C O M M E N T   R E S O L U T I O N   W O R K S H O P
M I N U T E S

MEETING DATE: March 20, 2008

MEETING TIME: 9:00 AM

MEETING LOCATION: City of Cleveland Municipal Building

ATTENDEES:

Anthony Casteel, Cleveland MPO	Bill Walker, Cleveland Transit
Ralph Comer, TDOT	Megan Wilson, City of Cleveland
Tom Grant, City of Cleveland	Alan Wolfe, TDOT
Scott Medlin, TDOT	Tom Fowler, Kimley-Horn and Associates
Jennifer Osborne, TDOT	Amy Lewis, Kimley-Horn and Associates
Joseph Roach, TDOT	

SUBJECT: Cleveland Regional ITS Architecture and Deployment Plan Comment Resolution Workshop

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1.   Introductions

Tom Fowler welcomed the attendees and thanked them for their continued participation in the development of the Cleveland Regional ITS Architecture and Deployment Plan. Tom provided a brief overview of the status of the project as well as the agenda and purpose of the workshop. The Comment Resolution Workshop is the fourth and final in the series of four workshops scheduled for the Cleveland Region to develop the Regional ITS Architecture and Deployment Plan.

2.   Regional ITS Deployment Plan Discussion

Amy Lewis presented an overview of the Draft Regional ITS Deployment Plan report that was made available on the project website on March 11, 2008. The Regional ITS Deployment Plan documents the priority ITS projects for the Region and meets the US Department of Transportation (USDOT) requirements for a Regional ITS Architecture that a sequence of projects be included. The Regional ITS Deployment Plan also shows which ITS market packages each project supports and establishes the project conformity that is required by the USDOT in order to receive federal funding on ITS projects.

Amy encouraged stakeholders to review the Draft Regional ITS Deployment Plan report and provide any comments to Kimley-Horn. The project recommendation tables in Section 3 of the report were identified as the most critical part of the Draft Regional ITS Deployment Plan for stakeholder review.

3.   Discussion of Comments Received

The majority of comments submitted by stakeholders prior to the workshop were for text changes in the document or modifications to element or stakeholder descriptions and were addressed prior to the workshop. Comments requiring additional discussion were presented to the group and resolved during the workshop. Key discussion points included:

▪   Definition of the regional boundaries as including all of Bradley County as well as a portion of McMinn County along the I-75 corridor through the fog zone;

- Addition of emergency vehicle signal preemption corridors to the local agency deployment map in the Regional ITS Deployment Plan; and
- Modification of the DMS location on US 64 eastbound approaching US 411 to place it within Bradley County.

Several additional elements were added to the maps showing ITS field element deployments in the Draft Regional ITS Deployment Plan report. These changes along with the ones previously mentioned and any received during the remaining comment period will be incorporated into the Revised Draft Regional ITS Architecture and Deployment Plan.

4.   ITS Architecture Use and Maintenance Discussion

A discussion was held with stakeholders on how the Regional ITS Architecture and Deployment Plan can be used in future project development. The Regional ITS Architecture and Deployment Plan can also be used to identify projects for implementation during the planning process, facilitate regional coordination and resource sharing during project development and design, and meet FHWA and FTA ITS architecture conformance requirements.   The Regional ITS Architecture is also a valuable resource when developing a project using a systems engineering analysis approach, which is required by the USDOT for projects including ITS. Systems engineering analysis components such as concepts of operations, high level designs, and ITS standards can all be developed directly from the Regional ITS Architecture.

A maintenance process for the Regional ITS Architecture and Deployment Plan was also discussed by the stakeholders. Stakeholders selected a goal of updating the Regional ITS Architecture and Deployment Plan approximately every five years in the year prior to the Long Range Transportation Update. Between updates any changes to the Regional ITS Architecture will be documented using an Architecture Maintenance Documentation Form.   Stakeholders also selected a goal of meeting once per year to review the Regional ITS Deployment Plan and update each other on any ITS deployments that are planned or being deployed.

The Cleveland MPO will collect the change forms between updates.

5.   Next Steps

Next steps in the project were identified as follows:

- Kimley-Horn will develop a Revised Draft Regional ITS Architecture and Deployment Plan;
- Stakeholders will provide final comments within two weeks after documents are sent out for review;
- Kimley-Horn will develop the final Regional ITS Architecture and Deployment Plan documents and executive summary brochure and send to stakeholders in May.

Each stakeholder that has participated in the process will receive a CD with PDF files of all of the documents. TDOT and the Cleveland MPO will also receive copies of the MS Word files and Turbo Architecture Database.