

## **County of Albemarle and VDOT “Through Truck Restriction” Process (adopted Dec 2000)**

### **Neighborhood Request & Supporting Documentation**

1. Request to restrict truck traffic is made by Resident(s) or Neighborhood Association
2. Staff mails the County guidelines (Board approved 12-6-2000) for requesting a “through truck restriction”. This form letter explains that the legislative authority only applies to the restriction of “through truck” traffic; lists the information that must be submitted in order for this request to be on the Board of Supervisors agenda; and provides a brief overview of the process.
3. Resident(s) or Neighborhood Association submits the necessary information (signed petition, reasons for requesting the restriction, and identification of the terminus points of the restricted road) to the Clerk of the Board.

### **Staff Review & Authorization of Detailed Assessment**

4. Staff reviews the submitted information. Staff then gathers the information necessary to provide a preliminary assessment, based on the VDOT “Guidelines for Considering Requests to Restrict Through Trucks on Primary and Secondary Highways”, to determine it is reasonably feasible for the request to qualify for a restriction.
5. Staff prepares and submits an executive summary for review and placement on the next available Board of Supervisors meeting agenda. Staff includes a recommendation to the Board to either deny the request, or to authorize staff to proceed with a detailed assessment and begin the process to formally request the restriction from VDOT.

### **Detailed Assessment & Request for Public Hearing Date**

6. If approved by the Board, staff gathers more detailed information of the proposed “restricted” route and “alternate” route(s); requests input from businesses/industries (using the route), agencies, and business/citizen groups; then prepares a report and recommendation. Staff provides updates to the Board as necessary during this process.
7. Staff prepares and submits an executive summary (that includes information from the contracted detailed assessment) for review and placement on the next available Board meeting agenda, requesting that a Public Hearing on the proposed restriction be authorized and scheduled.

### **Public Hearing & BOS Resolution**

8. If authorization for the Public Hearing is granted, staff works with the Clerk to the Board to prepare the Public Hearing advertisement(s) and to give notice to the major trucking companies of the Hearing. Staff also works with the County Attorney’s Office to prepare a Resolution for Board consideration. This Resolution must include the specific items listed in the VDOT

“Guidelines for Considering Requests to Restrict through Trucks on Primary and Secondary Highways”.

9. Following the Public Hearing, or at a future meeting, the Board will decide to support or deny the request. If the Board approves the request, then the Board adopts a Resolution formalizing the through truck traffic restriction request to the Commonwealth Transportation Board.

**VDOT Review Process to Approval / Denial**

10. Staff prepares and submits the “restriction” request (including the Resolution and a transcript of the Public Hearing) to the VDOT Resident Administrator. The Resident Administrator then forwards the request to the VDOT District Administrator.

11. The District Administrator (“DA”) reviews the request and then forwards it to the State Traffic Engineer for study and evaluation. The DA also requests public comments, discusses the matter with the Commonwealth Transportation Board member, and makes a recommendation.

12. The State Traffic Engineer reviews the request, prepares a report and recommendation, and then sends it to the Chief of Systems Operations.

13. If the road to be “restricted” is a Secondary road, the Chief of Systems Operations makes a recommendation to the Commissioner of the Virginia Department of Transportation, who approves or denies the request.

14. If the road to be “restricted” is a Primary road, the Chief of Systems Operations makes a recommendation to the Commonwealth Transportation Board, who approves or denies the request.

15. The State Traffic Engineer notifies the District Administrator of the approval/denial and then the District Administrator notifies the County, who posts signs if appropriate.