

Design Workshop A

Design Workshop

Session A

Session Objective

Develop a clear understanding of project context elements, identify project stakeholders, and develop a plan for public participation.

Introduction of Team members (15 minutes)

Team members introduce themselves and describe their experience with “context sensitive solutions” and experience with application of these or similar ideas (15 min.)

Introduction to the Design Study Area (15 minutes)

Facilitator introduces the existing community context and the DOT’s statement of purpose and need for the transportation facility. The team reviews and discusses the materials. (15 min.)

Assignment (60 minutes)

- 1. On your base map, identify specific physical contextual elements that should influence design (see checklist):**
 - a. Natural resources**
 - b. Cultural resources**
 - c. Community facilities**

- 2. On your base map, identify community issues that should influence design and indicate the areas they will affect. Consider issues of residents, business owners, and visitors including:**
 - a. Parking, access, speed, modal priorities**
 - b. Business needs**
 - c. Economic development**
 - d. Aesthetic design**
 - e. Community values**

- 3. Identify other modes of travel that need to be considered and indicate the affected areas on your base map: transit, bicycles, pedestrians, freight, railroads, ADA issues.**

- 4. Based on what you’ve identified above, create a flip chart list of the stakeholders who need to be “at the table” during the design process.**

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5. Develop a plan for involving key stakeholders in the project development process.

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Tools

Community Values Checklist

Technical/Transportation

- | | |
|---|--|
| <input type="checkbox"/> Survey | <input type="checkbox"/> Public utilities |
| <input type="checkbox"/> Right of Way (R/W) | <input type="checkbox"/> Private utilities |
| <input type="checkbox"/> Geotechnical | <input type="checkbox"/> Bicycle facilities |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Pedestrian facilities |
| <input type="checkbox"/> Roadways | <input type="checkbox"/> ADA requirements |
| <input type="checkbox"/> Signing | <input type="checkbox"/> Rail |
| <input type="checkbox"/> Construction cost | <input type="checkbox"/> Park and ride |
| <input type="checkbox"/> Drainage | <input type="checkbox"/> Transit facilities |
| <input type="checkbox"/> Structures | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Signalization | <input type="checkbox"/> Parking |
| <input type="checkbox"/> ITS | <input type="checkbox"/> Funding sources |
| <input type="checkbox"/> MOT | <input type="checkbox"/> Others? |

Physical Environment

- | | |
|---|--|
| <input type="checkbox"/> Land uses | <input type="checkbox"/> Vegetation |
| <input type="checkbox"/> Businesses | <input type="checkbox"/> Wetlands |
| <input type="checkbox"/> Farmland | <input type="checkbox"/> Water bodies |
| <input type="checkbox"/> Parks | <input type="checkbox"/> Floodplains |
| <input type="checkbox"/> Recreation facilities | <input type="checkbox"/> Erosion issues |
| <input type="checkbox"/> Community facilities | <input type="checkbox"/> Natural features |
| <input type="checkbox"/> Hazardous material sites | <input type="checkbox"/> Fish |
| <input type="checkbox"/> Cultural resources | <input type="checkbox"/> Wildlife |
| <input type="checkbox"/> Topography | <input type="checkbox"/> Threatened/endangered species |
| <input type="checkbox"/> Trees | <input type="checkbox"/> Others? |

Cultural/Social/Economic/Political Environment

- | | |
|---|--|
| <input type="checkbox"/> Demographics | <input type="checkbox"/> Special resources |
| <input type="checkbox"/> Cultural interests/practices | <input type="checkbox"/> Special interest groups |
| <input type="checkbox"/> Community leaders | <input type="checkbox"/> Architectural character |
| <input type="checkbox"/> Decision-making processes | <input type="checkbox"/> Community icons |
| <input type="checkbox"/> Community history/heritage | <input type="checkbox"/> Landmarks/gateways |
| <input type="checkbox"/> Potential for noise | <input type="checkbox"/> Hot button issues |
| <input type="checkbox"/> Vibration issues | <input type="checkbox"/> Others? |

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Tools

Stakeholders (Examples)

- Elected officials**
- Property owners**
- Business owners**
- Residents**
- Customers**
- Facility users**
- Special interest groups**
- Regulatory agencies**

- Public agency staff**
- Tribal leaders**
- Disabled**
- Bicyclists**
- Pedestrians**
- Bus operators**
- Truckers**
- Others?**

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Tools

Stakeholder and Issues Grid

Stakeholder and Issues Grid

Issue	Stakeholders	Level of Concern by Stakeholders (High, Medium, Low)	Anticipated Level of Impact of Issue (High, Medium, Low)
1.			
2.			
3.			

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Tools

Stakeholder and Issues Grid

Issue	Stakeholders	Level of Concern by Stakeholders (High, Medium, Low)	Anticipated Level of Impact of Issue (High, Medium, Low)
4.			
5.			
6.			

BUSINESS IMPACTS QUESTIONNAIRE

Questions to Ask Businesses	Planning	Engineering	PS&E Package	Construction	Special Provision	Resources
1. Do I have a plan for engaging businesses in the process and communicating to businesses?	X	X	X	X		
Who are the businesses/properties that will be affected by the project?						TO BE COMPLETED
What are the best ways to communication them (website, email, fax, newsletters, flyers, etc.)?						BY MN/DOT
Do we need a telephone hotline?						
How can the Mn/DOT website (or other websites be used)?						
What printed information do they need? How often are information updates needed?						
What meetings should we have? How often? Do I need regularly scheduled business meetings? What locations would be most convenient for businesses?						
How can the media be used to get information to people?						
Do we need a dedicated public information coordinator/business liaison?						
Do I have a project contact data base? How often should it be updated? Is it complete?						
What other strategies should I use to keep businesses engaged?						
2. How do businesses operate and how will construction affect their operation?	X	X	X	X		
What types of businesses are there?						
Who are their customers?						
What are their hours of operation?						
Do they have permits for special signs or special uses such as sidewalk cafes?						
What are their delivery needs (truck size, frequency, time of day)?						
Do they have special equipment that might be affected by construction activities (utilities, water, internet, vibration, etc.)? What are the costs and or consequences of impact if damaged?						
3. How can I help businesses help themselves during construction?	X	X	X	X		
What local governments do I need to coordinate with and how can they help work with businesses?						
What associations (Chamber of Commerce, business associations, etc.) do I need to coordinate with and how can they help work with businesses?						
What information can I provide that will help businesses anticipate construction activities and impacts?						
What businesses need to be engaged in the process and how? Is there an opinion leader(s) that should be engaged?						
What activities can we support/do that will help sustain business during construction?						
What tools can we provide to businesses that will help them sustain their businesses during construction?						
What special events are there during construction (for example, "Crazy Days")?						
4. What agreements will be needed with local governments and property owners?		X	X			
Is "official mapping" required? What does this mean to businesses and property owners?						
Will there be any special assessments? If so, how will this be communicated to property owners?						
Are any maintenance agreements required with local governments, special service districts, or property owners?						
Are there private areaways that will be impacted? If so, whose responsibility and who pays?						
Do any property owners have special requests (for example, replacement of existing enhancements or improvements above and beyond existing condition)? If so, who does the work and who pays?						
How much influence do the business owners have over municipal consent? Does the project require municipal consent? How can business community influence the outcome of municipal consent?						
5. How are we going to construct the project and how will it affect businesses?		X	X	X		
Should we consider closing the road (partial or full and for how long)?						
Should we consider closing lanes (where and for how long)?						
Should our schedule and construction plan be changed to coordinate better with other planned projects (public and private)?						
Is there work that can/should be done early?						
Can we work at night?						
What days and hours can we work? Are there specific times that would be especially disruptive to businesses? How will this impact hours of business operation?						
Are there special events that we need to accommodate? What is needed to accommodate the special event?						
Will the project affect the visibility of the business? If so, what needs to be done to address this problem?						
Are there existing signs or billboards that will be taken down or will not be visible during construction? If so, what needs to be done to address this problem?						
6. How will traffic flow through the construction zone and how will this impact businesses?		X	X	X		
What detours are planned and how will this impact businesses? Are they acceptable to businesses?						
Will certain cross streets or intersections be closed and how will this impact businesses? Is this acceptable to businesses?						
What construction business signage will be provided for businesses? Who, where, when, how much?						
What detours will be provided for through travel? Is it reasonable?						
How will circulating traffic be accommodated and signed?						
How will access (type, width, profile) be provided to parking, driveways and businesses?						
Where will haul routes be located. What large trucks and farm to market needs anticipated?						
?						
Will on-street parking be removed during (and after) construction? Is there alternative parking available? Is this reasonable and acceptable to the businesses? Modify to assure compliance to ADA requirements.						
How will traffic be affected 24 hours/day and 7 days/week? How does this relate to business hours of operation? Is this acceptable to businesses?						
7. What needs to be done to accommodate pedestrians, bicycles and transit during construction?	X	X	X	X		
How will ADA requirements be met during construction?						
What temporary materials will be used on sidewalks, pedestrian ramps, crosswalks, etc.? All materials need to meet ADA requirements.						
How will temporary pedestrian or bicycle routes be signed and marked?						
Are there transit shelters or school bus stops that need to be relocated or need temporary access during construction?						
Do public or school buses have to be rerouted during construction? If so, what signing and advance information is needed? Will you need additional crossing guards at school crossings or school bus stops?						
How and where will pedestrians cross the work zone? Are there refuge areas if needed? Do you need a flagger to assist? Do you need special pedestrian signing? Do you need signal timing to be adjusted?						
Will pedestrians be able to cross streets safely during construction? Are there refuge areas if needed? Do you need a flagger to assist? Do you need special pedestrian crossing signage? Do signal times need to be adjusted?						
How will pedestrians be provided access to buildings and sidewalks?						
What pedestrian signing will be needed?						
How are you coordinating with transit agencies, school districts and other service providers?						
8. How will construction activities impact businesses?		X	X	X		
Are there businesses that will be affected by construction noise and, if so, what needs to be done?						

BUSINESS IMPACTS QUESTIONNAIRE

	How will dust be managed during construction? How often will streets be swept and watered?					
	How will garbage collection be handled during construction?					
	Where will construction debris be stored and how often will it be cleaned up?					
	Where will construction equipment and materials be stored? Is this acceptable to businesses? Will engine starting and/or back-up alarms create problems?					
	How will materials and equipment be delivered to the construction site? How will access be provided to the work zone? How will the queuing of equipment impact access to businesses?					
	Will there be vibration that will affect businesses (construction equipment, blasting, etc.)? Will work hours need to be adjusted to accommodate business operating hours?					
	Will the visibility of the business or its signs be obscured by construction activities? If so, what will be done to address this problem?					
9.	How will the project affect access to businesses during construction?					
	How will access be provided to business parking, parking ramps, etc. during construction?	X	X	X		
	How will deliveries (large and small trucks) be accommodated (consider length, width, profile, sight distance)?					
	How will customers be able to pick up orders, drop off passengers, etc.?					
	Are there other curb zone permits (valet, taxi, tour bus, etc.) and uses that need to be accommodated?					
	How will drainage and ponding be accommodated temporarily during construction?					
	What materials will be used on temporary access roads?					
	How will daily deliveries be accommodated during construction (US mail, newspapers, etc.)? How will this be coordinated with USPS, other providers, business owners?					
10.	How will the project impact adjacent buildings?					
	Are there underground areaways or utility vaults that will be impacted? Who does the repairs and/or improvements? Who pays?	X	X	X		
	Will there be utility shut-offs? How will this impacts businesses? Is this acceptable?					
	Will there be vibration impacts? If so, are there special accommodations that are needed?					
	What will the process be for addressing building damage?					
	Is there streetscaping or street furniture that needs to be replaced? Will new streetscaping be provided? What is the best timing for removal and replacement?					
	What will the process be for addressing water in basements or other drainage problems?					
	How will the claims process be handled? What happens if an insurance claim is pending or denied?					