



243 High Street Room 110  
Morgantown, WV 26505  
(304) 291-9571  
[www.plantgether.org](http://www.plantgether.org)

### Agenda

MPO Policy Board Meeting  
City of Morgantown  
389 Spruce Street

October 18, 2018

6 PM

1. Call To Order
2. Public Comment
3. Approval of Minutes
4. Committee Reports
  - a. Citizens Advisory Committee
  - b. Finance Report
  - c. Executive Directors Report
5. Morgantown Industrial Park Access Study Transportation Plan Amendment
6. Public Involvement Policy Amendment
7. Bicycle and Pedestrian Plan UPWP Amendment
8. Authorization for MPO line of credit application and establishment of a line of credit
9. Other Business
10. Meeting Adjournment



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### Memorandum

**Date:** October 4, 2018  
**To:** Policy Board Members  
**From:** Bill Austin, AICP  
**Subject:** October 18, 2018 Meeting Agenda Items

This memorandum is to inform you of the action items for the October 18<sup>th</sup> Policy Board Meeting.

**-Morgantown Industrial Park Access Transportation Plan Amendment-**The Monongalia County Commission and the Morgantown Industrial Park requested that the MPO Staff perform a Study of the need for additional access to the Industrial Park. These agencies identified three issues to be looked at as part of the Study;

- Planned growth at the Park
- The closure of River Road and the subsequent elimination of secondary emergency services access to the site.
- The impact of truck traffic on Westover.

The purpose of the Study was to determine if there was significant transportation need to enhance access to the site. Please find enclosed a draft report evaluating the need for additional access to the site as well as providing a preliminary estimate of future traffic for the area. The Study recommends that the Urban Area Transportation Plan be amended to include additional access to the Industrial Park with additional study being needed to identify a preferred alternative. Please find enclosed an Executive Summary of the report. A copy of the full report is available on request and we will have copies of the report available at the Policy Board meeting. The CAC and the TTAC recommended adoption of the reports recommendation, that the Metropolitan Transportation Plan be amended to include additional access to the Morgantown Industrial Park.

**-Public Involvement Policy Amendment-** The MPO's Public Involvement Policy was reviewed as part of Mountain Line Transits triennial review by the Federal Transit Administration. During the conduct of the review it was recommended that the MPO add three items to the Public Involvement Policy. Those items were:

- Specify that public meetings will be held in convenient locations and at convenient times for the public.
- Specify that the public involvement activities would include the use of graphic presentations.
- Specify that the MPO will periodically review the policy to ensure that the policy is adequate.

Please find enclosed a draft of the revised policy for your review. The CAC and the TTAC unanimously recommended that the Policy Board adopt the revised policy.

**-Bicycle and Pedestrian Plan UPWP Amendment-**The Bicycle and Pedestrian Plan consultant selection committee has recommended that Alta Consulting in partnership with Stantec be selected to prepare the MPO's Bicycle and Pedestrian Plan. Some of the major items the plan will include:

- A comprehensive inventory of and plan for the area's bicycle and pedestrian facilities
- An evaluation of the needs of transportation disadvantaged communities
- The development of a comprehensive model of the demand for bicycle and pedestrian facilities
- A capital improvement program for each of the area's jurisdictions for facilities to fill the gaps in the network
- A comprehensive public involvement program.
- Preliminary designs for important facilities
- A review of the current regulations related to sidewalks
- Participation in the WVDOH Peer Review process scheduled for December 5-7.

The City of Morgantown, WVU, Monongalia County, and Westover participated in the consultant selection process and have agreed to fund the Study. Each entity has had an opportunity to review the Scope of Work for the project. The consulting team initially proposed to perform the Study for \$290,000. MPO Staff worked to cut the price to \$265,606. The work for the project will be conducted over two fiscal years.

The TTAC and the CAC recommend amending the FY 2018-19 UPWP to include \$165,606 for the Bicycle and Pedestrian Study in this fiscal year with another \$100,000 to be programmed in the upcoming year. A full scope of work for the project is included with the agenda.

**-Application for Line of Credit-**Over the last several years delays in reimbursements for the MPO's expenses have created situations where the MPO has had cash flow issues. These issues have led to the MPO delaying payment to consulting firms on several occasions. These delays have resulted in the MPO taking up to a year after the completion of a Study to finish paying for it. The MPO has also missed payroll on two occasions because of these issues. Though, at the most the delay in payroll only lasted two or three working days.

This issue was discussed with the MPO's officers and a representative of the Monongalia County Commission, since the Commission is one of the two primary local sources of funding for the MPO, the group recommended that the MPO look into acquiring a line of credit to ensure the MPO's financial stability. The City of Morgantown the MPO's other local funding source was represented by Vice-Chairman Selin.

Upon the direction of the Committee, we have discussed the possibility of the creation of a line of credit for the MPO with United Bank, home of the MPO's checking account. They have reviewed the MPO's By-Laws and determined that the existing provision for the devolution of the MPO's assets and liabilities to Monongalia County and the City of Morgantown in the case of the MPO's closure satisfactorily answers concerns about who would be responsible for any loan incurred by the MPO. United Bank is willing to work with us to create a \$30,000 line of credit to ensure the MPO's financial stability. This amount is well above the MPO's average reimbursement request from the State and it is about equal to two months payroll and recurring expenses. The interest rate we have discussed with them is prime plus one half percent.

We are requesting that the Policy Board formally authorize the Executive Director and the Chairman to apply for a line of credit of up to \$30,000 and if the application is approved to enter into an agreement for the credit line. This action will require an approved motion by the Policy Board authorizing the Chairman to sign a letter authorizing the Executive Director to complete the application and to ask for the creation of the Credit Line. It is also suggested that the Board direct the Executive Director to consult with the Chairman and the Treasurer before using the Credit Line.

**MORGANTOWN MONONGALIA**  
**METROPOLITAN PLANNING ORGANIZATION POLICY BOARD**  
**JUNE 21, 2018 MINUTES**

**Members Present:**

Vice-chair Jennifer Selin-City of Morgantown, Mayor Bill Kawecki-City of Morgantown, Brian Carr-WV DOH, Commissioner Edward Hawkins-Monongalia County, Councilperson Janice Goodwin-City of Westover, Ron Justice-WVU, Councilperson Ryan Wallace -City of Morgantown, Commissioner Sean Sikora-Monongalia County

**MPO Director:** Bill Austin

**Members Absent:**

Chairperson Mike Kelly-Board of Education, Treasurer Mayor Patricia Lewis-Granville. Dominick Claudio-Star City, Delegate Joe Statler-Blacksville, Commissioner Tom Bloom-Monongalia County, Dave Bruffy-Mountain Line

**1. Call to Order**

With a quorum present, Vice-Chair Selin called the Policy Board meeting to order at 6:00 PM.

**2. Public Comment Period**

No public comment

**3. Approval of Minutes**

Vice-Chair Selin noted that the minutes of the last meeting were included in the agenda packet. Mr. Justice moved to approve the minutes as presented, seconded by Mayor Kawecki. With no discussion, the motion was unanimously approved.

**4. Committee Reports**

*a. Citizens Advisory Committee*

Bill Rice, Chairman of the CAC, noted that the CAC recommended approval of the TIP amendment and supported the draft scope of work for the pedestrian and bicycle plan. Mr. Rice noted that the committee has a quorum at every meeting and committee members are well connected with the community. He noted that the committee has several membership position open and he urged the Policy Board to appointed appropriate representatives to the committee.

*b. Finance Report*

Mr. Austin noted that Treasurer Mayor Lewis is not able to attend this meeting. Mr. Austin read a financial report written by Mayor Lewis as follows:

-- Beginning balance in June \$22,321.63 with expenditures of \$24,675.73 and two deposits of \$2,197.06, leaving a balance of \$-157.04 at the beginning of July.

-- Beginning balance in July \$-265.94 with expenditures of \$28,397.68 and three deposits of \$57402.11, leaving a balance of \$28,738.49 at the beginning of August.

Mr. Justice moved to accept the Finance Report as presented; seconded by Mayor Kawecki. With no discussion, the motion unanimously passed.

*c. Executive Directors Report*

i. Status of Morgantown Industrial Park Study

Mr. Austin noted that the first steering committee of Morgantown Industrial Park study was held earlier today. Committee members reviewed alternatives to enhance access to the park and the information estimating future land use changes. The MPO has scheduled a traffic count for this study in the last week of August. Once we receive the data from the counts, the MPO staff will assess the traffic impact of identified alternatives using the travel demand model. It is expected that a draft report of the study will be presented to the Board for review in the October meeting.

ii. Citizens Advisory Committee Membership

Mr. Austin noted that the Citizen Advisory Committee currently has four membership vacancies and he requested agencies consider appointing representatives to the committee.

iii. Upcoming travel

Mr. Austin noted that MPO staff will be traveling to Kansas City to attend the TRB Tools of the Trade Conference for Small and Middle-sized MPOs. Jing Zhang will attend national Walk/Bike/Place conference in September as a board member of the Association of Pedestrian and Bicycle Professionals.

**5. TIP Amendments.**

Mr. Austin noted that the West Virginia Department of Transportation-Division of Highways has requested two TIP Amendments. Both amendments are related to the works on WV 43 at Milepost 2.06. TTAC and CAC both reviewed and recommended approval of the amendments. Mr. Justice moved to adopt the TIP amendments as presented, seconded by Mayor Kawecki. With no discussion, the motion unanimously passed. Councilperson Wallace asked if the inspection projects include any repair work. Mr. Austin noted that they do not. They are in-depth inspection projects conducted every 4 or 5 years.

**6. Bicycle and Pedestrian Plan Consultant Selection**

Mr. Austin noted that MPO staff released the request for qualifications for consultants to perform the development of an updated Bicycle and Pedestrian Plan for the urban area. The MPO received 5 responses all from reputable firms for the conduct of the study. The Consultant Selection Committee reviewed and scored the proposals, and selected 3 firms for further interview.

Mr. Austin requested that the Policy Board authorize Chairman Kelly and the Executive Director to negotiate a contract with the selected consultant, and, if acceptable to the funding agencies, enter into the contract on behalf of the MPO for this Study with the selected consultant.

Mayor Kawecki asked about the criteria to be used in the consultant selection process. Mr. Austin noted that the past success rate of plan implementation from consultants is a key criteria in the selecting process. Mr. Carr suggested that the Board set a top-limit on the cost of the study. Mayor Kawecki noted that setting a limit to the cost may cause disadvantages to the MPO in the negotiation project.

Mr. Justice made a motion that the MPO Policy Board authorize the Chairman and the Executive Director to negotiate a contract with the selected firm and enter into the contract contingent upon the approval from the funding agencies after review of the budget. Seconded by Mayor Kawecki. With no further discussion, the motion unanimously passed.

### **7. Ongoing Project Update-WVDOH**

Mr. Carr noted that the DOH will conduct several Preliminary Investigation Engineering (PIE) studies in the Morgantown area in the next few months, including West Run Widening, Van Voorhis Widening, Beechurst Avenue Spot Improvements, and Greenbag Road. The DOH is expected to give notice of proceed to all these studies in very near future.

Mr. Justice asked about the Mileground project. Mr. Carr noted that the project has completed construction on the Easton Hill section. The middle section of the project, which is from Donna Ave to the WV 705 roundabout, is in the right-of-way process. Mayor Kawecki asked about the status of the Beechurst Ave study. Mr. Carr noted that the study is one of the DOH's ongoing PIE studies. The DOH has approved its scope of work and is ready to proceed with this study.

Councilperson Wallace asked if the Mileground Project has cleared with FAA regulations near the Easton Hill. Mr. Carr noted that the project has not yet completed with FAA review process. Councilperson Wallace then asked how the project will impact the right-of-way of Northpointe Plaza. Mr. Carr noted that there is no significant right-of-way impact to the plaza. Vice-chair Selin asked about the repaving project on WV 705. Mr. Austin noted that the DOH District Office will finalize the contract for the project by September or October.

Mr. Austin noted that the Transportation Committee of the Chamber of Commerce has been acting as the MPO's Policy Advisory Committee. The committee prepared a letter to transmit to potential federal office holders, specifying regional priority for transportation infrastructure improvements. The priority projects are Greenbag Rd, CR 73, and the Monongahela Lock. Mr. Austin noted that the committee requests the Policy Board permission to use the MPO logo on the letter. Mr. Justice made a motion to approve using the MPO's logo on the letter, seconded by Councilperson Wallace. With no further discussion, the motion unanimously passed.

Vice-Chair Selin suspended the rules of the meeting to allow Mr. Rice to comment. Mr. Rice noted that the Board should clarify the scope of the Greenbag Rd Project mentioned in the letter. Mr. Austin noted that it is from Decker Creek Blvd to the four-lane section near the Mountaineer Mall on Greenbag Rd.

### **8. Other Business**

Mr. Austin noted that the next board meeting will be on October 18<sup>th</sup>.

Councilperson Wallace noted that the City of Morgantown is working with WVU on a Blue Zone project to promote public health and well-being. He then briefly introduced the project and its potential benefits to the community. Mr. Justice noted that the upcoming MPO's pedestrian and bicycle plan will provide valuable input to this initiative.

### **11. Meeting Adjournment**

Meeting adjourned at 7:05 PM.

Morgantown - Mon County Trans. Planning Org.  
 Checking Account  
 As of August 31, 2018

9:44 AM  
 10/08/2018  
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Centra-Checking (voucher checks)</b>								<b>28,738.49</b>
Deposit	08/06/2018		WVDOH	Deposit	√	PL Funds (Funds)	17,320.73	46,059.22
Check	08/13/2018	9039	Dominion Post	TIP Amend	√	Public Notices	-74.95	45,984.27
Check	08/13/2018	9040	Public Employees Insurance Agency		√	Salary	-1,831.06	44,153.21
Check	08/13/2018	9041	Retiree Health Benefit Trust Fund		√	Salary	-366.00	43,787.21
Check	08/13/2018	9042	Service Plus		√	Accounting (Accounting Fees)	-113.28	43,673.93
Check	08/13/2018	9043	J. William B. Austin	FHWA Presentation-Gassaway	√	Travel (Travel)	-103.55	43,570.38
Check	08/15/2018	5636	J. William B. Austin	Electronic Transfer	√	Salary	-2,150.15	41,420.23
Check	08/15/2018	5637	Jing Zhang	Electronic Transfer	√	Salary	-1,528.45	39,891.78
Check	08/15/2018	5638	ICMA. Retirement Corp		√	Salary	-1,648.50	38,243.28
Check	08/15/2018	941	IRS	Electronic Transfer	√	Salary	-1,243.46	36,999.82
Check	08/30/2018	9044	Centra Bank - Mastercard		√	Bank Service Charges	-30.00	36,969.82
Check	08/30/2018	9045	Fringe Benefits Management Company		√	Salary	-355.32	36,614.50
Check	08/30/2018	9046	WV Board of Risk & Insurance Management		√	Administrative Overhead	-1,045.00	35,569.50
Check	08/31/2018	5639	J. William B. Austin	Electronic Transfer	√	Salary	-2,150.16	33,419.34
Check	08/31/2018	5640	Jing Zhang	Electronic Transfer	√	Salary	-1,528.43	31,890.91
Check	08/31/2018	5641	ICMA. Retirement Corp		√	Salary	-1,648.60	30,242.31
Check	08/31/2018	941	IRS	Electronic Transfer	√	Salary	-1,243.60	28,998.71
Check	08/31/2018	083118	WV Dept of Tax and Revenue	Electronic Transfer	√	Salary	-488.00	28,510.71
Total Centra-Checking (voucher checks)								28,510.71
<b>TOTAL</b>								

Morgantown - Mon County Trans. Planning Org.  
 Checking Account  
 As of September 30, 2018

9:59 AM  
 10/08/2018  
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Centra-Checking (voucher checks)</b>								<b>28,510.71</b>
Check	09/14/2018	9047	Brickstreet Mutual Insurance Company		√	Administrative Overhead	-210.00	28,300.71
Check	09/14/2018	9048	ECH Immigration	Documentation of advertising	√	Administrative Overhead	-778.44	27,522.27
Check	09/14/2018	9049	J. William B. Austin	Mileage to Charleston-WVAMPO	√	Travel & Ent	-170.04	27,352.23
Check	09/14/2018	9050	Public Employees Insurance Agency		√	Salary	-1,831.06	25,521.17
Check	09/14/2018	9051	Retiree Health Benefit Trust Fund		√	Salary	-366.00	25,155.17
Check	09/14/2018	9052	Transmetrics America	Traffic Count Maintenance	√	Consulting (Consulting Expense)	-400.00	24,755.17
Check	09/14/2018	5642	J. William B. Austin	Electronic Transfer	√	Salary	-2,150.14	22,605.03
Check	09/14/2018	5643	Jing Zhang	Electronic Transfer	√	Salary	-1,528.44	21,076.59
Check	09/14/2018	941	IRS	Electronic Transfer	√	Salary	-1,243.48	19,833.11
Check	09/14/2018	5644	ICMA. Retirement Corp		√	Salary	-1,648.60	18,184.51
Deposit	09/17/2018		WVDOH	Deposit-July 2018	√	PL Funds (Funds)	25,483.59	43,668.10
Check	09/28/2018	5645	J. William B. Austin	Electronic Payment	√	Salary	-2,150.16	41,517.94
Check	09/28/2018	5646	Jing Zhang	Electronic Payment	√	Salary	-1,528.44	39,989.50
Check	09/28/2018	941	IRS	Electronic Payment	√	Salary	-1,243.50	38,746.00
Check	09/28/2018	5647	ICMA. Retirement Corp		√	Salary	-1,648.60	37,097.40
Check	09/28/2018	092818	WV Dept of Tax and Revenue	Electronic Payment	√	Salary	-488.00	36,609.40
Check	09/30/2018	9053	Jing Zhang	ABPPA Conference	√	Travel & Ent	-831.17	35,778.23
Check	09/30/2018	9054	Fringe Benefits Management Company		√	Salary	-355.32	35,422.91
Check	09/30/2018	9055	WVAMPO	Dues	√	Professional Fees	-400.00	35,022.91
Total Centra-Checking (voucher checks)								35,022.91
<b>TOTAL</b>								



**WORK ORDER NO. 1**

In accordance with the Professional Services Agreement between **Alta Planning + Design, Inc.** ("CONSULTANT"), and **Morgantown Monongalia MPO** ("CLIENT"), dated **September 18, 2018**, this Work Order describes the scope, schedule, and payment terms for CONSULTANT's Services on the Project known as:

**00-2018-275 Morgantown, WV Bicycle and Pedestrian Transportation Plan**

**CONSULTANT Technical Representative:** Phil Goff  
**Address:** **Alta Planning + Design, Inc.**  
711 SE Grand Avenue  
Portland, Oregon 97214  
**Telephone No.:** 503-230-9862  
**Email:** philgoff@altaplanning.com

**CLIENT Technical Representative:** J. William B. Austin  
**Address:** **Morgantown Monongalia MPO**  
243 High Street, Room 110  
Morgantown, West Virginia 26505  
**Telephone No.:** 304-291-9571  
**Email:** baustin\_28412@yahoo.com

**SERVICES.** The Services shall be described in the Exhibit(s) to this Work Order.

**SCHEDULE.** Because of the uncertainties inherent in the Services, Schedules are estimated and are subject to revision unless otherwise specifically described herein.

**PAYMENT & INVOICES.** For satisfactory completion of the Services described herein, CONSULTANT shall invoice CLIENT for a total amount not to exceed **\$ 265,606**, in accordance with the Schedule of Fees and Charges attached to this Work Order. The hourly rates listed (if any) are for the current calendar year and may be updated annually. The staff, labor categories and hours listed are subject to change as needed during the course of the performance of Services.

**Services performed under this Work Order will be billed on a Lump Sum basis. Invoices** will be submitted monthly showing progress toward milestones or current percent complete for each task.

**TERMS AND CONDITIONS.** The terms and conditions of the Professional Services Agreement referenced above shall apply to this Work Order, except as expressly modified herein.

**ACCEPTANCE** of the terms of this Work Order is acknowledged by the following signatures of duly authorized representatives of the parties.

**Alta Planning + Design, Inc.**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Matt Hayes, Vice President, as duly authorized

**Morgantown Monongalia MPO**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
J. William B. Austin, Executive Director

**Morgantown Monongalia MPO**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Michael L. Kelly, Chairman, MPO Policy Board

Exhibit A  
Services

## Morgantown Monongalia MPO Bike and Pedestrian Transportation Plan

The Alta team understands the Morgantown Monongalia MPO's (MMMPO) desire to create a more bikeable and walkable Morgantown and to enhance livability in the cities and towns throughout the region. The following approach is based upon our understanding of the MMMPO's needs and our experience with successfully completing other citywide and regional pedestrian, bicycle and trail-network plans.

### Task 0. Project Initiation

Soon after the signing of the contract, Alta's Principal-in-Charge and Project Manager (PM) will arrange for an internal project-initiation conference call with MMMPO's PM and other staff, as necessary, to finalize the expected deliverables, the schedule and the public-engagement plan. We would also like to discuss available data and the team's data needs for the planning effort. During the conference call, we will finalize the composition of the project Steering Committee and the Focus Groups (agencies, user groups and other key stakeholders) in which we intend to meet with during the project. We intend to settle upon a date for the Steering Committee kick-off meeting and field tour, likely to be in early October (*It is assumed that MMMPO's PM will coordinate with all steering committee representatives to schedule the kick-off and all subsequent meetings.*)

#### Task 0 Deliverables

- Project-initiation meeting Agenda and summary notes

### Task 1. Understand the Current and Future Conditions

Parallel with the ongoing public engagement activities, the Alta team will assess existing conditions and collect data in the Morgantown area in order to identify network gaps and analyze demand for new facilities based on where people live, work and play and system equity goals.

#### Task 1.1 – Data Collection and Base Mapping

Using GIS and other data collected from MMMPO, the State of West Virginia and City of Morgantown, the Alta team will inventory and map the current network of multi-use trails, sidewalks and on-street bicycle facilities within Morgantown, Westover, Star City and Granville. Particular emphasis will be paid to pedestrian infrastructure (or lack of infrastructure) that lies along transit routes, on perpendicular roadways leading to Personal Rapid Transit (PRT) stations and bus stops, or in pedestrian-oriented business districts. To supplement the shapefiles showing existing facilities, we will reach out to municipal staff and WV DOT to become aware of relevant projects under construction, currently funded or in the planning stages that may have sprung from either the March 2013 MMMPO Bike Plan or the 2010 Pedestrian Safety Plan. Based on input from the Steering Committee, key stakeholders, MMMPO staff and our own assessment, we will map out destinations and nodes that are relevant for bicycling and walking in the region. This will include other trails, schools, college campuses, commercial districts, village centers, PRT stations, large parks, and cultural landmarks. We will also incorporate demographic information in our analysis. This will help us understand where traditionally underrepresented communities are located (low income, limited English proficiency, people of color and/or low car ownership rates), along with those with a high propensity to bike or walk, such as college students or seniors.

#### Task 1.2 – Review of Adopted Plans and Other Documents

In order to create a foundation for bicycling and walking and bicycling conditions and needs in Monongalia County, the Alta team will review and summarize a selection of adopted plans, studies and other documents. This will begin with the

MPO's 2010 Morgantown Pedestrian Safety Plan, the 2013 Bicycle Master Plan, the 2016 Westover-Granville Pedestrian Study, the Morgantown 2013 Comprehensive Plan Update, and the Monongalia County Comprehensive Plan along with other studies and proposals intended to improve walking and bicycling conditions, trails or open space within the County.

### **Task 1.3 – Demographic, Health and Equity Analysis**

From the data collected in Task 1.1, we will include a high-level analysis of current public health conditions and other demographic factors. Additionally, in order to understand the active transportation needs of under-represented communities, Alta will lead an equity analysis of Morgantown, Westover, Star City and Granville. The analysis will include inputs related to the geographic concentrations of children, the elderly, people of color, low-income residents, households with limited access to motor vehicles, and households with limited English proficiency. We will then create an equity map that includes the relative levels of equity needs per census tract. Ultimately, the recommended bike and walk network will be overlaid onto the equity map in order to inform project prioritization in Task 4. As an important evaluation criterion, "equity" will highlight the importance of developing bicycling and walking infrastructure in underrepresented communities. This will help to ensure equitable distribution of the region's assets and to improve public health outcomes.

### **Task 1.4 – Sidewalk Data Collection**

In order to evaluate the quality of the pedestrian environment, the Alta team will conduct an inventory of the existing sidewalks on designated arterial and collector streets in Morgantown, Westover, Star City and Granville in order to supplement work already partially completed by MMMPO and/or the City of Morgantown. The principles and recommendations found in the 2010 Morgantown Pedestrian Safety Plan will inform our efforts and we will use the MPO's GIS-based pedestrian infrastructure inventory as a starting point. In order to take advantage of the sidewalk work already performed in previous planning efforts, the Alta team will be supported by up to one hundred (100) hours of staff support from MMMPO. With our staff working directly with the MPO, we will measure and photograph sidewalk segments that do not meet Federal (ADA/PROWAG) standards, including:

- Missing or broken pedestrian tactile warning strips
- Missing or broken pedestrian curb ramps
- Sidewalks with running slopes greater than 5%
- Sidewalks with cross slopes greater than 2%
- Sidewalks with less than 60-inch clearance

Each data point logged during the field work will be shown on a map (or series of maps) with an indication of the particular challenge associated with the data point. This data set will be developed as an ESRI-based shapefile and made available digitally to the MMMPO and the municipalities upon completion of the project.

### **Task 1.5 – Bike/Walk Supply and Demand Analysis**

In order to understand the demand for bicycling and walking facilities in the Morgantown area, we will use a model that incorporates GIS data related to where people live, work, play, go to school and where they take transit. The model also incorporates any existing database of bike and pedestrian counts that have been conducted locally. The resulting heat map provides a clear picture graphically where demand is highest and lowest. It will be supplemented by our supply-side model intended to show roadway corridors with:

- Existing sidewalks on one or both sides
- Wide-enough rights-of-way to accommodate new sidewalks on one of both sides, with an indication of where steps may be needed within or adjoining the public right of way
- Existing striped shoulders or bike lanes
- Pavement width that could accommodate new bike lanes without impact to parking (so-called "low hanging fruit")
- Pavement width that could accommodate new bike lanes but only by removing on-street parking

The resulting supply-side model maps will also show existing and future land use patterns and transit routes in order to establish the prevailing context. During the Recommendations Task later in the study, developing context-sensitive recommendations for new and/or improved bicycling and walking infrastructure is key to creating a plan that draws support from a wide variety of stakeholders.

### **Task 1.6 – Connectivity Analysis**

Based on the mapping and analysis work described above, along with results of the initial public engagement sub-tasks (see Task 2), the Alta team will conduct a connectivity analysis to identify gaps in the system, barriers to bicycling and walking, and level of comfort (a.k.a. bicycle level of traffic stress analysis). In this sub-task, we will illustrate gaps between bicycling and walking nodes, within the existing trail network and along primary roadway corridors that disrupt the links between neighborhoods, districts and destinations. Each of the individual gaps will be mapped and placed into a table that describes characteristics related to the surrounding context, length of corridor, lane configuration and width, presence of shoulder or parking, traffic volume/speed, mix of heavy vehicles and pavement quality, if known. Each gap will be mapped and given a score in order to indicate the comfort level of current conditions, with an assessment of the potential comfort level with a low-cost intervention, such as restricting or new signage. Ultimately, the potential for any given connectivity gap to provide a comfortable connection for a wide variety of ages and capabilities will depend on the recommendations made in Task 3.

### **Task 1.7 – Crash Data and Safety Analysis**

Concurrent with the data collection in Task 1.1, the Alta team will collect crash data in order to identify safety hot spots throughout the study area. This will include identification of high-crash frequency intersections and corridors. Using the data, we will identify common crash profiles and the roadway environments where they most frequently occur. This method provides insight into the factors associated with most crashes involving bicyclists and pedestrians, allowing us ultimately to prioritize locations based on the potential for future crashes due to infrastructure conditions. Based on the analysis, we will recommend appropriate safety countermeasures that could include engineering projects—either low-cost intervention during routine maintenance or higher cost improvements—targeted to the highest collision potential locations. In addition, enforcement countermeasures which target particularly high-risk behaviors such as speeding will be recommended.

#### **Task 1 Deliverables**

- Draft Technical Memorandum #1 (“Existing Conditions Assessment and Analysis”) that includes:
  - Summary of adopted plans and studies
  - An assessment of existing conditions, featuring base maps showing trails, pedestrian and bicycle infrastructure, and the key gaps that reduce connectivity for non-motorized users
  - Summary of the demographic, health, equity and crash/safety analysis
  - Compendium of the sidewalk data collection effort
  - Analysis of existing connectivity and gaps for pedestrians and bicyclists, with an emphasis on critical corridors and intersections in need of ADA compliance

## **Task 2. Engage the Community**

In order to facilitate community engagement that the Greater Morgantown urban area, WVU and other stakeholders deserve, the Alta team proposes a mix of project Steering Committee (SC) meetings, Focus Group (stakeholder) meetings, public workshops and open houses, and web-based public outreach (which includes a social media strategy).

### **Task 2.1 – Project Steering Committee**

Members of the Alta team will attend and facilitate up to five (5) approximately bi-monthly meetings with the MMMPO’s appointed SC. This includes a project kick-off meeting intended to occur in coordination with the first round of Focus Group meetings described in Task 2.2. Approximately one week in advance of each meeting, Alta will prepare an agenda and draft deliverables for MMMPO review and, if approved, to forward to the committee. The bi-monthly

meetings are intended to provide the opportunity for SC members to review draft materials, prepare for the public engagement and provide input at key inflection points in the year-long planning process.

**Steering Committee Kick-off Meeting** - The in-person kick-off meeting (with a minimum of three Alta team members in attendance) is intended to introduce members of the Alta team and to ensure a full understanding of the roles of MMMPO staff, SC members and the consultant team. The agenda will include an overview of the planning project's approach, scope of work and schedule. We will facilitate a round-robin exercise to understand SC members' vision and goals for bicycling and walking in the Morgantown area and identify economic drivers and key destinations. After the meeting, we will invite SC members to join Alta on a walking and windshield tour of the study area in which they would like to point out critical issues related to bicycle and pedestrian safety and connectivity.

**All subsequent Steering Committee Meetings #2-#5** – In subsequent meetings (held as conference calls), the Alta team will present findings and draft work products created. Most will be scheduled 1-2 weeks in advance of the anticipated Community Workshops, Public Open Houses and Bicycling/Walking Workshops. We will also provide updates on the public engagement effort and prepare the SC for upcoming deliverables. In general, we see the Steering Committee as a critical resource to help the consultant team:

- understand the critical transportation needs and challenges throughout the region
- provide feedback on draft analysis and recommendations for bike and walk facilities
- identify the critical destinations to which better facilities will be needed in the future
- provide both high-level and detailed feedback on the draft regional bicycle and pedestrian plan report

#### **Task 2.2 – Coordination with DOH/FHWA Pedestrian Safety Summit**

In coordination with the December 5-7 Pedestrian Safety Summit initiated by West Virginia DOH and FHWA, Alta will provide a level of coordination between the event and the Morgantown Regional Bike and Pedestrian Transportation Plan by contributing a slide presentation focused on national best practices related to streetscape design that calms traffic and maximizes pedestrian safety. Alta will coordinate with DOH, WVU, City of Morgantown, and WVLTAP event planners to ensure integration of the roughly 45-minute presentation into the proposed agenda. Besides the Alta staffer making the presentation, an additional Alta staffer will attend the FHWA safety training portion of the event over a maximum two-day period.

#### **Task 2.3 – Community Workshops and Open Houses**

We will facilitate a pair of public workshops and a pair of open houses during the year-long planning process. The first workshop will be held as the team is completing the Existing Conditions analysis, while the second is anticipated for early spring when the draft project and program recommendations are complete. At least one of the open houses will occur on the same day, or day after, the workshop. For both the workshops and open houses, we will develop a flier and promote it through the web site and our social media outlets (in coordination with Andrew Stacy, the Communications Manager at the City of Morgantown).

##### **Community Workshop #1 will include:**

- an introduction to the community engagement process, the scope of work and the schedule
- results of the assessment of existing conditions and the resulting analysis
- overview of the potential design techniques to enhance bicycle, pedestrian and ADA accessibility/safety
- Break-out Group Exercise: Developing a vision for bicycling and walking in the Morgantown area; establishing key destinations and routes for bicyclists and walkers

##### **Community Workshop series #2 will include:**

- Diagrams, plans and visualizations that summarize the draft Vision and Goals, the bike/walk network planning, and toolkit of potential improvements
- Introduction to the evaluation criteria and methodology used to determine prioritization

- Break-out Group Exercise: Did we get it right?

After the group exercises for the public workshops, staff from the Alta team will reconvene the smaller groups, facilitate “reports back” and summarize the rough direction those gathered are heading, based on the discussion.

As a supplement to the Community Workshops, we will also organize two (2) public open houses. The format will include multiple stations where attendees will be able to examine maps, tables and other graphics related to the planning effort. Community members will be asked to provide direct feedback at each station: either written comments onto post-it notes, placing colored dots tables/matrices, ranking/prioritizing goals or drawing color-coded lines onto maps of the study area. We anticipate one member of the Alta team and one member of the SC to staff each station in order to guide participants through the particular exercise and/or take notes. The two open houses will likely occur:

- Just prior to, or after, Community Workshop #1, or potentially in between the two community workshops in order to provide an update on the effort to-date and reveal the draft results of the bicycle and pedestrian connectivity and gap analysis;
- Just prior to, or after, Community Workshop #2 in order to provide an alternate forum for public input for those not able to make the evening workshop (this also affords the opportunity to host the open house in either the same location as the workshop or in a different location to draw a more diverse crowd).

#### **Task 2.4 – Demonstration Project**

In coordination with the SC, we will select a single project recommendation to develop as a short-term, low-cost demonstration project. This could include a “pop-up” separated bike lane or an improved intersection incorporating a temporary median island and parklet created by short-term bump-outs. Each of the potential ideas will be developed using low-cost items such as hay bales, planters, delineator posts, spray chalk stencils, and roadway line tape. Held on a single weekend day, two members of the Alta team will work with volunteers from the MPO, SC and other stakeholders to set up, attend-to and take down the short-term interventions after a 6-8 hour period. Prior to the event, Alta will present an annotated site plan of the proposed intervention indicating the temporary changes to the street and/or traffic pattern, along with a list of needed materials. The event will also be considered a *de facto* open house, with maps and other materials available for participants to provide input on the planning work to-date. This allows us to gather one last round of input before beginning the draft report.

#### **Task 2.5 – Focus Group Meetings**

After finalizing the list of up to eight (8) critical stakeholders, agencies and user groups during the internal project initiation conference call (Task 0), members of the Alta team will meet with representatives individually or in small groups. For efficiency of travel and promote synergy, all meetings will be scheduled to occur before and/or after the Steering Committee kick-off meeting, the first community workshop or first public open house. Where this is not possible, at least one member of the Alta team will be available to meet with an individual Focus Group participant (with attendance from additional team members via teleconference) at a time convenient for all parties. The goal for all meetings will be to better understand the opportunities and challenges related to walking, ADA access and bicycling in Morgantown, the WVU campus and adjacent communities from the unique perspective of the stakeholder or municipal representative. Also, similar to the SC kick-off meeting, we will also ask stakeholders to articulate their vision and goals for bicycling and walking in the study area and identify key destinations. These will help inform the final vision and goals for the plan.

#### **Task 2.6 – Bicycle and Walking Workshop**

As authors of the NACTO Urban Bikeway Design Guide, the FHWA Small Town and Rural Multi-modal Networks Guide and numerous local, regional and state design manuals, Alta is well positioned to lead a workshop on bicycle and pedestrian-related planning and design. For this effort, we propose to hold a 4-6 hour workshop for City, County, WVU, WVDOH, and MPO staff, elected officials and others who may be directly responsible for implementing new bikeways and pedestrian facilities in the region. The workshop will focus on the NACTO and FHWA guides, along with other design manuals used by leading bike- and walk-friendly communities. The workshop provides an opportunity to expose

planners, engineers and policy makers to best practices related to facility design, and understand the challenges that will need to be overcome to implement facilities that may not exist yet in Morgantown, e.g. separate bike lanes, or HAWK signals.

### **Task 2.7 – On-line Engagement**

Four additional public engagement elements are proposed to ensure a variety of opportunities for online public input. These include a project webpage, an online survey, online input map and a social media strategy.

- **Project webpage** – We will develop a project webpage that will last for the duration of the planning project and potentially beyond, per MMMPO’s discretion. We suggest the page feature a “comment here” button, include a calendar of upcoming events, and serve as a repository of publicly accessible draft materials (e.g. slide presentations from community workshops, maps and draft technical memoranda). The webpage will include a background of the planning effort, as well as other related regional/local plans and studies that provide additional context to the Bike and Pedestrian Transportation Plan. Access to the on-line input map and survey will be highlighted in order to draw as much traffic to those important data-gathering tools. Finally, a section of the webpage will feature links to other relevant studies and organizations intended to help the general public better understand bicycle and pedestrian-related planning and design issues.
- **Interactive Online Mapping Tool** – The Alta team will create an online mapping tool for the project’s webpage and will include a crowd-sourced application to collect feedback from a broad array of stakeholders and members of the public. The purpose of the tool will be to create a straightforward and convenient way to provide information on points of interest (by dropping pins on a map) to the project team. The application can collect public preferences for places community members want to walk and bicycle to, as well as what limits them if they try. We also hope to gather comments on current and future preferred routes for mapping purposes. This information will directly inform the connectivity analysis and network recommendations tasks.
- **Online Survey** – We will also set up an on-line survey (likely through SurveyMonkey) that will be made available as a link on the project webpage. The 10-15 question survey will solicit input related to participants’ personal levels of bicycling and/or walking, their goals for improved bicycling and walking, key economic drivers and destinations that should be linked, challenging road corridors or intersections for bicyclists and pedestrians, and ideas for potential improvements. Combined with the on-line mapping tool, the survey is an efficient means to collect more-balanced community input, especially when combined with the community workshops and open houses.
- **Social Media Strategy** – to further engage the WVU community and residents of Morgantown and surrounding communities, the team will also publish regular social media posts using Facebook, Twitter, and/or Instagram. For all three platforms, we will monitor public input, develop a monthly summary and use it to inform our planning work.

### **Task 2 Deliverables**

- Steering Committee and Focus Group meeting agendas and summary meeting notes
- Slide presentation on best practices related to streetscape design for enhanced pedestrian safety (in coordination with the FHWA Pedestrian Safety Summit)
- Community workshop slide presentations and handout materials
- Public Open House boards, handout materials and other graphics
- Concept plan for demonstration project, and materials list
- Agendas, slide presentations and handouts for the Walking and Bicycling Workshop
- Interactive online mapping tool and survey, along with summary of input (both in map format and as a series of bar charts and/or infographics)
- Project webpage and social media strategy

## Task 3. Recommendations

Our work in Task 3 will build off of the Task 1 analysis in order to create a recommended bicycle and walking network, a toolkit of design typologies and active transportation policy and program recommendations.

### Task 3.1 – Development of Vision, Goals and Objectives

After receiving feedback from the Steering Committee, the Focus Group meetings, and from the community at the first workshop and open house, the Alta team will work with MMMPO to identify the Vision, Goals and Objectives for the plan. The Vision will guide the overall effort while the goals and objectives will morph into evaluation criteria from which the bike, pedestrian and ADA-related recommendations will be measured against and prioritized.

### Task 3.2 – Recommended Bicycle Network

Working from the Task 1 analysis, the Alta team will develop the recommended bicycle network for the study area. The network will include a mapped inventory of identified multi-use paths and on-street bikeways that address critical connections, minimize barriers, and improve access between and within points of interest in the Morgantown area. The network will incorporate and/or consider the Top 5 Priority Projects, along with recommended bike lanes, bicycle boulevard and other key recommendations from the MPO's March 2013 Bicycle Plan. All recommendations will be inserted into a table to illustrate the primary characteristics of each recommended corridor, including the length, start/end points, width, number of traffic lanes, land use character, topography, and linkage to other bicycling nodes. Documenting the characteristics of the network deficiencies allows us to sum up the overall mileage of continuous pathways and on-street bikeways and understand the overall reach of the recommended network, as well as establish an order-of-magnitude cost estimate. The recommended network map will be color-coded in order to distinguish the recommended facility typology for each roadway or path corridor link. Ultimately, the map will be intended for use by local and regional planners and public works department to inform resurfacing projects, spot improvements and long-term reconstruction. Those on the policy or advocacy side will value the maps for providing a blueprint for the growth of the bike network over time and identify corridors requiring future study.

### Task 3.3 – Recommended Pedestrian Network

Similar to Task 3.2, the Alta team will also develop a pedestrian network for Morgantown, the WVU campus and adjacent communities. The focus of the recommended pedestrian network will be to close gaps in the sidewalk system, improve challenging intersections, incorporate mid-block crossings and address ADA-related deficiencies that can range from sidewalks that are too narrow, to missing curb ramps and tactile warning panels. A strong focus of the pedestrian network will be improved links to PRT stations and bus stops, senior centers, parks, playgrounds and schools. Like Task 3.2, we will also incorporate or consider findings and recommendations from the MPO's prior pedestrian plans/studies from August 2010 and May 2016.

The recommended bicycle and pedestrian network will be supplemented by a concise (<10 pages) **Toolkit of Bicycle and Pedestrian Infrastructure Improvements**, a compendium of design typologies for bicycling and walking infrastructure enhancements. The typologies will include facilities intended for a wide range of user groups, and will include, but not limited to:

- shared use paths in both urban contexts—paved 10'-12' wide path—and rural/backcountry environments where less formal, natural surface trails are more appropriate
- shared use path roadway crossing designs for improved visibility and safety
- sidewalks, crosswalks and improved crossing treatments (e.g. median refuge islands)
- on-street bicycle facilities on arterial or collector roads that provide visual or physical separation
- on-street, shared facilities on low volume and/or low speed roadways
- examples of trail heads, wayfinding signage, bike share stations and other amenities



### Task 3.4 – Recommended Safety Projects

Upon the completion of the bicycle and pedestrian network recommendations, Alta will isolate ten (10) bicycle and ten (10) pedestrian projects that will address the most-significant safety needs in the Morgantown area. Criteria for these twenty (20) projects include 1) proximity to existing crash locations involving bicyclists or walkers, 2) current volume of bicycle/pedestrian traffic, and 3) input from agency staff, Steering Committee members and from the general public. A separate project table will be generated for the high-priority safety projects with additional detail provided, including the identified safety concerns and recommendations for countermeasures. We will also provide back-up materials, references to established design manuals, and similar-project examples intended to suggest the expected effectiveness of the infrastructure recommendations.

### Task 3.5 – Planning for Support Facilities

Understanding that creating a more bikeable and walkable Morgantown area requires more than an enhanced network of facilities, the Alta team will create a robust list of recommended support facilities. Assembled in the form of a chapter of a design guidelines document, we will include best practices recommendations for:

- **Sidewalk amenities**, such as benches, seating areas, wayfinding signs, drinking fountains and public art
- **Bicycle amenities**, such as bike racks (outdoor/short term and indoor/long term), bike racks on buses, bicycle wayfinding signs, bicycle signals, end of trip facilities such as lockers and showers
- **Urban design features**, such as improved storefronts, lighting, awnings and ground-floor permeability

### Task 3.6 – Policy and Program Recommendations

Alta staff who specialize in bicycle and pedestrian-oriented policies and programs will provide a compendium of program recommendations designed to promote active transportation in the Morgantown area, with particular emphasis on Safe Routes to School, Transportation Demand Management recommendations and/or promotional materials. We will also review the efficacy of the region’s existing encouragement, education, enforcement and evaluation programs (the four, non-engineering “E’s”). Through input from MMMPO, the SC, stakeholders and the general public, we will then develop a list of changes to existing programs and preferred new bicycling and walking programs that will be incorporated into the final report. We will also assess existing walking and bicycling policies and provide recommendations related to funding (capital and maintenance), safety, land use regulations related to bicycling and walking, urban design, community/advocates’ input on planning/design projects, and maintenance and construction policies related to pedestrian and bicycle infrastructure.

#### Task 3 Deliverables

- Draft Technical Memorandum #2 (“Recommended Bike and Walk Network, Support Facilities and Programs”) that includes:
  - Draft and final list of the plan’s Vision, Goals and Objectives and identification of correlations between implementation strategies of adopted plans and studies (i.e., Morgantown 2013 Comprehensive Plan Update, etc.)
  - Section related to potential facility typologies for bicycling, walking and ADA access
  - Morgantown area bicycling and walking network map with recommendations color coded to reflect the recommended typology
  - List of priority segments of the bike/walk network that emphasizes safety
  - Compendium of bicycle and walking support facilities
  - Recommended changes to existing and new 4 E’s programs and policies that encourage active transportation

## Task 4. Implementation

After the completion of the recommended bicycle and pedestrian networks, support facilities, policies and programs, the Alta team will develop the Implementation Plan. This will include the evaluation and prioritization of the recommended projects, development of a five-year Capital Improvement Plan and recommendations for funding. We

will also establish the critical performance measures that will set the benchmarks for success over the long term for the municipalities within the study area and MMMPO.

#### **Task 4.1 – Prioritization Methodology**

To initiate the prioritization, Alta will create separate matrices of all bicycle and pedestrian-related project recommendations, respectively and score them using the Task 3.1 project goals as the evaluation criteria. For some criteria, we will use a GIS-based model in order to create an objective, quantitatively-based score. The resulting scores will not be the only deciding factor however. Along with other considerations such as cost, permitting challenges, community support and stakeholder input, the scores will help to inform the 5-year Capital Improvement Plan for trail, bicycle and pedestrian projects. The accompanying recommended bike and walk network maps will also give MPO and municipal staff a visual reference for how the area’s networks will grow and improve over time.

#### **Task 4.2 – Concept-level Design for High Priority Projects**

The Project Team will develop concept designs for high-priority projects within the study area, to be confirmed by the MMMPO’s project manager and the Steering Committee. The projects will include up to five (5) intersections or a pair of one (1) mile corridor segments in Morgantown, Westover, Star City or Granville. The concept designs will build on the vision and recommendations reflected during the public participation process and client project development meetings. The Alta team’s CAD designers will develop approximately “15% design concepts” level of detail, which can be easily parlayed into final design plans if additional funding or future grants can be secured. Together this information will be used to identify the physical footprint and relative impacts of the complete street and access management corridor improvements. Design features may incorporate:

- Bicycle/pedestrian safety features (i.e., greenway trail connections, sidewalks, high visibility crosswalks, separated bike lanes, pedestrian level lighting, pedestrian countdowns, etc.);
- Traffic calming strategies and physical changes to create pedestrian and bicycle friendly interfaces (median use, splitter islands, HAWK Signals, etc.);
- Streetscape features (i.e., street trees, gateway treatments, etc.);
- Access management (i.e., driveway improvements/ consolidation, median use, cross access, etc.); and
- Safety and security (i.e., sight-triangle improvements, lighting recommendations, etc.)

As with most street improvements, right-of-way availability is often limited. Development of the concept designs will balance tradeoffs and focus on maximizing benefits within the space available and consider additional right of way needs. The Team will field verify the concept designs with drainage, utilities, property and right-of-way impacts in mind.

#### **Task 4.3 – 5-year Capital Improvement Plan for Morgantown and surrounding communities**

A critical part of any implementation plan is a 5-year Capital Improvement Plan (CIP) complete with priorities, phasing, expected implementation timeframe, ROW information, construction-cost estimates, maintenance issues and partnering agencies/groups. The Alta team will develop separate CIPs for the City of Morgantown and a prioritized list of capital projects for Westover, Star City and Granville. These will help to move the recommendations from vision to reality. They will be organized as a series of actionable steps that can help lead to the implementation of the projects in a timely manner.

#### **Task 4.4 – Funding Opportunities**

To supplement the 5-year CIPs, the team will provide the MPO with a consolidated list of funding opportunities for the recommended projects. We are familiar with the requirements of over a dozen funding sources for bicycle and pedestrian projects, which include Highway Safety Improvement Plan, Consolidated Funding Agreements, WV Department of Health, TIGER, CMAQ, Safe Routes to School, and others. We will also provide a list of funding opportunities from non-profits, bicycle advocacy organizations and Foundations that may be available for both infrastructure and the costs associated with programs as well. For all options, we will provide recommendations for

effectively applying, especially from federal transportation sources where application requirements can sometimes be tricky.

#### **Task 4.5 – Policy and Programs Next Steps**

Part of the Implementation Planning will include recommended action steps for recommended bicycle and pedestrian related policies and programs. This will include potential funding opportunities, partnerships with local stakeholders—for Safe Routes to School programs, for instance—and the benefits that can be derived from strong policies and programs that promote active transportation in the Morgantown area. We will also provide a compendium of policy and program “best practices” from bike- and walk-friendly cities throughout the U.S.

#### **Task 4.6 – Performance Measures**

The Alta team will identify key performance measures that best help the MPO meet its goals for bicycle and pedestrian connectivity, safety and mode share. Example measures that may be considered for the Bike and Pedestrian Transportation Plan could include:

- Percent of designated “equity” populations within bicycling or walking distance to a trail or bike lane
- Reduction in annual crashes involving bicyclists or walkers per capita
- Improved community health
- Changes to bicycle or walk mode share over time
- Number of miles of the region’s trail network or miles of bike lanes
- Improved ranking for Morgantown within the League of American Bicyclists (LAB) designated Bike Friendly Community program (currently bronze) and/or new LAB Bike Friendly Businesses within the MPO region

The draft and final list of Performance Measures will be placed in a matrix that will establish the 2018-19 baseline along with goals for each measure within a 5, 10 or 20-year period.

#### **Task 4.7 – Project/Policy/Programs Database**

The Alta team will create a database of all project, policy and program recommendations. The intent is for MMMPO and City of Morgantown to use as a tool to track progress over time, using designated benchmarks for change. Because some of the benchmarks will be tied to GIS—e.g. the number of miles of new bike lanes or sidewalks—we will provide instructions for shapefile updates so that the region can provide accurate Performance Measure estimates at any time.

#### **Task 4 Deliverables**

- Draft Implementation and 5-year Capital Improvement Plan that includes:
  - Project Prioritization Matrix (to include cost estimates and timeline)
  - Concept-level design graphics for high priority projects
  - Table of key funding opportunities
  - Performance Measures matrix
  - Next steps and database related to projects, policies and programs

### **Task 5. Deliverables**

The final Morgantown Monongalia Bike and Pedestrian Transportation Plan report is intended for use by key stakeholders including MPO/local planners, WV DOT/DOH project engineers, and advocacy groups to help plan, construct and maintain a transportation network that encourages bicycling and walking in the Morgantown area.

#### **Task 5.1– Draft Bike and Pedestrian Transportation Plan Report**

With the completion of tasks 1 through 4 as described above, the Alta team will merge the two Technical Memoranda and the Implementation Plan into a draft Morgantown Monongalia Bike and Pedestrian Transportation Plan report and Executive Summary. The professional-quality report will include sections documenting the purpose and need for the plan, an assessment of existing conditions, trail/bike/ped facilities design typologies, the proposed bike and walk network, a prioritization table, cost estimates, an implementation strategy, and a phasing plan supported by a series of

critical Performance Measures. An accompanying Appendix will include 1) narrative explaining the detailed methodology used, for instance, for the project prioritization, 2) meeting notes from the public workshops and focus groups, and 3) a summary of the on-line input using tables and infographics.

### **Task 5.2 – Final Presentations**

Upon the completion of the draft report, and after receiving input from the Steering Committee, the Alta team will work with MMMPO staff to schedule up to three (3) final presentations: to the MMMPO Policy Board, to the City of Morgantown and to WVU planners and administrators (open to the campus community, if desired). We will develop a flier/event announcement for the event in Morgantown and/or at WVU, and promote it through the webpage and our social media outlets. At the final public presentation, the Alta team will:

- Present the findings and recommendations from the draft report
- Summarize the planning process and community engagement
- Take questions and comments in a plenary format (no workshop-style, small group discussions)

One goal for the final presentation in Morgantown in particular, is to generate as much publicity and enthusiasm for the plan as possible. As such, we will work with MPO staff and the SC to ensure the word gets out to the general public and there is significant media coverage for the event.

### **Task 5.3 – Final Bike and Pedestrian Transportation Plan Report**

After distribution of the draft report to the MPO staff and the Steering Committee, Alta will receive consolidated comments from MMMPO's Project Manager in order to develop the final report. The team will then develop one (1) additional iteration of the draft report and draft Executive Summary before issuing the final report and Executive Summary for formal approval. Combined, the report and Executive Summary will provide the blueprints for the Morgantown area to become an even-more safe and sustainable region, setting the course for enhanced economic development—through an enhanced sense of place and increased bicycle mobility—and improved public health.

#### **Task 5 Deliverables**

- Draft MMMPO Bike and Pedestrian Transportation Plan report that includes:
  - Executive summary
  - Overview of the planning process and public engagement
  - Chapters related to Vision and Goals, Existing Conditions Analysis, Needs Assessment, Recommended Bike and Walk Network, Prioritization, Database of Bike/Walk Program and Policy Recommendations and Bike/Ped Counts, Performance Measures and the Implementation/5-year CIP Strategy
- Electronic copy of the final MMMPO Bike and Pedestrian Transportation Plan report and Executive Summary as a PDF and, if desired, the source file in Word or InDesign (along with associated graphic and table links)

**Exhibit B**  
**Estimated Schedule**

PROJECT SCHEDULE

Morgantown Regional Bike and Pedestrian Transportation Plan TASK DESCRIPTION	2018			2019								
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept
<b>Task 1: Understand Current and Future Conditions</b>												
1.1 Data Collection and Base Mapping	█	█	█									
1.2 Review of Adopted Plans and Other Documents	█	█	█									
1.3 Demographic, Health and Equity Analysis		█	█	█								
1.4 Sidewalk Data Collection		█	█	█								
1.5 Bike/Walk Supply and Demand Analysis		█	█	█								
1.6 Connectivity Analysis				█	█	█	█					
1.7 Crash Data and Safety Analysis				█	█	█	█					
<b>Task 2: Engage the Community</b>												
2.1 Steering Committee (5 meetings, approx. bi-monthly)	█		█		█		█		█			
2.2 Community Workshops and Open Houses			█		█		█					
2.3 Demonstration Project									█			
2.4 Focus Group Meetings (up to 5)	█		█		█							
2.5 Bicycling and Walking Workshop												
2.6 OnSite Engagement			█	█	█	█	█	█	█	█	█	█
<b>Task 3: Recommendations</b>												
3.1 Vision, Goals and Objectives	█	█	█									
3.2 Bicycle Network Recommendations					█	█	█	█	█			
3.3 Pedestrian Network Recommendations					█	█	█	█	█			
3.4 Project Prioritization - Safety Recommendations							█	█	█			
3.5 Planning for Support Facilities							█	█	█			
3.6 Policy and Program Recommendations							█	█	█			
<b>Task 4: Implementation</b>												
4.1 Prioritization Methodology								█	█	█		
4.2 Concept-level Design for High Priority Projects								█	█	█	█	
4.3 Five-year C.I.P. - Morgantown & surrounding communities								█	█	█	█	
4.4 Funding Opportunities								█	█	█	█	
4.5 Policy and Programs Next Steps								█	█	█	█	
4.6 Performance Measures								█	█	█	█	
4.7 Project/Policy/Programs Database								█	█	█	█	
<b>Task 5: Deliverables</b>												
5.1 Draft Bike and Pedestrian Transportation Plan Report									█	█	█	█
5.2 Final Presentations												█
5.3 Final Bike and Pedestrian Transportation Plan Report											█	█

█ Meeting / Event  
 █ Task Progress

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**Exhibit C**  
**Schedule of Fees and Charges**

<b>Task</b>	<b>Fee</b>
Task 1 Understand Current and Future Conditions	\$47,756
Task 2 Engage the Community	\$67,934
Task 3 Recommendations	\$41,838
Task 4 Implementation	\$50,377
Task 5 Deliverables	\$48,358
Expenses	\$9,343
<b>Total</b>	<b>\$265,606</b>

# Morgantown Monongalia MPO

## Morgantown Industrial Park Access Study

### Executive Summary

#### Introduction

The Morgantown Industrial Park approached the Monongalia County Commission and the City of Westover to discuss the need for better access to the Industrial Park. The Industrial Parks concerns are based on the Industrial Parks plans to expand and the problems the Division of Highways has been having with maintaining River Road. The current closure of River Road has led to increased industrial traffic on DuPont Road in Westover. The closure also raises concerns about emergency services access to the industrial park in the event of an emergency.

The County Commission and the City of Westover asked MPO staff to study ways to improve access to the Industrial Park. The MPO staff proposed to identify possible ways to access the industrial park to ensure that as many cost effective means for addressing the concerns above are provided to future decision makers.

The purpose of the MPO Industrial Park Access Study is to identify and evaluate alternative ways to access the Morgantown Industrial Park. It is a planning level study focusing on assessing the viability of adding a Morgantown Industrial Park Access Project to the MPO's Metropolitan Transportation Plan.

The alternative access intends to address the following three issues:

- The negative impact to Westover caused by increasing truck traffic using DuPont Rd and Fairmont Rd to access I-79.
- DuPont Road is currently the only effective access to the park due to the closure of River Road between DuPont Rd and Holland Rd. Limited access raises concerns about accessibility to the park in event of an emergency.
- The future expansion of the park may require enhanced access from the park to I-79.

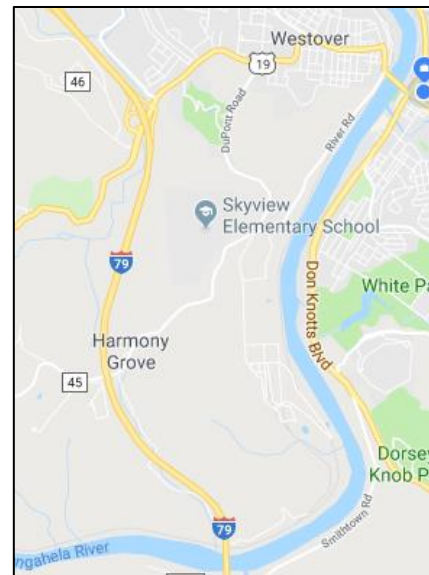
These concerns were validated at public meeting in Westover City Hall on September 20<sup>th</sup>.

Further public comment was gathered at the MPO's Citizens Advisory Committee meeting on October 11, 2018.

The study area includes the City of Westover, the Morgantown Industrial Park, and the west side of I-79 between the Exit 152 and Exit 148. The major street network consists of the following streets:

- River Rd from Price Hill Rd to Holland Ave
- Fairmont Rd from River Rd to the east of Mall Rd
- DuPont Rd
- S Dents Run Rd
- Westover Bridge

The study area is shown in the map on the right.



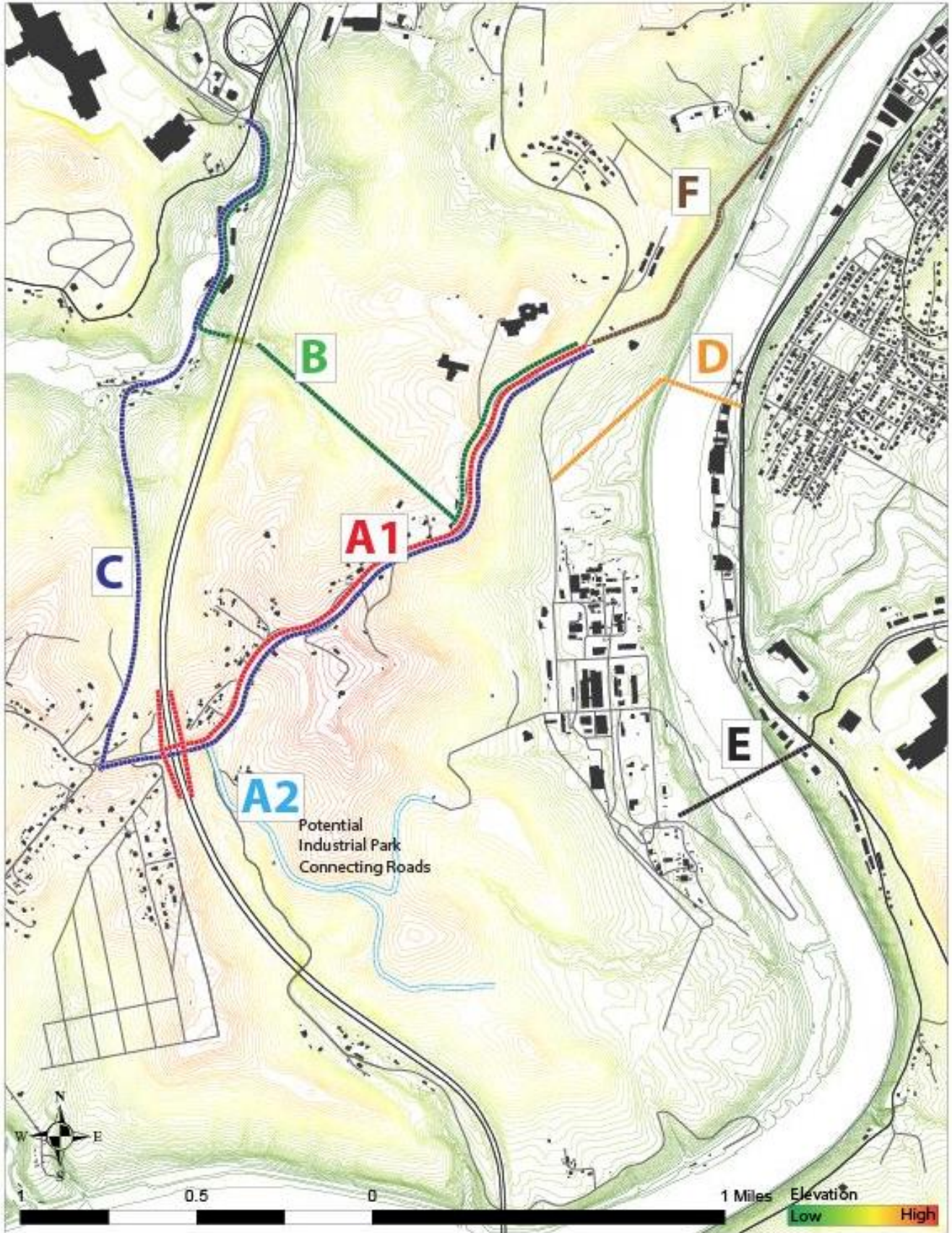
## Recommendations

This study identified and evaluated seven alternatives ways to access the Morgantown Industrial Park. Upon reviewing the findings from the study process, the MPO staff recommends amending the MPO’s Metropolitan Transportation Plan to include a project to enhance accessibility to the Morgantown Industrial Park. The MPO staff further recommends that all alternatives identified in the study should be considered in future access studies. The MPO staff does not recommend a preferred alternative in this study.

A project to enhance access to the Morgantown Industrial Park should address the following issues:

Project Name	Morgantown Industrial Park Access Improvements
Project Purpose	<ul style="list-style-type: none"> <li>• Reducing the impact of truck traffic on Fairmont Rd and DuPont Rd in Westover.</li> <li>• Supporting future expansion of the Morgantown Industrial Park.</li> <li>• Improving the accessibility to communities along River Rd in the west side of I-79.</li> <li>• Providing alternative access to the Morgantown Industrial Park in event of an emergency.</li> </ul>
Project Location	<p><b>Option A1-</b> uses existing overpass to create a full diamond interchange at River Rd on I-79 and use River Rd as the access to the Industrial Park.</p> <p><b>Option A2-</b> uses existing overpass to create a full diamond interchange at River Rd on I-79 and use River Rd as the access to the Industrial Park. Uses new access road in the park to provide a direct access to I-79.</p> <p><b>Option B-</b> construct a new connecting road between River Rd and S Dents Run Rd, using an existing under-pass under I-79. Specific roadway alignment requires future investigation for this option.</p> <p><b>Option C-</b> construct a new connecting road between River Rd and S Dents Run Rd on the west side of I-79 between the Price Hill Rd intersection and S Dents Run Rd.</p> <p><b>Option D-</b> construct a bridge across the Mon River connecting the DuPont Rd and the Don Knotts Blvd near the BFS gas station.</p> <p><b>Option E-</b> construct a bridge across the Mon River connecting connecting the Industrial Park to the Greenbag Rd/Don Knotts Blvd intersection.</p> <p><b>Option F-</b> Repair and improve the capacity of River Rd between DuPont Rd and the Westover Bridge</p>
First Implementation Action	Conduct a study to identify the preferred alternative. If a new interchange on I-79 is proposed, the study should fulfill the requirements of an Interchange Justification Report (IJR) as required by the Federal Highway Administration.
LRTP Goals Directly Supported	1, 2, 3, 4, 5, 6, 8
FHWA Planning Factors Supported	a, b, c, d, e, f, g
Estimated Cost	\$15 million to \$40 million, depending on the Option.






The table below is a summary of each alternatives traffic impact in the study area, **compared with the no-build option**, future year daily total traffic volumes. Actual volumes are available in the full report.

Traffic Impact Key:

						
significant increase	moderate increase	slight increase	no major impact	slight decrease	moderate decrease	significant decrease

	River Rd, west of I-79	River Rd between DuPont Rd and River Rd Bridge over I-79	River Rd between DuPont Rd and the Westover Bridge	DuPont Rd	Fairmont Rd in between DuPont Rd and the I-79 interchange	Fairmont Rd, west of Mall Rd.	Fairmont Rd, between Westover Bridge and DuPont Rd	Westover Bridge	I-79, north of the exit at Fairmont Rd	I-79, south of the exit at Fairmont Rd, north of River Rd Bridge over I-79	I-79, south of River Rd Bridge over I-79	New Construction
Alt. A1-River Rd												
Alt. A2-MIP Connecting Rd												
Alt. B-Dents Run Tunnel												
Alt. C-S Dents Run Rd												
									Don Knotts Blvd, north of the proposed bridge	Don Knotts Blvd, south of the proposed bridge		
Alt. D-Bridge to Plaza												
Alt. E-Bridge to Greenbag Rd												

Projections estimate that:

- Alt. A1 and A2 will significantly increase the traffic on River Rd, west of I-79 and I-79, south of the River Rd Bridge, while decreasing or making no major impact on the traffic on other roads in the study area.
- Alt. B and C will generally decrease or make no major impact on the traffic on the roads in the study area.
- Alt. D will significantly increase the traffic on River Rd and DuPont Rd.
- Alt. E has less impact than Alt D, while significantly increasing traffic on DuPont Rd.
- In general, Fairmont Rd in Westover will not be significantly impact by the alternatives identified in this study
- Alt. F (the no build option) will very significantly increase traffic at the intersection of River Road and Fairmont Road at the Westover Bridge in comparison to the other alternatives. Traffic volumes at this intersection are currently approximately 2,500 vehicles per day (vpd) if another alternative is not found volumes are anticipated to increase to approximately 9,500 vpd by 2040.

## **Conclusion**

This study was conducted to determine the need for an amendment of the Morgantown Monongalia Metropolitan Planning Organizations Transportation Plan to include additional access to the Morgantown Industrial Park. The Study examined seven alternatives including the “no build” option of upgrading River Road to eliminate slides that have limited access to the Morgantown Industrial Park and forced all traffic including heavy truck traffic and emergency services vehicles to exclusively use DuPont Road.

The results of the Study show that there is a significant need to provide reliable access to the Industrial Park. This result is due to the need for reliable emergency services access from at least two different roads and to diffuse truck traffic in Westover proper as well as to accommodate future growth at Morgantown Industrial Park. Any of the “build alternatives” examined in this study could accommodate the future traffic projected for the area and either of the new bridges proposed over the Monongahela River could reduce projected traffic on the existing Westover Bridge. However all of the build alternatives also face concerns about the benefit provided in relation to the potentially high cost of construction. The cost benefit ratios for the new bridge alternatives are of particular concern. Similarly, the alternatives proposing a new interchange with I-79 have concerns with the spacing of the interchanges in the network- if the study area is not reclassified as urban in the next Census a proposed interchange will not meet AASHTO standards, there are also concerns with the potential grades of the ramps on the proposed interchanges.

The no-build alternative could also be made to work with future traffic. However, if the no-build alternative is determined to be the preferred alternative there is a very real concern that the intersection of River Road and Fairmont Road which is in very close proximity to the Monongahela River Bridge could become a serious choke point on the network because the intersection will most likely need to be signalized. This choke point could potentially impact the transportation network on both sides of the river including downtown Morgantown and traffic well into downtown Westover.

For the reasons noted above this study is recommending that the Metropolitan Transportation Plan be amended to include additional access to the Morgantown Industrial Park. The study does not recommend any particular alternative because all of the alternatives under consideration have significant concerns that can be addressed, but that are beyond the scope of this study to address. Therefore, this study recommends that a more detailed engineering study addressing these issues be performed to determine a preferred alternative.



# Public Involvement Policy

Adopted: November 19, 2015

Amended:

## Policy Purpose

As a public agency the Morgantown Monongalia Metropolitan Planning Organization (MMMPO) is required to maintain "...continuous, comprehensive and cooperative planning process." (23 U. S. Code 134 (c) (3)) This means the MMMPO is committed to providing a proactive, open and transparent public involvement process that actively seeks engagement from stakeholders and the public at large.

All public involvement activities should strive to engage underrepresented communities and stakeholders as well as the public at large. In particular any public meetings held under this Policy will be held at convenient locations and times.

The MMMPO's public involvement process must also meet the requirements of State and Federal laws and regulations for an open decision making process that is accessible to the public. The MMMPO will also develop a separate policy to address the requirements of Title VI which will be incorporated into this document when adopted. A list of applicable laws and regulations is included in Appendix 1.

This Policy is subject to the review by the following agencies:

- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- West Virginia Department of Transportation (WVDOT)
- Other agencies as may be required by law

As possible all public involvement activities should be coordinated with ongoing State and Federal activities, particularly for statewide transportation planning public involvement and the associated consultation processes.



### 3C PLANNING PROCESS

The process for developing the plans and TIPs shall provide for consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems to be addressed.

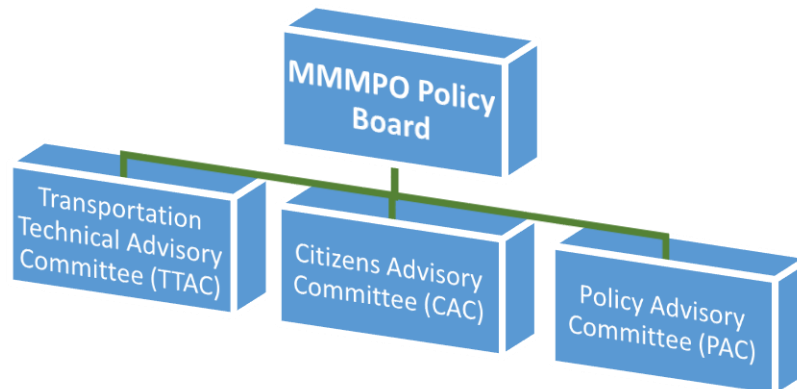
– 23 U.S. Code 134 (c) (3)

## Relationship to the MMMPO Structure

The MMMPO Bylaws establishes three (3) advisory Committees for the consideration of the documents the MPO produces and the policies the MPO adopts for the development of the MPO's products, services and positions. These Committees are

- Transportation Technical Advisory Committee (TTAC)
- Citizens Advisory Committee (CAC)
- Policy Advisory Committee (PAC)

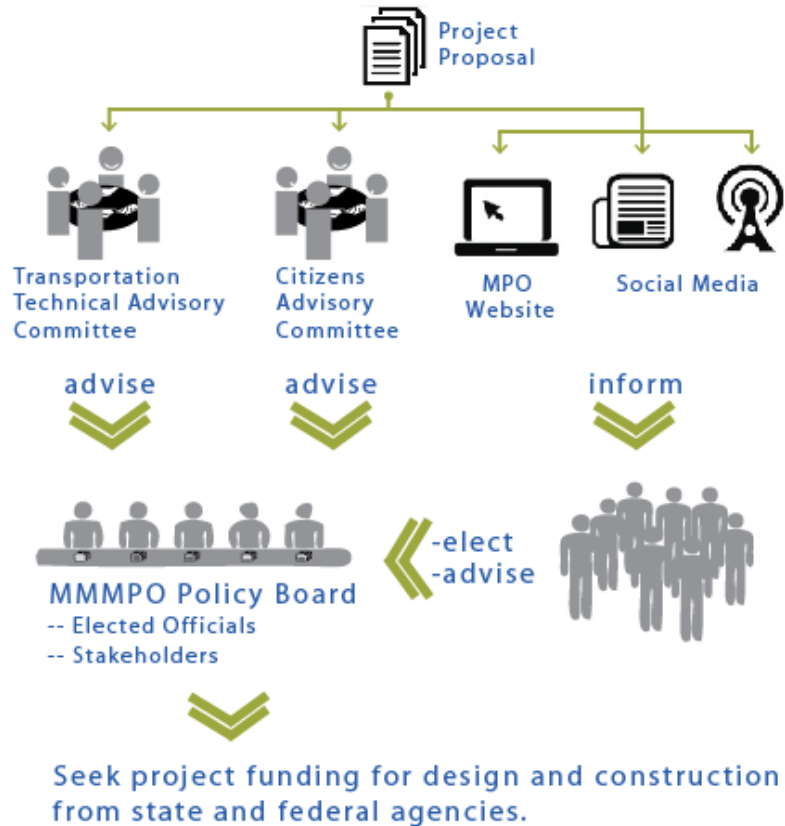
These Committees act in an advisory capacity to the MMMPO's Policy Board, the MPO's decision making body.



The TTAC and CAC meet prior to each Policy Board meeting to review items for the Policy Board's consideration. Unless there are extenuating circumstances, consideration of these items by these two Committee's is considered one of the primary outreach strategies of this Policy. The meetings of these Committee's and the related meeting agenda's for these Committees will be advertised on the MPO's website at least three (3) days prior to a regularly scheduled meeting.

Unless specifically mentioned below, all of the items considered by the Policy Board will be publicly reviewed by these Committees as part of this Public Involvement Process.

### How a transportation project get approved at the MMMPO



All notices publicized on the MMMPO’s website will also be forwarded to a list of public outlets and stakeholders established in a list of media agencies to be kept by MMMPO staff. A preliminary list of these agencies is included as Appendix 2 of this document.

The MPO’s Policy Advisory Committee will meet at least twice a year to discuss ongoing policy initiatives and the activities of the MPO. These meetings will be conducted in an open public forum format.

As the decision making body for the MMMPO, the Policy Board will adhere to the following guidelines:

- Regularly scheduled Policy Board meetings will be broadcast on the City of Morgantown’s public access channel unless technical difficulties do not allow this.
- The agenda for the Policy Board will be publicized on the MPO Website six (6) days prior to the Policy Board meeting.
- Special meetings may be called where it may not be possible for the meeting to be broadcast. In this instance adequate notice as stipulated by applicable law will be given to the public outlets and stakeholders established on the MMMPO Media/Stakeholder list.
- The Policy Board will open the floor for public comment at the beginning of each meeting. At the discretion of the Chairman, comments made to the Policy Board may be limited to four (4) minutes.

## Applicability of the Public Involvement Policy

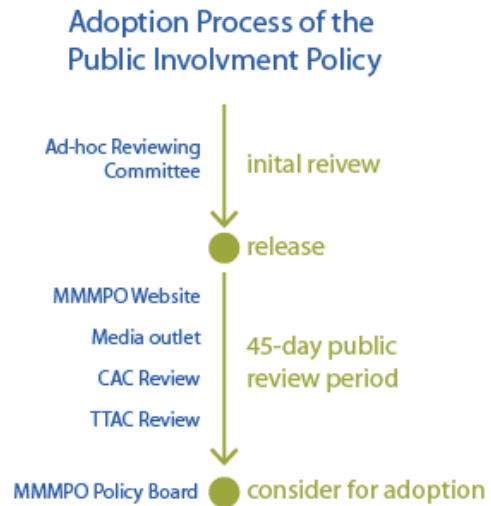
This Policy is applicable to consideration of all action items and recommendations made to and by the MMMPO Policy Board by the MMMPO’s committees with the exception of the consideration of personnel issues and similar matters that are exempted from open meetings laws under State code. The Policy also provides guidance in the development of planning documents and planning studies. In addition to meeting the requirements of the MMMPO, the Policy is meant to address the public involvement requirements for the adoption of the Transportation Improvement Program (TIP) and TIP Amendments for the Mountain Line Transit Authority.



Specific requirements for individual items considered by the MMMPO, particularly this Public Involvement Policy, the Long Range Transportation Plan (LRTP or MTP) and amendments, the



Transportation Improvement Program (TIP) and amendments, the Unified Planning Work Program (UPWP) and planning studies, and general public involvement activities are described below.



## Public Involvement Policy

The initial review of this Policy will be conducted by an ad-hoc review committee established with representation from the TTAC, CAC, and Policy Board. The ad-hoc Committee will recommend the release of the Policy for a minimum of a forty five (45) day review period prior to adoption of the Policy by the Policy Board. Notice of the release of the Policy for comment will be made on the MMMPO website, provided to established media outlets and an advertisement notifying the public of the availability of the Policy will be placed in the local newspaper.

During the forty five (45) day comment period, the Policy will be reviewed prior the next Policy Board meeting by the TTAC and CAC as part of the established review process. Written comments from the public on the Policy will be forwarded to the Policy Board. Verbal comments will be summarized by Staff and forwarded to the Policy Board for their consideration during the adoption process. Staff will periodically review the effectiveness of this Policy to ensure that the procedures and strategies contained in the Policy provide a full and open process.

## Long Range Transportation Plan/Metropolitan Transportation Plan Adoption and Amendment

The Long Range Transportation Plan/Metropolitan Transportation Plan is one of the two primary documents the MMMPO produces. It is crucial that the LRTP/MTP have a strong public outreach component to ensure that the plan has public support as the MPO seeks funding to implement the projects identified in the Plan.

### Adoption of an Updated LRTP/MTP

Adoption of an Updated LRTP/MTP-The update of the Long Range/Metropolitan Transportation Plan requires these additional steps:

- 1) The public should be notified of the intent to update/develop the LRTP/MTP. This process may occur as part of the public involvement for the development and consideration of the Unified Planning Work Program as part of the MPO's Committee review process identified above.
  - 2** The development of the LRTP will include **at least two (2)** walk through public forums, as well as **at least two (2)** Steering Committee meetings where public comments may be received.
  - 45** Unless the draft Plan is found to need major revisions, the Steering Committee will release the draft LRTP/MTP for a **forty five (45) day** final comment period before consideration by the MPO Policy Board.
- 2) Establishment of a Steering Committee including Policy Board Members, members of the MPO's Committee's, and representatives of the general public.
- 3) The development of the Plan will include \_\_\_\_\_ at a minimum two walk through public forums, as well as at least two (2) Steering Committee meetings where public comments may be received. The first public forum will present an examination of the existing conditions in the area, and the public will be encouraged to express their concerns with transportation in the area. The second public forum will be to review the recommendations for the LRTP/MTP. The Steering

Committee meetings will be to review the results of the public forums and to receive public comment. It is anticipated that unless the draft Plan is found to need major revisions, the Steering Committee will release the draft LRTP/MTP for a forty five (45) day final comment period before consideration by the MPO Policy Board. In addition to advertisements published a minimum of one (1) week in advance of required meetings, all public outreach activities will include the use of non-traditional media including but not limited to social media such as Facebook and Twitter and similar websites to solicit input and to advertise public involvement activities including meetings. Materials prepared for the MTP will include the use of visualization techniques to assist the public in understanding proposals.

- 4) All public comments received during the comment period will be summarized and presented to the MPO's Committee's and the Policy Board for consideration prior to adoption of the Plan. The summarized comments will be included in an appendix to the Plan.

The Transportation Improvement Program (TIP) is the primary document for identifying the projects to be implemented over the next six (6) years.

### Amendments to the LRTP/MTP

Amendments to the LRTP/MTP will require a thirty (30) day public notification for any potential significant change to the LRTP/MTP. Minor amendments, meaning those that do not substantially impact the purpose and/or need of a project, require the same notification as a TIP Amendment. This notification will be made to the MMMPO's media and stakeholders list.

### Transportation Improvement Program Adoption and Amendment

The Transportation Improvement Program (TIP) is the primary document for identifying the projects to be implemented over the next six (6) years. Funding in the TIP is primarily for the first two years with the remaining years being illustrative. The MMMPO is required to prepare and update the TIP approximately every two to three year. The preparation of the TIP and amendments to the TIP will be in accord with the requirements of the applicable Federal legislation and regulations and will include adequate descriptive information including mapping and other visualization techniques as well as identification of implementing agencies, project phases, project costs, identification of Federal funds. All notices for the adoption of the TIP and

amendments to the TIP will inform the public that the MPO's Public Involvement activities also serve as public involvement for Mountain Line Transit.



*Public  
Meeting  
Notice*

- Post yearly calendar on the MPO's website
- Post policy board meeting agenda 6 days prior to meeting
- Post committee meeting agenda 3 days prior to meeting
- Broadcast policy board meetings on public access channel

### Adoption of the TIP

Thirty (30) days prior to the preparation of the TIP a notice will be advertised in the local newspaper and provided to the Media/Stakeholders List, posted on the MMMPO's website and in social media, informing the public that the TIP will be developed and soliciting input into projects that should be recommended for inclusion in the TIP. All comments received will be documented and provided to the MPO's committees for consideration of inclusion in the draft TIP. Upon completion of the notification period the draft TIP will be included in the MPO committee process as part of the regular agenda for review by the MPO Policy Board. Upon satisfactory review by the MPO Policy Board, the Board will release the draft TIP for public comment and consideration by the Policy Board at the next regularly scheduled meeting.

### Amendment of the TIP and Administrative Adjustment of the TIP

The TIP may be amended at the request of the West Virginia Department of Transportation, the MMMPO, Mountain Line Transit, West Virginia University and the MMMPO's member jurisdictions. Any proposed amendment of the TIP must be advertised fifteen (15) working days in advance of consideration by the MPO Policy Board. Proposed Amendments of the TIP will be subject to the MPO's established Committee process unless it is an emergency. Administrative Adjustments to the TIP will be in accord with the MPO's Administrative Adjustment Policy adopted August 21st 2014 see Appendix 3.

## Unified Planning Work Program

The Unified Planning Work Program (UPWP) is the annual funding document for the MPO's Planning Activities. In addition to review utilizing the MMMPO's standing committee structure the development of the UPWP requires the following activities.

- 1) Notification at the November MPO Committee meetings and Policy Board meeting soliciting input for the development of the UPWP. Notification requesting input from the public, the MPO's member jurisdictions and agencies will be sought through information released to the MPO Media/Stakeholder List.
- 2) The Executive Director will prepare a draft UPWP with the aid of the MPO Executive Committee to be presented for consideration at the regularly scheduled January Policy Board meeting. Upon review the Board may recommend changes to the UPWP and recommend its release for public review for adoption at the Policy Board's regularly scheduled March meeting. All public comments received will be summarized and presented to the MPO's committees and the MPO Policy Board as part of the committee process at the March meeting.

## Public Involvement for the Development of General Planning Documents

In addition to LRTP/MTP, the MMMPO prepares various planning studies and documents. Planning studies meant to further develop or modify the recommendations of the LRTP/MTP or to be adopted by the MPO's Policy Board as opposed to studies meant to document existing conditions such as the MMMPO's Traffic Count Program, must have a proactive public involvement element. The minimum elements to be included in the development of these plans include:

- 1) An ad hoc steering committee made up of stakeholders
- 2) A well-defined public involvement plan including non-traditional outreach strategies for the identification of underserved populations and how they will be addressed.
- 3) A minimum of two (2) public meetings to gather public input and to seek comments on the proposed plan.
- 4) Inclusion in the MPO's regular committee review process.

In addition to these minimum requirements, the development of these planning studies may include additional public involvement techniques including but not limited to charrettes, focus groups, newsletters, web blogs, the use of QR codes to publicize informational websites and other innovative techniques as may be found appropriate for the study being conducted. These techniques should be identified in the public involvement plan.

### Ongoing Public Involvement Activities

As a public agency, the MMMPO must engage the area's residents to keep them informed of the agency's activities and potential changes that may occur to the area's transportation network. To accomplish this task the MMMPO's Staff and Officers should be engaged in an ongoing dialogue with the public through the media and public outreach.

The MPO should at a minimum, prepare and distribute a newsletter twice a calendar year and publicize the MPO's efforts through non-traditional social media on an ongoing basis. MPO Staff should also periodically make presentations to neighborhood and regional groups on the MPO's efforts that may affect the area's residents, particularly in underrepresented communities.

The MMMPO Staff should also maintain ongoing relationships with transportation-oriented groups including but not limited to the Morgantown Bike Board, the Morgantown Pedestrian Board, the Monongahela River Trails Conservancy as well as statewide organizations oriented to transportation. The Executive Director and/or Chairman of the MPO Policy Board should also regularly seek to speak to civic groups including traditional groups such as the Chamber of Commerce, Rotary and student associations, and non-traditional groups about the MPO's activities.



**MPO Website**



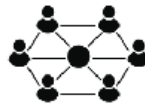
**MPO Facebook**



**Presentations**



**Group Meetings**



**Coordination**



**Newsletters**

This Public Involvement Policy was duly adopted by the Morgantown Monongalia Metropolitan Organization Policy Board at a regularly scheduled and duly advertised meeting. November 19, 2015.

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Michael L. Kelly ~~Wesley B. Nugent~~

Chairman

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J. William B. Austin, AICP

Secretary to the Board



## **APPENDIX 1**

The Federal laws and processes covering public participation in transportation planning include the following:

- MAP-21: Moving Ahead for Progress in the 21st Century
- Title VI of the Civil Rights Act of 1964;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (1994)
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (2000);
- The Americans with Disabilities Act of 1990, the rehabilitation Act of 1973(Section 504), and the Rehabilitation Act Amendments of 1998(Section 508); and,
- The Clean Air Act Amendments of 1990.

## **Appendix 2 Initial Media Stakeholders List for Distribution of Information**

The Dominion Post [newsroom@dominionpost.org](mailto:newsroom@dominionpost.org)

WAJR Radio Morgantown-

WBOY TV Clarksburg

The Daily Athenaeum WVU Student Newspaper

WMMN Radio Morgantown

### Appendix 3 TIP Adjustment Policy



**RESOLUTION 20014 R-2**

**MORGANTOWN MONONGALIA METROPOLITAN PLANNING ORGANIZATION  
PUBLIC PARTICIPATION POLICY AMENDMENT**

WHEREAS, the Morgantown Monongalia Metropolitan Planning Organization (MPO) has been requested to adopt a Policy for Administrative Adjustments to the Transit Section of the MPO's Transportation Improvement Program by Mountain Line Transit in conjunction with the Federal Transit Administration; and

Whereas, such a revision to the MPO's Policy will allow for the speedy implementation of Transit Projects while not materially impacting the project being amended in a substantive fashion; and

WHEREAS it is in the best interest of the public that projects and expenditure of project funds be made expeditiously so that the public might more quickly benefit from such investment,

NOW THEREFORE BE IT RESOLVED by the Policy Board of the Morgantown Monongalia Metropolitan Planning Organization that the MPO hereby Authorizes the Executive Director to expedite proposed changes to the Transportation Improvement Program as an Administrative Adjustment when such changes meet any one of the following criteria without violating any other one criteria:

- 1) Are less than 5% of the total project cost or \$50,000 dollars, whichever amount might be less;
- 2) Shorten the implementation and project completion timeframe of the originally approved project resulting in project delivery more quickly;
- 3) Lengthen the implementation time if such time extension does not result in a project extension of more than an additional 60 days;
- 4) Make any changes, including categorizing or reclassifying any project, timeline or funding classification or funding program source where such changes do not result in changes to the scope, expenditure or final project delivery of the originally proposed project, except as provided for in items 1), 2) and 3) above.

AND BE IT FURTHER RESOLVED that such actions meeting the stated criteria shall carry the full force of the Policy Board as if such Action had been voted upon during a regular meeting of the Board, and

BE IT FINALLY RESOLVED that such action must be reported by the Executive Director to the Policy Board electronically at the time of the action and the Public on the MPO's website and at the Board's next regularly scheduled public meeting.

ADOPTED, this 21st day of August 2014, at a regular meeting of the Morgantown Monongalia Metropolitan Planning Organization.

ATTEST:

Anthony Ciambrone

William B. Austin