

## Transit Strategic Plan Minor Update: Clarification of Expectations June 2025

### Background

This memo provides practical guidance for assisting transit agencies subject to the Transit Strategic Plan (TSP) requirements in meeting the minor update requirements at the five-year mark of the TSP. Agencies should utilize this guidance when preparing a minor update or scoping a task order for consultant services.

The General Assembly passed legislation in 2018 that requires transit agencies operating in urbanized areas to develop a Transit Strategic Plan (TSP) to ensure that transit services are planned in a way that better meets the mobility needs of their communities. In response to the adopted code section [§ 33.2-286](#), DRPT developed and published [Guidelines](#) that set out the expectations for a Transit Strategic Plan. The guidelines build and expand upon requirements in code and CTB policy.

Agencies that annually assess and update their TSP documents may be able to provide documentation in place of a minor update. Well-documented annual updates may satisfy the minor update requirements with minimal summary. *Transit Agencies should engage their DRPT Program Manager to discuss this in more detail.*

### Summary

- Updates are due within the State fiscal year at the five-year mark of the plan. At a minimum, documentation must be provided by May 31 of the fiscal year.
- The update can be either a well-documented summary of annual updates or an addendum to the plan. This memo outlines the minimum expectations for both.
- The update does not change the established planning horizon of the existing TSP.
- The addendum or summary of annual updates must be approved by the Agency Board and endorsed by the appropriate Metropolitan Planning Organization.

### Expectations

The minor update at five years allows the transit agency to assess its progress along the plan and reevaluate its relevance at the halfway point. This update should begin with a retrospective look back at the first five years of implementation, followed by a forward-looking view of the remaining five years.

The retrospective should focus on what was achieved, not achieved, and why. This exercise could take the form of a SWOT (strengths, weaknesses, opportunities, and threats) analysis or other approaches, such as a re-evaluation of goals and objectives that may include some of the following:

- Accomplishments
- Things that were not met
- Changes to any goal or objectives
- Any major changes to service delivery or service design

The outlook for the next five years should be based on the results of the past five years and emphasize realistic adjustments for the upcoming period. This could involve updating goals or changing priorities.

- Do priorities need to be shifted due to results achieved?

- What are reasonable expectations for the next five years?
- Has the environment for transit changed significantly?

### **Stakeholder Engagement**

Transit agencies may opt to engage stakeholders and solicit public input during the minor update process. Recognizing regional differences, transit agencies should identify the best approach to meet their users' needs within the agency's resources and capacity. For efficiency, transit agencies should seek opportunities for collaboration within existing outreach efforts at the regional level (such as MPO Long Range Transportation Plan updates, local planning efforts, regionally significant studies, etc.).

At a minimum, the public must be engaged through a public hearing or another type of public meeting with sufficient notice when the document is reviewed by the transit agency's governing body.

### **Areas of Focus**

Minor update efforts should focus on a review of the following sections. Note, this list is non-exhaustive and should be tailored by the agency to meet local needs/conditions.

- 1.2 Strategic Vision
- 2.0 Evaluation of asset management plan
- 3.1 Planned service improvements
- 3.2 Prioritization of planned service improvements
- 3.3 Planning linkage and programming
- 4.1 Asset management
- 4.2 Capital implementation plan
- 5.0 Financial plan

*An agency may choose to review/revise a section of the Appendix A. Agency Profile and System Overview, if there have been substantive changes that warrant an update. However, it is not a requirement to reassess this information during the minor update process.*

## **Planning Horizon**

The Minor update does not extend the horizon of the existing TSP.  
e.g., a TSP with a 2020 to 2030 horizon does not change when reviewed in 2025.

## **Deliverables**

The minor update will be an addendum to the agency's current TSP document and should summarize findings of the retrospective five-year lookback and present any changes to the remaining five years of the planning horizon.

- Resolution/Board approval
- TSP document and Addendum

*Addendum and existing document must be posted to the Agency website within 30-days of approval*

## Appendix: TDP/TSP Updates Schedule

|                                   | 2025      | 2026      | 2027      | 2028      | 2029      |
|-----------------------------------|-----------|-----------|-----------|-----------|-----------|
| Alexandria (DASH)                 |           |           |           |           | TSP Minor |
| Altavista (ACTS)                  | TDP Minor |           |           |           |           |
| Arlington (ART)                   |           |           |           | TSP Major |           |
| Bay Transit                       |           | TDP Minor |           |           |           |
| Blacksburg                        |           |           |           | TSP Minor |           |
| Blackstone (BABS)                 |           |           |           | TDP Minor |           |
| Bristol                           |           |           |           | TDP Minor |           |
| Central Shenandoah PDC (BRITE)    |           |           | TDP Minor |           |           |
| Charlottesville (CAT)             |           |           |           |           | TSP Minor |
| Chincoteague                      | TDP Minor |           |           |           |           |
| City of Fairfax (CUE)             |           |           |           | TDP Minor |           |
| Danville                          |           |           |           | TDP Minor |           |
| District Three                    | TDP Minor |           |           |           |           |
| Fairfax County                    |           |           |           | TSP Minor |           |
| Fairfax CUE                       |           |           | TDP Major |           |           |
| Farmville                         |           |           |           | TDP Minor |           |
| Four County (AASC)                |           |           | TDP Major |           |           |
| Fredericksburg (FRED)             |           |           |           |           | TSP Minor |
| Graham Transit (Bluefield)        |           | TDP Minor |           |           |           |
| Greensville Emporia Transit (GET) |           |           |           | TDP Minor |           |
| Hampton Roads (HRT)               |           | TSP Minor |           |           |           |
| Harrisonburg (HDPT)               |           |           |           |           | TSP Minor |
| JAUNT                             |           |           |           | TDP Minor |           |
| Lake Country (LCAAA)              |           |           |           |           | TDP Major |
| Loudoun County                    |           |           |           |           | TSP Minor |
| Lynchburg (GLTC)                  | TSP Minor |           |           |           |           |
| Mountain Empire (MEOC)            | TDP Minor |           |           |           |           |
| Petersburg (PAT)                  |           | TSP Minor |           |           |           |
| PRTC                              | TSP Minor |           |           |           |           |
| Pulaski                           |           |           |           | TDP Major |           |
| RADAR                             |           |           | TDP Major |           |           |
| Radford*                          |           |           |           |           | TDP Minor |
| Richmond (GRTC)                   |           |           |           |           | TSP Minor |
| STAR                              |           |           |           | TDP Minor |           |
| Suffolk*                          |           | TDP Major |           |           |           |
| Valley Metro                      |           |           |           |           | TSP Minor |
| VRT (West Central)                | TDP Major |           |           |           |           |
| Williamsburg (WATA)               |           |           |           |           | TSP Minor |
| Winchester (WinTran)              |           |           |           |           | TDP Minor |

\*Radford and Suffolk shifted from urban to rural in FFY2025