

APPENDIX C
PROJECT TEAM MEETING MINUTES



Architecture

Engineering

Construction

MEETING MINUTES

Project: 3rd Street Road/ St. Andrews Church Road Area Transportation Study
Project Number 08401.000
Purpose: Project Team Meeting No.1
Place: KYTC D5 Conference Room, 8310 Westport Rd., Louisville, KY
Meeting Date: February 4, 2008 1:00 p.m.
Prepared By: Doug Heberle
In Attendance:

Tom Hall	KYTC D5
Andrea S. Clifford	KYTC D5
Jason Richardson	KYTC D5
Patrick Clark	KYTC D5
Paul Davis	KYTC D5
Harold Tull	KIPDA
Andy Rush	KIPDA
Rick Storm	Louisville Metro
Dirk Gowin	Louisville Metro
Tom Springer	Qk4
Mark Adams	Qk4
Doug Heberle	Qk4
Jeremy Lukat	Qk4

The meeting began with self introductions and by Mark Adams providing a review of the previous meeting.

The initiative to revise the name of this study resurfaced and it was agreed that the study would be renamed: “3rd St. Road / St. Andrews Church Rd. Area Traffic Study”. It was agreed that KYTC and Metro will provide any databases of known problems in the study area that could be shared during the evaluation process, if in fact, that information exists. KYTC will provide the “as built” area development plans, sign inventory, and thermo plastic inventory, in pdf form, to Qk4 for study purposes. Metro will provide any development plans, the bicycle and pedestrian plans, Metro Call information regarding public complaints, and signal timing data.

In order to identify the formal project goals, Tom Springer solicited suggested goals from those in attendance. The goals and focal points of the study are as follows:

1. Improved bicycle and pedestrian network

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2. Improved safety for vehicular, bicycle, pedestrian traffic, and TARC access points.
 - A. Address geometrical issues
 - B. Address sight distance, turning lanes, combined entrance/access management
 - C. Address signal issues and identify possible modifications
 - D. Address bicycle, pedestrian and TARC access safety problems.
3. Improved Drainage
 - A. Review public complaints
4. Reduction in Congestion
 - A. Address signal issues and identify traffic bottlenecks
5. Improved Signage
 - A. Conduct signage and pavement marking audits
 - B. Verify inventory to be provided by KYTC
 - C. Make recommendations
6. Low Cost solutions

Jeremy Lukat announced that the 12-hour traffic counts at the 15 intersections will be conducted this week by JYLA, Inc. employees.

Doug Heberle presented the initial draft list of stakeholders to be included in the public consultation process. The list was itemized into three categories of consultation: individual in-person meetings, telephone contacts, and a mailing list of individuals for invitation to the public meeting. It was confirmed that the public meeting would be of an open house type meeting to be held where the public would be invited to submit their thoughts and opinions.

It was suggested that representatives from several subdivisions in Council District 25 be added to the contact list. Those subdivisions are: Windsor Lakes, Windsor Forest, Hardwood Forest, Bridgegate, and Stonebridge Landing. The list will be updated accordingly.

Project Team Meeting No. 2 is scheduled for 3/17/08 at KYTC D5. The public meeting will be scheduled for either March 23 or 24.

END OF MINUTES

Agenda
Valley Station Area Transportation Study
PTM 1 (Kickoff Meeting)
February 4, 2008
KYTC District 5

- A) INTRODUCTION / MEETING MINUTES

- B) PROJECT GOALS

- C) FIELD DATA COLLECTION METHODOLOGY
 - 1. TURNING MOVEMENT COUNTS
 - 2. KEY 15 INTERSECTION ASSESSMENTS
 - ROAD LAYOUT
 - BIKE, PEDESTRIAN, & TRANSIT FACILITIES
 - TRAFFIC COUNTS
 - ACCESS MANAGEMENT
 - 3. ROADWAY LINK ASSESSMENT
 - BICYCLE, PEDESTRIAN, & TRANSIT FACILITIES
 - SAFETY CONCERNS

- D) PRE-EXISTING OFFICE DATA
 - 1. ROAD PLANS
 - 2. DEVELOPMENT PLANS (I.E. JOHNSON'S DAYCARE)
 - 3. SIGN INVENTORY DATA
 - 4. CRASH DATA
 - 5. TRAFFIC VOLUMES
 - 6. SIGNAL TIMING DATA

- E) PUBLIC INVOLVEMENT PLAN
 - 1. LIST OF STAKEHOLDERS
 - 2. PUBLIC MEETING FLYER
 - 3. SCHEDULE PUBLIC MEETING



Architecture

Engineering

Construction

MEETING MINUTES

Project: 3rd Street Road/ St. Andrews Church Road Area Transportation Study
Project Number 08401.000
Purpose: Project Team Meeting No.2
Place: KYTC D5 Conference Room, 8310 Westport Rd., Louisville, KY
Meeting Date: March 17, 2008 1:00 p.m.
Prepared By: Doug Heberle
In Attendance:

Tom Hall	KYTC D5
John Callihan	KYTC D5
Jason Richardson	KYTC D5
Patrick Clark	KYTC D5
Paul Davis	KYTC D5
Harold Tull	KIPDA
Andy Rush	KIPDA
Rick Storm	Louisville Metro
Dirk Gowin	Louisville Metro
Tom Springer	Qk4
Mark Adams	Qk4
Doug Heberle	Qk4
Jeremy Lukat	Qk4

The meeting began with self introductions and by Mark Adams providing a review of the project status and schedule.

Tom Springer provided an introduction of the meeting agenda and handouts to be included in the presentation.

PTM 3 has been scheduled for Monday, April 21, at 1:00. Tentative dates for the Public Meeting are May 6, May 8, or May 5. This is yet to be determined. The format of the meeting will be an Open House from 6:00 to 8:00 with a short presentation at about 6:30 to provide an overview of the project. No comments or questions will be addressed during the presentation.

Mark proceeded with the photo tour of the project area and pointed out problem areas along the roadway corridors. The following highlights were observed:

1. Vertical and horizontal curve on 3rd St. Rd. at James Hill Rd. is problematic
2. Vertical curve and minimal sight distance at 3rd St. Rd. and Lamborne Blvd is a concern.

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PTM # 2 Meeting Minutes

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3. Johnson's Day Care needs an additional driveway for bus entrance. A concerted effort would be necessary to achieve this. The owners of the business are very receptive and interested in a solution of this type. In order for this to become a reality, JCPS would need to approach KYTC D5 with a request to begin this process of adding a driveway.
4. Wisertown Road needs to be widened. Fortunately, there is ample Right of Way to achieve this.
5. Cartledge Ct. exhibits safety issues due to the narrow turning radius of the intersection with 3rd St. Rd.
6. Many sections of 3rd St. Rd. and Southside Drive need to be updated with an additional lane and the drainage ditches piped to provide adequate shoulders.

After the photo tour, the following elements of the study area were illustrated and discussed: the functional classifications of the study area arterials, ADT, Crash Data, LOS, turning movements, transit service, and pedestrian facilities.

There is one high crash area in the study area: 3rd St. Rd. between the Stonestreet Rd. intersection and E. Pages Ln. Intersection. Some very low LOS ratings, such as Manslick Rd. at 3rd St. Rd., can be attributed to lengthy delay times at some intersections. Others, such as Palatka Rd. at New Cut Rd., are due to high ADT volumes.

It was noted that all the intersections, except for Wisertown at 3rd St. Rd. and McNair at 3rd St. Rd. are served by transit. Sidewalks, however, are limited along the major corridors with the exception of New Cut Rd.

The current (2008) and future (2030) ADT's of the study area were produced by KIPDA and presented at the meeting. This was followed by a discussion that the model could be run with alternative assumptions in order to explore other possibilities of future growth which would result in different ADT volumes.

The focus of the next project team meetings will be to review stakeholder consultations, provide and identify short-term intersection improvement options, as well as intersection improvement alternatives for potential inclusion in the long range plan, and prepare for the public informational meeting

END OF MINUTES

Agenda
3rd St. Rd./St. Andrews Church Rd. Area
Traffic Study
PTM 2 (Existing Conditions)
March 17, 2008
KYTC District 5

A) REVIEW OF WORK COMPLETED

B) PHOTO TOUR

C) DATA / EXISTING CONDITIONS

ADT COUNTS, CRASH DATA

TURNING MOVEMENT AND LOS AT INTERSECTIONS

TRANSIT SERVICE AND SIDEWALKS

D) STAKEHOLDER COORDINATION

WHAT HAS BEEN DONE

WHAT IS LEFT TO DO

E) PROBLEM AREAS

F) HANDOUTS

EXECUTIVE SUMMARY OF EXISTING CONDITIONS

FIGURE 1 – STUDY AREA

FIGURE 2 – FUNCTIONAL CLASSIFICATIONS

EXHIBIT 1 - ADT COUNTS, % TRUCK TRAFFIC, CRASH DATA

EXHIBIT 2 - TURNING MOVEMENT AND LOS

EXHIBIT 3 - TRANSIT SERVICE AND PEDESTRIAN FACILITIES

PHOTOS OF INTERSECTIONS

CRITICAL RATE ANALYSIS

CURRENT AND FUTURE TRAFFIC PROVIDED BY KIPDA



Architecture

Engineering

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MEETING MINUTES

Project: 3rd Street Road/ St. Andrews Church Road Area Transportation Study
Project Number 08401.000
Purpose: Project Team Meeting No.3
Place: KYTC D5 Conference Room, 8310 Westport Rd., Louisville, KY
Meeting Date: April 21, 2008 1:00 p.m.
Prepared By: Doug Heberle
In Attendance: Tom Hall KYTC D5
John Callihan KYTC D5
Patrick Clark KYTC CO - Maintenance
Paul Davis KYTC D5
Brian Meade KYTC D5
Harold Tull KIPDA
Andy Rush KIPDA
Rick Storm Louisville Metro
Tom Springer Qk4
Mark Adams Qk4
Doug Heberle Qk4
Albert Zimmerman Qk4

The meeting began with self introductions and by Mark Adams providing a review of the project status, particularly the stakeholder meetings.

Doug Heberle presented the stakeholder meeting mailing list for confirmation from the project team. The list of names is made up of citizens active in public affairs and was provided by the representatives of Louisville Metro Districts 13 and 25 at the respective stakeholder meetings. Doug then presented the drafts of the public meeting flyer and the public comment questionnaire for the teams review. Public Involvement Meeting related comments:

- Add Metro and KIPDA's logo to the flyer.
- Have a handout page the people can take with them and then a comment form that they can complete and leave at the meeting. Put the title on both.
- Move the Name and Address lines from the handout to the comment form. On the back of the handout, put Figure 1 (location map showing 15 intersections and streets).
- Provide contact information on both the handout and the comment form.
- Put a deadline for comments 15 days after the May 8 meeting, which would be May 23.
- Produce 200 copies of the public comment form

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Albert Zimmerman then presented the improvement alternatives for each of the intersections. Following is the summary of recommended overall comments for each exhibit board:

- Show turning movement numbers
- Show some pictures if possible and helpful.
- Label landmark buildings.
- Use a clearer font for the street names; provide a legend for the colors.
- Try to use hatch patterns so people can see the existing conditions on the aerial.
- Show future sidewalks when possible.
- Do not show LOJIC-based property lines.
- Show all sidewalks as “planned” and none as “future” or “programmed.”
- Change name in title from “Valley Station” to “Third Street / St. Andrews Church Road Area.”

Intersection-specific comments are:

- #1 Metro is looking at striping Stonestreet with bike lanes when it is resurfaced in 2009.
 - #2 Check for a Bell South switch station in the way of the proposed future turn lane. This equipment is located on the west side of E. Pages Lane, just prior to the 3rd Street Road intersection. Show future stop bars bolder, and label them as such.
 - #3 Check for widening on the east side to avoid drainage impacts
 - #5 Remove option 5A, but maintain option 5B. However, on option 5B, show an alternative alignment to connect with neighboring property adjacent to Johnson’s Day Care.
 - #6-7 Current widening is underway by a developer, need to check status. Possibly show on one exhibit. Do not show access management improvements, but do include them in the report.
 - #8-9 Refer to what is in the TIP, check to see in which Councilman’s district this lies, and possibly coordinate with Councilman Johnson, if in his district. Rick Storm is to provide Qk4 with a copy of the plans developed for this section. This will be labeled on the exhibit that it is currently under study.
 - #11 Illustrate future traffic signal with a user-friendly icon and with callout text.
 - #10-12 Show all three intersections on one map, with sidewalks and future signal.
 - #13 Qk4 to reconsider access management on this exhibit.
 - #15 Show both alternatives which achieve a right turn lane from eastbound Outer Loop to southbound New Cut Road: A) Widening towards the creek necessitating widening the bridge over Pond Creek. B) Widen Outer Loop to the north to gain area for the right turn lane. Rick will provide Qk4 with a copy of the proposed Wal-Mart plans, including the bridge over the Creek.
- Wisertown at St. Anthony Church Road – Do not show this proposed improvement at the public meeting.
 - Consider separate right and left turns out of Doss High School
 - Show James Hill Road spot improvement as “future study” instead of specific reconstruction options. The sidewalk is planned on the south side of 3rd Street Road.

The next meeting will be May 28 at 9:00 am at District 5 to prioritize the proposed projects.

END OF MINUTES

Agenda
3rd St. Rd./St. Andrews Church Rd. Area
Traffic Study
PTM 3 (Alternatives Development)
April 21, 2008
KYTC District 5

A) STAKEHOLDER CONSULTATION

B) PUBLIC MEETING PREPARATION

C) SUMMARY OF RECOMMENDED ALTERNATIVES

EXHIBITS:

PUBLIC MEETING FLYER

PUBLIC MEETING QUESTIONNAIRE

OVERALL MAP: 15 INTERSECTIONS & CORRIDOR SECTIONS

SIDEWALKS MAP: (EXISTING AND FUTURE)

INTERSECTION AND CORRIDOR IMPROVEMENTS



Architecture

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Construction

MEETING MINUTES

Project: 3rd Street Road/ St. Andrews Church Road Area Transportation Study
Project Number 08401.000
Purpose: Project Team Meeting No.4
Place: KYTC D5 Conference Room, 8310 Westport Rd., Louisville, KY
Meeting Date: May 28, 2008 9:00 a.m.
Prepared By: Doug Heberle
In Attendance:

Tom Hall	KYTC D5
John Callihan	KYTC D5
Jason Richardson	KYTC D5
Patrick Clark	KYTC CO - Maintenance
Paul Davis	KYTC D5
Andrea Clifford	KYTC D5
Harold Tull	KIPDA
Rick Storm	Louisville Metro
Dirk Gowin	Louisville Metro
Mark Adams	Qk4
Doug Heberle	Qk4
Albert Zimmerman	Qk4

The meeting began with Mark Adams providing a review of the project status, particularly the results from the open house public meeting and the prioritization of the improvement alternatives. A recurring comment from the public meeting emphasized the public's concern over the deep ditches and lack of shoulders on 3rd Street Road, as well as the need for sidewalks.

Mark Adams and Doug Heberle then presented the alternative prioritization matrix, detailing the various alternative improvements and their suggested rankings. The project team was then asked to provide comments and input regarding the suggested prioritization. The matrix was reviewed in conjunction with the display boards which illustrate the suggested improvements. Following is the summary of recommended overall comments for the prioritization matrix:

The following are comments regarding specific intersections with the respective number:

1. Change <\$10,000 cost to N/A
2. The utility should be checked on E. Pages Lane, which could result in a potential cost increase.
3. No Change
4. No Change
5. No Change
6. No Change

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PTM # 4 Meeting Minutes

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7. The new development on McNair Road is in financial trouble. The need for a right turn lane from 3rd Street Road to McNair Road will be evaluated, and the proposed developer widening of McNair Road will be checked.
8. Confirm the cost of 3rd Street Road and New Cut Road. \$45,000 looks too low.
9. Change "Work in Progress" to "High" priority and note (SLO) programmed. Also, evaluate the abutment area on Southside Drive at the guardrail, which is the site of two fatalities.
10. No Change
11. No Change
12. No Change
13. Check cost of curb and gutter for closing the entrances.
14. No Change
- 15A. Correct ROW typo from 1.7 to 0.17.
- 15B. Check needed ROW. The property in this area surrounding Pond Creek should be owned by MSD.

The following are comments regarding corridor improvements:

- Review the MUTCD to see if a consolidated school zone on New Cut Road is practical.
- Sidewalk continuity is needed throughout the study area and it is proposed to be implemented in phases which will be presented in more detail at the next meeting.

The following are general comments:

- Gene Snyder should be referred to as KY 841 and not I-265.
- Add the projected improved LOS column to the alternative matrix.
- The comment was made reminding the project team of the future bike lane on West Manslick to connect with the Jefferson Memorial Forest.

In addition to the intersection priorities, the overall corridors will be prioritized.

It was decided that the matrix of improvement alternatives will be revised by Qk4 and sent electronically to Tom Hall for his review and distribution to the project team. We will request that the high priorities to be rated numerically with "1" being the highest priority.

Some items to identify: Determine the possibility for bus stop improvements and/or increased locations. Also, an opportunity may be identified for a sidewalk which could possibly link bus stops.

The next meeting date is to be announced.

Note: Attached is the Alternative Prioritization Matrix as presented at this meeting.

END OF MINUTES

Agenda
3rd St. Rd. /St. Andrews Church Rd. Area
Traffic Study
PTM 4 (Alternatives Selection)
May 28, 2008
KYTC District 5

A) SUMMARY OF THE PUBLIC MEETING COMMENTS

B) ALTERNATIVE SELECTION PRIORITIZATION

C) FINAL REPORT ORGANIZATION

HANDOUTS:

SUMMARY OF PUBLIC COMMENTS

IMPROVEMENT ALTERNATIVE PRIORITIZATION MATRIX



Architecture

Engineering

Construction

MEETING MINUTES

Project: 3rd Street Road/ St. Andrews Church Road Area Transportation Study
Project Number 08401.000
Purpose: Project Team Meeting No.5
Place: KYTC D5 Conference Room, 8310 Westport Rd., Louisville, KY
Meeting Date: June 30, 2008 1:00 p.m.
Prepared By: Doug Heberle
In Attendance:

Tom Hall	KYTC D5
John Callihan	KYTC D5
Jason Richardson	KYTC D5
Paul Davis	KYTC D5
Harold Tull	KIPDA
Andy Rush	KIPDA
Rick Storm	Louisville Metro
Dirk Gowin	Louisville Metro
Mark Adams	Qk4
Doug Heberle	Qk4

The meeting began with Mark Adams providing a review of the project status and that the information presented at this meeting would conclude the content of this transportation study.

Mark Adams and Doug Heberle then presented the recommended projects as they ranked within three categories: corridor improvements (which consist of area and intersection improvements), phased sidewalk improvements, and revised and ranked KIPDA Long Range Plan (LRP) projects located in the study area. The recommended projects were presented on individual project data sheets detailing the location, background, and recommended improvement. The project sheets were reviewed in conjunction with the display maps illustrating the location of the corridor improvements, sidewalk phasing improvements, and the revisited KIPDA LRP projects planned for the area. The project team was then asked to provide comments and input regarding the suggested prioritization. Following is the summary of recommended overall revisions for the format of the project data sheets and some general comments:

- Include State Route number in the title header of each page.
- Include the study name (Third St. Rd. / St. Andrews Church Rd. Area Transportation Study) and date on each page.
- Include a project page on the safety issues along Southside Dr. Include discussion of guardrail and headwall treatment options. Qk4 recommends that this be a high priority to be ranked immediately after the James Hill Curve project on 3rd St. Rd.

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PTM # 5 Meeting Minutes

June 30, 2008

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- On the sidewalk phasing data sheets, include a color code indicating the phases shown on the inset map.
- Provide the detailed breakdown of the planning level cost estimates to KYTC for review and concurrence before inclusion into the final report.
- Describe roadway directions as they apply to the state route designations, not necessarily the true heading.
- Revisions were suggested for the indicated roadway striping on several of the aerial maps depicting the recommended improvements.

Individual project data sheet recommendations are as follows:

- James Hill Rd. Curve Improvement - Project ID #16 and 17 (page 3): Options A and B should both be a High Priority
- 3rd St. Rd. and New Cut Rd. Intersection - Project ID #8 (page 7): Change Congested to Congestion
- School Zone Consolidation - Project ID #21 (page 9): Change from Medium to Low priority
- St. Andrews Church Rd. at Palatka Rd. Intersection - Project ID #13 (page 11): Insert aerial map of this project. Correct Figure 22 to say "south from" instead of "north at".
- New Cut Rd. and Outer Loop Intersection - Project ID #15 (page 12): In Figure 26, change west to east.
- 3rd St. Rd. and McNair Rd. Intersection - Project ID #7 (page 17): Remove "No operational improvements necessary" and replace with "Ongoing Improvements". On Figure 35, change "north" to "east". On Figure 36, change "south" to "west".
- Southside Drive Improvements - Project ID #9 (page 18): Reference the Item number in the Highway Plan for the widening of Southside Drive. Also, add another project sheet for the discussion of guardrail and headwall treatment options (see reference above, under "overall revisions").

KIPDA Long Range Plan (LRP) Revisions and Recommendations are as follows:

- Include revised cost estimates for the corresponding revised projects from the KIPDA LRP.

Mark Adams thanked everyone for their commitment and participation in guiding this project to completion. The next step is for Qk4 to compile the information into a draft report and distribute it electronically to the team members. The timeframe for this should be in the vicinity of three weeks from this meeting date.

Post Meeting Note: Due to the future flexibility of the implementation of recommended projects, all cost estimates will be given in 2008 dollars and noted as such, both in the report text and the project data sheets.

END OF MINUTES

Agenda
3rd St. Rd. /St. Andrews Church Rd. Area
Traffic Study
PTM 5 (Report Summary)
June 30, 2008
KYTC District 5

A) RECOMMENDED ALTERNATIVES PRIORITIZATION

- IMPROVEMENT ALTERNATIVE PRIORITIZATION MATRIX
- PROJECT DATA SHEETS
- KIPDA LONG RANGE PLAN PROJECTS PRIORITIZATION

B) FINAL REPORT ORGANIZATION & REQUIREMENTS

EXHIBITS:

MAP OF PRIORITIZED INTERSECTION AND CORRIDOR IMPROVEMENTS

MAP OF PHASED SIDEWALK IMPROVEMENTS

MAP OF REVISED AND PRIORITIZED KIPDA LRP PROJECTS