

**Appendix E: Project Team Meeting Minutes**

**MINUTES**  
**Project Team Meeting #1**  
**Bluegrass Crossings Regional Business Centre**  
**Improved Access Road Study**  
Ritatsu Manufacturing (Board Room)  
Beaver Dam, Kentucky  
June 11, 2014  
10:30 AM CDT

A project team meeting for the Bluegrass Crossings Regional Business Centre Improved Access Road Study in Ohio County was held at 10:30 a.m. CDT on Wednesday, June 11<sup>th</sup> in Beaver Dam, Kentucky in the Ritatsu Manufacturing board room. The purpose of the meeting was to discuss the project purpose and history, the scope of work, the existing conditions, relevant project issues, conceptual alternatives, and stakeholder input strategies. Participants in the meeting represented the Kentucky Transportation Cabinet (KYTC) District 2 and Central Offices, the Green River Area Development District (GRADD), and the consultant firm, CDM Smith. Meeting attendees included the following persons:

Kevin McClearn	KYTC, District 2 Chief District Engineer
Nick Hall	KYTC, District 2 Planning Supervisor & LPA Coordinator
Mikael Pelfrey	KYTC, Central Office Planning
Steve Ross	KYTC, Central Office Planning
Shane McKenzie	KYTC, Central Office Planning
Deanna Mills	KYTC, Central Office Planning
David Martin	KYTC, Central Office Design
Gina Boaz	Green River ADD
Brad Johnson	CDM Smith
Len Harper	CDM Smith

A summary of the key discussion items and decisions from this meeting are provided below, following the agenda outline.

**1. Welcome and Introductions**

Nick Hall, KYTC District 2 Project Manager, began the meeting and welcomed attendees to the first project team meeting.

**2 & 3. Purpose of the Project and Meeting**

Brad Johnson, CDM Smith Project Director, briefly outlined the purpose of the project and explained the approach and schedule.

There are residential homes, approximately 30, along Old Liberty Church Road which is the only entrance to the Bluegrass Crossings Regional Business Centre. This creates a safety concern due to the

high number of trucks that use the entrance. As a result the KYTC has initiated this study to determine if there are ways to improve the access road to the Business Centre.

There will be two project team meetings and two stakeholder/local officials meetings as part of this study.

#### **4. Draft Purpose and Need**

Len Harper, CDM Smith Project Manager, introduced the draft purpose and need statement which is to improve safety, traffic operations, and the existing accessibility to the Bluegrass Crossings Regional Business Centre. The primary focus is on the safety concerns of the existing entrance. The following needs were also identified during the existing conditions analysis:

- Safety
  - The US 231 and Old Liberty Church Road intersection is a high crash spot.
  - Old Liberty Church Road passes through a residential area and is the only entrance to the Business Centre.
  - Two school bus routes currently utilize Old Liberty Church Road.
  - Based on field observations there is a sharp “S” curve and vertical curves with inadequate sight distance along Old Liberty Church Road.
- Traffic Operations
  - Currently there are approximately 1,800 vehicles and 180 trucks using Old Liberty Church Road each day.
  - The Business Centre has approximately 1,134 acres of land available for development. Based on a preliminary trip generation analysis, which looks at employment and area available for development, traffic volumes along a New Entrance Road could range from 1,500 vehicles per day to 6,000 vehicles per day by 2040.
  - As the Business Center grows, additional capacity will be needed at the entrance/US 231 intersection.
- Accessibility
  - The existing Business Centre entrance (Old Liberty Church Road) is located 0.2 mile from Exit 75 of the Western Kentucky Parkway.
  - Business prospects are concerned about adding additional employee and truck traffic to Old Liberty Church Road because it passes through a residential area.

Comment: Nick Hall met with the Ohio County Sheriff looking for crash records along Old Liberty Church Road. The Sheriff could not recall any crashes but stated any records should be available on the Kentucky State Police website. *CDM Smith will look through the website again to see if Old Liberty Church Road was mislabeled.*

Questions:

- Question - Len Harper: Are secondary goals needed for this project?  
Answer - Kevin McClearn: The Purpose and Need as shown is sufficient.

- Question - Kevin McClearn: Are there 1,134 acres of land available for development or is that the total area of the Business Centre?

Answer - Shane McKenzie: 1,134 acres is the amount of land available based on the maps. *CDM Smith will verify this.*

## 5. Existing Conditions

CDM Smith went over the existing conditions analysis, maps, and potential project issues and the group had an open discussion about these as follows:

- Kevin McClearn: All phases of this project are funded in the current Six Year Highway Plan with state funds. It is a SPP project with \$400k for Design, \$700k for RW, \$300k for Utilities, and \$3 million for Construction.
- Len Harper: The proximity of the existing entrance to the Western Kentucky Parkway Interchange provides a good regional connection for the Business Centre. We want to maintain this when looking at different improvement alternatives.
- Len Harper: KYTC conducted Traffic Counts in April along Old Liberty Church Road. Old Liberty Church Road has an average daily traffic of 1,800 vehicles. Of that, 1,500 (83%) vehicles use the road to access the Business Centre and 300 vehicles (17%) are residential users. Of the 1,800 total vehicles, 180 are trucks.
- Brad Johnson: Currently Old Liberty Church Road and US 231 are operating at acceptable levels of service. Looking to the future, KYTC developed a Draft Traffic Forecast which looked at different development scenarios within the Business Centre and the residential area along Old Liberty Church Road. The Draft Traffic Forecast is still being reviewed by KYTC. But, the bottom line is a new entrance should allow for a SB left turn lane on US 231 and not impede movements at the Western Kentucky Park interchange or existing Old Liberty Church Road.
  - Question – Len Harper: What is a reasonable amount of future development to assume for the Business Centre?
  - Answer – Shane McKenzie: This would be a good question for the Local Officials/Stakeholders.
  - Answer – Gina Boaz recommended asking Kim Logsdon, Executive Director of the Business Centre.
- Len Harper: We examined crash records from the past 4 years along US 231. There is a high crash spot at the US 231 and Old Liberty Church Road intersection. Over the past 4 years there have been 8 total crashes at this location. No SB left turn lane on US 231 could be a factor in a majority of those crashes; 3 ran off the road, 2 rear end, and 1 collision on the shoulder. All were heading southbound on US 231 and could have swerved or hit a vehicle waiting to turn left onto Old Liberty Church Road. US 231 also has narrow lanes, narrow shoulders, and steep ditches at this intersection which does not allow for much error.
  - Nick Hall: The slight skew of Old Liberty Church Road and the “Do Not Enter” signs could cause some confusion for drivers which could have also been a factor in the accidents.
  - Question – David Martin: Do any of these crashes involve trucks?

Answer – Len Harper: Not that I am aware of, but *CDM Smith will double check the crash records.*

- Len Harper: Based on the data request from the Kentucky Heritage Council there are no previously recorded historic resources within the study area. Based on the Kentucky Office of State Archaeology, 7 archeological sites were found during a survey of the Business Centre. Len noted alternative development would need to consider large electric transmission line and multiple stream crossings.
  - Question - Nick Hall: Have the 7 archaeological sites been mitigated or do they need to be mitigated?
  - Answer – Len Harper: CDM Smith will request the Archaeological Survey and investigate further. But as long as our proposed alternatives do not affect the 7 archaeological sites, they should not have a bearing on this project.
- Gina Boaz: What are the implications for “farmland of statewide importance?” It appears some of the alternatives could go through portions of this land. *CDM Smith will investigate this further.*

## **6. Conceptual Alternatives for Group Discussion**

Len Harper explained that the conceptual alternatives presented in the handouts were for discussion purposes only; meant to jump start the discussion and help the project team determine which alternatives should be developed further as part of this study. The true alternative development phase of this project has not begun. The group had an open discussion about these alternatives as follows:

- Gina Boaz: Based on input she has received, the stakeholders will be interested in the alternatives that connect to the center the site (Alternatives 3a and 3b).
- Brad Johnson: Alternatives 3b and 3c push truck traffic further south on US 231 which would create a lot of additional conflict points with all the homes and driveways.
- Kevin McClearn: Our direction at this time is to stay within the \$3 million construction budget in the Six Year Plan. Alternative 2 accomplishes the Purpose and Need while staying within budget. Alternatives 3a, 3b, and 3c create a much larger footprint and would exceed the \$3 million construction budget. As a result Alternative 3a, 3b, and 3c can be removed from further consideration. Also, routing the residential traffic back to the entrance, as shown in Alternative 1, does not appear to be a good idea either. Moving forward Alternative 2 and other variations similar to this should be developed further.
- Gina Boaz: Can we change Alternative 1 and create a separate entrance to the south for the residential users. *CDM Smith will look at this in more detail to see if it is feasible. Terrain could be an issue.*
- Len Harper: An advantage of Alternative 1 is maintaining the existing Business Centre way-finding signs.

## **8. Stakeholder Meeting #1**

Brad Johnson explained the first part of the Stakeholder Meeting will be similar to the Project Team Meeting. We will go through all the handouts, except the Traffic Forecast and Archaeological handouts which were omitted because the Traffic Forecast is still a draft and Archaeological information cannot be shared with the public. At the end of the meeting we will offer attendees the opportunity to go on a field visit. The group had an open discussion about agenda as follows:

- Len Harper: How do we address the stakeholder question; why are we not looking at a new interchange as an alternative?
  - Answer: Kevin McClearn – We would likely not meet the warrants or design requirements from FHWA for an interchange at this location. Plus the Business Centre does not have the roadway infrastructure to connect to a new interchange. This is beyond the direction provided by the Secretary and the \$3 million construction budget in the Six Year Plan. We have other feasible alternatives that meet both the Purpose and Need and the \$3 million construction budget.

## **8. Next Steps**

Brad Johnson explained the next step is to take the input we received today and develop alternatives that will be presented at the next round of meetings in late August or early September.

## **8. Q&A**

With no further questions, the meeting adjourned at 12 p.m. CDT.

**MINUTES**  
**Final Project Team Meeting**  
**Bluegrass Crossings Regional Business Centre**  
**Improved Access Road Study**  
KYTC District 2 (Conference Room)  
Madisonville, Kentucky  
September 22, 2014  
1:30 PM CDT

The project team held its second and final meeting for the Bluegrass Crossings Regional Business Centre Improved Access Road Study in Ohio County at 1:30 p.m. CDT on Monday, September 22<sup>nd</sup> in Madisonville, Kentucky in the Kentucky Transportation Cabinet (KYTC) District 2 conference room. The purpose of the meeting was to review the input received from stakeholders regarding the initial alternatives and select a project team recommended alternative. Participants in the meeting represented the KYTC District 2 and Central Offices, the Green River Area Development District (GRADD), and the consultant firm, CDM Smith. Meeting attendees included the following persons:

Kevin McClearn	KYTC, District 2 Chief District Engineer
Nick Hall	KYTC, District 2 Planning Supervisor & LPA Coordinator
Shane McKenzie	KYTC, Central Office Planning
Mikael Pelfrey	KYTC, Central Office Planning
Deanna Mills	KYTC, Central Office Planning
Eileen Vaughan	KYTC, Central Office Planning
Gina Boaz	Green River ADD
Brad Johnson	CDM Smith
Len Harper	CDM Smith

Key discussion points and decisions resulting from the meeting are summarized below.

**1. Overview of Final Local Official/Stakeholder Meeting**

Len Harper summarized the survey results and comments from the morning's stakeholder meeting.

Stakeholders were asked; of the Initial Alternatives presented today, which do you prefer?

- No Build = 0 votes
- Alternative 1 = 2 votes (22%)
- Alternative 2 = 7 votes (78%)
- Alternative 3 = 0 votes
- Other = 0 votes

## 2. Group Discussion: Recommended Alternative

The team reviewed the initial alternatives and the comments from the morning's stakeholder meeting. The group had an open discussion about the initial alternatives as follows:

- Question: Why can't Alternative 1 and Alternative 2 be shifted further south?  
Answer: (1) Cannot move the new entrance any further south and maintain intersection sight distance requirements. (2) Don't want to provide room for additional access along US 231. Prefer access off the proposed Business Centre entrance rather than additional access along US 231.
- Show typical section, legend, and stream crossings on all the alternative maps.
- The new Business Centre entrance typical section should include desirable KYTC dimensions and a fence.
- Question: Is there enough existing right-of-way to widen US 231?  
Answer: There will likely be some right-of-way acquisition needed to widen US 231.
- Show the existing and proposed US 231 Typical Section in the report.
- If possible, buy and/or limit access along both sides of US 231 between the proposed Business Centre entrance and the Interchange. The feasibility of this will need to be studied further in the design phase.
- The Bluegrass Crossings Regional Business Centre will need to remove the retaining wall and welcome signage at the US 231/Old Liberty Church Road intersection if a new entrance is built. The retaining wall in front of the welcome sign is in the US 231 clear zone and may need to be removed either way.
- Alternative 2 is the project team recommended alternative. If cost becomes an issue during the design phase, Alternative 1 will also be considered. The following changes should be made to the Recommended Alternative Map (Alternative 2):
  - Add ditch line and fence line.
  - Make the proposed Business Centre entrance partially controlled access and put up a fence along the road restricting all future access to the one designated access point. Show the proposed access point at 1,200 feet and include entrances on both sides of the road. Discuss the urban spacing requirement in the report as another potential option.
  - Show a driveway connection off Old Liberty Church Road to the eastern private property next to Ritatsu.
  - If available show PVA property lines and the easement for the electric transmission line.
  - If traffic does not warrant left turn lanes at Old Liberty Church Road, remove them.
  - Update the right-of-way cost estimate to match what is in the 2014-2020 Six Year Highway Plan.

## 3. Next Steps

CDM Smith will provide draft meeting minutes and a draft report to KYTC in the coming weeks.

## 4. Q&A



With no further questions, the meeting adjourned at 3:30 p.m. CDT.