



## **Staunton-Augusta-Waynesboro Metropolitan Planning Organization Policy Board Meeting Agenda January 21, 2026, at 10:00 a.m.**

**Central Shenandoah Planning District Commission  
112 MacTanly Place, Staunton, VA 24401**

- 1. Call to Order**
- 2. Approval of Minutes of the December 17, 2025, Policy Board Meeting\***
- 3. Public Comment**
- 4. 2026 SAWMPO Virtual Meeting Policy Approval (Board Action Form #26-01)\***
- 5. SAWMPO Bylaws Amendment Approval (Board Action Form #26-02)\***
- 6. Public Participation Plan (PPP) Update Release for Public Comment (Board Action Form #26-03)\***
- 7. Presentation: Federal Transportation Bill Reauthorization and Virginia Association of Metropolitan Planning Organizations (VAMPO) Overview – Alec Brebner, VAMPO Chair, Executive Director of the Central Virginia Planning District Commission (CVPDC)**
- 8. Agency Updates**
  - VDOT
  - DRPT
  - BRITE & Afton Express
  - Localities
- 9. Other Business**
- 10. Upcoming Meetings**
  - February 4, 2026 – Technical Advisory Committee Meeting at 2:00 p.m. (Virtual via Teams)
  - February 18, 2026 – Policy Board Meeting at 10:00 a.m. (Virtual via Teams)
- 11. Adjournment**

\*Action Required



## Staunton-Augusta-Waynesboro Metropolitan Planning Organization Policy Board Meeting Minutes

December 17, 2025, 10:00 a.m.

Central Shenandoah Planning District Commission  
112 MacTanly Place, Staunton, Virginia

### Attendance

Voting Members		Non-Voting Members		Other Attendees	
<b>City of Staunton</b>		<b>VDOT</b>		<b>Staff (CSPDC)</b>	
✓	Leslie Beauregard	✓	Shane McCabe		Ann Cundy
✓	Brad Arrowood (Chair)	✓	Cody Huffman	✓	Zach Beard
	Rodney Rhodes (Alt)		<b>DRPT</b>	✓	Devon Thompson
<b>Augusta County</b>		✓*	Grace Stankus		Paula Melester
✓	Tim Fitzgerald	<b>Virginia Regional Transit</b>			Garrett Bartholomew
✓	Carolyn Bragg	✓*	Steve Wilson		
	Pam Carter (Alt)		Phil Thompson (Alt)		
<b>City of Waynesboro</b>		<b>Department of Aviation</b>			
✓	Jim Wood (Vice Chair)		Rusty Harrington	<b>Others</b>	
✓	Todd Wood	<b>FHWA and FTA</b>		✓	Joe Moore, Alliance For the Shenandoah Valley
	Michael Hamp (Alt)		Kevin Jones		
<b>VDOT</b>		✓*	Ivan Rucker		
✓	Todd Stevens				
✓	Brad Reed (Alt)				
✓	Don Komara (Alt)				

\*Virtual attendance

### Call to Order

The December 17, 2025, Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) Policy Board meeting was called to order at 10:02 a.m. by Chair Brad Arrowood.

### Approval of Minutes

Chair Arrowood presented the minutes from the October 15, 2025, Policy Board meeting.

*A motion to approve the minutes was made by Mr. Jim Wood; seconded by Ms. Carolyn Bragg. The Board approved the motion by unanimous vote.*



## Public Comment

Chair Arrowood opened the meeting for public comment. There was no public comment.

Chair Arrowood recognized Mr. Todd Stevens, VDOT Staunton District Administrator, who is retiring from VDOT and served 3 years with the SAWMPO.

## Approval of the 2050 Long Range Transportation Plan and Public Comment (Board Action Form #25-08)

Mr. Zach Beard presented the 2050 Long Range Transportation Plan (LRTP) for Board approval. The plan was released for a 45-day public comment period following Board approval of public release at the October 15, 2025, meeting. The Board must approve the LRTP to remain compliant with federal requirements, which allow the region to continue receiving federal funding for transportation projects.

### Public Comment Period

There were no public comments received during the 45-day comment period. Staff sent the draft LRTP and requested comment from approximately 30 different state and federal resource agencies and received one comment from the Virginia Department of Wildlife Resources. The Department noted it would be beneficial to evaluate all projects using their online tools and resources for conducting wildlife impact assessments. Mr. Beard explained that staff incorporates environmental impact evaluation as part of the LRTP process and included this information in the plan. Mr. Beard noted the public comment period coincided with the federal government shutdown, which may have affected response rates.

### Document Updates

With the exception of copy edits and proofreading edits made during the 45-day period, the draft plan did not change since the document was released for public comment. Staff added additional content to the final appendix summarizing performance-based planning for the MPO and BRITE Transit, providing context for MPO safety targets and BRITE's targets for safety and system performance.

### Greenville Boundary Expansion Status

Mr. Beard noted that the LRTP does not include the boundary expansion to Greenville, which the Board approved in April 2025. The expansion requires state-level approval to become official. VDOT informed staff on December 14 that the request to modify the boundary was sent to the Secretary of Transportation's desk. Staff will prepare an amendment to incorporate Greenville into the LRTP once the Governor's office approves the boundary expansion in early 2026. The amendment will require a public comment period and Board approval.

Staff recommended that the Board approve the 2050 Long Range Transportation Plan.

*A motion to approve the 2050 LRTP was made by Ms. Bragg; seconded by Mr. Jim Wood. The Board approved the motion by unanimous vote.*

## Approval of the 2026 Safety Performance Targets (Board Action Form #25-09)

Mr. Beard presented the 2026 safety performance targets for Board consideration. Each year the MPO must concur with VDOT's statewide recommended safety targets or set its own MPO-specific targets by February 28, 2026. The FHWA requirement establishes targets for reducing fatal and severe injury crashes for



motorized and non-motorized transportation. The MPO has concurred with VDOT's recommended safety targets every year since the requirement began. There is no penalty for not meeting the targets.

#### *Methodology and Performance Measures*

The Office of Intermodal Planning and Investment (OIPI) establishes targets using statistical models that project future safety performance. The methodology is based on performance measures including expected crash reductions from completed projects and five-year trends of annual fatalities, serious injuries, non-motorized fatalities and serious injuries in relation to vehicle miles traveled.

#### *Statewide and Regional Trends*

While fatal crashes decreased from 2022 to 2023, the five-year average has been increasing since a low point in 2014. Severe injuries have remained consistent over the past five years and have slightly decreased since 2014. The Commonwealth Transportation Board (CTB) established a 2026 target of a 1.31% reduction in statewide fatalities and serious injuries and a 0.96% reduction in non-motorized injuries, while projecting a 2.5% increase in total statewide vehicle miles traveled based on projected five-year averages compared to 2025 targets.

Mr. Gareth Bartholomew clarified that the 2025 projected values are the same as the proposed 2026 values because federal requirements mandate showing improving safety performance metrics. To avoid weighting down the five-year average with projected increases, OIPI keeps the 2026 values the same as 2025 values, even though actual 2026 numbers will differ from 2025.

#### *SAWMPO-Specific Targets*

Until 2020, the MPO was below all safety targets every year. Since then, numbers for several categories have been increasing above safety targets since 2021. The MPO recorded 12 fatalities in 2021, exceeding the annual target of 8, and 18 fatalities in 2022, much higher than the target of 7. In 2024, the MPO recorded 8 fatalities, meeting the annual target for the first time since 2018. According to unofficial data through October 29, 2025, the region recorded 11 fatalities, which already exceeded the 2025 target of 9.

Serious injuries fell below MPO targets in 2020, 2021, and 2023, but exceeded targets in 2022 and 2024. In 2024, serious injuries significantly exceeded the target with 129 actual injuries compared to the target of 99. Non-motorized fatalities and serious injuries have been consistent over the last five years. As of October 29, 2025, the MPO had only one non-motorized fatality.

#### *Board Discussion*

Board members asked about trends and contributing factors to increases in serious injuries and fatalities. Mr. Brad Reed noted that fatalities are often unpredictable, but VDOT investigates each circumstance to determine if modifications are needed to mitigate future incidents. Mr. Reed explained that while the number of fatalities may be increasing, the rate relative to growing population is more relevant and has been staying relatively steady or declining.

Board members asked whether pedestrian fatality numbers include incidents where individuals were walking due to vehicle breakdowns rather than intentional pedestrian activity. Mr. Don Komara confirmed these are labeled as pedestrian incidents even though the individuals did not intend to be pedestrians, and these count toward non-motorized numbers.



*A motion to approve the 2026 SAWMPO safety targets was made by Mr. Jim Wood; seconded by Ms. Bragg. The Board approved the motion by unanimous vote.*

#### **Approval of the 2026 SAWMPO Meeting Calendar (Board Action Form #25-10)**

Mr. Beard presented the 2026 SAWMPO meeting calendar for Board approval. The MPO publishes the annual meeting schedule each December. A public notice for the meeting schedule will be published in local newspapers and posted on the MPO website in accordance with the SAWMPO Public Participation Plan (PPP).

#### *2026 Changes*

Since 2022, the MPO has been allowed to hold two virtual meetings per year. In the past, the MPO typically scheduled one virtual meeting in February and documented it in the published calendar. This year, the MPO will keep both virtual meetings floating throughout the year to use as needed for more flexibility. Both virtual meetings will remain unscheduled rather than designating February as virtual. Additionally, beginning in January, all virtual attendance will be conducted via Microsoft Teams instead of Zoom.

*A motion to approve the 2026 SAWMPO calendar was made by Mr. Tim Fitzgerald; seconded by Mr. Jim Wood. The Board approved the motion by unanimous vote.*

#### **Bylaws Amendment Update (Board Memo #25-10)**

Mr. Bartholomew presented an update on proposed amendments to the SAWMPO bylaws as part of the staff internal review process to improve MPO procedures and reduce administrative burden. Board members were provided with materials to review before the meeting, including a summary spreadsheet and redline version of the proposed bylaws. Staff identified outdated terminology, inconsistent procedures, contradictory aspects, a need to clarify processes regarding alternates and membership, and align MPO processes between HRMPO and SAWMPO along with other peer MPOs and current state and federal requirements.

Mr. Bartholomew read each change as required by the bylaws. The 17 distinct changes were divided by four categories: terminology standardization, alternate member provisions, membership and representation, and procedural and governance updates.

#### *Terminology Standardization*

Changes include referring to VDOT as VDOT rather than "the department" since there are two departments (VDOT and DRPT), adding a formal definition of Department of Rail and Public Transportation as DRPT, clarifying that BRITE as the regional transit agency instead of contracted transit service provider, standardizing references to the Unified Planning Work Program, changing "cordon boundary" to "MPO planning boundary," and standardizing all references to "chair" and "vice chair" instead of "chairman" or "vice chairman."

#### *Alternate Member Provisions*

Currently, each alternate is assigned to a specific voting member and can only vote in that specific member's absence. The proposed change makes all alternates equal to voting representatives, not assigned to specific voting members. Localities would decide who attends on behalf of the locality rather than requiring attendance by a particular voting member. Total votes cannot exceed allocated members. Localities may



internally designate alternates to specific voting members if they choose, but this will not be part of the bylaws. When new alternates are designated, localities must submit the alternate's name to staff at one meeting prior to the meeting at which the alternate will attend.

#### *Membership and Representation*

Changes revise membership provisions to only allow non-voting members to be added by a majority vote of the policy board, aligning with the process for adding voting members. Adding new voting members will require a bylaws change rather than a simple majority vote. The changes clarify that BRITE is now a non-voting member on the TAC and the Policy Board; previous language stated that BRITE is only a non-voting member on the Policy Board.

#### *Procedural and Governance Updates*

Officer election changes remove references to outdated dates and standardize all timing. The nominating committee requirement changes from 25 days prior to one meeting before. Attendance policy changes from "shall-seek" to "may-seek" regarding determining causes of absences, with added language allowing the MPO to notify a locality's appointing authority if continued absences impact the ability to achieve quorum. Officer vacancy provisions clarify that if a locality appoints a replacement representative, that representative is eligible to be voted on for the chair or vice chair role for the remainder of the term. Public comment is clarified to be restricted to designated periods, consistent with locality practices. Meeting minutes distribution changes from physical distribution to posting on the MPO website.

Mr. Bartholomew noted that, per the current Bylaws, the Policy Board has 25 days to review the proposed changes. Staff will request approval of the Bylaws changes at the January 2026 Board meeting.

#### **Transportation Improvement Program (TIP) Amendment Process Update (Board Memo #25-11)**

Mr. Beard presented an update on the Transportation Improvement Program (TIP) amendment process. The current process requires two separate Board meetings before approving an amendment: one meeting to release the document for a 21-day public comment period, and a second meeting to approve it. Depending on timing, this can take up to two months.

The MPO typically receives TIP amendment requests from VDOT, DRPT, and BRITE. Staff reviewed the bylaws, Public Participation Plan (PPP), and federal and state requirements and there is no requirement for the Policy Board to approve the release of an amendment for public comment.

#### *Proposed New Process*

Instead of requesting the Board approve public comment release at a meeting, staff will administratively release future TIP amendments for public comment upon receiving the request from the requesting agency. Staff will notify the Board and TAC of the TIP amendment changes and public release via email with a memo, attachment, and summary. The Board and TAC will have public comment period to make comments if necessary.

The Board did not express concerns about the new procedure, and staff noted that the process would take effect immediately.



## Agency Updates

### VDOT

Mr. Brad Reed provided the following update:

- The Rosser Avenue Route 340 study in Waynesboro has a public survey currently available for public comment. The survey has received approximately 300 responses, and responses are generally positive toward the recommended improvements in the study. The study work group will meet in January to review public responses and select the preferred alternative, which will be carried forward into Phase 3. Phase 3 will develop cost estimates and conceptual sketches for potential Smart Scale or other grant program applications.
- The CTB will deliberate on the final set of projects for the I-81 Corridor Improvement Program (CIP) at their January meeting. The plan has been updated throughout 2025 and has identified a set of prioritized recommendations for widening, auxiliary lane, and truck climbing lane improvements along the corridor.

Mr. Don Komara provided the following updates:

- The I-81 project through Staunton from Route 222 to Route 225 is progressing and is approximately 60% complete. Speed cameras have not yet been installed.
- The Weyers Cave project is progressing and is 30% complete. The dirt has been removed from the median and work is progressing on the bridges. A decision on speed cameras for this segment has not been made.
- VDOT opened bids for the Harrisonburg I-81 widening project from mile marker 242 to 248. The approximately \$300 million project has an estimated six-year completion timeline. The project includes nine bridges, which will require significant resources and time.
- The Mill Street Project in Verona began. VDOT completed several overlay schedules ahead of schedule and addressed subdivision paving.
- The Woodrow Wilson Route 250 project with a roundabout near the elementary school and third lane addition is scheduled for 2026 or 2027 completion.

### DRPT

Ms. Grace Stankus provided the following update:

- Applications for DRPT state transit programs opened on December 1, 2025, and will close on February 1, 2026. DRPT held grant application workshops in November, and recordings are available on DRPT's YouTube page.

### BRITE Transit and Afton Express

Ms. Devon Thompson provided the following updates:

- DRPT grant applications are open. BRITE will apply for usual grants including rural and urban operating and capital cost of contracting, regular commuter assistance program operating for the rideshare program, a commuter assistance program project grant for BRITE marketing and Afton Express marketing, and two merit capital grants for transit facility equipment and ADA access for a bus shelter in Augusta County.



- CSPDC continues the solicitation and procurement for the new turnkey contract for management, operations, and maintenance of BRITE bus services. The current turnkey services contract with Virginia Regional Transit expires on June 30, 2026.
- The holiday schedule for BRITE includes all services concluding by 3:00 p.m. on Christmas Eve and New Year's Eve, with no service on Christmas Day and New Year's Day.
- The new Afton Express schedule was implemented on December 1. Due to snow days, there has not been a full week of service yet to evaluate how the new schedule is working for passengers. The new schedule aligns better with current work schedules and passenger needs expressed through annual surveys and adds a fifth trip in the morning. The Afton Express holiday service schedule includes no service on Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

### ***Locality Updates***

#### *Augusta County*

Mr. Fitzgerald provided the following updates:

- A new road project will connect the government center to the new courthouse, which is scheduled for a ribbon cutting on December 18. The road project will come later as revenue sharing timing did not align with the courthouse opening dates.
- The County will begin working on a small area plan in Greenville that will include the I-81 interchange.

#### *City of Waynesboro*

Mr. Jim Wood provided the following updates:

- The City continues working on the comprehensive plan update. The second public meeting was held a few weeks ago with good turnout and feedback from citizens.

#### *City of Staunton*

Ms. Leslie Beauregard provided the following updates:

- The City accepted a \$4.6 million bid for street repairs around the wharf downtown, with the final contract expected by the end of December or early January 2026. Downtown Staunton will be difficult to navigate over the next several years, especially when a portion of Johnson Street is closed.
- The City reached resolution about the intersection at Richmond and Greenville Avenue, which was designed as a roundabout but will now be a more traditional intersection with enhancements for pedestrians and vehicles. The revised project will tie in Richmond Avenue much better with Commerce and Greenville.
- The new Juvenile and Domestic Relations Court is open on West Beverly in the former Big Lots location at Chestnut Hills. A ribbon cutting is scheduled for December 18 from 4:00 p.m. to 6:00 p.m. The City will present concepts to Council for reimagining the rest of the site, which is a large parcel. BRITE will discuss transit enhancements for the West End as well.

### ***Other Business***

There was no other business.



### **Upcoming Meetings**

Chair Arrowood noted that the next TAC meeting is scheduled for January 7, 2026 at 2:00 p.m., and the next Policy Board meeting is January 21, 2026, at 10:00 a.m.

### **Meeting Adjournment**

There being no further business, Chair Arrowood adjourned the meeting at 11:17 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Paula Melester".

Paula Melester  
Director of Transportation

A horizontal red line with a small, stylized red signature at its center.



**TO:** Staunton-Augusta-Waynesboro MPO Policy Board  
**FROM:** Zach Beard, Program Manager  
**MEETING DATE:** January 21, 2026  
**RE:** **Board Action Form #26-01: SAWMPO Virtual Meeting Policy Approval**

## **RECOMMENDATION**

Staff is requesting that the Policy Board approve the 2026 Virtual Meeting and Virtual Participation Policy.

## **EXECUTIVE SUMMARY**

The Virginia Freedom of Information Act ([subsection B of § 2.2-3708.3](#)) requires that boards like the SAWMPO Policy Board have a Virtual Meeting and Virtual Participation policy that is reviewed and readopted annually.

This policy has two purposes:

- 1) To allow SAWMPO members to participate in a Policy Board or TAC meeting through electronic communication means from a remote location, and
- 2) To allow the SAWMPO to conduct MPO business through all-virtual meetings based on the Virginia Freedom of Information Act (FOIA) and this policy.

## **BACKGROUND**

Virginia's General Assembly amended the state's FOIA law in 2024 to limit how often public bodies can hold all-virtual meetings. The new rule allows public bodies to convene all-virtual meetings no more than two times per calendar year or 50 percent of their total meetings rounded up to the next whole number.

The amendment changes how a quorum is calculated when members participate remotely. When determining if enough members are physically present to meet quorum requirements, individual members who are persons with disabilities or caregivers and who use remote participation count toward the quorum as if they were physically present at the meeting location.

Additionally, the amendment addresses voting rights for remote participants. Public bodies are required under FOIA to adopt participation policies governing remote attendance. These policies cannot prohibit or restrict any individual member from voting on matters before the public body, whether that member is participating in an all-virtual meeting or using remote participation in an otherwise in-person meeting.

## **2026 Virtual Meetings**

The SAWMPO Policy Board and TAC are both eligible to hold up to two virtual meetings each year. Staff recommends the use of the allotted virtual meetings on an as needed basis. The TAC or Board Chair would make this decision and direct staff to publicly notify the change at least one week prior

to the meeting based on the SAWMPO Public Participation Plan, which requires public notice of meeting venue changes.

## **NEXT STEPS**

Pending Policy Board approval, SAWMPO staff will implement the policy. The SAWMPO Policy Board can have a maximum of two all-virtual meetings in 2026.

## **ATTACHMENTS**

- [SAWMPO Public Participation Plan](#)
- [FOIA Electronic Meetings Guide](#)





**TO:** Staunton-Augusta-Waynesboro MPO Policy Board  
**FROM:** Zach Beard, Program Manager  
**MEETING DATE:** January 21, 2026  
**RE:** **Board Action Form #26-02: SAWMPO Bylaws Amendment Approval**

## **BACKGROUND**

SAWMPO staff updated the SAWMPO Policy Board Bylaws to improve administrative clarity and meeting function. The proposed amendments update administrative language, clarify membership structures, streamline meeting procedures, and align the SAWMPO bylaws with current federal and state requirements.

Staff reviewed each proposed Bylaws change with the Policy Board at the December 17 Board meeting. Per the existing Bylaws, the Board must have 25-days to review the changes before approval. Pending approval, the changes will take effect immediately.

## **PURPOSE**

SAWMPO staff conducted a review of MPO processes in response to evolving federal transportation policy, changing state priorities, and the need to standardize administrative procedures. As part of this review, staff reviewed the MPO bylaws to improve clarity and meeting function. The bylaws review identified outdated terminology, inconsistent procedural language, and opportunities to clarify membership and alternate provisions. The MPO Bylaws have not been comprehensively amended since initial approval in 2012.

## **PROPOSED CHANGES**

The proposed amendments include 17 distinct changes organized into four categories:

### **Terminology Standardization**

Staff conducted the following updates to standardize inconsistent terminology:

- Updated references from "the DEPARTMENT" to "VDOT" throughout the document for clarity and consistency.
- Added formal definition of the Virginia Department of Rail and Public Transportation (DRPT) in Article I.
- Updated transit provider language from "Contracted Regional Transit Service Provider" to "Regional Transit Agency or Agencies" to reflect current operational structure.
- Corrected the Unified Planning Work Program (UPWP) terminology.
- Revised Plan study area from defined as a "cordon boundary" to "MPO planning boundary"

### **Alternate Member Provisions**

Staff conducted the following updates to clarify membership alternates:



- Restructured alternate member allocation so that localities receive a number of alternates equal to their voting representatives rather than a fixed single alternate, with total votes not to exceed the members allocated.
- One-to-one assignment of alternates to regular members was removed with alternates now assigned to specific voting members (localities and VDOT), providing localities with greater flexibility in representation.
- Added explicit alternate provisions for the TAC localities, and clarified that VDOT is allowed to designate three specified alternates to address geographic distance and scheduling challenges.

### **Membership and Representation**

Staff conducted the following updates to clarify membership:

- Clarified DRPT as a voting member of the Technical Advisory Committee, formalizing their existing active participation.
- Clarified the Regional Transit Agency (BRITE) as a non-voting member to formalize their existing participation and ensure continued coordination with transit operations.
- Removed language that previously allowed "Any other agencies or groups as may be agreed upon by a majority of all voting representatives of the SAWMPO" to be added as voting members. This clarifies that only non-voting members can be added through majority vote; adding voting members requires a full bylaws amendment.

### **Procedural and Governance Updates**

Staff conducted the following updates to clarify procedures:

- Clarified that the public comment period is the only opportunity for public participation during the meeting.
- Updated officer election timing language by removing an outdated 2024 reference date.
- Modified the nominating committee convening requirements from "twenty-five days prior" to "one meeting before" the election to provide greater scheduling flexibility.
- Revised attendance policy by changing the chair "shall seek" to "may seek" when addressing member absences, and added provisions allowing the MPO to notify a locality's appointing authority if continued absence impacts quorum.
- Added procedure allowing replacement representatives to assume officer roles, if elected, for the remainder of a term if appointed before the next regular election.
- Updated minutes distribution requirements from physical distribution to posting on the MPO website.

### **NEXT STEPS**

Pending Policy Board approval, the amended bylaws will take effect immediately upon adoption; no public comment period is required for bylaws according to the SAWMPO Public Participation Plan (PPP).



## ATTACHMENTS

- [Summary table of SAWMPO Bylaws changes](#)
- [Draft SAWMPO Bylaws document \(redlined version\)](#)
- [Draft SAWMPO Bylaws document](#)

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## SAWMPO Bylaws Change List

Description/Rationale	Section Number	Current Language	Proposed Language
<b>Article I</b>			
Terminology Standardization - Given there are two departmental agencies - VDOT and DRPT - that are MPO members, this change clarifies which department is being referenced and uses the proper and commonly used acronym for the Virginia Department of Transportation	Article I - Name and Authority	the Virginia Department of Transportation, hereinafter referred to as the DEPARTMENT	the Virginia Department of Transportation, hereinafter referred to as VDOT
Membership and Representation - Adds DRPT as a named agency in the Memorandum of Understanding, reflecting their role as a participating agency in the MPO planning process	Article I - Name and Authority	as the COUNTY; and the Central Shenandoah Planning District Commission	as the COUNTY; the Virginia Department of Rail and Public Transportation, hereinafter referred to as DRPT; and the Central Shenandoah Planning District Commission
<b>Article II</b>			
Terminology Standardization - Replaces outdated terminology with modern standard terminology	Article II - Purpose and Powers, Item 4	Revise the Plan study area, defined by the "cordon boundary"	Revise the Plan study area, defined by the MPO planning boundary
Terminology Standardization - See above	Article II - Purpose and Powers, Item 4	in conjunction with the DEPARTMENT	in conjunction with VDOT
Terminology Standardization - See above	Article II - Purpose and Powers, Item 5	in coordination with local governments and DEPARTMENT	in coordination with local governments and VDOT
<b>Article III</b>			
Membership and Representation - Removes the provision allowing additional voting members to be added by majority vote. This clarifies that voting membership is fixed and defined in the bylaws, while Section 2, Item 6 retains the ability to add non-voting members	Article III - Membership, Section 1 - Voting Membership, Item 5	5) Any other agencies or groups as may be agreed upon by a majority of all voting representatives of the SAWMPO	[Item deleted entirely]
Terminology Standardization - Updates terminology from 'Contracted Transit Service Provider' to 'Regional Transit Agency or Agencies' to reflect more accurate and inclusive terminology that encompasses different transit service delivery models	Article III - Membership, Section 2 - Nonvoting Membership, Item 4	4) Contracted Transit Service Provider	4) Regional Transit Agency or Agencies
Procedural and Governance Updates - Clarifies that any additional agencies added under this provision will be non-voting members, not voting members - in line with other MPOs	Article III - Membership, Section 2 - Nonvoting Membership, Item 6	6) Any other agencies or groups as may be agreed upon by a majority of all voting representatives of the SAWMPO	6) Any other agencies or groups as may be agreed upon as a non-voting member(s) by a majority of all voting representatives of the SAWMPO
Alternate Member Provisions - Allows localities to designate a number of alternates equal to their voting representatives (2 alternates for 2 voting members) rather than restricting to only 1 alternate, providing more flexibility for representation	Article III - Membership, Section 3 - Alternate Members	Representatives from STAUNTON, WAYNESBORO, and the COUNTY may designate one (1) alternate member to serve in the absence of their regular representative(s).	Representatives from STAUNTON, WAYNESBORO, and the COUNTY may designate a number of alternate members equal to their number of voting representatives in the absence of their regular representative(s).
Alternate Member Provisions - Adds clarifying language that VDOT's representative serves on behalf of the Secretary of Transportation and adds the word 'specified' to indicate VDOT must pre-designate their 3 alternates	Article III - Membership, Section 3 - Alternate Members	The representative from VDOT may designate three (3) alternate members to serve in the absence of their regular representative.	The representative from VDOT, as the designated state representative on behalf of the Secretary of Transportation, may designate three (3) specified alternate members to serve in the absence of their regular representative.

Alternate Member Provisions - Adds critical provisions: (1) alternates not assigned to specific voting members, (2) localities cannot cast more votes than their designated voting members regardless of attendance, and (3) alternates must be submitted to both staff and chair (previously only chair)	Article III - Membership, Section 3 - Alternate Members	The representatives must submit their alternate's name to the chair of the SAWMPO at a meeting prior to the one for which a representative is absent. An alternate may vote only in the absence of the regular member he or she represents.	Alternates are not assigned to specific voting members. Each locality may have no more votes cast at any meeting than their designated number of voting members, regardless of which combination of voting members and alternates are present. The representatives must submit their alternate's name to the staff and chair of the SAWMPO at a meeting prior to the one for which a representative is absent.
Alternate Member Provisions - Removes the restrictive statement that an alternate may only vote in the absence of the specific regular member they represent, which is replaced by the more flexible language added in the previous change	Article III - Membership, Section 3 - Alternate Members	An alternate may vote only in the absence of the regular member he or she represents.	[Text removed - replaced by new language in previous change]
Procedural and Governance Updates - Changes mandatory requirement ('shall') to optional ('may'), giving the Chair discretion in following up on attendance issues rather than requiring action in every case	Article III - Membership, Section 4 - Attendance	the Chair of the SAWMPO shall seek to determine the cause of the absence	the Chair of the SAWMPO may seek to determine the cause of the absence
Procedural and Governance Updates - Adds provision allowing MPO to notify appointing authority if continued absence affects quorum, establishing a mechanism to address attendance issues that impact meeting operations	Article III - Membership, Section 4 - Attendance	[No additional text after addressing delinquent member]	If a locality's continued absence impacts the ability to achieve a quorum, the MPO may notify that locality's appointing authority of the concern.
<b>Article V</b>			
Procedural and Governance Updates - Clarifies that officer elections occur in even-numbered years (2024, 2026, etc.), eliminating the comma before this phrase and changing 'each' to 'that' for grammatical correctness	Article V - Officers, Section 3 - Election of Officers	prior to June 30th, and those members elected to office shall assume their duties on July 1st of each year	prior to June 30th of even-numbered years and those members elected to office shall assume their duties on July 1st of that year
Procedural and Governance Updates - Adds explicit requirements: (1) majority vote of present voting members needed for election, and (2) officers must be voting members, providing clear governance standards	Article V - Officers, Section 3 - Election of Officers	[No text about voting requirements or eligibility]	A majority vote of the voting membership of the SAWMPO, present and voting, shall be required for election to any office. The Chair and Vice Chair must be voting members.
Terminology Standardization - Updates 'Chairman' to 'Chair' for standard throughout the document	Article V - Officers, Section 3 - Election of Officers, Item 1	1) The Chairman shall appoint a Nominating Committee	1) The Chair shall appoint a Nominating Committee
Procedural and Governance Updates - Changes from specific '25 days prior' to 'one meeting before' the election meeting, providing more practical flexibility while ensuring adequate notice	Article V - Officers, Section 3 - Election of Officers, Item 1	no later than twenty-five (25) days prior to the regular SAWMPO meeting at which the election of SAWMPO officers is to be held	no later than one meeting before the regular MPO meeting at which the election of officers is to be held
Procedural and Governance Updates - Simplifies reporting deadline from specific 'June 30th' date to more flexible 'date at which the election is to be held' language	Article V - Officers, Section 3 - Election of Officers, Item 1	The Nominating Committee shall report its recommendations to the Policy Board at any following meeting but not later than June 30th of the calendar year.	The Nominating Committee shall report its recommendations to the Policy Board at any following meeting but not later than the date at which the election is to be held.
Procedural and Governance Updates - Adds provision allowing a replacement representative appointed by the vacating officer's locality to immediately assume the officer role for the remainder of the term.	Article V - Officers, Section 4 - Vacancies	[Paragraph ends after 'succeeded officer']	If the vacating officer's locality chooses to appoint a replacement representative prior to the next regular election, that representative may assume the officer role for the remainder of the term.
<b>Article VI</b>			

Terminology Standardization - See above	Article VI - Staff Support and Financial Responsibilities, Section 1 - General Staff Support	with the assistance of the staff of the DEPARTMENT	with the assistance of the staff of VDOT
<b>Article VII</b>			
Procedural and Governance Updates - Moves the sentence about TAC operating under Policy Board Bylaws provisions from Section 1, Item 3 to the end of Section 1 introductory paragraph, improving document flow	Article VII - Committees, Section 1 - Technical Advisory Committee	[Sentence appears as Item 3 at end of section]	[Sentence moved to end of introductory paragraph, before numbered items begin]
Terminology Standardization - See above	Article VII - Committees, Section 1 - Technical Advisory Committee, Item 1	one (1) member representing the DEPARTMENT	one (1) member representing VDOT
Membership and Representation - Adds clarifying language that Regional Transit Agency or Agencies have one non-voting member on the TAC (versus their voting member status on Policy Board)	Article VII - Committees, Section 1 - Technical Advisory Committee, Item 1	Non-voting members of the Technical Advisory Committee are similar to those from the Policy Board with the exception of the DRPT being represented as a voting member.	Non-voting members of the Technical Advisory Committee are similar to those from the Policy Board with the exception of the DRPT being represented as a voting member and the Regional Transit Agency or Agencies with one (1) non-voting member of the Technical Advisory Committee.
Alternate Member Provisions - Removes 'the DEPARTMENT' from the list and adjusts sentence structure, changing 'and' to properly connect DRPT in the list of those who may designate alternates	Article VII - Committees, Section 1 - Technical Advisory Committee, Item 2	Representatives from STAUNTON, WAYNESBORO, the COUNTY, DRPT, and the DEPARTMENT, may designate up to two (2) alternate members	Representatives from STAUNTON, WAYNESBORO, the COUNTY, and DRPT may designate up to two (2) alternate members
Alternate Member Provisions - Adds provision explicitly stating that VDOT may designate up to three (3) specified alternate members for the TAC, mirroring the Policy Board provision	Article VII - Committees, Section 1 - Technical Advisory Committee, Item 2	[Paragraph ends after 'representative(s)']	VDOT may designate up to three (3) specified alternate members.
Procedural and Governance Updates - Deletes Item 3 entirely as this sentence was moved to the introductory paragraph of Section 1 (see Change 23)	Article VII - Committees, Section 1 - Technical Advisory Committee, Item 3	3) The Technical Advisory Committee shall operate under the provisions described in the appropriate Articles of the SAWMPO Policy Board Bylaws.	[Item deleted - text moved to Section 1 introductory paragraph]
Procedural and Governance Updates - Changes from specific '25 days prior' to more practical 'at least one meeting prior', matching the change made to Policy Board officer elections (see Change 19)	Article VII - Committees, Section 3 - Nominating Committee	no later than twenty-five (25) days prior to the regular SAWMPO meeting	no later than at least one meeting prior to the regular SAWMPO meeting
<b>Article VIII</b>			
Procedural and Governance Updates - Adds explicit language that public may only speak during designated public comment periods, establishing clear meeting management protocols	Article VIII - Meetings, Section 4 - Meetings Open to the Public	At least one period of time will be set aside during each meeting for general comments from the public. Public hearings will be held...	At least one period of time will be set aside during each meeting for general comments from the public. Members of the public may speak only during designated public comment periods. Public hearings will be held...

Procedural and Governance Updates - Removes the discretionary language about the Chair opening the floor for additional comments outside designated periods, streamlining public participation procedures	Article VIII - Meetings, Section 4 - Meetings Open to the Public	At the discretion of the Chair, the floor may be opened during a meeting for additional public comments; for example, the Chair may ask for public comments prior to calling for a vote on a significant issue.	[Text removed entirely]
Procedural and Governance Updates - Removes the transition word 'however' as it no longer makes sense after removing the discretionary comment language	Article VIII - Meetings, Section 4 - Meetings Open to the Public	The SAWMPO, however, may hold closed sessions	The SAWMPO may hold closed sessions
Procedural and Governance Updates - Updates from physical distribution to approved minutes being 'publicly available on the SAWMPO website', reflecting modern communication practices and transparency requirements	Article VIII - Meetings, Section 6 - SAWMPO Minutes	said minutes shall be distributed to all members of any transportation-related and other appropriate organization, agencies or individuals	said minutes shall be publicly available on the SAWMPO website
<b>Article XI</b>			
Terminology Standardization - Corrects the formal name from 'Unified Transportation Planning Work Program' to 'Unified Planning Work Program' (UPWP), which is the standard terminology	Article IX - Coordination Responsibilities, Section 2 - Regional Review (A-95) Agent	through the Unified Transportation Planning Work Program	through the Unified Planning Work Program
<b>Article XI</b>			
Procedural and Governance Updates - Replaces the specific '25 days to review' requirement with more flexible language stating amendments shall be 'reviewed and considered for approval at the next regularly scheduled MPO meeting or any subsequent regular meeting thereafter', providing more practical flexibility	Article XI - Amendments	Any proposed amendment to these bylaws shall be presented in writing to the members of the SAWMPO and read at a regular SAWMPO meeting. The members of the SAWMPO shall have at least twenty-five (25) days to review the proposed amendments. At a regular meeting of the SAWMPO thereafter...	Any proposed amendment to these bylaws shall be presented in writing to the members of the SAWMPO and read at a regular SAWMPO meeting. The proposed amendment(s) shall be reviewed and considered for approval at the next regularly scheduled MPO meeting or any subsequent regular meeting thereafter. At a regular meeting of the SAWMPO thereafter...



# **Staunton Augusta Waynesboro Metropolitan Planning Organization Bylaws**

City of Staunton | Augusta County | City of Waynesboro

## **SAWMPO Policy Board Bylaws**

Adopted on November 7, 2012

Amended on September 3, 2014

Amended on June 28, 2016

Amended December 7, 2022

### **Article 1 - Name and Authority**

The name of this organization shall be known as the Staunton-Augusta-Waynesboro Metropolitan Planning Organization and shall have such authority as prescribed in a Memorandum of Understanding for a Continuing, Cooperative, and Comprehensive Transportation Planning and Programming Process for the Staunton Augusta Waynesboro Urbanized Area between the Metropolitan Planning Organization, hereinafter referred to as the SAWMPO; the Virginia Department of Transportation, hereinafter referred to as VDOT; the City of Staunton, acting as a local unit of government, hereinafter referred to as STAUNTON; the City of Waynesboro, acting as a local unit of government, hereinafter referred to as WAYNESBORO; the County of Augusta, acting as a local unit of government, hereinafter referred to as the COUNTY; the Virginia Department of Rail and Public Transportation, hereinafter referred to as DRPT; and the Central Shenandoah Planning District Commission, hereinafter referred to as the COMMISSION, providing staff for the SAWMPO.

### **Article II - Purpose and Powers**

The SAWMPO shall be the policy and 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 SAWMPO shall:

- 1) Establish policy for the continuing, comprehensive and cooperative transportation planning process;
- 2) Develop the Staunton-Augusta-Waynesboro Metropolitan Planning Organization Long Range Transportation Plan for the urban study area and review and update it as needed, and at a minimum update it every five (5) years per Federal regulations;
- 3) Recommend action by other appropriate agencies;
- 4) Revise the Plan study area, defined by the MPO planning boundary, as required, and in conjunction with VDOT;
- 5) Develop, in coordination with local governments and VDOT, socio-economic data for the regional traffic model;
- 6) Develop and approve the annual transportation improvement programming and planning documents as required by the U.S. Department of Transportation Regulations, as amended; and

- 7) Perform other reviews and evaluations that may be required to expedite the process.

### Article III - Membership

**Section 1 - Voting Membership** - The voting membership of the SAWMPO shall be composed of the following voting representatives, or their alternates, designated by and representing their respective jurisdictions or agencies:

- 1) City of Staunton - 2 representatives
- 2) Augusta County - 2 representatives
- 3) City of Waynesboro - 2 representatives
- 4) A state representative designated by and empowered to participate on behalf of the Secretary of Transportation

**Section 2 - Nonvoting Membership** - The nonvoting membership of the SAWMPO shall be one nonvoting representative designated by and representing each of the following agencies:

- 1) Federal Highway Administration
- 2) Federal Transit Administration
- 3) Virginia Department of Rail and Public Transportation (DRPT)
- 4) Regional Transit Agency or Agencies
- 5) Virginia Department of Aviation
- 6) Any other agencies or groups as may be agreed upon as a non-voting member(s) by a majority of all voting representatives of the SAWMPO

**Section 3 - Alternate Members** - Representatives from STAUNTON, WAYNESBORO, and the COUNTY may designate a number of alternate members equal to their number of voting representatives in the absence of their regular representative(s). The representative from VDOT, as the designated state representative on behalf of the Secretary of Transportation, may designate three (3) specified alternate members to serve in the absence of their regular representative. Alternates are not assigned to specific voting members. Each locality may have no more votes cast at any meeting than their designated number of voting members, regardless of which combination of voting members and alternates are present. The representatives must submit their alternate's name to the staff and chair of the SAWMPO at a meeting prior to the one for which a representative is absent.

**Section 4 – Attendance** - Whenever any voting member fails to attend or send an alternate to three (3) consecutive meetings, the Chair of the SAWMPO may seek to determine the cause of the absence and whether the appointing authority wishes the delinquent member to be the representative of the MPO. If a locality's continued absence impacts the ability to achieve a quorum, the MPO may notify that locality's appointing authority of the concern.

## Article IV - Terms of Office and Voting

**Section 1 - Terms of Office** - The terms of office of SAWMPO members shall be as follows:

- 1) Voting - Concurrent Terms - SAWMPO members or alternates who are appointed by local governing bodies and are also elected officials and/or Chief Administrative Official (CAO) of the local governing body shall serve coincident with their elected/appointed terms of office or such shorter terms as their governing bodies shall determine.
- 2) Voting - Continuous - SAWMPO members or alternates who are appointed by the local governing bodies and who are neither elected nor appointed officials of local governing bodies shall serve continuously at the pleasure of the appointing body.
- 3) Nonvoting - Continuous - Nonvoting members shall serve continuously at the pleasure of the appointing body.

**Section 2 - Voting Rights** - Each SAWMPO Policy Board voting representative or alternate shall have one (1) equal vote in all matters before the SAWMPO.

**Section 3 - Recorded Vote** - The vote of each SAWMPO member, both negative and affirmative, shall be recorded in the official minute book of the SAWMPO.

**Section 4 - Proxy Votes** - Voting by proxy shall not be permitted.

## Article V - Officers

**Section 1 - Type of Officers** - Officers of the SAWMPO shall consist of a chair, a vice-chair, and secretary/treasurer. The chair and vice chair shall be elected officials and voting members.

**Section 2 - Terms of Office** - The chair and vice-chair shall serve for two (2) years or until their successors are elected. A City or County representative shall serve as chair or vice-chairman; however, in no case shall both offices be filled with representatives from the same locality at the same time. The Secretary-Treasurer shall be the Central Shenandoah Planning District Commission Executive Director and shall serve continuously at the pleasure of the Policy Board.

**Section 3 - Election of Officers** - The election of officers shall be held prior to June 30, 2024, with subsequent election of officers held every two (2) years, prior to June 30<sup>th</sup> of even-numbered years and those members elected to office shall assume their duties on July 1st of that year. A majority vote of the voting membership of the SAWMPO, present and voting, shall be required for election to any office. The Chair and Vice Chair must be voting members.

- 1) The Chair shall appoint a Nominating Committee (Article VII, Section 3) of three voting and/or non-voting members of the SAWMPO no later than one meeting before the regular MPO meeting at which the election of officers is to be held. The Nominating Committee shall report its recommendations to the Policy Board at any following meeting but not later than the date at which the election is to be held. The election of officers may occur at any meeting following the Nominating Committee recommendation, but not later than June 30th.

**Section 4 - Vacancies** - If for any reason any office becomes vacant during the year, an election to fill the office shall be held at the next regular meeting of the SAWMPO, and the new officer so elected shall complete the unexpired term of the succeeded officer. If the vacating officer's locality chooses to appoint a replacement representative prior to the next regular election, that representative may assume the officer role for the remainder of the term.

**Section 5 - Powers And Duties of the Officers** - The powers and duties of the officers of the SAWMPO shall be as follows:

- 1) The chair shall have the recognized and inherent duties and powers of the office of the chair including the following items: shall preside over all meetings of the SAWMPO; shall be eligible to vote on all issues regardless of a tie vote; shall appoint all committees necessary to the SAWMPO, with confirmation by the SAWMPO; shall have the authority to delegate any routine function to a member of the SAWMPO staff; and shall perform such other duties as may from time to time be assigned by the SAWMPO.
- 2) The vice-chair shall, in the absence or inability of the chair, perform all the duties and exercise all the powers of the chair and such other duties assigned by the SAWMPO.
- 3) Another voting representative shall, in the absence or inability of the chair and vice-chair, perform all the duties and exercise all the powers of the chair and such other duties assigned by the SAWMPO.

**Section 6 - Line Of Succession** - At any given meeting when the chair and the vice-chair are absent, the first order of business at the meeting shall be the election of a temporary chair for that meeting.

## Article VI - Staff Support and Financial Responsibilities

**Section 1 - General Staff Support** - The staff of the SAWMPO may be the planning staffs of the COMMISSION, STAUNTON, WAYNESBORO, COUNTY, and/or any other agency so designated by the SAWMPO, with the assistance of the staff of VDOT.

**Section 2 - Allocation of Funds** - The SAWMPO shall prepare the annual Unified Planning Work Program which allocates Section 112 (FHWA PL) and Section 5303 (FTA) transportation planning funds to the appropriate transportation planning agencies located within the study area.

**Section 3 - Financial Records** - The financial records of the SAWMPO shall be maintained by COMMISSION staff at the direction of the SAWMPO.

**Section 4 - Fiscal Year** - The fiscal year of the SAWMPO shall be July 1 - June 30.

**Section 5 - SAWMPO Member Liability** - Individual SAWMPO members, acting as members of the SAWMPO, shall not be personally liable for any loss of funds as a result of acts performed in good faith while conducting the usual business of the SAWMPO.

## Article VII - Committees

**Section 1 - Technical Advisory Committee** - The SAWMPO shall create a Transportation Technical Advisory Committee composed of individuals with technical knowledge in transportation and land use matters to 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 Technical Advisory Committee shall operate under the provisions described in the appropriate Articles of the SAWMPO Policy Board Bylaws.

- 1) The voting membership of the Technical Advisory Committee shall be composed of two (2) members representing STAUNTON, two (2) members representing WAYNESBORO, two (2) members representing the COUNTY, and one (1) member representing VDOT, and one (1) member representing the DRPT, for a total of 8 representatives. Non-voting members of the Technical Advisory Committee are similar to those from the Policy Board with the exception of the DRPT being represented as a voting member and the Regional Transit Agency or Agencies with one (1) non-voting member of the Technical Advisory Committee.
- 2) Representatives from STAUNTON, WAYNESBORO, the COUNTY, and DRPT may designate up to two (2) alternate members to serve in the absence of their regular representative(s). VDOT may designate up to three (3) specified alternate members.

**Section 2 - Special Committees** - The chair may from time to time establish such special committees as deemed desirable for the effective promulgation of SAWMPO affairs and shall appoint the members thereto with concurrence of the SAWMPO.

**Section 3 - Nominating Committee** - The chair shall appoint a nominating committee of three voting and/or nonvoting members of the SAWMPO no later than at least one meeting prior to the regular SAWMPO meeting at which time the election of SAWMPO officers is held. This provision shall not apply to the election of officers to the Technical Advisory Committee.

## Article VIII - Meetings

**Section 1 - Regular Meetings** - The SAWMPO shall establish a regular date and place for its meetings. The chair may establish an alternate meeting date to substitute for conflicts caused by holidays and any emergency reasons. Members will be notified at least seven (7) days in advance of a rescheduled meeting.

**Section 2 - Special Meetings** - Special meetings may be called by the chair. Special meetings shall be called by the chair on petition of one-third of the SAWMPO members. The aforementioned notice provisions shall apply.

**Section 3 - Public Hearings** - The SAWMPO shall conduct all public hearings required by law or if such hearings will be in the public interest.

**Section 4 - Meetings Open To The Public** - Meetings of the SAWMPO shall be open to the public. At least one period of time will be set aside during each meeting for general comments from the public. Members of the public may speak only during designated public comment periods. Public hearings will be held and other public involvement efforts will be made prior to major decisions in accordance with the SAWMPO Public Involvement Policy. The SAWMPO may hold closed sessions in accordance with the Virginia Freedom of Information Act.

**Section 5 - Quorum** - A simple majority, or four (4) of the seven (7) voting members of the SAWMPO Policy Board shall be required in order to constitute a quorum. At least one (1) voting representative from each of the three jurisdictions, STAUNTON, WAYNESBORO and the COUNTY, must be present in order to establish a quorum. Vacancies shall not be considered in the establishment of a quorum.

**Section 6 - SAWMPO Minutes** - The staff of the COMMISSION shall support the Secretary/Treasurer of the SAWMPO and shall assist the chair and vice-chair in preparing an agenda, conducting the meeting and preparing the minutes of each meeting. The minutes shall be presented at the next SAWMPO meeting for approval. After the minutes have been duly approved, said minutes shall be publicly available on the SAWMPO website, and shall be recorded in an official minute book of the SAWMPO.

## Article IX - Coordination Responsibilities

**Section 1 - Coordination** - The SAWMPO shall be responsible for the coordination of all transportation planning activities of the various transportation-related agencies that have both a direct and indirect impact on the Long Range Plan.

**Section 2 - Regional Review (A-95) Agent** - The SAWMPO shall act as the agent for those agencies applying for federal and state funds through the Unified Planning Work Program and Transportation Improvement Program, except when a funding agency otherwise directs, and shall submit the notice of intent application to the area wide clearinghouse pursuant to the requirements of Executive Order 12372 and the Commonwealth Intergovernmental Review Process.

## Article X - Parliamentary Procedure

Except as herein provided, all matters of procedure shall be governed by Roberts Rules of Order, latest revised edition.

## Article XI - Amendments

Any proposed amendment to these bylaws shall be presented in writing to the members of the SAWMPO and read at a regular SAWMPO meeting. The proposed amendment(s) shall be reviewed and considered for approval at the next regularly scheduled MPO meeting or any subsequent regular meeting thereafter. At a regular meeting of the SAWMPO thereafter a majority vote of the full voting membership of the SAWMPO shall be required to adopt any proposed amendment to the bylaws.

## Article XII - Effective Date

These bylaws and any amendments thereto, shall become effective immediately upon adoption by a majority of the full voting membership of the SAWMPO.



**TO:** Staunton-Augusta-Waynesboro MPO Policy Board  
**FROM:** Zach Beard, Program Manager  
**MEETING DATE:** January 21, 2026  
**RE:** **Board Action Form #26-03: SAWMPO Public Participation Plan (PPP)  
Release for Public Comment**

## **RECOMMENDATION**

Staff recommends that the Policy Board release the Public Participation Plan (PPP) for a 45-day public comment period.

## **BACKGROUND**

Federal regulation [23 CFR 450.316](#) requires that the SAWMPO maintain a Public Participation Plan (PPP) that documents how the MPO engages with the public in metropolitan transportation planning activities. As part of an internal review of MPO policies and procedures, staff determined the existing PPP is unnecessarily burdensome and is proposing updates that align with current best practices. This memo summarizes the substantive content-related changes between the 2019 PPP Amendment and the 2026 Draft PPP. The TAC recommended that the Policy Board release the document for a 45-day public comment at the January 7 TAC meeting.

### **Existing PPP Document and Changes**

The PPP establishes the SAWMPO's responsibilities, goals, and strategies for public involvement, including how the public is notified of MPO meetings and activities and updates to the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and Unified Planning Work Program (UPWP). The PPP was originally approved in November 2012 and amended in May 2019.

The existing PPP includes unrealistic accessibility request timeframes for individuals with disabilities and language barriers, restrictive public-information request and public notice requirements, and technical jargon. The 2026 draft PPP is a comprehensive update that streamlines procedures and consolidates content from seven sections to four sections. The **memo attachment** includes a full list of substantial content-related changes.

### **Public Comment Periods for Major Documents**

The most substantial changes impact public comment periods and publication requirements (see **Table 1**). Staff reduced most public comment periods to align with peer MPO timelines in the state, streamline the processing and approval of routine procedures, and allow more flexibility for approval and amendment timelines. These recommended timelines reflect the minimum number of days a document is available for public comment. The SAWMPO can extend public notice on individual activities as needed.

Additionally, the Draft 2026 PPP removes the requirement that all plan approvals and amendments be published in print newspaper. The revised PPP allows public notices for most approvals and documents to be posted digitally on the SAWMPO website only. Under the revised PPP, the SAWMPO reserves the right to publish elsewhere as needed. The SAWMPO will continue to publish

the annual meeting calendar for Policy Board and TAC meetings in local print media as well as on the website.

**Table 1: Summary of Changes for Document Approval and Amendment Public Release**

Activity	2019 PPP Public Comment Period	2026 PPP Public Comment Period	Public Comment Change
<b>Approval</b>			
LRTP Approval	21 days minimum	14 days minimum	-7 days
TIP Approval	21 days minimum	14 days minimum	-7 days
UPWP Approval	21 days minimum	14 days minimum	-7 days
Title VI Plan Approval	21 days minimum	14 days minimum	-7 days
PPP Approval	45 days minimum	45 days minimum	No change
All other major plans or programs	21 days minimum	14 days minimum	-7 days
<b>Amendments</b>			
LRTP Amendments	21 days minimum	14 days minimum	-7 days
TIP Amendments	21 days minimum	7 days minimum	-14 days
UPWP Amendments	21 days minimum	14 days minimum	-7 days
Title VI Plan Amendment	21 days minimum	14 days minimum	-7 days
PPP Amendments	45 days	45 days minimum	No change
All other major plans or programs	21 days minimum	14 days minimum	-7 days

## **NEXT STEPS**

Pending Policy Board approval, staff will release the document for a 45-day public comment period, and the Board will consider approval of the changes at the March meeting.

## **ATTACHMENTS**

- [SAWMPO Public Participation Plan 2026 Draft Content Changes Summary Tables](#)
- [SAWMPO Public Participation Plan 2026 Draft](#)
- [SAWMPO Public Participation Plan 2019](#)



**Public Participation Plan 2026 Change Summary**  
**Comparison of 2019 PPP and 2026 Draft PPP**

**1. Public Comment Periods for Major Plans**

Activity	2019 Version	2026 Draft	Change
<b>Plan Approvals</b>			
LRTP Approval	21 days	14 days	7 days
TIP Approval	21 days	14 days	7 days
UPWP Approval	21 days	14 days	7 days
Title VI Plan Approval	21 days	14 days	7 days
PPP Approval	45 days	45 days	No change
Other Major Plans Approval	21 days	14 days	7 days
<b>Plan Amendments</b>			
LRTP Amendments	21 days	14 days	7 days
TIP Amendments	21 days	7 days	14 days
UPWP Amendments	21 days	21 days	No change
Title VI Plan Amendments	21 days	14 days	7 days
PPP Amendments	45 days	45 days	No change
Other Major Plan Amendments	21 days	14 days	7 days

**2. Accessibility Service Request Timeframes**

Activity	2019 Version	2026 Draft	Change
Sign Language Interpreters	7 working days	3 business days	4 days
LEP/Language Interpreters	7 working days	3 business days	4 days
Accessible Formats (Braille, Large Print, Audio)	7 working days	3 business days	4 days

**3. Staff Response Time to General Questions and Comments**

Activity	2019 Version	2026 Draft	Change
Advertised Plans Information	3 working days	Not specified	Removed
General Information Requests	5 working days	Not specified	Removed

**4. Publication Requirements**

Activity	2019 Version	2026 Draft	Status
<b>Still Require Newspaper</b>			
Regular Meeting Schedule	Newspaper + Website	Newspaper + Website	No change
Special/Rescheduled Meetings	Newspaper + Website	Newspaper + Website	No change
PPP Approval/Amendments	Newspaper + Website	Newspaper + Website	No change
<b>Website Only</b>			
LRTP Approval	Newspaper + Website	Website only	Changed
TIP Approval	Newspaper + Website	Website only	Changed
UPWP Approval	Newspaper + Website	Website only	Changed
Title VI Plan Approval	Newspaper + Website	Website only	Changed
All Plan Amendments (except PPP)	Newspaper + Website	Website only	Changed

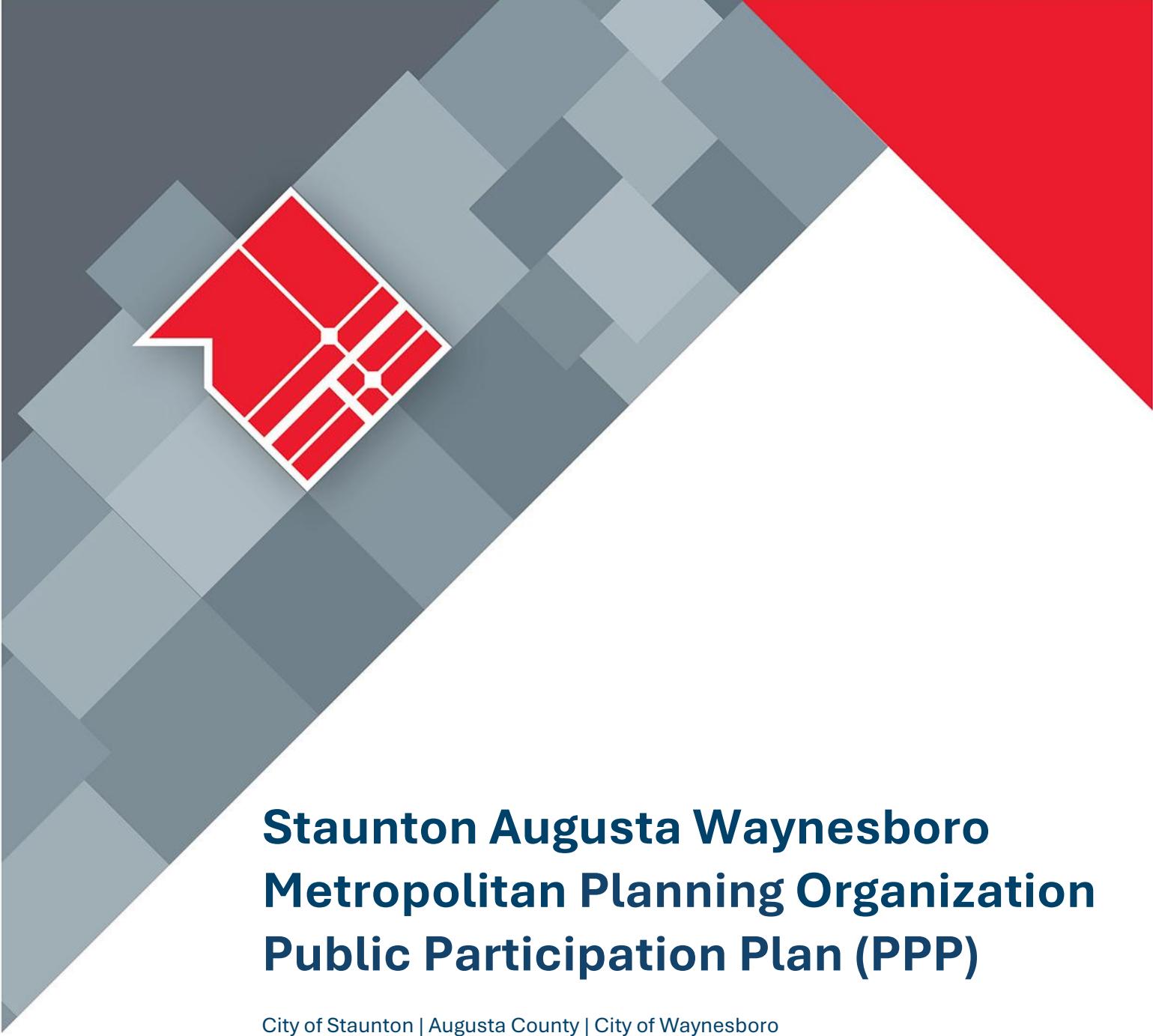
**5. Major Content Sections Removed**

Content Area	2019 Version	2026 Draft	Impact
Stakeholder List (Section 2.1)	8 specific categories listed: <ul style="list-style-type: none"> <li>• Citizens</li> <li>• Affected public agencies</li> <li>• Transit providers</li> </ul>	Generalize to include all people and not list specific groups	More broad, comprehensive language
Performance Measures	13 specific measurable targets	4 general categories	Consolidated similar targets into more specific categories
Property Owner Notification	30-day advance notice Direct mailings required	Not included	No longer required to notify property owners
Bi-annual Review	Required "bi-annual basis"	Changed to "as needed"	Less prescriptive schedule to provide flexibility

Document Availability	4 physical locations (Staunton, Waynesboro, Augusta County, and CSPDC)	1 location (CSPDC only)	Reduced public access points
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6. Goals Consolidation			
2019 Version (9 Individual Goals)	2026 Draft (4 Consolidated Goals)	Type	Impact
3.1.1 - Provide complete information	Goal 1: Transparency and Regulatory Compliance	Consolidated	More streamlined
3.1.2 - Provide adequate notice	Goal 3: Responsiveness to Public Input	Consolidated	More streamlined
3.1.3 - Multiple means of notice	Goal 2: Comprehensive and Accessible Engagement	Consolidated	More streamlined
3.1.4 - Convenient meetings	Goal 3: Responsiveness to Public Input	Consolidated	More streamlined
3.1.5 - Seek underserved populations	Goal 2: Comprehensive and Accessible Engagement	Consolidated	More streamlined
3.1.6 - Environmental justice/LEP	Goal 3: Responsiveness to Public Input	Removal	Changed to underserved populations throughout document
3.1.7 - Use visualization techniques	Goal 3: Responsiveness to Public Input	Consolidated	Specific commitments embedded in broader goals
3.1.8 - Consider public input	Goal 3: Responsiveness to Public Input	Consolidated	More streamlined
3.1.9 - Review effectiveness	Goal 4: Continuous Improvement	Consolidated	More streamlined

7. Document Structure and Formatting			
Change Category	2019 Version	2026 Draft	Description
Number of Sections	6 main sections	4 main sections	Consolidation and reorganization
Presentation Format	Numbered paragraph outline	6 comprehensive tables	More visual, scannable format
Goals Format	Numbered list (3.1.1-3.1.9)	Table format	Reduces citation specificity
New Content Added	N/A	3-C process explanation APA/AICP Code of Ethics Expanded LRTP/TIP/UPWP	Enhanced educational context



# **Staunton Augusta Waynesboro Metropolitan Planning Organization Public Participation Plan (PPP)**

City of Staunton | Augusta County | City of Waynesboro

**DRAFT DOCUMENT**



Staunton Augusta Waynesboro  
Metropolitan Planning Organization  
112 MacTanly Place, Staunton, VA 24401  
[sawmpo.org](http://sawmpo.org)

## **Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO)**

### **Policy Board**

#### **Officers**

Chair, Brad Arrowood - City of Staunton

Vice Chair, Jim Wood - City of Waynesboro

Secretary/Treasurer, Ann Cundy - Central Shenandoah Planning District Commission (non-voting)

#### **Members**

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Carolyn Bragg - Augusta County

Leslie Beauregard - City of Staunton

Jim Wood - City of Waynesboro

Todd Wood - City of Waynesboro

Todd Stevens - Virginia Department of Transportation

Kevin Jones - Federal Highway Administration (non-voting)

Rusty Harrington - Virginia Department of Aviation (non-voting)

Grace Stankus - Virginia Department of Rail and Public Transportation (non-voting)

Steve Wilson - Virginia Regional Transit (non-voting)

### **Technical Advisory Committee**

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#### **Voting Members**

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Leslie Tate - City of Waynesboro

Alisande Tombarge - City of Waynesboro

Don Komara - Virginia Department of Transportation

Grace Stankus - Virginia Department of Rail and Public Transportation

Kevin Jones - Federal Highway Administration (non-voting)

Devon Thompson - Central Shenandoah Planning District Commission (non-voting)

Phil Thompson - Virginia Regional Transit (non-voting)

Steve Wilson - Virginia Regional Transit (non-voting)

# Plan Documentation and Contact

## Title and Date

Staunton-Augusta-Waynesboro Metropolitan Planning Organization Public Participation Plan, 2026

## Authors

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## Contact Information

The public, stakeholders, and interested parties can contact the SAWMPO regarding the Public Participation Plan, the Title VI Plan, SAWMPO documents, and other public records. Submit written comments to the following address:

- SAWMPO  
Central Shenandoah Planning District Commission (CSPDC)  
112 MacTanly Place, Staunton, Virginia, 24401

Written comments can also be made online, email, or fax:

- Online [sawmpo.org](http://sawmpo.org) inquiry form: [sawmpo.org/contact-us/](http://sawmpo.org/contact-us/)
- Email: [cspdc@cspdc.org](mailto:cspdc@cspdc.org)
- Fax: (540) 885-2687

Oral comments can be submitted by calling the CSPDC office and requesting SAWMPO staff at 540-885-5174. Comments may also be made in person at regularly scheduled SAWMPO Policy Board and Technical Advisory Committee meetings. Check [sawmpo.org](http://sawmpo.org) for meeting details.

## Title VI Manager and Additional Assistance

Submit any Title VI inquiries or comments to the SAWMPO Title VI Manager at the above CSPDC contact information. Hearing and voice assistance are available from: Virginia Relay for Hearing and Voice Impaired: 7-1-1

## Disclaimer

The SAWMPO ensures non-discrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you have questions or concerns about your civil rights regarding this document, or if you need special assistance for persons with disabilities or limited English proficiency, please contact the SAWMPO. For more information, or to obtain a Title VI Complaint Form, view the [SAWMPO PPP and Title VI Plans](#), or call the CSPDC office at 540-885-5174.

## Document Overview

The Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO) Public Participation Plan (PPP) establishes the policies, procedures, and strategies for engaging residents, stakeholders, and partner agencies in regional transportation planning. The PPP ensures compliance with federal regulations requiring that MPOs provide meaningful opportunities for public input on transportation plans and programs.

This document describes the public engagement procedures for developing, adopting, and amending the SAWMPO's major planning documents. The PPP aligns with the SAWMPO Title VI Plan to ensure that historically underserved and disadvantaged populations have equal access to the planning process. The PPP establishes four primary goals: transparency and regulatory compliance, comprehensive and accessible public engagement, responsiveness to public input, and continuous improvement. The SAWMPO reviews the PPP as needed to ensure the document remains effective and responsive to community needs.

The Central Shenandoah Planning District Commission (CSPDC) administers and staffs the SAWMPO. SAWMPO staff prepared the PPP in coordination with the City of Staunton, City of Waynesboro, Augusta County, Virginia Department of Transportation (VDOT), Virginia Department of Rail and Public Transportation (DRPT), Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

The FHWA, FTA, VDOT, DRPT, and MPO localities provide financial support for SAWMPO planning activities and the development of the PPP.

## Resolution

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## Section 1: Introduction and Purpose

### Overview

The Staunton-Augusta-Waynesboro Metropolitan Planning Organization (SAWMPO), which includes the cities of Staunton, Waynesboro, and the urbanized portion of Augusta County, was established on March 26, 2012, as a result of the U.S. Census designation of the Staunton-Augusta-Waynesboro Urbanized Area (UZA). Federal legislation requires that any urbanized area with a population greater than 50,000 have an MPO comprised of representatives of the local jurisdictions and state and federal transportation officials.

The SAWMPO, comprised of a Policy Board and Technical Advisory Committee (TAC), has the responsibility for transportation policy-making in the metropolitan planning area. The Policy Board is the decision-making body of the SAWMPO, and voting membership is comprised of elected representatives from each of the three SAWMPO localities and the Virginia Department of Transportation (VDOT). The TAC reviews and makes recommendations for Policy Board consideration, and voting membership is comprised of staff from each locality and representatives from VDOT and the Department of Rail and Public Transportation (DRPT).

The Central Shenandoah Planning District Commission (CSPDC) administers and staffs the SAWMPO. Staff, in coordination with the SAWMPO localities and agencies, collect, analyze, and evaluate transportation data to inform Policy Board decision-making. Staff prepare materials and develop planning documents for the Policy Board and TAC meetings and administer the public involvement and Title VI processes. Staff review and consider revisions to the PPP as needed to ensure the MPO's planning processes meet current state and federal requirements.

### Purpose

The purpose of the SAWMPO PPP is to document the MPO's responsibilities, goals, and strategies for engaging the public in metropolitan transportation planning activities. Federal Regulation Code 450.316 mandates that the SAWMPO document public engagement processes in a PPP. The PPP identifies how the SAWMPO works to ensure federal code requirements are met and that all members of the public are notified of MPO activities specifically related to meetings and updates to major MPO governing documents such as the Long Range Transportation Plan (LRTP), Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), Title VI Plan, and other documents and processes.

Federal code also requires that MPOs conduct transportation planning through a continuing, cooperative, and comprehensive (3-C) process. The 3-C process means planning is ongoing rather than irregular, involves coordination among multiple agencies and stakeholders, and considers all transportation modes and factors that affect the regional transportation system. The SAWMPO ensures that transportation planning is based on the 3-C process and involves coordination among localities, agencies, stakeholders, and the public while considering all transportation modes affecting all people in the region.

The SAWMPO also emphasizes the value of public participation in informing transportation planning, programming, and decision-making. SAWMPO staff adhere to the American Planning Association (APA) American Institute of Certified Planners (AICP) Code of Ethics and Professional Conduct related to public

engagement. The Code notes providing timely, adequate, clear, and accurate information on planning issues to all affected persons and decision makers. Staff strive to ensure that the public has an opportunity to provide meaningful input on SAWMPO planning while providing special attention to how decisions affect disadvantaged communities.

### **How the PPP Informs Other Documents**

The SAWMPO maintains five key documents (see **Figure 1**). Three documents guide MPO transportation planning in the short and long-term: The Long Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and the Unified Planning Work Program (UPWP). The remaining two documents, the PPP and the Title VI Plan, inform the SAWMPO's public engagement.

#### *LRTP, TIP, and UPWP*

The LRTP is a 25-year vision for the region's transportation system that identifies regional transportation needs, goals, and prioritized projects. The LRTP addresses all modes of transportation and must be fiscally constrained to reasonably expected revenues.

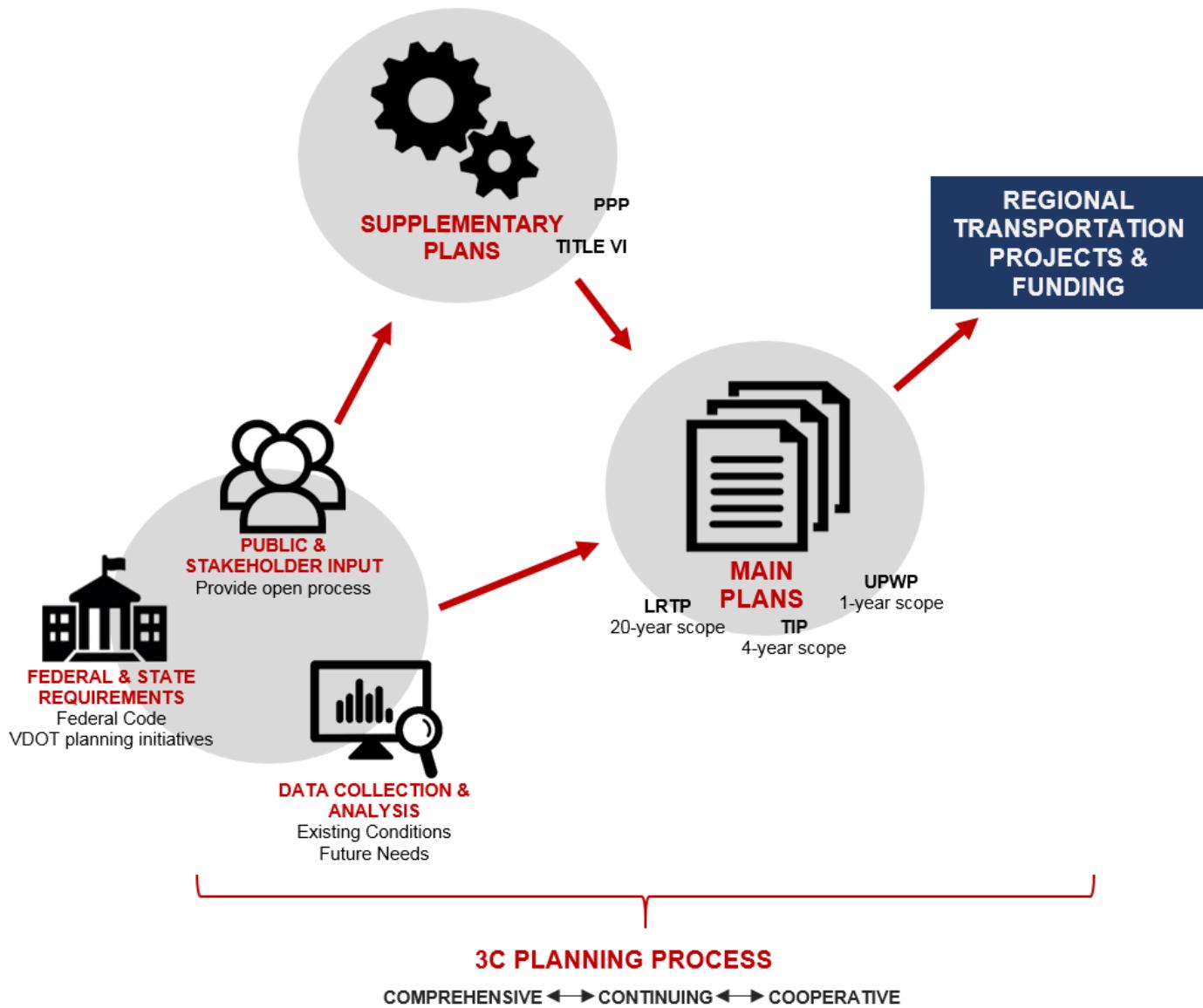
The TIP documents transportation projects that will receive federal funding over a four-year period. The TIP includes project descriptions, costs, funding sources, and schedules, must be consistent with the LRTP, and is updated as needed when the status of projects or funding changes.

The UPWP is the SAWMPO's annual budget and work plan that describes all transportation planning activities the SAWMPO will complete during the fiscal year. The UPWP identifies tasks, schedules, funding sources, and responsible agencies for each planning activity.

#### *Title VI and PPP*

The Title VI Plan and PPP are complimentary documents that ensure comprehensive public engagement. The PPP describes how the SAWMPO conducts public participation and the Title VI Plan ensures that the MPO is meeting federal Title VI requirements and that historically underserved and disadvantaged populations have equal access to the planning process. Federal regulations require that the PPP align with the Title VI Plan, which ensures compliance with Title VI and related non-discrimination regulations.

**Figure 1: Relationship of Foundational and Supplemental Documents  
in Relation to SAWMPO Planning**



## Goals, Desired Outcomes, and Performance Measures

The SAWMPO PPP establishes goals for engaging the public in transportation planning, describes the desired outcomes of engagement efforts, and identifies the performance measures used to evaluate the PPP's effectiveness. The public participation goals reflect federal requirements and the SAWMPO's commitment to transparent planning. The desired outcomes describe what successful engagement is in practice. The performance measures provide criteria for assessing effectiveness and identifying areas for improvement. Combined, these elements create a public engagement framework for accountability and continuous improvement.

### *Goals*

The SAWMPO PPP goals for engaging the public are:

**Table 1: SAWMPO PPP Goals**

Goal	Description
<b>Goal 1: Transparency and Regulatory Compliance</b>	Provide complete and accessible information on SAWMPO activities and maintain full compliance with Title VI and all applicable state and federal requirements.
<b>Goal 2: Comprehensive and Accessible Public Engagement</b>	Connect with all members of the public through multiple notification methods and accessible meeting formats. Provide adequate public notice for review and input on the LRTP, TIP, UPWP, Title VI Plan, PPP amendments, and other planning activities. Conduct meetings at convenient times and accessible locations, with particular attention to populations traditionally underserved by transportation systems. Use visualizations and clear communication to make planning initiatives easier to understand.
<b>Goal 3: Responsiveness to Public Input</b>	Demonstrate thoughtful and timely consideration of public input received during development of the LRTP and all other planning activities.
<b>Goal 4: Continuous Improvement</b>	Regularly review the effectiveness of the PPP to ensure a full and open participation process and update as needed.

### *Desired Outcomes*

The SAWMPO PPP desired outcomes of successful public engagement are:

**Table 2: SAWMPO PPP Desired Outcomes**

Outcome	Description
<b>Outcome 1: Meaningful Public Participation</b>	An engaged and informed public that actively participates in and provides meaningful input on the metropolitan planning process.
<b>Outcome 2: Effective Partnerships</b>	Strong working relationships between the public, stakeholders, the SAWMPO Policy Board, TAC, and partner agencies that support collaborative decision-making.
<b>Outcome 3: Community-Responsive Plans</b>	Transportation plans and programs that reflect and address community needs and priorities and reflect industry best practices.

### Performance Measures

The SAWMPO performance measures for assessing how well the MPO is meeting PPP goals and desired outcomes are:

**Table 3: SAWMPO PPP Performance Measures**

Performance Measure	Description
<b>Measure 1: Public Responsiveness</b>	Respond promptly and within a reasonable time period to requests for information about plans under public comment and all SAWMPO activities. Comply with all Freedom of Information Act (FOIA) requirements and provide timely responses.
<b>Measure 2: Participation Effectiveness</b>	Track public participation for plans under comment, including number of comments received through meetings, surveys, and written submissions. Identify and implement strategies to increase engagement if necessary.
<b>Measure 3: Staff Capacity and Training</b>	Staff complete annual Title VI training and attend other federal compliance training related to MPO operations as needed.
<b>Measure 4: Regulatory Compliance</b>	Address any federal PPP compliance findings promptly and maintain full compliance with Title VI and other applicable regulations. All major SAWMPO transportation plans (LRTP, TIP, UPWP, PPP, and Title VI Plan) receive appropriate state and federal approvals.

## Section 2: Public Meeting Notice and Accessibility

This section establishes the procedures for public meeting notification, providing advance notice of meetings and planning activities, and ensuring that all meetings are accessible to the public. Section 3 provides an overview of public communication, education, and outreach methods.

### Public Meeting Locations and Guidelines

#### *Location of Regular SAWMPO Policy Board and TAC Meetings and Public Information Meetings*

All regular Policy Board and TAC meetings and public information meetings will be held at locations within the region to inform residents and solicit feedback. Meeting locations and times will be publicly accessible and accommodate individuals with disabilities and ADA needs and served by public transportation.

### Public Comment Opportunity

All SAWMPO Policy Board, TAC, and committee meetings will include a public comment period after the meeting is called to order and prior meeting minutes are approved. When major plans are on the agenda, an additional public comment period will be provided before action is taken. The public may also submit comments before meetings via email or mail. Staff will acknowledge the comments during the public comment period at Policy Board and TAC meetings.

### *Accessibility and Interpreter Availability*

All meetings are held in ADA-accessible facilities with public transit access. SAWMPO provides accommodations for individuals with disabilities upon request. Written materials will be available in accessible formats for the visually impaired, including large print, Braille, and audio upon request. Sign language interpreters and language interpreters are available upon request. Accommodation requests should be submitted at least three business days before a meeting to SAWMPO staff (see **Table 4**).

**Table 4: Summary of Accessibility and Language Services**

Accessibility and Language Services		
Service Type	Advance Notice Required	Response Commitment
Sign Language Interpreters	3 working days minimum	Provided if requested
Non-English Interpreters		
Large Print Materials		
Braille Documents		
Audio Recordings		

### **Public Notice of Meetings and Plans**

SAWMPO provides public notice for all public MPO meetings and major plans. Meeting notices include all Policy Board and TAC meetings, including regular, special, rescheduled meetings, and meeting venue changes, and changes from in-person to all-virtual; citizen advisory committee meetings or other committee meetings involving the public; and any meetings intended to gather public information or input. All notices include the meeting date, time, location, and meeting and document materials and are posted on [sawmpo.org](http://sawmpo.org) and posted in newspapers or other outlets if necessary.

SAWMPO major plans such as the LRTP, TIP, UPWP, Title VI Plan, and PPP are approved or amended. An approval creates or replaces a complete document, while an amendment modifies an existing document. Approvals are comprehensive planning documents and typically require longer public comment periods than amendments, while amendments are specific modifications to an already-approved document that typically require shorter public comment periods.

For the SAWMPO, the LRTP is approved every five years and amended as needed when project priorities change. The TIP is approved every four years and amended when projects are added, removed, or significantly changed. The UPWP is approved annually, with amendments made when work tasks change. The Title VI Plan is approved every three years and amended as needed based on federal requirements and guidance. The PPP is approved when major revisions occur, with amendments made for procedural updates between major revisions.

**Table 5** provides a comprehensive summary of the SAWMPO public notice requirements for meetings and documents.

**Table 5: SAWMPO PPP Public Notice Requirements**

Public Notice Requirements		
Activity Type	Advance Notice Period	Publication Requirements
<b>Regular Meetings</b>		
Policy Board and TAC Regular Meetings Calendar	Published prior to January 1 of the next calendar year	Once in local newspapers and SAWMPO website
Policy Board and TAC Regular Meetings	Published one week prior to the scheduled meeting	SAWMPO website
<b>Special/Rescheduled Meetings</b>		
Policy Board and TAC Special Meetings	7 calendar days minimum	Once in local newspapers and SAWMPO website
Policy Board and TAC Rescheduled Meetings	7 calendar days minimum	Once in local newspapers and SAWMPO website
Special Community Meetings	14 calendar days minimum	Once in local newspapers and SAWMPO website
<b>Major Plan Approvals</b>		
LRTP Approval (approved every five years)	14 calendar days minimum	SAWMPO website
TIP Approval (approved every four years)	14 calendar days minimum	SAWMPO website
UPWP Approval (approved annually)	14 calendar days minimum	SAWMPO website
Title VI Plan Approval (approved every three years)	14 calendar days minimum	SAWMPO website
PPP Approval (approved as necessary)	45 calendar days minimum	Once in local newspapers and SAWMPO website
Other Major Plans Approval	14 calendar days minimum	SAWMPO website
<b>Plan Amendments</b>		
LRTP Amendments	14 calendar days minimum	SAWMPO website
TIP Amendments	7 calendar days minimum	SAWMPO website
UPWP Amendments	14 calendar days minimum	SAWMPO website
Title VI Plan Amendments	14 calendar days minimum	SAWMPO website
PPP Amendments	14 calendar days minimum	Once in local newspapers and SAWMPO website
Other Major Plan Amendments	14 calendar days minimum	SAWMPO website

## Section 3: Public Communication, Education, and Outreach

The SAWMPO provides public access to records, plans, meetings, and activities, and educates the public about metropolitan transportation planning. Staff scale public outreach to match project scope and significance. Localized projects receive targeted outreach within the project area, while regional projects require broader engagement throughout the entire SAWMPO region, with particular attention to traditionally underserved areas.

### Access to Information

The SAWMPO will provide the public with reasonable and timely access to technical and policy information related to the data or content used in the development of transportation plans, programs, and projects. Documents are available for public review at the CSPDC office from 8:30 a.m. to 5:00 p.m. Major planning documents are available on [sawmpo.org](http://sawmpo.org).

### Response to Public Input

SAWMPO staff responses to questions and comments from the public concerning the public participation process, draft transportation plans, programs, or public agency consultation process will be made directly to the individual by email, letter, phone, or other appropriate means.

When significant written and oral comments are received on the LRTP, TIP, UPWP or other planning documents, SAWMPO staff will develop a summary and analysis of the comments and a report as part of the final document.

### Public Outreach and Education Methods

The SAWMPO uses a variety of communication and outreach methods to inform the public about transportation planning activities and encourage participation in the planning process. These methods are selected and tailored based on the type of activity, the audience, and the level of engagement needed. **Table 6** summarizes the primary communication and outreach tools used by SAWMPO staff, SAWMPO members, and partner stakeholders to inform the public and other stakeholders.

The SAWMPO will engage underserved populations through organizations and media outlets that serve these communities. Using GIS, the SAWMPO has identified the locations of these communities, as documented in the Title VI Plan.

**Table 6: Public Outreach and Education Methods**

Communication Method	Description	Frequency/Usage
<b>SAWMPO Website</b>	Staff perform routine maintenance, updating, and posting of materials including public notices for procurement, public comment, and meetings; policy documents; meeting schedules; events calendar; major transportation plans; and agendas and minutes for Policy Board and TAC meetings.	Ongoing
<b>Presentations</b>	SAWMPO staff, SAWMPO members, and partner stakeholders make presentations to citizen groups, public agencies, and local governmental bodies.	As requested
<b>Public Meetings and Events</b>	SAWMPO staff, SAWMPO members, and partner stakeholders attend public meetings and events to inform the public.	As necessary and appropriate
<b>Public Service Announcements</b>	SAWMPO staff, SAWMPO members, and partner stakeholders provide public service announcements and interviews on radio and local television channels to explain subject matter and promote public participation.	As appropriate
<b>News Articles and Press Releases</b>	Articles and press releases provided to local media.	As needed
<b>Open Houses, Roundtables, and Community Forums</b>	SAWMPO staff, SAWMPO members, and partner stakeholders provide information presentations at regional sites, open houses, roundtables, and other community forums.	As requested and appropriate
<b>Email</b>	Email provided to select individuals, groups, or organizations that have expressed interest or made comments at meetings.	When appropriate
<b>Flyers</b>	Informational flyers distributed in public locations.	When necessary and appropriate

## Section 4: Transit and Public Participation

The BRITE public transit program operates in and serves the Staunton-Augusta-Waynesboro region. BRITE chooses to integrate coordination with the SAWMPO and gives formal public notice in this PPP that the SAWMPO's TIP development process is being used to satisfy BRITE's public participation and public hearing requirements of Section 5307(c).

All public transportation providers in the region may utilize the SAWMPO as an entity to augment their public participation process. To that end, the SAWMPO will comply with transit planning requirements. Each public notice will state that "public notice of public involvement activities and time established for the public review and comments on the TIP will satisfy the Program of Projects requirements," as

presented in joint Federal Highway Administration/Federal Transit Administration environmental regulations “Environmental Impact and Related Procedures” 23 C.F.R. Part 771. A project that requires an environmental assessment or an environmental impact statement will involve additional public involvement.

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