



**Parks and Public Works Committee Meeting
November 28, 2023 – 10:00 am**

*This is an in-person meeting at Saugatuck City Hall, 102 Butler St, Saugatuck, MI 49453.
The meeting will also be available live, virtually on Zoom.*

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES:

A. Regular Meeting Minutes from 10/24/23 Pg.2

5. GUEST SPEAKER

**6. PUBLIC COMMENTS/TODAY'S AGENDA TOPICS ONLY
(LIMIT 3 MINUTES)** Use the "raise hand" button in the participant's screen found in the Zoom interface or enter *9 if calling in by phone to raise hand.

7. REVIEW/DISCUSSION:

- A. Bike trail C2AE – updates next steps. Pg.9
- B. Recycling pilot program.
- C. Airport property due diligence.
- D. Stop sign due diligence.
- E. Playground renovation- next steps.
- F. Tri-Community Parks and Recreation Plan- updates and scheduling.
- G. Study Group Updates
 - 1. Invasive Species
 - 2. Airport Property
 - 3. Blue Star Multimodal Path
 - 4. Village Square & Playground
 - 5. Park Street & Mt. Baldhead Improvements

8. REVIEW NEXT STEPS

9. PUBLIC COMMENTS (LIMIT 3 MINUTES) Use the "raise hand" button in the participant's screen found in the Zoom interface or enter *9 if calling in by phone to raise hand.

10. MEMBER CLOSING COMMENTS

11. ADJOURN

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**PARKS AND PUBLIC WORKS COMMITTEE MEETING MINUTES
October 24, 2023**

The Parks and Public Works Committee met for Regular Committee Meeting at 10:00 a.m.
Saugatuck City Hall
102 Butler St., Saugatuck, MI 49453.

Call to Order:

The meeting was called to order by Chair Baldwin at 10:00 a.m.

Attendance:

Present: Chair Baldwin, Committee members Charak, DeJong, Johnson, & Roche.

Absent: Committee member Kimble.

Others Present: City Manager Heise, DPW Superintendent Herbert.

Approval of Agenda:

Motion by Roche, second by Charak, to approve the agenda for October 24, 2023. Via voice vote, motion carried 4-0.

Motion by Roche, second by Chark to approve the addition of guest speaker, David Nyitray from the ODC to the agenda. Motion carried 4-0.

Approval of Minutes from 9/26/23:

Motion by DeJong, second by Johnson, to approve the minutes from the September 26, 2023, meeting. Via voice vote, motion carried 4-0.

Guest Speaker:

Dave Nyitray from the ODC Network was in-person to speak to the committee about the recent Airport SOAR analysis from the public input session that was held on Friday, October 20th, or answer any questions that the Committee may have.

Public Comments (agenda items only): None.

Review/Discussion:

A. Department of Public Works and Administrative Updates:

DPW Superintendent Herbert said that the team has continued improvements to the Mount Baldhead Pavilion. TNT Roofing installed a new roof on the restroom and the pavilion. The DPW staff then pressure washed all of the concrete and wooden posts. Now they are in the process of repainting all of the all the wooden posts and support beams. They have begun the seasonal work of winterizing town by blowing out irrigation, shutting water off, and winterizing the restrooms.

Herbert said that they recently sold two pieces of equipment. They were old police deputy cars. They are also in the process of selling their oldest dump truck, a 2009 International. They have already replaced that vehicle with a brand-new chassis, snow salt spreader, and plow. It was recently used at a snowplow rodeo hosted by the American Public Works Association. West Michigan International used it as a showpiece to kind of show what they do. He said that it is really nice having a City of Saugatuck truck in that.

They are now hot and heavy in the brush & leaf collection. They added an additional pick-up date for both sides of the river for the end of November as long as the weather cooperates. Vork Brothers is currently refurbishing and painting the Rose Garden fence, and the bridge lights on the Bluestar Highway bridge, and there is an iron gate on the main restroom that they will be touching up as well.

Road construction projects are going really well. There are a couple of hang-ups, but they are still on track and hoping to pave in mid-November as long as the temps allow the asphalt to be within spec. There is a pretty sizable challenge at north Maple Street. There is a small section near North Street that is getting crushed and shaped. They opened up the dam gates at the Peterson Nature Preserve to help dry up that intersection. It didn't work as well as they had hoped and think the beavers have obstructed some of the water flow. He said he may have to invest in a drone purchase so that Superintendent Herbert doesn't have to wade through the muck. He thinks that if they can narrow down where they think the possible obstruction might be and help drain that intersection a little bit better, it is going to be a lot better for the project.

B. Study Group Updates:

a. Invasive Species:

City Manager Heise said that the hemlock woolly adelgid treatment was a huge project that was recently completed.

b. Airport Property:

Chair Baldwin said that they had their SOAR analysis and that it went extremely well, and it was wonderful to partner with the ODC. She got a lot of good public input at the session. She thinks that the general consensus is to legitimize the existing trails and that they need to do things in a thoughtful and productive way by looking into insurance and parking concerns.

Motion by DeJong, second by Johnson, to recommend that City Council staff begin to do due diligence for improving existing trails at the airport property and ensure public access and safety. Via voice vote, the motion carried 4-0.

c. Blue Star Multimodal Path:

City Manager Heise said that the next project status update with their engineer C2AE will be held on October 31, 2023. City staff are requesting a project schedule update or a Gantt chart from the Friends of the Blue Star Trail. He tells the committee that they will be reviewing the palette sign issue, and things such as where the trail goes, the bridge crossing aesthetics, and some tree replacement concerns in which you will be making recommendations to City Council.

d. Village Square:

Committee members DeJong thanked the Committee for recommending the playground project to City Council and thanked City Council for approving it. They are able to move ahead, and she spoke to DPW about the teardown of the old playground equipment, and she thinks that it is a good plan during the winter. They had Jeremy on site again yesterday and the new playground equipment has been ordered. The installation of the new equipment dependent on weather could be scheduled for the third or fourth week of April.

Committee member Roche said that they will reconvene with Sinclair after the holidays. They are hoping that they have exactly what they need to do as far as the community build and make sure that people are aware of the timing so that they can make sure that they have enough bodies out there and have a really good experience with it. They are going to take the lead on all of that. Then they will get back to PPW and City Council to share the information. Committee Member DeJong added that they will need about 30 volunteers, which she doesn't think will be an issue.

d. Park Street & Mount Baldhead:

Committee Member Johnson said that she reached out to Nick Masters because he always attends the meetings and she wanted to make sure that he knew that he was being heard. The project that he has is beyond the committee's scope. He has already spoken with Jon Moxey and Scott Herbert about the project. Nick wanted to be clear that he wants to work with the committee and the City to work with him. He also mentioned installing three-way stops at the corners of Perriman and Park and the other on Campbell and Park. She reiterated that the goal on Park Street is to slow people down.

Motion by Johnson, second by Roche, to ask City Council to review two three-way stops on Park Street, one on Campbell and Park Street, and one on Perriman and Park Street. Via voice vote, the motion carried 4-0.

C. Tri-Community Parks & Recreation Master Plan Update:

Committee Members that were present discussed what they would like to see prioritized in the next five years in the Tri-Community Parks & Recreation Master Plan.

Committee Member Johnson:

- Waterways
- Safety issues
- Signage

Committee Member Charak:

- Water bottle refill stations (Mount Baldhead, downtown, the southside, and the airport property)
- Recycling programs at marinas

Chair Baldwin:

- Mount Baldhead repairs (gravel parking lot, etc.)
- Village Square (bathrooms, sports courts)
- Airport Property (legitimize trails, parking)
- Rose Garden (maintenance signage)
- Signage & Trail markers
- Invasive Species maintenance
- Recycling
- Fish cleaning stations at Wicks or Coghlin Park
- Bathrooms at Coghlin Park
- Oval Beach upgrades
- Peterson Preserve
- Blue Star Trail Construction
- Community Center

Committee Member Roche:

- Conservation
- Mount Baldhead (stairs & decking, recycling)
- Oval Beach
- Conducting the trail systems
- Ball fields & rec areas for the kids
- Foundation for green spaces
- Airport property
- Community Center

Committee Member DeJong:

- Spend as much time on stewardship as they do the recreation part of this.
- Strong designations for the lands already owned
- Invasive species

- Airport property
- Trails
- Develop programs and facilities where sports can take place

Review Next Steps:

Chair Baldwin said that they have a Steering Committee meeting coming up and that is the next step for the Tri-Community. She is gratified to see that they have a motion for the airport property and for the three way stops.

Public Comments (Limit 3 mins):

- Garnet Lewis (987 Lake St, City Council Member): She is extremely proud of the PPW Committee, they are already showing their value to the community regardless of whether they live on the East or West side of the City. She said that she can't thank them enough as a member of council, but also as a resident of the city. She hopes they keep her in mind for the community build for the new playground at Village Square. She said that Isabel's will provide doughnuts and coffee. Lewis and Committee member Roche have been involved with recycling, so they are excited to see recycling bins coming, and the playground approval that is so visual. The Airport property has a lot of potential and provides opportunities not just for the City of Saugatuck, but the greater community. This continues their overall commitment as a council to bringing everyone together rather than existing in these kinds of silos. She told the committee to never forget how valuable they are and how valuable their time is and not to let anyone tell them differently.
- Lisa Mize (Executive Director of the CVB): She echoes Lewis's comments and is very excited to hear everything that the committee is working on. The CVB board of directors has embarked on a destination development project. They have hired Ed Freer, a landscape architect out of Wisconsin. He was involved in the Extreme LA project in 2015, where a group of students came in from California and completed a study for Saugatuck and Douglas and gave a presentation as far as what they saw opportunities to be for destination development. Unfortunately, in 2015, it fell by the wayside, and nothing was ever done. They are hoping to breathe new life into this by bringing Ed back and talking to stakeholders with the board of directors. They are inviting all of the City Managers from Saugatuck, Saugatuck Township, Douglas, and Fennville as well as some other stakeholders who are interested in destination development. She said that her ears perked up when they mentioned a Community Center and Oval Beach upgrades because these things could tie in really well.
- Russ Gardner (245 Spear St, City Council Member): He has spoke to Chair Baldwin in and after City Council meetings about his interest in working with this group to continue to move the needle on Mount Baldhead Park for the reasons that were mentioned today. There is some attention that is needed. Work has been done with the replacement of the roof and painting the Pavilion and the bathrooms have also been completed. It's a major improvement over where they were before but there is still a lot of work to do. He really would like to work with this group and those that are interested in continuing to do that project because there is a lot

of to-dos over there. He is engaged and it is one of his personal priorities. It is a City Council and a PPW priority and he is here to help.

Member Closing Comments:

Committee Member DeJong – said that she wanted to add a little more meat to the airport property discussion. She assumes the due diligence is really about opening the trails right now. She suggests low impact signage to keep people out of areas where they shouldn't be because the true value is the natural beauty, and she doesn't think that should be disturbed. She is for opening the trails but really would like to see low impact.

Committee Member Roche – She wanted to reiterate what Garnet said and thanked the committee for everything they are doing. She enjoys being a part of this group and seeing all the things that are happening. She is hoping that the group saw that their Township counterparts recently held their first track meet this week at the Tails and Trails Dog Parks. The middle school team hosted their first track meet in 20 years. They have a state award winning track team and have not had a space to host home track meets. She thinks that is super exciting. With all of the potential with the airport and landfill properties, she wonders how they will integrate those spaces for their highest value?

Committee Member Charak – He is excited for some future projects for the ball fields that were mentioned before. There is quite a bit of land that they can look into and facilitate in Douglas especially. He hopes that Douglas is willing to work with the committee going forward to utilize the space because they have some nice vacant property that could be beautiful soccer fields. He said that he would dive further into Invasive Species this winter. They will become more prevalent after the winter season ends and they start coming to life again.

Committee Member Johnson – She thanked the committee and said that they are all amazing people to work with and she is glad to be a part of it and to be caring for it because when it's gone it is gone. She is seeing that all over on the west side. They share this land; they don't own it.

Chair Baldwin – She is closing session echoing a lot of that sentiment as she sees the committee as guardians of their public space and thinks they need to be respectful and mindful. She has gratitude for everyone here and they are getting a lot done. It's not without a lot of hours, a lot of thought, a lot of effort, and a lot of other missed opportunities. Saugatuck is worth it, and she is humbled and happy to be surrounded by people who agree with that. She also acknowledged that they had correspondence from Mr. and Mrs. Cook from Saugatuck Township.

Adjournment:

Motion by Charak, second by DeJong, to approve adjournment of the meeting. Via voice vote, motion carried 4-0. Chairwoman Baldwin adjourned at 10:55 a.m.

Respectfully Submitted,

Sara Williams, City Deputy Clerk & DPW Administrative Assistant

Meeting Minutes

Project: Blue Star Trail
Meeting: Stakeholder Review
Date: October 31, 2023

Those in Attendance

Richard Donovan	Board Member, Friends of the Blue Star Trail
Lisa Nocerini	Manger, City of Douglas
Nancy Kimble	Friends Board Member, Saugatuck Parks and Public Works Committee
Daniel DeFranco	Manager, Saugatuck Township
Ryan Heise	Manager, City of Saugatuck
Jared Secor	C2AE, Project Manager
Kristy Baisch	C2AE, Project Administrator
Walker Bryan	C2AE, Civil Engineer
Gabe Weaver	C2AE, Civil Engineer
Erik Cronk	C2AE, Landscape Architect

Items Discussed

1. Review Stakeholder Roles and Responsibilities
 - a. C2AE contract is with the City of Saugatuck.
 - b. The Township has a trust fund grant, as well as funds from the Friends of Blue Star Trail.
 - c. There is another inter-local agreement that spells out contributions from Friends and the Municipalities. This hasn't been executed and is still in progress. C2AE will be sent an executed copy when the Board has approved.
 - d. C2AE will need verification that funding has been secured.
 - e. The City will not need to transfer the funds to MDOT, just a certification that the funds have been secured at the time of the final package. It's a reimbursement process during construction to pay the contractor.
 - 1) Contractor submits pay application. This is paid through a portal system and reimbursed to the City.

2. Review Remaining Project Schedule & Milestone Dates

- a. Letting schedule details when funding needs to be secured.
- b. Stakeholders are concerned about timeline and getting public feedback. Not all items will need to be addressed with the public.
- c. OCTOBER 10/31 progress meeting
 - 1) Discuss design areas of concern with stakeholders.
 - 2) Determine preferences for design development.
 - 3) Schedule subsequent progress meetings with stakeholders
- d. NOVEMBER
 - 1) Tuesday, 11/21—meet with City to discuss palette sign.
 - 2) Design development in progress based on input from 10/31 meeting.
- e. DECEMBER 12/4—12/15 schedule progress meeting
 - 1) Review design progress with stakeholders.
 - 2) Establish timeline for final design decisions.
- f. 2024
 - 1) JANUARY C2AE submits Section 106 and NEPA Documentation to LAP Environmental.
 - 2) FEBRUARY -APRIL Progress meetings with stakeholders as needed to review design progress.
 - 3) MAY C2AE submits acceptable grade inspection documents to LAP.
 - 4) JUNE Approximate grade inspection meeting date.
 - 5) JULY C2AE submits complete biddable package to LAP.
 - 6) AUGUST LAP reviews and forwards complete biddable package to specs & estimates.
 - 7) OCTOBER Construction bid letting.
- g. What public input has been done already? This is typically done during the grant application process.
 - 1) Municipalities receive public input and coordinate. Need to be careful with the level of public input requested, as it can derail the schedule.
 - 2) Bridge alternatives have been discussed, and removed the one the public didn't like. Decided to go with 3-lanes. MDOT requires a physical separation between traffic and bike lane. This is an aesthetic concern. Stakeholders need options/input from C2AE.
 - 3) Present for informational purposes only, etc. C2AE can develop next steps process to guide.

If there are any corrections or additions to the above meeting minutes, please provide written notification, within five days from today (11/9/2023). Please do not hesitate to call if there are any questions or concerns.

- 4) Saugatuck Parks and Public Works committee will make recommendations to the City. No dedicated public meeting outside the Parks meeting. The public will be notified.
 - 5) Friends meetings are not open to the public.
 - 6) C2AE doesn't need to be present at these meetings and review each design element.
 - 7) Has all the public input meetings been done to meet the funding requirements? Yes, requirements for the funding sources has been met.
3. Discuss Design Areas of Concern. These items are of high importance to the public.
- a. Palette Sign – might need to be a separate landscape project.
 - 1) Review 3 general design options
 - 2) Option 1 moves the sign about 5 feet, in line with current position, to give clearance between edge of sign and trail. Touching the alignment of the trail as little as possible.
 - a) Ryan would like to see the landscaping upgraded.
 - 3) Option 2 move the trail align to create 2-foot clearance from the sign. The existing stone wall would be removed and reconfigured to allow room for alignment transition. The trail would still be beyond the traffic lane.
 - a) The cost difference has been determined at this time. There is additional grading work associated with this option.
 - b) Right turns onto Lake Street might be a concern.
 - 4) Option 3 is the most extreme change keeping the trail alignment completely away from existing stone wall.
 - a) The shoulder area could become a curbed area. Roadway would not have a shoulder, and less turn area.
 - b) The schematic has been presented to the Road Commission, who will defer to the City.
 - 5) A signaled intersection would be the safest. Reducing the length of the crossing is the safest option. This would control the turning traffic depending on how the signal is set up. This is a City issue.
 - 6) A possible 4th option might be to move the trail across Lake Street to be behind the sign and tie into boardwalk. This would need advance warning signage, especially for those making a right turn.
 - 7) Who judges the safety issues? Is that C2AE's responsibility? Do we need to bring on a traffic expert? Safety is within C2AE's scope, but not signal/traffic design/study. Adding a signal is outside of scope. Ryan will send previous traffic studies to C2AE.
 - 8) Possible "no turn on red" during peak season to address safety concerns. Seasonal traffic light. County is not responsible for design, cost, running the traffic signal.

- 9) C2AE can take some liberties with the landscaping and retaining wall. The sign is a sensitive issue.
 - 10) Assume future traffic signal will be at this intersection.
 - 11) Design options available for Parks and Public Works meeting in December. This will lead to signal discussion and decision.
- b. 66th St. from Cemetery Rd. to Holland St. – tabled
 - 1) Jared will follow up with Daniel to get the design team moving.
 - 2) Time needs to be scheduled to meeting with homeowners.
 - 3) Cemetery / park
 - c. Bridge approach from Douglas side – tabled
 - 1) Jared will follow up with Lisa to get the design team moving.
 - d. Bridge separators / aesthetics – tabled
4. Mid November (11/21) meeting to review design options (C2AE and City only).
 5. Another full stakeholders meeting will be scheduled for December. Tuesday, 8am works for all members.

DRAWN BY: BLT
 CHECKED BY: VZ
 APPROVED BY: KCK

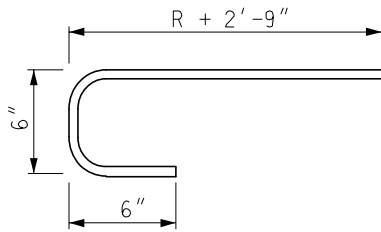
MICHIGAN DEPARTMENT OF TRANSPORTATION
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BRIDGE RAILING,
 AESTHETIC PARAPET TUBE

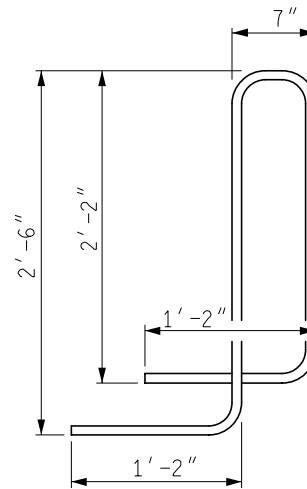
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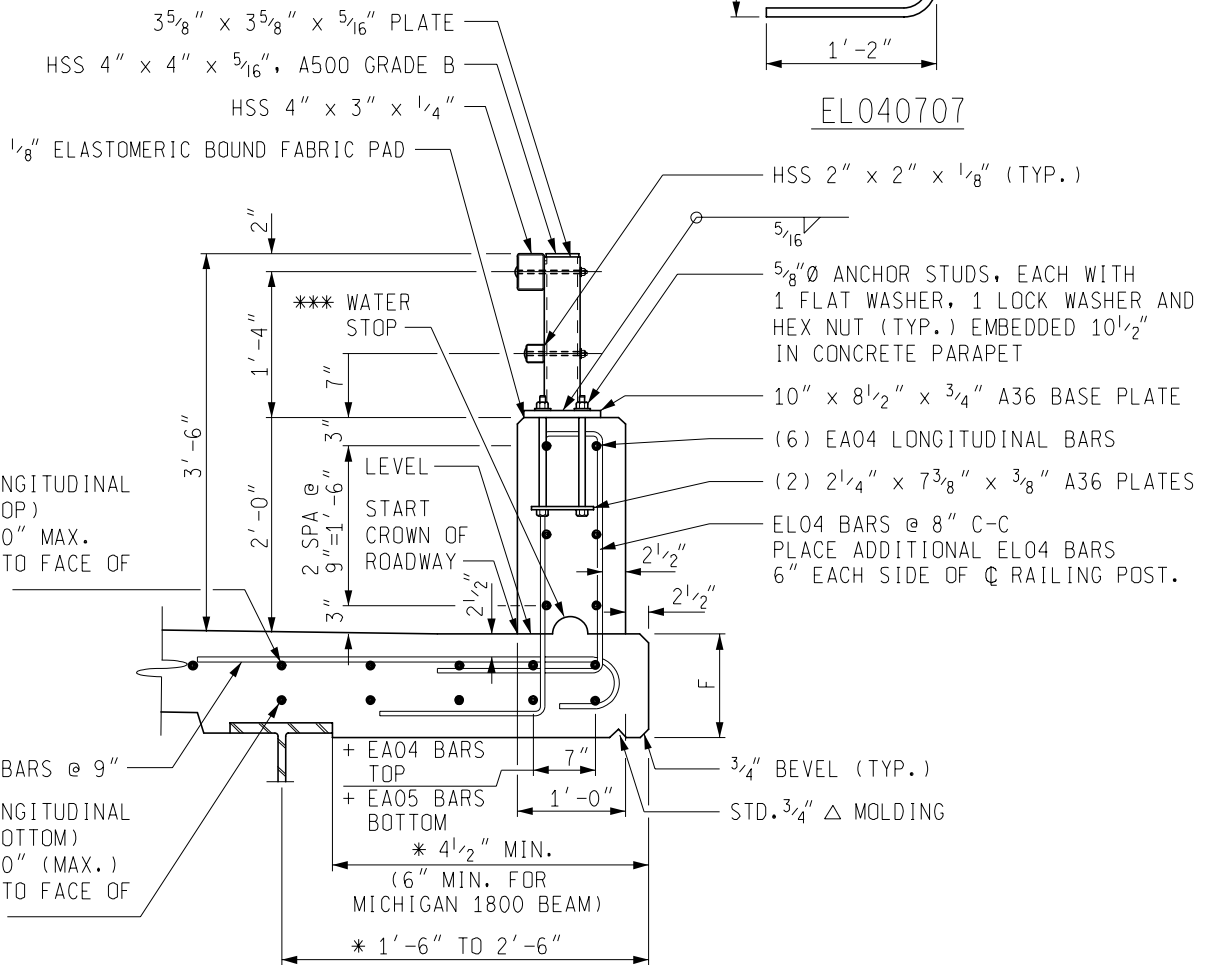
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** ED06 BAR



ELO40707



FLUSH MOUNT BRIDGE RAILING

NOTES:

* IT IS PREFERRED TO POSITION THE FASCIA BEAM TO CARRY THE SCREED RAIL WHICH WILL BE 6" TO 8" FROM THE EL BAR. HOWEVER 4 1/2" MINIMUM WILL APPLY TO CURVED BRIDGES ONLY.

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+ THE DETAILED REINFORCEMENT IN THE SLAB (EA04, EA05 & ED06 BARS) IS THE MINIMUM FOR THE RAILING IN ADDITION TO STANDARD BRIDGE SLAB REINFORCEMENT. THE DESIGN OF THE SLAB OVERHANG MAY REQUIRE ADDITIONAL REINFORCEMENT (OR INCREASING THE REINFORCEMENT AREA (DIAMETER) SHOWN). ALL TOP TRANSVERSE BRIDGE SLAB REINFORCEMENT IS HOOKED SIMILAR TO THE ED06 BAR DETAILED ON THIS SHEET. BARS WITH PREFIX "E" ARE TO BE EPOXY COATED.

FOR ADDITIONAL DETAILS ON RAILING, SEE STANDARD PLAN B-25-SERIES AND GUIDES 6.29.10A & 6.29.10B.

DO NOT PLACE UTILITY CONDUITS IN THE BARRIER.

IF "F" BECOMES GREATER THAN 12" USE A HAUNCH DETAIL ON THE FASCIA SIDE OF THE BEAM SIMILAR TO THE HAUNCH DETAIL ON THE INTERIOR SIDE. ADDITIONAL REINFORCEMENT MAY BE REQUIRED IN THE AREA OVER THE BEAM FLANGE IF THE HAUNCH BECOMES EXCESSIVE.

PREPARED BY
 DESIGN DIVISION

6.29.10

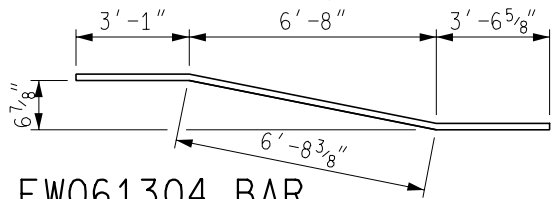


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 APPROVED BY: BMW

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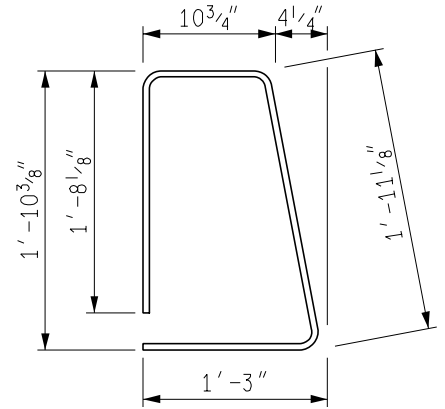
ISSUED: 12/16/19
 SUPERSEDES: 02/14/11

BRIDGE BARRIER RAILING TYPE 6

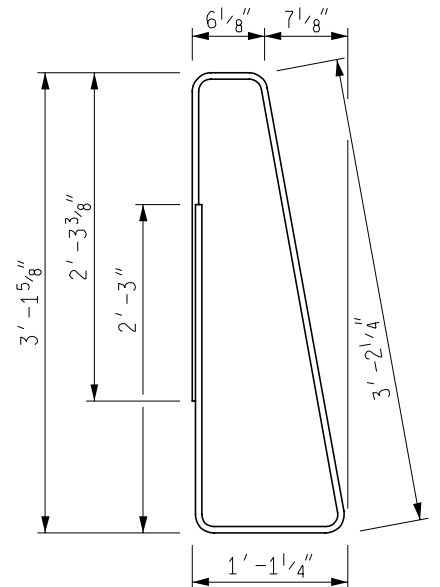


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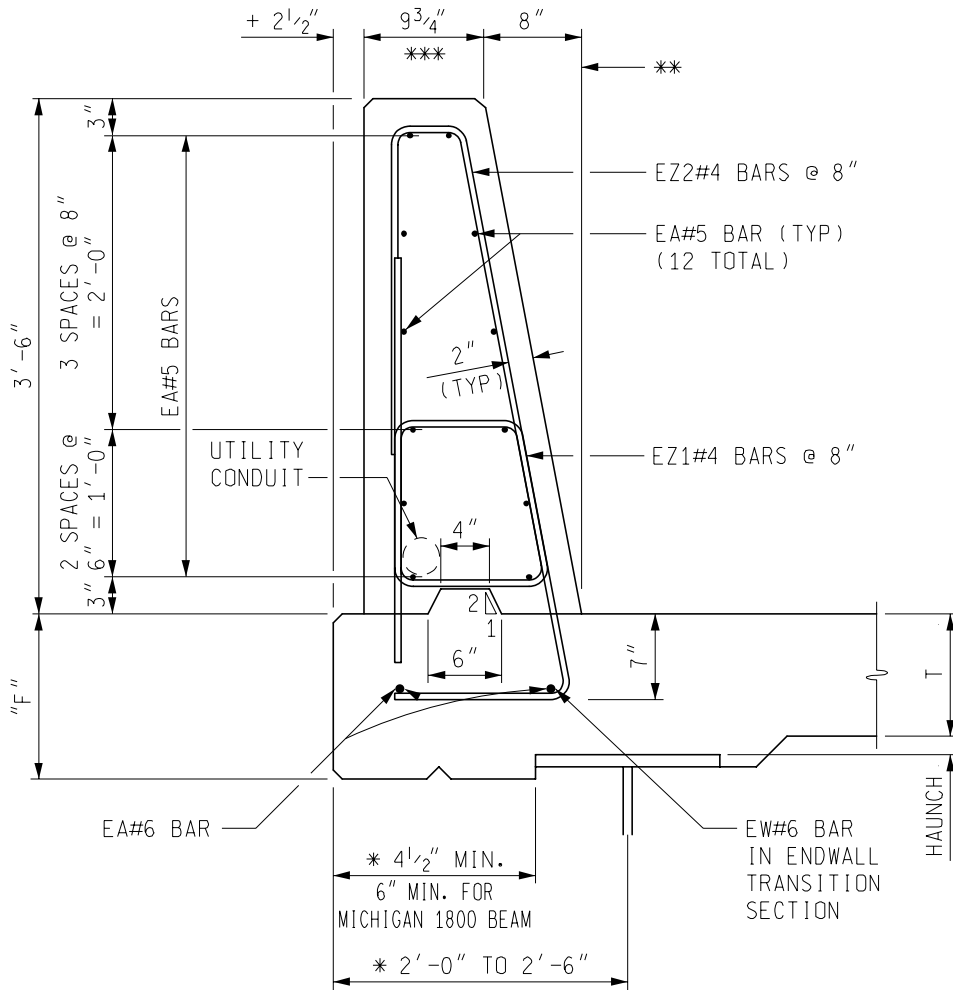
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EZ1#4 BAR



EZ2#4 BAR



NOTE:

"F" EQUALS SLAB THICKNESS PLUS THICKEST FASCIA BEAM FLANGE PLUS 1/2" PLUS AMOUNT OF FASCIA BEAM DROP REQUIRED TO MAINTAIN MINIMUM SLAB THICKNESS AT CURB PLUS HAUNCH (1").

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BARS WITH PREFIX "E" ARE TO BE EPOXY COATED.

FOR ADDITIONAL DETAILS OF RAILING, SEE STANDARD PLAN B-29-SERIES.

DO NOT PLACE MORE THAN ONE 3" Ø UTILITY CONDUIT IN THE BARRIER.

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** PERPENDICULAR TO PLANE OF SLAB - NORMAL CROWN SECTION AND HIGH SIDE OF SUPERELEVATED SECTIONS. VERTICAL - LOW SIDE OF SUPERELEVATED SECTIONS.

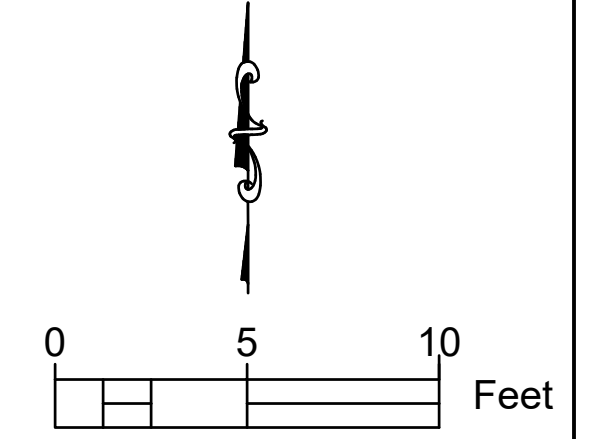
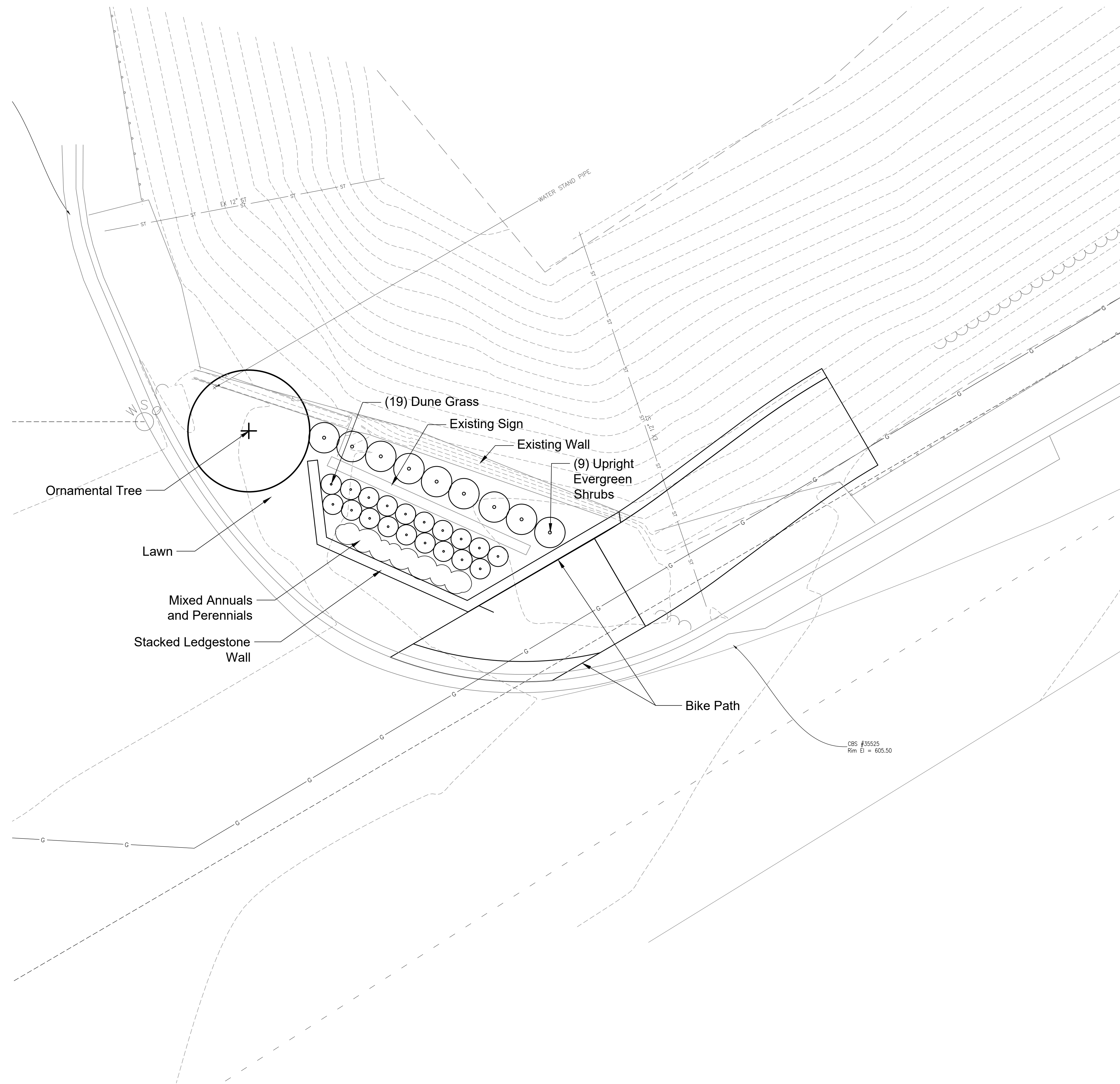
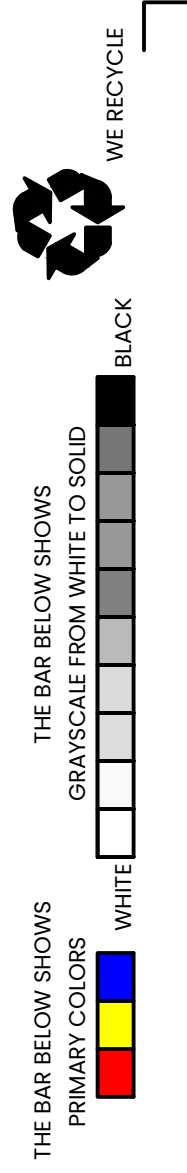
*** 10 3/4" BRIDGE BARRIER RAILING AESTHETIC TYPE 6, DET 2.

+ BACK OF BARRIER TO SLAB FASCIA MAY BE DECREASED TO 1 1/2" (FROM 2 1/2") AND TOE OF BARRIER SHIFTED ACCORDINGLY TO ACCOMMODATE THE NEED FOR INCREASED OR MAINTAINING SHOULDER WIDTHS. DISTANCE TO BE DETAILED ON THE PLANS.

PREPARED BY
 DESIGN DIVISION

6.29.09





(866) 454-3923 | WWW.C2AE.COM

CONCEPTUAL LANDSCAPE PLAN OPTION 2

SAUGATUCK BLUE STAR TRAIL
 ALLEGAN COUNTY, MI

PHASE
 DESIGN DEVELOPMENT

ISSUANCES

#	DESCRIPTION	DATE
0	DESIGN DEVELOPMENT	NOV2023

PROJ. #: 230038
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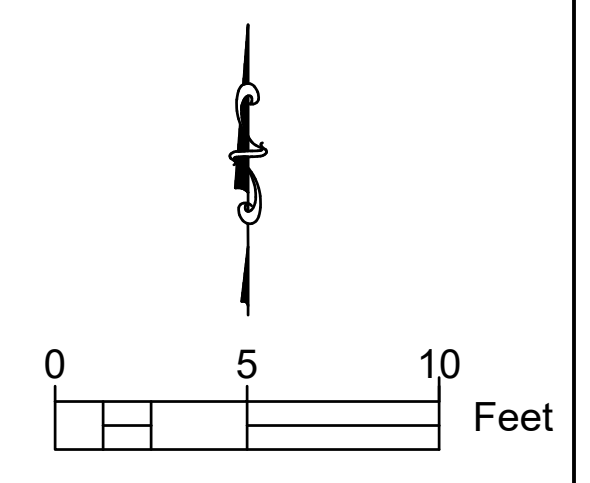
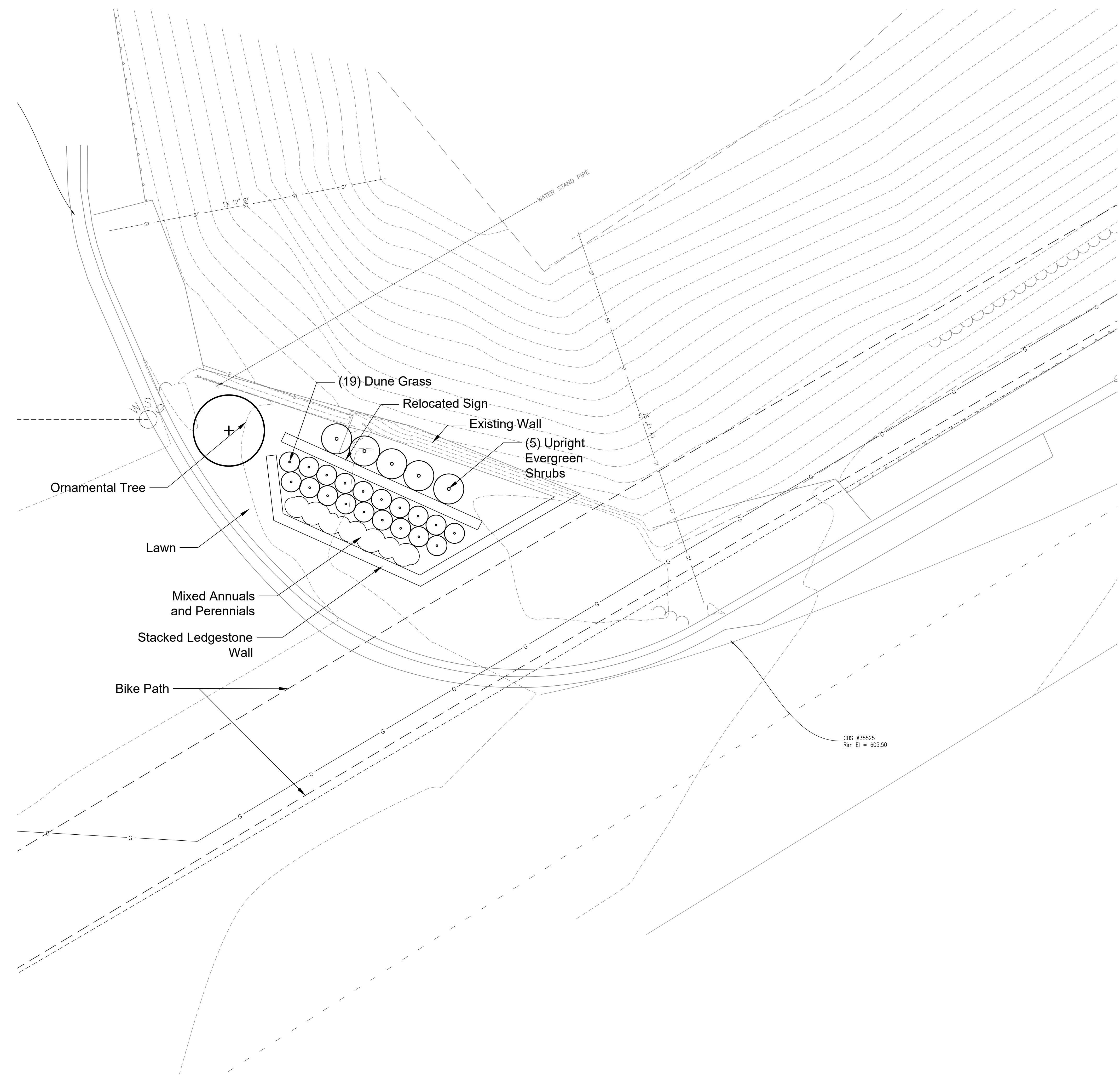


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 DESIGNED BY: SPENCER_JESS
 CHECKED BY: -
 APPROVED BY: -

THE BAR BELOW SHOWS
 PRIMARY COLORS
 WHITE
 BLACK

THE BAR BELOW SHOWS
 GRAYSCALE FROM WHITE TO SOLID
 BLACK

WE RECYCLE



(866) 454-3923 | WWW.C2AE.COM

CONCEPTUAL LANDSCAPE PLAN OPTION 1

SAUGATUCK BLUE STAR TRAIL
 ALLEGAN COUNTY, MI

PHASE
 DESIGN DEVELOPMENT

ISSUANCES

#	DESCRIPTION	DATE
0	DESIGN DEVELOPMENT	NOV2023

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Local Agency Programs (LAP) FY 2024 Project Planning Guide June 2023

	LOCAL AGENCY SUBMITS ITS SECTION 106 and NEPA DOCUMENTATION (MDOT FORM 5323) TO LAP ENVIRONMENTAL, 2-6 MONTHS BEFORE GI SUBMITTAL. DATES SHOWN ARE APPROXIMATELY 4 MONTHS PRIOR TO GI SUBMITTAL DATES	FOR BRIDGE PROJECTS, LOCAL AGENCY SUBMITS TYPE, SIZE, AND LOCATION (TS&L) DOCUMENTS WHEN REQUIRED, TO LAP		LOCAL AGENCY SUBMITS ITS ACCEPTABLE GRADE INSPECTION (GI) DOCUMENTS TO LAP	APPROXIMATE GRADE INSPECTION (GI) MEETING DATE		LOCAL AGENCY SUBMITS ITS FINAL PROPERTY ACQUISITION CERTIFICATION (ATTACHMENT B)	LOCAL AGENCY SUBMITS ITS COMPLETE BIDDABLE PACKAGE TO LAP	LAP FORWARDS FINAL BID PROPOSAL PACKAGE TO SPECS & ESTIMATES	LETTING DATE
<p>LA begins Project Design, requests ProjectWise (PWZ) folders, contacts LA Environmental for Section 106 consultation, prepares NEPA Form 5323 and documents, and places them in PWZ between 2 and 6 months before GI submittal.</p> <p>LA also begins utility notification and coordination, coordination with railroads if applicable, coordination with MDOT for traffic and pedestrian signal work, permit application, property acquisition, etc</p>		04/10/23	<p>LA places GI documents in ProjectWise, including Program Application Requests for design exceptions or variances, recent 3-year crash history and analysis, Diagonal parking study and analysis, Diagnostic Safety Team Review for rail crossings, and similar documentation, and notifies LAP staff engineer. LA addresses Section 106 and NEPA Form 5323 review comments</p>	05/15/23	06/14/23	<p>LA completes section 106 and NEPA coordination, addresses GI review comments; prepares final plans, special provisions, and cost estimates; obtains property, permits, and approvals; places all documents in ProjectWise, and emails the LAP staff engineer</p>	07/14/23	07/28/23	08/18/23	10/06/23
		05/08/23		06/12/23	07/12/23		08/11/23	08/25/23	09/15/23	11/03/23
	03/13/23	06/05/23		07/10/23	08/09/23		09/01/23	09/15/23	10/13/23	12/01/23 *
	04/10/23	07/03/23		08/07/23	09/06/23		09/29/23	10/13/23	11/10/23	01/05/24 *
	05/01/23	07/24/23		08/28/23	09/27/23		10/27/23	11/10/23	12/08/23	02/02/24
	06/05/23	08/28/23		10/02/23	11/01/23		12/01/23	12/15/23	01/12/24	03/01/24
	07/10/23	10/02/23		11/06/23	12/06/23		01/05/24	01/19/24	02/16/24	04/05/24
	08/07/23	10/30/23		12/04/23	01/03/24		02/02/24	02/16/24	03/15/24	05/03/24
	09/11/23	12/04/23		01/08/24	02/07/24		03/08/24	03/22/24	04/19/24	06/07/24
	10/16/23	01/08/24		02/12/24	03/13/24		04/12/24	04/26/24	05/24/24	07/12/24
	11/06/23	01/29/24		03/04/24	04/03/24		05/03/24	05/17/24	06/14/24	08/02/24
	12/11/23	03/04/24		04/08/24	05/08/24		06/07/24	06/21/24	07/19/24	09/06/24
	Blue Star Trail Schedule	01/08/24		04/01/24	05/06/24		06/05/24	07/05/24	07/19/24	08/16/24
	02/05/24	04/29/24	06/03/24	07/03/24	08/02/24	08/16/24	09/13/24	11/01/24		

Please Note:

* Local Agencies should consider using the Advance Construct funding option for projects in these lettings, for cases where Federal obligation authority is not available early in the fiscal year.

** Date adjusted for holiday (not applicable this fiscal year)

LAP cannot guarantee that projects submitted late in the fiscal year will be obligated before the end of the current fiscal year. This may result in loss of funds for that fiscal year.

Dates shown for Section 106 and NEPA document submittal are generally 4 months before Grade Inspection (GI) submittal. However LAP recommends NEPA submittal 2-6 months before GI submittal

All bridge projects (bridge replacement and major rehabilitation regardless of funding) require a TS&L submittal.

For projects that may require an Environmental Assessment (EA), submit the EA document to the MDOT LAP-ENVIRONMENTAL UNIT at least one year prior to submitting the GI documents

For projects which FHWA has identified for Risk Based Project Involvement, submit GI documents and Complete Biddable Package to LAP at least two weeks prior to the dates shown.

See the attached guidance document, "Local Agency Program (LAP) Project Planning Guidance"

updated 06/28/23

Local Agency Program Project Planning Guidance June 2023

This document outlines the project development process for local agency projects, funded all or in part with federal transportation funds, and advertised and let for construction bids by the Michigan Department of Transportation (MDOT). The suggested time periods can vary due to characteristics of individual projects, but local agency projects have a life cycle similar to the outline below.

The schedule presumes that sufficient federal fund obligation authority will be available during a given fiscal year. If sufficient obligation authority is not available, then the project schedule may be delayed until the necessary obligation authority is in place.

For projects proposing bid advertisement and letting early in the fiscal year, sufficient obligation authority may not be available to provide funds for the project. In such cases, the local agency can request that the project be funded using the Advance Construct Contract (ACC) method. Please contact the MDOT Local Agency Program (LAP) Unit Supervisor or the appropriate LAP Unit Obligation Specialist (UOS) (formerly the Project Development Engineer).

Please note that this schedule does not apply to special funding programs such as the Emergency Response (ER) program, or to innovative delivery methods. For such projects, please contact the MDOT LAP Unit Supervisor or the MDOT Innovative Contracting Unit Supervisor.

26+ Weeks Before Desired Letting Date – Local Agency Begins Project Design:

- After you know that your project has been programmed with a MDOT job number, request that a ProjectWise (PWZ) folder be created. See “Requesting a ProjectWise Folder”, at the link on the LAP webpage (www.michigan.gov/mdotlap) then access the link on the left side of the web page.
- All projects require the local agency to prepare and submit applications and documentation for two separate reviews. These reviews are for Section 106 Cultural Resources, and for National Environmental Policy Act (NEPA) review and approval.

Documents for the Section 106 review, including current forms, guidance, and supporting documents, are available on the MDOT LAP website (www.michigan.gov/mdotlap) then accessing the NEPA guidance at [NEPA Guidance](#).

After completion, place the documents into the “CR Supporting Documents” subfolder of the “Cultural Resources” subfolder of Folder 1 of the project’s PWZ folder. After placing all documents in PWZ, notify MDOT Cultural Resource staff by email at MDOT-LAP-Section106-Reviews@michigan.gov.

We recommend submitting the Section 106 documents at least six months prior to the Grade Inspection (GI) submittal. Timeframes for review are dependent on the project scope, the complexity of the project, and the potential to affect historic properties. For

example, if a historic or archaeologic survey is required, additional review time may be needed to complete the survey and review the results. For information, the survey season generally extends from May through September. Other projects may need time to complete coordination with tribal governments or the State Historic Preservation Office (SHPO). Still other projects may adversely affect historic properties, and additional time will be needed to resolve such effects.

Prepare the documents for NEPA review by completing MDOT Form 5323, available at the NEPA Guidance webpage of the LAP website, at [5323](#).

For all projects either consisting of multiple job numbers or which are proposed to be completed in multiple stages, prepare and submit one 5323 Form to include the entire project.

Place the completed NEPA form into subfolder "1-LA 5323 NEPA Submittal" of the project's PWZ folder, and then email MDOT NEPA staff that the submittal is complete, at MDOT-LAP-NEPA-Reviews@michigan.gov.

As with the Section 106 submittal, we recommend that NEPA documents be submitted between two and six months before making the GI submittal. NEPA documents for projects having less environmental complexity can be submitted two to three months before GI submittal. However, environmentally complex projects may require additional review time beyond six months, for MDOT to review and approve the NEPA classification. For projects that may require an Environmental Assessment (EA), submit the EA document to LAP NEPA staff at least one year before making the Grade Inspection (GI) submittal.

MDOT LAP Environmental staff will review the Section 106 and NEPA submittal documents and will provide review comments by email. Please reply to those comments as quickly as possible, to keep your project on its delivery schedule.

- Complete Public Stakeholder Involvement as required by NEPA and project type, and add the appropriate documentation to PWZ Folder 3.
- Complete Utility Notification and Coordination and add the appropriate documentation to PWZ Folder 3.
- Begin Property Acquisition, if needed.
- Complete all pavement cores, soil investigations, and geotechnical study tasks as required, for the roadway as well as for structures including bridges, boardwalks, and retaining walls; proposed signal poles; and underground utilities.
- Contact representatives of all affected agencies and departments to determine whether each group will require permits or approvals for the project. If required, prepare applications for all required permits and approvals from those agencies and departments, and place the issued permits and approvals in Folder 4 of the PWZ folder for your project.

- Projects having one or more railroads located within the project limits or on an alternate or detour route require separate consideration. For those projects, contact appropriate representatives of the railroad owner, determine if a Diagnostic Safety Review (DSTR) meeting is needed, attend the meeting as necessary, and incorporate the DSTR recommendations into the design package.

Railroad guidance is on the LAP website (www.michigan.gov/mdot) , then in the [Railroad Crossing Within or Near Project Limits](#) link in the Design and Requirements area reached by clicking on the [Design](#) link on the right side of the opening webpage.

- For local projects that will affect an adjacent trunkline, contact the MDOT Region or Transportation Service Center (TSC) permit engineer to begin permit coordination. Such work may include constructing physical elements or facilities as well as merely placing traffic control items within the trunkline right of way.
- If a MDOT-owned or controlled signal, beacon, actuators, or other type of controllers or facilities are present within the project limits or on an alternate or detour route, and any work is proposed to the devices (including pedestrian signals and devices, traffic loops, signal bagging, signal timing), contact your LAP Staff Engineer to submit a layout request to the MDOT Signal Unit. A MDOT prequalified engineering firm will be required to complete all design work on such items located within the MDOT right if way, except for in-kind replacement of loops.
- Begin compiling data required for completion of the Work Zone Safety and Mobility checklists.
- Complete a diagonal parking study, if diagonal parking currently exists in the project area.
- If combining work with construction of an adjacent MDOT Trunkline project, contact the MDOT Region or Transportation Service Center (TSC) permit engineer to begin design coordination.
- Confirm that the project is listed correctly in the Statewide Transportation Improvement Plan (S/TIP), including the project location, limits, work type, project funding, and the fiscal year for which the funding is proposed to be obligated.
- For bridge projects proposing bridge replacement or major rehabilitation regardless of the funding source, prepare a Type, Size and Location (TS&L) report. Place the TS&L report in the appropriate PWZ subfolder, and then notify the appropriate LAP Staff Engineer, at least five weeks prior to submitting the grade inspection documents.

20+ Weeks Before Desired Letting Date – GI Submittal:

- Prepare an acceptable Grade Inspection (GI) submittal package, including but not limited to, the correct program application, project construction plans (no less than 80% complete), preliminary construction cost estimate in both .pdf and .xml file formats, unique special provisions, progress clause, Special Provision for Maintaining Traffic, HMA Application Estimate, coordination clauses as necessary, all necessary reviews and

studies (railroad DSTR, crash history reports and analyses, diagonal parking study, etc.), and requests for design exceptions or variances. Be sure to include all pages of the program application, even if no information is needed on individual pages. Also include Attachments A and B, summarizing the property acquisition, included in the program application.

Do not sign or seal the program application for this initial submittal.

For projects consisting of two or more individual job numbers, prepare and submit a separate program application and construction estimate, in both .pdf and .xml format, for each job number.

- Place all GI submittal files in Folder 3 of PWZ
- Notify the appropriate LAP Staff Engineer of the GI submittal by email. If you use the state change process in PWZ, then PWZ will generate a notification email. Please ensure that the email has the correct LAP Staff Engineer listed, and that the email is sent.
- The LAP Staff Engineer (or as-needed consultant) will contact the local agency to schedule the GI meeting. The meeting typically occurs 15-30 days after LAP receives an acceptable GI submittal.
- The appropriate UOS will review the program applications and forward you the appropriate comments. Address the comments and reply to the UOS as quickly as possible to minimize delay to the project.

After UOS approval of the program application, add final signatures and seals, and place the final document into PWZ Folder 3.

- Complete property acquisition, including such instruments as temporary permits to construct and permanent easements. Update and complete Attachments A and B as necessary, add the updated and signed Attachment “B” pages of the program application to Folder 3 of PWZ, and notify the LAP Staff Engineer as soon as possible, but no later than 13 weeks before the desired letting date.

13+ Weeks Before Desired Letting Date – Submit Final Package:

- Verify with the appropriate Metropolitan Planning Organization (MPO), Rural Task Force (RTF) or Regional Planning Agency (RPA) that all necessary S/TIP amendments or modifications have been completed and approved.
- Prepare the checklist of Frequently Used Special Provisions (FUSP), Special Specifications (SS), and Notice to Bidders (NTB). These documents can be accessed at your MiLogin website page, at the “MDOT Supplemental Specs and Special Provisions (SS/SP)” link.
- Prepare final documents based on the GI meeting comments, permits, and approvals, including, but not limited to, the final construction plans, itemized construction cost

estimate in both xml and pdf formats, unique special provisions, and all other proposal documents, making sure to address all GI comments and permit and approval requirements.

- Place all final documents, including those items listed in this section above, as well as all approved necessary permits, certification that all matching funds are secured, ADA compliance certification, and other final documents as necessary, in Folder 4 of PWZ.
- Notify the appropriate LAP Staff Engineer of the final submittal by email. If you use the state change process in PWZ, then PWZ will generate a notification email. Please ensure that the email has the correct LAP Staff Engineer listed, and that the email is sent.
- The Staff Engineer will review the final submittal documents and may have additional comments. Address all final comments made by the staff engineer.
- When the final revisions to the project documents have been completed, the Staff Engineer will provide the Project Certification form to the Local Agency. The form is to be certified by the Local Agency Responsible Charge no sooner than the final revisions; and returned to the Staff Engineer. The Project Certification form also will serve as the Local Agency's request to obligate and advertise the project.
- After the Staff Engineer receives the completed Project Certification, the Staff Engineer will request fund obligation. Allow a minimum of 10 business days for the obligation process to be completed.

8 Weeks Before Desired Letting Date – Submittal to Spec & Estimates Unit:

- Staff Engineer will forward the final bid proposal package to the MDOT Spec & Estimates (S&E) unit for its review, to ensure the project meets the desired letting date. If the items in the previous step are not completed in full by this date, the project may not make the desired letting. If the submittal dates are not met during peak bidding times (February-June), then the project may not make the desired letting.
- Note that the Staff Engineer may only have three weeks between the receiving the local agency's final package submittal, reviewing the submittal, adding and compiling the draft bid proposal, and forwarding the draft to S&E. Numerous steps are required by the Staff Engineer during this period to get the project ready for S&E review. If any parts of the local agency's final package are missing or if changes are necessary after final submittal, the project will be in jeopardy of missing the desired letting date. Submitting your GI and Final Packages early, before the dates shown in the current LAP Project Planning Guide, is encouraged!
- The S&E review may result in additional comments. The Staff Engineer will forward the comments to the local agency. Quick responses by the local agency to these comments is essential to keep the project on track for the bid letting.

5 Weeks Before Desired Letting Date – MDOT Advertises the Project:

- Based on such factors as relative complexity of the project, funding requirements, or other outside considerations, MDOT generally advertises projects for four weeks but not less than for three weeks before the bid letting date.
- The local agency works with the LAP Staff Engineer, who issues any necessary addenda.

After Bid Letting Date – MDOT Construction Contract Award

- MDOT awards the construction contract for the project, typically within 35 days after contract documents are released to the contractor.
- If the low bid exceeds the engineer's estimate by more than 10%, the local agency must justify or reject the bids.