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CITY OF BALTIMORE

MARTIN O'MALLEY, Mayor



DEPARTMENT OF TRANSPORTATION

ALFRED H. FOXX, Director  
417 E. Fayette Street  
Baltimore, Maryland 21202

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March 5, 2004

Stakeholder:

On behalf of Mayor Martin O'Malley, I am pleased to inform you that the Baltimore City Department of Transportation has initiated preliminary engineering/planning activities for the reconstruction of Charles Street between 25<sup>th</sup> Street and University Parkway. This letter serves to announce the initiation of these activities and establish a schedule for the selection of an improvement concept by July of 2004.

As a Stakeholder in this important project, your continued involvement will assure our success in achieving an urban design and transportation solution that supports the premier character of Charles Street. We will be developing the preferred improvement concept consistent with the Mayor's vision for a revitalized and re-energized Charles Street.

The attached **Project Development Flowchart: January - July 2004** depicts the Planning Activities, Design Activities, and Stakeholder Meetings & Issues we intend to follow. Consistent with City, State, and Federal environmental regulations, a cooperative design development process will be used to quickly resolve design issues and select an improvement concept for the reconstruction of Charles Street between 25<sup>th</sup> Street and University Parkway. I wish to alert you to the following key dates as depicted on this chart:

**April 7, 2004 – Afternoon** We will conduct a Stakeholder's charrette with the goal of finalizing the concept for a "Preferred Alternate". Critical design issues on the table include typical section, the east side service drive, the 29<sup>th</sup> Street transition, and bicycle lanes. We plan on holding this meeting at RK&K's Offices; details to be provided.

**May 5, 2004 – Afternoon** We will conduct a Stakeholder's pre-public meeting before public Meeting #1. We plan on holding this meeting at a location along Charles Street.

**May 5, 2004 – Evening** We will conduct Public Meeting #1 to present the "Preferred Alternate".

**June 2, 2004 – Evening** We will present the "Selected Alternate" at Public Meeting #2.

Following the June meeting, we will "lock" typical section details including location of curbs, roadway widths, roadway medians, sidewalks, parking, and bicycle lanes. Remaining issues of the design process to be completed include surface landscaping features and streetscape amenities. Our goal is to complete contract documents ready for advertisement in Fall 2005.

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Stakeholder  
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I am also pleased to inform you that consistent with the Mayor's request for two-way traffic on Charles Street, the City has initiated final design services to return two-way traffic to Charles Street from the vicinity of Penn Station to 29<sup>th</sup> Street. These are interim improvements, which will consist primarily of signing, pavement striping, and other minor roadway adjustments. At the critical intersection of Charles Street and 29<sup>th</sup> Street, however, minor curb adjustments will be required in order to facilitate two-way traffic at this location. Clearly, long-term improvements at this intersection to facilitate two-way traffic on Charles Street will be one of the critical issues addressed by the City and Stakeholders over the next 5-months.

On behalf of the City, we and our consultant team led by the RK&K/WRT Joint Venture, are committed to an open and responsive process driven by our desire to create a premier street within our budget. We will continue to maintain the Charles Street website ([www.CharlesStreet.mdprojects.com](http://www.CharlesStreet.mdprojects.com)) as one of our techniques for communicating with the Stakeholders and public. We will rely upon your support to share project information with your community/institutional representatives.

In summary, we sincerely appreciate your continued interest and support for this exciting project and look forward to finalizing the "Selected Alternate" in June 2004. Please feel free to contact me should you have questions.

Respectfully,

ALFRED H. FOXX  
DIRECTOR

AHF/RW:kc

cc: Mayor Martin O'Malley  
Dominic Murray, Deputy Mayor  
Michael Rice, Deputy Director of the Department of Transportation  
Maryam Babaki, Department of Transportation  
George Winfield, Director of Public Works  
Otis Rolley, III, Director of Planning  
Jay Brodie, Baltimore Development Corporation  
Paula Johnson Branch, 2nd District Council Member  
Bernard C. "Jack" Young, 2nd District Council Member  
Pamela V. Carter, 2nd District Council Member  
Karen Arnold, Maryland State Highway Administration  
Darrell Sacks, Maryland State Highway Administration



## PROJECT DEVELOPMENT FLOWCHART: JANUARY - JULY 2004

**Goal** ⇒ Consistent with City, State and Federal environmental regulations, a cooperative design development process will be used to quickly resolve design issues and select an improvement concept for the reconstruction of Charles Street between 25th Street and University Parkway

		Jan./Feb. 2004	March 2004	April 2004	May 2004	June 2004	July 2004	Comments
<b>Planning Inputs</b>	City's 6.24.2002 Selected Plan					<b>Baltimore City to advertise construction contract for interim improvements to provide two-way traffic on Charles Street between Penn Station and 29th Street</b>		
	60-Day Concept Plan 11.7.2002-1.7.2003							
	Mayor's Decision for 2-Way Traffic on Charles Street 12.20.2003							
<b>Design Activities</b>	<ul style="list-style-type: none"> <li>Finalize scope, budget, &amp; approach</li> <li>Refine schedule</li> <li>Issue Notice to Proceed to RK&amp;K/WRT</li> </ul>	<ul style="list-style-type: none"> <li>Refine concepts, using new survey data</li> <li>Address "What needs further work" from page 2 of 15 in 1.7.2003 Concept Plan Report and 2-way traffic</li> </ul>	<ul style="list-style-type: none"> <li>Refine planning concepts based on Stakeholder's comments</li> <li>Start to finalize concept to develop Preferred Alternate</li> <li>Develop initial streetscape concepts</li> </ul>	<ul style="list-style-type: none"> <li>Continue planning concept to 10% Complete</li> <li>Develop Selected Alternate</li> <li>Complete initial streetscape concepts</li> </ul>	<ul style="list-style-type: none"> <li>Using Selected Alternate, begin Final Design</li> <li>Prepare 30% Plans and Cost Estimate</li> </ul>		Resolve utility relocations, maintenance of vehicle/pedestrian/bus traffic, streetscape, landscape, and complete design.	
<b>Planning Activities</b>			Send coordination letters ("trilogy letters") to environmental resource agencies: <ul style="list-style-type: none"> <li>*Maryland Historical Trust (historic and archaeology)</li> <li>*MDE - Wildlife Heritage Service (rare, threatened and endangered species)</li> <li>*DNR - Environmental Review Unit (waters, wetlands, forest, etc.)</li> </ul>		Begin preparation of Categorical Exclusion (CE) document (pending responses to "trilogy letters")	Finalize CE		Document completion of all planning activities and obtain state/federal sign-offs.
<b>Stakeholder Meetings &amp; Issues</b>				<ul style="list-style-type: none"> <li>▲ Hold Stakeholder's Charrette on April 7th "Issues on Table" <ul style="list-style-type: none"> <li>● typical section</li> <li>● east side service drive</li> <li>● 29th St. transition</li> <li>● bicycle lanes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▲ Hold Stakeholder's Pre-Public Meeting on May 5th &amp; <ul style="list-style-type: none"> <li>● Conduct Public Meeting #1 Present Preferred Alternate on May 5th</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Conduct Public Meeting #2 Present Selected Alternate on June 2nd</li> </ul>	Continue Coordination Typical Section "Locked": locations of curbs, roadways, median, sidewalk, bicycle lanes set	Issues to be addressed limited to surface landscaping features, streetscape amenities and details.

### Notes