



Central Virginia Metropolitan Planning Organization

Region 2000 Local Government Council

Large Conference Room

July 15, 2010

4:00 p.m.

1. Call to Order.....Hugh Pendleton, Chair
2. Approval of the April 28, 2010 Meeting Minutes.....Hugh Pendleton, Chair
3. Public Hearing for and Consideration of an Amendment to the Public Participation Plan for the Central Virginia Metropolitan Planning Organization
.....Bob White, Deputy Director
4. Presentation and Discussion of the Central Virginia Long Range Transportation Plan Year 2035 Update.....Bob White, Deputy Director
5. Presentation of the draft update to the Region 2000 Bicycle Plan
.....Bob White, Deputy Director
6. Consideration of an Invitation to Meet with the Commonwealth Transportation Board on September 15, 2010.....Bob White, Deputy Director
7. Consideration of an Invitation to Meet with Secretary of Transportation Sean Connaughton regarding Route 29 on July 29, 2010
.....Bob White, Deputy Director
8. Election of the Chair and Vice Chair.....Bob White, Deputy Director
9. Matters from the Members.....All
10. Adjournment-Next Meeting of the CVMPO is October 21, 2010.....Chair
11. Informational Items

Central Virginia Metropolitan Planning Organization
Executive Director's Report
July 15, 2010

1. Call to Order
2. Approval of the April 28, 2010 Meeting Minutes

See attachment 2.

The minutes of the April 28, 2010 meeting of the Central Virginia Metropolitan Planning Organization (CVMPO) are attached for your review and approval.

Recommendation: The staff recommends the CVMPO approve the attached minutes of the April 28, 2010 meeting.

3. Public Hearing for and Consideration of an Amendment to the Public Participation Plan for the Central Virginia Metropolitan Planning Organization

See attachment 3a and 3b.

The final Public Participation Plan for the Central Virginia Metropolitan Planning Organization, An Evaluation, April 2010 is attached for the members' consideration. Included in the evaluation is a suggested amended Public Participation Plan for the CVMPO.

The Plan is the official policy of the CVMPO regarding public involvement in the transportation planning process. An evaluation of this Plan is accomplished every three years as part of ongoing efforts to continually improve the effectiveness of the CVMPO's public involvement efforts. Staff accomplished this effort over the past months and has reviewed the results with the Transportation Technical Committee. The Committee has accepted the report.

The evaluation concludes:

- the CVMPO adheres to the Plan;
- the Plan is clear and concise;
- appropriate emphasis is placed on involving all interested parties to the transportation planning process;
- the CVMPO employs useful techniques in gathering input beyond traditional public meetings; and
- the CVMPO's efforts are in line with similar sized MPOs.

The evaluation goes on to identify and recommend three areas for improvement:

- improve the CVMPO's web presence;
- improve efforts to educate the public on the role and responsibilities of the CVMPO; and
- identify measurements of effectiveness to inform future improvement efforts.

Staff presented the findings of the evaluation at the CVMPO's meeting of April 28th. The members after discussion directed the staff to amend the Public Participation Plan as discussed within the evaluation. The staff has amended the Plan accordingly. As required, the Plan and its amendment have been available for public comment for forty-five days. Additionally, a public hearing must be held and is scheduled to be accomplished as part of this agenda item.

A resolution amending the Public Participation Plan is attached. The Technical Review Committee has reviewed this matter and recommends approval of the amendment.

Recommendation: Staff recommends the CVMPO amend the Public Participation Plan for the Central Virginia Metropolitan Planning Organization as presented in the attached resolution.

4. Presentation and Discussion of the Central Virginia Long Range Transportation Plan Year 2035 Update

Staff will provide an update to the conduct of the Central Virginia Long Range Transportation Plan Year 2035. Particular discussion will include consideration of means to advance the alternative development scenario presented at the April 2010 CVMPO meeting. A project status report will also be provided as well as current financial and project information.

Recommendation: Receive the report.

5. Presentation of the draft update to the Region 2000 Bicycle Plan

See attachment 5.

The *Draft Region 2000 Bicycle Plan* will be presented to the CVMPO for review and consideration and begins a final review and presentation period by which each locality will have a final opportunity to review the document. The final *Region 2000 Bicycle Plan* will be presented to the CVMPO for adoption at the October meeting.

A copy of the Region 2000 Bicycle Plan Executive Summary is attached. The full draft document is available on the Region 2000 website. Staff will be sending letters to each of the planning departments requesting review and opportunity to provide a brief overview of the document to locality boards in preparation for CVMPO meeting in October.

Recommendation: Receive the report.

6. Consideration of an Invitation to Meet with the Commonwealth Transportation Board on September 15, 2010

The Commonwealth Transportation Board has extended an invitation to the CVMPO to attend and address its members at its September 15, 2010 meeting. This is an opportunity to put forward matters of interest from our region. Staff

would like to discuss this matter with the members, determine presentation topics and determine member participation in the meeting.

Recommendation: Discuss the opportunity and determine an approach to addressing the Commonwealth Transportation Board.

7. Consideration of an Invitation to Meet with Secretary of Transportation Sean Connaughton regarding Route 29 on July 29, 2010

Secretary of Transportation Sean Connaughton has invited Region 2000 to participate in a meeting concerning Rt. 29. The meeting is scheduled for July 29 in Charlottesville. Our understanding at this time is the meeting will include City of Lynchburg, Albemarle County, and Region 2000 representatives.

Most recent information regarding this meeting will be provided. Staff will ask the members to discuss this opportunity to meet with the Secretary and invited guests regarding Rt. 29.

Recommendation: Discuss this opportunity and determine an approach to participate in the July 29 meeting.

8. Election of the Chair and Vice Chair

The CVMPO needs to elect a new Chair and Vice Chair for the 2010-2011 fiscal year. The localities have been serving alphabetically, and the next Chair would be Joan Foster, City of Lynchburg. The Vice Chair would be Will Mays, Amherst County.

Recommendation: Staff recommends the CVMPO elect the Chair and Vice Chair.

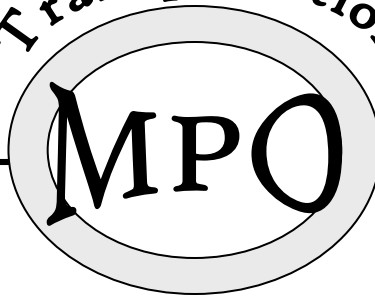
9. Matters from the Members

10. Adjournment-Next Meeting of the CVMPO is October 21, 2010

11. Informational Items

See attachment 11.

The attached list identifies Central Virginia Transportation Improvement Program (TIP) amendments and adjustments accomplished. The amendments have been approved by the CVMPO. The adjustments have been approved by the staff in accordance with the MPO TIP ADJUSTMENT AGREEMENT, dated July 21, 2005. These adjustments do not require CVMPO approval since they are not new projects, but rather are projects that have adjustments made primarily to their funding stream or schedule.



Central Virginia Metropolitan Planning Organization

Region 2000 Partnership's large conference room

April 28, 2010

4:00 p.m.

MEMBERS PRESENT

Rob Cary.....VDOT Lynchburg District
 Jack Hobbs.....Amherst Town
 David Laurell.....Campbell County
 William Mays.....Amherst County
 Kim Payne.....Lynchburg City
 Hugh Pendleton.....Campbell County
 Harold Swisher.....Amherst Town

MEMBERS ABSENT

Joan Foster.....Lynchburg City
 Kathleen Guzi.....Bedford County
 Lee Lintecum.....Amherst County
 John Sharp.....Bedford County

OTHERS PRESENT

Gary Christie.....Local Government Council
 Marjorie Dunn.....Local Government Council
 Phillip Gabathuler.....Local Government Council
 Robert Guercia.....VDOT Lynchburg District
 Paul Harvey.....Campbell County
 Bob White.....Local Government Council
 Bill Wuensch.....Renaissance Planning Group

Draft Minutes

1. Call to Order

Chairman Hugh Pendleton called the meeting to order with a moment of silence beginning at 4:05 p.m.

2. Approval of the January 21, 2010 Meeting Minutes

Upon a motion by David Laurell, seconded by Jack Hobbs, the minutes of the January 21, 2010 meeting were approved as presented.

3. Opportunity for Public Comment

The public comment period began at 4:05 p.m. and closed at 4:06 p.m. There were no comments to receive.

4. Discussion of the Public Participation Plan for the Central Virginia Metropolitan Planning Organization

Bob White gave an overview of the Public Participation Plan. The plan is the official policy for the CVMPO as related to principal planning activities.

Attachment 2

The review concluded:

- the CVMPO adheres to the Plan;
- the Plan is clear and concise;
- appropriate emphasis is placed on involving all interested parties to the transportation planning process;
- the CVMPO employs useful techniques in gathering input beyond traditional public meetings; and
- the CVMPO's efforts are in line with similar sized MPOs.

The plan review goes on to identify and recommend three areas for improvement:

- improve the CVMPO's web presence;
- improve efforts to educate the public on the role and responsibilities of the CVMPO; and
- identify measurements of effectiveness to inform future improvement efforts.

The members of the CVMPO had concerns about the possibility of a large crowd and suggested there be a contingency plan in case this should happen.

5. Consideration and Approval of the Central Virginia Metropolitan Planning Organizations' Unified Planning Work Program (UPWP), Fiscal Year 2011

Bob White briefed the group on the (UPWP) projects of note. He stated that the Technical Transportation Committee recommended approval and asked that the Central Virginia Metropolitan Organization recommend approving two resolutions: one is for the Virginia Department of Transportation (VDOT) and the Federal Highway Administration (FHWA); the second is for the Virginia Department of Rail and Transportation (DRPT) and the Federal Transit Administration (FTA) adopting the UPWP for Fiscal Year 2011.

Upon a motion by David Laurrell, seconded by Kim Payne, the consideration of a resolution supporting the Central Virginia Metropolitan Organization's Unified Planning Work Program, Fiscal Year 2011 was approved unanimously as presented.

6. Presentation and discussion of the Central Virginia Metropolitan Planning Organization's Long Range Transportation Plan Year 2035 Update

Bob White briefed the group on the progress of work that has been done in the past year. He stated that a fair amount had been done and that staff and the Renaissance Planning Group would continue to develop the update.

Mr. White introduced Mr. Bill Wuench of Renaissance Planning Group who gave an overview of the preferred development scenario, as well as a project listing. He also discussed the next steps in the plan development process.

7. Consideration of Support for the Central Virginia Area Agency on Aging's Federal Transit Administration Funding Requests

Bob White asked the Central Virginia Metropolitan Planning Organization to consider recommending approval for two resolutions funding requests by the Central Virginia Area Agency on Aging:

- FTA section 5310 Program Assistance to purchase transportation equipment (\$174,000)

Attachment 2

- FTA section 5317 Program Assistance to provide operating expenses for the New Freedom Transportation Program (\$52,632)

Upon a motion by David Laurell, seconded by Jack Hobbs, the consideration of a resolution supporting the Central Virginia Area Agency on Aging's Federal Transit Administration's Funding Request was approved unanimously as presented.

8. Presentation by Rob Cary, District Administrator, Lynchburg District, Virginia Department of Transportation regarding reorganization and service delivery

Rob Cary stated that VDOT had made some big changes. He acknowledged that the department is streamlining operations and addressing reductions in staffing and funding. He stated that there would be fewer customer contacts points, however it would be transparent. Mr. Cary introduced the group to Robert Guercia who would be the contact person for Construction, preliminary engineering, planning and investment maintenance.

9. Matters from the Members

There were no matters for the committee.

10. Adjournment

Chairman Hugh Pendleton adjourned the meeting at 6:00 p.m.

--The next meeting is July 15--



***Public Participation Plan for the Central
Virginia Metropolitan Planning
Organization***

An Evaluation

April 2010

Introduction

This report provides an evaluation of the Public Participation Plan for the Central Virginia Metropolitan Planning Organization (Plan). This evaluation is accomplished as part of an ongoing effort to continually improve the effectiveness of the Central Virginia Metropolitan Planning Organization’s (CVMPO) public involvement efforts. The evaluation is required every three years.

The Plan is the official policy of the CVMPO regarding public involvement in the transportation planning process. The plan takes into account the process for adoption, noticing, and public comment for all transportation related plans and progress, including the Transportation Improvement Program (TIP) and the Central Virginia Long Range Transportation Plan (LRTP).

Federal transportation policy requires an enhanced public involvement process for the planning efforts of all metropolitan planning organizations. The CVMPO—like many MPO’s around the country—continually strive to enhance their public participation efforts through new measures, including technological advances. However, the official policy of the plan remains the same— “[...] to facilitate public information; access and involvement under a collaborative planning process in which the interest of all interested parties, including affected agencies and certain identified population groups, are duly considered (Plan 2007).”

This report is laid out in the following sections. The Review of the Plan examines its use and implementation. The Research section highlights best practices that MPOs are using around the country to enhance their public participation efforts. These findings are distilled into suggestions for the CVMPO’s Plan. The Conclusion and Recommendations sections review the report and make specific recommendations for improving the public participation efforts.

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Review of the Public Participation Plan for the CVMPO

In this section, the Plan is reviewed against current practices and implementation. The purpose and objective statements of the plan were reviewed to determine if the statements were being met (Yes) or not being met (No). These conclusions were drawn from the current processes and activities of the CVMPO. Additionally, an initial indication was provided if opportunities for improvement were apparent.

The content in this section is directly transcribed from the Public Participation Plan for the Central Virginia Metropolitan Planning Organization. Comments are underlined and in italic. The complete Plan is attached as an appendix.

Purpose:

[...] This plan also specifies standard procedures for the development, adoption, and amendment of the Constrained Long Range Transportation Plan (LRTP), and the Transportation Improvement Program (TIP). Additionally this manual specifies the following:

- I. MPO Plans and programs will include a public participation component.
Yes. MPO plans and programs routinely include a public participation component. Reference is made to the update of the Central Virginia Long Range Transportation Plan and the Central Virginia MPO Bicycle Plan currently being prepared.
- II. A public comment period of 45 calendar days will be provided prior to the adoption of this public involvement process and/or any amendments to the process.
Yes. Current CVMPO activities and practices mirror this objective.
- III. The CVMPO will endeavor to coordinate this process with local, state and federal public involvement processes and initiatives wherever possible to enhance public involvement, promote the democratic process and reduce redundancies and costs through economies of scope and scale.
Yes. Current CVMPO activities and practices mirror this objective.
- IV. The public participation policy shall be reviewed by the CVMPO for effectiveness and/or updated at least once every three years. The policy will be reviewed by the CVMPO staff, the Transportation Technical Committee and the CVMPO as part of this review.
Yes. The Plan was last reviewed in 2007.

Goal 1: Endeavor to exceed applicable federal and state statutes regarding the LRTP, TIP and projects of regional significance—the major products of the MPO planning process.

Objective 1.1 All rules pertaining to advertising and holding a public hearing as described in 15.2-2204 of the Code of Virginia will be met or exceeded.

Yes. Noted below are objectives that exceed state or federal standards.

Objective 1.2 For major revisions and the addition of projects to the LRTP or TIP a minimum thirty (30) days public comment period will be observed before the “Official Public Hearing”

Yes. This requirement exceeds state and federal requirements.

Objective 1.3 A formal public meeting will be held to discuss “Long-Range” planning assumptions, at least once every long range plan cycle. Discussion of planning assumptions will be a major topic throughout the LRTP update process, integrated into the public participation process for the LRTP development, including its formal adoption by the CVMPO.

Yes. This is being accomplished through the Central Virginia Long Range Transportation Plan update, in particular through the scenario planning approach.

Objective 1.4 At a minimum, notice of intent to hold a public hearing shall be published in local newspapers, including minority-owned publications, and publications targeted toward specific groups, at least fourteen (14) days and no more than twenty-one (21) days in advance of the proposed meeting date. A second notice shall be published seven (7) days prior to the proposed meeting date. The Notice will also be posted on the Virginia’s Region 2000 Local Government Council’s website and posted at the Council’s offices.

Yes. Routinely, advertisements were placed in the minority owned Piedmont Area Journal until it ceased publishing. This objective’s standards exceed state requirements.

Objective 1.5 The current LRTP and TIP along with any proposed amendments will be accessible on the Virginia’s Region 2000 Local Government Council’s website. Additionally, these documents will be available at the Local Government Council’s offices.

Yes. Current CVMPO activities and practices mirror this objective.

Objective 1.6 The CVMPO will undertake, as part of the LRTP update and as described in the LRTP, an environmental mitigation discussion.

Yes. Current CVMPO activities and practices mirror this objective.

Goal 2: Develop a demographic profile of the CVMPO area as a tool to assess discuss and benchmark public participation, and the harms and benefits of projects with respect to neighborhoods, communities, minorities and concentrations of poverty.

Objective 2.1 Develop Geographic Information Systems (GIS) data layers pertaining to income, population, housing, age, minority status for the CVMPO.

Yes. This objective is being accomplished as part of CVLRTP update. Census block data provides accurate information on income, population, housing, age, and minority status and is being mapped by GIS staff from Region 2000.

Objective 2.2 Develop a plan for the management, cataloging and incorporation of useful public involvement related data.

Yes. This data is maintained as part of project files. All files related to the transportation planning process are available to the public during regular business hours. This is the practice of most MPOs researched in this study.

Objective 2.3 Incorporate the demographic profile into the LRTP, as a framework with which to display and evaluate the various proposed projects and improvements.

Yes. Current CVMPO activities and practices mirror this objective.

Goal 3: Inform the public about how transportation improvements are made and describe the role the MPO plays in the process.

Objective 3.1 Provide regular public opportunities to explain and discuss plans and outline the transportation planning process for the general public.

Yes. This objective is accomplished on the project level. Opportunities for improvement exists in the strengthening of the CVMPO's website as well as developing an educational effort to better explain the identity and role of the CVMPO within the region.

Objective 3.2 Continue the use of focus groups and steering committees in the planning process to keep stakeholders informed about the transportation projects in their area.

Yes. Current CVMPO activities and practices mirror this objective.

Objective 3.3 Public information initiatives can include but are not limited to the following: information kiosks, mailing lists, public events, focus groups, Virginia's Region 2000 Partnership website, project websites, Virginia's Region 2000 Partnership newsletter, newspaper articles and visual displays of information.

Yes. Current CVMPO activities and practices mirror this objective. An opportunity exists to better educate the region on the CVMPO's identity and role.

Goal 4: Raise the visibility of the CVMPO within the Central Virginia Region as the urbanized area transportation planning body.

Objective 4.1 Utilize a variety of means and visualization techniques to inform the public about the CVMPO including those listed in Objective 3.3.

Yes. This objective is accomplished on a project level. An opportunity exists to better educate the region on the CVMPO's identity and role.

Objective 4.2 Seek to cultivate a positive relationship with local print and broadcast media in order to establish an environment of goodwill and to seek positive publicity whenever feasible.

Yes. Regular notifications for updates and amendments to the Central Virginia Long Range Transportation Plan, the Central Virginia Transportation Improvement Program; and various other transportation related plans are provided to local print and broadcast media. An opportunity exists to better educate the press on the CVMPO's identity and role.

Objective 4.3 Maintain relationships with member government planning staffs in order to enhance collaboration and leverage the benefits from member government planning and public participation initiatives.

Yes. Current CVMPO activities and practices mirror this objective.

Goal 5: Involve the public in planning, prioritization, and identification of transportation needs.

Objective 5.1 Establish the role of focus groups and steering committees in the planning process as serving as a communication mechanism between citizen representatives, CVMPO, and CVMPO staff by:

- Ensuring focus groups and steering committees have up-to-date information about CVMPO plans to pass on to organizations and individuals within the areas they represent.
- When appropriate encourage focus groups and steering committee members to consult and collaborate with neighborhood, organizational and local government leaders.

Yes. The Transportation Technical Committee serves as the steering committee in the planning process.

Objective 5.2 Ensure the mobility concerns of the elderly and disabled, bicyclists and pedestrians are represented in focus groups and steering committees.

Yes. These interest groups are routinely invited to participate in planning efforts.

Objective 5.3 Comments will be provided to and discussed by the CVMPO as part of its consideration of update to the LRTP.

Yes. Summaries of focus groups and community meetings are prepared and brought forward as part of the planning process.

Goal 6: Obtain and incorporate public comments, reactions and perceptions into plans and solutions where appropriate, and share such comments with local, state and federal officials where appropriate.

Objective 6.1 Provide opportunities for the public to comment in writing or in person on any action being processed by the CVMPO.

Yes. Current CVMPO activities and practices mirror this objective.

Objective 6.2 Provide multiple means of response that may include but is not limited to mail in postcards, email, tape recordings, handwritten comments and or voice-mail messages when feasible and/or appropriate.

Yes. This objective is being met currently but could be improved by providing better online methods for submitting public comments.

Objective 6.3 Comments will be provided to the CVMPO as part of its consideration of any amendments or updates to the LRTP or TIP, as appropriate.

Yes. Current CVMPO activities and practices mirror this objective.

Goal 7: Make it easier for low income, minority and all citizens to get involved in the transportation planning process.

Objective 7.1 When possible scheduling public hearings and workshops in the late afternoon and early evening so those citizens that work can attend.

Yes. Current CVMPO activities and practices mirror this objective.

Objective 7.2 Publish notices and advertisements in publications aimed at minorities and low-income individuals.

Yes. This objective is being met whenever possible.

Objective 7.3 Use the demographic profile described in Goal 2 to ensure that initiatives and outreach efforts are adequately targeted to low-income and minority concentrations.

Yes. The majority of community meetings and public meetings are held on bus lines and in the central city.

Objective 7.4 Take advantage of opportunities to coordinate with agencies serving low income and minority populations in their public involvement and public information efforts.

Yes. Members of these populations are invited to participate in focus groups and community meetings.

Goal 8: Comply with the Americans with Disabilities Act of 1990

Objective 8.1 All public hearings will be held in facilities fully accessible to individuals with disabilities. All written material will be available in accessible formats for the visually impaired (i.e. large print, Braille, and/or audio tapes) upon request, or personnel will be available for readings. An interpreter for the hearing impaired will be available upon request for all meetings. Every reasonable effort will be made to accommodate individuals with disabilities who wish to participate in the public process.

Yes. Current CVMPO activities and practices mirror this objective.

Research

After examining the CVMPO plan at the objective level, staff researched how other MPO efforts around the country keep their plans up to date. It's important to note public participation practices are evolving nationally as well as in Virginia. This section highlights key findings that are common among the Plans studied.

During the course of the research effort, several resources were consulted including the American Planning Association's Planning Advisory Service (PAS), the Association of Metropolitan Planning Organizations (AMPO) and numerous MPOs. The following charts identify MPOs researched.

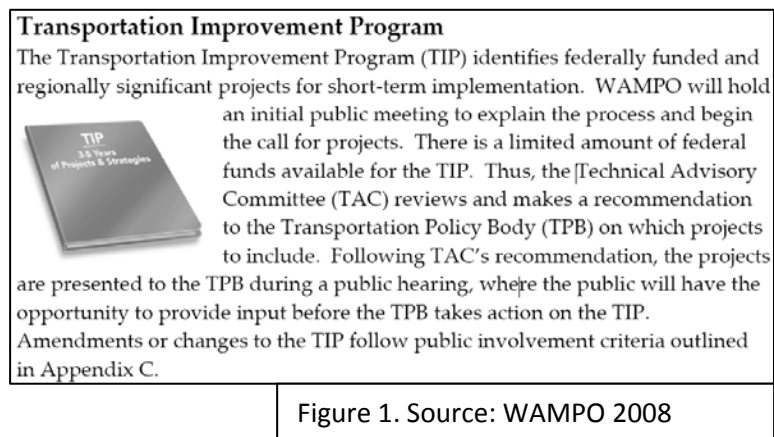
Virginia
Charlottesville-Albemarle MPO (Charlottesville, VA)
Danville MPO (Danville, VA)
Hampton Roads Planning District Commission (Chesapeake, VA)
Richmond Regional Planning District Commission (Richmond, VA)
Roanoke Valley Area MPO (Roanoke, VA)

Nationwide	
Atlanta MPO (Atlanta, GA)	Madison MPO (Madison, WI)
Bay-Lake Regional Planning Commission (Green Bay, WI)	Midland Odessa Transportation Organization (Midland, TX)
Benton-Franklin Council of Governments (Richland, WA)	Nashville MPO (Nashville, TN)
Bloomington/Monroe County MPO (Bloomington, IN)	New York MPO (New York, NY)
Boston MPO (Boston, MA)	North Jersey Transportation Planning Authority (Newark, NJ)
Cape Cod MPO (Cape Cod, MA)	Northwestern Indiana Regional Planning Commission (Portage, IN)
Chicago MPO (Chicago, IL)	Ozarks Transportation Organization (Springfield, MO)
Corpus Christi MPO (Corpus Christi, TX)	Rapid City MPO (Rapid City, SD)
Green River Area Development District (Owensboro, KY)	Salem-Keizer MPO (Salem, OR)
Greensboro MPO (Greensboro, NC)	South Western Region MPO (Darien, CT)
Huntsville Area MPO (Huntsville, AL)	Spartanburg Area Metropolitan Organization (Spartanburg, SC)
Kansas City MPO (Kansas City, MO/KS)	Texarkana MPO (Texarkana, TX/AR)
Little Rock MPO (Little Rock, AR)	Wichita Area MPO (Wichita, KS)

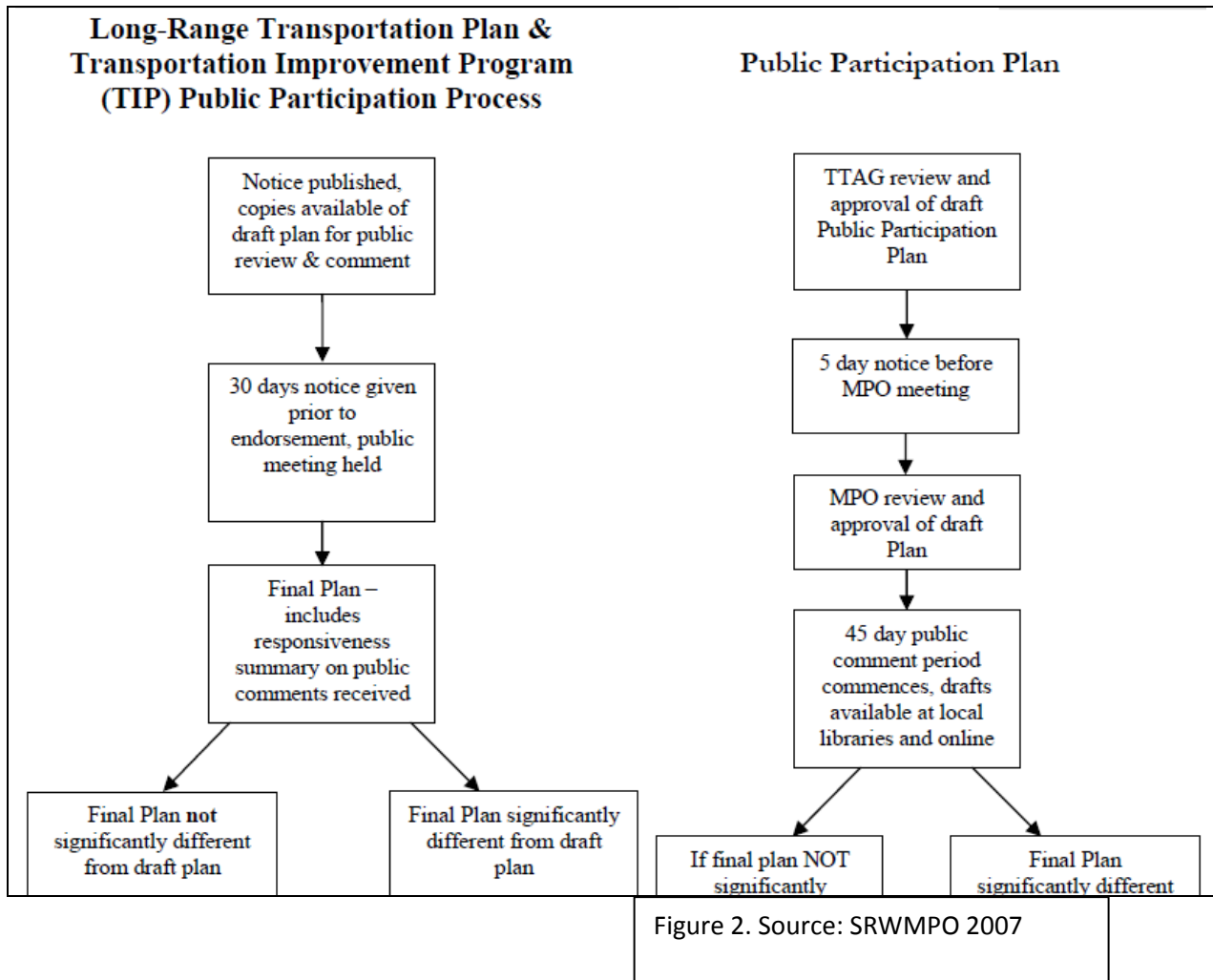
Findings

1. **MPO Guide—Provide a general guide on the operation and capacity of Metropolitan Planning Organizations. Developing and distributing materials explaining the identity and role of MPOs can assist in raising the profile of this planning function.**
 - a. Midland/Odessa MPO (MOTOR) provide materials that define the overall responsibilities and actions of an MPO on their website.
 - b. A “Public Participation Guide” that provides a list of ways for the public to get involved is suggested by the Southwest Regional MPO.

2. **Glossary/List of acronyms—Define commonly used transportation terms and acronyms so that the general public can more easily understand the transportation planning and programming environment.**
 - a. Midland/Odessa MPO (MOTOR) has a glossary of transportation terms and acronyms listed in the appendix of their public participation plan (PPP). Interestingly, words such as ‘public participation’, ‘consideration’, ‘consultation’, ‘cooperation’, ‘coordination’, etc. are also defined in their transportation planning context.
 - b. The Huntsville Area MPO has a glossary of abbreviations listed at the beginning of their PPP.
 - c. The Wichita Area MPO (WAMPO) includes a glossary of terms that are often used in the transportation planning context. Example:



- d. The Southwest Regional MPO best practices report encourages the use of visuals to define transportation planning documents. This is common among many MPOs and could be improved upon by the CVMPO. Figure 2 shows a flow chart outlining the public participation process for the LRTP.



- e. The Nashville (TN) MPO's Plan includes a glossary of technical terms pertaining to transportation planning that could be beneficial to readers without transportation planning background. The CVMPO plan uses some acronyms which could be described more fully in a glossary section. Other questions answered in the glossary/introduction section are 'What is an MPO?', 'What are its chief responsibilities?', 'What is a LRTP and a TIP?'

3. Provide more online resources—Post important information on the activities of the MPO and the accompanying resources online. Figure 3 shows what the CVMPO is currently offering online. An opportunity exists to improve the visibility, layout, and content of the CVMPO website to strengthen its usefulness for the general public.

Central Virginia MPO

The Central Virginia Metropolitan Planning Organization (CVMPO) is the federally designated transportation planning agency for the Lynchburg urbanized area. The primary activities of the CVMPO are developing and updating the Central Virginia Long Range Transportation Plan, developing and updating the Central Virginia Transportation Improvement Program, and developing and executing the annual Central Virginia Unified Planning Work Program UPWP.

- [Membership](#)
- [Agendas and Minutes](#)
- [Central Virginia Long Range Transportation Plan Year 2030](#)
- [Constrained portion of the Central Virginia Long Range Transportation Plan Year 2030 \(29 KB\)](#)
- [Central Virginia Transportation Improvement Program FY 2009-2012 \(5.78 MB\)](#)
- [Unified Planning Work Program](#)
- [Public Participation Plan for CVMPO](#)
- [Federally Obligated Funds](#)

For Central Virginia Long Range Transportation Plan Updates please click [here](#).

Map of CVMPO Planning Area


[View the Central Virginia Transportation Plan 2030 Map \(4.5 MB\)](#)

Figure 3. Source Region 2000

- a. Owensboro-Davies MPO requires that “Committee material for each TPC, PAC, and CAC meeting be made available for public review on the MPO website. This could be addressed in the CVMPO’s website.
- b. Midland/Odesa MPO (MOTOR)—among other MPOs researched—requires the minimum content for their website: contact information, current MPO membership, meeting calendars and agendas, work products and publications, comment/questions form, links to transportation related agencies/entities, and current by-laws to various plans and updates.
- c. Figure 4 shows the Huntsville Area MPO’s website. Their webpage is representative of many other MPOs researched.

Huntsville Area Transportation Study-Metropolitan Planning Organization

The transportation planning process for state and local governments, specified in the United States Code Section 134, Title 23, requires that a Metropolitan Planning Organization (MPO) be designated in urban areas with a population exceeding 50,000 individuals.

The local MPO, formally known as the Huntsville Area Transportation Study (HATS), was established in the 1970s by the Governor of Alabama. The HATS/MPO operates under a signed agreement concerning the transportation planning process for the Huntsville Urbanized Area. The agreement, updated in 1995 and signed by Madison County; the municipalities of Huntsville, Madison, Owens Cross Roads, and Triana; the State of Alabama; and the Top of Alabama Regional Council of Governments, indicates that the Huntsville Urbanized Area will carry out a 3-C (cooperative, comprehensive, and continuing) transportation planning process. This is imperative, so that coordination with the planned development of the Huntsville Urban Area can occur, and so that the designated jurisdictions can qualify for federal funding assistance for highway improvements.

The HATS/MPO plans and programs transportation improvements for the Huntsville Urbanized Area through the Unified Planning Work Program, Transportation Improvement Program, and the Long Range Transportation Plan. All federally funded transportation projects in the urban area must be programmed for construction by the HATS/MPO, and be listed in the Transportation Improvement Program and the Long Range Transportation Plan adopted by the HATS/MPO.

The MPO seeks public involvement and public input to transportation plans and policies. Please take a moment to review any documents requiring public comment, and please take the time to let us know your thoughts! Most of our documents require that you have Acrobat Reader in order to view them. If you do not have it currently available, [click here](#) for a free

- :: HATS Committee
- :: Meetings/Agendas
- :: Planning Activities & Requirements
- :: Plans/Publications
- :: Getting Involved
- :: BRAC & Roadways
- :: Transportation Planning
- Terminology & Acronyms
- :: Other Links

Figure 4. Huntsville MPO

4. Readability—Public participation plans should be written for easy comprehension

- a. The South West Regional MPO stresses the fact that PPPs should not contain a lot of legalistic language.
- b. The CVMPO’s plan is concise and straight forward. It does not contain any legalistic language so that it is readable to any citizen regardless of their background in transportation knowledge background.

5. Establish measures of effectiveness—Measures of effectiveness can help track the success of a public participation plan, and potentially lead to ongoing improvements to participation efforts.

- a. Examples of measures of effectiveness for MPOs are difficult to come by—especially for smaller MPOs.
- b. In general, the performance measurements that MPOs employ via their PPPs are soft measurements. For example, measuring the “[...] satisfaction with the outreach process expressed by participants” (MOTOR 2007) or “The impact of public outreach and involvement on the plan and on policy board actions” are difficult because they are so wide open for interpretation.
- c. The US DOT compiled a report on public participation plans and presents the following chart on effectiveness of notification methods. Figure 5 shows that less emphasis should be placed on postings and press releases and more time be place on more personable methods of contact such as phone calls or letters.

Table 8 Three most effective means of communication		
Means of Communication	No. of MPOs which rate "High"	% of MPOs which rate "High"
Phone calls or meetings with community leaders and organizations	15	46.9%
Personalized letters or email to community leaders, organizations, and selected individuals	15	46.9%
Phone calls or meetings with selected individuals	13	40.6%

Table 9 Three least effective means of communication		
Means of Communication	No. of MPOs which rate "Low"	% of MPOs which rate "Low"
Posting of public notices	18	56.3%
Paid print advertising (newspaper or magazine)	16	50%
Press releases	11	34.4%

Figure 5. Source: USDOT

- d. Hard measurements such as relating specifically invited persons against the Plan’s targeted groups and relating actual meeting attendees against the Plan’s targeted groups potentially could help determine the effectiveness of outreach efforts and give insight on how to improve participation efforts over time. Geo-coding invitees and attendees can be a part of this effort.

Additionally, research shows that the more resources an MPO has, the more effective they can be in the public participation realm. The CVMPO’s public participation efforts are in alignment with similar sized MPOs.

Conclusion

The current activities and processes of the CVMPO adhere to the Public Participation Plan. The plan is clear and concise and does not contain much legal terminology. The plan and practice emphasizes the incorporation of all interested parties in the transportation planning process. The CVMPO employs techniques that are useful in gathering citizen input beyond traditional public meetings. The CVMPO's public participation plan is in line with similar sized MPOs in Virginia.

The three areas where the Plan and its efforts can improve the most are its web presence; its efforts in educating the public on MPO activities, and identifying measurements of effectiveness. Expanding web resources to include more readily available material to the public is an important item that many MPOs are doing. Finding new and innovative ways to educate the public on the responsibilities and activities of an MPO is an area where the CVMPO might improve. Finally, addressing a measurement or technique to evaluate effectiveness of the Plan can also be useful in providing a means to consider improvements to the plan over time.

Recommendations

The staff recommends the CVMPO receive the report and direct the staff to accomplish the following:

1. Consider and develop means to improve the CVMPO's website, including material, readability, and accessibility.
 - a. Create domain name for website that will allow for easier navigation- "less clicks".
 - b. Improve the appearance of the website by implementing a new template.
 - c. Measure the success of making a new website by tracking web site hits from the old website to the new one.

2. Consider and develop materials and outlets to raise the profile and understanding of the CVMPO and its role in transportation planning and programming.
 - a. Create an informational brochure including:
 - i. Define the area of the Central Virginia MPO
 - ii. Present the responsibilities of the Central Virginia MPO
 - iii. List current projects that the Central Virginia MPO is involved in
 - iv. Glossary of transportation planning terms
 - b. Improve the distribution of material to include areas of high public travel.
 - i. Libraries
 - ii. Government offices
 - iii. News outlets

3. Consider and develop measures of effectiveness aligned with the concepts identified in this report.
 - a. Continue to work with localities in building database of contacts to match theirs.
 - b. Measure the contact database against what is listed in the plan.
 - c. Measure meeting attendees to what is listed in the plan.
 - d. Evaluate the website by measuring the number of hits from the old website to the new one.

Approval

During the April 28, 2010 meeting, the Central Virginia Metropolitan Planning Organization received and accepted this report as the evaluation of the Public Participation Plan. Region 2000 Staff will carry out the following recommendations in accordance with the plan's approval:

1. As stated in the report, the CVMPO's web presence could be improved in order to make it more accessible to the public and to make the site more navigable. Region 2000 Staff will compile information that will be pertinent to fulfilling these goals and assist in the creation of an improved website. The website will be descriptive on the topics of jurisdictional boundary of the CVMPO, the responsibilities of the CVMPO, as well as current projects—mainly the Long Range Transportation Plan—that the CVMPO is involved in. The

informational brochure described in recommendation #2 will also be available through the website, as well as a short media clip describing the content of the brochure.

2. To increase awareness and educate the public on the CVMPO, an informational brochure describing the CVMPO's involvement in various projects including the Long Range Transportation Plan will be available to the public via media outlets, public spaces, libraries, public meetings, the CVMPO's website and government buildings. In addition to the description of projects, the brochure will include a glossary of transportation planning terms and acronyms pertinent to CVMPO projects. The informational packet will educate the public on the responsibilities, tasks, and jurisdictional area of the CVMPO.
3. Region 2000 Staff will evaluate the effectiveness of the CVMPO's outreach efforts by employing the following measurements. The contact database that is updated with each update to the Long Range Transportation Plan will be measured with the recommended contacts that the Public Participation Plan calls for. This measurement will guarantee that all interested parties are receiving meeting invitations from the CVMPO. Secondly, a database of the public meeting attendees will be stored and reviewed against meeting attendee requirements listed in the Public Participation Plan. This will ensure that all groups listed in the Public Participation Plan are adequately represented at public meetings—particularly those related to the Long Range Transportation Plan.

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Appendix

The Metropolitan Planning Organization

PUBLIC PARTICIPATION PLAN for the

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION (CVMPO)

**Adopted: April 19, 2007
Revised: July 15, 2010 (Tentative)**

Policy Statement:

It is the policy of the CVMPO to facilitate public information; access and involvement under a collaborative planning process in which the interest of all interested parties, including affected agencies and certain identified population groups, are duly considered. To the extent permissible by law, the policy and technical processes will be made inclusive of and accessible to the aforementioned stakeholders. The CVMPO also recognizes that there is additional opportunity for public involvement at the local and state levels and will seek to cooperate with and assist these efforts whenever possible.

Purpose:

The Public Participation Policy Plan identifies a proactive public involvement process for the transportation planning efforts and products of the CVMPO in compliance with CFR 23, Part 450.316 pursuant to SAFETEA-LU and its amendments. This process includes but is not limited to: adherence to state and federal regulations regarding public notices and public hearings; complete access to information barring legal or fiduciary restraints; input to key decisions; development of a demographic profile of the MPO study area; and the development and deployment of innovative public involvement strategies.

This plan also specifies standard procedures for the development, adoption, and amendment of the Constrained Long Range Transportation Plan (LRTP), and the Transportation Improvement Program (TIP). Additionally this manual specifies the following:

I. MPO plans and programs will include a public participation component.

II. A public comment period of 45 calendar days will be provided prior to the adoption of this public involvement process and/or any amendments to the process.

III. The CVMPO will endeavor to coordinate this process with local, state and federal public involvement processes and initiatives wherever possible to enhance public involvement, promote the democratic process and reduce redundancies and costs through economics of scope and scale.

IV. The public participation policy shall be reviewed by the CVMPO for effectiveness and/or updated at least once every three years. The policy will be reviewed by the CVMPO staff, the Transportation Technical Committee and the CVMPO as part of this review.

Goals and Objectives:

Goals are used to describe the ultimate vision for the progress and accomplishments of the public involvement program. Objectives are the measurable short-term and interim steps used to provided feedback on the progress towards reaching the goal.

Goal 1: Endeavor to exceed applicable federal and state statutes regarding the LRTP, TIP and projects of regional significance –the major products of the MPO planning process.

Objective 1.1 All rules pertaining to advertising and holding a public hearing as described in 15.2-2204 of the Code of Virginia will be met or exceeded.

Objective 1.2 For major revisions and the addition of projects to the LRTP or TIP a minimum thirty (30) days public comment period will be observed before the “Official Public Hearing”.

Objective 1.3 A formal public meeting will be held to discuss “Long-Range” planning assumptions, at least once every long range plan cycle. Discussion of planning assumptions will be a major topic throughout the LRTP update process, integrated into the public participation process for the LRTP development, including its formal adoption by the CVMPO.

Objective 1.4 At a minimum, notice of intent to hold a public hearing shall be published in local newspapers, including minority-owned publications, and publications targeted toward specific groups, at least fourteen (14) days and no more than twenty-one (21) days in advance of the proposed meeting date. A second notice shall be published seven (7) days prior to the proposed meeting date. The Notice will also be posted on the Virginia’s Region 2000 Local Government Council’s website and posted at the Council’s offices.

Objective 1.5 The current LRTP and TIP along with any proposed amendments will be accessible on the Virginia's Region 2000 Local Government Council's website. Additionally these documents will be available at the Local Government Council's offices.

Objective 1.6 The CVMPO will undertake, as part of the LRTP update and as described in the LRTP, an environmental mitigation discussion.

Goal 2: Develop a demographic profile of the CVMPO area as a tool to assess, discuss and benchmark public participation, and the harms and benefits of projects with respect to neighborhoods, communities, minorities and concentrations of poverty.

Objective 2.1 Develop Geographic Information Systems (GIS) data layers pertaining to income, population, housing, age, minority status for the CVMPO.

Objective 2.2 Develop a plan for the management, cataloging and incorporation of useful public involvement related data.

Objective 2.3 Incorporate the demographic profile into the LRTP, as a framework with which to display and evaluate the various proposed projects and improvements.

Goal 3: Inform the public about how transportation improvements are made and describe the role the MPO plays in the process.

Objective 3.1 Provide regular public opportunities to explain and discuss plans and outline the transportation planning process for the general public.

Objective 3.2 Continued the use of focus groups and steering committees in the planning process to keep stakeholders informed about the transportation projects in their area.

Objective 3.3 Public information initiatives can include but are not limited to the following: information kiosks, mailing lists, public events, focus groups, Virginia's Region 2000 Partnership website, project websites, Virginia's Region 2000 Partnership newsletter, newspaper articles and visual displays of information.

Goal 4: Raise the visibility of the CVMPO within the Central Virginia Region as the urbanized area transportation planning body.

Objective 4.1 Utilize a variety of means and visualization techniques to inform the public about the CVMPO including those listed in Objective 3.3.

Objective 4.2 Seek to cultivate a positive relationship with local print and broadcast media in order to establish an environment of goodwill and to seek positive publicity whenever feasible.

Objective 4.3 Maintain relationships with member government staffs in order to enhance collaboration and leverage the benefits from member government planning and public participation initiatives.

Goal 5: Involve the public in planning, prioritization, and identification of transportation needs.

Objective 5.1 Establish the role of focus groups and steering committees in the planning process as serving as a communication mechanism between citizen representatives, CVMPO, and CVMPO staff by:

Ensuring focus groups and steering committees have up-to-date information about CVMPO plans to pass on to organizations and individuals within the areas they represent.

When appropriate encourage focus groups and steering committee members to consult and collaborate with neighborhood, organizational and local government leaders.

Objective 5.2 Ensure the mobility concerns of the elderly and disabled, bicyclists and pedestrians are represented in focus groups and steering committees.

Objective 5.3 Comments will be provided to and discussed by the CVMPO as part of its consideration of any update to the LRTP.

Goal 6: Obtain and incorporate public comments, reactions and perceptions into plans and solutions where appropriate, and share such comments with local, state and federal officials where appropriate.

Objective 6.1 Provide opportunities for the public to comment in writing or in person on any action being processed by the CVMPO.

Objective 6.2 Provide multiple means of response that may include but is not limited to: mail in postcards, email, tape recordings, handwritten comments and or voice-mail messages when feasible and/or appropriate.

Objective 6.3 Comments will be provided to the CVMPO as part of its consideration of any amendments or updates to the LRTP or TIP, as appropriate.

Goal 7: Make it easier for low income, minority and all citizens to get involved in the transportation planning process.

Objective 7.1 When possible scheduling public hearings and workshops in the late afternoon and early evening so those citizens that work can attend.

Objective 7.2 Publish notices and advertisements in publications aimed at minorities and low-income individuals.

Objective 7.3 Use the demographic profile described in Goal 2 to ensure that initiatives and outreach efforts are adequately targeted to low-income and minority concentrations.

Objective 7.4 Take advantage of opportunities to coordinate with agencies serving low income and minority populations in their public involvement and public information efforts.

Goal 8: Comply with the Americans With Disabilities Act of 1990

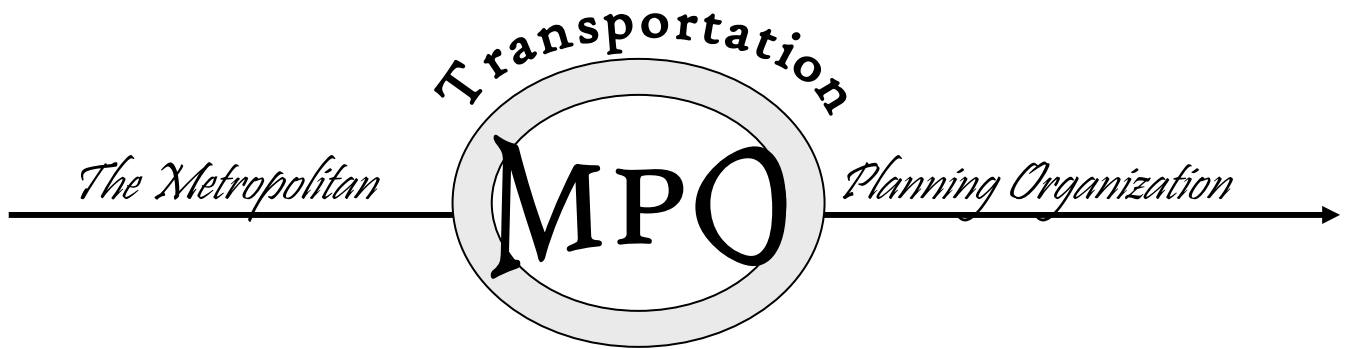
Objective 8.1 All public hearings will be held in facilities fully accessible to individuals with disabilities. All written material will be available in accessible formats for the visually impaired (i.e. large print, Braille, and/or audio tapes) upon request, or personnel will be available for readings. An interpreter for the hearing impaired will be available upon request for all meetings. Every reasonable effort will be made to accommodate individuals with disabilities who wish to participate in the public process.

Measures of Effectiveness:

The following measurements are identified to assist the Central Virginia Metropolitan Planning Organization in evaluating its effectiveness over time.

1. Region 2000 Staff will compile information that will be pertinent to fulfilling these goals and assist in the creation of an improved website. The website will cover the jurisdictional area of the CVMPO, the responsibilities of the CVMPO, as well as current projects—mainly the Long Range Transportation Plan—that the CVMPO is involved in. The informational brochure described in recommendation #2 will also be available through the website.
2. An informational brochure describing the CVMPO's involvement in various projects including the Long Range Transportation Plan will be available to the public via media outlets, public spaces, libraries, public meetings, the CVMPO's website and government buildings. In addition to the description of projects, the brochure will include a glossary of transportation planning terms and acronyms pertinent to CVMPO projects. The informational packet is meant to educate the public on the responsibilities, tasks, and jurisdictional area of the CVMPO.
3. Region 2000 Staff will evaluate the effectiveness of the CVMPO's outreach efforts by employing the following measurements. The contact database that is updated with each update to the Long Range Transportation Plan will be measured with the recommended contacts that the Public Participation Plan calls for. This measurement will guarantee that all interested parties are receiving meeting invitations from the CVMPO. Secondly, a database

of public meeting attendees will be stored and reviewed against meeting attendee requirements listed in the Public Participation Plan. This will ensure that all groups listed in the Public Participation Plan are adequately represented at public meetings—particularly those meetings related to the Long Range Transportation Plan.



Resolution amending the Public Participation Plan for the Central Virginia Metropolitan Planning Organization (CVMPO)

WHEREAS, The Public Participation Plan for the Central Virginia Metropolitan Planning Organization guides the public involvement effort of the CVMPO; and

WHEREAS, The CVMPO is required to review the Plan every three years to insure it meets federal requirements and consider its effectiveness; and

WHEREAS, The CVMPO has accomplished this review and is desirous of strengthening its effectiveness by including measures of effectiveness.

NOW THEREFORE, BE IT RESOLVED that the Central Virginia Metropolitan Planning Organization does hereby amend its Public Participation Plan for the Central Virginia Metropolitan Planning Organization, Adopted: April 19, 2007, Revised: July 15, 2010 to include measures of effectiveness.

ATTESTED BY:

CERTIFIED BY:

Gary F. Christie, Secretary
Central Virginia Metropolitan Planning
Organization

Hugh Pendleton, Chairman
Central Virginia Metropolitan Planning
Organization

Executive Summary

This Region 2000 Bicycle Plan has been developed to guide the development of bicycle accommodations that encourages and facilitates the utilization of bicycles as a healthy and viable transportation mode to access community resources throughout the Region 2000, or Planning District, area. Region 2000 is located in the foothills of Virginia's Blue Ridge Mountains and includes an area comprised of the counties of Amherst, Appomattox, Bedford, and Campbell and the independent cities of Bedford and Lynchburg.

The plan was developed through a public input process that included area staff, local government officials, citizens, and cycling enthusiasts. The public involvement process included the formation of the Region 2000 Bicycle Advisory Committee (BAC), the primary advisory and oversight committee that guided plan development, and a series of public input opportunities which included cyclist focus group meetings, public outreach meetings, and a web-based community survey.

The Region 2000 Bicycle Plan provides an overview of the different bicycle accommodation types, summarizes strategies that can be used to accommodate bicycle facilities, presents a snapshot of the current conditions and opportunities for cyclists, provides an inventory of community resources and assets, and details a vision connection plan and implementation strategy to assist in creating an alternative transportation network that encourages and supports the bicycling as a safe and viable transportation option.

Ultimately, the Region 2000 Bicycle Plan has been developed to articulate a community vision that states:

Residents, of all ages and skill levels, will be seen bicycling along area roads and multiuse trails going to work, to school, to shop and to engage in recreation throughout the Region 2000 area.

To achieve this long-term vision, four primary goals were established that summarize the driving force behind the activities and recommendations presented within this document and best articulate the nature of actions that must be undertaken to achieve the alternative transportation vision. The guiding principal goals developed are:

- Provide area citizens a network by which they can safely and efficiently use bicycles to meet their transportation, recreational, and health needs.
- Establish bicycle accommodation projects that will be strategically placed and developed to ensure connections to major destinations, trail networks, transit and other pedestrian transportation modes.

Attachment 5

- Promote educational and outreach programs that increase awareness of cyclist rights and responsibilities, reduce motorist and cyclist conflict, and increase safety for road users.
- Facilitate institutional and programmatic support to implement facility design, development, and maintenance.

Implementation of this plan begins with the development of an oversight body to guide the creation of bicycle facilities and with the adoption of this plan by participating local governments. It is recommended that the existing Region 2000 Greenways Alliance be used as the basis for the oversight body within the Region 2000 Local Government Council. Other short-term steps necessary to facilitate the long-term bicycle network include development of facility design standards and accommodation manual for local engineers and staff, development of an interactive map that accurately maintains network implementation that includes on-road and off-road multiuse facilities, and ancillary improvements, such as bike racks, and funding to implement a priority project(s).

A detailed description of the bicycle network map and program recommendations are presented in Chapter 4 – System Recommendations. The system recommendations were established through review of the road network, connection of the road to key community resources, and the road cycling knowledge of local cyclists. It should be noted, however, that roads not presented within this plan may still be used by local cyclists and that this plan presents recommendations but does not constitute detailed engineering analysis and construction feasibility. It should also be noted that the bicycle network presented within The Region 2000 Bicycle Plan is based on available data and serves as preliminary recommendations. More comprehensive road analysis that considers such features as sight distance and any other physical features that have bearing on on-road facility development are beyond the scope of this planning document.

Following the five chapters that make up the body of the planning document (Introduction, Bicycle Facility Types, Current Conditions, System Recommendations, and Implementation and Funding) are a set of appendices that include bicycle accommodation design standards, detailed road characteristics, and general reference material.

Development of a comprehensive alternative transportation network is anticipated to take many years and can only be achieved through coordinated support and leadership by community stakeholders. Leadership and support will need to include participating localities, VDOT, coordination with federal transportation, local business and community groups, and area citizens. The task will not be easy, however, the benefits to the Region 2000 though the increased physical health of our citizens, the increased vitality and connection of our neighborhoods to community resources, the reduction in vehicle road miles traveled, and increased economic vitality, the benefits will be well worth the effort.

CVTIP Adjustment / Amendment Requests**FY 2009-2012**

Date	Type of Change	UPC	Description	Resolution #
10/23/2008	Amendment	87145	Greenview Drive Project	08-038
4/21/2009	Amendment	92766	Addition of ARRA Funds to the Construction: Bridge Rehabilitation/Replacement/Reconstruction Grouping Table	09-007
7/16/2009	Amendment	NA	2009-2013 Financial Table from the Department of Rail and Public Transportation (DPRT) detailing funding for the Greater Lynchburg Transit Company (GLTC) and the Central Virginia Area Agency on Aging (CVAAA)	09-008
10/1/2009	Amendment	NA	Addition of FTA Funds (going to the Family Alliance) for a JARC Program	09-011
11/2/2009	Administrative Adjustment	NA	funding change for Construction: Bridge Rehabilitation/Replacement/Reconstruction	NA
12/1/2009	Amendment	NA	Changes to the DRPT funding tables including second round ARRA allocations and the addition of Family Alliance funds	10-001