

# COMMENT RESOLUTION WORKSHOP MINUTES

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**MEETING DATE:** November 13, 2008

**MEETING TIME:** 9:00 AM

**MEETING LOCATION:** Hamblen County Courthouse

**ATTENDEES:**

Terren Barret, Lakeway MTPO  
Mark Best, Knoxville SmartWay TMC  
Jeff Branham, City of Morristown  
Rich DesGroseilliers, Lakeway MTPO  
Todd Ellis, Town of White Pine  
Terry Gladden, TDOT  
Mike Higgs, Tennessee Highway Patrol

Charles Letterman, City of Morristown Police Department  
Joseph Roach, TDOT  
Jody Wigington, Morristown Utility Systems  
Tom Fowler, Kimley-Horn and Associates  
Amy Lewis, Kimley-Horn and Associates  
John Benditz, Kimley-Horn and Associates

**SUBJECT:** Lakeway Regional ITS Architecture and Deployment Plan Comment Resolution Workshop

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1. Introductions

Amy Lewis welcomed the attendees and thanked them for their continued participation in the development of the Lakeway Regional ITS Architecture and Deployment Plan. Amy 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 Lakeway 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 October 31, 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:

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- Movement of the ATMS13: Standard Railroad Grade Crossing market package from a medium priority to a high priority; and
  - Discussion about the most appropriate type of project to include to address ramp queuing issues at Exit 8 during special events. As a result of the discussion a queue detection project was added as a recommended installation when the intersection is signalized as part of a future interchange reconstruction project.

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 four 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. The Lakeway MTPo 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 and make the documents available on the project website the first week of December;
- Stakeholders will provide final comments by January 9, 2009;
- Kimley-Horn will develop the final Regional ITS Architecture and Deployment Plan documents and executive summary brochure and send to stakeholders in February.

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