

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



Wednesday June 8, 2016 6:00 PM
Village Hall Court Room
3930 N. Murray Ave, Shorewood, WI 53211
AGENDA

1. Call to order.
2. Consideration to approve May 11 and May 25, 2016 meeting minutes.
3. Update on public comments received.
4. Discuss future guest speakers.
5. Update on communication plan.
6. Discuss proposed traffic study.
7. Update from Work Group breakouts.
8. Review June 15 Open House organization and communications.
9. Adjourn.

DATED at Shorewood, Wisconsin, this 3rd day of June, 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.

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

May 11, 2016

Meeting Minutes

3930 N. Murray Ave, Shorewood, WI 53211



1. Call to order.

The meeting was called to order at 6:00 p.m. Members present: Co-chair Henk Joubert, Eric Couto, Therese Klein, Liz Beeghly, Donna Pollock, Davida Amenta, Tim Vander Mel, Ellen Eckman, Joe Teglia, Tom Kuhlmann and Nathan Hemming.

2. Consideration of April 13 and 27, 2016 meeting minutes.

Mr. Couto moved to approve both meeting minutes, seconded by Ms. Beeghly. Vote 10-0.

3. Update on public comments received.

Mr. Vander Mel stated one public comment was received via email from a resident who previously submitted a comment.

4. Update from chairs on Work Group meeting of April 27.

Work Group Chairs Eric Couto, Joe Teglia, Donna Pollock and Ellen Eckman summarized the April meeting and appreciated the process and the great public turnout. The meeting notes from each work group will be put on the project webpage.

5. Progress report for June 15 Open House.

Ms. Klein went through the estimated communication/print costs for the open house event. Postcards will be mailed to all residents and businesses; posters will be put up throughout the village; flyers will be placed on garbage carts. The event will also be on the village's facebook, twitter, village manager's memo and featured on the website homepage.

Members reviewed what should be displayed and how to display at the open house. Showing varying street widths sections will be helpful and posters with stock photos of ideas. Need to create poster templates for each work group to use and have slots for each alternative: keep road as-is, reconfigure road, or create new space.

6. Determine guest speakers.

Members suggested someone from Southeastern Wisconsin Planning Commission. To date, no response from requests to Milwaukee County Parks. Other ideas: someone from MMSD and Menomonee Valley. Decided to not invite a speaker until after the open house.

7. Evaluate need for traffic study for the Wilson Drive corridor.

Members should review the traffic study from the consultant and will discuss at following meeting.

8. Task Force participation and accountability, and public discourse.

Mr. Joubert reminded members of the purpose of the task force and understanding rules of engagement.

9. Public comments.

10. Schedule next meeting.

Next steering committee and work groups meeting is scheduled May 25, 2016

11. Adjourn.

The meeting was adjourned at 7:45 p.m.

Recorded by,

A handwritten signature in cursive script that reads "Ericka Lang". The signature is written in black ink and is positioned below the text "Recorded by,".

Ericka Lang
Planning Director

DRAFT

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

May 25, 2016

3920 N. Murray Ave, Shorewood, WI 53211

Meeting Minutes



1. Call to order.

The meeting was called to order at 6:02 p.m. Cochairman Henk Joubert led the meeting. Other member attendance is listed within the work group meeting notes.

2. Update on public comments received.

Member Mr. Vander Mel reviewed two public comments received via email since the last meeting.

3. Update on future guest speakers.

Mr. Joubert stated that no guest speakers are scheduled at this time.

4. Review June 15 Open House organization and communications.

Member Ms. Klein explained the format and organization of the open house event. Each work group has its own table and easel and the Village Board Strategic Initiative Committee will have a separate table. Each table has at least two work group members. The purpose of the open house is to capture more ideas and share where we are at.

A reminder that postcards are being mailed to all residents and businesses and flyers are being placed on the garbage carts, nearly 4000 carts. Ms. Klein requested volunteers to distribute posters in the business district. The Village Manager's Memo will post and it will be on other village social media sites and listed in the village center's monitor and a flyer on the civic center kiosk in the library.

5. Task Force participation and accountability, and public discourse.

Mr. Joubert reminded all of the purpose of the task force and roles of the members.

Trustee Paul Zovic continued, discussing roles and challenges. The Strategic Initiatives Committee created the framework of the task force and wants to see an evaluation of each scenario originally presented: keep the road as-is; reconfigure the road; and create new space.

Zovic expressed gratitude to the task force members and noted that they have the remaining of the year to get through this process.

6. Work group breakout sessions.

The task force broke out into the work groups at 6:30 p.m.

7. Adjourn.

The meeting ended by 8:00 p.m.

Recorded by,

A handwritten signature in black ink that reads "Ericka Lang". The signature is written in a cursive, flowing style.

Planning Director Ericka Lang

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, 9th 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.