

# Central Virginia Transportation Technical Committee

Region 2000 Local Government Council

Large Conference Room

828 Main Street, 12<sup>th</sup> Floor

March 13, 2014 at 10:30 a.m.

## Agenda

1. Call to Order.....Paul Harvey, Chair
2. Approval of the December 12th, 2013 Meeting Minutes.....Paul Harvey, Chair  
*See attachment 2.*
3. Discussion and Recommendation of the Central Virginia Metropolitan Planning Organization (CVMPO) Unified Planning Work Program Fiscal Year 2015 (UPWP).....  
.....Bob White, Deputy Director  
*See attachments 3a and 3b.*

Staff will present the suggested UPWP for the upcoming fiscal year 2015 for consideration and recommendation to the CVMPO. This document guides the staff's urban transportation work efforts for the coming year. The CVMPO will act on this matter at its April 17 meeting.

*(Note: the corridor study item will have additional information provided at the Committee meeting)*

4. Discussion and Recommendation of the Region 2000 Local Government Council FY-2015 Rural Transportation Planning Work Program (Work Program) July 01, 2014-June 30, 2015.....  
.....Bob White, Deputy Director  
*See attachment 4.*

Staff will present the suggested Work Program for the upcoming fiscal year 2015 for consideration and recommendation to the Local Government Council. This document guides the staff's rural transportation work efforts for the coming year. The Local Government Council will act on this matter at its April 17 meeting.

5. Central Virginia Long Range Transportation Plan Year 2040 Update.....  
.....Bob White, Deputy Director

Staff and the consulting firm EPR will discuss the approach and schedule for the update. The Committee will be closely involved in the conduct of the study starting with this meeting.

6. Matters from the Committee.....All

7. Adjournment - Next meeting: April 10, 2014 at 10:30 am

General Information

- Transportation Technical Committee Statement of Purpose  
*See attachment GI*

**Central Virginia Transportation Technical Committee**

828 Main Street, 12th Floor  
December 12, 2013 at 10:30 a.m.

**MINUTES**

**URBAN MEMBERS**

**PRESENT**

Christopher Arabia.....Virginia Department of Rail and Public Transportation  
Don DeBerry.....City of Lynchburg  
Paul Harvey.....Campbell County  
Mary Zirkle for Kevin Leamy.....Bedford County  
Richard Metz.....Campbell County Citizen’s Representative  
Rick Youngblood.....VDOT-Lynchburg District

**ABSENT**

Doyle Allen.....Bedford County Citizen Representative  
Lee Beaumont.....Liberty University  
Jeremy Bryant.....Amherst County  
Mark Courtney.....Lynchburg Regional Airport  
Michael Gray.....VDOT-Salem District  
Jack Hobbs .....Town of Amherst  
Tom Martin.....City of Lynchburg  
Karen Walton.....Greater Lynchburg Transit Company

**RURAL MEMBERS**

**PRESENT**

Christopher Arabia.....Virginia Department of Rail and Public Transportation  
Paul Harvey.....Campbell County  
Mark Zirkle for Kevin.....Bedford County  
Richard Metz.....Campbell County Citizens Representative  
Rick Youngblood.....VDOT-Lynchburg District

**ABSENT**

Doyle Allen.....Bedford County Citizen Representative  
Jeremy Bryant.....Amherst County  
Michael Gray.....VDOT-Salem District  
Roaxanne Paulette.....Town of Appomattox  
Johnnie Roark.....Appomattox County  
Russell Thurston.....Town of Brookneal  
Bart Warner.....Bedford City  
Dan Witt.....Town of Altavista

**OTHERS PRESENT**

David Cook.....VDOT-Lynchburg District  
Philipp Gabathuler.....Local Government Council  
Kelly Hitchcock.....Local Government Council  
Matt Perkins.....Local Government Council  
Scott Smith.....Local Government Council  
Bob White.....Local Government Council

**Minutes**

**1. Call to Order**

Chairman Paul Harvey called the meeting to order at 10:30 am

**2. Approval of the November 14<sup>th</sup>, 2013 Meeting Minutes**

Upon the motion of Rick Youngblood to approve the minutes of November 14, 2013 as presented, seconded by Don DeBerry, the meeting minutes from November 14, 2013 were approved and carried without objection.

**3. Central Virginia Long Range Transportation Plan Year 2040 Update**

Bob White updated the Committee on the procurement process for the Long Range Transportation Plan. He noted that the scope of work has been sent to on -call consultants and expects to have a consultant selected and under contract to begin work on the LRTP by February 1, 2014.

Philipp Gabathuler presented to the Committee the final TAZ report update and summary of findings. Additionally, Philipp expanded on the methodology of how the data was assigned to Year 2040 estimates. Philipp mentioned that all the localities, and Liberty University, within the MPO had been consulted and asked the Committee for approval of the TAZ.

Upon the motion of Don DeBerry to approve the Traffic Analysis Zone (TAZ) report update, seconded by Richard Metz, the TAZ was approved and carried without objection.

Rick Youngblood and Bob White applauded the joint efforts of Philipp Gabathuler and David Cook on this project.

**4. Consideration of an Amendment to the Central Virginia Transportation Improvement Program Fiscal Years 2012 – 2015 (CVTIP '12-'15)**

Bob White detailed the request for amendment to the CVTIP '12-'15 by the Greater Lynchburg Transit Company to reallocate the FY13 “Bus Real Estate Acquisition (STIP ID GLTC014)” funds (\$500K) to FY14 and noted that with this action the amendment

will also change the funding title from “Bus Real Estate Acquisition” to “Construction of Bus Transfer Center”. Bob White asked for the Committee’s recommendation of this action to the Central Virginia Metropolitan Planning Organization.

Upon the motion of Don DeBerry to approve the request for amendment to the CVTIP ’12-’15 by the GLTC, seconded by Rick Youngblood, the request was approved for recommendation to the CVMPO and carried without objection.

## **5. Rural Corridor Intersection Study**

Scott Smith discussed that VDOT has asked the PDC staff to work on a Rural Corridor Intersection Study. Scott mentioned that he is currently working on identifying a few corridors or intersections in the counties during this fiscal year with a finished report being published at its conclusion. Scott asked members of the group for recommendations that they may have as the study moves forward keeping in mind factors such as, but not limited to, safety issues, geometry, slopes of road, grades, and level of service.

Rick Youngblood mentioned that the document will be used to aid in identifying projects from the Rural Long Range Transportation Plan and the prioritizing process undertaken by VDOT and although the majority of the top 10 priority projects are on the secondary six year improvement plans this study will identify some of the mid-level priority projects that may be addressed regarding finding potential funding sources.

## **6. Matters from the Committee**

Rick Youngblood made mention of the STARS 2 Lynchburg Expressway kick-off meeting happening on Thursday, December 19 at the VDOT-Lynchburg District Administration office.

Christopher Arabia noted that the draft 2013 Virginia Statewide Transit and Transportation Demand Management Plan has been released and is open for public comment and encouraged members of the Committee to review and offer any comments they may deem appropriate.

Philipp Gabathuler asked for discussion from the group if they would be interested in Amy Inman, with VDRPT, to make a presentation regarding rural transit options for the region. The Committee thought it would fit within the framework of the TTC and by consensus agreed to move forward with securing a time for that a presentation at a future meeting in cooperation with Christopher Arabia.

Bob White mentioned that there would not be a meeting in January 2014.

## 7. Adjournment

A motion was made by Don DeBerry to adjourn, seconded by Rick Youngblood, and without objection Chairman Harvey adjourned the meeting at 11: 06 a.m.

Signed: \_\_\_\_\_ **DRAFT** \_\_\_\_\_  
Paul E. Harvey, Chair

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# **CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION (CVMPO)**

828 Main Street, 12<sup>th</sup> Floor  
Lynchburg, VA 24504  
434-845-3491

## **UNIFIED PLANNING WORK PROGRAM (UPWP)**

Fiscal Year (FY) 2015

**TRANSPORTATION TECHNICAL COMMITTEE (TTC)**  
**RECOMMENDATION: March 13, 2014 (tentative)**

**CVMPO ADOPTION: April 17, 2014 (tentative)**

Funding provided by the Federal Highway Administration (FHWA) the Federal Transit Administration (FTA), the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT) and Central Virginia Metropolitan Planning Organization (CVMPO) Local Funds

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## PROPOSED EXPENDITURES



**Resolution**

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## SECTION I

### FHWA, VDOT, CVMPO FUNDED ACTIVITIES

#### 1.00 ADMINISTRATION

##### 1.01 General Administration & Operations

Description: This task includes ongoing activities that ensure proper management and operation of the continuing, comprehensive, and coordinated (3-C) planning process. The objectives of this task are to implement the Fiscal Year (FY) 2015 Unified Planning Work Program (UPWP) throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the Central Virginia Metropolitan Planning Organization (CVMPO) through preparation of agendas, attendance, and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. Additionally, staff training is a component of this task.

Products: Efficient office operation, accurate financial information, preparation of quarterly reports and billings, as well as the various direct and indirect supporting roles to the CVMPO. A year end work summary will also be provided.

Additionally, this activity provides for staff training to enhance the transportation planning process, such as attendance at Virginia Chapter of the American Planning Association (VAPA) conferences, geographic information system (GIS) conferences, bicycle and pedestrian seminars, and other opportunities as identified. Funding for membership in the Virginia Association of Metropolitan Planning Organizations is also available.

Budget: \$44,712: staff  
Completion date: June 30, 2015

##### 1.02 Work Program Administration

Description: To meet the requirements of 23 CFR Part 420 and 23 CFR Part 450, the CVMPO, in cooperation with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (DRPT), is responsible for the development of a UPWP. This UPWP describes all regional transportation planning activities anticipated in the CVMPO area, which will utilize Federal funding. The UPWP also identifies state and local matching dollars for these Federal planning programs.

Products: UPWP for FY 2016 and amendments to the FY 2015 UPWP.

Budget: \$11,000; staff  
Completion date: June 30, 2015

## **2.0 LONG RANGE TRANSPORTATION PLANNING**

### **2.01 Long Range Transportation Plan Updates**

Description: This task allows for the continuation of the update to Central Virginia Long Range Transportation Plan (Plan) as well as the review, explanation, and update of the current Plan. Contract management is an element of this effort.

Additionally, this task allows for banking of funds to support the update.

Products:

- Contract management for the update
- Staff support to the update
- Plan amendments, as necessary
- Banking of funds for the update

Budget: \$195,001; \$35,000 staff; \$160,001 consultant  
Completion date: ongoing through fall FY '16

### **2.02 Transportation Improvement Program**

Description: Maintenance of the Central Virginia Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental review of transportation projects.

Products: Approved TIP, TIP amendments, and intergovernmental review of transportation projects

Budget: \$4,000; staff  
Completion date: June 30, 2015

## **3.0 TECHNICAL ASSISTANCE**

### **3.01 General Technical Assistance (General Development and Comprehensive Planning)**

Description: This task allows for assistance to localities on transportation related activities on an individual basis or CVMPO basis, as needed. This task includes, but is not limited to, providing transportation technical input and resources to the CVMPO's localities to improve the overall effectiveness and efficiency of the transportation

network; promoting improved integration of the land use and transportation planning processes; assisting with the update of local comprehensive plans to ensure land use and other elements are consistent with the statewide transportation plan and other planning documents; and other duties as requested by VDOT, FHWA, and the CVMPO.

This task allows for the development and provision of Geographic Information System (GIS) information for use with transportation projects and planning efforts. This task also provides for the enhancement and maintenance of the CVMPO transportation component of the Local Government Council's website.

This task will provide staff support for transportation related grant writing by member jurisdictions, such as transportation enhancement program and safe routes to school program grants, and multimodal applications

And, finally, this task will provide for flexible staff time to assist with issues that arise during the fiscal year, as well as short term projects where a locality may need assistance.

Products:

- Development and submittal of transportation related grant applications, as needed;
- Enhanced and maintained transportation component of the Council website to include the annual work program, Long Range Transportation Plan, Transportation Improvement Program, project data, transportation studies, meeting information, public participation plan, and related information in compliance with MAP-21;
- Assistance to localities in the development of transportation priorities for the CVMPO and region;
- Creation of GIS data and maps for transportation planning activities and grants;
- Assistance on other transportation related matters.

Budget: \$21,000; staff

Completion date: June 30, 2015

### **3.02 Region 2000 Alternative Transportation Initiative**

The following items will be accomplished:

LGC Bike/Ped component of LGC website

Description: Staff will maintain and contribute to the dedicated section within the LGC website devoted to bicycle, pedestrian, and transit activity. Staff will be responsible for ensuring this section reflects local activities, events, and articles related to SRTS, local rides, and links to additional regional alternative transportation links (GLTS, RIDE Solutions, bike shops, etc.).

Deliverable Product: User friendly, maintained, updated component of the new Region 2000 LGC website.

#### Grant Submittal

Description: Apply for on behalf of, or contribute to, Region 2000 locality or organization grants that seek funding towards alternative transportation initiatives including technical assistance, planning, or facility implementation.

Deliverable: Copy of application or summary of contribution/partnership efforts and full summary of results.

#### Bike Week

Description: Activities to host the annual Greater Lynchburg Bike Month (extended to the full month of May) and Clean Commute Challenge. This is the premier event, with 2014 marking the 4th year, to promote the use and development of pedestrian and bicycle facilities and highlight all forms of alternative transportation in the Region 2000 area. The Lynchburg Area Greenway Alliance and RIDE Solutions serve as the hosting entities for Bike Month activities.

Deliverable: Summary of Bike Month/Clean Commute Challenge, which will include details on events, participants, sponsors, donated hours, volunteers, etc.

#### Facilitation of Bike/Pedestrian Fund Raising Partnership

##### Sponsored Bike Ride (possible fund raising event)

Description: Host a local bicycle ride, possible fund-raising event, for purpose of assisting in facilitation of bike or pedestrian facilities. Potential generated funds or donated contribution from existing events (such as VA 10-miler) to be used to implement identified alternative transportation facility (sharrows, marked crosswalks, benches, etc.).

Deliverable: A report that summarizes the activity, partnership development, stakeholders, anticipated or achieved funding.

#### Lynchburg Area Greenway Alliance

Description: Provide ½ staff support to the Lynchburg Area Greenway Alliance. Support will be for those meeting activities, meeting summaries, and reporting as required to the TTC, CVMPO, LGC, VDOT in execution of bike/pedestrian activities.

Deliverable: Report of activities.

Bike/Pedestrian Annual Report

Description: Develop annual report that summarizes all the alternative transportation events, activities, planning, and facility implementation within the Region 2000. The document will include a detailed account of public and private contribution during the year; will include a highlight story of a key business or individual that was instrumental in the bicycle/pedestrian/alternative transportation activities (education, outreach, development, transit).

Deliverable: A photo-ready quality document/brochure that highlights Region 2000 alternative transportation successes, funds generated, etc.

#### VDOT Bicycle Advisory Committee

Description: Serve as the liaison and participant to 1) the VDOT Bicycle Advisory Committee, managed by John Bolecek, VA Statewide Bicycle and Pedestrian Planner; and 2) VA Bicycle Federation, on request of Champe Burnley, President. Participation in these statewide bike/pedestrian committees ensures that Region 2000 is represented and abreast of key bicycling and pedestrian programs within VA.

Deliverable: Summary of participation activities, results, liaison activities as presented to TTC, CVMPO, Greenway Alliance, etc.

#### Alternative Transportation Webinar Series

Continue to host webinar series from bike/pedestrian leaders - such as APBP (Association of Pedestrian and Bicycle Professionals), League of American Bicyclists, PBIC (Pedestrian and Bicycle Information Center), and America Walks – to serve as a learning and information tool to local planners, locality staff, and general public. Webinar series will continue to provide free and easily accessible CM and CEU credits for local planners and engineers.

Deliverable: Summary of webinars held, participants, and CM/CEU credits dispersed as result of webinars.

#### Yearly Update to the Bicycle/Pedestrian Facilities in Region 2000

Description: Through communication with each locality and VDOT office, obtain a summary of pedestrian and bicycle facility projects completed or planned in the following year. The yearly review cycle will be February to February to account for work that took place over the primary construction months.

#### Activities:

- Update existing GIS data and bike/pedestrian regional resources, to include sidewalks, crosswalks, trails, on-road bicycle facilities, to reflect changes in resources.

- All activities will be crossed referenced with local planning documents to provide a gauge of success of these documents in guiding facility development.

- Summary report and GIS data format of updated resources, connection to planning documents, if available, and summary of funding used to fund past year's facilities will be included.

Deliverables: Report that summarizes bike and pedestrian projects implemented in Region 2000 through February, 2015, will summarize anticipated projects as known, and will include a summary of funds used to facilitate resource development. A corresponding GIS data base and map will be provided.

#### Amherst County – Williams Run Trail Planning Effort

Description: Through a community lead effort assist Amherst County in a planning effort for a potential off-road trail along Williams Run, a stream that runs through the urbanized area of Madison Heights. As the approximate 5.4 miles stream corridor, which originates at Woody Lake near the Wal-Mart Supercenter of U. S. Route 29, traverses through one of Amherst County's most densely populated areas, it passes near primary shopping areas, Monelison Middle School, a recreational park, and numerous residential neighborhoods before ending at the James River and the James River Heritage Trail network. Developing this approximate 5 ½ mile multiuse trail, Madison Heights and Lynchburg City residents will be provided a safe alternative transportation corridor with which to access key community destinations along U. S. Route 29. This project represents the master planning and framework development phase for this envisioned alternative transportation corridor.

#### Tasks to be Accomplished and Deliverables by Task

##### Task 1: Research and Inventory

1A: Identify and map existing and planned sidewalks and trails;

1B: Identify and map existing and proposed development areas (comprehensive and other land use plans);

1C: Identify and map key historic and cultural resources;

1D: Identify and map community facilities such as schools, parks, and recreation centers, etc.;

1E: Identify and map environmental, geographical and physical features;

1F: Identify and map property owners and connection options.

Product: Developed Williams Run Region 2000 inventory map will serve as the basis for community meetings to identify and assess trail connection route options. Copies of both hard copy and electronic format will be provided to Amherst County for use as a planning tool.

**Task 2: Participate in Community Workshops**

Host community meetings throughout the area to receive input, establish linkage and entrance options, and establish long-term buy in and ownership of the established trail vision plan.

Product: Established consensus building and awareness of the Williams Run Trail Vision and identification of alternatives and ideas for establishing connectivity to existing and planned sidewalks, neighborhoods, and other destinations identified on the inventory map.

**Task 3: Develop Williams Run Multiuse Trail Plan**

Consolidate information into the Williams Run Multiuse Trail Plan

Product: A Draft Williams Run Multiuse Trail Plan that outlines a conceptual multiuse trail that will provide a safe walking and biking corridor for those living in the Madison Heights and downtown Lynchburg City area. The plan will also contain an Action Plan for Amherst County to move the conceptual plan into an implementable reality for the Amherst County community.

Budget: \$20,000: staff

Completion date: June, 2015

**3.03 Corridor Studies**

**Simon Run**

**Description:**

**Product: Draft plan documenting the effort.**

**Atlanta Avenue**

**Description:**

**Product: Draft plans documenting the effort..**

Budget: \$50,000; Consultant

Completion date: June, 2015

**3.04 Campbell County Comprehensive Plan's Transportation Element**

Description: Campbell County is updating its comprehensive plan. Staff will develop the draft transportation element for the plan.

Product: Draft transportation element for the Campbell County comprehensive plan.



Budget: \$12,000, staff  
Completion date: October, 2014

### **3.05 Environmental Justice**

Description: Ongoing public consultation and public participation to provide guidance in transportation planning. Our planning process should be inclusive and work to fairly allocate benefits to concentrations of poverty, minority, disability, limited English proficiency or any other federally protected groups.

In order to ensure compliance and enhancement of Environmental Justice and Title VI regulations the CVMPO will report as required to VDOT's Civil Rights Division regarding the CVMPO's activities and practices.

Products: Documented Environmental Justice and Title VI response to VDOT's Civil Rights Division, as requested.

Budget: \$1,000; staff  
Completion date: June, 2015

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## **SECTION II**

### **FTA, VDRPT, CVMPO FUNDED ACTIVITIES**

#### **44.21.00 Program Support and Administration**

Description: Region 2000 Staff will assist in ongoing activities that ensure proper management and operation of a continuing, comprehensive, and coordinated (3-C) planning process. The primary objectives of this task are to implement the FY 2012 UPWP throughout the fiscal year; provide all required administrative functions, including all accounting, personnel, contract, and office administration; and to support the activities of the CVMPO through preparation of agendas, attendance and scheduling meetings, reports, minutes, and other duties as needed for the CVMPO board and subcommittees. This task allows for amendments to the current UPWP and preparation of the FY 2016 UPWP. Additionally, this task will allow for participation in the Community Health Action and Response Team, promoting alternative transportation that can access transit.

Product: Efficient office operation, accurate financial information, preparation of quarterly reports and billing, as well as the various direct and indirect supporting roles to the CVMPO; amendments to the UPWP; and preparation of the FY 2016 UPWP. Participation in the Community Health Action and Response Team.

Budget: \$35,000

Completion Date: June, 2015

#### **44.22.00 General Development and Comprehensive Planning**

Description: This item allows for ongoing transportation planning support services for GLTC and the CVMPO. The CVMPO will provide data gathering and analysis resources as requested and will be available to assist any regional transit agency in their planning efforts. The items in this section are geared toward increasing the safety, security, and accessibility of the transportation system to motorized and non-motorized users. The items are also meant to enhance the integration and connectivity of the transportation system. Lastly, all objectives are geared toward promoting efficient system operation and management.

Tasks:

1. Provide the major public transit agency in our area—GLTC—with the planning assistance associated with keeping the bus stop database current. Keeping a current inventory of bus stops will promote the overall efficiency of system operations and management. This item follows on the heels of the 2013 Bus Stop Inventory in which ADA accessibility was closely examined. The overall objective of this planning effort is to provide a current list of the bus stops in the Geographical Information System to improve overall transit efficiency. This item is essential in providing “Routematch”—the company that houses GLTC’s bus stop data in a real-time viewing mode—with accurate information which riders can use to determine when the next bus is approaching. The data and associated attributes will also be uploaded to Google Transit to reflect current conditions.
2. The arrival of the new GLTC transfer center—slated to open in July, 2014—will require the altering of several GLTC fixed routes. The re-routing analysis exercise for the fixed route system was completed in 2013. This project effort will address any snow routes or emergency routes that will have to be re-routed due to the new transfer center location. The overall objective of this effort is to create an up to date emergency/snow route routing system map that can be used in a Geographic Information system. This information will be available on GLTC’s website.
3. Roughly 15 years ago, GLTC provided trolley service to Lynchburg’s Central Business District. The trolley service was discontinued because of low ridership. The most recent US Census data show that the census tracts associated with the Central Business District have increased tremendously with the influx of residents to new downtown lofts and apartments. GLTC has several bus routes that service downtown Lynchburg, but still no trolley service. This project effort would focus on determining the feasibility of a shuttle service in downtown Lynchburg. The feasibility study will include a survey of downtown businesses and residents, the creation of various route scenarios, key findings, and recommendations. The information from this study will be presented to the GLTC board who will in turn advise on next steps.
4. The Transit Development Plan (TDP) developed in FY2010 has goals and objectives listed for yearly increments that need to be monitored. Region 2000 Staff will evaluate these goals and measures to assure that goals are being met in their given time frames. The overall objective of this planning effort is to ensure that the Transit Development Plan is a document that is being followed by the MPO and the various transit agencies in the region. Region 2000 staff time will be used to research existing versus future ridership, route profiles, route alignment, and service frequency and measure their implementation against the goals and objectives set forth by the TDP. This task will lead to the overall efficiency of systems operations and management of transit in the region. This is a task that has been carried out as part of the work program for the last four years.

Products:

- A current database of GLTC stops will be sent to the City of Lynchburg's GIS department on a bi-annual basis (March/September).
- Quarterly reports to GLTC showing accurate fixed route system data that can be sent to "Routematch" and Google Transit.
- An up to date bus stop database to be maintained by Region 2000 staff.
- Document showing the feasibility of downtown shuttle service.
- Produce short-range planning reports for GLTC as requested.

Budget Total: \$ 81,074

Completion Date: June, 2015

#### **44.23.01 Long Range Transportation Plan Update**

Description: This task allows for the update to the Central Virginia Long Range Transportation Plan, Year 2040. The Plan is scheduled to be updated by the fall of 2015.

Region 2000 Staff will oversee the review, explanation, and update to any projects on the Central Virginia Long Range Transportation Plan, Year 2035 in the event that a project needs to be updated before the five year update. This task will also provide for explanations of the plan to interested parties such as CVMPO Board members and citizens. The section of the LRTP depicting transit will also be monitored and updated as needed in order to give a current assessment of transit in the area.

Products:

- Public Assistance and information, as well as preparation for any updates that are necessary
- Continued development of the long range plan update..
- Continued maintenance and updates to the Year 2035 Plan.

Budget: \$1,000

Completion date: June, 2015

#### **44.25.00 Transportation Improvement Program**

Description: Region 2000 Staff will oversee the maintenance of the Central Virginia Transportation Improvement Program (TIP), preparation of TIP amendments, and intergovernmental reviews of transportation projects. This task is justified because it keeps the TIP up to date. Any TIP project that is transit related—including bicycle and pedestrian facilities leading to public transit—will be updated as needed. The TIP program supports the economic vitality of the metropolitan area by enabling productivity and efficiency.

Products: Approved TIP, updated TIP maps, TIP amendments, and intergovernmental review of transportation projects.

Budget: \$1,000

Completion date: June, 2015

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Proposed Expenditures		FHWA	State	Local	Total	FTA5303	State	Local	Total
<b>1.00 Administration</b>									
1.01 General Admin. & Oper.	\$	44,570	\$ 5,571	\$ 5,571	\$ 55,712	\$ 28,000	\$ 3,500	\$ 3,500	\$ 35,000
1.02 Work Prog. Admin.	\$	35,770	\$ 4,471	\$ 4,471	\$ 44,712				
	\$	8,800	\$ 1,100	\$ 1,100	\$ 11,000				
<b>2.00 Long Range Planning</b>									
2.01 Long Range Trans. Plan	\$	159,201	\$ 19,900	\$ 19,900	\$ 199,001	\$ 1,600	\$ 200	\$ 200	\$ 2,000
2.02 Transportation Imp. Prog.	\$	156,001	\$ 19,500	\$ 19,500	\$ 195,001	\$ 800	\$ 100	\$ 100	\$ 1,000
	\$	3,200	\$ 400	\$ 400	\$ 4,000	\$ 800	\$ 100	\$ 100	\$ 1,000
<b>3.00 Short Range Planning</b>									
3.01 General Development and Comprehensive	\$	83,200	\$ 10,400	\$ 10,400	\$ 104,000	\$ 64,859	\$ 8,107	\$ 8,107	\$ 81,074
3.02 Alternative Transportation	\$	16,800	\$ 2,100	\$ 2,100	\$ 21,000	\$ 64,859	\$ 8,107	\$ 8,107	\$ 81,074
3.03 Corridor Studies	\$	16,000	\$ 2,000	\$ 2,000	\$ 20,000				
3.04 Campbell County Comp Plan	\$	40,000	\$ 5,000	\$ 5,000	\$ 50,000				
3.04 Environmental Justice	\$	9,600	\$ 1,200	\$ 1,200	\$ 12,000				
	\$	800	\$ 100	\$ 100	\$ 1,000				
	\$	-	\$ 0	\$ 0					
	\$	-	\$ 0	\$ 0					
<b>Total</b>									
<b>Subtotal</b>				<b>PL</b>	<b>\$ 358,713</b>			<b>DRPT</b>	<b>\$ 118,074</b>
									<b>\$ 476,787</b>
<b>The following notes relate to VDOT funding arrangements. These funds are not controlled by the CVMPO</b>									
<b>Surface Planning and Research (SPR) FUNDING FOR VDOT STAFF SUPPORT</b>									
<b>ACTIVITY</b>									
Administration									
State Transportation									
Planning									
				<b>Federal</b>	<b>State</b>				
				<b>\$150,000</b>	<b>\$30,000</b>				
VDOT's Transportation and Mobility Division (TMPD), located in the Central Office, will provide statewide oversight, guidance, and support for the federally mandated Metropolitan Transportation Planning and Programming Process. TMPD will provide technical assistance to VDOT Planning Managers, local jurisdictions, regional agencies and various divisions within VDOT, in the development of transportation planning documents for the MPO areas. TMPD will participate in special studies as requested.									
FY-13 Funding Available Statewide: \$150,000.									

**Region 2000 Local Government Council**

**FY-2015 Rural Transportation Planning Work Program**  
**July 01, 2014 – June 30, 2015**

**Transportation Technical Committee Approval: March 13, 2014 (tentative)**  
**Region 2000 Local Government Council Approval: April 17, 2014 (tentative)**

## **Purpose and Objective**

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2015 each planning district commission / regional commission will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program and each planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds, but note that the arrangement of all such funds involves development of a scope of work, approval and other coordination in TMPD administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.



## **FY 2015 - Program Administration (\$21,000)**

***Background and Objective:*** The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.

### **1. Rural Transportation Planning Management**

***Description:*** This activity includes all program management and administrative responsibilities not directly attributable to specific program activities. There are two defined objectives of this task: (1) the administration of transportation planning work program activities; and (2) the completion of necessary contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.

***Deliverable Products:*** The primary result of this task should be a well-functioning transportation program, including:

- Preparation of quarterly financial progress reports.
- Provide oversight and administration of specific projects awarded under the Rural Transportation Grant Program.
- Prepare meeting agenda minutes, resolutions, arrange for and/or attend meetings, conferences, and training.
- Preparation for and attendance at Project Management Team (Technical Committee) meetings, including any work for special committees.
- Review proposed enhancement projects as requested.
- Prepare and execute funding agreements and contracts, including contract extensions or supplements, as needed.
- Respond to requests for intergovernmental reviews, coordination.
- Review, as necessary, consultant contracts or supplements and monitor consultant contracts, negotiations, and work progress on corridor studies and plans employing consultants.
- Undertake staff training to enhance the rural transportation planning process, such as attendance at VDOT meetings and training sessions, VAPDC conferences, VAPA conferences and other opportunities as identified.
- Provide Year End Summary List of accomplishments under the Rural Transportation Planning Assistance Program.

***Budget:*** \$16,800

### **2. Rural Transportation Planning Assistance Program-Scope of Work**

***Description:*** This task provides for the annual preparation of the Rural Transportation Planning Assistance Program – Scope of Work for the upcoming

fiscal year (i.e., July 1, 2015 to June 30, 2016). Any amendments or revisions to the existing scope of work are also a part of this element.

Deliverable Products: The FY 2016 Rural Transportation Planning Assistance Program – Scope of Work, which documents the activities to be accomplished by the Region 2000 Local Government Council staff in the upcoming fiscal year. It will also include any amendments or revisions to the existing scope of work.

Budget: \$4,200

<b>SPR Funds (80%)</b>	<b>\$16,800</b>
<b>PDC Funds (20%)</b>	<b>\$4,200</b>
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<b>Total Budgeted Expenditure for Program Administration</b>	<b>\$21,000</b>

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## **FY 2015 - Program Activities (\$51,500)**

***Background and Objective:*** Address regionalized transportation issues that are identified by the Transportation Technical Advisory Committee and the Planning District Commission. Individual projects and work elements are described below:

### *1. General Technical Assistance*

***Description:*** This task allows for the assistance to localities on transportation related activities on an individual or regional basis as needed.

This task includes, but is not limited to:

- Providing transportation technical input and resources to the Council's localities outside of the MPO area to improve the overall effectiveness and efficiency of the transportation network;
- Reviewing and assisting in the updating of local comprehensive plans to ensure that land use and other elements are consistent with transportation planning elements and the statewide transportation plan;
- Other duties as required by VDOT, FHWA, and the Council;
- Development and provision of GIS information for use with transportation projects and planning efforts;
- Enhancement and maintenance of a website.
- Education, information, and referral assistance to localities on local transportation planning committees such as the 501 Coalition and local Chamber of Commerce Transportation Committees.
- Writing transportation planning grants, including enhancement and safe routes to school grants. This task includes any research and plan development necessary to support grant application efforts.
- Evaluation and review of special situations such as major traffic generators, site plans, elderly and handicapped needs, and para-transit projects, as needed.
- Finally, this task will allow for staff GIS training activities.
- Complete any outstanding items from the FY 2014 Scope of Work.
- Attend the Fall Transportation Meeting and provide a display.
- Participate in outreach meetings and review data as requested by VDOT throughout the fiscal year pertaining to:
  - VTrans Update
  - Functional Classification Update
  - Virginia Surface Transportation Plan Update (VSTP)
  - Park and Ride Lots Inventory / Study
  - Bicycle and Pedestrian planning
  - Freight planning
  - Other meetings as requested

Deliverable Products:

- Assistance as enumerated above;
- Enhance and maintain the Council's website transportation component;
- Enhancement, safe routes to school, or other transportation planning grant applications for local or regional projects, including supporting research and plan development products;
- Accomplished staff GIS training;

Budget: \$11,000

2. *Corridor Safety Review*

*Description:* Conduct corridor study or analysis of a roadway segments or intersections and identify potential improvements (including access management) to the corridors for safety and/or congestion. This task will involve coordinating location selection with the transportation technical committee and VDOT provided training opportunities, including a manual of procedures currently under development by VDOT. Corridors studied may include segments of Pumping Station Road in Appomattox County, Elon Road in Amherst County, or other segments identified by staff and the transportation technical committee.

*Deliverable:* Draft report documenting activities accomplished.

Budget: \$25,000

3. *Comprehensive Plan Transportation Elements: Campbell County and the Town of Appomattox*

Staff will assist Campbell County in the development of its comprehensive plan transportation element.

*Deliverable Product:* Draft comprehensive plan transportation elements for Campbell County.

Staff will assist the Town of Appomattox in the development of its comprehensive plan transportation element.

*Deliverable Product:* Draft comprehensive plan transportation elements for the Town of Appomattox.

Budget: \$10,500

4. *Alternative Transportation Planning Activities*

The following items will be accomplished in support of alternative transportation planning efforts:

Description: The same primary foundational project activities found in the CVMPO UPWP FY'15 will be included in the rural areas of Region 2000:

- Website updates;
- Grant assistance;
- Bike Month;
- Lynchburg Area Greenway Alliance;
- Bike/Pedestrian Annual Report;
- VDOT Bicycle Advisory Committee participation;
- Alternative Transportation Webinar Series; and
- Yearly update to the Bicycle/Pedestrian Facilities in Region 2000.

Deliverable Product: Summary report of above referenced activities.

Additionally:

#### Smith Mountain Lake Bicycle Route Plan Development

Description: Through a coordinated stakeholder and public outreach process, establish a recommended bicycle on-road, and possible off-road, recommendations for creation of bicycle routes or Share the Road signage installation along identified roadways frequented by cyclists. The planning process will include coordination with the Roanoke Valley Alleghany Regional Commission, VDOT Lynchburg and Salem District staff, and Smith Mountain Lake stakeholders.

Background: In the summer of 2016 Smith Mountain Lake will celebrate its 50 year anniversary. A series of dedication activities and legacy projects are envisioned to commemorate the anniversary and prepare the area for the next 50 years. Bicycling for recreation and for short-distance transportation to key destinations has increased dramatically in the last five years in the area. However, within the area there is no designated signage or routes to guide cyclists or to alert motorists to anticipate seeing cyclists along the roadway.

#### Task 1: Project Scope Meeting

Hold initial information and project development meeting with key stakeholder to develop coordinated project approach.

#### Task 2: Research and Inventory

- 1A: Identify and map existing and planned sidewalks and trails;
- 1B: Identify roadway routes frequented by cyclists in and around the Smith Mountain Lake area;
- 1D: Identify and map community facilities such as schools, parks, and recreation centers, etc.;
- 1E: Review road geometries, accident data, and any other roadway data.

Product: Summary of data with which to consider corridor route options.

Task 3: Participate in Community Workshops

Establish a process to engage public input, project buy in.

Product: Summary memorandum.

Task 4: Present Draft Smith Mountain Lake Bicycle Route/Trail Options

Present the series of proposed on-road bicycle routes and potential, off-road trail, recommendations.

Product: Summary memorandum.

Task 5: Implementation Opportunities Plan

Develop a summary document of scenarios and activities, such as a fund-raising activity similar to the Dr. Bell Bicycling Awareness Memorial Fund, with which to implement the bicycle on-road and off-road corridor recommendations. The document will provide a rating of those activities that can be implemented in time for the 50th anniversary of the lake area and potentially, longer-term activities.

Deliverable Product: A Smith Mountain Lake Area Bicycle Accommodations Plan that will highlight current roadway conditions; proposed bicycle on-road route options, and possibly off-road conceptual options; and finally a menu of actions and activities to implement at least one Smith Mountain Lake bicycle facility project with which to complete as part of the pending 2016 50th anniversary of the forming of the lake.

Budget: \$5,000

<b>SPR Funds (80%)</b>	<b>\$41,200</b>
<b>PDC Funds (20%)</b>	<b>\$10,300</b>
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<b>Total Budgeted Expenditure for Program Activities</b>	<b>\$51,500</b>

**FY-2015 Budget Summary**

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
<b><u>Program Administration</u></b>			
1. Program Administration	\$13,440	\$3,360	\$16,800
2. Scope of Work	\$3,360	\$840	\$4,200
3.	\$xx,xxx.xx	\$xx,xxx.xx	\$xx,xxx.xx
4.	\$xx,xxx.xx	\$xx,xxx.xx	\$xx,xxx.xx
<b>Total Budgeted Expenditure for Program Administration</b>	\$16,800	\$4,200	\$21,000
<b><u>Program Activities</u></b>			
1. General Technical Assistance	\$8,800	\$2,200	\$11,000
2. District Oriented Activities	\$20,000	\$5,000	\$25,000
3. Comprehensive Plan Transportation Elements	\$8,400	\$2,100	\$10,500
4. Alternative Transportation	\$4,000	\$1,000	\$5,000
<b>Total Budgeted Expenditure for Program Activities</b>	\$41,200	\$10,300	\$51,500
<b>Total Budgeted Expenditure for Program Administration and Program Activities</b>	<b>\$58,000.00</b>	<b>\$14,500.00</b>	<b>\$72,500.00</b>

# Signed PDC Resolution

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**Tasks for the FY-15 Rural Work Program: (detailed guidance or data resources will be provided by TMPD on new efforts)**

**Required:**

- Complete any unfinished tasks from FY-14 Rural Work Program. Please outline the tasks that you will be completing.
- Submit a prioritize list of recommended projects for consideration in the FY 2016 - 2021 SYIP to your District Planner by November 30, 2014. Also, provide documentation of prioritization methodology used to develop the list.
- Participate in outreach meetings and provide / review data as requested by VDOT throughout the fiscal year pertaining to:
  - Long Range Transportation Planning efforts;
  - Prioritization of recommendations or projects;
  - Federal Functional Classification Update;
  - Park and Ride Lots Inventory / Study;
  - Bicycle and Pedestrian planning; and
  - Freight planning.
- Attend the Fall Transportation Meeting held in your region and provide a display to serve as outreach.
- Other meetings as requested.

**Coordinate the following tasks with your VDOT District Planner as these will vary by district:**

- Assist the VDOT District Planner in the update / review of the Small Urban Area Plans in the region. Prior to budgeting for this task, please consult with your VDOT District Planner as the amount of time and effort will vary according to district.
- Other activities that the PDC should complete which are appropriate with the given funding source and approved by the District Planner, may be included. Discuss these tasks with your VDOT District Planner before including them in the work program.

STATEMENT OF PURPOSE  
Approved September 5, 2002

The Central Virginia Transportation Technical Committee (Committee) is responsible for supporting the Central Virginia Metropolitan Planning Organization's (CVMPO) and Region 2000 Regional Commission's transportation policy decision-making efforts.

The Committee provides technical advice in coordinating the federally-mandated "3-C" or continuing, comprehensive, and cooperative, transportation planning and programming process.

The Committee's three principal work efforts are updating the long range transportation plan, updating the transportation improvement program (TIP), and developing the annual unified planning work program. The Committee, in conjunction with its rural colleagues, also develops the annual Rural Transportation Planning Assistance Program Scope of Work. The Committee's intent is to review and comment on TIP projects and work program products.

The Committee acknowledges that the long range transportation plan update is the primary planning document for transportation issues in the Central Virginia region. This planning initiative drives the formulation of the transportation improvement program, as well as the annual work programs.

The Committee further realizes that the long range transportation planning process must identify regional priorities in order to fully influence project funding decisions ultimately exercised by the Commonwealth Transportation Board. The Committee's intent is to recommend priorities and encourage the CVMPO to set these priorities at the regional level.

Because of its importance, the Committee is fully committed to actively being involved in the long range transportation planning process.

In carrying out its responsibilities, the Committee will:

1. Coordinate with local planning departments to ensure an understanding of pertinent local development issues and their impact on the region;
2. Coordinate with nearby MPOs and develop an ongoing dialogue with them;
3. Strive to integrate land use and economic development, as well as transportation considerations, in its planning process;
4. Strive to be proactive as opposed to reactive in problem solving.