



**Charlottesville-Albemarle Metropolitan Planning Organization
of the Thomas Jefferson Planning District Commission**
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Public Participation * Plan

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Information contained herein has been derived from Federal Regulation Code 450.316

The Charlottesville-Albemarle Metropolitan Planning Organization (MPO), the regional forum for comprehensive, continuing, and cooperative transportation planning in the urban study area, is committed to engaging all area citizens in its planning and programming activities. The Participation Plan documents the activities through which the MPO shall carry out the following practices for effective participation, communication, and consultation with all parties interested in the transportation planning process.



* "Participation" is used in the same spirit as "involvement."

Glossary of Acronyms

The following transportation-related acronyms are used in this document:

ACCT	Alliance for Community Choice in Transportation
BRT	Bus Rapid Transit
CHART	Charlottesville-Albemarle Regional Transportation
CTS	Charlottesville Transit Service
DRPT	Virginia Department of Rail and Public Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year (refers to the state fiscal year July 1 – June 30)
JAUNT	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, and Buckingham Counties
LRP	Long Range Plan. Refers to the 20 year transportation plan (also referred to as UnJAM)
LRT	Light Rail Transit
MPO	Metropolitan Planning Organization
PL	FHWA Planning Funding (used by MPO)
RideShare	Free Carpool matching service for Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties
RTA	Regional Transit Authority
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation governing the metropolitan planning process)
SPR	FHWA State Planning and Research Funding (used by VDOT to support MPO)
TDP	Transit Development Plan (for CTS and JAUNT)
TIP	Transportation Improvement Program
TJPDC	Thomas Jefferson Planning District Commission
TMPD	VDOT Transportation and Mobility Planning Division
UPWP	Unified Planning and Work Program (also referred to as Work Program)
UnJAM Plan	United Jefferson Area Mobility Plan (combines MPO & Rural Long Range Plan, also referred to as LRP)
UTS	University Transit Service
UVA	University of Virginia
SOV	Single Occupant Vehicle
VDOT	Virginia Department of Transportation
Work Program	Unified Planning and Work Program (also referred to as UPWP)

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Public Participation in MPO Policy Board Meetings

- All MPO Policy Board meeting agendas will include meeting guidelines establishing time limits and procedures for public interaction with the Policy Board.
- The Policy Board will advertise using the standard MPO advertising procedures for public input on the annual Unified Planning Work Program (UPWP), no fewer than two times: at the beginning of the programming process and prior to adoption.
- No fewer than two public hearings will be held by the Policy Board seeking public input regarding the annual Transportation Improvement Program (TIP): one at the onset of the programming process and one prior to the adoption of the TIP.
- No fewer than two public hearings will be held by the Policy Board seeking public input regarding the update of the Long Range Plan (LRP): one at the onset of the programming process and one prior to the adoption of the LRP.
- At least one public hearing will be held by the Policy Board regarding amendments to the UPWP, TIP, and LRP.
- Public information sessions and/or interactive workshops will be held regarding other major studies affecting the region's transportation network as deemed necessary by the Policy Board or by request of the public.
- The Public Participation Plan will be reviewed every two years and revised or amended as needed, in consultation with the public.
- As far as technically possible, access to MPO Policy Board members via email will be facilitated.

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Public Participation in MPO Committee Meetings

- All meetings of the Policy Board, Technical Committee and other MPO committees will be open to the public and will be held in locations accessible to persons with handicaps and on public transit lines. Arrangements will be made for interpreters for hearing impaired individuals, and every effort will be made to ensure provision of interpreters for non-English speaking persons, provided a request is submitted at least two days before the meeting.
- Public hearings, workshops, and forums will be scheduled at times that are accessible and convenient.
- All meeting agendas will include time for matters from the public and responses to matters from the public.
- Public forums will be held during updating and amending the LRP and TIP.
- Summaries of all comments received and responses to these comments will be included in the TIP, LRP, and other relevant documents (e.g. meeting minutes).

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MPO Advisory Committees

- Advisory committees will be established for the long range planning process, as well as other major studies and issues affecting the region's transportation network. Examples of such committees past and present include the Community Mobility Committee (CMC), and the Transit Technical Committee.
- City and County citizens will be represented on the MPO Technical Committee (via a CHART representative), the Long Range Plan Citizen's Advisory Committee (CHART), and the Community Mobility Committee.

Deleted: the Charlottesville-Albemarle Regional Transportation Study (CHART),

Deleted: Route 29 Bypass Planning Committee, the Meadow Creek Parkway Design Planning Advisory Committee, the Park and Ride Committee Jefferson Area Bicycling And Walking Advisory Committee (JABAWAC),

Deleted: Transportation Funding Options Working Group

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Participation With Community Organizations

- The MPO will maintain a mailing list and e-mail list of public and private organizations affected by the regional transportation network including environmental, housing, and

economic development groups.

- All citizens/groups requesting inclusion on the MPO mailing and e-mail list will be added.
- The MPO will coordinate with the statewide transportation planning public involvement and consultation process, as appropriate.
- The MPO will identify and communicate with populations traditionally underserved by the transportation network, such as those with disabilities and low-income persons through organizations and media outlets known to serve these populations.
- The MPO will identify locations of low income and minority communities using Geographic Information Systems (GIS) or other suitable means and will provide information to seek input from these communities at least once a year for the TIP and during Long Range Plan updates. Methods for communicating may include:
 1. Presenting at or sponsoring a community meeting in the targeted area and/or
 2. Seeking representatives from the community to participate in an MPO meeting focusing their concerns and/or
 3. Seeking representatives from the community and/or from service agencies familiar with the needs of these communities.

Public Access to MPO Information

- Draft copies of the TIP, the UPWP, the Public Participation Plan, the Long Range Plan, and other major studies will be made available in adequate time for public review on the MPO website, through MPO area public libraries, local planning offices, VDOT and MPO offices.
- Information regarding achievement of goals and deliverables identified in the UPWP will be provided for public review. A final report on the work programmed in the UPWP will be prepared and available for public review annually.
- MPO staff will be accessible to the public through a variety of means (e-mail, phone, fax, or in person).

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Communications with the Public[†]

- Meeting materials will be made available electronically and/or distributed to those on the MPO contact list and to the media approximately one week prior to the meeting. Arrangements will be made to accommodate individuals that require special assistance to review meeting materials and other documents and reports.
- Notice will be sent to those on the MPO contact list approximately one week prior to each meeting to announce when meeting materials are electronically available.
- Notification regarding the UPWP, TIP and the long range plan will be sent to those on the MPO contact list and the media at least two weeks prior to the meeting at which approval is scheduled to take place.
- Notification regarding approval of this Public Participation Plan will be advertised in public newspapers for the region. A minimum public comment period of 45 days is required before the Public Participation Plan is initially adopted or revised.
- Advertisements of MPO public hearings during the development of the LRP, TIP, and UPWP, as well as for critical or adjacent projects that will influence regional transportation will be posted in central places of low-income and minority neighborhoods.

Public Participation in the Development of the UPWP, TIP, Plans, and Studies

During the updating process, the MPO will employ the following strategies as appropriate:

[†] The MPO Policy Board may act on an agenda item in the absence of proper notice with approval of a waiver of requirement by 75 percent vote.

- Encourage and accept public input in a variety of ways (i.e. by mail, in person, website, phone and via e-mail)
- Include a broad segment of the population in development of programs, plans, and studies by conducting regional workshops to obtain public input on transportation and land use issues.
- Conduct focus group meetings in traditionally underserved communities to ensure the interests of these groups are incorporated into long range planning efforts.
- Meet with and identify needs of other groups with special interests in the community.
- Continually experiment with a wide variety of marketing tools and visualization techniques (within limited budgets) to describe transportation plans (including LRP and TIP) and to incorporate public participation into planning workshops.
- In developing the LRP and TIP, the MPO will consult with agencies and officials responsible for other planning activities within the MPO that are affected by transportation or coordinate its planning process with such planning activities.
- The MPO will consider other related planning activities within the metropolitan area when developing the LRP, TIP, and other relevant plans or studies.
- The MPO will provide an additional opportunity for public comment if the final LRP, TIP or other transportation plan differs significantly from the version that was made available for comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts.

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Documentation of Public Participation

- The MPO staff will create a notebook (or database) to record public comments and records of public opinion acquired from a variety of sources. The review process will help MPO staff evaluate its success at meeting Environmental Justice goals and Title VI regulations. Comments and other input that come to the MPO will be forwarded to all members of the MPO Policy Board in a timely manner to allow adequate consideration but, no later than its next meeting.
- Copies of the approved Participation Plan shall be provided to FHWA and FTA for informational purposes and shall be posted on the MPO website.

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Committees of the MPO

The following pages include descriptions of current MPO committees: MPO Policy Board, MPO Technical Committee, CHART Plan Citizen Advisory Committee, and Community Mobility Committee.

Once approved by a committee, committee meeting schedules and membership may be changed without amending the Public Participation Plan. Any changes will be listed on the TJPDC website and included with other committee advertisement materials.

Charlottesville-Albemarle MPO Policy Board

The MPO Policy Board is the decision-making body for the purpose of carrying out the continuing, cooperative and comprehensive (“3-C”) transportation planning and programming process as defined in United States Code Title 23, Section 134 and Title 49 Section 1607; and in accordance with the constitution and statutes of the Commonwealth of Virginia. In carrying out its responsibility the MPO shall:

- a) Establish policy for the continuing, comprehensive and cooperative transportation planning process;
- b) Develop the long range transportation plan for the urban study area known as the Charlottesville Albemarle Regional Transportation Plan (hereinafter referred to as the CHART Plan);
- c) Review the CHART Plan for the study area on an annual basis;
- d) Update the CHART Plan no less frequently than every five years;
- e) Recommend action by other appropriate agencies;
- f) Revise the CHART Plan study area, defined by the "cordon boundary", as required, and in conjunction with VDOT;
- g) Develop, in coordination with local governments and VDOT, socio-economic data for the regional traffic model;
- h) Develop and approve the annual Transportation Improvement Programming and after planning documents as required by the U.S. Department of Transportation Regulations, as amended;
- i) Perform or oversee other transportation reviews and evaluations; and
- j) Develop and approve the Work Program and Public Participation Plan.

The MPO meets ~~the fourth Wednesday of each month at 4:00 pm. at CitySpace on the Downtown Mall.~~

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The voting membership of the MPO shall be composed of two (2) voting members designated by and representing each local government within the Charlottesville-Albemarle Urbanized Area who will be vested with the authority to speak for and act on behalf of their respective local government on matters concerning area wide transportation planning activities. The MPO will also include one (1) voting member designated by and representing VDOT. The nonvoting membership of the MPO shall be composed of one (1) representative each designated by and representing the Thomas Jefferson Planning District Commission, the Federal Highway Administration, the Federal Aviation Administration, the Federal Transit Administration, the Virginia Department of Rail and Public Transportation, the University of Virginia, JAUNT, the CHART Advisory Committee and Charlottesville Transit Service. Alternates for Voting Members are chosen by the City, County, and VDOT.

Voting Members: Two Albemarle County Board of Supervisors Representatives, Two Charlottesville City Council Representatives, and One VDOT Representative.

Nonvoting Members: UVA Office of the Architect, JAUNT, CTS, CHART Advisory Committee, TJPDC representative, FHWA, FTA, DRPT.

Charlottesville-Albemarle MPO Technical Committee

The MPO Technical Committee is composed of individuals with technical knowledge in transportation and land use matters. It will provide technical review, comment, and recommendations on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. The Committee shall integrate land use and environmental considerations into all of its activities in order to forge a stronger link between transportation, land use and the environment. The Committee will (1) determine the influence of current data upon the Transportation Plan in relation to previous data and projected trends; (2) cooperate in the development of the procedures for the collection of traffic data and reassignment of traffic; (3) work with the staffs of the TJPDC and VDOT to review, comment, recommend, and assist VDOT, participating political jurisdictions, or the TJPDC on any proposal, alternatives, and work performed on the location and design of facilities in the CHART Plan; and serve in an advisory capacity to the Metropolitan Planning Organization.

The Committee meets the fourth Tuesday of each month at 10:30 a.m. in the Thomas Jefferson Planning District Commission Office.

The voting membership of the Technical Committee shall be composed of three (3) members each designated by and representing the City and the County, one (1) designated by and representing VDOT, and one (1) designated by and representing the VDRPT. The Technical Committee will also include one (1) voting representative each, designated by and representing the University of Virginia, JAUNT, Rideshare, Charlottesville Transit Service, and any appropriate agency as determined by the MPO. The nonvoting membership of the Technical Committee shall be composed of one (1) representative each, designated by and representing the CHART Advisory Committee, the Federal Aviation Administration (FAA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Charlottesville-Albemarle Airport Authority.

Voting Members: Charlottesville Neighborhood Development Services, Charlottesville Public Works, Charlottesville Planning Commission, Albemarle County Department of Community Development, Albemarle Transportation Engineer (Department of General Services), Albemarle Planning Commission, VDOT, DRPT, CTS, JAUNT, TJPDC/RideShare, UVA Landscape Architect. Alternates for the MPO Technical Committee are selected by the Voting Members from the City, County, and VDOT.

Nonvoting Members: FHWA, FTA, VA Dept of Aviation Senior Aviation Planner, FAA, CHART Advisory Committee

Charlottesville Albemarle Regional Transportation Plan (CHART) Advisory Committee

The CHART Advisory Committee is composed of citizens appointed by the City, County and MPO to represent a broad range of interest in the community.

CHART's mission is to:

- Develop and recommend updates to long range Charlottesville Albemarle Regional Transportation Plan (CHART) (in previous years, this document was called the Charlottesville Area Transportation Study, or CATS).
- Meet frequently as needed during plan updates; meet no less than annually during interim years to evaluate plan progress and recommend amendments and updated project descriptions.
- Host community forums to solicit public input. Present plan update and recommendations for plan amendments to MPO Technical Committee for endorsement and approval by MPO Policy Board.
- Create Policy Guidelines for the operation of the Committee, to be approved by the MPO Policy Board, to assure consistent and equitable operations while providing accountability of the processes.
- Continue to assist, review, plan and recommend to MPO Technical Committee on-going changes and needs to UnJAM 2025.
- Serve in a project specific advisory capacity.
- Via its own initiative and public input shall identify multi-modal transportation problem areas and recommend solutions to the MPO Technical Committee for consideration and inclusion in UnJAM 2025.

The CHART Committee meets each month on the first Wednesday at 7:00 p.m. in the Thomas Jefferson Planning District Commission Office.

CHART Advisory Committee Interest Group Roster: Small Business, Pedestrian, Bicycling, Public Transit, Private Transit, Environmental, Chamber of Commerce, Freight (Air travel and passenger/freight rail interest will be consulted as appropriate during the planning process). The eight designated transportation planning interest groups could be divided between the City, County and MPO so that there is an equitable division between the City and the County.

Composition of CHART appointed members:

- Limit members to a total of thirteen.
- Both City and County shall have four appointments (Eight At Large Members), one of which should be a Planning Commissioner.
- The MPO shall appoint five members to represent "Interest" groups
- Either City or County At-Large members may also represent Interest Groups if needed and are so qualified.
- CHART may propose specific individuals to fill Committee vacancies to the MPO Policy Board, the City and County for Appointments. This does not preclude required public announcements of vacancies to be filled.
- As noted in the MPO bylaws, a CHART representative will serve as a nonvoting member of the MPO Technical Committee.

Staff Team for Technical Assistance:	
Charlottesville Neighborhood Development Services	TJPDC/MPO Transportation Planning
Charlottesville Planning Commission	VDOT/VDRPT Transportation Planning
CTS	University of Virginia Architect
Albemarle County Department of Community Development	University Transit Service
Albemarle Planning Commission	FHWA Community Planning
JAUNT	FTA Transit Planning

Community Mobility Committee (CMC)

Mission

The Community Mobility Committee shall help Charlottesville and Albemarle develop strategies to decrease the dependence on the single occupant automobile.

CMC's Mission is to:

The Committee will focus on strategies for increasing ridership on transit; increasing participation in carpooling and vanpooling; and helping the region prepare for initiatives such as ITS and light rail transit (LRT). It will coordinate efforts with bicycling and walking and other related initiatives and programs. The Committee will report no less than quarterly to the MPO Technical Committee and Policy Board.

Committee Membership: The Committee includes a core group from the MPO Technical Committee and three additional representatives (one from the City and two from Albemarle). Private sector transit providers will receive meeting notices and are welcome to participate in discussions.

The Committee meets the fourth Tuesday of each month at 9:00 a.m. in the Thomas Jefferson Planning District Commission Office.

Composition of Community Mobility Committee members include:

Charlottesville Citizen Representative	JAUNT
Charlottesville Transit Service (CTS)	UTS
Charlottesville Neighborhood Development Services	RideShare
2 Albemarle Citizen Representatives	DRPT
Albemarle County Department of Community Development	VDOT
Bicycling and Walking Representatives	

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Mission¶

An advisory committee appointed by the Charlottesville-Albemarle Metropolitan Planning Organization (MPO) will develop a community consensus on issues related to vehicle, pedestrian, bicycle, and transit transportation on the Route 29 bypass. The committee will work with VDOT and the bypass design consultant during the design planning phase of the project. With a community consensus in place, communication with VDOT will be smoother as planned improvements are implemented.¶

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Scope of Study¶

Bypass design issues to be addressed by the advisory board concern community needs and preferences. Technical facility design issues will be addressed by VDOT as customary, with the advisory board's report as a resource for guidance on community needs and preferences. The board will present a final report to the MPO evaluating the proposed design according to the criteria they establish. Staffing is provided by the MPO, working with the City, County, and VDOT staff.¶

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The committee meets on an as-needed basis to evaluate information as it is developed by VDOT. The meeting dates are selected according to the convenience of the committee members.

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Virginia Department of Rail and Public Transportation