



**Central Virginia Transportation Planning Organization**  
**June 15, 2023, 5:00 p.m. Meeting**  
CVPDC Office, 828 Main St., 12<sup>th</sup> Floor Lynchburg, VA

**~ DRAFT MINUTES~**

**MEMBERS PRESENT**

Frank Rogers, Vice-Chair ..... Campbell County  
Jeremy Bryant ..... Amherst County  
Robert Hiss..... Bedford County  
Greg Patrick ..... City of Lynchburg  
Sara McGuffin (Virtual) ..... Town of Amherst  
Josh Moore..... Greater Lynchburg Transit Company  
Chris Winstead..... VDOT Lynchburg District  
John Sharp..... Bedford County  
Drew Wade ..... Amherst County

**MEMBERS ABSENT**

Charlie Watts ..... Campbell County  
Dwayne Tuggle..... Town of Amherst  
Drew Wade ..... Amherst County  
Marty Misjuns..... City of Lynchburg  
Kenny Craig ..... Liberty University

**OTHERS PRESENT**

Rick Youngblood (virtual)..... VDOT-Lynchburg District  
Alec Brebner ..... CVPDC/CVTPO  
Kirsten Trautman ..... CVPDC  
Kelly Hitchcock ..... CVPDC/CVTPO

**1. Call to Order**

Frank Rogers called the meeting to order. Welcomed everyone, requested motion for virtual participation, and confirmed a quorum.

MOTION: John Sharp made the motion to allow for virtual attendance and Josh Moore seconded this motion. All were in favor.

**2. Approval of Minutes: May 18, 2023**

MOTION: Josh Moore made the motion to approve the May 18, 2023 CVTPO minutes and Chris Winstead seconded the motion. With unanimous approval the motion passed.

**3. CVPDC Title VI Implementation Plan – CVTPO Adoption Consideration**

The TPO was reminded that Title VI Implementation Plan Public Hearing and overview was provided to the TPO at the May 18, 2023 meeting. Along with updated policies the primary change is that the CVPDC will serve as the leading oversight agency, with CVTPO a supporting party to the document. The CVPDC adopted at the May 18, 2023 meeting.

MOTION: Jeremy Bryant made the motion for the CVTPO to adopt the Central Virginia Planning District Commission Title VI Implementation Plan as its Title VI guiding document. Josh Moore seconded the motion. With unanimous approval, Rogers confirmed the motion passed.

**4. Travel Demand Model – Traffic Analysis Zone (TAZ) Structure**

Hitchcock provided a brief review of the TAZ Structure update, noting a required pre-data component of Long Range Transportation Plan (LRTP) process. Hitchcock noted the March 16, 2023 review provided by David Cook, previous VDOT Lynchburg District Planner. The project is being led by VDOT-Central Office and consultants, Cambridge Systematics.

Hitchcock summarized the presented are estimated 2022, the model update base year, and projected 2050, the study & LRTP horizon year, population, household, and employment numbers for the 275 individual Transportation Analysis Zones (TAZ) that comprise the CVTPO area. It was noted that all the data was developed with locality staff, VDOT and TTC coordination. As part of the TAZ updates the consultants have recommended slight TAZ boundary adjustments to better alignment with landuse/traveling patterns. One adjustment recommendation that impacts TAZs 39 and 38, the area around the Airport/Wards Road, includes boundary movement would adjust 57 population, 20 households, and 185 employment units from TAZ 39 to TAZ 38.

Approval by the CVTPO for the TAZ Structure is required and provides a foundation for all pending modeling project activity. It was confirmed the data and the TAZ Structure was reviewed by the TTC and recommended for CVTPO adoption at the May 11, 2023 TTC meeting.

Chairman Frank Rogers summarized noting that TAZs data distribution and recommended adjustments were developed in consultation with local planning staff and ratified by the technical transportation committee. The zones will then be used to populate the travel demand modeling process. VDOT and the consultants need approval by the CVTPO to advance continued efforts.

MOTION: Josh Moore motioned that the CVTPO approve the Traffic Analysis Zone (TAZ) Structure changes as presented. Jeremy Bryant seconded the motion. Rogers confirmed the motion passed after unanimous approval.

**5. Matters from the Board and/or Staff**

Hitchcock reminded the TPO that VDOT TAP and Revenue Sharing application pre-applications were due the end of June. It was confirmed the next meeting would be in September.

**6. Adjourn**

MOTION: Josh Moore motioned, seconded by John Sharp, to adjourn. Rogers closed the meeting.