

**MOTION:**

**SECOND:**

**RE:            AUTHORIZATION TO COMMENCE THE PUBLIC PARTICIPATION PROCESS FOR THE  
TRANSIT DEVELOPMENT PLAN AND TRANSPORTATION DEMAND MANAGEMENT  
PLAN**

**ACTION:**

**WHEREAS**, the Potomac and Rappahannock Transportation Commission ("PRTC" or the "Commission") is developing a Strategic Plan to guide the organization over the next decade; and

**WHEREAS**, Phase III of the strategic planning effort consists of the production of a Transit Development Plan (TDP) and Transportation Demand Management Plan (TDMP); and

**WHEREAS**, production of a TDP and TDMP is required by the Virginia Department of Rail and Public Transportation (VDRPT); and

**WHEREAS**, management has worked with a consultant team to meet the planning requirements set forth by VDRPT; and

**WHEREAS**, PRTC's adopted Public Participation Policy requires a Public Review including a Public Hearing prior to the adoption of a Proposed Transportation Plan; and

**WHEREAS**, the Commission will have the opportunity to review the service recommendations prior to the commencement of Public Participation Process.

**NOW, THEREFORE, BE IT RESOLVED**, that the Potomac and Rappahannock Transportation Commission does hereby authorize the Executive Director to commence the Public Participation Process for the Transit Development Plan and Transportation Demand Management Plans.

**ITEM 11-A**  
**June 7, 2018**  
**PRTC Regular Meeting**  
**Res. No. 18-06-\_\_**  
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**Votes:**

**Ayes:**

**Nays:**

**Abstain:**

**Absent from Vote:**

**Alternate Present Not Voting:**

**Absent from Meeting:**





Potomac and Rappahannock  
Transportation Commission

14700 Potomac Mills Road  
Woodbridge, VA 22192

June 7, 2018

TO: Madame Chair Anderson and PRTC Commissioners

FROM: Chuck Steigerwald   
Director of Strategic Planning

THROUGH: Robert A. Schneider, PhD   
Executive Director

SUBJECT: Authorization to commence the Public Participation Process for the Transit Development Plan and Transportation Demand Management Plan

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#### Recommendation

Authorize the Executive Director to commence the Public Participation process for the Transit Development Plan and Transportation Demand Management Plan.

#### Background

At the its October 2017 meeting the Commission authorized the award of the contract for consultant assistance to complete PRTC's Transit Development Plan (TDP) and Transportation Demand Management Plan (TDMP) – Phase III of the agency's Strategic Plan – to Kimley-Horn and Associates. Since that time management and staff have been working with the consultant team to develop the plans in accordance with Virginia Department of Rail and Public Transportation (VDRPT) guidelines.

The study team is in the process of developing the service recommendations that will be included in the plans. Draft recommendations will be submitted for management review by the beginning of July. Draft financial and implementation plans will follow in August and the Commission will be briefed on a draft of the complete plan at the September Board meeting. Commission members will have the opportunity to review the draft service recommendations at a stakeholder's event to be held in July. Management will provide Commission members with materials relevant to the service recommendations prior to the stakeholder event so that Commissioners unable to attend are able to review, question, and provide comment.

Management is seeking authorization to begin the Public Participation Process at this time to allow public outreach to begin once Commission members have had the opportunity to review

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and comment on the draft service recommendations. Public hearings could occur as early as September, after the Commission is briefed on the complete plans. Once the Public Participation Process has been completed, management will return to the Commission to seek acceptance of the results of the public review process and adoption of the TDP and TDMP.

It should be noted that legislation passed during the most recent General Assembly session requires all transit agencies of a certain size, including PRTC, to complete a Strategic Plan every five years. Most of the requirements for a Strategic Plan were also required for the TDP, but a few are wholly new. While VDRPT does not anticipate finalizing guidance for plan development until December of this year, they have reached out to agencies currently working on TDPs to discuss meeting the new requirements for a Strategic Plan as part of their current TDP efforts. While this would result in delay to the completion of the plan, management is amenable to the idea so as to avoid another large-scale planning effort soon after completion of our Commission initiated Strategic Plan.

By authorizing the commencement of the Public Participation process at this time the Commission provides management the flexibility to begin public outreach and eventually hold public hearings based on the outcome of further discussions with VDRPT. In addition, the TDMP is not impacted by the recent legislation although it is the preference of management to present the plans as a unified whole for both public review and eventual adoption by the Commission.

Fiscal Impact:

None.