policy	
<b>3. CTAC Announcements and Open Comment</b> <i>(Richwine/5 minutes)</i> .....	–
<b>4. Future Meeting Topics</b> <i>(Richwine)</i> .....	8
<b>5. Next CTAC Meeting: September 19, 2018</b> <i>(Richwine)</i> .....	–
<b>6. Other Business</b> <i>(Richwine)</i> .....	–

**D. ADJOURNMENT: Scheduled for 1:15 p.m.**

CAP/sr  
Attachments

pc: John H. Hodges, RRTPO policy board Chair  
Jennifer DeBruhl, DRPT  
Richard Duran, FHWA  
Daniel Koenig, FTA  
Jay Ruffa, Crater PDC

Mark Riblett, VDOT  
Martha Shickle, RRPDC  
CTAC Interested Parties  
Area News Media

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

**MINUTES OF MEETING  
May 16, 2019**

**MEMBERS PRESENT**

**REPRESENTING**

Charles H. Carter (**Chairman**)..... Charles City County  
Herbert A. Richwine (**Vice Chairman**)..... Chesterfield County  
James R. Barrett..... Henrico County  
Robert L. Basham, Jr. .... Goochland County  
Virginia P. Cowles..... League of Women Voters  
John Easter ..... ChamberRVA  
Frederick S. Fisher ..... Virginia Conservation Network  
Thomas A. Fletcher ..... Powhatan County  
Lisa M. Guthrie ..... New Kent County  
Jonathan Jackson..... Chesterfield County  
Walter L. Johnson (Alternate)..... National Association for the Advancement of Colored People  
John D. Leonard..... Virginia Commonwealth University  
Upton S. Martin..... Town of Ashland  
Michael Testerman..... Virginia Association of Railway Patrons  
Lloyd Vye ..... Richmond Area Bicycling Association

**MEMBERS ABSENT**

**REPRESENTING**

Amber B. Lancaster ..... Henrico County  
Robert P. Morris..... Hanover County  
John Moyer..... New Kent County  
William Steele..... City of Richmond

**ALTERNATE PRESENT, NOT VOTING**

**REPRESENTING**

Nicholas Smith (Alternate) ..... Virginia Conservation Network

**CALL TO ORDER**

Charles H. Carter, CTAC Chairman, called the March 21, 2019 CTAC meeting to order at approximately 12:00 p.m.

**PLEDGE OF ALLEGIANCE**

All present stood and recited the Pledge of Allegiance.

**A. ADMINISTRATION**

- 1. Approval of May 16, 2019 CTAC Meeting Agenda** – On motion of Michael Testerman, seconded by Robert A. Basham, Jr., CTAC unanimously approved the May 16, 2018 meeting agenda as presented.
- 2. Open Public Comment Period** – There were no requests to address CTAC.
- 3. Approval of March 21, 2019 CTAC Meeting Minutes** – Two corrections were made to the minutes. Under Item A.1., approval of the March 21 CTAC agenda, the second on the motion to approve was changed to Frederick S. Fisher. Under Item A.3., the date of the CTAC meeting minutes for approval was corrected to January 17, 2019. On motion of Frederick S. Fisher, seconded by Walter L. Johnson, CTAC approved the March 21 CTAC meeting minutes as corrected with all voting in favor and one abstention.

At the invitation of the Chairman, Mr. James Minor, president of the Richmond Branch of the NAACP, introduced himself and stated that he would be taking the place of Roy Bryant, former CTAC member who is deceased. Mr. Minor was requested to provide an appointment letter for RRTPO records.

4. **Election of FY20 CTAC Officers** – On motion of Walter L. Johnson, seconded by John Easter, CTAC voted unanimously to elect Herbert A. Richwine, Chesterfield County, as FY20 Chairman and Robert L. Basham, Jr., Goochland County, as FY20 Vice Chairman to serve from July 1, 2019 through June 30, 2020.

## **B. PRIMARY MEETING TOPICS**

1. **Focused Public Engagement** – Unwanna Dabney, consultant with AECOM, provided a presentation on Public Engagement Best Practices. Her presentation included information on planning for successful citizen engagement, examples of best practices for public engagement and discussed successful techniques gathering public input. She emphasized the importance of examining why the committee exists and to come from a place of intention and purpose in considering how the committee structures public engagement and evaluates input. Geo-targeting and balanced outreach provide a more focused, reliable result. Social marketing and speaking to the public as customers, not as insiders, are critical to getting accurate feedback from different populations. Ms. Dabney reviewed a couple of projects she has been involved with and demonstrated effective public engagement approaches.
2. **Citizen Committees** – Ken Lantz, RRTPO planner, focused on the functions, responsibilities, needs, benefits and drawbacks of advisory committees, the basis for establishing such committees, and recommendations for consideration by CTAC. His presentation was derived from extensive research on how citizen committees function in Virginia and other MPOs. This research confirmed that what the RRTPO CTAC is doing is very similar to what is done in other MPO citizen committees. Mr. Lantz discussed the needs, benefits, drawbacks, and the basis for advisory committees. He recommended that CTAC talk strategically in the coming months about additional membership, the strengths and weaknesses of CTAC, and topics for discussion in coming months.

Extensive CTAC discussion brought forward the following major points:

- To gather a significant volume of public input, go where the people are, especially to large regional or community events.
- Booths with large visuals and sometimes giveaways or will draw people in to learn about an issue and respond.
- Materials may need to be developed in Spanish and English.
- Issues need to be brought to CTAC enough in advance to provide an opportunity to go to the public and various organizations for comment.
- The issue being considered needs to be significant to bring people out for comment.
- Social media is an effective way to get people involved; leveraging several platforms and not just Facebook will provide a broader audience.

3. **FY20 Unified Planning Work Program Overview** – RRTPO Secretary Chet Parsons reviewed the draft *Fiscal Year 2020 Unified Planning Work Program*. He noted that the program was organized around the core areas of program management, transportation planning, data and analysis, and financial programs. Mr. Parsons noted that the FY20 work program includes development of a new long-range transportation plan, expanding access to transit, and providing a forum to discuss active transportation and its impacts. Comments on the draft plan will be accepted through June 14.

#### C. **OTHER BUSINESS**

1. **CTAC Chairman's Report** – Chairman Carter had nothing to report.
2. **RRTPO Updates** – Chet Parsons, RRTPO Secretary, reported on the following items:
  - a. **RRTPO and TAC Meetings Report for April and May** – Reviewed highlights from the staff report beginning on page five of the agenda package. Mr. Parsons responded to a question about funding under the I-95 Corridor Study and how it may benefit the Richmond region.  
**Current Work Efforts** – There was discussion of how to reach the public for review of documents such as the FY20 UPWP.
  - b. **RRTPO Name Change and Website** – Provided a brief preview of the new PlanRVA website which is still being reviewed. The old website is still up but will be taken down when the new website is finalized.
  - c. **Other Business** –
    - The Northern Virginia Commonwealth Transportation Board recently considered requesting that smaller projects such as bike/ped projects be eliminated from SMART SCALE consideration; however, this measure was voted down.
    - The Transit Vision Plan Phase II is beginning and CTAC members who have an interest in serving should contact Mr. Parsons.
    - Ken Lantz is the RRTPO Mobility Coordinator and will take the lead on CTAC.
3. **CTAC Announcements and Open Comment** – The following comments were shared by CTAC members:
  - May is Bike Month and Friday, May 17 was Bike-to-Work Day.
  - While scooters on hiatus for results of pilot projects, electric assisted bicycles will be an issue on the General Assembly docket this year.
4. **Future Meeting Topics** – Chet Parsons noted Future Meeting Topics.
5. **Next CTAC Meeting: July 18, 2019** – Chairman Carter noted the next meeting date.
6. **Other Business** – No other business was brought forward.

#### IV. **ADJOURNMENT**

Chairman Richwine adjourned the meeting at approximately 1:10 p.m.

# MEMORANDUM

**To:** RRTPO Citizens Transportation Advisory Committee (CTAC)

**From:** Chet Parsons, RRTPO Secretary 

**Date:** June 11, 2019

**Subj:** RRTPO Policy Board and TAC Meetings Report

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The following presents a brief report on major business and action items from the June 11 Richmond Regional Transportation Planning Organization (RRTPO) Technical Advisory Committee (TAC) and June 27 RRTPO policy board meetings.

## **City of Richmond Signal Timing Project**

The TAC received a report from Mike Sawyer, City of Richmond Transportation Engineer and Kimley-Horn consultants for the City of Richmond Signal Retiming project, providing background on the project related to the City's Vision Zero initiative. Vision Zero is a concept to eliminate traffic fatalities for all modes of transportation, "Safer Roads for All Modes." The consultants reviewed funding, signal timing terminology, data collection, field observations, recommendations, timing plan development and implementation for this project providing several specific examples of changes and impacts. This project received Congestion Mitigation and Air Quality (CMAQ) funds through RRTPO allocations. This item was reviewed at the June 27 RRTPO policy board meeting.

## **Park and Ride Investment Strategy Study Update**

Both TAC and the RRTPO policy board received a presentation at their respective meetings from Kimley-Horn, consultant, on the *Fiscal Year 2019 Park & Ride (P&R) Investment Strategy Study*. The project team, comprised of the Study Advisory Group (SAG), RRTPO staff and Kimley-Horn, has worked since the October 2018 to provide regional perspectives, participate in project meetings, review technical memos and provide feedback to assist in identifying park and ride needs and develop project recommendations for the region. The SAG members include representatives from the region's nine jurisdictions, GRTC, DRPT, VDOT, and RideFinders. The project team has reviewed existing conditions and needs, defined future needs, and developed project recommendations (summarized in three technical memos). The final technical memo on implementation, funding needs and sources will be completed in June and delivered to the SAG in July. The RRTPO policy board will be asked to receive the study as work complete at the September 5 meeting.

## **I-95 Corridor Study**

At the June 11 TAC meeting, Rob Williams with the VDOT Planning Division in the Central Office provided information on the current I-95 Corridor Improvement Plan that is being developed as a result of a joint resolution HJR 581 / SJR 276 from the General Assembly. The study will extend from D.C. to the North Carolina state line and will examine the corridor in segments for problem identification, potential solutions and prioritized improvement recommendations. Some of the funding from the I-81 Corridor Study will provide funding for improvements for other interstate highways in Virginia include I-95. The study will look at several

measures to evaluate problems including performance measures, congestion, reliability, resiliency, and the multimodal aspects of the corridor as well as current projects and recent studies. There will be three rounds of public meetings with an online component. The goal is to have everything finalized for CTB consideration in December and General Assembly review in the next session.

### **Transfer of RSTBG Project Funds to CMAQ Funds**

The TAC reviewed and the RRTPO policy board approved the transfer of Regional Surface Transportation Block Grant (RSTBG, formerly RSTP) funds to Congestion Mitigation and Air Quality (CMAQ) funds for a project in Chesterfield County adjacent to another CMAQ-funded project. Combining these projects with the same funding source will lead to efficiencies in developing and delivering the projects as one deliverable.

### **FY18 – FY21 TIP Amendments**

Amendments to the FY18 – FY21 Transportation Improvement Program (TIP) were approved by TAC and the RRTPO policy board in June for 28 projects: three from VDOT, four from VDOT, two of which were 5310 human service projects in the region, and 21 from GRTC. These projects were submitted to the various agencies for submission for inclusion in the FY18 – FY21 State TIP (STIP) by action of the Commonwealth Transportation Board.

### **FY20 Unified Planning Work Program (UPWP)**

The FY20 UPWP was considered by the TAC and recommended for RRTPO policy board approval prior to the end of the public review period on this work program. As a result of the one public comment received, an additional strategy was added to Work Task 7410, Performance Based Transportation Planning, to create an RRTPO Vision Zero Workgroup that will be tasked to establish regional goals and to support and coordinate with local transportation safety organizations to better support improvement of traffic safety around the region. The FY20 UPWP was adopted by the RRTPO policy board at the June 27 meeting and submitted to the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), VDOT and the Department of Rail and Public Transportation for approval for funding. A joint letter of approval has been received from FHWA and FTA.

### **LRTP Socioeconomic Data: 2045 Future Year Data Approval**

Following recommendations for approval from the Socioeconomic Data Workgroup, TAC reviewed and approved the 2017 base year data for the 2045 Long-Range Transportation Plan in November 2018 meeting and the 2045 Future Year data at the June 2019 meeting. The RRTPO policy board considered the data and there were questions regarding some data that members wanted to clarify with their localities. Both the 2017 base year data and the 2045 future year data will be presented for approval at the September 5 RRTPO policy board meeting for use in the Richmond/Tri-Cities (RTC) Model update process.

## Current Work Efforts Update

### Complete Streets Project Update

The Complete Streets project is a comprehensive region-wide analysis of specific design practices and principles that make a street function effectively for all users and modes of travel. Due to its urban, suburban and rural character, the Town of Ashland was selected for a pilot project for consideration of Complete Streets principles in the region. Smart Growth America and Michael Baker International are the project consultants. A series of workshops held in Ashland in March and June engaged planners, transportation engineers and several CTAC members in hands-on, practical training on Complete Streets principles and how they contribute to safer streets and stronger economies. Input from these workshops and practices around the country will be used to develop a Complete Streets tool-box for use by jurisdictions in the region.

Smart Growth America provided an overview presentation to the RRTPO policy board at the June 27 meeting.

### Park and Ride Investment Strategy

The next steps of this regional data-driven analysis of priority areas/sites for future park and ride locations is to finalize project recommendations with planning level cost estimates, timetables, funding sources and implementation strategies identified for the top 10 sites. The study was presented to the RRTPO policy board on June 27; compilation of the technical memos prepared by Kimley-Horn in consultation with the Study Advisory Group will serve as the basis for a summary story map with targeted completion this fall. The P&R Strategy will serve as an important element of the 2045 Long Range Transportation Plan.

### Ashland Trolley Line Trail

This study will identify the potential for a 14-mile multi-use trail making use of the former trolley line corridor and other rights-of-way to link the Town of Ashland through Hanover and Henrico counties to the northern edge of the City of Richmond. Through their Rivers, Trails and Conservation Assistance (RTCA) Virginia program, the National Park Service is assisting staff in guiding individual localities on site specific field trips to explore barriers and opportunities for linking segments. The Ashland Trolley Line Trail advisory group will meet again in August. This work is being coordinated with the VDOT Ashland to Petersburg Trail Study.

### Greater RVA Transit Vision Plan: Phase II

Phase II of this project involves a strategic technical analysis to identify a range of short-term (1-5 years) and medium-term (6-10 years) needs and options for transit services, transit preferential treatments, if any, and transit-oriented land uses that would advance the next incremental steps toward reaching the *transit2040* plan long-term goals for implementation. Phase II focuses on the corridors identified in the *transit2040* vision for high-frequency service by 2040. A project steering committee has been formed with representation from localities where enhanced transit is proposed in the near term including the City of Richmond, Henrico, Chesterfield, and Hanover counties, and the Town of Ashland; the RRTPO Community Transportation Advisory Committee (3 volunteers); GRTC; DRPT; and RideFinders. The steering committee will meet four times over the next six months starting in late July. Completion is scheduled for December 31 to position project recommendations for upcoming funding rounds in 2020-21.



**RRTPO Active Transportation Work Group Meeting  
Tuesday September 14 (tentative date) (11:00 a.m. – 12:30 p.m.)**

The Active Transportation Workgroup (ATWG) meets quarterly to discuss topics related to bicycle and pedestrian infrastructure, safe routes, active mobility, and healthy living. This group brings together regional professional staff and advocate organizations to advise local planning efforts related to active transportation. The workgroup meets quarterly and last met May 14. The next meeting is tentatively scheduled for September 14, 11:00 a.m. to 12:30 p.m. (following the TAC meeting) in the PlanRVA James River Board Room.

**2045 Long-Range Transportation Plan Socioeconomic Data Development**

RRTPO staff is scoping the next Long-Range Transportation Planning process and a first task in the process is to update the Richmond–Tri-Cities (RTC) regional travel demand model and the supporting socioeconomic (SE) data. The RRTPO and the Tri-Cities MPO are working closely with VDOT modeling staff to update the RTC model and anticipate completing the task this fall. The RRTPO Technical Advisory Committee (TAC) authorized establishment of the Socioeconomic (SE) Data Workgroup in March 2018 for development of the long-range transportation plan data; the workgroup includes appointees from local government staff, VDOT, GRTC and DRPT who are qualified to confirm the required data inputs. Locality involvement is critical to confirming population and employment data at the transportation analysis zone (TAZ) level.

The first meeting of the SE Data Workgroup was held on April 27, 2018. The Workgroup approved the 2017 Base Year data on November 1, 2018 and Future Year 2045 data on May 31, 2019. The TAC approved the 2017 Base Year data at the November 2018 meeting and the 2045 Future Year data at the June 2019 meeting. The RRTPO policy board reviewed the data at the June 27 meeting and will consider it for final approval at the September 5 meeting.

## **CTAC AGENDA 7/18/19; ITEM C.4.**

### **Future Meeting Topics**

#### **September 19, 2019**

- Complete Streets: Ashland Pilot Project update
- Transit Vision Plan – Phase 2 project update
- Ashland to Petersburg Trail update
- Public Participation Plan update

#### **Future Meeting Topics**

- Automated Vehicles: Implications for the Future
- Long Range Transportation Plan update – community impacts
- Site Visit Possibilities
  - Richmond Marine Terminal
  - Main Street Station Tour