



AGENDA FOR THE MEETING OF THE CITIZENS ADVISORY COMMITTEE ON  
TRANSPORTATION (CACT),  
DOGWOOD ROOM, CITY HALL, 300 PARK AVE. FALLS CHURCH, VA 22046  
AT 7:00 P.M.  
Wednesday, February 8, 2023

**Virtual Access:** Virtual meeting access is provided using Microsoft Teams.

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_Mji4NDg5MzUtODMwMS00YTI3LTk0MzAtNjk3OTc5MzU0YWVm%40thread.v2/0?context=%7b%22Tid%22%3a%2273ba5b04-4ace-4ae3-a6b2-65cbc403418b%22%2c%22Oid%22%3a%224042f294-8923-4086-b12d-d808c3f537a7%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Mji4NDg5MzUtODMwMS00YTI3LTk0MzAtNjk3OTc5MzU0YWVm%40thread.v2/0?context=%7b%22Tid%22%3a%2273ba5b04-4ace-4ae3-a6b2-65cbc403418b%22%2c%22Oid%22%3a%224042f294-8923-4086-b12d-d808c3f537a7%22%7d)

**Written Comments:** Written comments may be submitted to Zoe Larive, [zlarive@fallschurchva.gov](mailto:zlarive@fallschurchva.gov). Comments received before 4:00 p.m. on Tuesday, February 7 will be forwarded to the CACT. Comments received after that time will be summarized during the meeting.

**1. Call to Order (7:00 p.m.)**

**Administration**

- 2. Roll Call**
- 3. ACTION ITEM: Adoption of Meeting Agenda**
- 4. Review Previous Meeting Minutes**
  - a. [January 11, 2023 CACT Meeting Minutes](#)
- 5. City Council and Planning Commission Liaison Reports**
- 6. Public Comment (2 min. per person)**

**Project Review (7:10 p.m.)**

- 7. ACTION ITEM: NTC Program Update (Recommendations to City Council)**
  - a. [NTC Program Update Memo](#)
  - b. [Work Council Plan](#)
  - c. [NTC Program Handbook Redlined Version](#)
  - l. [CACT Work Session Notes](#)
  - m. [Staff Work Session Notes](#)
  - n. [CACT SWOT Boards](#)
  - o. [Example Resolution](#)

**NTC Administration (7:45 p.m.)**

**8. Information Item: NTC Monthly Update**

- a. [NTC Living Document](#)

**CACT Annual Retreat, Part 2 - How should we operate? (8:15)**

**9. Information Item: Review of Part 1 of Annual Retreat**

- a. [Staff Report on 2023 CACT Annual Retreat](#)
- b. [Notes from Loop and Group](#)

**10. Information Item: Review of Laws Regarding Meetings and Public Records**

- a. [Freedom of Information Act \(FOIA\)](#)
- b. [FOIA Quick Guide](#)
- c. [City of Falls Church Board and Commissions Packet](#)
- d. Robert's Rules of Order (Physical Book)

**11. Information Item: Review of Example Rules of Procedure**

- a. [Sample Rules of Procedure](#)
- b. [Planning Commission Rules of Procedure](#)

**12. Discussion: Drafting of CACT Rules of Procedure**

**Committee Member Roundtable (9:15 p.m.)**

**13. Discussion item: CACT Member Dashboard (Andrew)**

- a. [CACT Member Dashboard](#)

**14. Discussion: Next steps for Bike Master Plan update**

- a. [Virginia Tech students' "Review of Bicycling in Falls Church" report](#)
- l. [VT news article: Build it and they will bike: Urban planning students advise Falls Church on cyclist-friendly practices](#)

**Agenda Setting (9:25 p.m.)**

**15. March 8, 2023 Meeting**

- a. ACTION ITEM: CACT Rules of Procedure

**Correspondence**

**16. [CACT Annual Report to Council](#)**

**Adjournment (9:30 p.m.)**

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