SAMPLE TRANSMITTAL LETTER

**CORRESPONDENCE/MEMORANDUM State of Wisconsin**

Date: January 26, 2021

To: Beth Cannestra

 Director, Bureau of Project Development

 Attn: Richard Herrick

From: Bunmi Olapo

 Southeast Region

Subject: PERPETUATION DESIGN STUDY REPORT

 Project I.D. 3340-09-00

 STH 31

 Green Bay Road, City of Kenosha

 78th Street intersection

 Kenosha County

Having considered the economic and social effects of this project, its impact on the environment, and its consistency with the goals of community planning, we request your approval of the attached design study report.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Region Project Development Chief Date

Concur:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Bureau of Project Development, Date

Design Oversight and Standards Services Chief

**PERPETUATION DESIGN STUDY REPORT**

1.0 Project Description and Need

1.2 Project Length and Termini

|  |
| --- |
| 0.047 miles |

Project Length:

Termini/Limits:

|  |
| --- |
| Green Bay Road, City of Kenosha78th Street Intersection |

1.3 Existing Roadway Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Roadway** | **Functional Class (Principal or Minor Arterial, Collector or Local)** | **Surrounding Development Type? Rural, Urban or Transitional** | **Corridors 2030 or Backbone (No or State Which)** | **NHS Route (Yes or No)** | **Long Truck Route (No or State Federal or State)** | **Access Control Tier** | **On Ped. Trans. Plan (Yes or No)** | **On Bike Trans. Plan (Yes or No)** |
| STH 31 | Principal Arterial | Urban | No | NHS | State/ Federal | 2A | Yes | Yes |

Comments:

|  |
| --- |
|  |

1.4 Need for Project

|  |
| --- |
| The proposed action is needed to prevent future traffic from queuing onto WIS 31. The right turn lane storage length was established based on the results of a Traffic Impact Analysis (TIA) that was submitted by Meijer for the development of their store in 2013. The study showed that the through queue on WIS 31 at the 78th Street intersection in 2024 would be 435 feet for the PM Peak. The analysis indicated that the right-turning vehicles would not be able to get into the turn lane without being blocked by the through queue. The turn lane itself was estimated to have a 50 foot queue and when the minimum d3 (deceleration distance) of 175 feet is added, it would require the turn lane to be at least 225 feet in length. The current turn lane is 125 feet in length.  |

1.5 Proposed/Selected Alternative (State the Improvement Type and add brief description).

|  |
| --- |
| RCND10Extend existing northbound right turn lane storage 100 feet at STH 31/78th Street intersection.Grade for future sidewalk. |

2.0 Existing Facility Information

2.1 Posted Speed

|  |  |  |
| --- | --- | --- |
| **Roadway or Roadway Segment** | **Posted Speed (MPH)** | **Advisory Speed (MPH)** |
| STH 31 | 45 mph | NA |
|  |  |  |
|  |  |  |

Comments:

|  |
| --- |
|  |

2.4 Cross Section(s) Information

See attached Existing Typical Section(s)

3.0 Traffic Information

3.1 Traffic Volumes/Conditions

|  |  |
| --- | --- |
| **Roadway or Roadway Segment** | **AADT(1)** |
| STH 31 | 26,600 |
|  |  |
|  |  |

(1) AADT = Average Annual Daily Traffic

3.2 Existing Crash Analysis

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Was a Region Safety Certification Document completed? |  | Yes | x | No |
| Were any crash problems identified? |  | Yes | x | No |
| If Yes, did you discuss safety mitigation measures with the Region Safety Engineer? |  | Yes | x | No |

Comments:

|  |
| --- |
| None |

**4.3 Design Justifications (DJs)**

**4.3.1 Controlling Criteria Design Justifications (DJs)**

|  |
| --- |
| None |

**4.3.2 Non-Controlling Criteria Design Justifications (DJs)**

|  |
| --- |
| None |

5.0 Proposed Design Improvements

5.1 Improvement Type:

|  |
| --- |
| RCND10 |

5.5 Proposed Cross Section/Pavement Structure Information

See attached Proposed Typical Section(s)

5.8 Permanent Traffic Control Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Will permanent signs be installed? | x | Yes |  | No |

5.9 Safety Enhancements/Mitigation Measures

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are Safety Mitigation Measures to be Implemented in these Crash Location Areas? |  | Yes | x | No |

If so, Describe:

|  |
| --- |
| NA |

5.11 Utilities

Is Project Trans 220 Utility Project (Yes or No)? Yes

Describe any special design features to accommodate utilities:

|  |
| --- |
| None |

Major Utility Agreements:

|  |
| --- |
| None |

Comments:

|  |
| --- |
| NA |

5.13 Financing and Scheduling Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Construction I.D.** | **Cost Estimate** | **Type of Funding** | **Proposed Timeframe for Construction** | **Ties to Other Work or Projects** | **Alternative Contracting (Yes or No)** |
| **% Fed.14** | **% State** | **% Local** |
| 3340-09-70 |  | 0% | 100% | 0% | 2023 | 3330-07-70 | No |
|  |  |  |  |  |  |  |  |

14Fed. = Federal

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does Project Require a State/Municipal Agreement? |  | Yes | x | No |

5.14 Unique Project Features

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5.14.1 Does Project Require any Hazardous Waste Mitigation? |  | Yes | x | No |

Comments:

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| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5.15.2 Does Project contain any Environmental Commitments? |  | Yes | x | No |

Comments:

|  |
| --- |
| NA |

6.0 Synopsis

|  |  |  |
| --- | --- | --- |
| **Reports, Documents and Coordination** | **Completion/ Approval Dates (xx/xx/xxxx)** | **Status of Coordination or Other Information as Needed** |
| Concept Definition Report (CDR) | NA |  |
| Safety Certification Documentation (SCD) | NA |  |
| Bridge or Structure Certification Document Approval (BOSCA) (if needed) | NA |  |
| Signed Pavement Design Report (PDR) | NA |  |
| Public Involvement Plan (PIP) | NA |  |
| Structure Survey Report (SSR) (if needed) | NA |  |
| Public Information Meeting(s) (PIM(s)) | 7/1/2020 | Project newsletter |
| Signed State Municipal Agreement(s) (SMA(s)) (if needed) | NA |  |
| Native American Lands of Interest (NALI) Scoping Determination  | 8/21/2020 |  |
| Final Scope Certification Document Approval (FSC) | NA |  |
| SHPO Coordination Acceptance (Section 106, etc.) (SHPO) | 12/21/2020 | On screening list for Archaeology and History |
| DNR Coordination Acceptance (401 Cert., etc.) (DNR) | 10/13/2020 | Initial review |
| Preliminary Plan Review Complete (PPRC) | 12/3/2020 | 30/60% plan review meeting |
| Preliminary Structure Plan Review Complete (PSPRC) (if needed) | NA |  |
| Signed Environmental Document (ED) Type: CEC | 12/23/2020 |  |
| Interstate Access Justification Report (IAJR) | NA |  |
| Transportation Management Plan (TMP(s)) Type: 2 | 1/25/2021 | 60% approved |
| Freight/ OSOW Accommodations Coordination (FOAC) | NA |  |
| Roadside Hazard Analysis Sheet (RHA) (if needed) | NA |  |
| Drainage Design Report (DDR) (if needed) | NA |  |
| Status of Statutory Actions (SSA) (if needed) | NA |  |

Comments:

7.0 Attachments

1- Project Location/Overview Map

2- Existing Typical Cross Section(s)/ Finished/Proposed Typical Cross Section(s)

- ~~Safety Certification Document (SCD)~~

3- Preliminary Plan Sheet(s)

- ~~Environmental Commitments Basic Sheet (if applicable) (include coordination letters)~~

- ~~Roadside Hazard Analysis Sheet~~

- ~~ADA Technically Infeasible documentation~~

- ~~Non-Compliant Roadside design~~

4- 60% TMP (Transportation Management Plan)