

A MPO Public Hearing was held in the Danville Municipal Building, Second Floor Conference Room, Patton Street, Danville, VA at 5:30 – 6:30 p.m., March 15, 2007, for the Consideration of Revised Public Involvement Participation Plan and Notification Procedures Manual.

**Minutes**  
for the  
**March 15, 2007, Meeting**  
of the  
**Danville Metropolitan Planning Organization**  
Danville Municipal Building, Second Floor Conference Room, Patton Street, Danville  
at 6:40 p.m.

Attendees:

Jeff Kessler, VDOT-Lynchburg District Planning Engineer  
Kent Shelton, Danville City Engineer  
Unwanna B. Dabney, Federal Highway Administration, Richmond  
Randy Hamilton, VDOT-Chatham Resident Engineer  
Marc Adelman, Director of Transportation Services, Danville Transit System  
Coy Harville, Pittsylvania County Board of Supervisors  
Greg Sides, Pittsylvania County Planning Director  
Robert W. Dowd, Danville MPO Administrator  
Joan Hullett, Danville MPO Staff

**Call to Order**

Mr. Harville, Acting MPO Chairman, called the meeting to order at 6:40 p.m.

**2. Approval of Minutes of Previous MPO Meeting & Hearing, July 13, 2006**

Mr. Harville presented the minutes of the July 13, 2006, meeting, offering an opportunity to submit changes; hearing none, he called for a motion on the minutes as presented. Mr. Shelton made a motion, seconded by Mr. Kessler, to approve the minutes. Upon vote, the Board unanimously approved the minutes of the July 13, 2006, MPO meeting of the Policy Board.

**3. Additional Items for the Agenda (as necessary)**

There were no additional items for the agenda. Mr. Sides made a motion, seconded by Mr. Shelton, to approve the agenda as presented. Upon vote, the motion carried unanimously.

**4. Review of Public Hearing Comments on the Revision to the Public Involvement Participation Plan and Notification Procedures Manual. [Review any comments, suggested changes received during the Forty-Five Day Review Period, prior to the Public Hearing. Discussion should include any additional Policy Board, Local, MPO, VDOT, VDRPT or FHWA staff changes offered on the revision to the document before action is taken below]**

At the public hearing opening, Mr. Dowd reviewed the contents of the public involvement manual and what prompted the revision to the prior manual, which was the passage of the SAFETEA-LU act of August 2005. The MPO staff had advertised the availability of the document and availability on the MPO website, and notices had been sent to the citizens advisory committee, project management team, transit providers, churches, community based organizations, and the media along with a press release. The MPO staff then followed up with a second contact with all of these parties, along with a copy of the agenda that included information on the Public Hearing. He advised that no members of the general public had been in attendance at the hearing to speak to any issues. In addition, there had been no input from MPO-related individuals, organizations, or agencies over the 45-day comment period up to and including the hearing.

**5. Resolutions Related to Contents, Approval of Revision to the Public Involvement Participation Plan and Notification Procedures Manual:**

- a) Public Involvement Employed in Considering Revision to the Public Involvement Participation Plan and Notification Procedures Manual, Resolution 2007-1
- b) Certification that Public Participation, Public Notification Procedures, and Private Enterprise Participation Policy Were Followed In Considering Revision to the Public Involvement Participation Plan and Notification Procedures Manual, Resolution 2007-2

Mr. Dowd noted that these resolutions indicated that public involvement processes were used in the review of the document and certified that procedures were followed as practical.

Mr. Kessler made a motion, seconded by Mr. Shelton, to adopt Resolutions 2007-1 and 2007-2, as presented. Upon vote, the motion carried unanimously.

**6. Consideration of Adoption of Revision to the Public Involvement Participation Plan and Notification Procedures Manual, Resolution 2007-3**

Mr. Dowd advised that this resolution verified that the MPO had adopted the Public Involvement Manual following the execution of a review process and public hearing to receive comments and input.

Mr. Shelton made a motion, seconded by Mr. Sides, to adoption Resolution 2007-3, as presented. Upon vote, the motion carried unanimously.

**7. Consider Resolutions to Obtain Section 5303 Transit Planning Funding in FY 2008 for Danville Transit System/Marc Adelman & Danville MPO-WPPDC/Bob Dowd**

- a) Resolution to Apply for Federal Transit Administration Section 5303 Transportation Planning Funds for FY 2008, Resolution 2007-4
- b) Authorization of MPO Administrator to Contract with City of Danville, Danville Transit System to Receive Pass-through Funds from the Federal Transit Administration Section 5303 Planning Grant Program, FY 2008, Resolution 2007-5

Mr. Dowd informed the Board members that these two resolutions were required for inclusion in a grant application package that the MPO annually submits to the Virginia Department of Rail and Public Transportation for Section 5303 Transit Planning Funding, in this case for Fiscal Year 2008. One resolution authorizes him, as the MPO Administrator, to apply for the funds. The second allows him to contract with the City of Danville Transit System to receive a major portion of the funds the MPO receives in the form of a pass-through arrangement. He noted that the MPO retains a smaller portion in order to work with Danville Transit Staff and on Administrative tasks that are needed in regard to transit planning. He informed the Board members that a number of tables in the transit application package also appeared in the MPO's annual Unified Work Program.

Mr. Harville inquired about the possibility of finding a program that would provide transit services to County citizens to find their way to jobs in the City and City/County joint industrial parks, such as Cane Creek Industrial Park. Mr. Adelman indicated that there is a set of rural transit programs administered by the Virginia Department of Rail and Public Transportation that the County could seek in the future. He later added that there might be interest on the part of private, non-profit organizations in taking over a transit services mission to aid County citizens with their transit needs. The County would probably need to work with these organizations in funding efforts. He also mentioned possibilities of working with Danville Transit.

Following discussion, Mr. Sides made a motion, seconded by Mr. Shelton, to adopted Resolutions 2007-4 and 2007-5, as presented. Upon vote, the motion carried unanimously.

**8. Review of Draft Material for FY 2008 Unified Work Program -- [Draft FY 2008 Unified Work Program and Draft Resolution 2007-6 Enclosed in Meeting Package]**

Mr. Dowd advised that the staff had put together a draft UWP for next year to consider at this meeting; however, it did not require a public hearing. He noted that he wanted to go ahead and at least get a draft to review with the idea that, if it was deemed ready to submit to the Commonwealth, the Board could consider taking action at the evening's meeting. He called attention to Item 10, concerning Resolution 2007-7 that tied in with consideration of the carryover of \$50,000 under this year's UWP over to next year's UWP for FY 2008. He advised that the Board could take action on the carryover regardless of what it did with the FY 2008 UWP.

He then reviewed the contents of the draft UWP for next year including the following items:

- Iris Lane and Route 730 project;
- Memorial Drive West Main Street project;
- Start-up on a new Long-Range Transportation Plan;
- A new project for access management on Route 29 North [This requires a consultant procurement by the MPO Administrator as well as making an application to VDOT for a special grant for studying the rural portion of the route desired for study by the County; then this grant would be used by VDOT to pay an on-call consultant that VDOT had on hand to conduct the needed work. The two consultants may not be from the same firm.][Mr. Dowd noted that item 2.06 was called, in the heading, a corridor study when, in fact, the County was desiring an access management study.]
- Dealing with meeting the requirement to develop a Consolidated Human Service Transit Plan for inclusion in the Long-Range Plan package [The MPO staff should have some help from VDRPT on this and hopefully the MPO would not have to hire assistance on this with a procurement process.];
- Maintaining the current Long-Range Plan;
- Administrative tasks;
- Transit tasks;
- TIP administrative adjustments;
- Development of a new TIP;
- Other tasks typically carried out by an MPO each fiscal year.

Mr. Dowd and Mr. Kessler will make necessary technical changes needed in the UWP to account for any final VDOT or federal requirement.

Mr. Sides then noted that, on Page 9, Section 2.06, of the FY 2008 UWP, the project concerning Route 29 Access Management came about through the realization that much development is occurring quickly along the Route 29 corridor from Blairs to Tightsqueeze. He noted that there had been a meeting with the VDOT staff and the County to consult on having a project developed to obtain an access management plan. He noted that VDOT responded that the MPO could use its funds and solicit a consultant to develop a study of the urban section of the corridor and that the PDC could apply for a grant to employ an on-call consultant available to VDOT to conduct the access management study work on the rural portion of the corridor. He wanted to know if there would be less time involved if VDOT could employ an on-call consultant for the urban section of this project and therefore save significant time on the lengthy procurement and contracting process that the MPO Administrator had to use on similar studies. Mr. Kessler responded that it was possible that VDOT would consider accepting PL funds back from the MPO to the agency to be used to employ one of VDOT's on-call consultants to undertake this work. Mr. Kessler noted that the MPO would need to express in a motion its desire to pursue the use of a VDOT consultant and employment of its PL funds to reimburse VDOT for this activity.

Mr. Dowd and Mr. Kessler discussed the possibility that the urban portion and the rural portion would have two different consulting firms operating their studies at somewhat different time intervals. Mr. Kessler indicated that, if the MPO went with the urban project being conducted by a VDOT consultant, that work would involve looking at model ordinances for the County and how they could be arranged to improve matters as far as access management controls in the

future and the consultant would also look at the safety and engineering issues which would address things such as crossovers, widening turn lanes, acceleration lanes, etc. The consultant that would work on the northern, or rural portion of the desired project corridor, would address the safety and engineering aspects only instead of the ordinance and planning issues since the urban consultant would address these and they would be applicable to the entire corridor, whether urban or rural segment was to be addressed.

After discussion, it was decided that the MPO needed to proceed to take action on Item 8, Resolution 2007-6, which would approve having the projects set out in the draft and including the Route 29 projects and the funds assigned for FY 2008 and including a carryover of \$50,000 cited in Agenda Item 10 would be satisfactory for carrying out all of the projects. The MPO also recognized that a motion was needed to permit a local committee comprised of Mr. Dowd, Mr. Kessler, County representatives, and VDOT Headquarters' representatives to work together to create a Scope of Work for consideration by VDOT officially and then used by VDOT to present to its on-call consultant in order to obtain a cost proposal and work proposal. These proposals could then be available for MPO consideration at its May meeting. Once the MPO has approved a work and cost proposal, then Mr. Dowd would supply VDOT with their finding asking VDOT to proceed with their consultant and begin work. It was anticipated that the work would initiate July 1<sup>st</sup> or beyond.

Mr. Sides made a motion to approve Resolution 2007-6, as presented. Upon vote, the motion carried unanimously.

Mr. Sides made a motion for the MPO Administrator to convene a local committee made up of VDOT and County representatives to develop a Scope of Work for the Route 29 Access Management study (urban portion of the segment the County desires for study) for consideration by VDOT Central Office for use of an on-call consultant which would be reimbursed with Danville MPO PL funds with a pass-through arrangement and subsequent review of the on-call consultant's work and cost proposal by the MPO Policy Board at its May meeting. Upon vote, the motion carried unanimously.

[At a subsequent meeting on April 2, the following representatives met to discuss a scope of work draft: D. Sleeper, G. Sides, J. Kessler, R. Hamilton, M. Crawford, B. Dowd, J. Hullett. Mr. Kessler noted that VDOT Central staff had informed him that use of PL funds and a VDOT on-call consultant would not be permitted. This left the primary alternative to proceed expeditiously to solicit a consultant by the normal means of procurement employed by the MPO. Mr. Dowd was to proceed using the input on the Scope of Work toward putting together the necessary Request for Statements of Qualifications package.]

**9. Discussion of Compliance Measures to Meet Regulations under the SAFETEA-LU Transportation Act, including Public Participation Plan, Environmental Agency Consultation on Mitigation, Amendment to the MPO Constrained Long-Range Transportation Plan [CLRP] Due for Completion June 30, 2007 to Insure Compliance of the MPO and Commonwealth of Virginia**

Mr. Dowd noted that the MPO staff had been working since last fall on taking measures to bring the MPO into compliance with the SAFETEA-LU Act of 2005. He distributed a report that Mr. Kessler had drafted which outlined the Danville MPO's performance on the effort to date and whether it would meet the July 1 deadline. He advised that the MPO would need to hold a public hearing and MPO meeting in May to consider the adoption of a revised long-range transportation plan that would include by reference some other planning documents that are to be addressed in response to SAFETEA Lu requirements.

**10. Discussion of Carryover Funds from FY 2007 to FY 2008 -- Resolution 2007-7**

The meeting package had included a resolution that proposed to carryover \$50,000 in funds from the FY 2007 current UWP to the new FY 2008 UWP. A handout was distributed that

documented the changes in both the UWPs showing each of the two UWP's before and after the subtraction and addition of the carryover amounts.

Mr. Kessler made a motion, seconded by Mr. Sides, to adopt Resolution 2007-7, as presented. Upon vote, the motion carried unanimously.

**11. Discussion of Status for the Access Management Plans; Corridor Studies by HSMM and URS Corporation, Respectively**

Mr. Dowd noted that the URS Audit by Richmond VDOT offices was near to being signed. He also noted that the HSMM audit had been completed in the past week and that he had transmitted a contract to the firm for its signature; following returned executed contracts, he would give notice to proceed and a kickoff meeting would be held.

**12. Update on Transportation Meetings, Programs, and Other Business**

Ms. Dabney reported that the final SAFETEA-LU regulations had been released in February. She also reported that the gap analysis was being reviewed by VDOT personnel in Richmond.

Mr. Dowd noted that the Virginia Department of Rail and Public Transportation would be advising MPOs and PDCs on the SAFETEA-LU requirements for Coordinated Human Services Mobility Plans during the upcoming year. He noted that this was addressed in the UWP.

Mr. Harville noted that he would like to see a project developed to connect Route 863 with the Iris Lane project. Additional discussion addressed the improvement of Route 863 and how improvement projects were addressed in the Constrained Long-Range Transportation Plan. It was noted that this issue would need to be addressed in the future including the next update of the Long-Range Plan. Mr. Kessler suggested that Mr. Hamilton coordinate a meeting to discuss approaches on this issue.

Mr. Shelton noted that the Route 41-Franklin Turnpike project was getting started in the spring and was expected to be completed sometime next year.

With regard to the County's Route 29 access management study discussed earlier in the meeting, Mr. Kessler noted that he would bring someone from the VDOT Central Office to meet with County, VDOT, and PDC staff to develop the elements of a Scope of Work for the project. He advised that a meeting should be held over the next two-week period. At that point, a strategy could be further developed. From there, the Scope of Work would be presented to the VDOT on-call consultant which, in turn, would develop the cost proposal which would be brought back to the group. He asked Mr. Dowd to assist in making local contacts for assisting him in setting up the meeting.

**13. Adjournment**

There being no further business, the meeting adjourned.

Robert W. Dowd, AICP  
Danville MPO Administrator

# MINUTES

## March 15, 2007 PUBLIC HEARING

of the  
Danville Metropolitan Planning Organization

held in the  
Second Floor Conference Room  
Danville Municipal Building, Patton Street, Danville, VA  
from 5:30 p.m. to 6:30 p.m.

**Hearing Subject:** *Consideration of Revised Public Involvement Participation Plan and Notification Procedures Manual*

1. **Opening of Hearing**  
Mr. Dowd opened the Public Hearing at 5:30 p.m. in the Second Floor Conference Room, of the Danville Municipal Building, Danville.
2. **Briefing on the Subject of the Hearing**  
Mr. Dowd advised that the Danville MPO had had a public involvement plan manual since the early 1990's that indicated measures to be taken with adopting or revising the MPO's long-range plan, its transportation improvement program, and revision of the manual itself. However, with the passage of the SAFETEA and SAFETEA-LU Acts it became necessary to revisit the procedures in the manual. The MPO staff had employed advice from planning representatives from VDOT and the Federal agencies to bring into the Danville MPO's manual best practices to follow in providing for improved public involvement. Much of revisions involved setting out the details on how the MPO could encourage and receive input (Page 5) and the use of an MPO/PDC website and setting out the contents of the website (Page 5). The MPO staff had made use of a study or review of the MPOs and their websites that provided a critique of missing elements and items that needed to be inserted. In terms of long-range plans, the MPO staff had looked at good outlines for carrying out outreach over the course of plan development and inserted a good example to guide current and future MPO personnel and MPO consultants. The staff had also listed contact points for getting the message out to key stakeholders or potential stakeholders. Others are on the mailing list such as churches in the MPO area community. The staff had included portions of items that had been included in previous/current procedures; for example, Page 10 and beyond notes Detailed Procedures. This had been included in the MPO's original manual, which had been developed in cooperation with Federal Transit Administration, Virginia Department of Rail and Public Transportation, and the Danville Transit System.
3. **Comments Received to Date of the Hearing During Public Participation Process Period**  
Mr. Dowd indicated that he did not receive any verbal or written comments from the general public or other parties regarding the document from the beginning of the thirty-day review period up to the convening of the present public hearing. The hearing was advertised in the newspaper of general circulation 30 days, 14 days, and 7 days before the hearing.

Mr. Dowd then commenced to review the various advertisements, contacts/postings with churches, community-based organizations, organizations and agencies, committees, and private sector providers, plus press releases and general efforts to implement the public participation and public notification process.

4. **Public Participants/Comments**

Jerry Gwaltney, Danville City Manager  
Jeff Kessler, Virginia Department of Transportation  
Bob Dowd, Danville MPO Administrator  
Joan Hullett, MPO Staff

Mr. Dowd notes that there were no members of the public attending the hearing in order to make comments on the TIP amendments or any other matters.

4. **Hearing Closure**

Mr. Dowd, the MPO Administrator, closed the public hearing at 6:25 p.m.

Robert W. Dowd, AICP  
Danville MPO Administrator