

Objective

The Southeast Michigan Council of Governments (SEMCOG) requests the services of a consultant to develop an access management plan for the Rochester Road corridor in the Cities of Royal Oak, Clawson, Troy, Rochester Hills, and Rochester, Michigan.

The plan will provide strategies for managing access along the corridor and will include model ordinances for each community along the corridor. The ordinance is the primary implementation tool of access management controls and techniques, including coordinated site plan review and driveway permitting processes among state and local roadway agencies and communities.

The plan will also explore, where appropriate, how the access recommendations can be coordinated with principles of walkability and bikeability, transit accessibility, and low-impact development.

Selection Criteria

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| 1. Demonstrated understanding of the project | 15% |
| 2. Project approach, including technical strength, comprehensiveness, and innovation | 15 % |
| 3. Overall work plan and schedule | 25% |
| 4. Experience of the consulting team | 25% |
| 5. Cost considerations | 20% |

Scope of Work

Background

The Rochester Road corridor is a major north-south thoroughfare traversing Oakland County under the various jurisdiction of the local communities, the Road Commission for Oakland County (RCOC), and the Michigan Department of Transportation (MDOT).

The focus of this current study is the 15-mile portion of Rochester Road in the Cities of Royal Oak, Clawson, Troy, Rochester Hills, and Rochester from North Main Street in Royal Oak to Mead Road in Rochester Hills. However, effort should be made to coordinate the results of this study with communities to the north of Mead Road to facilitate a seamless approach to access management from one corridor to the next.

The corridor can benefit from application of sound access management techniques designed to improve traffic flow and safety and preserve past and future transportation investments. The plan should focus on retrofitting the existing urban/suburban landscape to accommodate access management techniques. The ultimate goal is establishing a corridor-wide framework within which to review, discuss, evaluate, and mitigate development and redevelopment of the corridor into the foreseeable future.

Project Tasks

The access management plan is a strategy for implementing access management through a combination of tools and techniques. One such technique is an adopted zoning

ordinance, including coordinated site plan review and driveway permitting processes, designed for each local jurisdiction involved. Another technique is adoption of a corridor overlay land use plan as part of each community master plan indicating locations where access modifications (e.g., driveway consolidations, frontage roads, etc.) could improve corridor conditions when implemented during planned roadway construction or parcel development/redevelopment.

The plan developed under this contract will consist of an inventory of existing conditions, including land use, zoning, and traffic and safety analyses. It will discuss access management standards and methods within the context of current and planned corridor conditions. Finally, it will include an implementation section consisting of model zoning ordinances and corridor overlay land use plans. Effort should be made to incorporate concepts of walkability and bikeability, transit accessibility, and low-impact development into the access management plan, the goal being to coordinate various community sustainability efforts and better leverage available resources.

All data will be stored and analyzed in formats acceptable to SEMCOG.

Specific project tasks are detailed as follows.

Agency Coordination

The consultant, with assistance from SEMCOG, will form a Steering Committee to provide input and oversight throughout the planning process. The Steering Committee will include representatives of the corridor communities, RCOC, MDOT, Oakland County Planning and Economic Development Services, the Suburban Mobility Authority for Regional Transportation, and SEMCOG. SEMCOG will serve as the primary liaison between the consultant and the Steering Committee. The consultant will meet regularly with the Steering Committee and provide mechanisms to ensure community members are disseminating information to their respective city councils and planning commissions.

Inventory

1. Obtain “As Built” and proposed plans for the corridor and any information that is available for routes intersecting and extending at least 660 feet on either side of the corridor.
2. Secure the latest aerial photography from SEMCOG or other sources and complete a comparative review of the access control shown with the “As Built” and proposed plans. Perform a field review to note changes in land use or land activity from what is depicted in the aerial photography. Secure property line locations from right-of-way plans or community tax maps to determine lot frontage and depths along the corridor.
3. Secure and review MDOT’s *Access Management Guidebook* for guidelines on driveway spacing, turn lane requirements, deceleration lanes, and driveway/intersection design. Secure any existing access management regulations from corridor communities and adjacent communities.

4. Secure traffic volume and crash data for the corridor and determine any significant traffic generators or crash concentrations related to access issues.
5. Conduct additional data collection as required to fully understand the nature of the corridor (e.g., speed surveys, traffic counts, existing transit routes and plans, existing nonmotorized facilities and plans, etc.).
6. Utilize aerial photography to determine potential locations for driveway elimination/consolidation and/or joint driveway construction that would reduce the number of traffic conflicts and enhance access to adjacent land uses. Identify the potential for frontage or service roads which permit motorists/patrons to access other land uses along the corridor without re-entering the corridor. In undeveloped areas, determine desirable building setbacks allowing for service road and/or joint driveway access provisions. (Nonmotorized access to and between adjacent land uses should be considered during this exercise.)
7. Conduct a public information meeting, including formal presentations of the inventory and potential access modifications. Opportunities should be provided for commentary, both oral and written, during the meeting. The consultant will be responsible for advertising the meeting and providing the meeting schedule, agenda, minutes, and support materials.
8. Conduct a meeting with the Steering Committee (open to the public) to present the results of the inventory, comments received from the public, and recommendations for access modifications. The consultant will be responsible for providing the committee meeting schedule, agenda, minutes, and support materials.

Conceptual Access Management Plan

1. Secure and assemble existing and future land use and master plans for corridor communities. Update plans based on development which has occurred since adoption and input from local communities on any changes being discussed or proposed for official revision.
2. Secure and assemble zoning ordinances from corridor communities. Determine compatibility with assembled land use/master plans within each community, as well as among communities along the corridor. Review critical elements impacting access management, e.g., building, sign, and parking lot setback requirements; parking and sign regulations; access management provisions; and density and lot frontage requirements for commercial and industrial land uses.
3. Assemble a composite of community land use/master plans and zoning ordinances on aerial photography for the corridor. Overlay any future roadway construction plans. Note potential access/motorist conflict points and possible traffic and/or land use techniques that should be considered to resolve those conflicts.
4. Secure local tax maps to create an overlay file on aerial photography for the corridor. Define the front lot width and lot depth of each parcel, highlighting those parcels with common owners.
5. Develop a conceptual access management plan on aerial photography for the corridor. Indicate where frontage/rear roads, cross-access connections, shared driveways, or directional driveway designs are logical. Compare the access points

with MDOT's spacing and offset specifications, noting those parcels that do not or cannot meet them.

6. Conduct a meeting with the Steering Committee (open to the public) to review the composite land use/master plan-zoning ordinance map and conceptual access management plan. The goal of the meeting will be to resolve differences between the land use/master plans and zoning ordinances, and to reach consensus on the conceptual access management plan. The consultant will be responsible for providing the meeting schedule, agenda, minutes, and support materials.

Refined Access Management Plan

1. Based on comments from the Steering Committee, develop a corridor overlay land use plan and refine the access management plan for the corridor.
2. Develop recommendations for refining community zoning ordinances to be consistent with the respective overlay land use plan and access management plan, utilizing the sample ordinance language from MDOT's *Access Management Guidebook*.
3. Develop a draft interagency site plan review process for the corridor, which includes interagency agreements for driveway permit evaluation. The site plan review process will become an integral part of the model ordinances developed for each community. They will outline for developers and private land owners the step-by-step process for securing site plan approvals, rezonings, and zoning variances.
4. Develop recommendations for implementing the access management recommendations under a pilot project program that seeks to leverage funds for improvements outside the typical site plan review process (e.g., a DDA-funded program for voluntary driveway modifications not related to site modifications).
5. Present the refined access management plan to the Steering Committee for dissemination to their respective city councils and planning commissions for review. After allowing sufficient time for review, make formal presentations to each community's planning commission detailing their respective access management plan and model ordinance, ensuring full understanding of access management concepts, the proposed plan and ordinance, and their roles and responsibilities in terms of implementing the plan and adopting the ordinance. The consultant will be responsible for scheduling time on commission agendas, providing support materials, and drafting meeting summaries.

Final Access Management Plan

1. Based on comments received from the communities' planning commissions, prepare the final access management plan and model ordinance for the corridor, including exhibits pertaining to the corridor overlay land use plan.
2. Conduct a final meeting with the Steering Committee to present the final access management plan. The consultant will be responsible for providing the committee meeting schedule, agenda, minutes, and support materials.
3. Develop support materials (e.g., PowerPoint presentations, graphics, etc.) sufficient for presentation of the plan to the communities' city councils for

consideration, adoption, and implementation. SEMCOG will be responsible for meeting with the city councils using the materials prepared by the consultant.

Deliverables

1. A timeline of key events, meetings, and tasks.
2. A minimum of one public meeting to present the results of the respective inventory and solicit comments on proposed access modifications.
3. A minimum of three meetings with the Steering Committee to present and reach consensus on the respective inventory and proposed access modifications, conceptual access management plan, and final access management plan.
4. Meetings with each community's planning commission to ensure full understanding of the respective access management plan and model ordinance and the action required of each community.
5. Hard and digital copies of the refined access management plan, model ordinance, and supporting materials for the corridor for dissemination to the Steering Committee and community planning commissions for review.
6. Two hard copies and digital copies of the final access management plan for the corridor and support materials for each community and participating agency.
7. An access management plan for the corridor presented on aerial photography and mounted for display purposes.
8. Support materials for use in presenting the final access management plan to the corridor communities for review, adoption, and implementation.
9. Any data collected, either from existing sources or by the consultant, in electronic format.