

# WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



400 Kendrick Lane, Suite E, Front Royal, Virginia 22630  
Phone: 540-636-8800 ❖ Fax: 540-635-4147  
[www.winfredmpo.org](http://www.winfredmpo.org)

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**Win-Fred Metropolitan Planning Organization**  
**Chairman Bill Bayliss**  
**Citizens Advisory Committee Minutes**  
**Tuesday, January 10, 2012 at 8:00 a.m.**  
**Wells Fargo Advisors**  
**117 N. Braddock Street, Winchester, VA**

<b>Win-Fred MPO Citizens Advisory Committee Member Jurisdiction Representatives</b>			
	<b>Frederick County</b>		<b>Winchester</b>
✓	Walt Cunningham	✓	R. William Bayliss, III
	Tim Stowe		Dr. John Crandell
	Alan Toxopeus		Harry Smith
	<b>Stephens City</b>		<b>Staff</b>
	Kelly Henshaw		Martha Shickle
		✓	Karen Taylor
		✓	John Thomas

**Winchester -Frederick County MPO  
Citizens Advisory Committee Meeting Minutes  
Wells Fargo Advisors  
117 N. Braddock Street, Winchester, VA  
January 10, 2012 at 8:00 AM**

**1. Administrative Matters:**

- a) Welcome and Introductions – Chairman Bayliss welcomed everyone to the meeting.
- b) Review and approval of the September 13, 2011 meeting minutes – **A motion was made by Mr. Cunningham approving the minutes. Minutes were unanimously approved.**

**2. Citizen Comment Period** – None reported.

**3. Constrained Long Range Plan Update**

Mr. Thomas gave a PowerPoint presentation on what has been done since the September meeting regarding the CLRP update. A copy of Mr. Thomas' presentation is attached to the minutes.

Following the presentation, Mr. Walt Cunningham made the following remarks for the record: He stated that he feels that the only relief for congestion on Route 7 would be the extension of Route 37. Mr. Cunningham also expressed evacuation concerns such as traffic from D.C. and the Northern VA area in Frederick County and City of Winchester. He also stated that he is concerned with employment leaving the area and Frederick County becoming a bedroom community.

**4. Bicycle and Pedestrian Inventory Overview**

Mr. Thomas gave an overview of the process for the Bicycle and Pedestrian Inventory analysis. He stated that a couple of scenarios that will be studied are what would encourage individuals to walk and bike, and interconnectivity. One of the tools provided by this analysis will be a map of existing biking and pedestrian conditions. He stressed that the map will provide current road conditions but will not include any safety ratings. This will give the user of the road pertinent information for their use.

Mr. Thomas also announced that Bike VA will be in the Winchester and Berryville area this summer.

**5. Discussion of Work Tasks for the FY13 Unified Planning Work Program**

Ms. Taylor handed out a copy of the FY12 Unified Planning Work Program (UPWP). She reviewed each of the work tasks that would be a rollover to the FY13 UPWP. Ms. Taylor asked the committee to review Work Task 5: Local Technical Assistance in greater detail. She asked the committee for suggestions on which highway projects they would like to recommend to the Policy Board to be included in FY13. Ms. Taylor stated that the TAC discussed recommending the following projects: Route 11 from North Avenue to the West Virginia Line and Route 522 from Cameron Street to Burnt Church Road. Mr. Short also suggested a study of Route 277 with a focus on turn lane improvements/requirements,

operational, capacity and number of trips generated to Route 11. Ms. Taylor requested that the committee members email her with any suggestions. Ms. Taylor stated that she will have a draft FY13 UPWP for review at the February 14<sup>th</sup> TAC meeting.

## **6. Commonwealth Transportation Board and Transportation Priorities Discussion**

Mr. Thomas briefed the committee on the CTB fall outreach meeting that was held on November 2<sup>nd</sup> at Broadway High School. He stated that Ms. Shickle formally presented the WinFred MPO and NSVRC transportation priorities to the CTB. Mr. Thomas noted that Dr. Jim Davis is currently our region's CTB representative and Mr. Alan Louderback is the Rural Member At Large and resides in Luray, VA.

## **7. January-February Meeting Schedule**

Ms. Taylor reviewed the meeting scheduled. The committee agreed to meet on Tuesday, February 14, 2012. Chairman Bayliss requested that Ms. Taylor email the committee making them aware of the meeting.

- Tuesday, January 10<sup>th</sup>: Citizens Advisory Committee @ 8 a.m. – 117 N. Braddock Street, Suite 100, Winchester
- Wednesday, January 18<sup>th</sup>: Policy Board Meeting @ 10 a.m. – Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester
- Tuesday, February 7<sup>th</sup>: Technical Advisory Committee @ 10 a.m. – Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester
- Wednesday, February 15<sup>th</sup>: Policy Board Meeting @ 10 a.m. – Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester

## **8. Other Business**

Staff will provide an update on the Federal Transportation Bill at the February 14, 2012 meeting.

**Meeting adjourned at 9:10 a.m.**

## Glossary of Acronyms

**CAC**- Citizen Advisory Committee- Serves as an advisory committee to the MPO Policy Board to solicit public input and provide citizen perspective on MPO projects. Conducts public hearings and public input sessions on selected projects at the direction of the Policy Board.

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**Wells Fargo Advisors**  
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**Winchester -Frederick County MPO  
Citizens Advisory Committee Meeting Minutes  
Wells Fargo Advisors  
117 N. Braddock Street, Winchester, VA  
February 14, 2012 at 8:00 AM**

**1. Administrative Matters:**

- a) Welcome and Introductions – Chairman Bayliss welcomed everyone to the meeting; a roundtable of introductions followed.
- b) Review and approval of the January 10, 2012 meeting minutes – Minutes were approved as presented.

**2. Citizen Comment Period – None reported.**

**3. Constrained Long Range Plan Update – John Thomas**

- a) Draft Plan Posted to web: [www.winfredmpo.org/transplan\\_final.asp](http://www.winfredmpo.org/transplan_final.asp) – Mr. Thomas announced the draft CLRP has been posted to the WinFred MPO website. He gave an overview of the Draft CLRP.
- b) Proposed Public Meeting Schedule – A draft meeting schedule will be emailed out to committee members this week for review and comment.

**4. Presentation of the DRAFT FY13 Unified Planning Work Program**

Mr. Thomas and Ms. Taylor gave an overview of the draft FY13 Unified Planning Work Program. Staff requested that members submit comments via email to Ms. Taylor.

Staff will present the draft document to the Policy Board during the February 15, 2012 meeting. Ms. Taylor stated the document will need to be adopted by the May 16, 2012 Policy Board meeting.

**5. Fourth Round of Funding for TIGER Program**

Mr. Thomas stated that a fourth round of funding for the TIGER program was released on Tuesday, January 31, 2012; the official name of this round is TIGER 2012. As in previous rounds, high-speed rail and intercity passenger rail projects remain eligible for funding. TIGER 2012 provides for the possibility of up to \$100 million being used toward these projects. TIGER 2012 will also continue to encourage the development of transportation projects in rural areas, providing \$120 million for rural transportation projects. TIGER 2012 grants are for capital investments in surface transportation infrastructure and are to be awarded on a competitive basis. Projects will be evaluated on primary criteria that include safety, economic competitiveness, livability, environmental sustainability, state of repair and short-term job creation. Pre-applications are due February 20 and applications are due March 19. Mr. Thomas that TAC has forwarded a recommendation to the Policy Board for the resubmittal of the TIGER III projects #1: Tevis Street/Hope Drive re-alignment and extension from Pleasant Valley Road over I-81 to US 522 including re-decking of the US 17/US 50 bridge over I-81. #2: Route 37/Crosspointe Boulevard extension from I-81 / Tasker Road to US 522 to the Policy Board.

## 6. February-March Meeting Schedule

Ms. Taylor reviewed the meeting schedule:

- Tuesday, February 7<sup>th</sup>: Technical Advisory Committee @ 10 a.m. – Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester
- Tuesday, February 14<sup>th</sup>: Citizens Advisory Committee @ 8 a.m. – Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester
- Wednesday, February 15<sup>th</sup>: Policy Board Meeting @ 10 a.m. – Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester
- Tuesday, March 6<sup>th</sup>: Technical Advisory Committee @ 10 a.m. – Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester
- Citizens Advisory Committee: TBD
- Wednesday, March 21<sup>st</sup>: Policy Board Meeting @ 10 a.m. – Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester

7. **Other Business** – None reported.

**Meeting adjourned at 8:50 a.m.**

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**Winchester -Frederick County MPO  
Citizens Advisory Committee Meeting Minutes  
Wells Fargo Advisors  
117 N. Braddock Street, Winchester, VA  
May 8, 2012 at 8:00 AM**

**1. Administrative Matters:**

- a) Welcome and Introductions – Chairman Bayliss welcomed everyone to the meeting.
- b) Review and approval of the February 14, 2012 meeting minutes – **The minutes were approved unanimously.**

**2. Citizen Comment Period – None reported.**

**3. Draft FY2013 Unified Planning Work Program**

Ms. Taylor stated that the Draft FY2013 Unified Planning Work Program has been under public comment and review, April 9 through April 28, 2012. Mr. Anthony Foster with DRPT has submitted comments regarding Title VI compliance; they are addressed under Work Task 4: Public Mobility. Following review and discussion, **a motion was made by Dr. Crandell forwarding a recommendation of approval to the Policy Board. Motion seconded by Ms. Henshaw. Motion carried.**

**4. Draft 2035 Long Range Transportation Plan (LRTP) Status Update**

Ms. Taylor stated that the Draft 2035 Long Range Transportation Plan has undergone the public comment period, March 26, 2012 through April 14, 2012. A summary of comments was reviewed by staff and is attached to the minutes. Ms. Taylor stated that Mr. Hoy, City of Winchester Public Works requested that staff forward him the contact information for the individual who commented on increased sidewalk snow removal in the City of Winchester. Mr. Taylor noted that the expansion of local transit outside of the City of Winchester has been moved from the CLRP to the Vision Plan at the request of the City TAC representatives. Ms. Taylor stated that staff will request adoption of the document from the Policy Board in June.

**5. May-June Meeting Schedule**

Ms. Taylor reviewed the following meeting schedule:

- Tuesday, May 1, 2012 and June 5, 2012: Technical Advisory Committee @ 10 a.m. – Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester
- Tuesday, May 8, 2012: Citizens Advisory Committee @ 8 a.m. - Wells Fargo Advisors, 117 N. Braddock Street, Winchester, VA
- Wednesday, May 16, 2012 and June 20, 2012: Policy Board Meeting @ 10 a.m. – Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester

**6. Other Business – Chairman Bayliss asked Ms. Taylor to include an RSVP in the CAC meeting notices.**

**Meeting adjourned at 8:30 a.m.**

**Definition of Acronyms on Reverse**

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**Chairman Bill Bayliss**  
**Citizens Advisory Committee Minutes**  
**Tuesday, October 9, 2012 at 8:00 a.m.**  
**Frederick County Administrative Offices**  
**First Floor Conference Room**  
**107 N. Kent Street, Winchester, VA**

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**Winchester -Frederick County MPO  
Citizens Advisory Committee Meeting Minutes  
Frederick County Administrative Offices – First Floor Conference Room  
107 N. Kent Street, Winchester, VA  
October 9, 2012 at 8:00 AM**

**1. Administrative Matters:**

a) Welcome and Introductions – Chairman Bayliss welcomed everyone to the meeting. Later in the meeting, Ms. Taylor introduced the NSVRC’s new Sr. Transportation Planner, Mr. John Madera; a roundtable of introductions followed.

b) Review and approval of the May 8, 2012 meeting minutes – **A motion was made by Mr. Cunningham approving the minutes. Motion seconded by Dr. Crandell. Motion carried.**

**2. Citizen Comment Period – None reported.**

**3. Update on the Pedestrian and Bicycle Facilities Inventory and Analysis Study**

Ms. Taylor and Mr. Madera provided a status report to the committee regarding the Bike/Ped Study. A briefing was given on the additional public outreach that staff is doing for this study. A flyer and a questionnaire have been created to receive additional public input; both will be translated to Spanish. Staff will distribute to Hispanic businesses. Ms. Taylor announced that a public input meeting will be held on Thursday, November 8<sup>th</sup> at 6 p.m. The meeting will be held at Jim Barnett Park, War Memorial Building – Social Hall, Winchester, VA. Ms. Taylor encouraged attendance from the CAC.

The consultant working on this study, Kittelson will provide a presentation to the Policy Board in November regarding work to date. Ms. Taylor invited the CAC members to attend this meeting as well.

**4. Overview of MAP-21 – Staff**

Mr. Madera presented a PowerPoint presentation on MAP-21 (Moving Ahead for Progress in the 21<sup>st</sup> Century). MAP-21 reauthorizes the Federal-aid highway program at the Congressional Budget Office’s baseline level—equal to current funding levels plus inflation—for two fiscal years. Mr. Madera provided this update to the TAC on October 2, 2012 and will present to the Policy Board on October 17, 2012.

**5. October-November Meeting Schedule:**

Ms. Taylor reviewed the following meeting schedule:

- Tuesday, October 9, 2012: Citizens Advisory Committee @ 8 a.m. - Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester
- Wednesday, October 17, 2012: Policy Board Meeting @ 10 a.m. – Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester
- Tuesday, November 6, 2012: Technical Advisory Committee @ 10 a.m. – Fred. Co. Admin. Offices, 107 N. Kent Street, Winchester

- Thursday, November 8, 2012: Pedestrian and Bicycle Study Public Input Meeting @ 6 p.m. – Jim Barnett Park, War Memorial Building, Social Hall

## **6. Other Business**

Mr. Madera stated that he attended a course in Richmond, VA on Urban Travel Demand Forecasting in September. The course was taught by National Highway Institute.

Mr. Madera gave a briefing on the Virginia Rural Summit in Roanoke, VA that he attended in September.

Mr. Madera requested input from the committee members, such as what their feelings are on the MPO. Discussion and input from the members followed.

**Meeting adjourned at 9:00 a.m.**

DRAFT

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