



BEST PRACTICES CONVEYANCE APPROVAL PROCESS

Jennifer Bailey Matti, LS

Property Conveyance Supervisor

MnDOT



AMERICAN ASSOCIATION OF
STATE HIGHWAY AND
TRANSPORTATION OFFICIALS

AASHTO
THE VOICE OF TRANSPORTATION

OUTLINE

- Legislation
- History
- Process
- Approvals
- Wrap Up

LEGISLATION

- 2013 Legislation
 - Inventory of surplus Right of Way
 - Must report inventory findings to legislature each odd numbered year

HISTORY

- 8 Districts – 1 Central Office
- 2 Step Conveyance Process
 - District & Central Office

TODAY

- 1 Conveyance Unit:
 - Centralized out of St. Paul
 - 5 Person Team
 - Supplemented with contractors and district personnel

APPROVALS REQUIRED

- DISTRICT OFFICE
- CENTRAL OFFICE
- FHWA
- MINNESOTA MANAGEMENT & BUDGET OFFICE

DISTRICT APPROVALS

- DISTRICT OFFICE REVIEW
 - Design
 - Traffic
 - Water Resources
 - Right OF WAY
 - Maintenance
 - Planning/Pre-Design
 - State Aid
 - Permits
 - ? More ?

CENTRAL OFFICE APPROVALS

- CENTRAL OFFICE REVIEWS
 - Land Management
 - Materials (Gravel Pits)
 - Office Of Environmental Services
 - Rail Office (Railbank Land)

APPROVAL EFFICIENCY

SHARED REVIEW PROCESS

Microsoft Outlook Email

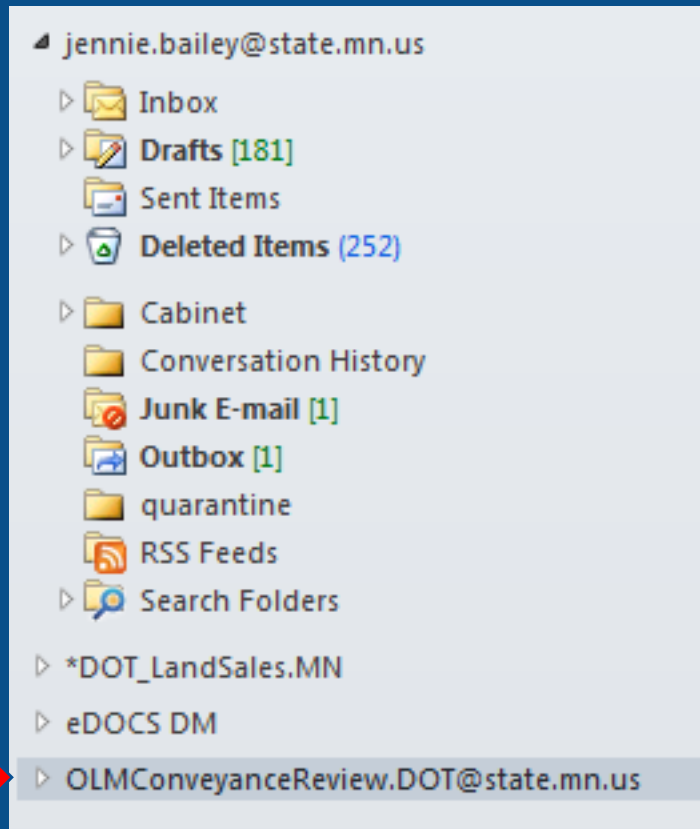
- Community Mailbox
- Reviewers Have Read & Write Privileges

APPROVAL EFFICIENCY

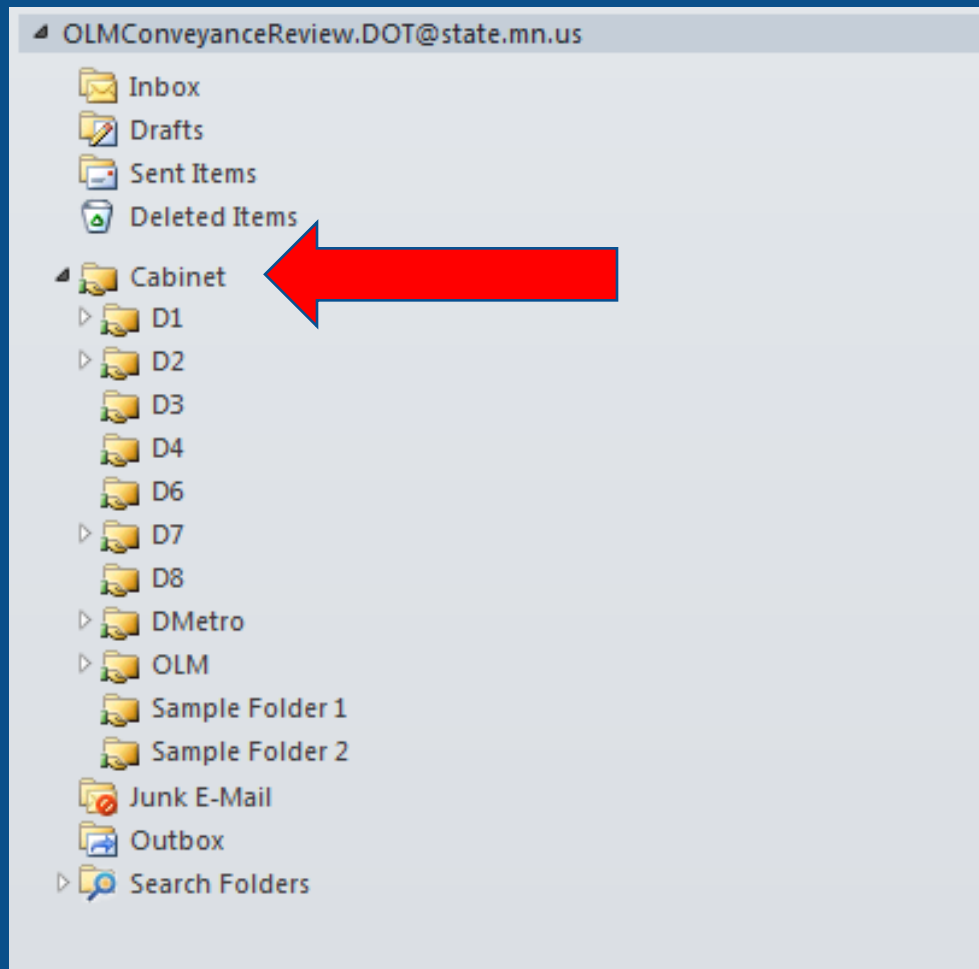
Each District Remains Independent
In Approval Process

Central Office Personnel remain
close to source of work

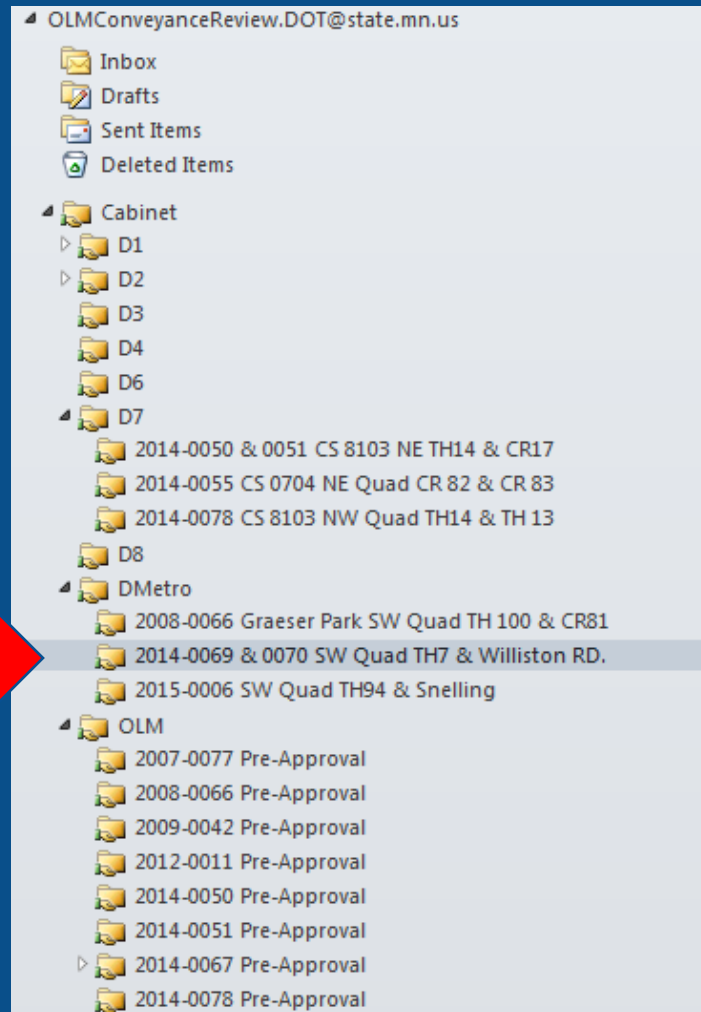
OUTLOOK SHARED REVIEW













OUTLOOK SHARED REVIEW





OUTLOOK SHARED REVIEW



OUTLOOK SHARED REVIEW

Today		
 *DOT_OLM Conveyance Review Maintenance Comments		8:35 AM
Last Week		
 *DOT_OLM Conveyance Review Traffic		Thu 4/9
 *DOT_OLM Conveyance Review Planning Comments		Wed 4/8 @
 *DOT_OLM Conveyance Review Permits		Tue 4/7
Two Weeks Ago		
 *DOT_OLM Conveyance Review Surveys comments		3/30/2015
Three Weeks Ago		
 *DOT_OLM Conveyance Review WRE Comments		3/24/2015
 *DOT_OLM Conveyance Review design		3/24/2015
 *DOT_OLM Conveyance Review State Aid		3/24/2015
Last Month		
 *DOT_OLM Conveyance Review Loren's comments		3/19/2015 @
 *DOT_OLM Conveyance Review 2014-0069 & 0070 Pre-Approval SW Quad TH7 & Williston RD.		3/19/2015 @

OUTLOOK SHARED REVIEW

From:  Watson, Mark (DOT) on behalf of  *DOT_OLM Conveyance Review Posted On: Mon 4/13/2015 8:35 AM
Posted To: 2014-0069 & 0070 SW Quad TH7 & Williston RD.
Conversation: 2014-0069 & 0070 Pre-Approval SW Quad TH7 & Williston RD.
Subject: Maintenance Comments

Maintenance has no comments. First Previous

Mark Watson, P.E.
MnDOT Metro Maintenance
Engineering Services Unit
(651) 234 - 7943

From: Erickson, Chad (DOT) **On Behalf Of** *DOT_OLM Conveyance Review
Posted At: Thursday, April 09, 2015 4:34 PM
Posted To: 2014-0069 & 0070 SW Quad TH7 & Williston RD.
Conversation: 2014-0069 & 0070 Pre-Approval SW Quad TH7 & Williston RD.
Subject: Traffic

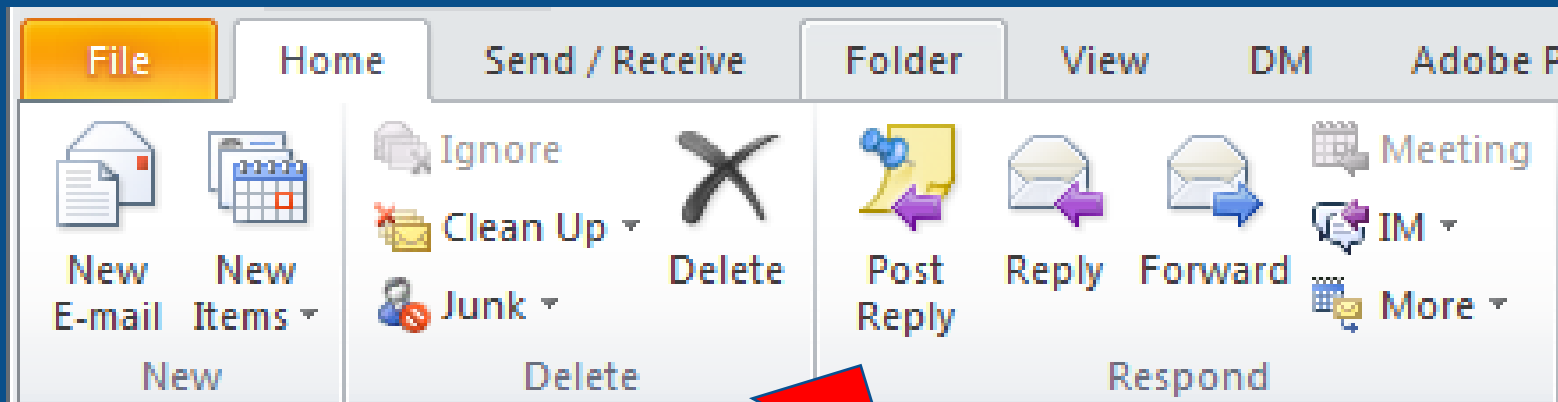
I concur with Nancy and Tod. We should not convey this unless access is available from Lloyds Drive.

From: Sherman, Tod (DOT) **On Behalf Of** *DOT_OLM Conveyance Review
Posted At: Wednesday, April 08, 2015 11:57 AM
Posted To: 2014-0069 & 0070 SW Quad TH7 & Williston RD.
Conversation: 2014-0069 & 0070 Pre-Approval SW Quad TH7 & Williston RD.
Subject: Planning Comments

Attached is the completed bike/ped checklist for 2014-0069. From the bike and ped standpoint, we should convey the property.

We shouldn't convey the property if the driveway access is going to remain on MN 7. There are very few direct driveway accesses on the corridor, there's no right turn lane, and we couldn't require one with the development of a couple homes. Every effort should be made to get access from Lloyd's

OUTLOOK SHARED REVIEW



CONCLUSION

- Work In Progress
- Always Looking To Improve
- Promote Consistency
- Use The Tools We Have