

**Harrisonburg-Rockingham Metropolitan Planning Organization**  
**Policy Board Meeting Agenda**  
**January 22, 2025, 3:00 p.m.**

**Rockingham County Administration Center**  
**20 East Gay Street, Harrisonburg, VA 22802**

- 1. Call to Order**
- 2. Approval of Minutes of the December 18, 2025, Policy Board Meeting\***
- 3. Public Comment**
- 4. Special Election of Chair Officer Position (Board Action Form #26-01)\***
- 5. 2026 Virtual Meeting Policy Approval (Board Action Form #26-02)\***
- 6. Bylaws Amendment Approval (Board Action Form #26-03)\***
- 7. Public Participation Plan (PPP) Update Release for Public Comment (Board Action Form #26-04)\***
- 8. 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)**
- 9. Agency Updates**
  - VDOT
  - DRPT
  - HDPT
  - Localities
- 10. Other Business**
- 11. Upcoming Meetings**
  - February 5, 2026 – Technical Advisory Committee Meeting at 2:00 p.m. (virtual)
  - February 19, 2026 – Policy Board Meeting at 3:00 p.m. (virtual)
- 12. Adjournment**

\* Action Required



## Harrisonburg-Rockingham Metropolitan Planning Organization Policy Board Minutes

**December 18, 2025, 3:00 p.m.**

**Rockingham County Administration Center  
20 East Gay Street, Harrisonburg, Virginia 22802**

	<b>Voting Members</b>		<b>Alternates</b>		<b>Staff</b>
	<b>City of Harrisonburg</b>	✓	Dylan Nicely, Rockingham	✓*	Ann Cundy
✓	Laura Dent, Vice Chair		Rachel Salatin, Rockingham		Paula Melester
✓	Dany Fleming		Cheryl Spain, Harrisonburg	✓	Garrett Bartholomew
✓	Gerald Gatobu		Alex Wilmer, Bridgewater	✓	Zach Beard
	Nasser Alsaadun		Robert Taylor, Mt. Crawford		
	Ande Banks		Libby Clark, Mt. Crawford		
			Gary Corder, Dayton		<b>Others</b>
	<b>Rockingham County</b>		Jeff Lineberry, VDOT	✓*	Kim Sandum, Shen Valley Alliance
	Sallie Wolfe-Garrison	✓*	Adam Campbell, VDOT	✓	Tom Hartman, City of Harrisonburg
	Casey Armstrong	✓	Don Komara, VDOT		
	<b>Town of Bridgewater</b>	✓	Jeremy Mason, VDOT		
	Jay Litten				
	<b>Town of Dayton</b>		<b>Non-Voting Members</b>		
✓	Brian Borne		Rusty Harrington, Aviation		
	<b>Town of Mt. Crawford</b>	✓*	Grace Stankus, DRPT		
✓	Neal Dillard, Chair		Bill Yates, JMU		
	<b>VDOT</b>		Valerie Kramer, JMU		
	Todd Stevens		Shane McCabe		

\*Indicates virtual attendance

### Call to Order

The December 18, 2025, Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO) Policy Board meeting was called to order at 3:06 p.m. by Chair Neal Dillard.

### Approval of Minutes

Chair Dillard presented the minutes from the September 18, 2025, Policy Board meeting. Mr. Zach Beard informed the Board that Mr. Adam Campbell noted two corrections to the minutes regarding an incorrect meeting date and time for the Vine Street STARS Study meeting, and that Mr. Brad Reed attended that meeting rather than Mr. Campbell.

*Mr. Don Komara moved to approve the minutes with corrections; seconded by Mr. Dany Fleming. The motion carried unanimously.*

#### **Public Comment**

Chair Dillard opened the floor for public comment. There were no public comments.

Chair Dillard announced that this would be his last MPO Policy Board meeting as he is officially resigning as mayor of Mount Crawford at the end of December. The Town will be appointing a new mayor in January 2026. Several Board members thanked Chair Dillard for his service to the MPO and Town.

#### **2026 Meeting Calendar Approval (Board Action Form #25-09)**

Mr. Beard presented the proposed 2026 meeting calendar for Board approval. Mr. Beard explained that the Board meetings occur on the third Thursday of each month and the Technical Advisory Committee (TAC) meetings on the first Thursday. However, for January and October 2026, when the first Thursday falls on the first day of the month, both the TAC and Board meetings will be moved to the second week to align with the Staunton-Augusta-Waynesboro MPO (SAWMPO) meeting schedule, which occurs on Wednesdays.

Staff noted that the MPO will no longer designate February as a virtual meeting as in previous years. Per state code, the MPO is allowed two virtual meetings per year, and these two virtual meeting slots will now remain floating to allow more flexibility. Staff also announced that the MPO will be transitioning from Zoom to Microsoft Teams for virtual attendance.

*Ms. Laura Dent moved to approve the 2026 meeting calendar; seconded by Mr. Fleming. The motion carried unanimously.*

#### **Transportation Improvement Program (TIP) Amendment Process Update (Board Memo #25-07)**

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.

**FY24-27 Transportation Improvement Program (TIP) VDOT US 11 Amendment Approval (Board Action Form #25-10)**

HRMPO staff presented a VDOT-requested TIP amendment for the Route 11 widening project in Rockingham County. Staff noted that the Board was originally scheduled to approve this amendment in October was unable to obtain a quorum.

The Route 11 widening project has incurred increased interest costs, and this cost change must be documented in the TIP before VDOT can make debt service payments on this project to the Federal Highway Administration (FHWA). VDOT must make all debt service payments to FHWA before any federal funds can be obligated statewide. Staff explained that the TIP block shown would be included in the amended TIP document and then sent to VDOT so they can meet their obligations for federal debt service.

Board members asked questions about the project advertisement schedule, and staff confirmed that the project is still on schedule for a March advertisement. Board members also discussed the cost changes shown in the fiscal year breakdown and staff confirmed that any amendment over \$2 million requires Board approval.

*Mr. Fleming moved to approve the TIP amendment for US 11; seconded by Mr. Fleming. The motion carried unanimously.*

**2026 Safety Performance Targets Approval (Board Action Form #25-11)**

Mr. Beard presented the 2026 safety performance targets for Board consideration. Each year the MPO must concur with VDOT's statewide and HRMPO 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 these targets; they satisfy federal requirements and help guide planning at all levels throughout the state.

*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*

Mr. Beard explained that 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.

#### *HRMPO-Specific Targets*

Mr. Beard provided data showing that the HRMPO has consistently exceeded targets for fatalities between 2018 and 2024. Staff noted that non-motorized fatalities and serious injuries have remained at or below targets throughout the five-year period. However, there were three non-motorized fatalities in 2025, which would be the highest in that five-year span. Two of these fatalities occurred in the county and one in the city. Staff highlighted that this is the first time since 2018 that the projections have increased the number of projected non-motorized fatalities and serious injuries for the HRMPO. This increase is based on both MPO trends and statewide trends.

Mr. Bartholomew explained that the projected increase is in part due to a nearly 20 percent increase in vehicle miles traveled since 2018, which means there is potential for more serious interactions. Board members asked questions about the distinction between injuries related to vehicle safety features versus road design. Mr. Bartholomew explained that VDOT has a Power BI tool where users can view each individual crash along with the officer's report, and crash diagrams are available.

Mr. Komara noted that VDOT staff members are dispatched to every fatality to investigate whether the road was a factor. Mr. Komara noted that the amount of non-seatbelt use remains alarming, as well as the number of fatalities related to alcohol or drug use and single-vehicle crashes. When hotspots are identified, VDOT evaluates whether systemic improvements such as intersection ahead signs, guardrails, shoulders, or rumble strips can help address safety issues.

*Mr. Fleming moved to approve the 2026 HRMPO safety targets; seconded by Mr. Dylan Nicely. The motion carried unanimously.*

#### **Bylaws Amendment Update (Board Memo #25-08)**

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 19 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 is now 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 amendments clarify that DRPT and BRITE have been voting members on the TAC and non-voting members on the Policy Board, resolving inconsistencies between and within the bylaws.

#### *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.

#### **FY26 HRMPO North Mason Street Small Area Study Overview (Board Memo #25-09)**

Mr. Beard provided an overview of the North Mason Street Small Area Study. In late October, the City of Harrisonburg requested the MPO assist with developing a North Mason Street study to complement and refine the concepts identified in the City's recently completed North Mason Street demonstration project conducted in the summer. The study would allow the City to potentially submit a Smart Scale pre-application for the upcoming cycle in April 2026.

MPO staff worked with the City in October and November to develop a scope of work and procured VHB to complete the study. Staff noted that earlier in the fiscal year, the MPO was working with Rockingham County to advance a study, however the timing was not ideal and some ideas may not have been Smart Scale ready. Once Harrisonburg approached the MPO, staff decided to move forward based on the availability of funding and the potential for a Smart Scale application.

The North Mason Street demonstration project temporarily reconfigured the corridor between East Market and North Main Street by shifting all traffic to the two eastern lanes and installing temporary improvements including roundabouts. The City developed takeaways from the demonstration project that serve as the starting point for the MPO study.

#### *Scope of Current Study*

The study will evaluate intersection design concepts and a corridor preferred alternative, conduct operations analysis for the North Mason Street and East Market Street intersection to ensure no negative impacts, and identify a preferred typical section for the corridor between North Main Street and East Market Street. Study elements include traffic forecasting to 2050, parcel access evaluation including reviewing curb cuts and access points and whether they should be relocated, multimodal accommodation along the corridor, and safety analysis for vehicles, pedestrians, and bicyclists.

A public meeting is scheduled for late February. The MPO will work with the City to coordinate the public meeting and any additional stakeholder outreach. City staff noted there were mixed reviews on some features of the demonstration project, and that feedback will be incorporated into the study.

#### **Agency Updates**

##### *Virginia Department of Transportation (VDOT)*

Mr. Zach Beard provided updates for District Planning on behalf of Mr. Adam Campbell, who left the meeting early:

- I-81 Corridor Improvement Plan: The CIP update to identify the next set of I-81 projects completed the third and final round of public engagement in October, which included receiving public input on the draft list of prioritized projects. VDOT presented an updated staff recommended scenario that considered and received public comments to the Commonwealth Transportation Board (CTB) at their December 9 meeting. The CTB will consider approving the plan in January. Notable prioritized projects in the HRMPO region include I-81 widening from mile marker 237 to 242 to connect the current Weyers Cave truck climbing lanes and Harrisonburg widening projects, and an extension of the southbound acceleration lane at exit 251.
- Vine Street STARS Study: Following the final round of public engagement with an in-person meeting on October 27 and an online survey to present the improvement alternatives, the study team is working with Harrisonburg City staff to identify and advance the preferred alternatives. A draft report of the study is anticipated by the end of December.
- Route 42 Project Pipeline Study: A second round of public engagement to present improvement alternatives along Route 42 from Gay Street to the northern city limits is

ongoing. In-person meetings were held last week at the Virginia Mennonite Retirement Community and Harrisonburg City Hall. The survey is currently available until December 23. The study team will meet next month to review input and determine the alternatives.

- Smart Scale Round 7: The technical guide is now available and was released this week. The pre-application window for Round 7 opens March 17.

Mr. Don Komara provided the following updates:

- I-81 Staunton project: The project is approximately 55 percent complete
- I-81 Weyers Cave project: The project is approximately 30 percent complete.
- I-81 Harrisonburg project: Bids were opened yesterday and VDOT received bids that were below the estimate. Mr. Komara noted that all I-81 funding not spent are moved to other projects.
- Route 33 East Market Street Bridge project: The project is still on track for fall completion.
- Route 11 Four-Lane Fairgrounds project: The project is targeting a March advertisement.
- Route 11 sidewalk project: A new sidewalk will be installed on Route 11 north of Harrisonburg from the cemetery to the mobile home park on the west side of the road.

#### *Department of Rail and Public Transportation (DRPT)*

Mr. Bartholomew provided one update on behalf of Ms. Grace Stankus, who left the meeting early:

- All applications for state transit programs open December 1 and will close February 1. Recordings of all grant application workshops held in November are available on DRPT's YouTube page.

#### *Harrisonburg Department of Public Transportation (HDPT)*

Mr. Gerald Gatobu provided the following updates:

- Intelligent Transportation System (ITS): HDPT issued a request for proposal and received approximately six proposals. HDPT narrowed the proposals to three finalists and invited them to provide demonstrations. The last demonstration was on Tuesday, and HDPT will be making a decision soon. The ITS is a computerized system that runs on all the buses and helps with locating all buses, computer-aided dispatching, and serves as the central processing unit for the entire operation. The system provides significant data that HDPT shares with James Madison University (JMU) and uses to configure routes, new routes, and blocks.
- Camera system replacement: The camera system for city schools is complete. Safety Vision has completed all installations and everything is working well.
- Extended service: HDPT is running extended service from approximately 6:30 a.m. to 9:30 p.m. to accommodate holiday shopping. The extended service started December 15 and will run until January 17. HDPT will return to the normal schedule on January 19 when schools reopen.

#### **Locality Updates**

##### *Harrisonburg*

Mr. Tom Hartman provided the following updates:

- Liberty Street project: The public open house for the project kickoff was held two weeks ago. Over 100 people attended the two-hour public meeting. The survey closed earlier this week and the City received 350 comments. The City will review the comments and determine how to modify the design to meet needs expressed at the public meeting. Most comments were positive; however, some questions the City will need to address in the next phase of the project.
- University Boulevard construction: The new section between Forest Hill and the Convocation Center is under base asphalt. The City is completing work in the Convocation Center parking lot and will then head toward Carrier Drive.
- Port Road projects: Two projects are preparing for a February or March 2026 advertisement. The projects include a turn lane extension at Bluestone Drive and installation of a new signal at Bradley Drive.

*Rockingham County*

*Mr. Dylan Nicely provided the following update:*

- There is a public hearing for a previously funded Smart Scale project at Cross Keys Road and Route 33 and the R-Cut at Rockingham Park at the Keezeletown Ruritan Park on February 3.

*The Town of Mount Crawford*

*Chair Dillard provided the following update:*

- The Town's welcome signs arrived and were installed after a year and a half process.

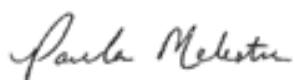
**Other Business**

There was no other business.

**Adjournment**

The meeting adjourned at 4:22 p.m.

Respectfully,



Paula Melester, Director of Transportation



**TO:** Harrisonburg-Rockingham MPO Policy Board  
**FROM:** Paula Melester, Director of Transportation  
**MEETING DATE:** January 22, 2026  
**RE:** **Board Action Form #26-01: HRMPO Special Election of Chair Officer Position**

#### **ACTION REQUIRED**

Staff is requesting that the Policy Board conduct a special election to fill the vacant Chair officer position.

#### **BACKGROUND**

HRMPO Chair Neal Dillard is retiring from service as mayor of Mount Crawford, and as a result concluded his term on the Policy Board at the December 18, 2025, Board meeting. According to Article V of the HRMPO Bylaws, if an officer position becomes vacant, the HRMPO must hold a special election to fill the vacant position at the next regular HRMPO meeting, and the new officer elected will complete the unexpired term of the succeeded officer.

HRMPO officers serve two-year terms. The current terms expire on June 30, 2027. The Bylaws state that a locality elected representative must serve as Chair; however, both Chair and Vice Chair officer positions cannot be representatives from the same locality at the same time. The elected Chair can be either an existing Board member or a new Board member.

#### **ATTACHMENTS**

[HRMPO Bylaws](#)



**TO:** Harrisonburg-Rockingham MPO Policy Board  
**FROM:** Zach Beard, Program Manager  
**MEETING DATE:** January 22, 2026  
**RE:** **Board Action Form #26-02: HRMPO 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 HRMPO Policy Board have a Virtual Meeting and Virtual Participation policy that is reviewed and readopted annually.

This policy has two purposes:

- 1) To allow HRMPO members to participate in a Policy Board or TAC meeting through electronic communication means from a remote location, and
- 2) To allow the HRMPO 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 HRMPO 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 HRMPO Public Participation Plan, which requires public notice of meeting venue changes.

## **NEXT STEPS**

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

## **ATTACHMENTS**

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



**TO:** Harrisonburg-Rockingham MPO Policy Board  
**FROM:** Zach Beard, Program Manager  
**MEETING DATE:** January 22, 2026  
**RE:** **Board Action Form #26-03: HRMPO Bylaws Amendment Approval**

## **BACKGROUND**

HRMPO staff updated the HRMPO 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 HRMPO 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**

HRMPO 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 updated since the bylaws were originally approved in 2003, and was last amended in 2008.

## **PROPOSED CHANGES**

The proposed amendments include 19 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.
- Corrected Unified Planning Work Program (UPWP) terminology.
- Revised Plan study area from defined as a "cordon boundary" to "MPO planning boundary."
- Standardized references of "Chairman" to "Chair" to ensure document consistency.

### **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 members 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:

- Eliminated three-year fixed terms for non-elected appointees, replacing them with continuous terms at the pleasure of the appointing body to provide localities with greater flexibility in board composition.
- Clarified DRPT as a voting member of the Technical Advisory Committee, formalizing their existing active participation.

### **Procedural and Governance Updates**

Staff conducted the following updates to clarify procedures:

- Removed the Long Range Plan Citizen Advisory Committee (Article VII, Section 2) as this committee has never been utilized and is redundant with the Special Committees provision. This resulted in renumbering subsequent sections (Section 3 became Section 2, Section 4 became Section 3).
- Added explicit language that the TAC shall operate under the provisions described in the appropriate Articles of the HRMPO Policy Board Bylaws.
- Clarified that the public comment period is the only opportunity for public participation during the meeting.
- Updated officer election timing language by removing outdated 2003 and 2004 reference dates and calendar-year-specific language. The election cycle now clearly specifies every two years prior to June 30th of odd-numbered years.
- 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.

- Revised the amendment consideration time requirements from a “twenty-five day” period to review the proposed amendment to the consideration of any proposed amendment(s) to come at the regularly scheduled meeting following the presentation and reading of the amendment(s).

## **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 HRMPO Public Participation Plan (PPP).

## **ATTACHMENTS**

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



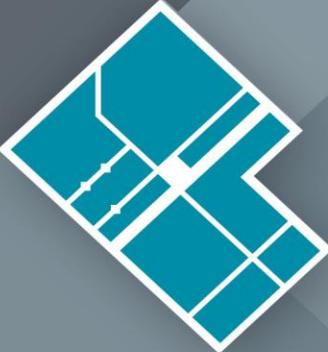
HRMPO Bylaws Proposed Changes - December 18, 2025

Description	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 Town of MT. CRAWFORD; and the Central Shenandoah Planning District Commission	as the Town of MT. CRAWFORD; 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 the DEPARTMENT	in coordination with local governments and VDOT
<b>Article III</b>			
Alternate Member Provisions - Removes 'the DEPARTMENT' from the list of entities that designate alternates, changing 'TOWNS, and the DEPARTMENT' to 'and the TOWNS', as VDOT's alternate provisions are now specified separately	Article III - Membership, Section 3 - Alternate Members	The CITY, the COUNTY, the TOWNS, and the DEPARTMENT may designate one or more alternate members	The CITY, the COUNTY, and the TOWNS may each designate alternate members...
Alternate Member Provisions - Changes from 'one or more alternate members' to 'alternate members equal to their number of voting representatives', ensuring localities can designate alternates matching their voting member count	Article III - Membership, Section 3 - Alternate Members	may designate one or more alternate members to serve in the absence of their regular representative(s)	...may each designate alternate members equal to their number of voting representatives to serve in the absence of their regular representative(s)
Alternate Member Provisions - Adds 'staff and' before chair, requiring submission to both staff and chair, and adds timing requirement 'at a meeting prior to the one for which a representative is absent' for proper advance notice	Article III - Membership, Section 3 - Alternate Members	by submitting the alternate(s) name(s) to the chair of the HRMPO.	by submitting the alternate(s) name(s) to the staff and chair of the HRMPO at a meeting prior to the one for which a representative is absent.
Alternate Member Provisions - Standardizes comprehensive provision for VDOT alternates: (1) identifies VDOT as state representative on behalf of Secretary of Transportation, (2) allows three (3) alternates, (3) requires alternates be specified	Article III - Membership, Section 3 - Alternate Members	[No separate VDOT provision]	VDOT, as the designated state representative on behalf of the Secretary of Transportation, may designate three (3) specified alternate members.
Alternate Member Provisions - Removes the restrictive statement 'An alternate may vote only in the absence of the regular member he or she represents' which is superseded by the more flexible provisions added above	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 flexible provisions]
Alternate Member Provisions - Adds two provisions: (1) 'Alternates are not assigned to specific voting members' allowing flexible substitution, and (2) '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' preventing overrepresentation	Article III - Membership, Section 3 - Alternate Members	[No language about alternate assignment or vote limits]	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.

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 HRMPO shall seek to determine the cause of the absence	the Chair of the HRMPO 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 VI</b>			
Procedural and Governance Updates - Changes 'Voting - Three Year Terms' to 'Voting - Continuous Terms' and replaces specific three-year term language with continuous service at pleasure of appointing body, providing more flexibility and consistency with common practice	Article IV - Terms of Office and Voting, Section 1 - Terms of Office, Item 2	Voting – Three Year Terms: HRMPO members who are appointed by the local governing bodies and who are neither elected nor appointed officials of local governing bodies will serve for three years from date of appointment regardless whether the appointment is necessary due to a resignation of an HRMPO member.	Voting – Continuous Terms: HRMPO 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.
<b>Article V</b>			
Terminology Standardization - Updates 'Chairman' and 'Vice Chairman' to 'Chair' and 'Vice Chair' for standard language	Article V - Officers, Section 2 - Terms of Office	shall serve as either Chairman or Vice Chairman	shall serve as either Chair or Vice Chair
Procedural and Governance Updates - Removes outdated transitional language referencing the 2003 and 2004 elections that is no longer relevant	Article V - Officers, Section 3 - Election of Officers	Section 3 - Election of Officers – Following the first election of officers held on March 18, 2003, the next election of officers shall be held prior to June 30, 2004, with subsequent election of officers. The election of officers shall be held by the HRMPO prior to June 30th	Section 3 - Election of Officers - The election of officers shall be held by the HRMPO every two (2) years prior to June 30th of odd numbered years
Procedural and Governance Updates - Changes 'each' to 'that' year for grammatical correctness, since elections occur every two years rather than annually	Article V - Officers, Section 3 - Election of Officers	shall assume their duties on July 1st of each year	shall assume their duties on July 1st of that year
Terminology Standardization - See above	Article V - Officers, Section 3 - Election of Officers	The Chairman and Vice Chairman must be voting members.	The Chair and Vice Chair must be voting members.
Terminology Standardization - See above	Article V - Officers, Section 3 - Election of Officers, Item 1	The Chairman shall appoint a Nominating Committee	The Chair shall appoint a Nominating Committee
Procedural and Governance Updates - Corrects cross-reference from 'Article VII, Section 4' to 'Article VII, Section 3' to reflect the renumbering of sections after deletion of the Long Range Plan Citizen Advisory Committee section	Article V - Officers, Section 3 - Election of Officers, Item 1	(Article VII, Section 4)	(Article VII, Section 3)
Procedural and Governance Updates - Adds descriptive language 'of three voting and/or non-voting members of the HRMPO' to clarify committee composition	Article V - Officers, Section 3 - Election of Officers, Item 1	shall appoint a Nominating Committee (Article VII, Section 3) at the first meeting of the calendar year	shall appoint a Nominating Committee (Article VII, Section 3) of three voting and/or non-voting members of the HRMPO no later than one meeting before the regular HRMPO meeting at which the election of officers is to be held
Procedural and Governance Updates - Changes from 'at the first meeting of the calendar year' to 'no later than one meeting before the regular HRMPO meeting at which the election of officers is to be held', providing more practical flexibility	Article V - Officers, Section 3 - Election of Officers, Item 1	at the first meeting of the calendar year	no later than one meeting before the regular HRMPO meeting at which the election of officers is to be held
Procedural and Governance Updates - Changes reporting deadline from 'the second meeting of the calendar year' to 'any following meeting, but not later than June 30th', providing flexibility while ensuring timely action	Article V - Officers, Section 3 - Election of Officers, Item 1	The Nominating Committee shall report its recommendations to the Policy Board at the second meeting of the calendar year.	The Nominating Committee shall report its recommendations to the Policy Board at any following meeting, but not later than June 30th.
Procedural and Governance Updates - Changes from 'at the second meeting of the calendar year' to 'at any regular meeting of the HRMPO following the Nominating Committee recommendation' and adds 'but not later than the date at which the election is to be held', providing flexibility while maintaining deadlines	Article V - Officers, Section 3 - Election of Officers, Item 1	The election of officers may occur at the second meeting of the calendar year, but not later than 30 June.	The election of officers may occur at any regular meeting of the HRMPO following the Nominating Committee recommendation, 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 be nominated and elected to assume the officer role for the remainder of the term, streamlining the succession process	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 is qualified to be nominated and elected to 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 - Adds sentence 'The Technical Advisory Committee shall operate under the provisions described in the appropriate Articles of the HRMPO Policy Board Bylaws' at the end of the introductory paragraph to establish clear governance framework	Article VII - Committees, Section 1 - Technical Advisory Committee	[Introductory paragraph ends after 'transportation, land use and the environment.']}	[Adds after introductory paragraph]: The Technical Advisory Committee shall operate under the provisions described in the appropriate Articles of the HRMPO Policy Board Bylaws.
Procedural and Governance Updates - Restructures the TAC membership information into two numbered items: (1) voting membership composition, and (2) alternate member provisions, improving document organization and clarity	Article VII - Committees, Section 1 - Technical Advisory Committee	The voting membership of the Technical Advisory Committee shall be composed of five (5) members representing the CITY, three (3) members representing the COUNTY, one (1) designated by each TOWN, two (2) representing the DEPARTMENT, and one (1) representing the Virginia Department of Rail and Public Transportation, for a total of 14 representatives.	1) The voting membership of the Technical Advisory Committee shall be composed of five (5) members representing the CITY, three (3) members representing the COUNTY, one (1) designated by each TOWN, two (2) representing VDOT, and one (1) representing the Virginia Department of Rail and Public Transportation, for a total of 14 representatives.  2) Representatives from the CITY, the COUNTY, the TOWNS and DRPT may each designate alternate members equal to their number of voting representative(s) on the Technical Advisory Committee to serve in the absence of their regular representatives. VDOT may designate up to three (3) alternate members and shall identify the three specific alternates.
Terminology Standardization - See above	Article VII - Committees, Section 1 - Technical Advisory Committee, Item 1	two (2) representing the DEPARTMENT	two (2) representing VDOT
Alternate Member Provisions - Adds comprehensive alternate member provisions for TAC: localities and DRPT can designate alternates equal to their voting representatives; VDOT may designate up to three alternates and must identify them specifically	Article VII - Committees, Section 1 - Technical Advisory Committee, Item 2	[No item 2 previously existed]	2) Representatives from the CITY, the COUNTY, the TOWNS and DRPT may each designate alternate members equal to their number of voting representative(s) on the Technical Advisory Committee to serve in the absence of their regular representatives. VDOT may designate up to three (3) alternate members and shall identify the three specific alternates.
Procedural and Governance Updates - Deletes duplicate paragraph about TAC voting membership that is now covered in Item 1, eliminating redundancy	Article VII - Committees, Section 1 - Technical Advisory Committee	[Duplicate paragraph after numbered items]: The voting membership of the Technical Advisory Committee shall be composed of five (5) members representing the CITY, three (3) members representing the COUNTY, one (1) designated by each TOWN, two (2) representing the DEPARTMENT, and one (1) representing the Virginia Department of Rail and Public Transportation, for a total of 14 representatives.	[Paragraph deleted entirely - information incorporated into Item 1]
Membership and Representation - Removes the Long Range Plan Citizen Advisory Committee section entirely, as this committee is not currently active and its functions can be established through special committees if needed	Article VII - Committees, Section 2 - Long Range Plan Citizen Advisory Committee	Section 2 - Long Range Plan Citizen Advisory Committee – The HRMPO may appoint a citizen committee to develop and recommend updates to the Harrisonburg-Rockingham Long Range Transportation Plan for review by the HRMPO Technical Committee and Policy Board. The Committee will meet as needed during plan updates and no less than annually during interim years to evaluate plan progress and recommend amendments and updated project descriptions.	[Section deleted entirely]
Procedural and Governance Updates - Renumeres sections after deletion of Section 2: former Section 3 becomes Section 2, former Section 4 becomes Section 3	Article VII - Committees	Section 2 - [deleted] Section 3 - Special Committees Section 4 - Nominating Committee	Section 2 - Special Committees Section 3 - Nominating Committee
Procedural and Governance Updates - Changes from 'twenty-five (25) days prior' to 'the regularly scheduled meeting prior', providing more practical flexibility while ensuring adequate notice	Article VII - Committees, Section 3 - Nominating Committee (formerly Section 4)	no later than twenty-five (25) days prior to the regular HRMPO meeting	no later than the regularly scheduled meeting prior to the regular HRMPO meeting
<b>Article VIII</b>			
Terminology Standardization - See above	Article VIII - Meetings, Section 1 - Regular Meetings	The chairman may establish an alternate meeting date	The chair may establish an alternate meeting date

Procedural and Governance Updates - Adds explicit language 'Members of the public may speak only 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 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 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 HRMPO, however, may hold closed sessions	The HRMPO may hold closed sessions
Procedural and Governance Updates - Adds parenthetical formatting '(1)' around the number one for consistency with other numbered references in the document	Article VIII - Meetings, Section 5 - Quorum	At least one voting representative from the CITY and COUNTY	At least one (1) voting representative from the CITY and COUNTY
Procedural and Governance Updates - Clarifies that the COMMISSION staff (not just HRMPO staff generally) shall act as Secretary/Treasurer, providing clearer organizational responsibility	Article VIII - Meetings, Section 6 - HRMPO Minutes	The staff of the HRMPO shall act as Secretary/Treasurer	The staff of the COMMISSION shall act as Secretary/Treasurer
Procedural and Governance Updates - Updates from physical distribution to approved minutes being 'publicly posted on the HRMPO website', reflecting modern communication practices and transparency requirements	Article VIII - Meetings, Section 6 - HRMPO 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 posted on the HRMPO website
<b>Article IX</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 HRMPO and read at a regular HRMPO meeting. The members of the HRMPO shall have at least twenty-five (25) days to review the proposed amendments. At a regular meeting of the HRMPO thereafter...	Any proposed amendment to these bylaws shall be presented in writing to the members of the HRMPO and read at a regular HRMPO 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 HRMPO thereafter...



# **Harrisonburg-Rockingham Metropolitan Planning Organization Bylaws**

**City of Harrisonburg | Rockingham County | Town of Bridgewater | Town of Dayton | Town of Mt. Crawford**

## **HRMPO Policy Board Bylaws**

Adopted on May 15, 2003

First Amendment March 15, 2007

Second Amendment September 18, 2008

Third Amendment December XX, 2025

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

The name of this organization shall be known as the Harrisonburg-Rockingham 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 Harrisonburg Urbanized Area between the Metropolitan Planning Organization, hereinafter referred to as the MPO; the Virginia Department of Transportation, hereinafter referred to as VDOT; the City of Harrisonburg, acting as a local unit of government and as a local transit operator, hereinafter referred to as the CITY; the County of Rockingham, acting as a local unit of government, hereinafter referred to as the COUNTY; the Town of Bridgewater, acting as a local unit of government, hereinafter referred to as the Town of BRIDGEWATER; the Town of Dayton, acting as a local unit of government, hereinafter referred to as the Town of DAYTON; the Town of MOUNT CRAWFORD, acting as a local unit of government, hereinafter referred to as the Town of MT. CRAWFORD; 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 HRMPO.

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

The HRMPO 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 HRMPO shall:

- (1) Establish policy for the continuing, comprehensive and cooperative transportation planning process;
- (2) Develop the Harrisonburg-Rockingham 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 HRMPO shall be composed of the following voting representatives, or their alternates, designated by and representing their respective jurisdictions or agencies.

- (1) City of Harrisonburg – 5 representatives
- (2) Rockingham County – 3 representatives
- (3) Town of Bridgewater – 1 representative
- (4) Town of Dayton – 1 representative
- (5) Town of Mt. Crawford – 1 representative
- (6) 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 HRMPO 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
- (4) Virginia Department of Aviation
- (5) Any other agencies or groups as may be agreed upon by a majority of all voting representatives of the HRMPO

**Section 3 - Alternate Members** - The CITY, the COUNTY, and the TOWNS may each designate alternate members equal to their number of voting representatives to serve in the absence of their regular representative(s) by submitting the alternate(s) name(s) to the staff and chair of the HRMPO at a meeting prior to the one for which a representative is absent. VDOT, as the designated state representative on behalf of the Secretary of Transportation, may designate three (3) specified alternate members. 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.

Section 4 - Attendance - Whenever any voting member fails to attend or send an alternate to three (3) consecutive meetings, the Chair of the HRMPO may seek to determine the cause of the absence and whether the appointing authority wishes the delinquent member to be the representative on 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 HRMPO members shall be as follows:

- (1) Voting - Concurrent Terms - HRMPO members 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 Terms - HRMPO 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 HRMPO Policy Board voting representative or alternate shall have one (1) equal vote in all matters before the HRMPO.

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

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

## Article V - Officers

**Section 1 - Type of Officers** - Officers of the HRMPO 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, vice-chair, and secretary/treasurer shall serve for two years or until their Successors are elected. A City representative and a County or Town representative shall serve as either Chair or Vice Chair; however, in no case shall both offices be filled with representatives from the same locality at the same time. For the purposes of this Section, County and Towns are considered to be one locality. The Secretary-Treasurer shall be the Central Shenandoah Planning District Commission Executive Director.

**Section 3 - Election of Officers** - The election of officers shall be held by the HRMPO every two (2) years prior to June 30<sup>th</sup> of odd numbered years and those members elected to office shall assume their duties on July 1<sup>st</sup> of that year. A majority vote of the voting membership of the HRMPO, 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 HRMPO no later than one meeting before the regular HRMPO 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 June 30th. The election of officers may occur at any regular meeting of the HRMPO following the Nominating Committee recommendation, but not later than the date at which the election is to be held.

**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 HRMPO, 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 is qualified to be nominated and elected to 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 HRMPO 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 HRMPO; shall be eligible to vote on all issues regardless of a tie vote; shall appoint all committees necessary to the HRMPO, with confirmation by the HRMPO; shall have the authority to delegate any routine function to a member of the HRMPO staff; and shall perform such other duties as may from time to time be assigned by the HRMPO.
- (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 HRMPO.
- (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 HRMPO.

**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 HRMPO may be the planning staffs of the COMMISSION, the CITY, COUNTY, TOWN(s) and/or any other agency so designated by the MPO, with the assistance of the staff of VDOT.

**Section 2 - Allocation of Funds** - The HRMPO 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 HRMPO shall be maintained by COMMISSION staff at the direction of the HRMPO.

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

**Section 5 - HRMPO Member Liability** - Individual HRMPO members, acting as members of the HRMPO, 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 HRMPO.

## Article VII - Committees

**Section 1 - Technical Advisory Committee** - The HRMPO shall create a Transportation Technical 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 HRMPO Policy Board Bylaws.

- 1) The voting membership of the Technical Advisory Committee shall be composed of five (5) members representing the CITY, three (3) members representing the COUNTY, one (1) designated by each TOWN, two (2) representing VDOT, and one (1) representing the Virginia Department of Rail and Public Transportation, for a total of 14 representatives.
- 2) Representatives from the CITY, the COUNTY, the TOWNS and DRPT may each designate alternate members equal to their number of voting representative(s) on the Technical Advisory Committee to serve in the absence of their regular representatives. VDOT may designate up to three (3) alternate members and shall identify the three specific alternates.

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

**Section 3 - Nominating Committee** - The chair shall appoint a nominating committee of three voting and/or nonvoting members of the HRMPO no later than the regularly scheduled meeting prior to the regular HRMPO meeting at which time the election of HRMPO 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 HRMPO 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 five (5) days in advance of a rescheduled meeting, unless all members of the HRMPO waive notice.

**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 HRMPO members. The aforementioned notice provisions shall apply.

**Section 3 - Public Hearings** - The HRMPO 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 HRMPO 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 HRMPO Public Involvement Policy. The HRMPO may hold closed sessions in accordance with the Virginia Freedom of Information Act.

**Section 5 - Quorum** - A simple majority, or seven (7) of the twelve (12) voting members of the MPO shall be required in order to constitute a quorum. At least one (1) voting representative from the CITY and COUNTY must be present in order to establish a quorum. Vacancies shall not be considered in the establishment of a quorum.

**Section 6 - HRMPO Minutes** - The staff of the COMMISSION shall act as Secretary/Treasurer of the HRMPO 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 HRMPO meeting for approval. After the minutes have been duly approved, said minutes shall be publicly posted on the HRMPO website, and shall be recorded in an official minute book of the HRMPO.

## Article IX - Coordination Responsibilities

**Section 1 - Coordination** - The HRMPO 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 HRMPO 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 HRMPO and read at a regular HRMPO 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 HRMPO thereafter a majority vote of the full voting membership of the HRMPO 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 HRMPO.

**TO:** Harrisonburg-Rockingham MPO Technical Advisory Committee

**FROM:** Zach Beard, Program Manager

**MEETING DATE:** January 22, 2026

**RE:** **Board Action Form #26-03: HRMPO Public Participation Plan (PPP)  
Release for Public Comment**

## RECOMMENDATION

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

## BACKGROUND

Federal regulation [23 CFR 450.316](#) requires that the HRMPO 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 8 TAC meeting.

## Existing PPP Document and Changes

The PPP establishes the HRMPO'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 2007 and amended in 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 unnecessary technical jargon and content. The 2026 draft PPP is a comprehensive rewrite 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 HRMPO 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 HRMPO website only. Under the revised PPP, the HRMPO reserves the right to publish elsewhere as needed. The HRMPO 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**

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



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

<b>1. Public Comment Periods for Major Plans</b>			
Activity	2019 Version	2026 Draft	Change
<b>Plan Approvals</b>			
LRTP Approval	21 days	14 days	7 days
TIP Approval	21 days	21 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
<b>2. Accessibility Service Request Timeframes</b>			
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
<b>3. Staff Response Time to General Questions and Comments</b>			
Activity	2019 Version	2026 Draft	Change
Advertised Plans Information	3 working days	Not specified	Removed
General Information Requests	5 working days	Not specified	Removed
<b>4. Publication Requirements</b>			
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
<b>5. Major Content Sections Removed</b>			
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	7 physical locations (Harrisonburg (3 locations), Rockingham County, Bridgewater, Dayton, Mount Crawford)	1 location (CSPDC only)	Reduced public access points to reduce administrative burden
<b>6. Goals Consolidation</b>			

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



# **Harrisonburg-Rockingham Metropolitan Planning Organization Public Participation Plan (PPP)**

City of Harrisonburg | Rockingham County | Town of Bridgewater | Town of Dayton | Town of Mt. Crawford

**DRAFT DOCUMENT**



Harrisonburg Rockingham  
Metropolitan Planning Organization  
112 MacTarny Place, Staunton, VA 24401 | 540.885.5174  
[hrvampo.org](http://hrvampo.org)

## **Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO)**

### **Policy Board**

#### **Officers**

Chair, Neal Dillard, Town of Mount Crawford

Vice Chair, Laura Dent, City of Harrisonburg

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

#### **Voting Members**

Ande Banks, City of Harrisonburg

Dany Fleming, City of Harrisonburg

Nasser Alsaadun, City of Harrisonburg

Gerald Gatobu, City of Harrisonburg

Casey Armstrong, Rockingham County

Sallie Wolfe-Garrison, Rockingham County

Jay Litten, Town of Bridgewater

Brian Borne, Town of Dayton

Todd Stevens, Virginia Department of Transportation

#### **Non-Voting Members**

Grace Stankus, Virginia Department of Rail and Public Transportation

Kevin Jones, Federal Highway Administration

Valerie Kramer, James Madison University

Rusty Harrington, Virginia Department of Aviation

### **Technical Advisory Committee**

#### **Officers**

Chair, Tom Hartman, City of Harrisonburg

Vice Chair, Dylan Nicely, Rockingham County

#### **Voting Members**

Rachel Salatin, Rockingham County

Kyle Lawrence, City of Harrisonburg

Cheryl Spain, City of Harrisonburg

Thanh Dang, City of Harrisonburg

Alex Wilmer, Town of Bridgewater

Robert Taylor, Town of Mount Crawford

Adam Campbell, Virginia Department of Transportation

Don Komara, Virginia Department of Transportation

Grace Stankus, Virginia Department of Rail and Public Transportation

## Non-Voting Members

Rusty Harrington, Virginia Department of Aviation  
Kevin Jones, Federal Highway Administration  
Valerie Kramer, James Madison University

## Plan Documentation and Contact

### Title and Date

Harrisonburg-Rockingham Metropolitan Planning Organization Public Participation Plan, 2026

### Authors

Paula Melester, Director of Transportation  
Zach Beard, Program Manager  
Garrett Bartholomew, Transportation Planner

### Contact Information

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

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

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

- Online [hrvampo.org](http://hrvampo.org) inquiry form: [hrvampo.org/contact-us/](http://hrvampo.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 HRMPO staff at 540-885-5174. Comments may also be made in person at regularly scheduled HRMPO Policy Board and Technical Advisory Committee meetings held at the Rockingham County Administration Building.

### Title VI Manager and Additional Assistance

Submit any Title VI inquiries or comments to the HRMPO 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 HRMPO 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 HRMPO. For more information, or to obtain a Title VI Complaint Form, view the [HRMPO PPP and Title VI Plans](#), or call the CSPDC office at 540-885-5174.

## Document Overview

The Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO) 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 HRMPO's major planning documents. The PPP aligns with the HRMPO 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 HRMPO 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 HRMPO. HRMPO staff prepared the PPP in coordination with the City of Harrisonburg, Rockingham County, towns of Bridgewater, Dayton, and Mount Crawford, 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 HRMPO planning activities and the development of the PPP.

## Resolution

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## Contents

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## Section 1: Introduction and Purpose

### Overview

The Harrisonburg-Rockingham Metropolitan Planning Organization (HRMPO), which includes the City of Harrisonburg, the towns of Bridgewater, Dayton, and Mount Crawford, and the urbanized portion of Rockingham County, was established on May 1, 2002, as a result of the U.S. Census designation of the Harrisonburg-Rockingham 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 HRMPO, 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 HRMPO, and voting membership is comprised of elected representatives from each of the five HRMPO 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 HRMPO. Staff, in coordination with the HRMPO 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 administers 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 HRMPO 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 HRMPO document public engagement processes in a PPP. The PPP identifies how the HRMPO 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), and 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 HRMPO 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 HRMPO also emphasizes the value of public participation in informing transportation planning, programming, and decision-making. HRMPO 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 HRMPO planning while providing special attention to how decisions affect disadvantaged communities.

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

The HRMPO 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 HRMPO'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.

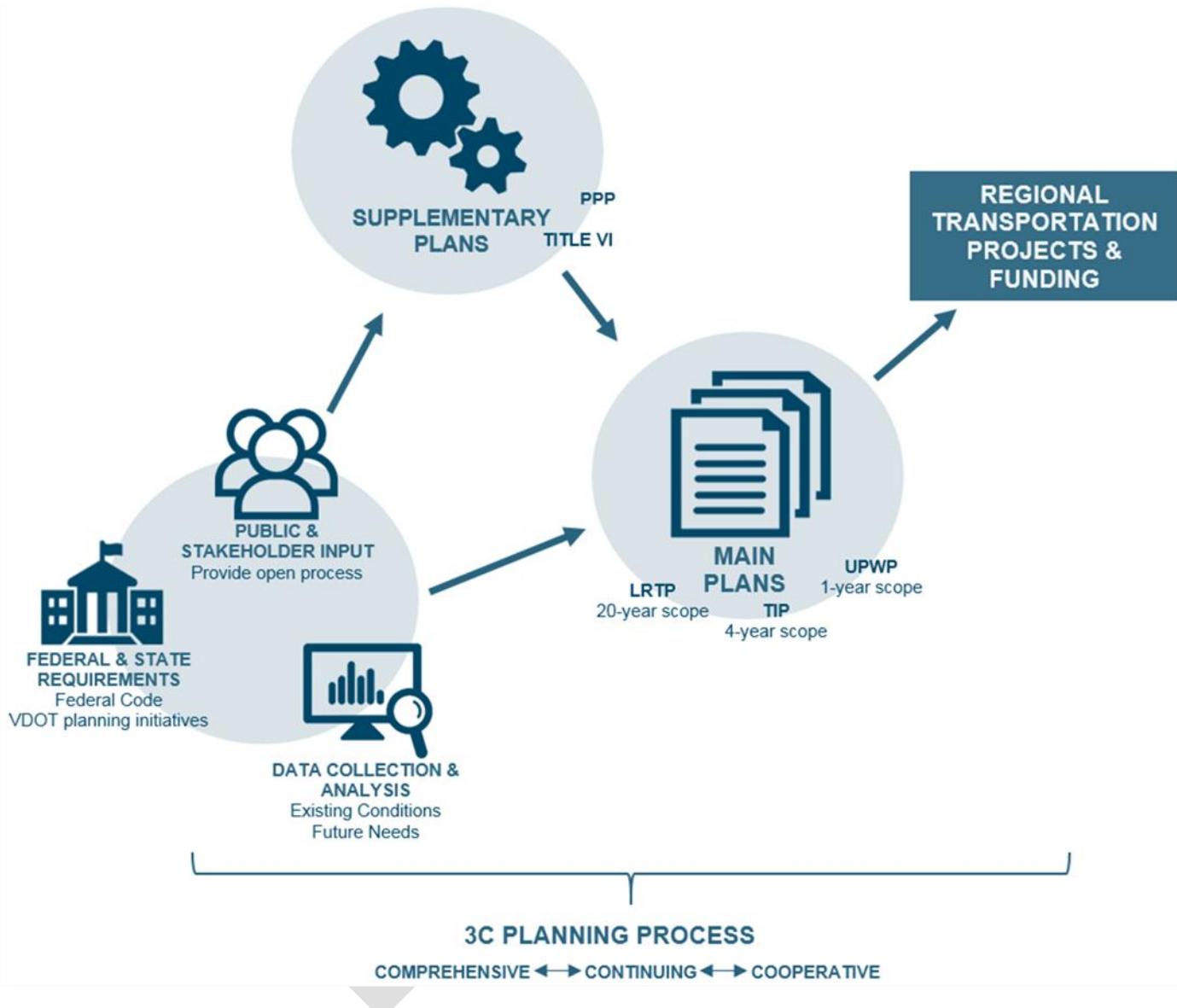
The TIP documents transportation projects that will receive federal funding over four-year period. The TIP includes project descriptions, costs, funding sources, and schedules, must be consistent with the LRTP, and is updated as needed when the status of projects or funding changes.

The UPWP is the HRMPO's annual budget and work plan that describes all transportation planning activities the HRMPO 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 complementary documents that ensure comprehensive public engagement. The PPP describes how the HRMPO 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 HRMPO Planning**



## Goals, Desired Outcomes, and Performance Measures

The HRMPO 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 HRMPO'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 HRMPO PPP goals for engaging the public are:

**Table 1: HRMPO PPP Goals**

Goal	Description
<b>Goal 1: Transparency and Regulatory Compliance</b>	Provide complete and accessible information on HRMPO 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 HRMPO PPP desired outcomes of successful public engagement are:

**Table 2: HRMPO 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 HRMPO 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 HRMPO performance measures for assessing how well the MPO is meeting PPP goals and desired outcomes are:

**Table 3: HRMPO 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 HRMPO 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 100% full compliance with Title VI and other applicable regulations. All major HRMPO 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 HRMPO 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 served by public transportation.

#### *Public Comment Opportunity*

All HRMPO 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. HRMPO 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. Sign language interpreters and language interpreters are available upon request. Accommodation requests should be submitted at least three business days before a meeting to HRMPO 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 business days minimum	Provided if requested
Non-English Interpreters		
Large Print Materials		
Braille Documents		
Audio Recordings		

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

HRMPO 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 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 [hrvampo.org](http://hrvampo.org) and also posted in newspapers or other outlets if necessary.

HRMPO 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 HRMPO, 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 HRMPO public notice requirements for meetings and documents.

**Table 5: HRMPO 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 HRMPO website
Policy Board and TAC Regular Meetings	Published one week prior to the scheduled meeting	HRMPO website
<b>Special/Rescheduled Meetings</b>		
Policy Board and TAC Special Meetings	7 calendar days minimum	Once in local newspapers and HRMPO website
Policy Board and TAC Rescheduled Meetings	7 calendar days minimum	Once in local newspapers and HRMPO website
Special Community Meetings	14 calendar days minimum	Once in local newspapers and HRMPO website
<b>Major Plan Approvals</b>		
LRTP Approval (approved every five years)	14 calendar days minimum	HRMPO website
TIP Approval (approved every four years)	14 calendar days minimum	HRMPO website
UPWP Approval (approved annually)	14 calendar days minimum	HRMPO website
Title VI Plan Approval (approved every three years)	14 calendar days minimum	HRMPO website
PPP Approval (approved as necessary)	45 calendar days minimum	Once in local newspapers and HRMPO website
Other Major Plans Approval	14 calendar days minimum	HRMPO website
<b>Plan Amendments</b>		
LRTP Amendments	14 calendar days minimum	HRMPO website
TIP Amendments	7 calendar days minimum	HRMPO website
UPWP Amendments	14 calendar days minimum	HRMPO website
Title VI Plan Amendments	14 calendar days minimum	HRMPO website
PPP Amendments	45 calendar days minimum	Once in local newspapers and HRMPO website
Other Major Plan Amendments	14 calendar days minimum	HRMPO website

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

The HRMPO 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 HRMPO region, with particular attention to traditionally underserved areas.

### Access to Information

The HRMPO 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. and also locality offices in Harrisonburg, Rockingham County, Bridgewater, Dayton, and Mount Crawford upon request. Major planning documents are available on [hrvampo.org](http://hrvampo.org).

### Response to Public Input

HRMPO 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, HRMPO 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 HRMPO 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 HRMPO staff, HRMPO members, and partner stakeholders to inform the public and other stakeholders.

The HRMPO will engage underserved populations through organizations and media outlets that serve these communities. Using GIS, the HRMPO 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>HRMPO 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>	HRMPO staff, HRMPO members, and partner stakeholders make presentations to citizen groups, public agencies, and local governmental bodies.	As requested
<b>Public Meetings and Events</b>	HRMPO staff, HRMPO members, and partner stakeholders attend public meetings and events to inform the public.	As necessary and appropriate
<b>Public Service Announcements</b>	HRMPO staff, HRMPO 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>	HRMPO staff, HRMPO 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 Harrisonburg Department of Public Transportation (HDPT) operates the City's public transit program. HDPT chooses to integrate coordination with the HRMPO and gives formal public notice in this PPP that the HRMPO's TIP development process is being used to satisfy HDPT's public participation and public hearing requirements of Section 5307(c). All public transportation providers in the region may utilize the HRMPO as an entity to augment their public participation process.

To that end, the HRMPO 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.