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| **MEMORANDUM** | **State of Alaska** |
|  | **Department of Transportation & Public Facilities****REGION Region** **Design, Engineering, & Construction** |

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| --- | --- | --- | --- |
| **TO:** | Project File | **DATE:** | Date |
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|  |  |  |  |
| **FROM:** | Name, P.E. | **SUBJECT:** | Road Name or Project Name |
|  | Engineering Manager or Regional Traffic & Safety Engineer |  | Termini or Program Number |
|  | Northern Region |  | Lane Reduction Analysis  |
|  |  |  |  |

This memorandum summarizes the analysis and recommended course of action for the proposed lane reduction/road diet on ROAD NAME from LANDMARK to LANDMARK.

**Background**

*Provide a brief summary of how the request originated and the problem that the lane reduction or road diet is proposing to solve.*

**Analysis Summary**

*Succinctly summarize the complete analysis and the results. The analysis should avoid opinion, qualifying and speculative language.*

Initial Screening

*Provide a brief summary of the initial screening justifying the detailed analysis. Initial screening can be documented here or documented in a separate memo and attached to the detailed analysis.*

Detailed Analysis

*If additional context is needed beyond what is provided in the analysis matrix, summarize here.*

**Recommendation**

*Include the recommendation here based on the completed analysis whether to implement or not implement the lane reduction or road diet.*

*Summarize key components of final decision recommendation – for example LOS is acceptable, maintenance costs are reduced and safety is not adversely impacted.*

Based on the analysis completed, the proposed lane reduction/road diet is/is not recommended for implementation.

Attachments: Analysis Matrix

xxx/xxx

Copy to: Folder where document should be filed

cc: Ryan Anderson, P.E., Commissioner

 Pamela Golden, P.E., Statewide Traffic & Safety Engineer

 Katherine Keith, Deputy Commissioner

 Lauren Little, P.E., Chief Engineer

 Shannon McCarthy, Communications Director

 Andy Mills, Legislative Liaison

Name, P.E., Regional Director

Name, P.E., Regional Preconstruction Engineer

Name, P.E., Regional Traffic & Safety Engineer

 Name, P.E., Regional M&O Chief