

**WILSON DRIVE COMMUNITY-WIDE  
COMMUNITY TASK FORCE  
STEERING COMMITTEE**



**Wednesday May 11, 2016 6:00 PM**  
**Village Hall Court Room**  
3930 N. Murray Ave, Shorewood, WI 53211  
**AGENDA**

1. Call to order.
2. Consideration of April 13 and 27, 2016 meeting minutes.
3. Update on public comments received.
4. Update from chairs on Work Group meeting of April 27.
5. Progress report for June 15 Open House.
6. Determine guest speakers.
7. Evaluate need for traffic study for the Wilson Drive corridor.
8. Task Force participation and accountability, and public discourse.
9. Public comments.
10. Schedule next meeting.
11. Adjourn.

**DATED** at Shorewood, Wisconsin, this 6<sup>th</sup> day of May, 2016.

**VILLAGE OF SHOREWOOD**

Tanya O'Malley, Village Clerk WCPC

Should you have any questions or comments regarding any item on this agenda, please contact Ericka Lang, Planning Director, Planning & Development Department, at (414) 847-2640.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

**WILSON DRIVE COMMUNITY-WIDE  
COMMUNITY TASK FORCE  
STEERING COMMITTEE**



**April 13, 2016**

3930 N. Murray Ave, Shorewood, WI 53211

**Meeting Minutes DRAFT**

**1. Call to order.**

The meeting started at 6:00 p.m. Steering Committee members present: Co-Chairs Steve Kavalauskas and Henk Joubert, Eric Couto, Therese Klein, Joe Teglia, Davida Amenta, Ellen Eckman, Tim Vander Mel, Donna Pollock, Tom Kuhlmann and Liz Beeghly.

**2. Consideration of March 23, 2016 meeting minutes.**

Mr. Couto moved to approve the minutes seconded by Mr. Vander Mel. Ms. Amenta stated that if there is public input then names should be in the meeting minutes and to verify last statement under the traffic work group summary notes, letter i. Staff will verify comment with traffic engineer guest presenter. Vote to approve 11-0 with verification.

**3. Update on public comments received.**

Mr. Vander Mel stated that two comments have been received since the last meeting. Full email comments are not put on the village website but the summary table is as it is part of the meeting materials. Full public comments are available upon request.

**4. Update summary of previous work group sessions.**

Each work group chair summarized the completed deliverable that was done at the previous meeting. Trying to get representative from Milwaukee County Parks to come to the next meeting. Some work group members are taking pictures of the corridor to catalog social entry points- there are eight paths. Mr. Teglia noted that further discussion with traffic engineer said that a study can take 30 days and cost \$10,000 to \$15,000 and would show turning behavior. No study could show how much traffic would divert to side streets if added stop signs or changed road width.

Resident Carlos Pastrana at 4319 N. Alpine asked what village plans/studies say about housing in Shorewood. Ms. Lang explained the housing summary from the 2014 Central District Master Plan, showing there is a demand for more housing.

Ms. Klein reminded all that the goal of the task force is to bring all ideas together and concerned if work groups are capturing all ideas because of time constraints at past meeting.

Dan Weber Schulz from 4451 N. Marlborough spoke about the WDSC in the community and hears that residents believe the sole discussion of the WDSC is to decide whether there should be residential or commercial development along Wilson Drive. People aren't understanding this broader purpose.

John Berges from 4339 N. Wildwood feels positive of the work groups from the last meeting, but community sees the WDSC as villains. The WDSC must make this very clear.

Members discussed reaching out to stakeholders. The village is sending a letter to Whitefish Bay and letters will go out to key stakeholders.

**WILSON DRIVE COMMUNITY-WIDE  
COMMUNITY TASK FORCE  
STEERING COMMITTEE and  
WORK GROUPS**



**April 27, 2016 6:00 PM**  
3920 N. Murray Ave, Shorewood, WI 53211  
**Meeting Minutes DRAFT**

- 1. Call to order.**

The meeting was called to order at 6:00 p.m. Steering Committee members present: Co-chairs Steve Kavalauskas and Henk Joubert, Ellen Eckman, Elizabeth Beeghly, Donna Pollock, Davida Amenta, Nathan Hemming, Eric Couto, Joe Teglia. Work group member attendance are recorded with the work group meeting notes.
- 2. Consideration of April 13, 2016 meeting minutes.**

Item deferred.
- 3. Update on public comments received.**

Mr. Vander Mel noted two public comments were received via email since the previous meeting. He summarized those comments. Comments were added to the summary table that he is maintaining.
- 4. Discuss communication efforts and posters/flyers for June open house event.**

Ms. Klein updated members about how the June open house meeting will be organized and asked if there are anyone from the public or work groups that could volunteer to assist in sketching ideas at the open house. [See material handout for event organization]. For getting the word out about the event, postcards will be mailed to all households, businesses and flyers will be put on garbage carts. Posters will be placed throughout the community.
- 5. Guest speaker presentation- TBD.**

Item deferred. No guest speaker.
- 6. Discussion of evaluating need for traffic study for the Wilson Drive corridor.**

Mr. Kavalauskas announced that there is a strong interest for a parking study. Village staff is working with a traffic engineer to recommend elements for a study that would be most appropriate for this project and corridor.
- 7. Update on June 15 open house event format and responsibilities**

Discussion took place under item #4.
- 8. Review ideas for conceptualizing improvements along Wilson Drive for the open house event.**

A publicly posted meeting by some members of the steering committee was held April 20<sup>th</sup> that determined how to organize the open house and display improvements. For the meeting tonight, a bubble diagram was provided to each work group to help in the discussion for preparing for the open house.

# June 15 Open House Event Format

*The purpose is to gather comments about the ideas presented by the work groups and to get additional ideas.*

## **Time 5:00 p.m. – 8:00 p.m. at Village Center LL**

### Room Setup and Activity

- A. Divide room into four areas by work group
- B. Use table(s) to display bubble diagram of Wilson Drive that illustrates work group ideas.
- C. Have 5<sup>th</sup> table for Strategic Initiatives Committee members to answer questions, possibly located at entrance to hand out materials.
- D. Each work group has a Poster Board on an easel next to their table that bullets the individual work groups concerns. Each work group is responsible for preparing the poster board.
- E. A poster board and handout will be available at room entrance explaining process of evening.
- F. Process:
  - a. Participants will go to each station and review work group improvements on the bubble diagram.
  - b. Each station will have a volunteer that is able to sketch ideas from the public that is not already identified and displayed on the diagram. Concerns will not be added to the bubble diagram. Sketches will be attached to the bubble diagram with art tape.
    - i. Clip art cutouts may be provided
  - c. There will be comment half-sheets for concerns and ideas as well that will be collected. Ideas that participants want displayed will be written on a post-it and provided to sketcher.
  - d. The bubble diagram will be to-scale and distances easily measured. A mechanical ruler will be at each station.
- G. Each station has at least 3 volunteers from the work groups: one to sketch, one to explain concerns; one to explain diagram and take comment sheets. A 4<sup>th</sup> volunteer is ideal.
- H. Provide additional Poster that explains the Task Force Process and Timeline. Have 2 identical posters in room.

**9. Work group breakout sessions.**

Work groups broke out at 6:25 p.m. The public at large participated in the discussions with at least 40 in attendance in addition to the steering committee and work groups. Work groups finished discussions between 7:30 and 8:00 pm.

**10. Schedule next meeting.**

The next steering committee meeting is scheduled May 11<sup>th</sup> and the next combined steering committee and work groups is scheduled May 25<sup>th</sup>.

**11. Adjourn.**

The meeting was adjourned at 7:50 p.m.

Recorded by,

A handwritten signature in cursive script that reads "Ericka Lang". The signature is written in black ink and is positioned above the typed name.

Planning Director Ericka Lang

**5. Discuss communication efforts and posters/flyers for June open house event.**

Ms. Klein stated that a poster design is drafted and will need to be put up around the community and she asked members to be prepared to attend social events, such as the Farmers Market, to inform the community.

The posters will also be put up at certain businesses, schools and village buildings. Members will work with Milwaukee County Parks to see about getting them along the Oak Leaf Trail and in Estabrook Park.

Mr. Kavalauskas stated that a subcommittee is needed to work out details of the June open house event. He will complete the stakeholder list and work with staff about getting notices to all stakeholders. Postcards will be mailed to all households and businesses and flyers on the garbage carts for the event.

Ms. Klein suggested to have displays at the open house that the public can react to and provide more ideas. Displays should show ideas already suggested and list concerns separately. Mr. Joubert added that June could have rough concepts and is about getting concerns, interests and ideas. Important to find out why.

A meeting was scheduled April 20<sup>th</sup> for some of the steering committee to meet to organize the June 15 open house event.

**6. Discuss Guest speakers for next work group meeting.**

Mr. Kavalauskas handed out a list of potential guest speakers. Members identified priority speakers to reach out to.

**7. Recommendation for use of civic engagement web-based platform.**

Ms. Lang explained the civic engagement platform for getting public input. Provider My Sidewalk is offering the platform for half of original quote: one year for \$2,400. The online platform connects to other social media and is an easy way for the average citizen to comment on projects who don't have time to attend meetings.

Mr. Kavalauskas moved to recommend to the Village Board purchase of the civic engagement platform My Sidewalk, seconded by Mr. Teglia. Members asked for references. Vote 9 to 2.

**8. Discuss future agenda items.**

**9. Schedule next meeting.**

The next meeting is scheduled April 27<sup>th</sup> at 6:00 p.m. at the Village Center Lower Level.

**10. Adjourn.**

The meeting was adjourned at 7:48 p.m.

Recorded by,



Planning Director Ericka Lang

# WILSON DRIVE

*Wilson Drive will require a full reconstruction in 2018*

You're invited to The Wilson Drive Task Force

## OPEN HOUSE

**June 15, 5:00 – 8:00 p.m.**

Village Center - Lower Level, 3920 N. Murray Ave.

The Wilson Drive Task Force wants to hear from you.  
Stop in to join the conversation and to share your ideas.

## Here are 5 ways to be involved:

**1 RECEIVE NOTIFICATION**  
ON UPCOMING MEETINGS  
AND EVENTS  
[villagofshorewood.org/list.aspx](http://villagofshorewood.org/list.aspx)

**2 VIEW THE PROJECT PAGE**  
FOR NEW UPDATES, REPORTS  
AND PROJECT SCHEDULE  
[villageofshorewood/wilsondrive](http://villageofshorewood/wilsondrive)

**3 EMAIL YOUR COMMENTS**  
[WilsonDriveProject@villageofshorewood.org](mailto:WilsonDriveProject@villageofshorewood.org)

**4 MAIL YOUR COMMENTS**  
Planning Director, 3930 N. Murray Ave.,  
Shorewood, WI 53211

**5 ATTEND PUBLIC MEETINGS**  
OF THE WILSON DRIVE TASK FORCE

**STEERING COMMITTEE**

Meets 2nd Wed. of the month | 6pm  
*Village Hall Court Room*

**WORK GROUP**

Meets 4th Wed. of the month | 6pm  
*Check website for meeting location*



# WILSON

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For more information:  
[villageofshorewood.org/wilsondrive](http://villageofshorewood.org/wilsondrive)



**WILSON**  
*DRIVE*

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# ATTACHMENT A

## SCOPE OF SERVICES

Traffic Analysis & Design, Inc. (Engineer) shall provide the Services described below. As indicated, this includes conducting a traffic and safety study of Wilson Drive to develop a recommended cross-section of Wilson Drive, intersection improvement geometrics at the cross-streets of Capitol Drive, Kensington Boulevard, Marlborough Drive, and Glendale Avenue along with pedestrian safety improvements. The study will also discuss and assess the potential diversion of traffic to other streets due to the narrowing of Wilson Drive and will provide recommendations to discourage cut-through traffic.

This traffic study will be completed to the Institute of Transportation Engineer's standards as a municipal traffic study. The following tasks outline the scope of work for the traffic and safety study:

### **Data Collection**

Engineer will obtain historical traffic count data on Wilson Drive from 1976 to present to assess the traffic growth/stability of traffic on Wilson Drive. To determine the current 24-hour volume on Wilson Drive per direction as well as the vehicle classification (for pavement design), Engineer will conduct 48-hour traffic classification tube counts per direction at the following three locations on Wilson Drive:

- North of Capitol Drive
- North of Marlborough Drive
- South of Courtland Place

To determine the recommended intersection geometry at the key Wilson Drive intersections as well as potential cut-through routes in addition to obtaining bike and pedestrian counts, Engineer will conduct traffic turning movement counts at the following study area intersections for the following time periods:

- Wilson Drive with Capitol Drive – weekday 6 AM to 9 AM and 3 PM to 6 PM
- Wilson Drive with Kensington Boulevard - weekday 6 AM to 9 AM and 3 PM to 6 PM
- Wilson Drive with Marlborough Drive – weekday 6 AM to 9 AM and 3 PM to 6 PM
- Wilson Drive with Glendale Avenue – weekday 6 AM to 9 AM and 3 PM to 6 PM

All traffic turning movement counts will be conducted to WisDOT standards with autos, trucks, busses, bikes and pedestrians counted separately in 15-minute intervals. During the data collection effort, Engineer will document operational issues, safety issues and queuing issues and when they occurred. Engineer will document the existing intersection geometrics, pedestrian crossings and pavement markings/signing at these four intersections.

Engineer will compile all the traffic count data and will determine the weekday AM and PM peak hours for the traffic operational analysis.

Engineer will obtain/collect the crash data along Wilson Drive from Capitol Drive to Hampton Avenue for the past three years. Engineer will determine the Wilson Drive crash rate, intersection crash rates, crash frequencies, and study traffic patterns to determine if safety is an issue and to determine if any crash patterns can be corrected through engineering improvements.

### **Trip Generation and Distribution**

Engineer will estimate the volume of traffic expected to be generated by the proposed Police Station (on Wilson Drive, north of Capitol Drive) and the proposed Senior Living Development (south of Capitol Drive at Wilson Drive) based on trip generation rate data documented in the *ITE Trip*

*Generation Manual, 9<sup>th</sup> Edition.* The traffic will be distributed and assigned based on the existing traffic patterns to develop the Year 2016 total build traffic volumes on Wilson Drive.

### **Traffic Operational Analysis**

Engineer will develop the Year 2016 total build traffic volumes (with future development) for the weekday AM and PM peak hours as well as the 24-hour (ADT) on Wilson Drive. Engineer will also develop the Year 2016 total build traffic volumes for the weekday AM and PM peak hours for the following study area intersections:

- Wilson Drive with Capitol Drive
- Wilson Drive with Kensington Boulevard
- Wilson Drive with Marlborough Drive
- Wilson Drive with Glendale Avenue

These four study area intersections will be analyzed for the typical weekday AM and PM peak hours for the following scenarios:

1. Existing conditions (as a basis of comparison)
2. Year 2016 Build conditions with the additional development traffic with a narrower cross-section, with no other improvements
3. Year 2016 Build conditions, with a narrower cross-section, with intersection and pedestrian improvements.

Engineer will also develop the Year 2016 total build traffic volumes at these study area intersections with Wilson Drive narrowed with traffic diversion to other streets based on the expected levels of service during the peak hours at the study area intersections.

Engineer will make recommendations on intersection geometrics, turn bay length extensions, pedestrian crossings/enhancements, channelization, safety improvements and other improvements (bump-outs, chockers, etc.) required to provide LOS 'D' or better for all traffic movements at the study area intersections. Engineer will also provide recommendations to discourage cut-through traffic.

### **Report**

A "draft" Traffic Study report documenting the findings of the updated traffic volumes and analysis will be prepared by the Engineer and submitted to the Client for review and comments. The report will include text, tables and exhibits. The Client shall provide comments to the Engineer so the Engineer can finalize the report and submit final copies to the Client. An electronic "PDF" copy of the draft and final reports will be submitted to the Client.

### **Meetings**

One future neighborhood meeting is included in this contract, which is expected to be a presentation of the findings and recommendations. If additional meetings are required with attendance by the Engineer, it will be considered as additional services requiring a contract amendment.

### **SCHEDULE**

Engineer will submit a draft report to the Client within four weeks of receiving a signed agreement. Engineer will provide a final report to the Client within three days of receiving comments on the draft report.

## **COMPENSATION**

For the completion of the above Scope of Services, Client shall pay Engineer the lump sum fee of Fifteen Thousand Seven Hundred Seventy-Seven Dollars (\$15,777.00).

All services not cited in Attachment A, Scope of Services, will be conducted as additional services under an Amendment to this Agreement.