

Appendix C

Agency Coordination

Kick-off Meeting Agenda

Date: Sept. 25, 2014
Time: 10:00 am
Location: Traverse City TSC

- 1) Introductions
- 2) Project Overview
 - a) Purpose and goal of the project
 - b) Project limits
- 3) Planning and Environmental Linkages (PEL) Project
 - a) Project Kickoff & Data Gathering
 - prior studies (handout)
 - safety analysis
 - traffic analysis
 - environmental data
 - b) Purpose and Need
 - c) Road Safety Audit
 - d) Alternatives Development and Evaluation
 - e) PEL Questionnaire
 - f) Traffic and Safety Tech Memo
 - g) Preliminary Engineering Tech Memo
 - h) Final Project Report
 - i) Public and Stakeholder Engagement
 - Administrative Team
 - Local Agency Committee (LAC)
 - Public Meetings
 - j) Schedule (handout)
 - Confirm upcoming LAC and PIM meeting dates
- 4) Information Received/Needed from MDOT/Stakeholders
- 5) Next Steps
 - a) Begin data collection, safety and traffic analysis, and prior studies summary
 - b) Prepare send out e-mails/invitations for LAC meeting 1
 - c) Begin preparing for LAC meeting 1 and PIM meeting 1

Prior Studies List

- 1) "A Master Plan for Grand Traverse County" - 2013
- 2) City of Traverse City "Corridors Master Plan - 2013
- 3) "Division Street Traffic Modeling" study - 2010
- 4) "The Grand Vision" plan - 2009
- 5) City of Traverse City Master Plan - 2009



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Shortening Project Delivery Toolkit

Federal Highway Administration Planning and Environmental Linkages Questionnaire April 5, 2011

This questionnaire is intended to act as a summary of the Planning process and ease the transition from planning to a National Environmental Policy Act (NEPA) analysis. Often, there is no overlap in personnel between the planning and NEPA phases of a project, so consequently much (or all) of the history of decisions made in the planning phase is lost. Different planning processes take projects through analysis at different levels of detail. NEPA project teams may not be aware of relevant planning information and may re-do work that has already been done. This questionnaire is consistent with the 23 CFR 450 (Planning regulations) and other FHWA policy on Planning and Environmental Linkage (PEL) process.

The Planning and Environmental Linkages study (PEL Study) is used in this questionnaire as a generic term to mean any type of planning study conducted at the corridor or subarea level which is more focused than studies at the regional or system planning levels. Many states may use other terminology to define studies of this type and those are considered to have the same meaning as a PEL study.

At the inception of the PEL study, the study team should decide how the work may later be incorporated into subsequent NEPA efforts. A key consideration is whether the PEL study will meet standards established by NEPA regulations and guidance. One example is the use of terminology consistent with NEPA vocabulary (e.g. purpose and need, alternatives, affected environment, environmental consequences).

Instructions: These questions should be used as a guide throughout the planning process, not just answered near completion of the process. When a PEL study is started, this questionnaire will be given to the project team. Some of the basic questions to consider are: "What did you do?," "What didn't you do?," and "Why?". When the team submits a PEL study to FHWA for review, the completed questionnaire will be included with the submittal. FHWA will use this questionnaire to assist it in determining if the study meets the requirements of 23 CFR §§ 450.212 or 450.318. The questionnaire should be included in the planning document as an executive summary, chapter, or appendix.

1. Background:

1. Who is the sponsor of the PEL study? (state DOT, Local Agency, Other)
2. What is the name of the PEL study document and other identifying project information (e.g. sub-account or STIP numbers, long range plan, or transportation improvement program years)?
3. Who was included on the study team (Name and title of agency representatives, consultants, etc.)?
4. Provide a description of the existing transportation facility within the corridor, including project limits, modes, functional classification, number of lanes, shoulder width, access control and type of surrounding environment (urban vs. rural, residential vs. commercial, etc.)
5. Provide a brief chronology of the planning activities (PEL study) including the year(s) the studies were completed.
6. Are there recent, current, or near future planning studies or projects in the vicinity? What is the relationship of this project to those studies/projects?

2. Methodology used:

1. What was the scope of the PEL study and the reason for completing it?
2. Did you use NEPA-like language? Why or why not?
3. What were the actual terms used and how did you define them? (Provide examples or list)
4. How do you see these terms being used in NEPA documents?
5. What were the key steps and coordination points in the PEL decision-making process? Who were the decision-makers and who else participated in those key steps? For example, for the corridor vision, the decision was made by state DOT and the local agency, with buy-in from FHWA, the USACE, and USFWS and other resource/regulatory agencies.
6. How should the PEL information be presented in NEPA?

3. Agency coordination:

1. Provide a synopsis of coordination with Federal, tribal, state and local environmental, regulatory and resource agencies. Describe their level of participation and how you coordinated with them.

2. What transportation agencies (e.g. for adjacent jurisdictions) did you coordinate with or were involved during the PEL study?
3. What steps will need to be taken with each agency during NEPA scoping?

4. Public coordination:

1. Provide a synopsis of your coordination efforts with the public and stakeholders.

5. Purpose and Need for the PEL study:

1. What was the scope of the PEL study and the reason for completing it?
2. Provide the purpose and need statement, or the corridor vision and transportation goals and objectives to realize that vision.
3. What steps will need to be taken during the NEPA process to make this a project-level purpose and need statement?

6. Range of alternatives: Planning teams need to be cautious during the alternative screen process; alternative screening should focus on purpose and need/corridor vision, fatal flaw analysis, and possibly mode selection. This may help minimize problems during discussions with resource agencies. Alternatives that have fatal flaws or do not meet the purpose and need/corridor vision will not be considered reasonable alternatives, even if they reduce impacts to a particular resource. Detail the range of alternatives considered, screening criteria, and screening process, including:

1. What types of alternatives were looked at? (Provide a one or two sentence summary and reference document.)
2. How did you select the screening criteria and screening process?
3. For alternative(s) that were screened out, briefly summarize the reasons for eliminating the alternative(s). (During the initial screenings, this generally will focus on fatal flaws.)
4. Which alternatives should be brought forward into NEPA and why?
5. Did the public, stakeholders, and agencies have an opportunity to comment during this process?
6. Were there unresolved issues with the public, stakeholders, and/or agencies?

7. Planning assumptions and analytical methods:

1. What is the forecast year used in the PEL study?
2. What method was used for forecasting traffic volumes?
3. Are the planning assumptions and the corridor vision/purpose and need statement consistent with each other and with the long-range transportation plan? Are the assumptions still valid?
4. What were the future year policy and/or data assumptions used in the transportation planning process related to land use, economic development, transportation costs, and network expansion?

8. Environmental resources (wetlands, cultural, etc.) reviewed. For each resource or group of resources reviewed, provide the following:

1. In the PEL study, at what level of detail was the resource reviewed and what was the method of review?
2. Is this resource present in the area and what is the existing environmental condition for this resource?
3. What are the issues that need to be considered during NEPA, including potential resource impacts and potential mitigation requirements (if known)?
4. How will the planning data provided need to be supplemented during NEPA?

9. List environmental resources you are aware of that were not reviewed in the PEL study and why. Indicate whether or not they will need to be reviewed in NEPA and explain why.

10. Were cumulative impacts considered in the PEL study? If yes, provide the information or reference where the analysis can be found.

11. Describe any mitigation strategies discussed at the planning level that should be analyzed during NEPA.

12. What needs to be done during NEPA to make information from the PEL study available to the agencies and the public? Are there PEL study products which can be used or provided to agencies or the public during the NEPA scoping process?

13. Are there any other issues a future project team should be aware of?

1. Examples: Controversy, utility problems, access or ROW issues, encroachments into ROW, problematic land owners and/or groups, contact information for stakeholders, special or unique resources in the area, etc.

For questions or feedback on this subject matter content, please contact [Jody McCullough](#), [Dave Harris](#), or [Bruce Bender](#).

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United States Department of Transportation - **Federal Highway Administration**

Meeting Minutes

TO: Attendees & File
FROM: CDM Smith
DATE: September 25, 2014
SUBJECT: Admin Team Kickoff and Progress Meeting

Location: MDOT Traverse City TSC
2084 US-31 South, Ste. B
Traverse City, MI 49685

Attendees: Rise Rasch, MDOT
Gary Niemi, MDOT
Patty O'Donnell, MDOT – via phone
Gerri Ayers, MDOT – via phone
Jered Ottenwess, City of Traverse City
Missy Luick, City of Traverse City
Russ Soyring, City of Traverse City
Todd Davis, CDM Smith
Matt Wendling, CDM Smith

The following represents our understanding of the key points of discussion at the meeting. If anything appears misrepresented, please let us know.

1. Introductions
2. Project Overview
 - What is PEL? Patty has prepared a 1-page summary and has or will provide to the city Admin team
 - A copy of the FHWA PEL questionnaire was provided to everyone at the meeting
 - A bypass alternative is not part of this study and will not be analyzed
 - City asked if a potential future mode shift on Division is taken into account
 - From traffic analysis point of view, this is an assumption that is an input into the Syncro modeling which will come from discussions with the city and MDOT
 - City indicated at least one of the commissioners is concerned about the sense of entry to the city at 14th Street
 - Division Street project limits are from 14th Street to Grandview Parkway
 - Outside of this boundary is not in the scope of work, however, gateway considerations south of 14th can be considered by the City and Township outside of this project.
 - Aerial maps will be used for the alternatives development, survey is not part of the scope
 - The city indicated their goal for the project is to rebuild Division Street by 2021

Division Street (US-31/M-37) PEL

Traverse City, MI

- MDOT discussed the funding issue limitation and indicated the project will likely require creative funding and grants as project will not fall within MDOT's normal funding process due to overall cost and construction priorities within the North Region
 - This issue needs to be presented at the first LAC meeting along with overall message that an agreed upon plan for Division Street is needed in order to apply for grants and funding solutions
 - Discussed whether there would be a benefit of having a person from MDOT leadership make a short presentation at the first LAC meeting. Patty will check with MDOT North Region Engineer.
 - It was suggested the Traverse City Mayor should also convey an opening message at this first LAC meeting

3. PEL Study Scope

- CDM Smith requested feedback on the "prior studies" list
- Additional studies to consider include:
 - Studies on 8 ½ Street access to Munson (get from MDOT)
 - Grand Traverse Commons Master Plan (get city website)
 - Bay Front 2010 Study (get from city website)
- City inquired about the traffic analysis and if pedestrian and bike will be considered
 - CDM Smith is not running a new travel demand model for this project, but instead will be running Syncro analysis (microsimulation) to look at intersection operations
- MDOT is completing the environmental review tasks
 - Wetlands is done
 - Cultural almost done
 - Reports need to be sent to CDM Smith once completed
- CDM Smith discussed the significance of the Purpose and Need Statement and how the Purpose and Need will address potential 4(f) and 6(f) impact issues
- CDM Smith will send the I-275 / Ford Road Purpose and Need as an example to the Admin Team. The entire I-275 / Ford Road PEL Study can be found on MDOT's website under:
 - Projects and Programs / Studies / Traffic and Environmental Studies
 - Other PEL studies are also on the website
- Alternatives Screening is a 2-tiered approach with the alternatives that do not meet Purpose and Need being thrown out, and the others being carried forward for additional analysis and review
- Local Agency Committee (LAC) members list
 - City indicated they need to take to city commission for final decision on members from commission
 - LAC meetings will not be advertised to public (meeting notifications will be by e-mail and at prior meeting), but public can attend if they are aware of meeting
 - LAC meetings will be held at the government center, in the training room if available
 - All communications between city and CDM Smith goes through MDOT (Patty)
 - MDOT will update LAC list and send to city and then to CDM Smith
 - Need to mention in LAC e-mail invite about future PIM advertisement which will be published prior to first LAC meeting
 - LAC meeting 1 was scheduled for Oct. 16, from 3:00-5:00 pm at the Government Center training room – the city will get the room reserved

Division Street (US-31/M-37) PEL Traverse City, MI

- Public Information Meeting (PIM) 1 was scheduled for **October 28th, from 4:00-7:00 pm**. The Government Center was suggested. This will be an open house format.
- Need to advertise for PIM 1 on Oct. 14th
- Be sure to include Julie Johnston from FHWA on all LAC and PIM invites

Administrative Team Meeting Agenda

Date: November 12, 2014

Time: 10:00 – 11:30 am

Location: Traverse City TSC

1) Data Collection Update

- a) safety & traffic analysis
- b) Road Safety Audit
- c) prior studies – updated list and draft memo
- d) environmental and historical/archaeological
- e) meeting with city engineering staff

2) Local Advisory Committee

- a) 1st Meeting Recap
- b) 11.19.14 Meeting 3:00 to 5:00 pm Agenda:
 - Data Collection Summary
 - Division Design Initiative and Recommendations – 2011
 - Summary of Public Input from Open House
 - Draft Purpose and Need Statement – discussion and input

3) Public Input Open House Sessions

- a) 10.28.14 Session General Summary
- b) 12.9.14 Public Input Open House Session 4:00 to 7:00 pm

Updated Prior Studies/Plans and Recent Data Collection Items List:

- 1) "A Master Plan for Grand Traverse County" – 2013
 - 2) City of Traverse City "Corridors Master Plan – 2013
 - 3) "Division Street Traffic Modeling" study – 2010
 - 4) "The Grand Vision" plan – 2009
 - 5) City of Traverse City Master Plan – 2009
-
- 6) Conceptual 8 ½ Street Layout access to Munson Medical Center – 1996
 - 7) Munson Medical Center Access Study – 1999
 - 8) Medical Campus Access Study 7th Street Main Access – 2000
 - 9) Kids Creek Subwatershed Action Plan – 2013
 - 10) Grand Traverse Commons Master Plan – 2009
 - 11) Bay Front 2010 Study – 2010
 - 12) Division Design Initiative and Recommendations – 2011
 - 13) Parks and Recreation Plan – 2011-2015
 - 14) TC TALUS Local Modeling Scenarios
 - 15) Wetland Delineation

Meeting Minutes

TO: Attendees & File
FROM: CDM Smith
DATE: November 12, 2014
SUBJECT: Admin Team Meeting

Location: MDOT Traverse City TSC
2084 US-31 South, Ste. B
Traverse City, MI 49685

Attendees: Rise Rasch, MDOT
Gary Niemi, MDOT
Ann Lawrie, MDOT – via phone
Jered Ottenwess, City of Traverse City
Tim Lodge, City of Traverse City
Missy Luick, City of Traverse City
Russ Soyring, City of Traverse City
Todd Davis, CDM Smith
Matt Wendling, CDM Smith

The following represents our understanding of the key points of discussion at the meeting. If anything appears misrepresented, please let us know.

1. Data Collection Update

- Safety and traffic analysis
 - Safety analysis has been completed by CDM Smith and indicates an above average crash rate frequency along the corridor
 - Tim indicated few crashes result in injury however
- Road Safety Audit
 - Will be conducted next week, Nov. 18-19
 - Local police (county and city) have be invited to be part of RSA audit team
 - Project team members can attend opening meeting at 9:00 on the 18th, and/or the closeout presentation at 11:00 on the 19th at the TSC
 - Todd to make sure city engineering staff is invited to these two meetings
- Prior studies
 - Tim that the Grand Vision Road Map (1 page) summarizes all relevant planning documents for the corridor
 - Commons District plan includes zoning information and historic preservation zones (Sigrid would have this info)
 - Master Plan has been adopted, Zoning Plan has not been adopted

Division Street (US-31/M-37) PEL

Traverse City, MI

- This info provides the framework for the vote on park encroachment for the additional right-of-way along Division Street
 - Environmental and historical
 - Tim indicated that there is free product (contamination) under street at Division and Front streets
 - Haz map analysis has not been started yet by MDOT for the corridor
 - Historic structures report still at SHPO being reviewed
 - MDOT has contacted DNR regarding potential 6(f) properties within the corridor
 - City engineering meeting
 - Set for next Wed. at 1:00
 - Matt W., Matt H., and Gary N. will be attending
 - Capital Commons deed restriction
 - Ann provided update on this issue
 - Tim would like Ann to contact city attorney to make sure she is aware of what is going on as city has done a lot of work on this issue already
2. Local Advisory Committee
- Meeting Recap
 - Russ indicated that LAC wants to make sure (and needs to know) that work that has been done to date (previous efforts) was not a waste of time
 - Jered indicated that process is misunderstood, somewhat confusing, and even media gets it wrong
 - Tim indicated that people were told there were things that could be done without involved processes, while some items require more time and resources
 - Expectation is there would be “easier to implement” opportunities presented, which was conveyed by Mayor
 - LAC and public see this process as continuation of prior studies/efforts
 - “Bucket List” is the 2011 Division Street Steering Committee recommendations
 - Question for some is “why haven’t you already implemented some of these items?”
 - May need to answer this at next LAC meeting
 - Purpose and Need
 - Reviewed P&N with Admin Team and made edits electronically using Track Changes
 - Need to ID the function the corridor serves, this isn’t a quiet street
 - Speed along street is not just a local issue, but also a regional issue
 - Discussion of balancing needs with different modes of users
 - At next LAC meeting, we need to lay out ground rules again and explain their role in the process
 - Will e-mail revised P&N to Admin Team for further review, need any further edits returned to Patty by Monday (noon).
 - Purpose and Need review at LAC will not be electronic, but will take notes on flip board
 - Would be good to have FHWA at LAC meeting since they are the final approvers of the P&N statement

Admin Team Meeting Agenda

Date: February 12, 2015
Time: 10:00 am - Noon
Location: MDOT Traverse City TSC

- 1) Meeting overview and purpose
- 2) Project Status Report newsletter e-mailed out 1-22-15
- 3) FHWA meeting January 1-13-15
 - Julie Johnston and Patrick Marchman
 - Purpose and Need review and minor edits
- 4) Historical property constraints - Sigrid
- 5) Draft alternatives concepts
- 6) LAC 3 message
- 7) Next steps
- 8) Next Admin Team meeting 4-16-15

Meeting Minutes

TO: Attendees & File
FROM: CDM Smith
DATE: February 12, 2015
SUBJECT: Admin Team Meeting

Location: MDOT Traverse City TSC

Attendees: Jered Ottenwess, Traverse City
Tim Lodge, Traverse City
Gerri Ayers, MDOT – via phone
Sigrid Bergland, MDOT
Patty O'Donnell, MDOT
Gary Niemi, MDOT
Rick Liptak, MDOT
Todd Davis, CDM Smith
Matt Hunter, CDM Smith

The following represents our understanding of the key points of discussion at the meeting. If anything appears misrepresented, please let us know.

1. Meeting overview
2. Project Status Report
3. FHWA Meeting Summary
 - Todd provided a quick update of the above topics.
4. Historical Property Constraints
 - Sigrid made presentation related to the known historic resources along the corridor based on the recent study completed by MDOT.
 - Tim mentioned the federal funds issue (ie. constraint) as it relates to some “bucket list” improvement items and stressed the importance of moving quickly (if possible) on some low impact items as the community is expecting this to happen.
 - Historic maps – text is too small and hard to read.
 - Tim asked if Sigrid can show an example property evaluation form at the LAC meeting to demonstrate the process for historic evaluation.
 - Tim asked that Sigrid include more detail about the Section 106/4(f) laws for the LAC presentation.
 - Commons park land impact issue – AG has decided legislation trumps deed.
 - The PEL document needs to address this issue/limitation so it does not get lost or forgotten when project moves forward into environmental and design.

Division Street (US-31/M-37) PEL

Traverse City, MI

- The ballot initiative related to the park was requested by MDOT in order to gauge public sentiment about potential park impacts if needed for roadway improvements.
- The trees in the Commons are important and there may be the need to have an arborist evaluate the trees as part of the impact evaluation.

5. Draft Alternatives Concepts

- Tim said we should not use “LOS” in our discussion of the alts, but use terms such as “delay” and “inconvenience”.
- Tim indicated that new sidewalk will be built in the spring along 14th Street in the NE quadrant.
- Tim questioned the need for the dual SB left turn lanes.
- We should focus more on average traffic volumes instead of peak volumes for our improvements.
- Tim mentioned the need for “tactical urbanism” solutions.
- Gerri reminded everyone that Division Street has NHS designation.
- Gary asked whether FHWA would approve 11’ lanes vs 12’ lanes.
- CDM Smith flipped through the alternative concepts very quickly due to time constraints.
- Sigrid indicated the 8½ concept is off the table from MDOT’s point of view due to potential historic park impacts.
- Front Street - Tim indicated the city will be adding bike lanes and changing Front Street to a 3-lane section in the spring for the stretch east of Division. West of Division will occur the following year. He will send us the new geometrics to incorporate into the alternatives.
- Grandview Parkway – parking lot impacts at the Elks is a concern.
- Gerri indicated that roadway improvements that do not result in a better level of service is not a good investment for FHWA or MDOT and may not be allowed. Project needs to improve operations along Division Street.
- Rick asked if roundabouts are used at 14th and Grandview, with signals at the other intersections, will the traffic operations work ok. Matt Hunter replied they would since the distance from the signal to the roundabout is greater than 600 feet.
- CDM Smith asked if the city has considered changing 7th & 8th Streets from one-way streets to 2-way streets to eliminate the EB jog/weave from cars leaving the Munson area on 7th. City indicated there has been some talk, but concerns from the residents. Indicated it is ok to present the potential change to the LAC members. CDM Smith indicated the 2-way change could be limited to the first block east of Division.
- After LAC 3, should MDOT consider presenting project update to City Commission? May be a good idea was general response.

Meeting was adjourned

Admin Team Meeting Agenda

Date: April 8, 2015
Time: 9:30 am - Noon
Location: MDOT Traverse City TSC

1) Meeting Summary Reports

- LAC 3 – February 26th Meeting, Summary Memo and Comments Received
- FHWA – March 12th Meeting

2) LAC 4 – April 21st agenda and message

3) Public Information Session 3 – May 14th message

4) Next steps

- May 18 – Admin Team meeting: review comments from LAC 4 and PIS 3
- Refine alternative(s) per comments received
- Road Safety Audit first week of June
- June 11 – Admin Team meeting: present draft Preferred Alternative
- June 24 – LAC 5: present draft Preferred Alternative
- July 15 – Public Information Session 4: present draft Preferred Alternative
- July 16 – Admin Team meeting: review comments from LAC 5 and PIS 4
- July 29 – LAC 6: report on Public Information Session 4 comments
- Prepare final report and finalize Preferred Alternative elements

Meeting Minutes

TO: Attendees & File
FROM: CDM Smith
DATE: April 12, 2015
SUBJECT: Admin Team Meeting

Location: MDOT Traverse City TSC
Attendees: Penny Hill, Traverse City
Missy Luick, Traverse City
Russ Soyring, Traverse City
Patty O'Donnell, MDOT
Gerri Ayers, MDOT - phone
Ann Lawrie, MDOT - phone
Todd Davis, CDM Smith
Brian Smith, CDM Smith

The following represents our understanding of the key points of discussion at the meeting. If anything appears misrepresented, please let us know.

1. Reviewed the LAC 3 Summary Memo Comments
 - a) 14th Street Intersection
 - i. Russ agreed with proposed roundabout, feels additional turn lanes needed with a signal would not be well accepted
 - b) 11th Street Intersection
 - i. Russ asked about park impacts, Gerri and Ann explained feasible and prudent requirement to address purpose and need
 - c) 7th and 8th Street Intersection
 - i. Russ indicted the 1-way direction on 7th and 8th started in 1963 due to residents/parents requests
 - ii. If neighborhood supports the change, mayor would likely be ok with change
 - iii. What are the neighborhood benefits to changing to 2-way from 1-way?
 - iv. Suggested this change could occur as a test idea prior to any construction or future project along Division to see how it works
 - d) Front Street
 - i. No comments
 - e) Grandview Parkway
 - i. Russ mentioned the Clearwater Florida roundabout as an example with heavy pedestrian traffic
2. Presented the matrix evaluation tables for each intersection alternative
 - a) Penny asked about quantifying tree removal as trees are important to the city and residents

Division Street (US-31/M-37) PEL

Traverse City, MI

- b) Community Factors – move to Transportation then consider changing name to Multi-modal Transportation Factors
 - c) Motorist vs Non-motorist – consider changes to titles and categories
 - d) Suggested switching the circle colors on the matrix, black to white and white to black
 - e) Change acres to symbols, but use relocation #s
 - f) Short discussion on “additional” parkland impacts beyond the 30 feet, but agreed to not make this distinction as park impacts are park impacts
 - g) Cost will use symbols, but then decided to not include costs at this time
 - h) Check symbols against what is used by Consumers Report
 - i) Lose red color due to people with color blindness
3. Other Comments/Questions
- a) Penny asked about implementation, Patty explained lack of funding at this time but that once projects are identified out of this process potential funding sources could be identified for various elements of the overall plan
 - b) Discussed merits of making a presentation at the next PIM meeting

Admin Team Meeting Agenda

Date: May 20, 2015
Time: 10:00 am - Noon
Location: Conference Call

- 1) Public Information Session 3 Recap and Summary
- 2) Alternatives Refinement
- 3) Preferred Alternative
- 4) Traffic Analysis and Report Approval
- 5) Upcoming RSA
- 6) Next steps
 - June 11 – Admin Team meeting: present draft Preferred Alternative
 - June 24 – LAC 5: present RSA results and draft Preferred Alternative
 - July 15 – Public Information Session 4: present draft Preferred Alternative
 - July 16 – Admin Team meeting: review comments from LAC 5 and PIS 4
 - July 29 – LAC 6: report on Public Information Session 4 comments
 - Prepare final report and finalize Preferred Alternative elements

Meeting Minutes

TO: Attendees & File
FROM: CDM Smith
DATE: May 20, 2015
SUBJECT: Admin Team Meeting

Location: Conference Call

Attendees: Penny Hill, Traverse City
Missy Luick, Traverse City
Russ Soyring, Traverse City
Tim Lodge, Traverse City
Patty O'Donnell, MDOT
Rick Liptak, MDOT
Gerri Ayers, MDOT
Ann Lawrie, MDOT
Todd Davis, CDM Smith
Brian Smith, CDM Smith
Lindsay Maki, CDM Smith

The following represents our understanding of the key points of discussion at the meeting. If anything appears misrepresented, please let us know.

Reviewed alternatives presented at PIM 3

1. 14th Street Intersection
 - a) Russ indicated that Gary Howe made the comment that the roundabout looked oversized due to the angles and the added slip lane
 - b) Tim indicated he is working with 5/3 Bank right now (NE quad) to get ROW for a 5' sidewalk
 - c) Tim suggested that the added slip lane be removed, CDM Smith will look at this to see what can be done
 - d) Gerri mentioned that the PEL will present short term solutions (low capital costs) as well as long term solutions (higher costs)
 - e) Rick asked about if the roundabout would result in potential wetland impacts
2. 11th Street Intersection
 - a) Would a signal at this location meet signal warrants? CDM Smith will complete the warrants and forward to MDOT for review and comment
 - b) Would a signal at 11th affect the signal or roundabout at 14th? Tim indicated that the signal spacing between 14th, 11th, and 7th prevents the signals from being synced together
 - c) Tim also indicated that the short term solutions cannot make the traffic issues worse than they are today

Division Street (US-31/M-37) PEL

Traverse City, MI

- d) Tim indicated that if a signal is placed at 11th, certain movements should be restricted to prevent too many vehicles from using 11th Street
 - e) MDOT indicated that neighborhood traffic calming should be considered by the City of Traverse City
3. 7th Street
- a) Tim indicated that an EB only bike lane wouldn't work with the current 1-way (WB) direction on 7th Street
 - b) Gerri asked if anyone has spoken with school located along 7th?
 - c) Missy indicated that "Union to Division" Planning Commission is discussing switching 7th and 8th to 2-way traffic
 - d) The city indicated that the one block change between Division and Maple would be ok
 - i. Would like to see a discussion about potential volume changes due to change
 - ii. What about 1 block vs multiple blocks? More impact?
4. Front Street
- a) Need to maximize NB and SB turning lanes for max storage
5. Grandview Parkway
- a) Gary Howe thinks this roundabout is also overdesigned
 - b) Elks ROW is an issue, they will not be happy about losing the parking
 - c) Is there room on Bay side of parkway to move roundabout away from Elks?
 - d) If a signal at this location, a divider island is needed east of Division
 - e) Bay Street crashes are an issue and need to be reduced somehow
 - f) Tim indicated that dual lefts heading WB is too much, just extend turning lane instead
 - g) Potential for all ped phase if signal remains at this location
 - h) Tim indicated that there should not be a ped crosswalk on west side of intersection due to turning traffic (signal)
6. Boulevard Options
- a) Tim wanted to know if CDM Smith followed URS Blvd option? Believes it was a 16' median with turn lane blisters for southbound turning vehicles
 - b) The sidewalk should be capable with the parks as it is not a road impact
 - c) Use the available ROW for the roadway, except for sidewalk (onto park property)

Admin Team Meeting Agenda

Date: June 17, 2015
Time: 1:30 – 3:30 pm
Location: MDOT Traverse City TSC

- 1) Introductions
- 2) Road Safety Audit Summary
- 3) Public Information Session 3 Summary and Comments
- 4) Alternatives Refinement
- 5) Next steps
 - June 23 – LAC 5: present RSA results, public comments, and updated alternatives
 - July 20 – City Commission
 - August – Admin Team Meeting, LAC 6, and Public Information Session 4
 - September - Prepare final report and finalize Preferred Alternative

Meeting Minutes

TO: Attendees & File
FROM: CDM Smith
DATE: June 17, 2015
SUBJECT: Admin Team Meeting

Location: MDOT Traverse City TSC

Attendees: Russ Soyring, Traverse City
Patty O'Donnell, MDOT
Rick Liptak, MDOT
Mary Lajko, MDOT
Jeremy Wiest, MDOT
Margaret Szajner, MDOT
James Lake, MDOT
Gary Niemi, MDOT
Garrett Dawe, MDOT – via phone
Gerri Ayers, MDOT – via phone
Ann Lawrie, MDOT – via phone
Margaret Barondess, MDOT – via phone
Todd Davis, CDM Smith
Matt Hunter, CDM Smith

The following represents our understanding of the key points of discussion at the meeting. If anything appears misrepresented, please let us know.

1. RSA Summary
 - a) Matt Hunter provided summary of RSA, once report is finished, it will be distributed to everyone and included in the PEL report
 - b) Russ asked if any unauthorized driveways were observed
 - c) Russ also indicated the city wants to plant more trees along the corridor

2. PIM3 Summary
 - a) Russ indicated the Commons Planning Commission favors roundabouts at 14th and 7th Streets, and also favor a boulevard/median
 - b) Margaret B. asked if any outreach had been done regarding speed limits
 - i. Need to include speed limit issue in the PEL documentation
 - ii. The team agreed that the roadway character will likely change once the improvements are made along the corridor, and then another speed study could be completed to determine the correct speed limit for the roadway

Division Street (US-31/M-37) PEL

Traverse City, MI

3. Alternatives

- a) Margaret B. requested the trees be removed from the typical section slides as trees may not be able to be placed in the median due to clear zone, survivability, or other factors
- b) For now the Team will only show small bushes/grasses on the exhibit
- c) Russ indicated that the city wants trees in the median along Division
- d) Russ also indicated that Grandview Parkway's median is 12 feet from back of curb to back of curb and they have successfully grown trees in this narrow of a median
- e) Russ strongly recommended the 15' wide median (vs the 11' median) and wants shade trees planted within the median. He said this will help garner community support for the concept designs for Division Street.
- f) Russ asked about the potential for hardscape items in the median, such as lightposts, banner posts, etc.
- g) Sigrid indicated the median would have to be 11' at the north near the historic house to reduce impacts to this property
- h) The Team asked Russ about the 1-way to 2-way switch on 7th from Division to Maple, is this change that could happen from the local perspective?
 - i. Russ indicated the city was looking at 7th and 8th to determine if these streets should be changed, at this time, it is ok to show from Division to Maple
- i) Elks impacts at 14th due to the roundabout are a concern
 - i. Someone mentioned the Elks picture tree, would it be impacted?
- j) If a signal is the preferred at Grandview Parkway, then a ped only phase should be considered

4. Access and Ped Crossings

- a) Rick indicated that 10th Street is a good ped crossing location
- b) If a roundabout is not constructed at Grandview Parkway, then the 4' median curb should be not be built to allow for improved access
- c) 11th Street signal needs to meet warrants, be sure to explain this to the LAC
- d) If no signal at 11th, then a southbound turn lane should be provided at 11th
- e) For the exhibits, make the enhanced crosswalks easier to see

Road Safety Audit (RSA)

- “A formal, safety performance **examination** of an existing or future road or intersection by an **independent, multi-disciplinary RSA team**”
- Independent review of data
- Local law enforcement perspective
- Detailed field observations
 - All road users (car, bus, pedestrian, bicycle)
 - Several times a day (peak traffic, school traffic, dark)
- Countermeasures focus on short term and long term
 - Look beyond standards
 - Tailored improvements for specific issues

Agenda Summary

Monday, June 1st

- Opening presentation/introductions (10:30am)
- Dismiss project team
- Review data packages/discuss site issues
- Site visit begins (1:00pm)
- School Peak Site Review (2:30-4:00pm)
- PM Peak Hour Site Review (4:30-5:30pm)
- Night visit (9:30-10:30pm at site)

Tuesday, June 2nd

- Morning Peak hour site visit (7:00-9:00am)
- TSC (9:00am) – finalize recommendations and prepare closeout presentation
- Close out presentation (1:00pm)

RSA Team

- Team Leaders: Matt Hunter (CDM Smith), Brian Smith (CDM Smith)
- Wendy Ramirez: Traffic and Safety
- Jami Trudelle: Traffic and Safety
- Bill Taylor: Geometrics
- Officer Chris Barsheff: Traverse City Sheriff
- Officers Maxon and Verschave

Crash Risk Assessment to Prioritize Safety Issues

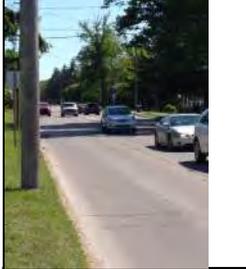
Frequency Rating	Severity Rating			
	Low	Moderate	High	Extreme
Frequent	C	D	E	F
Occasional	B	C	D	E
Infrequent	A	B	C	D
Rare	A	A	B	C

Crash risk Ratings: A: Minimal Risk Level
B: Low Risk Level
C: Moderate Risk Level
D: Significant Risk Level
E: High Risk Level
F: Extreme Risk Level

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	
Occasional	Extreme	High Risk Level	E
<p>ISSUE:</p> <p>General Issue</p> <ul style="list-style-type: none"> • Non marked pedestrian crossings at several locations • Officer Maxon suggested pedestrian demand only at 11th, 7th, Front, and Grandview  <p>SUGGESTION:</p> <p>Short Term: a) Perform pedestrian survey to identify need, b) where crossings kept add pavement markings and signing, c) remove ramps not needed, d) reflective strips on posts</p> <p>Note: special emphasis crosswalk on north side of intersection at 11th or possible RRFB</p> <p>Long Term: a) investigate enhanced facilities such as RRFB, b) refuge islands</p>			
CDM Smith	Road Safety Audit: US-31/M-37/Division Street		5

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	
Frequent	High	High Risk Level	E
<p>ISSUE:</p> <p>General Issue</p> <ul style="list-style-type: none"> • Lack of center left turn lane <ul style="list-style-type: none"> • Backups into adjacent signals. • Multiple rear end crashes  <p>SUGGESTION:</p> <p>Short Term: N/A</p> <p>Long Term: a) Center left turn lane throughout corridor, b) restrict lefts with raised median</p>			
CDM Smith	Road Safety Audit: US-31/M-37/Division Street		6

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	
Occasional	High	Significant Risk Level	D
ISSUE: Grandview <ul style="list-style-type: none"> WBL and NBL congestion Access management issues at Bay St Worn pavement markings Pedestrian crossing challenges (Bay St) 			
		SUGGESTION: Short Term: a) restrict Bay St movements (signing and/or channelizing islands), b) upgrade pavement markings (recessed), c) evaluate leading or exclusive pedestrian phase Long Term: a) dual NBL and WBL, b) close Bay St access to Division, c) roundabout	
CDM Smith	Road Safety Audit: US-31/M-37/Division Street		7

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	
Occasional	Moderate	Moderate Risk Level	C
ISSUE: Intersection sight distance <ul style="list-style-type: none"> Trees in SE 9th Brick wall in SE 5th Utility poles right behind curb 			
		SUGGESTION: Short Term: trim/remove trees, Long Term: a) relocate wall if allowed, b) underground utilities	
CDM Smith	Road Safety Audit: US-31/M-37/Division Street		8

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	
Occasional	Moderate	Moderate Risk Level	C
ISSUE: 14 th <ul style="list-style-type: none"> EB and WB leg skew potentially leading to WB left turn crashes WB heavy congestion due to single lane to the east Officer Maxon reported heavy EBL congestion in the morning due to school traffic Some signal heads not centered on turn lanes Protected lefts preceding permitted leading to piggy backed left turns 			
		SUGGESTION: Short Term: a) Align heads with lanes, b) explore signal phase change with thru and permitted lefts, followed by protected only lefts Long Term: Realign: a) Roundabout b) additional lane capacity for WBL and EBL	
CDM Smith	Road Safety Audit: US-31/M-37/Division Street		9

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	
Occasional	Moderate	Moderate Risk Level	C
ISSUE: 11 th <ul style="list-style-type: none"> NB lefts backup to 14th EB congestion leading to lefts on 12th 			
		SUGGESTION: Short Term: N/A Long Term: Signalize and provide center left turn lane	
CDM Smith	Road Safety Audit: US-31/M-37/Division Street		10

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	
Occasional	Moderate	Moderate Risk Level	C
ISSUE: 7 th /8 th <ul style="list-style-type: none"> Confusing one way pair operation <ul style="list-style-type: none"> 50% EBR turns left onto 8th Misaligned EB and WB approach lanes Extra sidewalk ramp 			
		SUGGESTION: Short Term: a) guide markings & signing improve, Long Term: a) one block two-way, b) 7 th /8 th two-way for full length	
CDM Smith	Road Safety Audit: US-31/M-37/Division Street		11

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	
Rare	Extreme	Moderate Risk Level	C
ISSUE: Front <ul style="list-style-type: none"> Turning radius (NW and SE quads) Lack of storage for NB and SBL Major congestion. <ul style="list-style-type: none"> Lots of angle crashes Possible red light running Fully developed, with no space for expansion Non ADA sidewalk along west Division 			
		SUGGESTION: Short Term: check whether correlation between night crashes and red-flash mode Long Term: a) increase turning radii, b) extent left turn lane as far as possible c) possible sidewalk easement	
CDM Smith	Road Safety Audit: US-31/M-37/Division Street		12

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	A
Rare	Moderate	Minimal Risk Level	
ISSUE: General issue <ul style="list-style-type: none"> Sections of sidewalk missing along NB Division Evidence of worn paths 			
		SUGGESTION: Short Term: N/A Long Term: a) Add sidewalk along entire corridor	
<small>CDM Smith</small>		<small>Road Safety Audit: US-31/M-37/Division Street</small>	13

Roundabout Future Expansion

- 14th and Grandview may require a 3rd lane in the future
 - Roundabouts designed to 50% Confidence Level (CL)
 - MDOT design process requires future year sensitivity check on robustness of design using 85% CL
 - CL is very useful for testing designs to assess risk of large queues and delays

Roundabout Approach w/2 lanes	50 % CL	85% CL
WB 14 th	LOS C	LOS E
WB Grandview	LOS C	LOS F

<small>CDM Smith</small>	<small>Road Safety Audit: US-31/M-37/Division Street</small>	14
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Division Street PEL Admin Team Meeting - AGENDA MDOT Traverse City TSC



- Introductions
- Road Safety Audit
- Public Information Session 3
- Alternatives Refinement
- Next Steps



Division Street PEL Road Safety Audit



- "A formal, safety performance examination of an existing or future road or intersection by an independent, multi-disciplinary RSA team"
- Independent review of data
- Local law enforcement perspective
- Detailed field observations
 - All road users (car, bus, pedestrian, bicycle)
 - Several times a day (peak traffic, school traffic, dark)
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RSA Agenda Summary

Monday, June 1st

- Opening presentation/introductions (10:30 am)
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- TSC (9:00 am) – finalize recommendations and prepare closeout presentation
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Crash Risk Assessment to Prioritize Safety Issues

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Crash risk Ratings: A: Minimal Risk Level B: Low Risk Level C: Moderate Risk Level D: Significant Risk Level E: High Risk Level F: Extreme Risk Level

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	E
Occasional	Extreme	High Risk Level	
ISSUE: General issue <ul style="list-style-type: none"> • Non marked pedestrian crossings at several locations • Officer Maxon suggested pedestrian demand only at 11th, 7th, Front, and Grandview 			
SUGGESTION: Short Term: a) Perform pedestrian survey to identify need, b) where crossings kept add pavement markings and signing, c) remove ramps not needed, d) reflective strips on posts Note: special emphasis crosswalk on north side of intersection at 11th or possible RRFB Long Term: a) investigate enhanced facilities such as RRFB, b) stamped crosswalk or refuge islands			

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	E
Frequent	High	High Risk Level	
ISSUE: General issue <ul style="list-style-type: none"> • Lack of center left turn lane <ul style="list-style-type: none"> • Backups into adjacent signals. • Multiple rear end and sideswipe crashes • Poor left lane utilization 			
SUGGESTION: Short Term: N/A Long Term: a) Center left turn lane throughout corridor, b) restrict lefts with raised median			

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	
Occasional	High	Significant Risk Level	D
<p>ISSUE:</p> <p>Grandview</p> <ul style="list-style-type: none"> WBL and NBL congestion Access management issues at Bay St Worn pavement markings Pedestrian crossing challenges (Bay St) 			
			
<p>SUGGESTION:</p> <p>Short Term: a) restrict Bay St movements (signing and/or channelizing islands), b) upgrade pavement markings (recessed), c) evaluate leading or exclusive pedestrian phase</p> <p>Long Term: a) dual NBL and WBL, b) close Bay St access to Division, c) roundabout</p>			

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	
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<p>ISSUE:</p> <p>Intersection sight distance</p> <ul style="list-style-type: none"> Trees at SE 9th Brick wall in SE 5th Utility poles right behind curb 			
			
<p>SUGGESTION:</p> <p>Short Term: trim/remove trees,</p> <p>Long Term: a) relocate wall if allowed, b) underground utilities</p>			

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	
Occasional	Moderate	Moderate Risk Level	C
<p>ISSUE:</p> <p>14th</p> <ul style="list-style-type: none"> EB and WB leg skew potentially leading to WB left turn crashes WB heavy congestion due to single lane to the east Officer Maxon reported heavy EBL congestion in the morning due to school traffic Some signal heads not centered on turn lanes Protected lefts preceding permitted leading to piggy backed left turns 			
			
<p>SUGGESTION:</p> <p>Short Term: a) Align heads with lanes, b) explore signal phase change with thru and permitted lefts, followed by protected only lefts</p> <p>Long Term: Realign: a) Roundabout b) additional lane capacity for WBL and EBL</p>			

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Occasional	Moderate	Moderate Risk Level	C
<p>ISSUE:</p> <p>11th</p> <ul style="list-style-type: none"> NB lefts backup to 14th EB congestion leading to lefts on 12th 			
			
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EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	
Occasional	Moderate	Moderate Risk Level	C
			
<p>ISSUE:</p> <p>7th/8th</p> <ul style="list-style-type: none"> Confusing one way pair operation <ul style="list-style-type: none"> 50% EBR turns left onto 8th Misaligned EB and WB approach lanes Extra sidewalk ramp 			
<p>SUGGESTION:</p> <p>Short Term: a) guide markings & signing improve,</p> <p>Long Term: a) one block two-way, b) 7th/8th two-way for full length</p>			

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING	
Rare	Extreme	Moderate Risk Level	C
<p>ISSUE:</p> <p>Front</p> <ul style="list-style-type: none"> Turning radius (NW and SE quads) Lack of storage for NB and SBL Major congestion. <ul style="list-style-type: none"> Lots of angle crashes Possible red light running Fully developed, with no space for expansion Non ADA sidewalk along west Division 			
			
<p>SUGGESTION:</p> <p>Short Term: check whether correlation between night crashes and red-flash mode</p> <p>Long Term: a) increase turning radii, b) extent left turn lane as far as possible c) possible sidewalk easement</p>			

EXPECTED FREQUENCY	EXPECTED SEVERITY	RISK RATING
Rare	Moderate	Minimal Risk Level A
ISSUE: General issue <ul style="list-style-type: none"> Sections of sidewalk missing along NB Division Evidence of worn paths 		
		
SUGGESTION: Short Term: N/A Long Term: a) Add sidewalk along entire corridor		

Division Street PEL Public Information Session 3 Summary and Comments



DETAILS

- Held May 14 at Traverse City Governmental Center
- Presented the range of alternatives and evaluation criteria
- Received approximately 132 comments
- Hand written, e-mails, & website
- Alternatives displayed at Gov. Center and library until June 16



Division Street PEL Public Information Session 3 Summary and Comments



WHAT WE HEARD THEMES

- Quite a few people expressed opposition to roundabouts and cited safety, confusion, snow removal, congestion, etc.
- And quite a few like and want roundabouts along Division
- Quite a few do not want US-31 or M-37 along this route
- A few indicated this is a major street, please keep traffic moving
- Some still believe a by-pass is the solution
- A few want pedestrian tunnels or bridges
- Everyone wants the speed limit reduced



Division Street PEL Public Information Session 3 Summary and Comments



WHAT WE HEARD REGARDING THE ALTERNATIVES

- Boulevard option highly favored, concern over side street access
- 14th Street roundabout heavily favored
- 11th Street signal favored if EB restrictions provided
- 7th Street fairly split in favor of 2-way traffic on 7th Street
- Grandview Parkway roundabout slightly favored, but concern over pedestrian crossings and impacts to the Elks (instead of dog park)

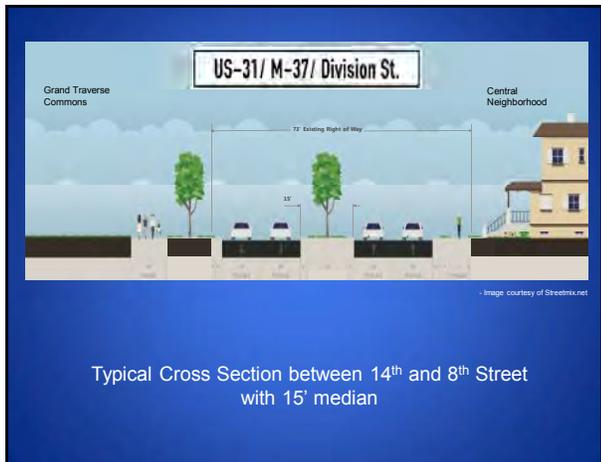


Division Street PEL Alternatives Refinement



- Made revisions based upon comments received
- Maximized boulevard median where possible
- Refined access to side streets
- Included turn/thru movement restrictions to 11th St. intersection
- Options at 11th, 7th and Grandview
- Would like feedback on changes and remaining options



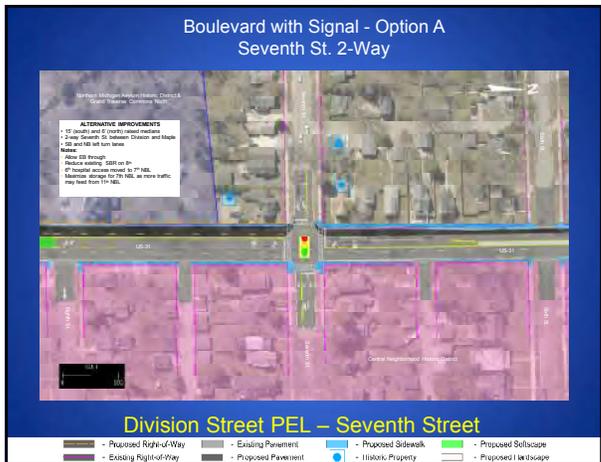
Typical Cross Section between 14th and 8th Street with 15' median



Roundabout Future Expansion

- 14th and Grandview may require a 3rd lane in the future
 - Roundabouts designed to 50% Confidence Level (CL)
 - MDOT design process requires future year sensitivity check on robustness of design using 85% CL
 - CL is very useful for testing designs to assess risk of large queues and delays

Roundabout Approach w/2 lanes	50 % CL	85% CL
WB 14 th	LOS C	LOS E
WB Grandview	LOS C	LOS F





Division Street PEL

Access Control Considerations

Goal: Improve safety by limiting access to specific locations
 – Raised median/center left turn lane

Median south of 7 th	Median north of 7 th
15' wide	6' wide
Access to/from Division at 14 th , 13 th , 12 th , 11 th (partial) 10 th , 9 th , 8 th	North of 7th no lefts allowed Note: Traffic added to adjacent signals
Note: Left turns at signals only or side streets?	
Alleys RIRO only	Side streets and alleys RIRO only
Options at 11 th and 7 th impact corridor operations	Hospital access moved to 7th

Division Street PEL

Next Steps

- June 23 - LAC 5 meeting
- July 20 - City Commission
- August – Admin Team Meeting, LAC 6, and PIM 4 (presentation)
- September – prepare draft final report

MDOT Team Meeting Agenda

Date: Sept. 15, 2015
Time: 2:00 pm
Location: Traverse City Governmental Center

- 1) Public Information Session 4 Summary
- 2) Alternatives Discussion
 - 14 Street intersection
 - Median widths and layout south of 8th Street
 - 11th Street intersection
 - 7th and 8th Street intersections
 - Median issue north of 7th Street
 - Front Street intersection
 - Grandview Parkway intersection
 - Operational Improvements
- 3) Message to LAC members
- 4) Next Steps
 - Sept 24 - LAC 6

Meeting Minutes

TO: Attendees & File
FROM: CDM Smith
DATE: September 15, 2015
SUBJECT: Admin Team Meeting

Location: Traverse City Governmental Center

Attendees: Gerri Ayers, MDOT – via phone
Ann Lawrie, MDOT – via phone
Patty O’Donnell, MDOT
Gary Nieme, MDOT
Todd Davis, CDM Smith
Brian Smith, CDM Smith
Russ Soyring, Traverse City
Penny Hill, Traverse City
Tim Lodge, Traverse City

The following represents our understanding of the key points of discussion at the meeting. If anything appears misrepresented, please let us know.

- The study team informed the city that the final PEL report will have a signature line for a city representative to sign. This signature demonstrates the partnership between MDOT and the city on the PEL study and that the final preferred alternative is agreed upon by both MDOT and the city.
 - City needs to decide who will be signing the final report.
 - Patty will follow up with the city at a later date after they have reviewed the draft report.
- There was also a discussion about whether the LAC committee should be signing off on the report?
 - It was decided the Team would bring up this topic at the next LAC meeting.
 - A letter of concurrence was also discussed for the LAC.
- Fourteenth Street Intersection
 - City indicated that they had money from a water quality grant (storm water) to do a project on the tributary to Kids Creek located under the intersection. City would be applying for DMP part of grant at end of month.
 - City indicated that proposed roundabout may need reduce impacts in NW quad to avoid impacts to wetlands and park, which would then potentially impact ditch in SE quad. CDMS to look at potential impacts from shift in roundabout alignment.
 - City asked if grant money helps leverage any roundabout construction money.

Division Street (US-31/M-37) PEL

Traverse City, MI

- City indicated that Fourteenth & Division Street intersection is the highest crash location in the city and a safety issue they would like to get addressed.
- Check proposed pedestrian crosswalk location on the north leg, needs fixed.
- City is adding sidewalk next to bank in NE quadrant this fall or in spring
- Natural features may be an issue for ditch/creek in SE quadrant

- Medians
 - City is ok with proposed median south of Eighth Street –
 - Enhanced crosswalks locations TBD in the future
 - City ok with no medians north of Seventh Street

- Eleventh Street Intersection
 - City likes operational improvements solution
 - City asked about park impacts issue
 - EA needed even though improvements are within existing ROW since new lane would be encroaching on historic district
 - Connecting neighborhood to park is a goal
 - The 3 approach lanes on Eleventh Street doesn't make sense to the city
 - These lanes are required on approach side streets per MDOT standards at trunk line traffic signals
 - On-street parking impacts will occur on Eleventh Street near the intersection
 - Get rid of stop bars at Eleventh for operational improvement

- Seventh Street Intersection
 - The decision to change Seventh Street to bidirectional traffic is up to city
 - Proposed Seventh Street approach lanes ok, but residents will want 2 lanes, not 3

- Front Street Intersection
 - City would like to see some traffic management solutions at this location in the future
 - Only extend left turn lane storage lane if necessary and provides improved benefit
 - Property owner at the bank will not allow any new sidewalk row

- Grandview Parkway Intersection
 - Operational improvement – cross walk markings at ramps and pedestrian phase signal?
 - Elks parking on Bay Street is public parking, not Elks specific parking
 - City mentioned that ROW is both Bay Street and US-31 (Grandview Parkway) ROW, not just one big roadway ROW.
 - Would operational improvement at Grandview (duel WB left turn lanes) just push congestion to Front Street quicker? Yes is the answer.

City Commision Meeting 7-13-15 Presentation

Division Street PEL

US-31/M-37
Traverse City, Michigan



Traverse City
City Commission
Study Session

Monday,
July 13th, 2015

Division Street PEL

Meetings, Stakeholder & Public Input

ADMIN TEAM

- MDOT and City Staff, with FHWA routine update meetings
- 8 meetings held to date

LOCAL ADVISORY COMMITTEE (LAC)

- 30 members
- 5 meetings held to date

PUBLIC INFORMATION SESSIONS

- October 28, 2014
- December 9, 2014
- May 14, 2015

Division Street PEL

Stakeholder and Public Comments



What We Have Heard About Division Street...

- Not Pedestrian Friendly
- Heavy Traffic Flow
- Division Street is a Barrier
- Intersections are Congested
- Not Biker friendly
- Left Turns are Impossible
- Lack of Sidewalks
- There is Nowhere to Cross
- Vehicles are traveling too fast

Division Street PEL

Project Purpose and Need

PURPOSE

The purpose of the US31/M-37 (Division Street) Planning and Environmental Linkages (PEL) is to improve safety and operations for all users of this designated National Highway System route while minimizing negative impacts to the natural environmental and adjoining properties and enhancing positive benefits to the neighborhoods, parks, businesses, and all users of the corridor.

This Planning and Environmental Linkages process addresses Division Street between Grandview Parkway and 14th Street and will:

- Create a plan that accommodates the many interests of its users (drivers, pedestrians, bicyclists, commuters, commercial traffic, trucks, businesses, residents)
- Provide improved operations along Division Street
- Provide for traffic calming, context sensitive solutions, and complete streets design elements where possible
- Improve non-motorized mobility within the corridor
- Minimize impacts on the natural environment

NEED

- Improve opportunities for pedestrians, assisted device users, and bicyclists to cross Division Street
- Improve traffic mobility and operations
- Decrease crashes along the corridor

Division Street PEL

Project Constraints



- Historic Properties
- Historic Districts
- Parks
- Wetlands
- Trees
- Residences
- Businesses

Division Street PEL

Public Input Session 3

Summary and Comments

DETAILS

- Held May 14 at Traverse City Governmental Center
- Presented the range of alternatives and evaluation criteria
- Received approximately 150 comments
- Hand written, e-mails, phone calls & website
- Alternatives displayed at Gov. Center and library until June 15

Division Street PEL

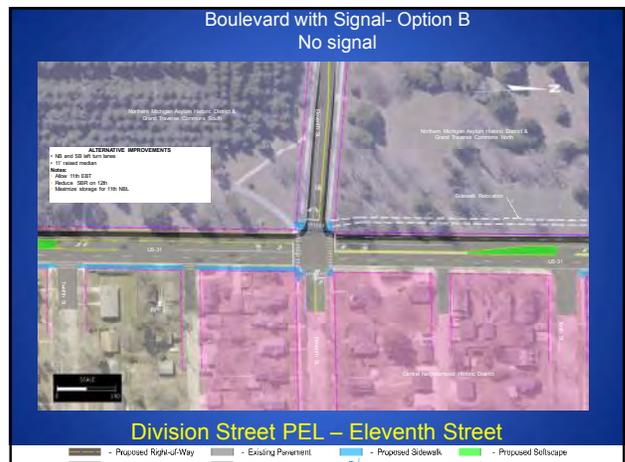
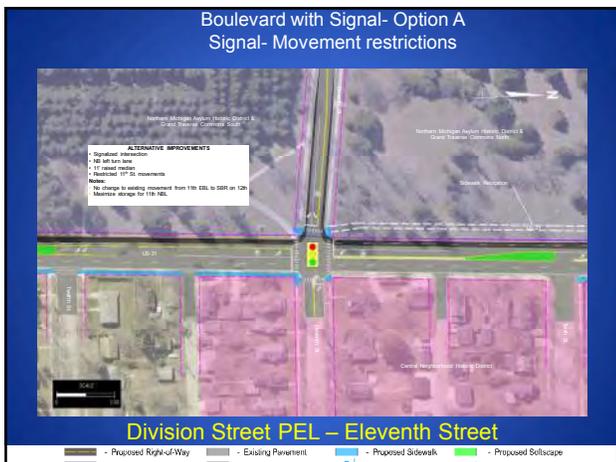
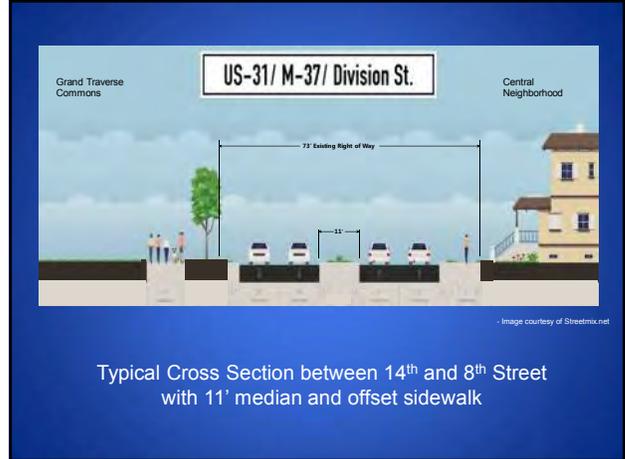
Public Input Session 3

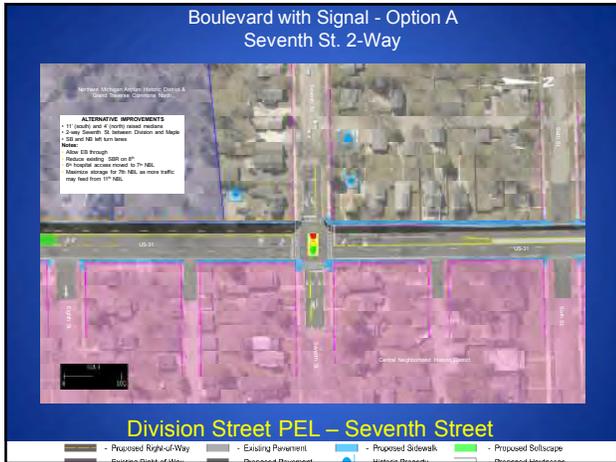
Summary and Comments



WHAT WE HEARD REGARDING THE ALTERNATIVES

- Boulevard option highly favored with some concerns regarding limiting the turn options at certain streets
- 14th Street roundabout favored with safe pedestrian and bicycle crossings
- 11th Street signal favored if there are eastbound through and turning restrictions provided
- 7th Street left turns from southbound and a split for and against 2-way traffic on 7th
- Grandview Parkway roundabout slightly favored, but concern over pedestrian and bicycle crossings and the impacts to the Elks property
- Same number for roundabouts and against roundabouts





Division Street PEL

Issues to Resolve

- Median width south of 8th Street
 - FHWA and SHPO input needed
- Median (4') north of 8th Street – access issues
- 11th Street Signal - warrant analysis
- 7th Street & 8th Street weave
 - 2-way traffic from Division to Maple, or
 - do 7th and 8th Streets become 2-way streets
- Grandview Parkway - Roundabout vs signal

Division Street PEL

Next Steps



- Confirm Alternatives
- Public Input Meeting 4 with presentation
- Preferred Alternative
- Prepare Draft Final Report

Division Street PEL



QUESTIONS?

Division Street PEL

What is A Planning and Environmental Linkage?



Planning and Environment Linkages (PEL) represent a **collaborative** and **integrated approach** to transportation decision-making that:

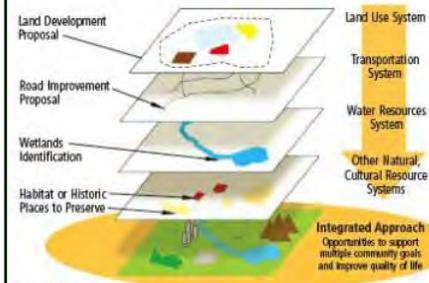
- considers environmental, community, and economic goals early in the transportation planning process
- uses the information, analysis, and products developed during planning to inform the environmental review process
- minimizes duplication of efforts and data

Division Street PEL

Planning and Environmental Linkages (PEL) Process



PEL's Integrated Approach



Division Street PEL

Road Safety Audit June 1st and 2nd



- "A formal, safety performance **examination** of an existing or future road or intersection by an **independent, multi-disciplinary RSA team**"
- Independent review of data
- Local law enforcement perspective
- Detailed field observations
 - All road users (car, bus, pedestrian, bicycle)
 - Several times a day (peak traffic, school traffic, dark)
- Countermeasures focus on short term and long term
 - Look beyond standards
 - Tailored improvements for specific issues

Division Street PEL

Project Constraints – Historic Properties



Why Treat Historic Properties Differently?

- Section 106 of the National Historic Preservation Act
- Section 4(f) of the Department of Transportation Act of 1966
- Both laws are triggered by any federal funding, permitting, etc.



Division Street PEL Project Constraints – Historic Properties



National Register Listed and Eligible Properties along Division



- New historic above-ground survey just completed
- Central Neighborhood Historic District boundaries are larger
- Two new historic districts identified
- Six individual historic properties identified on or adjacent to US-31/Division

Division Street PEL Historic Districts



Division Street PEL Historic Properties



Division Street PEL Project Constraints – Historic Properties



How Do the Laws Work?

- Avoidance is always the first and best alternative
- Must prove why avoidance is not possible
- Minimization is the mandated next step
- Section 4(f) has the most stringent language



Division Street PEL Project Constraints – Historic Properties



Section 4(f) Basics



- Section 4(f) applies to both parks and historic properties
- The "prudent and feasible" test is a very high threshold
- When multiple properties will be impacted, must choose the alternative with the "least overall harm"

Division Street PEL Project Constraints – Historic Properties



Northern MI Asylum Property (Grand Traverse Commons Park)

- Because this was formerly owned by the state, legislation was required to sell the property
- Most of the current park property has restrictions from that enabling legislation
- It will take time to address the restrictions if park property is needed





Minutes of the
City Commission for the City of Traverse City
Study Session
July 13, 2015

A study session of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

The following Commissioners were present, constituting a quorum: Mayor Michael Estes, James Carruthers, Jeanine Easterday, Gary Howe, Ross Richardson, Tim Werner.

The following Commissioner was absent: Mayor Pro Tem Barbara D. Budros.

Mayor Michael Estes presided at the meeting.

1.

Discussion regarding a request from The Woda Group for a payment-in-lieu of taxes arrangement and a municipal services agreement for a planned development at 77 Pine Street.

The following addressed the Commission:

Marty Colburn, City Manager
Craig Patterson, The Woda Group Senior Vice President, 722 Lakeside,
Mackinaw City

2.

Update regarding the US-31/M-37 Division Street Planning and Environmental Linkage Process.

The following addressed the Commission:

Patty O' Donnell, Michigan Department of Transportation
North Region Planner
Todd Davis, CDM Smith
Rick Liptak, MDOT Traverse City Service Center Manager

3.

Announcements from the City Clerk.

The following addressed the Commission:

Benjamin Marentette, City Clerk

4.

Public comment

The following addressed the Commission:

Christine Maxbauer, 503 West Eighth Street
Rick Buckhalter, 932 Kelley Street
Ellen Corcoran, 150 Pine Street
Commissioner Timothy Werner

There being no objection, Mayor Michael Estes declared the meeting adjourned at 8:25 pm.

Benjamin C Marentette, MMC
City Clerk

Approved: _____, _____
(Date) (Initials)

One roundabout, maybe two on Division St.

BY BRIAN MCGILLIVARY bmcgillivary@record-eagle.com | Posted: Monday, July 13, 2015 10:39 pm

TRAVERSE CITY — State transportation officials have narrowed the alternatives for remaking Division Street between Grandview Parkway and Fourteenth Street, but acknowledged they can do little to address one of the city's most clogged intersections at Division and West Front streets.

Officials from the Michigan Department of Transportation have worked with local officials and the public on a number of alternative intersection alignments for the 1.2-mile stretch of state highway through the city. MDOT officials updated commissioners Monday on where some of their preliminary recommendations stand after taking into consideration a large number of public comments on the proposed alternatives.

The recommendation includes a two-lane-wide traffic roundabout at Division and Fourteenth streets favored by the public. The roundabout will improve safety, move traffic efficiently, and help to slow traffic as it comes into the city, said MDOT consultant Todd Davis, of Lansing-based CDM Smith.

A proposed roundabout at Grandview Parkway and Division Street is also still under consideration along with adding extra left-hand turn lanes. But in between just small changes are recommended for the intersections due to the nearness of buildings and historic properties.

"The constraints here are very significant in that they limit what the options are for solutions," Davis said. "Not a whole lot can be done at Front Street."

Creating a roundabout at the intersection would require the removal of commercial buildings, a "fatal flaw," Davis said.

MDOT officials also rejected roundabouts at Seventh and Eleventh streets because of the impact on historic property, both homes and parkland.

"If you have an alternative that doesn't impact a historic property and is feasible and prudent you have to pick it," Davis said.

Davis said they recommend adding left-hand turn lanes at both of those intersections and eventually a traffic signal at Eleventh Street.

The recommendation also calls for an 11-foot-wide median south of Eighth Street with breaks to allow left-hand turns into the Central Neighborhood. A four-foot-wide median going north from Seventh Street is also under consideration but met with resistance from business owners.

Public support for the roundabout at Grandview Parkway was split with the greatest concern for pedestrian crossing safety. Davis said option B is to create dual left-hand turn lanes onto Division Street and Grandview Parkway.

MDOT officials said they will hold a fourth public meeting sometime in August to present final recommendations, with a report due in September. The report will include some short-term items that can be done but the big ticket items like roundabouts and medians will take some time. No funding has been allocated for any work.

"If the public wants to have some final impact on this decision now is the time to do it," Mayor Michael Estes said.

Meeting Minutes

TO: File

FROM: CDM Smith

DATE: December 9, 2014

SUBJECT: Munson Medical Center & MDOT Meeting

Location: Munson Medical Center

Attendees: Derk Pronger, Munson COO
Steve Tongue, Munson VP Facilities
Patty O'Donnell, MDOT
Todd Davis, CDM Smith

The following represents our understanding of the key points of discussion at the meeting.

- Patty and Todd met with Derk and Steve the same day as the 2nd Public Meeting which was held at Munson. Munson is represented on the LAC committee.
- The purpose of the meeting was to find out if any Munson Plans could affect future traffic patterns, substantially increase traffic coming into and out of the medical center, and to find out if Munson had any specific concerns regarding the Division Street PEL project.
- Munson had traffic study completed (URS) for the new cancer center which is currently under construction. They indicated the center would reduce traffic as they are consolidating services which will provide less fragmented trips for patients.
- Current hospital expansion is not adding more beds, just more rooms to bring hospital up to current standards.
- A future 2-level parking structure is planned where current parking lot is front of hospital.
- Discussed 8½ Street concept which they general endorse and view as a portal to Commons, not just to Munson. Patty indicated that the Division Street study is not considering the 8½ Street access as part of MDOT's study.

Davis, Todd J

From: O'Donnell, Patty (MDOT) <ODonnellP@michigan.gov>
Sent: Friday, May 22, 2015 11:13 AM
To: Christensen, Bob (MSHDA); Grennell, Brian (MSHDA); Julie Johnston; Leonard, Daniel (MEDC); McKay, Robbert (MSHDA); Neiss, Todd (DNR); Patrick Marchman; Roycraft, Phil (DEQ); Shultz, Valerie (MDOT); Breithaupt, Tino (MEDC); Wieber, Kerry (DNR)
Subject: US 31 M-37 Division Street Conceptual Alternatives

Dear Agencies:

The **US 31 M-37 Division Street Local Advisory Committee** has posted the conceptual alternatives for public review at the following locations:

Traverse City Governmental Center 2nd FL at 400 Boardman Avenue in Traverse City

Traverse City Area District Library at 610 Woodmere Avenue in Traverse City

MDOT Project Webpage: http://www.michigan.gov/mdot/0,4616,7-151-9621_11058-339932--,00.html (place cursor over the webpage address then control-click to open or copy and paste address)

Documents: Public Input Instructions; Alternative Board 14th; Alternative Board 11th; Alternative Board 7th; Alternative Board Front; Alternative Board Grandview Parkway.

Please submit your comments by **June 15th** to: Patty O'Donnell, MDOT North Region, odonnellp@michigan.gov or 231-941-1986.

Thank you for your time and consideration.

Sincerely,

Patty O'Donnell
Transportation Planner
MDOT North Region
231-941-1986
989-614-4229 (cell)

Davis, Todd J

From: O'Donnell, Patty (MDOT) <O'DonnellP@michigan.gov>
Sent: Friday, November 14, 2014 11:52 AM
To: Davis, Todd J
Subject: Div St PEL Resource Agencies List

Hello – here is the list of resource agencies that I send the public input session notices to:

MI State Housing and Development Authority (MSHDA) – SHPO staff

Bob Christensen
Brian Grennell
Robbert McKay

MI Economic Development Corporation

Dan Leonard
Tino Breithaupt

MI Department of Natural Resources

Todd Neiss
Kerry Wieber

MI Department of Environmental Quality

Phil Roycraft

MI Department of Transportation – Transit

Valerie Shultz

Patty O'Donnell

Transportation Planner

MDOT North Region

231-941-1986

989-614-4229 (cell)



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

July 22, 2015

Mr. Brian Grennell
Environmental Review Coordinator
Michigan State Historic Preservation Office
Michigan Historical Center
PO Box 30740
702 W. Kalamazoo
Lansing, MI 48909-8240

Dear Mr. Grennell:

ER 15-5
US-31/M-37/Division Street Planning and Environmental Linkages Study
City of Traverse City
Grand Traverse County

The purpose of this letter is to request State Historic Preservation Office (SHPO) advisory comments on the preferred alternative identified in the ongoing Planning and Environmental Linkages (PEL) study in Traverse City.

Project Background

The Michigan Department of Transportation (MDOT) is currently studying 1.2 miles of US-31/Division in the City of Traverse City between 14th Street and Grandview Parkway using the PEL process. See the enclosed description of the PEL process, an approach to project development that takes place prior to the formal start of National Environmental Policy Act (NEPA) or Section 106 reviews. MDOT has kept SHPO staff informed of the PEL process, including a recent meeting on July 15, 2015.

The public involvement component of the PEL has included a Local Advisory Committee (LAC) composed of representatives from thirty key stakeholders. Both the Traverse City Historic Districts Commission and the Central Neighborhood Historic District have been invited to all five LAC meetings. The Central Neighborhood Historic District representative has attended most of the LAC meetings. In addition, MDOT Historian Sigrid Bergland presented an overview of the above-ground survey process of the corridor and introduced the PEL to the Historic Districts Commission at the May 29, 2014 meeting.

Three public meetings have also been held, and attendance has been strong. Many people have written comments, over 150 from the last public meeting alone. The comments vary widely, but very few relate to historic properties. A summary of the comments from the last public meeting is enclosed.

Request for SHPO Comments

As outlined at the recent meeting, MDOT is requesting advisory comments on the preferred alternative to include in the PEL document. The advisory comments will assist in determining the next steps beyond the PEL with the understanding that any future project will be subject to both NEPA and Section 106. Specifically, MDOT would welcome comments on:

1. Preliminary effect determination(s).
2. Road widening for a proposed 11-foot or 15-foot median at the Northern Michigan Asylum Historic District (currently Grand Traverse Commons Park) between 14th Street and 8th Street. The 15-foot median is the largest footprint that could still remain within the existing right-of-way. Comments would be appreciated regarding both the widening and the median width.
3. Road widening for a turn lane at 7th Street (all four quadrants have historic properties).
4. Road widening for a proposed 4-foot median north of 7th Street to Grandview Parkway. At this time all widening for the 4-foot median is proposed on the west side of Division Street. This would result in 4 feet of widening at three historic properties, namely the House at 216 Division, the Immaculate Conception Historic District, and the Dairy Lodge. Right-of-way would also be required from the Immaculate Conception District and the House at 216 Division.
5. Road widening of roughly 2 feet for a longer Front Street turn lane in the Central Neighborhood Historic District. This widening would affect the contributing property at the northeast quadrant of 5th Street, and may include the purchase of right-of-way from this property as well.
6. Potential changing of 7th Street from a one-way street to a two-way street within the Central Neighborhood Historic District.

To provide further background, the preferred alternative superimposed on an aerial (with a 15-foot median), cross sections showing a median at the Northern Michigan Asylum District, maps showing the historic properties, a map detailing the trees slated for removal along the entire corridor, and photos of existing medians in other locations (as requested, with the widths noted for each median) are enclosed.

MDOT is in the process of scheduling the final public meeting, which will take place in mid to late August. As with all the other meetings, SHPO staff will be invited. This final public meeting will describe the preferred alternative. All the effort to date has been leading to the preferred alternative, and building consensus around the preferred alternative. MDOT is planning to have a draft report finalized in September, incorporating all information gathered at the final public meeting, and would like to include SHPO comments in that document.

Please feel free to contact me at 517-335-4229 if you have any questions or concerns. Thank you.

Sincerely,



Sigrid JJ Bergland, Historian
Environmental Section
Bureau of Development

Enclosures



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
STATE HISTORIC PRESERVATION OFFICE

KEVIN ELSENHEIMER
EXECUTIVE DIRECTOR

October 15, 2015

SIGRID BERGLAND
MICHIGAN DEPARTMENT OF TRANSPORTATION
425 WEST OTTAWA
PO BOX 30050
LANSING MI 48909

RE: ER-15-5 US-31/M-37/Division Street Traverse City Planning and Environmental Linkages
(PEL) Study, Traverse City, Grand Traverse County

Dear Ms. Bergland:

We have received the US-31/M-37/Division Street Traverse City Planning and Environmental Linkages (PEL) Study, and we appreciate the opportunity to provide our comments at this stage of the planning process.

The preferred alternative will require the acquisition of additional right-of-way from properties along this corridor, and therefore has the potential to adversely affect all historic properties where the existing frontage will be reduced. Although the median north of 7th Street will not have a significant impact aside from the required road widening, it is our opinion that the design for the proposed median between 14th Street and 8th Street should include trees to compensate for the loss of trees along the Northern Michigan Asylum Historic District due to the road widening, and therefore the inclusion of trees may be a determining factor in the median width. We have no specific concerns with the possible change of 7th Street from a one-way street to a two-way street.

If you have any questions, please contact Brian Grennell, Cultural Resource Management Specialist, at (517) 335-2721 or by email at grennellb@michigan.gov. Please keep us informed on any changes or actions regarding this proposed project. Thank you for this opportunity to review and comment, and for your cooperation.

Sincerely,

Brian D. Conway
State Historic Preservation Officer

BDC:REM:bgg

