Village of Weston, Wisconsin
MEETING NOTICE

Meeting of:	PROPERTY & INFRASTRUCTURE COMMITTEE
Members:	Ziegler {c}, Jensen, Ostrowski, Porlier
Date/Time:	Monday, May 2nd @ 4:30 P.M.
Location:	Weston Municipal Center (5500 Schofield Ave) – Board Room
Agenda:	The agenda packet will be emailed out 3 days prior to the meeting, and also posted on the Village website at www.westonwi.gov.
Attendance:	Committee members, please indicate if you will, or will not be attending so we may determine in advance if there will be a quorum.
Questions:	Donna Van Swol, Utility Clerk 715-359-2876 dvanswol@westonwi.gov

---

This notice was emailed to local media outlets (Print, TV, and Radio) on **4**/2**6**/2016.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Property & Infrastructure Committee. Should a quorum be other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993).

Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center, by 12 noon the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.

It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE PROPERTY & INFRASTRUCTURE COMMITTEE

The Regular meeting of the Village of Weston Property & Infrastructure Committee, composed of five (5) members, will convene at the Weston Municipal Center, Board Room, 5500 Schofield Ave., Weston, on **Monday, May 2, 2016, at 4:30 p.m.** to consider the following matters:

A. Opening of Session.
- **1.** Meeting called to order by Chairman Ziegler at 4:30 p.m.
- **2.** Clerk will take attendance and roll call.
- **3.** Request for silencing of cellphones and other electronic devices.
- **4.** Acknowledgment of visitors if any.

B. Comments from the public on matters pertaining to committee business and oversight.

C. Presentation.

D. Consent Items for Discussion/Action
- **5.** Approval of previous meeting minutes from 4/04/2016
- **6.** Water/Sewer permits LCON-4-16-6614, LCON-4-16-6624, LCON-4-16-6625, LCON-4-16-6626, LCON-4-16-6627, LCON-4-16-6643, LCON-4-16-6644, & LCON-4-16-6651

E. Business Items for consideration, discussion, and action.
- **7.** Draft Chapter 74 Subdivision Ordinance
- **8.** Crack Seal Pavement Maintenance Project Award
- **9.** Chip Seal Pavement Maintenance Project Award
- **10.** Asphalt Overlay Pavement Maintenance Project Award
- **11.** Ross Ave Bridge Deck Maintenance Project Award
- **12.** Overview of Street Maintenance Program for 2016
- **13.** Discussion on Traffic Calming Policy

F. Reports.
- **14.** Deputy Director, Public Works.
- **15.** Director of Public Works and Utilities.
- **16.** Administrator.

G. Remarks from Committee; discuss items to be included for the next Property & Infrastructure Committee agenda.

H. Set next meeting date for **Monday, June 6th, 2016**.

I. Announcements.

J. Adjourn.

WITNESS: My signature this 29th day of April, 2016.

Donna Van Swol
Utility Clerk

This notice was posted at the Municipal Center, and on the Village's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 4/29/2016. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Property & Infrastructure Committee. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center at 715-359-6114, by 2pm the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.

Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE COMMITTEE

May 2nd, 2016

MEETING PACKET COVER SHEET AGENDA ITEM – D.5.

Back to Agenda

Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE PROPERTY & INFRASTRUCTURE COMMITTEE
Monday, April 4, 2016, at 4:30 p.m.

A. Opening of Session.

1. **Meeting called to order by Chairman Ziegler at 4:30 p.m.**
2. **Clerk will take attendance and roll call.**

Roll call indicated 4 Property & Infrastructure Members present.

Member	Present
Ziegler, Jon	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Porlier, Mark	Yes
Vacant	No

Village staff present were DPW Keith Donner, Michael Wodalski, Ken Ligman and Steve Opatik from Becher-Hoppe, Don Penza, and Donna Van Swol. Trustee Loren White was present.

3. **Request for silencing of cellphones and other electronic devices.**
4. **Acknowledgment of visitors if any.**

B. Comments from the Public on Matters Pertaining to Committee Business. None.

C. Presentation. None

D. Consent Items for Discussion/Action.

5. **Approval of previous meeting minutes from 3/07/2016.**

M/S/P Porlier/Jensen: to approve the minutes from the meeting of March 7, 2016 as presented.

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

Member	Present
Ziegler, Jon	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Porlier, Mark	Yes
Vacant	-

E. Business Items for consideration, discussion, and action.

6. **2015 MS4 Report.** Wodalski reported the MS4 (Municipal Separate Storm Sewer System) report is due at the end of March every year. The report was included as submitted with the meeting materials.

7. **LED Street Lighting Award.** Wodalski reported we received the submittals but they did not match the requirements of the RFP. The four respondents were allowed two additional weeks to meet the requirements of the RFP.

Back to Agenda

Supplier	Fixture (wattage)	Total Price
Werner Electric Supply	Am. Elec. Autobahn ATB2 (91W)	$117,654.46
Etco Electric	Am. Elec. Autobahn ATB2 (91W)	$118,752.00
Crescent Electric	Leotek Green Cobra (105W)	$114,434.00
Solid Flux Lighting	Philips Street View (105W)	$131,259.00

Staff recommends Werner Electric Supply using the 91-watt fixture at a cost of $117,654.46. The Village received a grant from the State Energy Office for $75,000 leaving an expenditure of $42,654.46 for the Village. We anticipate an annual energy savings of ±$14,000 with the new fixtures. That will be about a 3-year payback on our expenditure. The Village Board already awarded the street lighting contract at their March 21, 2016 meeting.

M/S/P Porlier/Ostrowski: to acknowledge the award of the street lighting contract with Werner Electric Supply in the amount of $117,654.46.

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

Member	Present
Ziegler, Jon	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Porlier, Mark	Yes
Vacant	-

8. **2016 CORP Amendment.** Wodalski asked the committee if the Village Board should amend the Village's Comprehensive Outdoor Recreation Plan (CORP) to include the Volkman Street multi-use path project. The DNR requirements for the grant is to have the location specifically identified in the CORP. Staff recommends approval of the resolution amending our CORP to include a multi-use path project along Volkman Street to connect the DC Everest Junior High School to existing and planned paths located in the Village of Rothschild along Volkman Street.

M/S/P Ziegler/Ostrowski: to recommend to the Board of Trustees to approve the resolution to amend the Village's Comprehensive Outdoor Recreation Plan to include the Volkman Street Multi-Use Path.

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

Member	Present
Ziegler, Jon	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Porlier, Mark	Yes
Vacant	-

9. **Sewer Televising Camera Purchase.** Wodalski reported in the 2016 capital equipment plan we had a sewer televising camera included with the purchases. The existing camera is more than 20 years old, obsolete, and no longer works properly. The cost to upgrade and replace the camera was about $50,000. After talking with the dealers it was determined the hose reel and other electronics should be replaced and upgraded. The weight of a new camera is about 25 pounds compared to the existing camera of 50 pounds. Wodalski added this was discussed with the Finance Committee and they recommended the additional amount ($21,586.00) over budget to be taken from the Sewer Utility hook-up fees. Ostrowski questioned the warranty on the product wondering if it was more than the usual one-year warranty. He thought it might be a good idea to get an extended warranty depending on the cost. Wodalski will check into the warranty.

Dealer / Brand	Total Price
Envirotech Equipment (Aries)	$71,586.00
MacQueen Equipment (Envirosight)	$90,200.00

M/S/P Ostrowski/Porlier: to recommend to the Board of Trustees to approve the purchase of a sewer televising camera from Envirotech Equipment in the amount of $71,586.00.

Yes Vote: 3 No Vote: 0 Abstain: 1 Not Voting: 0 Result: Pass

Member	Present
Ziegler, Jon	Abstain
Jensen, John	Yes
Ostrowski, Kevin	Yes
Porlier, Mark	Yes
Vacant	-

10. **Bid Results for Mesker/Colleen and Ross Avenue Lift Station Replacements and Recommendation for Award of Contract(s).** Donner reported with the limited information available on Friday he did not make a recommendation. At the time of bidding the preferred equipment was Barnes/Crane through Energenecs. Hydromatic pump equipment and ABS Sulzer pump equipment were also approved for bidding. We received more information since Friday about the Hydromatic pump equipment which is a more robust, heavier built, pump than required in the specification. It also appears the differential cost between the different pump equipment is not solely due to pump equipment price.

    Donner stated LW Allen (out of Madison) the distributor for Hydromatic pump equipment is a reputable company. LW Allen does pump stations, water treatment equipment, etc. all over the state. They have not had as good of relationship with the village utility operation's staff over the years but this can be improved on going forward. Donner recommended awarding the contracts to the low bidder utilizing the Hydromatic pump equipment, Haas Sons, Inc. on both contracts.

    Ken Ligman from Becher-Hoppe reported Central Wisconsin Airport has had a positive experience with Hydromatic pumps. Also the City of Wausau has several lift stations utilizing Hydromatic pumps. Ligman checked with three references that are utilizing the proposed pump and has been in operation for a minimum of five years, without problems.

    Utilizing Barnes/Crane Pump Equipment

Lift Station	Low Bidder	Low Bid
Ross Avenue	Kruczek Construction	$285,000
Mesker/Colleen	Haas Sons, Inc.	$233,930
	Total Cost	**$518,930**

    Utilizing Hydromatic Pump Equipment

Lift Station	Low Bidder	Low Bid
Ross Avenue	Haas Sons, Inc.	$281,177
Mesker/Colleen	Haas Sons, Inc.	$205,955
	Total Cost	**$487,132**

    Utilizing ABS Sulzer Pump Equipment

Lift Station	Low Bidder	Low Bid
Ross Avenue	Haas Sons, Inc.	$273,177
Mesker/Colleen	Haas Sons, Inc.	$197,955
	Total Cost	**$471,132**

M/S/P Porlier/Jensen: to recommend to the Board of Trustee to approve Haas Sons, Inc utilizing Hydromatic pump equipment at a cost of $281,177 for the Ross Avenue lift station and $205,955 for the Mesker/Colleen lift station totaling $487,132.

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

Member	Present
Ziegler, Jon	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Porlier, Mark	Yes
Vacant	-

11. **Condition of Jones Street.** Donner reported last week he was contacted by Trustee Ostrowski regarding the condition of Jones Street. Jones Street is a gravel road about 1-mile long south of Weston Avenue and about 1 mile west of Hwy J. The southern half of the road was reconstructed by the street operations crew. There is heavier soil and shallow bedrock in this area and the drainage is not as good causing rutting and breaking up of the road. The recommendation is to reconstruct about 2,000 feet of Jones Street. This project could be done with our own staff and is estimated to take about three weeks. We could use our own recycled base course and we have a large quantity of sand at Ryan Street. The committee would like to have a revised street maintenance plan brought back for review.

12. **Snow & Ice Policy.** Donner reported that Administrator Guild would like staff to update the snow and ice policy. We need to add our new equipment, indicate we can add brine, etc. Wodalski added staff is evaluating the existing snow plow routes. With the addition of our seventh snow plow truck the routes will be modified. We have one loader with a wing that works well in a cul-de-sac. Wodalski added he has been tracking our complaints since 2012 – 2013 and the quantity of complaints have gone down fairly significantly. This year we tried to get the snowplow drivers out by 3:00 a.m. versus 4:00 a.m. or 5:00 a.m. in the past. This allows the snow to be plowed in the residential areas before people typically leave for work in the morning. We need to simplify our message to the residents.

13. **Brush & Leaf Policy.** Donner reported we seem to always to have timing issues where residents have expectations once the weather is favorable to start putting material on the side of the road. In the policy we have tried to address that we don't want material out too soon or after we are done. We need to communicate better to the residents as to when we are picking up certain areas of the village. If we are more structured with the dates and areas where we will be picking up and include maps with the newsletter it should help reduce the confusion. In the past we have catered more to the residents by revisiting areas that were supposed to be completed. More recently we are trying to get more disciplined to stick to the schedule otherwise it makes completing other activities more difficult. Donner asked the committee if this is the direction they would like to see us move forward with.

    Wodalski reviewed the proposed yard waste pick up schedule/map. This could be a good application for a swap loader. A swap loader would give us the ability to have a multi-faceted piece of equipment that can be used as a plow truck in winter, leaf truck in spring/fall, and a dump truck in summer.

F. Reports.

14. Deputy Director, Public Works.

- Wodalski reported he is working with Nate to get mobile access (Beehive software) for the operations staff so we can keep better work tracking records.

Back to Agenda

- Staff has been out patching roads, street sweeping, repairing equipment, updating street signs, etc.
- Last week street staff attended an asphalt pavement maintenance class through the UW Transportation Information Center.

15. Director, Public Works and Utilities.

- Donner reported there was discussion at the March 7 Village Board meeting of a sewer back-up on Camp Phillips Road that was the result of resurfacing of the Camp Phillips Road / Schofield Avenue completed by the County. It took almost a year before the back-up occurred after asphalt material dropped in the manhole during reconstruction. With the utility having a routine maintenance schedule we are rarely considered to be negligent and responsible for damages.

  We could potentially have two residents on Highland Avenue file a claim against the village for the sewer back-up that occurred Saturday, February 27. The adjuster has already sent his letter to the village to disallow the claim. Staff is following up with our insurance agent on getting a quote for no-fault sewer back-up insurance. We had gotten an estimate of about $70,000-$80,000/year in additional cost for this insurance in the past.

- Working with JSD Professional Service and the planning and development staff on the SE quadrant of STH 29 and County Road X. In March we were reviewing data on household and employment projections and traffic generation for the Wisconsin DOT. We are expecting to get traffic modeling results back from the DOT later this week.
- Working on finalizing the easement with Old Castle Glass for the lift station.
- Working on the RFP for automated meter reading.
- Fehr Graham will be coming in to follow-up on our safety training. Training was postponed waiting to get new employees on board.
- Included with the meeting materials was a thank you letter from the Wisconsin Dental Hygienists' Association for fluoridating our water.

16. Report from Administrator. None**.**

G. Communications and Recommendations from Committee Members. None.

H. Set next meeting date and discuss items for next agenda - Monday, May 2, 2016 @ 4:30 p.m.

I. Adjourn.

Ziegler adjourned the meeting at 5:45 p.m.

Donna Van Swol, Utility Clerk

Back to Agenda

Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE COMMITTEE

May 2nd, 2016

MEETING PACKET COVER SHEET AGENDA ITEM – D.6.

Back to Agenda

Date	Permit Number	Applicant	Customer Name	Service Address	Plumbing Contractor
4/11/2016	LCON-4-16-6614	Country Fresh Meats	Country Fresh Meats	9902 Weston Ave	Tito, Inc.
4/14/2016	LCON-4-16-6624	Denyon Homes Inc	Denyon Homes Inc	6308 Tower Ridge Pl	Advantage Plumbing
4/14/2016	LCON-4-16-6625	Denyon Homes Inc	Denyon Homes Inc	6309 Tower Ridge Pl	Advantage Plumbing
4/14/2016	LCON-4-16-6626	Denyon Homes Inc	Denyon Homes Inc	6212 Von Kanel St	Advantage Plumbing
4/14/2016	LCON-4-16-6627	Denyon Homes Inc	Denyon Homes Inc	4709 Crest Ridge Ave	Advantage Plumbing
4/21/2016	LCON-4-16-6643	Denyon Homes Inc	Denyon Homes Inc	7307 Fountain Cir	Advantage Plumbing
4/21/2016	LCON-4-16-6644	Dean Hoida	Dean Hoida	3302 Monte Carlo Dr	Bauman Plumbing
4/25/2016	LCON-4-16-6651	Justin Penrose	Justin Penrose	9705 Newberry Dr	A & L Plumbing

Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE COMMITTEE

May 2nd, 2016

MEETING PACKET COVER SHEET AGENDA ITEM – E.7.

Back to Agenda

Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review

REQUEST FROM:	**KEITH DONNER; DIRECTOR OF SERVICES/PUBLIC WORKS** **JENNIFER HIGGINS; DIRECTOR OF PLANNING & DEVELOPMENT** **SHAWN OSTERBRINK; DIRECTOR OF PARKS, REC & FORESTRY**
ITEM DESCRIPTION:	**DRAFT CHAPTER 74 SUBDIVISION ORDINANCE.**
DATE/MTG:	**PROPERTY & INFRASTRUCTURE COMMITTEEE; MONDAY, MAY 2, 2016**
POLICY QUESTION:	Should the Board of Trustees adopt a new Subdivision Ordinance (Chapter 74)?
RECOMMENDATION TO:	I make a motion to endorse approval, and recommend Chapter 74 to the Trustees for public hearing and adoption.

LEGISLATIVE ACTION:

☒ Acknowledge/Approve	☒ Ordinance	☐ Proclamation
☐ Administrative Order	☐ Policy	☐ Reports
☐ Expenditure	☐ Procedure	☐ Resolution

FISCAL IMPACT ANALYSIS:

☐ Budget Line Item:	
☐ Budget Line Item:	
☐ Budgeted Expenditure:	
☐ Budgeted Revenue:	

STATUTORY / RULEMAKING / POLICY REFERENCES:

☒ WI Statue:	Chapters 61, 62.23, 80.08, 236, and 703
☐ WI Administrative Code:	
☐ Case Law / Legal:	
☒ Municipal Code:	Chapter 74
☐ Municipal Rules:	

PRIOR REVIEW: Reviewed by staff and legal counsel.
Parks and Recreation Committee – April 25, 2016

BACKGROUND: Following adoption of the new zoning ordinance (Chapter 94) in March 2015, Village staff continued working with MDRoffers to update our antiquated Subdivision Ordinance (Chapter 74). The new draft ordinance is compatible with the new zoning ordinance and the way the Village Plan Commission and Board would like to handle CSM and Subdivision creation (land divisions) and approvals in the Village. This document has been reviewed by Parks & Rec Committee on 4/25 and will also go to PC for review on 5/9 prior to a public hearing being held before the Board on 5/16. Director Higgins will also be working with MDRoffers to update the zoning code to require parkland dedication fees for projects, such as apartment complexes, which typically do not require a land division and therefore are not included in the Chapter 74 requirements and we are typically unable to collect parkland fees for these projects. We ask PIC members to pay particular attention to Article 6 Design Standards, Article 7 Required Improvements and Article 8 Construction.

☒ Attachments – Draft Chapter 74 Subdivision Ordinance.

CHAPTER 74: SUBDIVISION REGULATIONS
VILLAGE OF WESTON, WI

DRAFT UPDATE: April 14, 2016

DRAFT

Back to Agenda

Back to Agenda

Back to Agenda

Back to Agenda

ARTICLE 1: INTRODUCTION

Section 74.1.01: Title

This Chapter shall be known, cited, and referred to as the VILLAGE OF WESTON SUBDIVISION ORDINANCE, except as referred to herein, where it shall be known as "this Chapter".

Section 74.1.02: Authority

This Chapter is enacted pursuant to the authority granted by Wisconsin Statutes, including but not limited to Chapters 61, 62.23, 80.08, 236, and 703. Specific statutory references are provided within the body of this Chapter solely as a means of assisting the reader. Such references are not to be considered as all inclusive, may not always be up to date, and shall in no manner be construed so as to limit the application or interpretation of this Chapter.

Section 74.1.03: Purpose

The purposes of this Chapter are to:

(1) Regulate and control the division of land within the Village and its extraterritorial area.

(2) Protect and provide for the public health, safety, and general welfare of the community.

(3) Guide the orderly and beneficial development of the community, in accordance with the Comprehensive Plan.

(4) Provide for adequate light, air, and privacy and the undue pollution of land, air, and water.

(5) Secure safety from fire, flood, and other danger.

(6) Protect the character and the social and economic stability of the community.

(7) Protect environmentally sensitive areas, farmland, open space, natural beauty, topography, and areas that are premature or unsuited for urban development or division.

(8) Protect and conserve the value of land and the value of buildings and improvements upon the land, and to minimize the conflicts among land and buildings.

(9) Provide adequate and efficient public facilities, such as roads, sidewalks, trails, water, sanitary sewerage, stormwater management, schools, and parks.

(10) Ensure that public facilities and services are available concurrent with development, and will have a sufficient capacity to serve the proposed land division, subdivision, or condominium development, generally at the expense of the subdivider.

(11) Provide for adequate circulation of motor vehicle, bicycle, and pedestrian traffic, having particular regard to avoiding congestion, ensuring safe and efficient movement, and providing for an interconnected transportation network within and between developments.

(12) Establish design standards and review procedures for land divisions, subdivisions, and condominium developments to further the orderly layout and use of land, allow for community involvement, and ensure that land is divided in a technically correct manner.

Back to Agenda

(13) Avoid problems associated with inappropriately divided lands, including premature subdivision, excess subdivision, partial or incomplete subdivision, and scattered and low-grade subdivision.

Section 74.1.04: Jurisdiction and Applicability

(1) **Jurisdiction.**

(a) No person, firm, or corporation shall divide or develop any land located within the corporate limits of the Village of Weston or within its extraterritorial area which shall result in subdivision, land division, or condominium development, as these terms are defined in this Chapter, without first filing and receiving Village approval of a subdivision plat, certified survey map, or condominium plat respectively, and subsequently recording said plat or map with the county register of deeds, all as provided in this Chapter.

(b) This Chapter shall not apply to condominium developments that existed as of <INSERT EFFECTIVE DATE>, except to the extent that such condominium developments are expandable pursuant to Wis. Stat. § 703.26, and except that the provisions in subsection (5) to all condominium developments regardless of when they were first established.

(2) **Compliance.** No subdivision, land division, replat, or condominium development within the jurisdiction of this Chapter shall be entitled to be approved or recorded without compliance with all requirements of this Chapter that are in effect when a subdivider submits a preliminary plat, certified survey map, or condominium plat, and the following:

(a) The provisions of Wis. Stats. Chapters 703, 80.08, and 236, including §236.45(2)(ac)

(b) All other Village ordinances that are in effect when a subdivider submits a preliminary plat, certified survey map, or condominium plat, including but not limited to the zoning ordinance and any official map ordinance.

(c) The Comprehensive Plan in place when a subdivider submits a preliminary plat, certified survey map, or condominium plat.

(d) All other master plans, comprehensive plans, and components of such plans prepared by state, regional, county or municipal agencies, when such plans have been duly adopted by the Village Board when a subdivider submits a preliminary plat, certified survey map, or condominium plat.

(e) The provisions of Wis. Admin. Code Chapter SPS 385 for subdivisions, land divisions, or replats not served by public sanitary sewer.

(f) All other applicable state statutes, state administrative rules, and county ordinances.

(3) **Exemptions.** Unless the subdivider elects to prepare a certified survey map, the provisions of this Chapter as it applies to divisions, combinations, or lot line adjustments of tracts of land resulting in fewer than 5 lots shall not apply to:

(a) Transfers of interests in land by will or pursuant to court orders.

(b) Leases for a term not to exceed 10 years, mortgages, or easements.

(c) Combinations of two or more lots into fewer lots, or sale or exchange of parcels of land between owners of adjoining property, if a Plat of Survey showing the parcel to be transferred has been submitted to the Zoning Administrator, including a signature certificate and indicating the location for

Back to Agenda

monuments placed at all new lot corners, and the Zoning Administrator approves such Plat of Survey based on the following criteria:

1. Additional lots are not created.
2. Lots resulting are not reduced below the minimum dimensions and area required by these regulations, the zoning ordinance, and other applicable laws or ordinances.
3. Such lot combination or parcel exchange is not contrary to any prior Village approval over the land, either under this Chapter, Section 94.15.02 of the zoning ordinance, or otherwise.
4. The submitter of the Plat of Survey provides reasonable assurance that the Plat of Survey will be recorded with the county register of deeds, and provides the Zoning Administrator a recorded copy.

Use of a Plat of Survey or Certified Survey Map are the only acceptable means of describing combinations of two or more lots into fewer lots, or the sale or exchange of parcels of land between owners of adjoining property. Metes and bounds descriptions are not acceptable.

(4) **Replats, Vacations, and Corrections of Previously Platted Land.**

(a) When it is proposed to replat a recorded subdivision, or part thereof, so as to change the boundaries of a recorded subdivision, or part thereof, the subdivider shall vacate and alter the recorded plat as specified in Wis. Stats. §§ 236.36 through 236.44. The subdivider shall also complete the platting process as specified in Articles 3 and 4 of this Chapter, and meet other applicable standards in this Chapter.

(b) Vacations of an approved plat or certified survey map that do not also involve a replat shall be made in accordance with Wis. Stats. §§ 236.40 through 236.44.

(c) Corrections to an approved plat or certified survey map shall be done in accordance with and subject to the limitations of Wis. Stat. § 236.295.

(5) **Additional Requirements Applicable to Condominium Developments.** All condominium developments shall include the following provisions within condominium documents, which such provisions shall include Village Board consent prior to modification or termination:

(a) A mechanism for dispute resolution among unit members concerning the upkeep, repair, maintenance, and replacement of common elements and limited common elements.

(b) Establishment of a mandatory escrow account with sufficient funding for the upkeep, repair, maintenance, and replacement of common elements and limited common elements.

(c) A voluntary termination provision.

(d) A Declaration of Easements, Restrictions, Covenants and Conditions for the operation and maintenance of the condominium development and its units, which shall be subject to Village Board approval and subsequently recorded by the condominium developer.

Section 74.1.05: Abrogation and Greater Restrictions

(1) **Abrogation.** It is not intended that this Chapter abrogate or interfere with any constitutionally protected vested right or abrogate, repeal, annul, impair or interfere with any existing easements, covenants, deed

Back to Agenda

restrictions, agreements, rules, regulations or permits previously adopted or issued pursuant to law. However, where this Chapter imposes greater restrictions, the provisions of this Chapter shall govern.

(2) **Interpretation.** In their interpretation and application, the provisions of this Chapter shall be held to be the minimum requirements for the promotion of the public health, safety, morals and welfare; shall be liberally construed in favor of the Village; and shall not be construed to be a limitation or repeal of any other power now possessed by the Village.

(3) **Greater Restrictions.** Where property is affected by the regulations imposed by any provision of this Chapter and by other governmental regulations, the regulations which are more restrictive or which impose higher standards or requirements shall prevail. Where there are conflicts between or among regulations within this Chapter, the regulations which are more restrictive or which impose higher standards or requirements shall prevail.

(4) **Additional Covenants or Restrictions.** In its actions authorized by this Chapter, the designated Village approval authority may require placement of covenants or deed restrictions that are deemed necessary and appropriate to protect the purpose and intent of the Comprehensive Plan and Village ordinances, in conjunction with any Plat or Certified Survey Map approval under this Chapter. The violation of any covenant or restriction required as a condition of plat or CSM approval shall be deemed a violation of this Chapter.

(5) **Land Suitability Assessment.** No land shall be divided in a manner that would create any lot intended for development that is held unsuitable for development by the Village Plan Commission (or Extraterritorial Zoning Committee where applicable) for reason of flooding; inadequate current or proposed drainage; adverse soil or rock formations, composition or conditions; negative impact on wetlands, waterways, or other sensitive natural resources; unfavorable topography; or any other feature likely to be harmful to the health, safety, or welfare of the future residents of the proposed subdivision, land division, condominium development, or community. The Plan Commission or Committee, in applying the provisions of this subsection, shall as part of its minutes or a resolution, recite the particular facts upon which it bases its conclusion that the land is not suitable for residential use and afford the subdivider an opportunity to present evidence regarding such unsuitability if desired. Thereafter, the Commission or Committee may affirm, modify, or withdraw its determination of unsuitability.

(6) **Savings Clause.** In the event of a conflict between the terms and provisions of this Chapter 74 and any provision of applicable Wisconsin Statutes, the Statutes shall control; except where the applicable Statute allows the Village to impose more stringent standards or requirements. In the latter event, this Chapter 74 shall apply.

Section 74.1.06: Effective Date

This Chapter became effective upon passage and publication according to law, following <INSERT EFFECTIVE DATE>. All plats and certified survey maps approved under the previous Chapter 74 shall be valid for periods defined in that previous chapter, associated development agreements, and Wis. Stat. Chapter 236.

Back to Agenda

ARTICLE 2: INITIAL SUBMITTAL DOCUMENTS

Section 74.2.01: Initial Submittal Documents

The subdivider shall prepare and submit to the Zoning Administrator the items in subsections (1) through (3), except where indicated. Such items shall be submitted to the Zoning Administrator before he or she will accept and process an application for approval of a subdivision plat, condominium plat, or certified survey map, except that for divisions that will require a certified survey map, the site assessment checklist and subdivider's statement may accompany the application for certified survey map approval.

(1) **Site Assessment Checklist.** Per the provisions of Section 74.2.03, except where at least one of the following circumstances is present:

(a) The land area covered by said division is 5 acres or fewer.

(b) The division will result in 2 or fewer new lots.

(c) The division would not result in any land development in the foreseeable future.

(d) The division would divide land that has been subdivided in the last ten years where a still-applicable site assessment checklist or similar analysis is on file with the Village.

(2) **Concept Plan.** Per the provisions of Section 74.2.04, except where at least one of the following circumstances is present:

(a) The division can be accomplished by certified survey map, except that the Zoning Administrator may require a concept plan if he or she believes that the certified survey map would have a significant impact on public improvements or the Comprehensive Plan.

(b) The division is exempted from the site assessment checklist requirement in subsection (1).

(c) The remainder of the area owned or controlled by the subdivider is included in a detailed neighborhood development plan adopted as a component of the Comprehensive Plan, and the subdivider demonstrates intent to develop according to that neighborhood development plan.

(d) A preliminary plat or a general development plan for an N Neighborhood development enabled under the zoning ordinance had been previously submitted for the same area, and the subdivider demonstrates intent to develop according to such plat or plan.

(3) **Subdivider's Statement.** Per the provisions of Section 74.2.05, except for land divisions and subdivisions within the extraterritorial area.

Section 74.2.02: Review of Initial Submittal Documents

(1) **Format for Submittal.** The prospective subdivider shall submit the required initial submittal documents for Zoning Administrator review in digital PDF format.

(2) **Zoning Administrator Review.** Upon the submittal of the initial documents required under Section 74.2.01, the Zoning Administrator shall review the documents and may require a conference with the prospective subdivider. The purpose of such review and potential conference is to understand the proposed development; identify any concerns that the documents or division raises including the suitability of the land for division under Section 74.1.05(5); and assist the subdivider in understanding the objectives of this Chapter, the Comprehensive Plan, and any other pertinent ordinances and plans.

Back to Agenda

(3) **Possible Plan Commission or Extraterritorial Zoning Committee Review.** In the event the Zoning Administrator believes that such review is required, he or she shall notify the subdivider and the subdivider shall submit copies of the documents in a quantity and format determined sufficient by the Zoning Administrator.

Section 74.2.03: Site Assessment Checklist

(1) **Purpose.** The purpose of the site assessment checklist is to provide the basis for an orderly, systematic review of the effects of new subdivisions, larger land divisions, and condominium developments upon the community and environment, in accordance with the principles and procedures of Wis. Stat. § 236.45, and against the land suitability requirements in Section 74.1.05(5).

(2) **Site Assessment Checklist Form and Scale Map.** The subdivider shall complete a site assessment checklist on a form provided by the Zoning Administrator. The checklist form shall include questions to the subdivider that are intended to discern information about the presence of, and impacts on, land, water, biological, historical and archaeological, energy, transportation, and communications resources on the property. Issues identified on the completed site assessment checklist shall be explained in detail by attaching maps and supportive documentation on the type, location, and extent of the identified feature and the expected impact of the proposed division on that feature and of that feature on the developability of the land. The subdivider shall submit a scale map of the area proposed for division along with the completed form.

(3) **Determination of Need for Further Information.** Upon receipt of a completed site assessment checklist, the Zoning Administrator may, for reasons stated in written correspondence setting forth specific questions on which it requires research, data, and input from the subdivider and other persons, require that the subdivider submit further information to explain concerns raised from information included in or absent from the site assessment checklist. Failure to submit such additional information in a timeframe specified in the Zoning Administrator's request shall be grounds for denial of the associated plat or certified survey map.

(4) **Use of Completed Site Assessment Checklist and Further Information.** The completed site assessment checklist and any attached or further information, along with the Zoning Administrator's assessment of those materials, will be considered in the determination of the suitability of the land for division under Section 74.1.05(5) and compliance with other Village ordinance standards. If determined unsuitable or non-compliant, the subdivider shall have the opportunity to remedy the reasons before a certified survey map, preliminary plat, or condominium plat is filed or rejected.

Section 74.2.04: Concept Plan

(1) **Purpose.** Where required under Section 74.2.01(2), the purpose of the concept plan is to depict the general intent of the subdivider or condominium developer in terms of general layout of the subdivision or condominium development and its relationship to nearby properties, roads, utilities and other public facilities. In conjunction with the site assessment checklist, the concept plan provides an opportunity to review the general intent and impact of the proposed division or condominium development without the need for detailed engineering, surveying, and other time consuming and costly processes associated with preparation of a plat or certified survey map.

(2) **Required Coverage and Contents.** The concept plan shall be a map that includes all contiguous land owned or controlled by the subdivider. A complete concept plan shall depict the general layout of the

Back to Agenda

proposed subdivision or condominium development, including existing and proposed building sites, roads, major public utilities, parks, open spaces, and general proposed land use patterns; and represent relationships to nearby properties and land uses. The concept plan may rely on and refer to a detailed neighborhood development plan prepared by or for the Village to provide direction on proposed layout. For a development within the N Neighborhood zoning district, the required general development plan may serve as the concept plan.

(3) **Review of Concept Plan.** The Zoning Administrator shall review the concept plan against the requirements of the Comprehensive Plan and Village ordinances. The Zoning Administrator shall refer the concept plan to the Plan Commission or Extraterritorial Zoning Committee, and may refer the concept plan to the Parks & Recreation Committee and/or Village Board, for review within 30 days of a complete concept plan submittal.

Section 74.3.05: Subdivider's Statement

(1) **Required Contents.** Where applicable under Section 72.2.01(3), the subdivider shall submit to the Zoning Administrator a signed statement listing all development projects for which the subdivider has sought or received Village approval during the previous 10 years. The statement shall indicate whether the subdivider has any outstanding obligations to perform on any such projects, via either contract or conditions of approval.

(2) **Relationship to Proposal for New Division.** If the subdivider's statement is found to contain false or misleading information pertaining to past projects or contractual obligations, the Village will not accept an application for approval of a plat until the subdivider's statement is corrected, or consider an associated application for certified survey map approval complete. If the subdivider's statement or Zoning Administrator review thereof indicates outstanding obligations, the Village will not accept an application for approval of a plat, or consider an associated application for certified survey map approval complete, until the obligations have been fulfilled.

Back to Agenda

ARTICLE 3: PRELIMINARY PLATS FOR SUBDIVISIONS; CONDOMINIUM PLATS

Section 74.3.01: Applicability

The provisions of this Article apply to subdivisions as defined in Article 13 and to condominium developments. In the case of condominium developments, a condominium plat that conforms to Wis. Stat. § 703.11 shall substitute for a preliminary plat, the review procedure and submittal shall meet the requirements in this Article to the extent the Zoning Administrator determines practical, and the preliminary plat and final plat review stages shall be combined.

Section 74.3.02: Preliminary Plat Review Procedure

(1) **Preliminary Plat Submittal to Village.** Following submittal and Village review of the initial submittal documents required under Article 2, the subdivider shall submit an application to the Zoning Administrator for preliminary plat approval. The submittal shall include hard copies in quantities specified on the application form and a digital PDF copy of the completed application, the CSM, and all supplemental materials under Section 74.3.04. A complete preliminary plat application shall be required at least 4 weeks prior to the date of the Plan Commission or Extraterritorial Zoning Committee meeting at which a recommendation is expected, except under circumstances deemed exceptional by the Zoning Administrator.

(2) **Preliminary Plat Submittal to Other Agencies.** The subdivider shall be responsible for providing each preliminary plat to State, County, Town, and other agencies as may be required by Wis. Stat. Chapter 236 and other applicable law. Before submitting the final plat, the subdivider shall provide a copy of the preliminary plat and preliminary engineering plans to all local utility providers, including natural gas, telephone, cable television, other telecommunications, and electric utilities, so that they may identify appropriate locations for facilities and easements to be indicated on the final plat.

(3) **Staff Review of Preliminary Plat.** The Zoning Administrator shall provide copies of the preliminary plat and supplemental materials to applicable staff within the Planning & Development; Public Works & Utilities; Parks, Forestry, and Recreation; and Fire Departments for their comments and recommendations. Any such comments and recommendations shall be provided in a timeframe to allow their consideration by the Plan Commission or Extraterritorial Zoning Committee. The Zoning Administrator or designee shall provide required review bodies with his or her opinion on whether the preliminary plat conforms to applicable Village ordinances and to statutes, and shall provide a recommendation for action on the plat.

(4) **Parks & Recreation Committee Recommendation.** The Parks & Recreation Committee shall review the plat for conformance with applicable park and recreation plans and needs, and shall forward its recommendation on such matters to the subdivider, Plan Commission or Extraterritorial Zoning Committee, and Village Board.

(5) **Village Plan Commission Recommendation.** Except as provided under subsection (6), the Plan Commission shall review the plat for conformance with applicable plans, ordinances, and statutes and shall forward its recommendation on the preliminary plat to the Village Board. The Commission's recommendation shall be to approve, approve with conditions, or reject the plat and shall include the reasons for rejection if that is the recommended action.

Back to Agenda

(6) **Preliminary Plat Review in Extraterritorial Area.** The Extraterritorial Zoning Committee shall function in lieu of the Plan Commission under subsection (5) with respect to preliminary plats within the Town of Weston ETZ Area.

(7) **Village Board Action.** The Village Board shall, within 90 days of the date of the filing of a complete preliminary plat application, approve, approve conditionally or reject the preliminary plat by resolution, unless the time is extended by mutual agreement with the subdivider. The resolution shall include the conditions of approval or reasons for rejection. The Village Clerk shall then return one copy of the adopted resolution and the plat to the subdivider with the date and action endorsed thereon, and place the plat and resolution in the permanent files of the Village. Failure of the Village Board to act within 90 days of a complete application shall constitute an approval, unless the time is extended by mutual agreement with the subdivider.

(8) **Effect of Preliminary Plat Approval.** Approval or conditional approval of a preliminary plat shall not constitute automatic approval of the final plat, but instead shall be deemed an expression of approval or conditional approval of the layout submitted as a guide to the preparation of the final plat. Approval of a preliminary plat shall expire 36 months after the date of approval or conditional approval by the Village Board, unless within such period a complete application for final plat approval for the preliminary plat area is filed or the Village Board extends the timeframe for submittal of one or more final plats within the preliminary plat area. If the final plat is submitted within such timeframe and conforms substantially to the preliminary plat as approved, including any conditions of that approval, and to local plans and ordinances adopted as authorized by law, it is entitled to approval.

Section 74.3.03: Coverage of Preliminary Plat

The preliminary plat shall include the entire contiguous area owned or controlled by the subdivider, except where:

(1) The remainder of the area owned or controlled by the subdivider is included in a detailed neighborhood development plan adopted as a component of the Comprehensive Plan or a general development plan in an N Neighborhood area, and the subdivider demonstrates an intent to develop according to that plan; or

(2) The previously submitted concept plan included all contiguous lands owned or controlled by the subdivider, and was of sufficient detail for the Village to clearly discern the subdivider's intent and the relationship of the proposed subdivision to surrounding properties.

Section 74.3.04: Required Preliminary Plat Submittal Materials

(1) **Generally.** A complete preliminary plat application shall include all the contents and materials described in this section. The Zoning Administrator may waive or modify one or more of the requirements in this section upon written request from the subdivider, and for condominium developments. The request shall state the reasons for the waiver or modification. The Zoning Administrator shall make a determination on the request against the exception and waiver criteria in Section 74.12.02.

(2) **Technical Requirements for Preliminary Plat.** The preliminary plat itself shall include all required contents under Wis. Stat. Chapter 236, and the following information:

(a) **Description.**

1. Name of the proposed subdivision or condominium development.

Back to Agenda

2. Name, address, telephone number, and email address of the owner, subdivider, engineer, land surveyor, and land planner.
3. Date, graphic scale (not more than 100 feet to one inch), and north arrow.
4. Location of the proposed subdivision or condominium development by government lot, quarter section, township, range, municipality, and county.
5. Proposed number of lots, number of dwelling units if different, and land use types.
6. A vicinity sketch or small scale drawing of the section and government subdivision in which the subdivision or condominium development lies, with its approximate location indicated.

(b) **Existing Conditions.**

1. Municipal and county boundaries.
2. Existing contours at verticals of not more than one foot, with two foot contours acceptable only if approved in advance by the Director of Public Works.
3. A scaled drawing of the exterior boundaries of the proposed subdivision or condominium development referenced to a corner established by the U.S. Public Land Survey, and the total acreage encompassed thereby.
4. Location of existing property lines, buildings, drives, paths, mature trees, streams and watercourses, drainageways, dry runs, lakes, ponds, wetlands, floodplains (by type), shoreland zoning areas and setbacks, rock outcrops, environmental corridors per the Comprehensive Plan, historical structures, and other similar significant features within the parcel being subdivided. The location and boundaries of all wetlands on the property shall be delineated by a licensed professional and certified by the Wisconsin Department of Natural Resources and/or the United States Army Corps of Engineers.
5. Location, right-of-way width and names of any easements or rights-of-way for existing streets, alleys or other public ways, railroads, and utilities within or adjacent to the proposed subdivision or condominium development.
6. Type, width, and established centerline elevations of any adjacent existing street pavements.
7. Locations and ordinary high water marks of adjoining or encompassed navigable waterway and drainageways.
8. Subsurface soil, rock and water conditions including depth to bedrock and average depth to ground water table, based on the Marathon County Soil Survey or more detailed sources where available. Where the Marathon County Soil Survey indicates potential for groundwater less than 5 feet from the existing ground surface, the subdivider or condominium developer shall so note on the face of the preliminary plat and indicate the lots affected.
9. Location, size and invert elevation of any existing sanitary and storm sewers, culverts or drain pipes and the location and size of any existing water and gas mains on or adjacent to the plat and proposed for use. If sewers and water mains are not present on or adjacent to the preliminary plat, the distance to, and the size of those nearest and the invert elevations of sewers shall be indicated.

Back to Agenda

10. Locations and names of adjacent subdivisions and condominium developments, parks, and cemeteries, and existing land use, zoning, and owner names/addresses of all adjacent properties.
11. Citation of any existing legal rights-of-way or easements affecting the property and existing covenants on the property, if any.

(c) **Proposed Improvements.**

1. Layout and scale dimensions of all lots and proposed lot and block numbers.
2. Location, approximate dimensions, and proposed future ownership of any sites to be reserved or dedicated for parks, drainageways, environmental corridors, or other public and/or permanent open space uses.
3. Location and approximate dimensions of any sites reserved for the private use of future residents.
4. Location and approximate dimensions of any sites that are to be used for group housing, shopping centers, church sites, or other non-public uses.
5. Proposed locations, dimensions, and names (as applicable) for streets, paths, utilities, drainageways, and associated easements, including extensions for reasonable distance beyond the limits of the proposed subdivision or condominium development when requested.
6. Any proposed building setback lines, buildable areas, or "build-to" lines under the zoning ordinance or otherwise, and in consideration of proposed zoning if different.
7. Vision clearance triangles per Section 71.6.01(2) of the Weston Municipal Code.
8. Highway access control limitations per Chapter 71 of the Weston Municipal Code.

(3) **Preliminary Engineering Plans.** The subdivider shall submit preliminary engineering plans with the preliminary plat application, including the following, except where the Director of Public Works determines that the associated public improvements are not required:

(a) Preliminary street profiles showing existing and proposed centerline elevations. Profiles shall be shown for a minimum distance of 300 feet beyond the plat boundaries where future street extensions may be planned.

(b) Preliminary utility layouts, including sanitary sewer, water main, and storm sewer, and indication of any expected need for improvements to existing facilities to provide for such utility needs.

(c) Proposed locations and dimensions of sidewalks and paths.

(d) Proposed street tree type and general locations.

(e) Preliminary stormwater calculations, in order to demonstrate that adequately sized and positioned areas have been reserved for stormwater management on the preliminary plat, per Chapter 86, Article 5 of the Weston Municipal Code.

(f) A preliminary engineering plan map at least covering the area of the preliminary plat and showing the features described in this subsection, along with property lines, contours, and applicable environmental features such as wetlands and floodplains.

Back to Agenda

(g) Any other data deemed necessary by the Director of Public Works to determine the adequacy of public facilities and services required under Section 74.9.01.

(4) **Preliminary Covenants.** The subdivider shall submit a draft of protective covenants to be recorded against the affected land with the preliminary plat application, including the following provisions:

(a) Methods for the proper maintenance and management of any common open space, stormwater management facility, drainageway, private road, or other required improvement intended for private ownership, maintenance, and/or protection. A separate stormwater management maintenance agreement may substitute for including such provisions in the general protective covenants for the subdivision, if approved or required by the Director of Public Works.

(b) A method to effectively minimize monotony in the design of single-family and two-family residences, as required under Section 94.10.02(2) of the zoning ordinance.

(c) Methods to ensure the construction and maintenance of any noise mitigation measures if the subdivision is adjacent to an arterial street.

(d) In all cases where the Village requires that provisions of this Chapter or other Village ordinance shall be satisfied or guaranteed by private covenants or restrictions, provisions making such covenants enforceable by the Village and prohibiting the repeal or amendment of such covenants or restrictions without the written approval of the Village Board. In all other cases, it is not the Village's responsibility to enforce protective covenants.

(e) In any other case as determined necessary by the Village to satisfy the requirements of this Chapter.

(5) **Other Required Information.** The subdivider shall submit the following additional information with the preliminary plat application:

(a) The required preliminary plat application fee as indicated in the Village's Fee Schedule.

(b) A signed agreement to reimburse the Village for any required consultant expenses in the review of the plat, if included with the application form.

(c) Any amendments to the initial submittal documents required under Article 2 to reflect changes to the subdivision.

(d) Whenever a subdivider proposes that any common open space, stormwater management facility, drainageway, private road or other required development component is to be privately managed by a property owners' association, a draft of the legal instruments and rules for the proposed property owners' association.

(e) For residential subdivisions adjacent to an arterial street, a preliminary plan to mitigate noise from such street. Such plan may involve landscaping, berms, fencing, and/or extra lot depths adjacent to the arterial street, and/or configuration of the division in such a manner to minimize noise impacts on residences.

(f) In any case where the Director of Public Works determines that the proposed subdivision is likely to cause a significant impact on traffic on streets or highways beyond the proposed subdivision, the applicant shall pay the fees of a traffic engineer to be retained by the Village to complete and present a Traffic Impact Analysis following Wisconsin Department of Transportation guidelines. Where the

Back to Agenda

report of the analysis concludes that the proposed subdivision will cause off-site public roads, intersections, or interchanges to function below Level of Service C, as defined by the Institute of Transportation Engineers, the Village may deny the application, require a size reduction in the proposed subdivision, or require that the developer construct and/or pay for required off-site improvements.

(g) Other information required by the Zoning Administrator, Plan Commission, or Extraterritorial Zoning Committee that is reasonably related to a determination of compliance with the provisions of this Chapter or other applicable ordinance.

ARTICLE 4: FINAL PLATS ASSOCIATED WITH SUBDIVISIONS

Section 74.4.01: Applicability

The provisions of this Article apply to subdivisions as defined in Article 13.

Section 74.4.02: Final Plat Review Procedure

(1) **Final Plat Submittal to Village.** Following the submittal of the preliminary plat, the subdivider may submit to the Zoning Administrator an application for final plat approval. The submittal shall include hard copies in quantities specified on the application form and a digital PDF copy of the completed application, the final plat, and all supplemental materials under Section 74.4.04. A complete final plat application shall be required at least 14 days prior to the date of the Plan Commission or Extraterritorial Zoning Committee meeting at which a recommendation is expected. Upon the submittal of a final plat for lands within the Village or requiring Village infrastructure, the subdivider and Village shall begin negotiations on a development agreement specifying responsibilities of both parties, as described in greater detail in Section 74.7.03.

(2) **Final Plat Submittal to Other Agencies.** The subdivider shall be responsible for providing each final plat to State, County, Town, and other agencies as may be required by Wis. Stat. Chapter 236 and other applicable law.

(3) **Staff Review of Final Plat.** The Zoning Administrator shall provide copies of the final plat and supplemental materials to applicable staff within the Planning & Development; Public Works & Utilities; Parks, Forestry, and Recreation; and Fire Departments for comment and recommendation. Such recommendations shall be provided in a timeframe to allow consideration by the Plan Commission or Joint Extraterritorial Committee. The Zoning Administrator or designee shall provide required review bodies with his or her opinion whether the final plat conforms to the preliminary plat, applicable Village ordinances, and to Statutes, and shall provide a recommendation for action on the plat. The opinion and recommendation shall be part of the record of the final plat review proceedings.

(3) **Village Plan Commission Recommendation.** Except as provided under subsection (4), the Plan Commission shall review the final plat for conformance with the approved preliminary plat, conditions of its approval, and all applicable ordinances and statutes, and shall forward its recommendation to the Village Board. The Commission's recommendation shall be to approve, approve with conditions, or reject the plat and shall include the reasons for rejection or conditions associated with any recommendation for approval.

Back to Agenda

(4) **Final Plat Review Within Extraterritorial Area.** The Extraterritorial Zoning Committee shall function in lieu of the Plan Commission under subsection (3) with respect to final plats within parts of the Town of Weston ETZ Area.

(5) **Village Board Action.** The Village Board shall, within 60 days of a complete final plat submittal, approve, conditionally approve, or reject such plat, unless the time is extended by mutual agreement with the subdivider. Village Board approval of the final plat shall be conditioned upon the execution of the development agreement under Section 74.7.03, if the plat is in the Village or is to be served by Village infrastructure. If the plat is rejected, the reasons shall be stated in the minutes of the meeting and a written statement of the reasons forwarded to the subdivider. Upon failure of the Village Board to act within 60 days, the time having not been extended and no unsatisfied objections having been filed, the plat shall be deemed approved.

(6) **Recordation of Final Plat**. The plat shall be submitted for recording with the county Register of Deeds within 12 months from the date of the last approval and within 36 months from the date of the first approval, or the Village approval shall be deemed void. No plat shall be submitted for recording until the Village Clerk has inscribed his or her certification of Village approval on the plat. The Village Clerk shall cause the certificate inscribed upon the plat attesting to such approval to be duly executed and the plat returned to the subdivider for recording, upon verification of the following:

(a) Final plat approval by the Village Board.

(b) Satisfaction of all conditions imposed by that approval to the extent possible.

(c) Director of Public Works approval of final engineering plans.

(d) A development agreement under Section 74.7.03 has been signed by the subdivider and Village, if the plat area is within the Village or served by Village infrastructure.

(e) Payment of all required fees under this Chapter and other chapters of the Weston Municipal Code.

(7) **Recordation of Other Documents.** All required deed restrictions, protective covenants, property owners' association organizational documents, and development agreement shall be recorded prior to, or concurrently with, the final plat.

(8) **Copies of Recorded Plat and Other Documents**. Within one month of the final plat being recorded by the county Register of Deeds, the subdivider shall provide a hard copy of the plat and a digital version of the plat referenced to the Marathon County Coordinate System in an AutoCAD compatible format, to the Zoning Administrator and Director of Public Works. The subdivider shall also provide verification of recordation of the plat and the other documents required under subsection (7) before the Village will issue building permits or zoning permits within the plat area.

Section 74.4.03: Coverage of Final Plat

The final plat shall include the entire area owned or controlled by the subdivider, within the phase of development for which final approval is sought.

Section 74.4.04: Required Final Plat Submittal Materials

(1) **Generally.** A complete final plat application shall include all the contents and materials described in this section. The Zoning Administrator may waive or modify one or more of the requirements in this section

Back to Agenda

upon written request from the subdivider. The request shall state the reasons for the waiver or modification. The Zoning Administrator shall make a determination on the request against the exception and waiver criteria in Section 74.12.02.

(2) **Technical Requirements for Final Plat.** The final plat itself shall include all required contents under Wis. Stat. Chapter 236, and the following information:

(a) All the certificates required by Wis. Stat. § 236.21; and certification that the plat fully complies with all of the provisions of this Chapter.

(b) Location of existing property lines, buildings, drives, paths, streams and watercourses, dry runs, lakes, ponds, wetlands, floodplains (by type), shoreland zoning areas and setbacks, rock outcrops, environmental corridors per the Comprehensive Plan, and other similar significant features within the parcel being subdivided.

(c) Location, approximate dimensions, and proposed ownership of any sites to be reserved or dedicated for parks, playgrounds, drainageways, environmental corridors, or other public and/or permanent open space uses.

(d) Any unique building setback lines, buildable areas, "build-to" lines, or similar areas, not including those generally applicable in the associated zoning district.

(e) Vision clearance triangles per Section 71.6.01(2) of the Weston Municipal Code.

(f) Highway access control limitations per Chapter 71 of the Weston Municipal Code.

(g) All required access, drainage/stormwater, utility, and other easements. All utility and drainage/stormwater easements for plats within the Village shall be indicated as being provided to the Village of Weston and its assigns, except where otherwise approved by the Director of Public Works.

(h) If the final plat or condominium plat contains private road(s), the following note: "Notice of Possible Limitation of Public Services: This plat contains private roads. Certain public services including but not limited to road maintenance (including plowing) and garbage collection may be limited."

(3) **Other Required Information.** The subdivider shall submit the following additional information with the final plat application:

(a) The required final plat application fee as indicated in the Village's Fee Schedule.

(b) A signed agreement to reimburse the Village for any required consultant expenses in the review of the plat, if included with the application form.

(c) Any amendments to the initial submittal documents required under Article 2 or any amendments to the approved preliminary plat layout to reflect changes to the subdivision.

(d) Confirmation that the subdivider submitted the preliminary plat to utility providers as required under Section 74.3.02(2), their comments, and the subdivider's efforts to address their comments.

(e) Final engineering plans meeting the requirements of Section 74.8.04, and including the public improvements required under Section 74.7.04.

(f) Revised covenants addressing matters covered in Section 74.3.04(4).

Back to Agenda

(g) Whenever a subdivider proposes that any common open space, stormwater management facility, drainageway, private road or other required development component is to be privately managed by a property owners' association, revised legal instruments and rules for the property owners' association.

(h) Where required, a park master plan for improvements within proposed public park, recreation, and open space within the subdivision, per Section 74.9.03.

(i) For residential land divisions adjacent to an arterial street, detailed plans to mitigate noise from such street. Such detailed plans should include locations and specifications for landscaping (including street trees), berms, fencing, and/or extra lot depths adjacent to the arterial street, and/or configuration of the division in such a manner to minimize noise impacts on residences.

(j) Other information required by the Zoning Administrator, Plan Commission, or Extraterritorial Zoning Committee that is reasonably related to a determination of compliance with the provisions of this Chapter or other applicable ordinance.

Back to Agenda

ARTICLE 5: CERTIFIED SURVEY MAPS ASSOCIATED WITH LAND DIVISIONS

Section 74.5.01: Applicability

The provisions of this Article apply to land divisions as defined in Article 13.

Section 74.5.02: Certified Survey Map (CSM) Review Procedure

(1) **CSM Submittal to Village**. A subdivider of a proposed land division shall submit with the Zoning Administrator an application for CSM approval. The submittal shall include hard copies in quantities specified on the application form and a digital PDF copy of the completed application, the CSM, and all supplemental materials under Section 74.5.04. A complete CSM application shall be required at least 14 days prior to the date of the Plan Commission or Extraterritorial Zoning Committee meeting at which a recommendation is expected, if required under this Section. Upon the submittal of a CSM served by new or extended Village infrastructure, the Village may require that the subdivider and Village begin negotiations on a development agreement specifying responsibilities of both parties, as described in Section 74.9.03.

(2) **CSM Submittal to Other Agencies.** The subdivider shall be responsible for providing each CSM to State, County, Town, and other agencies as may be required by Chapter 236, Wis. Stats., and by other applicable law.

(3) **Staff Review of CSM.**

(a) The Zoning Administrator may within 20 days from the date of a complete CSM submittal associated with a Minor Land Division, as defined in Article 13, approve, conditionally approve or reject said map. The Zoning Administrator shall use the requirements included and referenced in this Chapter as the sole basis for such action. The action of the Zoning Administrator is final, and the procedures in subsection (4) or (5) shall not apply to such CSM, except in the following circumstances:

1. The Zoning Administrator, rather than taking action, within 20 days of a complete submittal, instead refers the CSM to the Plan Commission, or Extraterritorial Zoning Committee; or

2. The subdivider, within 5 days of Zoning Administrator action, appeals such action to the Plan Commission or Extraterritorial Zoning Committee, as applicable.

(b) For land divisions not defined as Minor Land Divisions in Article 13, the Zoning Administrator shall provide copies of the CSM and supplemental materials to applicable staff within the Planning & Development; Public Works & Utilities; Parks, Forestry, and Recreation; and Fire Departments for comment and recommendation. Any such comments and recommendations shall be provided in a timeframe to allow consideration by the Plan Commission or Joint Extraterritorial Committee. The Zoning Administrator or designee shall provide required review bodies with his or her opinion on whether the CSM conforms to applicable Village ordinances and statutes, and shall provide a recommendation for action of the CSM. The opinion and recommendation shall be part of the record of the proceedings at which the CSM is being considered.

(4) **Village Plan Commission Action.** Except as provided under subsections (3)(a) or (5), the Plan Commission shall review the CSM for conformance with this Chapter and all other applicable ordinances and statutes, and shall, within 45 days from the date of a complete application submittal, recommend Village Board approval, conditional approval, or rejection of the CSM. The Commission shall transmit

Back to Agenda

such map along with its recommendations to the Village Board, including reasons for a recommended rejection or any conditions on a recommended approval.

(5) **CSM Review Within Extraterritorial Area.** The Extraterritorial Zoning Committee shall function in lieu of the Plan Commission under subsection (4) with respect to CSMs within the Town of Weston ETZ Area.

(6) **Village Board Action.** For CSMs governed by subsections (4)(b) or (5), the Village Board shall within 60 days from the date of a complete submittal, approve, conditionally approve, or reject the CSM. Village Board approval of the CSM may be conditioned upon the execution of the development agreement under Section 74.7.03.

(7) **Review Periods and Notice of Action.** The time periods within which action on a CSM is required under subsections (3) through (6) shall not commence until the Village has received a complete application. Such time periods may be extended by written agreement of the subdivider. If the approval authority designated under subsections (3) through (6) fails to act on such CSM within the indicated time period, the period of time has not been extended by agreement, and no unsatisfied objections have been filed within that period, the CSM shall be deemed approved. If the map is rejected or conditionally approved, the reasons for rejection or conditions of approval shall be stated in the minutes of the meeting, and a written statement shall be forwarded to the subdivider.

(8) **Recordation of CSM.** The CSM shall be submitted for recording with the county Register of Deeds within 6 months from the date of the last approval and within 12 months from the date of the first approval, or the Village approval shall be deemed void. No CSM shall be submitted for recording until the Village Clerk has inscribed his or her certification of Village approval on the CSM. The Village Clerk shall cause the certificate inscribed upon the CSM attesting to such approval to be duly executed and the plat returned to the subdivider for recording, upon verification of the following:

(a) CSM approval under this Section.

(b) Satisfaction of all conditions imposed by that approval to the extent possible.

(c) Director of Public Works approval of final engineering plans, if any.

(d) A development agreement under Section 74.7.03 has been signed by the subdivider and Village, if such an agreement was required.

(e) Payment of all required fees under this Chapter and other chapters of the Weston Municipal Code.

(9) **Recordation of Other Documents.** All required deed restrictions, protective covenants, property owners' association organizational documents, any easements, and development agreement shall be recorded prior to, or concurrently with, the CSM.

(10) **Copies of Recorded CSM and Other Documents.** Within one month of the CSM being recorded by the County Register of Deeds, the subdivider shall provide 2 hard copies of the CSM and a digital version of the plat referenced to the Marathon County Coordinate System in an AutoCAD compatible format, to the Zoning Administrator and Director of Public Works. The subdivider shall also provide verification of recordation of the CSM and the other documents required under subsection (9) before the Village will issue building permits or zoning permits within the CSM area.

Back to Agenda

Section 74.5.03: Coverage of CSM

The CSM shall include all lots proposed for division by the subdivider, including all remainder parcels that are less than 35 acres in area.

Section 74.5.04: Required CSM Submittal Materials

(1) **Generally.** A complete CSM application shall include all the contents and materials described in this section. The Zoning Administrator may waive or modify one or more of the requirements in this section upon written request from the subdivider. The request shall state the reasons for the waiver or modification. The Zoning Administrator shall make a determination on the request against the exception and waiver criteria in Section 74.12.02.

(2) **Technical Requirements for CSM.** The CSM shall include all required contents under Wis. Stat. Chapter 236and the following information:

(a) All the certificates required by Wis. Stat. § 236.21; and certification that the CSM fully complies with all of the provisions of this Chapter.

(b) Location of existing property lines, buildings, drives, paths, streams and watercourses, dry runs, lakes, ponds, wetlands, floodplains (by type), shoreland zoning areas and setbacks, rock outcrops, environmental corridors per the Comprehensive Plan, and other similar significant features within the parcel being subdivided.

(c) Location, approximate dimensions, and proposed ownership of any sites to be reserved or dedicated for parks, playgrounds, drainageways, environmental corridors, or other public and/or permanent open space uses.

(d) Location of all required access, stormwater, utility, and other easements, which shall be described in separate recorded document(s) referenced on the face of the CSM. All utility and stormwater/drainage easements within the Village shall be indicated as being provided to the Village of Weston and its assigns, except where otherwise approved by the Director of Public Works.

(e) Any unique building setback lines, buildable areas, "build-to" lines, or similar areas, not including those required by zoning.

(f) Vision clearance triangles per Section 71.6.01(2) of the Weston Municipal Code.

(g) Highway access limitations per Chapter 71 of the Weston Municipal Code

(h) If the CSM contains private road(s), the following note: "Notice of Possible Limitation of Public Services: This CSM contains private roads. As a result, certain public services including but not limited to road maintenance, snow plowing, and garbage collection may be limited."

(3) **Other Required Information.** The subdivider shall submit the following additional information with the CSM application:

(a) The required CSM application fee as indicated in the Village's Fee Schedule.

(b) A signed agreement to reimburse the Village for any consultant expenses in the review of the CSM, if included as part of the application form.

(c) Any amendments to the initial submittal documents required under Article 2.

Back to Agenda

(d) Preliminary engineering plans meeting the requirements of Section 74.3.04(3), if the CSM requires new or extended Village infrastructure or stormwater management improvements required under Chapter 86, Article 5 of the Weston Municipal Code.

(e) Covenants addressing matters covered in Section 74.3.04(4), if applicable.

(f) Whenever a subdivider proposes that any common open space, stormwater management facility, drainageway, private road or other required development component is to be privately managed by a property owners' association, legal instruments and rules for the proposed property owners' association.

(g) Where required under Section 74.2.01(1), a completed site assessment checklist on a form provided by the Village, meeting the requirements of Section 74.2.03.

(h) If within the Village, a subdivider's statement per Section 74.2.05.

(i) For residential land divisions adjacent to an arterial street, a plan to mitigate noise from such street. Such plan may involve landscaping, berms, fencing, and/or extra lot depths adjacent to the arterial street, and/or configuration of the division in such a manner to minimize noise impacts on residences.

(j) Other information required by the Zoning Administrator, Plan Commission, or Extraterritorial Zoning Committee that is reasonably related to a determination of compliance with the provisions of this Chapter or other applicable ordinance.

Back to Agenda

ARTICLE 6: DESIGN STANDARDS

Section 74.6.01: Applicability

The provisions of this Article apply to all subdivisions and land divisions as defined in Article 13, except where limited by law within the extraterritorial area and elsewhere by this Chapter, other Village ordinances, and applicable statute and case law. Where the application of this Article is limited by law in the extraterritorial area, streets shall meet or exceed town road improvement standards in Wis. Stat. § 86.26, Wisconsin Statutes or applicable town or county standards.

Section 74.6.02: Street Function, Arrangement, and Classification

(1) **Complete Streets. Any roadway in the Village of Weston which is to be newly constructed or completely reconstructed must be designed and constructed to:**

(a) Provide for the safety and convenience of all users of all ages and of all abilities: pedestrians, bicyclists, transit users, and motorists; and

(b) Address the needs of all users both along roadway corridors and crossing the corridors.

(2) **Conformance with Village Plans and Ordinances.** In any new subdivision, land division, or condominium development, the layout of public streets, bikeways, and pedestrian paths shall substantially conform to the arrangement and location indicated on the official map and Comprehensive Plan, including any neighborhood development plan components, as well as the standards established in Chapter 94 (Zoning), Chapter 71 (Street Access Controls), and Chapter 70 (Streets, Sidewalks, and Other Public Places) of the Weston Municipal Code.

(3) **General Arrangement Criteria.** The street layout shall recognize the functional classification of the various types of streets and shall be developed and located in proper relation to existing and proposed streets, the topography, such natural features as streams, the future land to be served by such streets, the most advantageous development of adjoining areas, and an overall objective of an interconnected public street network in the community. The functional classification of existing streets is in Volume 1 of the Comprehensive Plan.

(4) **Determination of Street Functional Classification.** The functional classification of various types of streets within and adjacent to each subdivision, land division, or condominium development shall be determined by the Director of Public Works based on the following criteria:

(a) Arterial streets shall be arranged to provide for through traffic and ready access to centers of employment, centers of governmental activity, shopping areas, major recreation areas, and points beyond the boundaries of the community. They shall also be properly integrated with and related to the existing and proposed system of arterial streets and highways, and shall be, insofar as practicable, continuous and in alignment with existing or planned streets with which they are to connect.

(b) Collector streets shall be arranged to provide ready collection of traffic from residential areas and conveyance of this traffic to arterial streets and highways. Collector streets shall also connect to special traffic generators such as schools, churches, and shopping centers and other concentrations of population.

(c) Local streets shall be arranged to conform to the topography, discourage use by through traffic, permit the design of efficient storm and sanitary sewerage systems, and require the minimum street

Back to Agenda

area necessary to provide safe and convenient access to abutting property. Not every street within a subdivision, land division, or condominium development is necessarily a local street.

(d) Alleys may be provided for off-street loading and service access. Dead-end alleys without a proper turn-around shall not be approved, and alleys shall not connect to an arterial street. Alleys may be provided in the N Neighborhood zoning district to service garages and for refuse collection. All alleys must be paved with asphalt or other hard surfacing.

Section 74.6.03: Street Extensions

Proposed street rights-of-way shall extend to the boundary lines of the tract being subdivided or developed unless prevented by topography or other physical conditions or unless, in the opinion of the appropriate Village approval authority, such extension is not necessary or desirable for the coordination of the layout of the subdivision, land division, or condominium development or for the advantageous development of the adjacent tracts.

Section 74.6.04: Street Names

(1) **Procedure.** The subdivider shall propose names of all new and extended public streets on the face of the plat or certified survey map, with all street names subject to Village Board approval as part of the approval of a final plat or certified survey map. No street names shall be used that have not been approved by the Village Board.

(2) **Standards.** Street names shall not duplicate or be substantially similar to existing street names in Marathon County. Streets that are or are planned to be continuations of others already in existence and named shall bear the name of the existing street, except where otherwise approved by the Village Board. Any notable geologic, geographic, cultural, biographical, historical, botanical, horticultural, scientific, or other factors or events associated with the area served by the street shall be considered in street naming.

Section 74.6.05: Design Standards Adjacent to Arterial Streets, Collector Streets, Railroads

(1) **Access Control.** Subdivisions, land divisions, and condominium developments shall be designed in such a manner that meets access and visibility standards in Chapter 71 of the Weston Municipal Code, or any similar town ordinance if located in the extraterritorial area.

(2) **Streets Parallel to Arterial Streets.** The subdivider may be required to provide marginal access or service streets including those that are approximately parallel to, and at a suitable distance from, arterial streets and railroads. Marginal access streets and service drives may be required to facilitate the free flow of traffic along arterial streets and highways, and to encourage the appropriate use of the land between same. Local streets running generally parallel and immediately adjacent to arterial streets and railroads shall be avoided in residential zoning districts.

(3) **Landscaped Buffer Yards.** Where proposed residential lots back upon the right-of-way of an existing or proposed arterial street, limited access highway, or railroad right-of-way, a landscaped buffer yard of at least 25 feet in depth in addition to the normal depth of the lot required in the zoning district shall be provided adjacent to the arterial street, other limited access highway, or railroad right-of-way. Such landscape bufferyard shall remain in private ownership unless otherwise approved by the Village Board. The treatment within this landscaped buffer yard shall meet associated requirements in Section 94.11.04(3)(d) of the zoning ordinance, be unified along the entire frontage, consider noise mitigation, and be in accordance with a landscape plan prepared by the subdivider and approved by the Village. This

Back to Agenda

yard shall be a permanently reserved part of the platted lots and shall be designated with a note on the___ plat or CSM as follows: "NOTE: The landscaped buffer yard is reserved for the planting of trees, shrubs, and other vegetation, with the associated property owner responsible for their ongoing maintenance and replacement. The placement of structures within this yard is prohibited, except if approved by the Village Board."

Section 74.6.06: Street Dimensional Standards

(1) **Base Dimensional Standards.** The minimum right-of-way width, roadway width, sidewalk requirements, and parking requirements for proposed public streets are as specified in Figure 6.06(1).

(2) **Additional and Alternative Standards.**

(a) If the Village's official map or Comprehensive Plan provides for alternative requirements, such as different right-of-way width or an on-street bicycle lane, the Director of Public Works may substitute the alternative requirements for those listed in Figure 6.06(1).

(b) Extension of existing streets that exceed the standards in Figure 6.06(1) shall be developed to conform to the existing street dimension or taper to the dimensions noted in that figure, as determined by the Director of Public Works.

(c) Cross-sections for freeways, expressways, parkways, and boulevard streets shall be based upon detailed engineering studies submitted with the subdivision plat.

(d) The Village may require on-street bike lanes on arterial streets and on collector streets with current or expected heavy traffic volumes. Where on-street bike lanes are required, the width of each bike lane shall not be less than 4 feet, not including the gutter section. Such width shall be in addition to the width required by Figure 6.06(1). Placement of bike lanes shall be in accordance with the AASHTO Guide for the Development of Bicycle Facilities.

(e) Cul-de-sac streets designated to have one end permanently closed shall not be permitted within the Village. Within the extraterritorial area and where streets are temporarily ended at the edges of a plat, cul-de-sac streets shall not exceed 1,000 feet in length measured from the centerline of the intersecting street up to, but not including, the cul-de-sac bulb. Such cul-de-sac bulb shall be of a design approved by the Director of Public Works.

(f) Roundabout intersections shall be designed in accordance with WisDOT's Facilities Development Manual (FDM) or the FHWA Guide (NCHRP Report 672), as determined by the Director of Public Works.

Back to Agenda

Figure 6.06(1): Minimum Public Street Design Requirements [1]

Type of Street[1]	Right-of-way width (feet)	Street Width (feet)[2]	Sidewalks Required [3]	On-Street Parking? [2]
Arterial	100 [4]	46-52 [5]	Yes, both sides	No
Collector	80 [4]	33-41 [5]	Yes, both sides	Determined on a case-by-case basis
Local	60-66 [4 5]	24-33 [5]	Yes, both sides	Yes, on at least one side [6]
Alley	17	16	No	No

NOTES:

[1] See Article 14 in Chapter 94 for alternative requirements within the N Neighborhood zoning district.

[2] Street width includes pavement width, plus the width of the gutter section of the curb where curbing is present or proposed. The Village may require extra street width and/or off-street parking where adjacent land uses are expected to generate significant on-street parking demand, such as schools, parks, and other public and institutional uses.

[3] All sidewalks shall be concrete and five feet in width. The Village may substitute a single 10-foot wide asphalt multiuse path for a sidewalk on both sides of the street where consistent with Village plans, safe pedestrian access, and best practices for multiuse path placement.

[4] Or as indicated on the Village's Official Map.

[5] Upon recommendation of the Director of Public Works, the Plan Commission shall establish the exact right-of-way or pavement width on each street within the ranges specified in this figure.

[6] One-sided parking shall be located on the north and east sides of streets unless otherwise determined by the Director of Public Works.

Section 74.6.07: Street Grades

Street grades shall be established to avoid excessive grading, the indiscriminate removal of ground cover and trees, and general leveling of the topography. All changes in street grades shall be connected by vertical curves of minimum length meeting AASHTO standards for vertical curve design. The minimum centerline grade of all new streets shall in no case be less than 0.5%. Unless necessitated by exceptional topography subject to the approval of the Director of Public Works, the maximum centerline grade of any street or public way shall not exceed the following:

(1) Arterial Streets. 6%.

(2) Collector Streets. 8%.

(3) Local Streets and Alleys. 10%.

(4) Pedestrian Ways. 5%. If higher than 5% then landings need to be provided every 2.5 feet of vertical change.

(5) Multiuse Paths. 5%, steeper grades may be allowed if 5% cannot be met (i.e. in cases of topography.)

Section 74.6.08: Street Radii of Curvature

When a continuous street centerline deflects at any one point by more than 10 degrees, a circular curve shall be introduced having a radius of curvature on said centerline of not less than 500 feet for arterial streets, 300

Back to Agenda

feet for collector streets, and 150 feet for local streets. A tangent of at least 100 feet in length shall be provided between reverse curves on arterial and collector streets.

Section 74.6.09: Half-Streets and Reserve Strips

(1) Where an existing half street is adjacent to a new subdivision, the other half of the street shall be dedicated by the subdivider. No plat shall otherwise contain half streets.

(2) Reserve strips of privately held lands shall not be permitted on any land division or subdivision as a means of the land owner to control access onto a public street.

Section 74.6.10: Street Intersections

(1) Streets shall intersect each other at as nearly right angles as topography and other limiting factors of good design permit, but in no case at an angle of less than 70 degrees.

(2) There shall be not less than 2 streets converging at one intersection, unless a safe intersection design is approved by the Director of Public Works.

(3) The distance between intersections for arterial, collector, and local streets shall be in accordance with Section 71.4.01 of the Weston Municipal Code.

(4) Property lines at street intersections shall be rounded with a minimum radius of 25 feet.

(5) Proposed new intersections along one side of an existing street shall, wherever practicable, coincide with any existing intersections on the opposite side of such streets. Street jogs with centerline offsets of greater than 125 feet are required where neither street is an arterial or collector street, and 300 feet in other instances.

(6) Where the grade of any street at the approach of an intersection exceeds seven percent, a leveling area shall be provided having not greater than four percent grade, a distance of 50 feet measured from the nearest right-of-way line of the intersecting street.

(7) Where any street intersection will involve earth banks or existing vegetation inside any lot corner that would create a traffic hazard by limiting visibility, the developer shall cut such ground and/or vegetation (including trees) in connection with the grading of the public right-of-way to the extent deemed necessary to provide adequate sight distance.

Section 74.6.11: Sidewalks, Walkways, and Multiuse Paths

(1) **Sidewalks and Walkways.** All sidewalks and mid-block walkways shall be at least 5 feet in width, constructed of concrete, located per Figure 6.06(1), and designed in accordance with design requirements available from the Director of Public Works. All sidewalks shall be separated from the curb or paved street surface by a minimum 6 foot wide grassed terrace. Sidewalks shall be located 6 inches to the inside the right-of-way line, unless an alternative location is approved by the Director of Public Works.

(2) **Multiuse Paths.** Multiuse paths shall be provided by the subdivider where recommended by the Comprehensive Plan. The substitution of a multiuse path for one or both sidewalks, where required in Figure 6.06(1), may be approved at the discretion of the Director of Public Works where it can be demonstrated that such provision will better meet the needs of residents and is consistent with the Village's Comprehensive Plan and best practices. All multiuse paths shall be designed in accordance with

Back to Agenda

the AASHTO Guide for the Development of Bicycle Facilities, except where modified by the Director of Public Works.

(3) **Minimum Widths.** The minimum width of a right-of-way or easement for a multiuse path shall be 15 feet, with a minimum pavement width of 10 feet. The minimum width of a right-of-way or easement for a pedestrian-only walkway shall be 10 feet, with a minimum surface width of 5 feet.

Section 74.6.12: Blocks

The widths, lengths, and shapes of blocks shall be suited to the planned use of the land, zoning requirements, need for convenient access, control and safety of street traffic, and the limitations and opportunities of topography, and shall meet the following additional standards:

(1) **Minimum and Maximum Block Length.** In residentially zoned areas, blocks shall not be less than 400 feet nor more than 1,800 feet in length, unless otherwise dictated by exceptional topography or other limiting factors of good design.

(2) **Minimum Block Width.** Blocks shall have sufficient width to provide for two tiers of lots of appropriate depths. Exceptions to this prescribed block width shall be permitted in blocks adjacent to major streets, railroads or waterways.

(3) **Pedestrian Crosswalks.** Pedestrian crosswalks, not less than 10 feet wide, may be required through the center of blocks more than 900 feet long to provide circulation or access to schools, playgrounds, shopping centers, transportation or other community facilities.

(4) **Nonresidential Blocks.** Blocks designed for business, commercial or industrial uses shall be of such length and width as may be determined suitable by the Village for the prospective use.

Section 74.6.13: Lots

(1) **Generally.** The size, shape, and orientation of lots or condominium building sites shall be appropriate for the location of the land division, subdivision, or condominium development and for the type and intensity of development and use contemplated in the Comprehensive Plan and zoning ordinance. The lots shall be designed to provide an aesthetically pleasing building site and a proper architectural setting for the buildings contemplated.

(2) **Regular Lots.** Side lot lines shall be at or near right angles to straight street lines or radial to curved street lines on which the lots face. Lot lines shall follow municipal boundary lines and zoning district boundaries rather than cross them.

(3) **Double Frontage Lots.** Double frontage and reverse frontage lots shall be prohibited, except where necessary to provide separation of residential development from through traffic or to overcome specific disadvantages of topography and orientation.

(4) **Frontage on Public Street.** Every lot of record shall front or abut for a distance of at least 40 feet to a public street to which it may legally take access.

(5) **Conformance with Zoning Dimensional Requirements.** Area and width of lots shall conform to zoning ordinance requirements set forth in Article 5 of Chapter 94, where applicable. Whenever a tract is subdivided into large parcels, such parcels shall be arranged and dimensioned as to allow further division of any such parcels into smaller lots.

Back to Agenda

(6) **Lot Depth.** Lots shall have a minimum average depth of 100 feet. Excessive depth in relation to width shall be avoided and a proportion of 2 to 1 shall be considered a desirable ratio under normal conditions. Depth of lots reserved or laid out for commercial or industrial use shall be adequate to provide for off-street service and parking required by the use contemplated and zoning.

(7) **Waterfront Lots.** Lands lying between the meander line and the water's edge and any otherwise unplattable lands which lie between a proposed land division, subdivision, or condominium development and the water's edge shall be included as part of lots, outlots or public dedications in any plat abutting a lake, river, or stream.

(8) **Flag Lots.** Flag lots, as defined in Article 13, shall be prohibited within the Village limits, except where pre-existing lot or development patterns necessitates use of a flag lot.

Section 74.6.14: Easements.

(1) **Generally.** The subdivider shall indicate, on the face of each final plat and certified survey map, all existing, proposed, and required utility, drainage, access, and other easements.

(2) **Easements on Subdivision Plats.** Indicating and describing an easement by subdivision plat is generally sufficient to fully convey the easement. The beneficially and purpose (for example, water main, sewer main, both water and sewer) of the easement shall be explicitly stated on the face of plat. Restrictions shall also be noted as to locating buildings, other accessory structures like fences, hard-surfacing, and other lot improvements within the easement.

(3) **Easements Associated with CSMs and Condominium Developments.** For certified survey maps and condominium developments, all easements shall be conveyed via the preparation and recording of a separate instrument including similar substantive information as required under subsection (2). The face of the certified survey map or condominium plat shall include appropriate references to that separate instrument.

(4) **Provision to Village and Assigns.** All utility and drainage/stormwater easements within the Village shall be indicated as being provided to the Village of Weston and its assigns, except where otherwise approved by the Director of Public Works.

(5) **Easement Width.** Easements shall be wide enough to conduct safe and efficient access to; and installation, repair, maintenance, and/or replacement of; the facilities as determined by the Director of Public Works. Easements for public pathways and walkways shall be as prescribed in Section 74.6.11(3). Utility and drainage/stormwater easements shall be a minimum of 12 feet in width. Where side or rear lot lines within a land division, subdivision, or condominium development abut one another, the division or condominium development may provide easements on abutting lot lines to form such minimums.

(6) **Drainage/Stormwater Easements.** Where a land division, subdivision, or condominium development is traversed by a navigable waterway or a drainageway, a drainageway/stormwater conveyance easement or dedication shall be provided around it. The location, width, alignment and improvement of and within such easement or dedication shall be subject to the approval of the Director of Public Works and per Chapter 86, Article 5 of the Weston Municipal Code. Access along and to all navigable waterways shall be per Section 74.9.06(2).

(7) **Landscaping.** The Village permits placement of landscaping within easements, but not to the extent that it affects the function of the easement. The Village shall not be responsible for replacement of any landscaping in easements, except for grass, in the event that future repair or maintenance requires its removal.

Back to Agenda

ARTICLE 7: REQUIRED IMPROVEMENTS

Section 74.7.01: Applicability

The provisions of this Article apply to all subdivisions and land divisions as defined in Article 13, except where limited by law within the extraterritorial area and elsewhere by this Chapter, other Village ordinances, and applicable statutory and case law.

Section 74.7.02: Determination of Adequacy of Public Facilities and Services

(1) **Generally.** The appropriate Village approval authority shall not approve a certified survey map, preliminary plat, final plat, or condominium plat unless adequate public facilities and public services are available to meet the needs of the future inhabitants of the proposed land division, subdivision, or condominium development.

(2) **Required Data from Subdivider.** With or following the submittal of any preliminary plat, condominium plat, final plat, or certified survey map, the subdivider shall furnish any data requested by the Director of Public Works. The Director of Public Works shall work with the Zoning Administrator to transmit this information to appropriate Village staff, commissions, committees, and boards for review. The Zoning Administrator shall act as coordinator for their reports to the appropriate Village approval authority on the adequacy of water, sanitary and storm sewers, fire service, police, parks and open space, recreation facilities, and transportation facilities. Failure to submit such data as requested may be grounds for denial of the preliminary plat, condominium plat, final plat, or certified survey map.

(3) **Determination Criteria.** Public facilities and public services for a proposed land division, subdivision, or condominium development shall be found to be adequate by the Village approval authority when all of the following conditions exist:

(a) Where the proposed land division, subdivision, or condominium development is located within a designated Sewer Service Area; main line interceptor sewer service is presently available to the area or is designated for extension; and the land division, subdivision, or condominium development is proposed to connect with such service. The appropriate Village approval authority shall also consider the recommendations of the Director of Public Works on the capacity of interceptor lines and of sewerage treatment facilities.

(b) Where the proposed land division, subdivision, or condominium development is not located within a designated Sewer Service Area, other acceptable means of sanitary waste disposal are provided which will protect the public health, safety, and welfare and meet other applicable ordinance requirements.

(c) Where the proposed land division, subdivision, or condominium development will be serviced by public water service with adequate capacity for the proposed land division, subdivision, or condominium development; and the land division, subdivision or condominium development is proposed to connect with such water service. The appropriate Village approval authority shall consider the recommendations of the Director of Public Works or water utility on water line capacities, water sources, and storage facilities.

(d) Where the proposed land division, subdivision, or condominium development is not located within an area serviced by public water service with adequate capacity, other acceptable means of water service are provided which adequately protect the public health, safety, and welfare and meet applicable ordinance requirements.

Back to Agenda

(e) Adequate facilities are available to insure proper stormwater management, in accordance with Chapter 86, Article 5 of the Weston Municipal Code where applicable.

(f) Future residents of the proposed land division, subdivision, or condominium development can be assured park, recreation and open space areas, facilities and services which meet the standards of the Comprehensive Plan where applicable.

(g) Timely and adequate fire, emergency medical, and police protective services can be provided to the future residents and buildings.

(h) The proposed land division, subdivision, or condominium development is accessible by existing publicly maintained, all weather roads that are adequate to accommodate both existing traffic and new traffic to be generated, or necessary additional roads and road improvements are proposed by the subdivider or otherwise budgeted for construction. The appropriate Village approval authority shall consider recommendations of other consenting agencies and jurisdictions, and such factors as levels of service and average peak use.

(4) **Partial Determination of Adequacy.** Where the appropriate Village approval authority determines that one or more public facilities or services are not adequate for the proposed land division, subdivision or condominium development, but that a portion of the area could be served adequately, or that careful phasing of the development could result in all public services being adequate, conditional approval may include only such portions or may specify phasing of the development.

Section 74.7.03: Development Agreement

(1) **Generally.** The subdivider and the Village shall enter into a development agreement which identifies all public improvements the subdivider is required to complete and the timeline for completion. Said agreement shall be in a form and content approved by the Village Administrator and shall bind the subdivider to comply with the requirements of this Chapter and any specification, plans or conditions imposed or approved pursuant thereto. As a condition of the approval of any final plat and (where applicable) certified survey map or condominium plat located within the Village or served by Village infrastructure, the subdivider shall install 100% of the public improvements required by the development agreement or provide a letter of credit in an amount equal to 120% of the cost of the public improvements required by the development agreement..

(2) **Performance Guarantee.** The subdivider or condominium developer shall file with said development agreement, a letter of credit or bond, at the option of the developer, or other surety approved by the Zoning Administrator or Director of Public Works, in an amount equal to 120% of the estimated total to complete the public improvements required by the development agreement. The cost shall be estimated or approved by the Director of Public Works. Such surety shall have a term not exceeding 14 months after substantial completion of the public improvements. For purposes of this Section, substantial completion occurs at the time the binder coat is installed on the roads to be dedicated or, if the required public improvements do not include a road to be dedicated, at the time that 90% of the public improvements by cost are completed. Upon substantial completion of the public improvements, the amount of security the subdivider is required to provide shall be equal to the total cost to complete any uncompleted public improvements plus 10% of the total cost of the completed public improvements. The subdivider may construct the project in such phases as the Village Board approves. If the subdivider's project will be constructed in phases, the amount of any surety required

Back to Agenda

shall be limited to 120% of the cost of the phase of the project that is currently being constructed and any remaining surety obligations from previous phases..

(3) **Required Development Agreement Contents.** Each development agreement shall:

(a) Specify the public improvements required for the land division, subdivision, or condominium plat, and require their construction according to approved engineering plans and specifications.

(b) Provide that all required improvements shall be completed by the subdivider or condominium developer or his contractors no later than 18 months from the date of Village approval of the engineering plans and specifications for the land division, subdivision, or condominium development, unless otherwise specified in the development agreement. This shall include all required park, recreational, and multiuse path improvements.

(c) Provide for guarantees by the subdivider of all public improvements for not less than one year following final acceptance by the Village, and an additional one year after each replacement of any guaranteed work.

(d) Provide adequate supervision and regulation of construction schedules and methods.

(e) Outline requirements for acceptance of public improvements by the Village.

(f) Require that contractors engaged in work on public improvements be adequately insured for liability, including workers' compensation liability.

(g) Assure that the subdivider and all contractors agree to indemnify the Village and its professional consultants for any liability arising out of the construction of public improvements.

(h) Provide for the payment of required fees and the dedication of required lands and improvements.

(i) Provide for the reimbursement of the Village for staff time, professional consultant's fees, and other costs incurred in connection with the development of the property.

(j) Provide for the surety to guarantee completion of the public improvements and the other obligations of the subdivider under the agreement or this Chapter.

(k) Require the subdivider to submit second drawings in a digital format specified by the Director of Public Works following the completion and acceptance of all public improvements.

(l) Require the subdivider to control weeds and all growth of natural vegetation in a manner consistent with Village ordinances on each lot, outlot, or publicly dedicated parcel until such time as that land is transferred to another entity.

(m) Require that the subdivider be responsible for clearing all soil, vegetation, gravel, and similar construction site debris that is tracked onto public streets during the day on which such tracking occurs.

(n) Require the construction and maintenance of landscaped buffer yard landscaping and arterial street noise mitigation measures as approved to meet any applicable requirements under this Chapter.

(o) Require the subdivider's compliance with all other Village ordinances, including Chapters 70 (Streets, Sidewalks, and Other Public Places), Chapter 71 (Street Access Controls), and Chapter 86 (Utilities), conditions of approval, and other applicable regulations.

Back to Agenda

(p) Include such other provisions as deemed necessary or appropriate by the Zoning Administrator to carry out the intent of this Chapter and other provisions of the Weston Municipal Code applicable to the development. Nothing in this section shall be construed to limit the authority of the Zoning Administrator to require additional or alternative provisions to meet the approval standards contained therein.

Section 74.7.04: Required Public and Private Improvements

(1) **Generally.** To the extent applicable, each subdivider shall construct or provide for public and private infrastructure improvements to the specifications provided in this Section and available from the Director of Public Works within land divisions, subdivisions, and condominium developments in the Village and in the extraterritorial area to the extent allowed by law.

(2) **Plans and Specifications.** The improvements listed in this Section shall be constructed in accordance with engineering plans prepared by the subdivider and approved by the Director of Public Works. Such plans and the associated improvements shall comply with applicable ordinances and as specified by the Director of Public Works. The Director of Public Works shall reference the most recent editions and addenda of the following publications: State of Wisconsin Department of Transportation (WisDOT) Standard Specifications for Highway and Structure Construction, WisDOT approved version of the USDOT Federal Highway Administration Manual on Uniform Traffic Control Devices, Standard Specifications for Sewer and Water Construction in Wisconsin (prepared by the Public Works Industry Improvement Program), AASHTO Guide for the Development of Bicycle Facilities, the Village's Erosion Control and Stormwater Management Requirements, and other appropriate engineering publications when making specifications other than those in Village ordinance. Water supply and sanitary sewer extensions must also comply with applicable sections of Wisconsin Administrative Code

(3) **Responsibility.** Except as indicated in this Section, the subdivider shall be responsible for all costs for installation of all public infrastructure necessary to serve the land division, subdivision, or condominium development, including the bringing of such infrastructure from where it exists to the division in question as well as providing all infrastructure within the division.

(4) **Required Improvements.**

(a) Survey Monuments. The subdivider shall install survey monuments placed in accordance with the requirements of Wis. Stat. § 236.15, and as the Director of Public Works may require.

(b) Public Sanitary Sewerage Service. Within a designated Sewer Service Area, the subdivider shall construct sanitary sewers in such a manner as to make adequate sanitary sewerage service available to each lot within the land division, subdivision, or condominium development, except where otherwise approved by the Director of Public Works. The size, type, depth, minimum grade, and installation of all sanitary sewers shall be specified and consistent with design requirements available from the Director of Public Works. Proposed sanitary sewer lines shall extend to the boundary lines of the tract being divided unless prevented by topography or other physical conditions or unless, in the opinion of the Director of Public Works, such extension is not necessary or desirable for the coordination of the layout of the land division, subdivision, or condominium development or for the advantageous development of the adjacent tracts. The subdivider shall install and complete the installation of sewer laterals to the street lot line prior to any street paving, curbing, or sidewalk construction.

Back to Agenda

(c) Private On-Site Wastewater Treatment Systems (POWTS). Outside of a designated Sewer Service Area or where public sanitary sewer service is not available in the determination of the Director of Public Works, the subdivider shall make adequate private sewage treatment systems available to each lot within the land division, subdivision, or condominium development as specified or allowed in applicable ordinances, statutes, or regulations, including but not limited to Wis. Admin. Code SPS 383. Private holding tanks are not permitted within the Village, except under the circumstances described in Section 94.3.03(13) of the zoning ordinance. If a public sanitary sewer project serving the area of the proposed land division is included in the Village's capital improvement program, the subdivider shall install sanitary sewer mains and laterals to the street lot line and shall cap all laterals.

(d) Public Water Supply Service. All new lots within the Village must be connected to public water service where the Director of Public Works determines that it is available in the area of the subdivision, land division, or condominium development. In such cases, the subdivider shall construct water mains in such a manner as to make adequate water service available to each lot within the land division, subdivision, or condominium development. The size, type, depth, and installation of all water mains shall be specified and consistent with design requirements available from the Director of Public Works. Proposed water supply mains shall extend to the boundary lines of the tract being subdivided unless prevented by topography or other physical conditions or unless, in the opinion of the Director of Public Works, such extension is not necessary or desirable for the coordination of the layout of the land division, subdivision, or condominium development or for the advantageous development of the adjacent tracts. The subdivider shall install and complete the installation of water service laterals to the street lot line prior to any street paving, curbing, or sidewalk construction.

(e) Private Water Systems. Where public sanitary sewer service is not available in the determination of the Director of Public Works, the subdivider shall make provision for adequate private water systems as specified by the Village, state, county and/or town. If a public water main project serving the area of the proposed land division is included in the Village's capital improvement program, the subdivider shall install public water mains and laterals to the street lot line and shall cap all laterals.

(f) Stormwater Management Facilities. For land divisions, subdivisions, and condominium plats within the Village, the subdivider shall construct stormwater management facilities in accordance with Chapter 86, Article 5 of the Weston Municipal Code.

(g) Other Utilities. The subdivider shall cause gas, electrical power, telephone, cable, broadband/fiber optic and other telecommunications facilities to be installed in such a manner as to provide adequate service to each lot in the land division, subdivision, or condominium development. No utilities shall be located on overhead poles, except where underground installation is impossible due to exceptional topography, vegetative conflicts, other physical barrier, or by Village Board approval. Joint trenching for electrical and fiber optic lines is permitted and may be desirable to facilitate transmission.

(h) Street Grading. After the installation of temporary block corner monuments and the above improvements, the subdivider shall grade all streets proposed to be dedicated to the public, including the grading of roadbeds in the street rights-of-way to subgrade.

(i) Curb and Gutter. After the installation of the above improvements, the subdivider shall construct concrete curb and gutter at pavement edges in accordance with Village ordinance and design requirements available from the Director of Public Works. This requirement may be waived at the discretion of the Director of Public Works in areas designated for permanent rural use as reflected in

Back to Agenda

the Comprehensive Plan and any Village-adopted stormwater management plan. Wherever possible, provision shall be made at the time of construction for driveway access curb cuts in accordance with Chapter 71. The breaking or cutting of curbs will only be allowed for driveway aprons.

(j) Street Surfacing. After installation of the above utilities, the subdivider shall install base course and surface all roadways in streets proposed to be dedicated to the widths prescribed in Figure 6.06(1) and in accordance with design requirements available from the Director of Public Works. No breaking of new pavement for utility installation or otherwise will be allowed for a period of 5 years from initial placement, unless approved by the Director of Public Works in an emergency.

(k) Sidewalks and Multiuse Paths. Sidewalks and/or multiuse paths shall be constructed in accordance with the requirements of Section 70.108 of the Weston Municipal Code and Section 74.6.11 of this Chapter. Design requirements are available from the Director of Public Works.

(l) Street Lights. The subdivider shall install streetlights along all streets proposed to be dedicated to the public. Street light design and placement shall be compatible with the neighborhood, the type of development proposed, electric utility requirements, and public maintenance costs. Such lights shall be placed at each street intersection, at each street curve greater than 45 degrees, and at such interior block locations as required by the Director of Public Works.

(m) Street Signs; Regulatory Signs and Pavement Markings. The subdivider shall install at the intersection of all streets proposed to be dedicated a street name sign of a design specified by the Village. The subdivider shall also install regulatory signs and regulatory pavement markings, such as for traffic lanes, bicycle lanes, restricted parking areas, "road closed" signs/barriers, and crosswalks, as determined necessary by the Director of Public Works. The subdivider may propose, and the Village may approve, group development signs (e.g., subdivision entrance signs) in accordance with Article 9 of the zoning ordinance.

(n) Street Trees. The subdivider shall install at least one street tree for every 50 lineal feet, or fraction thereof, of frontage a property has on a public street right-of-way. Trees shall be located within the terrace area wherever possible, midway between the sidewalk and curb. Street trees shall be installed in accordance with Section 94.11 of the zoning ordinance, and placed so as to not conflict with utility installation or traffic visibility.

(o) Driveways. Where driveways are to be provided, the subdivider shall install a hard surfaced driveway from all property lines to the pavement edge of adjacent streets and shall otherwise comply with the applicable requirements of Section 71.5.01 of the Weston Municipal Code and design requirements available from the Director of Public Works. Concrete approaches are required where there is existing curb and gutter and sidewalk or where sidewalk is proposed in the future. In the absence of curb and gutter, concrete approaches are prohibited.

(p) Off-site Improvements. Where the extension of streets and/or utilities from off-site locations is necessary to serve the proposed land division, subdivision, or condominium development, the subdivider shall be required to install such necessary extensions, including providing for perpetual Village access to the extended facilities and obtaining easements, rights-of-ways, and permits necessary for the extended facilities.

Back to Agenda

ARTICLE 8: CONSTRUCTION

Section 74.8.01: Applicability

The provisions of this Article apply to all subdivisions, land divisions, and condominium developments as defined in Article 13, except where limited by law within the extraterritorial area and elsewhere by this Chapter, other Village ordinances, and applicable law.

Section 74.8.02: Commencement

Initial site preparation shall meet the applicable provisions of this Article and Chapter 86, Article 5, Division 3 of the Weston Municipal Code. Except for initial site preparation, no construction or installation of improvements shall commence in a proposed land division, subdivision, or condominium development until (a) the certified survey map, final plat, or condominium plat has been approved and recorded and (b) the Director of Public Works has approved associated engineering plans and given written authorization.

Section 74.8.03: Relationship to Building Permits

No Village building or zoning permit associated with a land division, subdivision, or condominium development shall be issued until the associated plat or certified survey map is recorded. No Village building permit within the Village shall be within a land division, subdivision, or condominium development before the construction and Village acceptance of curb and gutter, binder street pavement, and sidewalks, or other improvement if specified in the development agreement, unless otherwise approved by the Village Board.

Section 74.8.04: Engineering Plans

The following engineering plans and accompanying construction specifications shall be provided in both hard copy and digital form to the Director of Public Works before authorization of construction or installation of the associated improvements specified in Article 7, where required. All engineering plans and construction specifications shall meet applicable sections of this Chapter, other chapters in the Weston Municipal Code, and design requirements available from the Director of Public Works.

(1) Street plans and profiles showing existing and proposed grades, elevations and cross-sections of required improvements including pavement, curb and gutter, sidewalks, walkways, and multiuse paths.

(2) Sanitary sewer plans and profiles showing the locations, grades, sizes, elevations, and materials of required facilities.

(3) Public water system main plans and profiles showing the locations, sizes, elevations, and materials of required facilities.

(4) Plans indicating the location and specifications of conduit for future use by telecommunications providers, including broadband, where such services will not be provided at time of initial development.

(5) Master grading plan.

(6) Erosion and sedimentation control plans meeting the requirements of Chapter 85, Article 5 of the Weston Municipal Code.

(7) Stormwater management plans and profiles showing the locations, grades, sizes, cross sections, elevations, materials, and designs in accordance with Chapter 85, Article 5 of the Weston Municipal Code.

(8) Street lighting plans showing all proposed locations, types, designs, and specifications.

Back to Agenda

(9) Sign plan for street name signs, regulatory signs and markings, and group development signs if any.

(10) Plans showing the locations, size, and species of street trees, and landscaping, berming, or other facilities within any required landscaped buffer yard or noise mitigation area.

(11) A master plan for the development of any public parks, open spaces, or recreational areas within the division, utility connections, and other facilities appropriate to the type, purpose, and location of such public lands.

(12) Additional special plans or information as required under this Chapter.

Section 74.8.05: Inspection

The subdivider, prior to commencing any work within the land division, subdivision, or condominium development, shall make arrangements with the Director of Public Works to provide for inspection. At the subdivider's expense, the Director of Public Works shall inspect and approve all completed work prior to release of the performance guarantees specified in Section 74.7.03 and the associated development agreement.

Section 74.8.06: Submittal of Record Drawings

Following construction and acceptance of all public improvements, the subdivider or condominium developer shall submit to the Director of Public Works record drawings showing all public improvements for the plat as built, in a digital format specified by the Director of Public Works. Failure to provide such drawings shall be grounds for the Village to cease issuance of building and zoning permits within the area of the division.

Back to Agenda

ARTICLE 9: PARKS AND RECREATION

Section 74.9.01: General Provisions

(1) **Purpose.** The purpose of this Section is to ensure that adequate parks and other recreational sites are properly sized, located, preserved, and improved. This Section has also been established to ensure that the cost of providing the park and recreation sites and facilities necessary to serve the additional people brought into the community by land division and subdivision may be equitably apportioned on the basis of additional needs created by such divisions.

(2) **Applicability.** This Section shall apply to all lands divided for new residential dwelling units within the Village. Within the extraterritorial area, if public park and recreation site dedication is not required for residential divisions by another jurisdiction with authority, proposed public parks and recreation sites shall be reserved for acquisition by the applicable town, county, or Village at undeveloped land costs for a period not exceeding 2 years, unless extended by mutual agreement between the subdivider and the local government(s) with potential interest in acquiring the land. The amount of land to be reserved shall be based on the park dedication area requirement in Section 74.9.02.

(3) **Park Dedication and Fees, Generally.** The need and location of park and recreation sites to be dedicated shall be determined by the appropriate Village approval authority, following a recommendation from the Parks & Recreation Committee if the division is in the Village. Where such authority determines that park and recreation site dedication is not compatible with the Comprehensive Plan or official map, or for other reasons is not advised by the Village, the subdivider shall, in lieu thereof, pay a fee to the Village to meet this requirement in whole or on a pro-rata basis. Where park and recreational site dedication is not required, the subdivider shall be responsible for paying a fee to acquire other public park and recreational lands that will benefit the future residents of the division.

Section 74.9.02: Park and Recreational Site Dedication

(1) **Park Dedication Ratio.** Where the dedication of park and recreation sites is required under this Article, the normal amount of park and recreation site dedication shall be based on the type and number of family units to be established in the subdivision times the number of persons per unit, divided by 100 persons per 1.2 acres. The type and number of units authorized shall be determined by applicable zoning ordinance standards for the intended zoning district of the lots, and/or via the development agreement. The following number of persons per unit shall be utilized in such calculations:

(a) For each single family residence, 3.4 persons per unit

(b) For each duplex housing unit, 3.1 persons per unit

(c) For each 1-bedroom multiple family housing unit, 1.9 persons per unit

(d) For each 2-bedroom multiple family housing unit, 2.8 persons per unit

(e) For each 3 or more bedroom multiple family housing unit, 3.4 persons per unit

(2) **Relationship to Comprehensive Plan and Official Map.** Whenever a public park or recreation site proposed in the Comprehensive Plan or official map is embraced, in whole or in part, in a tract of land to be divided, that proposed public park or recreation site shall be dedicated and credited toward the requirements of subsection (1). Where a public park and recreation site as shown on the Comprehensive Plan or official map within the tract is greater in area than required by dedication under subsection (1), the

Back to Agenda

Village Board may require that the subdivider reserve for acquisition by the Village, through agreement, purchase, or condemnation, the remaining greater park area for a period of 2 years of plat or certified survey map approval unless extended by mutual agreement. Such reserved lands shall be kept in one or more outlots to be held by the subdivider. Over that period, the Village shall have the ability to negotiate the purchase of said land at undeveloped land prices.

(3) **Other Locational Criteria.** The dedicated site shall be located so as to serve the recreation and open space needs of the division or condominium development from which the dedication was made. Consideration shall be given in the location of existing natural and cultural features as documented on the preliminary plat, as required by Section 74.3.01(2)(b). All lands proposed to be dedicated for park purposes shall be demonstrated to present no environmental hazard, and that they will not require environmental mitigation or remediation measures, through a phase one environmental assessment provided by the subdivider.

(4) **Access.** Public access to all park and recreation sites shall be provided by street frontage of sufficient width to assure safe, convenient access to the dedicated land, with a minimum public street frontage of no less than 15% of the perimeter of the park. In unique situations, the Village approval authority may permit access via public access easement to the dedicated site. The easement shall be sufficiently wide so that the public and maintenance equipment will have convenient access to the site.

(5) **Usability.** The dedicated land for recreation shall be usable, as defined in Article 13. Lands dedicated for stormwater management shall not be credited towards the park and recreation site dedication requirement. Wetlands or sloped areas may be considered usable for recreational purposes at the discretion of the approval authority. The shape of the dedicated parcel of land shall be sufficiently square or round to be usable for recreational activities planned for the area or the type of park intended.

(6) **Settlement by Land Dedication or Deed.** If the Village Board accepts land, which is included within the area of the plat or CSM, such land shall be identified as a dedication to the public and the recording of any such plat or map shall be deemed a sufficient conveyance to vest fee simple title of all lands so marked or noted to the Village as set forth in Wis. Stats. §§ 236.29 and 236.34. If the Board accepts land which is outside the boundary of either a subdivision plat or certified survey map, such land shall be deeded to the Village prior to the recording of the associated plat or CSM. Where deemed appropriate by the Village Board, parcels of land dedicated or deeded under this Section may be traded or sold to facilitate the acquisition of more suitable tracts of parkland.

Section 74.9.03: Improvement of Dedicated Park and Recreational Sites

(1) **Generally.** Where a public park or recreational site is to be dedicated within a plat or certified survey map, it shall be the responsibility of the subdivider to improve the park or recreational site in accordance with this Section.

(2) **Improvement Standards.** When public park and recreation lands are dedicated to the Village, prior to final Village acceptance of such lands, the subdivider may be required to:

(a) Properly grade and contour for proper drainage.

(b) Provide surface contour suitable for anticipated use of area.

(c) Cover areas to be seeded with a minimum of 6 inches of quality topsoil, seed as specified by the Director of Public Works, fertilize with 16-6-6 at a rate of 7 pounds per one 1,000 square feet, and mulched, as specified in the standard "Specifications for Road and Bridge Construction Section 627

Back to Agenda

and 629." The topsoil furnished for the park or recreational site shall consist of the natural loam, sandy loam, silt loam, silty clay loam, or clay loam humus-bearing soils adapted to the sustenance of plant life, and such topsoil shall be neither excessively acid nor excessively alkaline. Fine grading and seeding must occur within 18 months following execution of the development agreement, unless otherwise authorized by the Village Board. The improved area shall not be deemed officially accepted until a uniform groundcover to a minimum 2 inch height has been established.

(d) For natural areas included within a dedicated park or recreational site, restore the land to a natural state to the extent practicable and necessary.

(e) For each neighborhood park, provide a standard residential water service of a size specified by the Director of Public Works and provide a standard 4-inch diameter residential sewer service. For each community park, provide a minimum 6 inch water service and at least 1 fire hydrant, and at least one 4 inch sanitary sewer lateral, all located at the street property line.

(f) In cases where private lots adjoin the public park and recreational site, grade, sign, and/or landscape the area along such property lines to clearly demarcate the borders between private lots and the public site.

(3) **Maintenance.** The subdivider shall maintain the park or recreational site until the Village accepts its dedication, which shall include all watering, mowing, and other maintenance to maintain a neat, clean, and living appearance. It shall be the responsibility of the Village to maintain the dedicated areas upon their dedication and acceptance by the Village.

(4) **Failure to Complete.** If the subdivider fails to satisfy the requirements of this Section in a timeframe specified by the development agreement, the Village Board may contract said completion and bill such costs to the subdivider, following a public hearing and written notice to the subdivider of noncompliance. Failure to pay such costs may result in the immediate withholding of building permits within the division until such costs are paid.

Section 74.9.04: Fee in Lieu of Park Dedication and Recreation Fees

(1) **Fee Amount.** Where the appropriate Village approval authority determines that money in lieu of dedication of a park and recreational site is to be paid, in whole or in part, the subdivider shall pay a fee in lieu of parkland dedication of $244 per single family residential lot, $446 per duplex lot, $138 per 1-bedroom multiple family unit authorized, $204 per 2-bedroom unit authorized, and $244 per 3+ bedroom unit authorized.

(2) **Settlement by Fee Payment.** If fees are accepted, they are to be paid in a lump sum prior to the recording of a final plat or CSM.

(3) **Use of Fees.** Revenues received from any person shall be deposited in a special account for parks and recreation facilities and shall be used exclusively for such purposes in the Village.

Section 74.9.05: Potential Credit for Private Open Space and Improvements

(1) **Private Open Space.** Where the appropriate Village approval authority agrees that private open space for park and recreation purposes is to be provided in a proposed land division, subdivision, or condominium development, following a recommendation from the Parks & Recreation Committee, and such space is to be privately owned and maintained as recreational space by the future residents of the division or development, the development agreement may provide for credit against public parkland

Back to Agenda

dedication and/or fees in this Article. Such agreement shall specify the land and improvements to be provided, and the amount of credit granted. Any decision to allow a developer to provide private improvements in lieu of public parkland and/or fees shall rest in the sole discretion of the Village Board.

(2) **Standards for Credit for Private Open Space and Improvements Thereto**. The appropriate Village approval authority must find that the following standards are met before providing credit under subsection (1).

(a) It is in the public interest to accept private open space instead of a public park and recreation site.

(b) Yards, setbacks, and other open areas required to be maintained by zoning regulations shall not be included in the computation of such private open space.

(c) The private ownership and maintenance of the open space must be adequately provided for by written and recorded agreement.

(d) The use of the private open space must be restricted for park and recreational purposes by recorded covenants that run in favor of the future owners of property within the tract and the Village and that cannot be eliminated without the consent of the Village Board.

(e) The private open space shall be designed and improved for use for park and recreational purposes, taking into consideration such factors as size, shape, topography, geology, access, and location of the private open space land.

Section 74.9.06: Access to Waterways

(1) **Statutory Requirement.** A land division, subdivision, or condominium development abutting a navigable waterway shall, in accordance with the provisions of Wis. Stat. § 236.16(3), provide access at least 60 feet wide to the low water mark so that there will be public access, connected to public roads, at ½ mile intervals as measured along the lake or stream shore, except where greater intervals or different access is agreed upon by the state of Wisconsin, and excluding shore areas where public parks or open space, streets, or roads on either side of a stream are provided.

(2) **Other Access to Navigable Waterways.** The Village may require a public access easement along all navigable waterways. Where natural waterways traverse the land division, subdivision, or condominium development containing sufficient waterway area to contain the design discharge and where such natural waterways are endowed with significant natural beauty and have proven themselves reasonably stable, the land divider, subdivider, or condominium developer shall leave such channels in their natural state and shall dedicate, or provide public access easements along, such waterways, together with a sufficient access, along the periphery of the swale as a separate parcel or parcels, unless otherwise allowed by the Village. Such dedication shall not be credited against the parkland dedication requirements specified in this Article.

Back to Agenda

ARTICLE 10: FEES

Section 74.10.01: Fees for Procedures Requested by the Village or Town of Weston

There shall be no fees for applications filed in the public interest by the Village Board, Plan Commission, Joint Extraterritorial Committee, or other agency or official of the Village or Town of Weston.

Section 74.10.02: Fees for Procedures Requested by Any Other Party

The fees for the applications, procedures, and permits established by this Chapter shall be established by resolution of the Village Board of the Village of Weston.

Section 74.10.03: Payment of Fees for Procedures Requested by Any Other Party

Except for reimbursable costs described below and as otherwise prescribed under this Chapter or by development agreement, fees shall be payable at the time applications are filed with the Village (per the requirements of this Chapter). Reapplication fees may be required. Fees are not refundable.

Section 74.10.04: Reimbursable Costs

In addition to Village staff involvement, the Village may retain the services of other professional consultants including, but not limited to attorneys, engineers, landscape architects, architects, environmental specialists, and recreation specialists, in such matters. Any person, firm, or corporation requesting action by the Village on matters contained in this Chapter shall be required to reimburse the Village for any and all costs incurred by the Village for retaining professional consultant services to review any such matter.

Back to Agenda

ARTICLE 11: VIOLATIONS AND PENALTIES

Section 74.11.01: Violations

It shall be unlawful to divide or develop land anywhere within the Village or its extraterritorial area in violation of this Chapter. In case of any violation, the Village Board, the Plan Commission or Joint Extraterritorial Committee, Zoning Administrator, or any person who would be specifically damaged by such violation may institute appropriate action or proceeding to enjoin a violation of this Chapter.

Section 74.11.02: Penalties

(1) **By Village.** Any person, firm or corporation who fails to comply with the provisions of this Chapter shall upon conviction thereof, forfeit not less than $100.00 nor more than $1000.00 as stated in the Fee Schedule and costs of prosecution for each violation and in default of payment of such forfeiture and costs shall be imprisoned in the County Jail until payment thereof, but not exceeding 30 days. Each day a violation exists or continues shall constitute a separate offense.

(2) **Under Statutes.** Recordation improperly made has penalties provided in Wis. Stat. § 236.30. Conveyance of lots in unrecorded plats has penalties provided in Section 236.31, Wis. Stats. Monuments disturbed or not placed have penalties as provided for in Wis. Stat. § 236.32. An assessor's plat under Wis. Stat. § 70.27 may be ordered by the Village at the expense of the subdivider when a subdivision is created by successive divisions.

Section 74.11.03: Matters Concerning Violations

In addition to any other penalty imposed by this Article for a violation of the provisions of this Chapter, the Village reserves and maintains the continued right to abate violations of this Chapter, as follows:

(1) **Hazardous Condition Caused by Violation of this Chapter.** If the Zoning Administrator determines that a violation of this Chapter exists, and further determines that the nature of such violation poses a great and immediate danger to the public health, safety, peace, morals or decency, the Zoning Administrator shall cause the violation to be abated. Costs associated with said abatement shall be charged to the owner of the property on which said violation has occurred. The Zoning Administrator is hereby authorized to abate a violation of this Chapter.

(2) **Non-Hazardous Condition Caused by Violation of this Chapter.** If the Zoning Administrator determines that a violation of this Chapter exists, and further determines that the nature of such violation is not such as to pose great and immediate danger to the public health, safety, peace, morals or decency, the Zoning Administrator shall serve written notice by registered mail on the current property owner (as indicated by tax records) on which said violation is occurring to remove said violation within 10 working days. If such violation is not removed within 10 working days, the Zoning Administrator shall cause the violation to be abated per subsection (1) above. Costs associated with said abatement shall be charged to the owner of property on which said violation has occurred.

(3) **Cost of Abatement.** In addition to any other penalty imposed by this Article for a violation of this Chapter, the cost of abating a violation of this Chapter shall be collected as a debt from the owner of the property on which said violation has occurred. An account of the expenses incurred by the Village to abate the violation shall be kept and such expenses shall be charged to and paid by the property owner. Notice of the bill for abatement of the violation shall be mailed to the last known address of said property owner by registered mail, and shall be payable within 30 days from the receipt thereof. Within 60 days

Back to Agenda

after such costs and expenses are incurred and remain unpaid, the Village Clerk shall enter such charges onto the tax roll as a special tax as provided by Wis. Stat. § 66.615(5).

Back to Agenda

ARTICLE 12: EXCEPTIONS AND WAIVERS

Section 74.12.01: Generally

Where, in the judgment of the Village land division approval authority, the literal application of certain provisions of this chapter to a particular land division or development is unnecessary to achieve the intent and purpose of this chapter and would result in unnecessary hardship to the subdivider, or where a Village-approved N Neighborhood general development plan suggests waiver or modification of certain provisions, the Village land division approval authority may waive or modify such provisions to the extent deemed just and proper and consistent with Wisconsin law. Such relief shall be granted only upon a finding by the land division approval authority that the waiver or modification will not result in any significant detriment to the public good nor conflict with the intent and purpose of this chapter or the desirable general development of the community in accordance with the Comprehensive Plan. Other Articles provide administrative officers the ability to grant exceptions and waivers in specified circumstances.

Section 74.12.02: Criteria and Conditions for Exception or Waiver

(1) **Criteria.** No exception or waiver shall have the effect of nullifying the intent and purpose of this Chapter. Exceptions or waivers may be granted only where findings are made based upon the evidence presented in each specific case that all of the following criteria are met:

(a) The granting of the exception or waiver will not be detrimental to the public safety, health, or welfare or injurious to other property.

(b) The conditions upon which the request is based are unique to the property for which the relief is sought and are not applicable generally to other property, except as allowed through a general development plan for properties zoned N Neighborhood.

(c) Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out, except as allowed through a general development plan for properties zoned N Neighborhood.

(d) The relief sought will not in any manner vary the provisions of the Comprehensive Plan, zoning ordinance, official map, or other ordinances, except that those documents may be amended in the manner prescribed by law.

(e) The purpose of the exception or waiver is not based exclusively on a financial consideration.

(2) **Conditions.** In approving exceptions or waivers, the approval authority may require such conditions as will, in its judgment, secure substantially the criteria in subsection (1) and the purpose of this Chapter.

Section 74.12.02: Procedure for Exception or Waiver

(1) **Request.** A request for an exception or waiver shall be submitted in writing by the subdivider before or when the preliminary plat, final plat, certified survey map, or condominium plat is filed. The request shall state fully the grounds for the exception or waiver and all of the facts relied upon by the applicant.

(2) **Supermajority Vote.** A ¾ vote of the entire membership of the approval authority shall be required to grant any waiver or modification to such provisions.

Back to Agenda

ARTICLE 13: DEFINITIONS

Section 74.13.01: Introduction to Word Usage, Abbreviations and Definitions

The purpose of this Article is to define words, terms and phrases contained in this Chapter which are essential to the understanding, administration and enforcement of this Chapter, and which may not be part of common English usage.

Section 74.13.02: Word Usage

The interpretation of this Chapter shall abide by the provisions and rules of this Section, except where the context clearly requires otherwise, or where the result would clearly be inconsistent with the apparent intent of this Chapter.

(1) Words used or defined in one tense or form shall include other tenses and derivative forms.

(2) Words in the singular number shall include the plural number, and words in the plural number shall include the single number.

(3) The masculine gender shall include the feminine, and vice versa. (d) The words "shall," "must," and "will" are mandatory.

(4) The words "may," "can," and "might" are permissive.

(5) The word "person" includes individuals, firms, corporations, partnerships, associations, trusts, and any other legal entity.

(6) The word "Village" shall mean the Village of Weston, Wisconsin.

(7) The word "County" shall mean the County of Marathon, Wisconsin, except where its context clearly requires otherwise.

(8) The word "State" shall mean the State of Wisconsin.

(9) The word "Plan Commission" shall mean the Village of Weston Plan Commission.

(10) The words "Extraterritorial Committee" shall refer to the Village of Weston-Town of Weston Extraterritorial Zoning Committee as created under Wis. Stat.§ 62.23(7a).

(11) The words "Board of Trustees" and "Village Board" shall refer to the Village of Weston Board of Trustees.

Section 74.13.04: Definitions

The following words, terms and phrases, wherever they occur in this Chapter, shall have the meanings ascribed to them by this Section.

Access: A means of providing vehicular or non-vehicular egress from or ingress to a property, highway, or private roadway.

Access, Direct: A condition of immediate physical connection resulting from a highway, alley, or private road abutting a property.

Access standards: See Chapter 71 of the Weston Municipal Code.

Acre: 43,560 square feet.

Back to Agenda

Alley: A public right-of-way which normally affords a secondary means of access to the side or rear of an abutting property, and which is not intended for through traffic.

Appropriate Village Approval Authority: For the purposes of this Chapter, the Village Plan Commission, Extraterritorial Zoning Committee, Village Board, or Zoning Administrator, whichever body is granted authority under this Chapter to approve a preliminary plat, final plat, certified survey map, or condominium plat, or an exception or waiver thereto.

Block: A tract of land bounded by streets, or by a combination of streets and public parks, cemeteries, railroad rights-of-way, shore-lines of waterways, or municipal boundary lines

Building: A structure having a roof and intended for the shelter, housing, or enclosure of persons, animals or chattels.

Building Setback Line: A line within a lot or other parcel of land so designated on the preliminary plat, between which line and the adjacent boundary of the street upon which the lot abuts the erection of a building is prohibited, as prescribed by chapter 94.

Certified Survey Map (CSM): A map intended for the division of not more than four lots, as further defined in Chapter 236 of Wisconsin Statutes.

Community: A town, municipality, or a group of adjacent towns and/or municipalities having common social, economic or physical interests.

Comprehensive Plan: The adopted Comprehensive Plan of the Village, as may be from time to time amended. The Comprehensive Plan is intended to promote public health, safety, and welfare of the Village by effectively guiding long-range growth and development within the Village and its extraterritorial area. The Comprehensive Plan provides goals, objectives, policies, and recommendations for future land use, transportation, housing, economic development, utilities, community facilities, agricultural resources, natural resources, cultural resources, intergovernmental relations, and implementation. Implementation of the Comprehensive Plan is accomplished through this Chapter, other chapters of the Municipal Code, more detailed plans, public investments, private development decisions, intergovernmental cooperation, and citizen involvement. The authority for the Village of Weston to prepare and adopt a Comprehensive Plan is established under Wis. Stats. §§ 62.23 and 66.1001.

Condominium Development or Condominium: A building or group of buildings in which units are owned individually and the structure, common areas, and facilities are owned by all owners on a proportional, undivided basis. It is a real estate development that is legally created as a condominium form of ownership, regardless of land use, pursuant to Wis. Stat. Chapter 703.

Covenant: A contract entered into between private parties or between private parties and public bodies pursuant to Wis. Stat.§ 236.293. Which constitute a restriction on the use of all private or platted property within a minor land division or subdivision for the benefit of the public or property owners and to provide mutual protection against undesirable aspects of development which would tend to impair stability of property values.

Crosswalk: A right-of-way within a block, dedicated to public use and intended primarily for pedestrians, but which may include utilities where necessary, and from which motor-propelled vehicles are excluded.

Back to Agenda

Cul-de-sac: A local street having one end open to traffic and the other end permanently terminated in a vehicular turnaround meeting Village standards.

Developer: The legal or beneficial owner(s) of a lot or parcel of any land proposed for inclusion in a development, including an option or contract purchaser.

Development: The division of a parcel of land into two or more parcels; the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any buildings; any use or change in use of any buildings or land; any extension of any use of land; or any clearing, grading, or other movement of land, for which permission may be required pursuant to this Chapter.

Development Agreement: A contract for public improvements negotiated between the subdivider and the Village under this Chapter.

Division of Land: Where the title or any part thereof is transferred by the execution of a land contract, an option to purchase, an offer to purchase and acceptance, a deed, a subdivision plat or a certified survey map.

Driveway: An area defined by gravel, limestone, or paving located wholly within the boundaries of privately held property and intended as an access from the public right-of-way to an allowed parking space or area. It does not include parking spaces or areas, or turnarounds.

Dwelling Unit: A room or group of rooms providing or intended to provide permanent living quarters for not more than one family. Also "housing unit."

Easement: Written authorization, recorded in the Register of Deeds' office, from a landowner authorizing another party to use any designated part of the land owner's property for a specified purpose.

ETZ Area: The area outside of the Village municipal limits in which the Village exercises joint zoning authority with the Town of Weston, under extraterritorial zoning authority granted by Wisconsin Statutes. Also "extraterritorial zoning area."

Extraterritorial Area: The area outside of the Village municipal limits in which the Village may exercise extraterritorial powers of planning, land division, official mapping, and/or zoning under Wisconsin Statutes.

Extraterritorial Zoning Committee: The committee formed under Wisconsin Statutes to make and advise zoning decisions within the ETZ Area. Also referred to as the "Joint Committee" or "Joint Extraterritorial Committee."

Family: An individual or two or more persons, each related by blood, marriage, adoption, or guardianship, living together as a single housekeeping unit; or a group of not more than four persons not so related, maintaining a common household in which bathrooms, kitchen facilities, and living quarters are shared.

Final Plat: the final map, drawing or chart which the subdivider's plan of subdivision is presented for approval and which if approved will be submitted to the Marathon County Register of Deeds for recording.

Flag Lot: A lot with its widest point set back from the road, and having a thin, long strip ("flagpole") of land connected to the road to provide legal access and frontage.

Frontage: The length of the front property line of the lot, lots, or tract of land abutting a public street, road, highway, or rural right-of-way.

Grade: the slope of a road, street or other public way, specified in percent.

Back to Agenda

Land Division: A term for a division of land where a single parcel of land is converted into two or more legal parcels, any one of which is less than 35 acres in area. Each contiguous land holding under common ownership that is less than 35 acres shall be included in a land division as a lot or outlot.

Lot: A parcel of land that: (a) is undivided by any street or private road; and (b) has frontage on a public street or other officially approved means of access, occupied or intended to be occupied by a principal structure or use and sufficient in size to meet the lot width, lot frontage, lot area, yard, parking area and other provisions of this Chapter and the Village zoning ordinance.

Lot, Corner: A lot situated at the junction of and abutting two or more intersecting streets, or a lot at the point of deflection in alignment of a continuous street, the interior angle of which does not exceed 135 degrees.

Lot Depth: The average distance between the front lot line and the rear lot line of a lot.

Lot Line: A lot line is a property line bounding a lot, except that where any portion of a lot extends into the public right-of-way or a proposed public right-of-way, the line of such public right-of-way shall be the lot line for purposes of this Chapter.

Lot Line, Rear: In the case of rectangular or most trapezoidal shaped lots, the lot line that is opposite and most distant from the front lot line of the lot is the rear lot line. In the case of an irregular, triangular, or gore-shaped lot, a line 20 feet in length, entirely within the lot, parallel to and at the maximum possible distance from the front line shall be considered to be the rear lot line. In the case of a double frontage lot, there shall be no rear lot line

Mature Tree: A tree that is native to the region and non-invasive as determined by the Wisconsin Department of Natural Resources, and is 12 inches or greater in diameter at a height of four feet above grade. However, no tree specifically planted for commercial purposes shall be defined as a mature tree for purposes of this Chapter.

Minor Land Division: A land division proposed to be completed by certified survey map that does not:

1. Include or involve the dedication of land to the public, such as for public roads, parks, or stormwater facilities;
2. Require, in the determination of the Zoning Administrator or Director of Public Works, a development agreement under Section 74.7.03; or
3. Raise issues related to compliance with this Chapter, other chapters of the Village's Municipal Code, or the Village of Weston Comprehensive Plan, in the determination of the Zoning Administrator.

Mixed Use Development: A land development that includes or allows a blend of commercial services, retail, office, multiple family residential, and/or institutional uses within a single lot or building. Single family and/or two family residential development may not be part of and is not considered mixed use development.

Municipality: For the purposes of this Chapter, a village or town government.

N Neighborhood: A development that exhibits several of the following characteristics reminiscent of traditional neighborhood design: alleys, streets laid out in a grid system, buildings oriented to the street, front porches on houses, pedestrian-orientation, mixed land uses, and village squares or greens. See Section 94.2.02(4) and Article 14 of the zoning ordinance.

Back to Agenda

Outlot: A parcel of land, other than a lot, so designated on a subdivision plat or certified survey map, which is not intended for building development in the land division without further alteration or combination, except for buildings related to public utility, stormwater, or recreation services.

Owner: The person, persons, or other legal entity having the right of legal title to a lot or parcel of land.

Parcel: The area within the boundary lines of a lot.

Plan Commission: The Plan Commission of the Village, also commonly referred to as the Planning Commission. See Section 94.16.16 of the Weston Municipal Code.

Plat: A map on which a developer's map for a subdivision or condominium development is presented to the Village for approval.

Preliminary Plat: A map showing the salient features of a proposed subdivision submitted for Village approval, and submitted in advance of a final plat.

Private On-Site Wastewater Treatment System (POWTS): A sewage treatment and disposal system serving a single principal building with a septic tank and soil absorption field, holding tank where permitted under this Chapter, or alternative private sewage system located on the same lot as the principal building. Private on-site wastewater treatment systems are regulated under Wis. Admin. Code SPS 383, other state regulations, and the Marathon County Sanitary Ordinance.

Public Improvement: Any improvement, facility, or service, together with customary improvements and appurtenances thereto, necessary to provide for public needs such as streets, roads, alleys, pedestrian walks or paths, storm sewers, flood control improvements, water supply and distribution facilities, sanitary sewage disposal and treatment, public utility and energy services.

Public Lands: For the purposes of this Chapter, publicly owned and maintained properties that include, but are not limited to, street rights-of-way, public parks, and other publicly-owned open space.

Public Way: Any public road, street, highway, walkway, drainage-way, or part thereof.

Replat: The process of changing, or a map or plat which changes, the boundaries of a recorded subdivision plat, certified survey map or part thereof. The legal dividing of a large block, lot or outlot within a recorded subdivision plat or certified survey map without changing exterior boundaries of said block lot or outlot is not a replat.

Right-of-Way: A strip of land occupied or intended to be occupied by a street, crosswalk, railroad, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, or for another special use. The usage of the term "right-of-way" for land platting purposes shall mean that every right-of-way established after the effective date of the ordinance from which this section is derived and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way, and not included within the dimensions or areas of such lots or parcels. Rights-of-way intended for streets, crosswalks, water mains, sanitary sewers, storm drains or any other use involving maintenance by a public agency shall be dedicated to public use by the maker of the plat on which such right-of-way is established.

Setback: The shortest distance between a building's or structure's exterior and the nearest point on the referenced lot line.

Back to Agenda

Sewer Service Area: The geographic area within which the Village, or another governmental entity that owns and manages a sanitary sewer system, may legally extend sanitary sewer service under state and federal water quality laws. Sewer service areas are generally drawn based on local service basins and projections of future urban development.

Street: A public or private right-of-way that affords a primary means of vehicular access to abutting properties, whether designated as a street, avenue, highway, road, boulevard, lane, throughway, or however otherwise designated, but excepting driveways to buildings.

Street, Arterial: A street that serves longer intra-urban trips and traffic traveling through the Village, has limited to no direct access for abutting land uses, and has measured or projected traffic volumes of over 6,000 vehicles per day; or as otherwise may be designated as an arterial street within the Comprehensive Plan or by the Village Board. Private access may be permitted with limitations imposed by the Village, Marathon County, the Wisconsin Department of Transportation and/or the Federal Highway Administration. The Functional Classification System includes designation as principal and minor arterials.

Street, Collector: A street that collects and distributes internal traffic within the Village (such as within a residential neighborhood), provides connections between local and arterial streets and limited restrictions on access for abutting land uses, and has a measured or projected traffic volume of between 1,500 and 8,000 vehicles per day; or as otherwise may be designated as a collector street within the Comprehensive Plan by the Village Board. The Functional Classification System includes designations as collector streets.

Street, Half: A street bordering one or more property lines of a tract of land in which the subdivider has allocated but part of the ultimate right-of-way width.

Street, Local: A street designed to provide access to abutting land uses and leading into a collector or occasionally into and arterial street, but which is not designed to carry through traffic from outside the neighborhood where it is locate. Not an arterial street or a collector street.

Street, Marginal-access: A local street that parallels and is adjacent to a major street or highway, and that provides access to abutting properties and protection from through traffic.

Subdivider: Any person, firm or corporation, or any agent thereof, dividing or proposing to divide land resulting in a land division, subdivision, condominium development, or replat.

Subdivision: The division of a lot, parcel, or tract of land by the owners thereof, or their agents, for the purpose of transfer of ownership or building development where (a) a single act of division creates 5 or more parcels, lots, or building sites, each less than 35 acres in size; or (b) an act of division results in the creation of 5 or more parcels, lots, or building sites by successive divisions within a period of 5 years, where at least 5 of the parcels, lots, or sites are less than 35 acres in size. The establishment of a condominium development pursuant to Wis. Stat. Chap. 703, shall also be deemed to be a subdivision for purposes of this Chapter. Subdivisions are created through the recording of a final plat, except for condominium developments. Notwithstanding the above, "subdivision" does not include a division of land into not more than nine lots and outlots of 1½ acres each or less where the land division is in an area is zoned for commercial, industrial, or mixed use development in the Village or its extraterritorial zoning area as defined above.

Usable Land: Land intended for public park dedication where required under this chapter that (a) is located outside of the floodplain, wetlands, surface waters, stormwater basins and conveyance routes, and other areas with severe limitations for park development in the determination of the Parks and Recreation Committee;

Back to Agenda

(b) Contains developer-finished slopes of less than 4% for active recreation areas, and slopes of less than 12% for passive recreation areas and conservancy; (c) Is sufficiently shaped and contains suitable soils for construction of the anticipated park facilities, in the determination of the Zoning Administrator; (e) Is visible and accessible to the public for foot, bike, and motor vehicle access and for effective monitoring for public safety; and (h) Is situated in a location that is consistent with the Village's Comprehensive Plan and that adequately serves the park's service area.

Wetland: An area where water is at, near, or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation and which has soils indicative of wet conditions.

Zero Lot Line Structure: A structure that is built over the property line, where walls separating occupancy units follow lot lines, such as a zero lot line duplex or townhouse.

Zoning Administrator: The person authorized and charged by the Village with the administration of this Chapter. See Section 94.16.15 of the Weston Municipal Code.

Zoning Ordinance: Chapter 94 of the Weston Municipal Code.

Back to Agenda

Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE COMMITTEE

May 2nd, 2016

MEETING PACKET COVER SHEET AGENDA ITEM – E.8.

Back to Agenda

Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review

REQUEST FROM:	**MICHAEL WODALSKI; DEPUTY DIRECTOR OF PUBLIC WORKS**
ITEM DESCRIPTION:	**RECOMMEND AWARD OF 2016 CRACK SEALING PROJECT**
DATE/MTG:	**PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, MAY 2, 2016** **VILLAGE BOARD OF TRUSTEES MEETING; MONDAY, MAY 2, 2016**
POLICY QUESTION:	Should the Property and Infrastructure Committee/Village Board recommend/award the 2016 Crack Sealing Project to Fahrner Asphalt Sealers, LLC for a total bid price of $60,345.00?
RECOMMENDATION TO:	I make a motion to recommend/award the 2016 Chip Sealing Project to Fahrner Asphalt Sealers, LLC for a total bid price of $60,345.

LEGISLATIVE ACTION:

☒ Acknowledge/Approve	☐ Ordinance	☐ Reports
☐ Administrative Order	☐ Policy	☐ Resolution
☒ **Expenditure**	☐ Procedure	
	☐ Proclamation	

FISCAL IMPACT ANALYSIS:

☒ Budget Line Item:	Street Operations Surface Maintenance (10-03-53310-236-000)
☐ Budget Line Item:	
☒ Budgeted Expenditure:	$450,000 entire fund ($65,000 was originally budgeted for Crack Sealing)
☐ Budgeted Revenue:	

STATUTORY / RULEMAKING / POLICY REFERENCES:

☒ WI Statue:	61.54: Public Works Bidding
☐ WI Administrative Code:	
☐ Case Law / Legal:	
☐ Municipal Code:	
☐ Municipal Rules:	

PRIOR REVIEW:
Street Maintenance Plan for 2016 was included in the budget and reviewed at PIC on 4/4/2016.

BACKGROUND:

Crack Sealing is a common practice for the Village's street maintenance efforts. Bids were received and opened on Wednesday April 27th, and the low bidder was Fahrner Asphalt Sealers, LLC. The bid amount of $60,345.00 came in under the allocated budget amount of $65,000.00.

☐ Supplemental Briefer for Agenda Items under Consideration?

☒ Attachments

Bid Tab; 2016 Street Maintenance Plan; Page from Budget Book

BID TAB 2015 CRACK SEALING PAVEMENT MAINTENANCE PROJECT
BID OPENING: APRIL 27, 1:00 PM
VILLAGE OF WESTON

Base Bid - Chipseal				Fahrner Asphalt Sealers, LLC		American Pavement Solutions	
Item No	Item Description	Units	Estimated Quantity	Unit Price	Estimated Cost	Unit Price	Estimated Cost
1	Route and Seal Priority 1	LB	32,500	$ 1.490	$ 48,425.00	NA	---
2	Route and Seal Priority 2	LB	8,000	$ 1.490	$ 11,920.00	NA	---
			Total Base Bid		$ 60,345.00		---

2016 PRELIMINARY ROAD MAINTENANCE BUDGET (DRAFT)

4/28/16

Maintenance Treatment	Paser Rating	Length (miles)	Area (SY)	Estimated Cost	Contingency Projects	Bid Results		Comments
Chipseal ($1.60/SY w/Polymers)								
Robinwood	7-8	0.72	12,740.00	$20,384.00		$16,843.47		Feith, Shawna, Danielle, Lora Lee
Rock Rapids	7-8	0.61	10,687.00	$17,099.20		$14,129.21		Hewitt, Wenonah, Rock Rapids
Zirbel/Louart	7-8	0.45	7,856.67	$12,570.67		$10,379.38		Roxann, Jacob, Cathy
Machmueller (Heuss to Jelinek)		0.36	7,261.67	$11,618.67		$10,530.86		
McIntyre		0.09	2,287.78	$3,660.44		$3,317.73		
Jelinek (BUS 51 to Normandy)		0.26	5,868.89	$9,390.22		$8,511.06		
~~Progress Way/Service Ln/Zinser St.~~		~~1.09~~	~~20,875.56~~		~~$33,400.89~~			
Double Chipseal								
Subtotal		***3.58***	***45,147.78***	**$74,723.20**	$128,353.78	**$63,711.72**		Under Budget by $11,011.48
Reclamite/GSB-88 (Rejuvenators)								
Mount View West Area					Need to get a rough cost, not sure what it would be			Should start exploring the use of rejuvenators as a way to keep our good roads good. Rejuvenators restore the asphaltic content into pavements to keep them flexible and thus reduces cracking and aging.
Neupert								
Alderson St.								
Subtotal		***0.00***	***-***	**$0.00**	$5,000.00	**$0.00**		
Micro-Surfacing ($2.70/SY)								
~~River Park~~		~~0.60~~	~~10,566.67~~		~~$ 28,530.00~~			~~DJ Ln, Kellyland, JM Place, LeDuc (may need to be an overlay)~~
Volkman St		0.35	8,375.00	**$ 11,306.25**		**$ 11,306.25**		Cost Split with Rothschild ($22,612.50 is total cost)
Crosse Pointe								Birch, Franciscan, Meadow Rock, Stone Ridge, Crosse Pointe
Subtotal		**0.95**		**$ 11,306.25**		**$ 11,306.25**		
Overlays ($60/ton & $0.40/SY Pulv.) Thin Overlay ($3.15/SY)								
River Pines		0.68	11,984.00	**$59,920.00**		**$41,625.73**		Ultra Thin with some Curb Repairs: Pine Ter, River Pines Ct, Oak Ter
Weston Ave (Alderson to Birch)		0.50	7,040.00	**$22,000.00**		**$31,728.33**		
Heeren St				**$7,500.00**		**$7,500.00**		Value added warranty work from Shorey to Weston Ave
~~Sandy Ln (Hewitt to Alex)~~		~~0.33~~	~~5,717~~		~~$59,682.00~~			This road has broken up over the last two springs/winters. ~1000 tons of asphalt
~~Sandy Ln (Hewitt to Alan)~~			~~2,967~~		~~$30,972.00~~			
~~Ultra Thin (Sandy Ln - Alan to Alex)~~			~~3,167~~		~~$13,680.00~~			
Ultra Thin (Sandy Ln - Hewitt to Alex)			5,717	**$33,300.00**		**$24,184.53**		It would be an either or situation
Barbican								
Community Center Dr.								
Subtotal		***1.51***		**$122,720.00**		**$105,038.59**		
Rebuilds ($60/ton - Use force account labor)								
Jones St.		0.32						Gravel Rd - Significant frost heave in spring 2016 caused impassable conditions, need to remove clay material and place sand and new base. Possibly Breaker Run in worst spots. Material is already on hand at Ryan St. and is funded through the Ryan St. Budget
Subtotal		**0.00**		**$0.00**	$0.00	**$0.00**		
Cracksealing								
Major Streets				$65,000.00	$35,000.00	$60,345.00		All streets to be chipsealed, micro surfaced and overlaid, check streets that have not yet received a treatment
Subtotal		**0.00**		**$65,000.00**	$35,000.00	**$60,345.00**		
Patching								
Propane				$750.00		$750.00		
Chipseal Prep & Pothole Patching				$3,000.00		$3,000.00		Cold patch material
Surface patching				$35,000.00		$35,000.00		Overlays and some full section repairs (Weston Ave, Callon Ave, Everest Ave, etc.)
Subtotal				**$38,750.00**		**$38,750.00**		
Concrete Repair								
Ross Ave Bridge@ EC River				$35,000.00		$55,765.00		Epoxy Deck and Fix Spalls
Full and Partial Depth				$80,000.00		$80,000.00		Schofield Ave, Westfield Blvd, Birch St
Sidewalk				$5,000.00		$5,000.00		
Curb Repair				$5,000.00		$5,000.00		
Subtotal				**$125,000.00**		**$145,765.00**		
Brush Chipping				**$0.00**		**$0.00**		Moved to Recycling Fund
Material Processing ($3.00/ton)				**$0.00**		**$0.00**		Hard Materials Handling Fund (53316) in 2016
Granite (For Shouldering) ($3.75/Ton)				**$0.00**		**$0.00**		Shouldering Fund (53310-237) in 2016
Miscelleneous								
Seeding/restoration				$0.00		$0.00		
Tools/Parts				$0.00		$0.00		Costs should come out of respective funds: Landscaping (365), Operations
Equipment Rental				$0.00		$0.00		Supplies (390), Equipment Rental (299)
Yard Waste Site Maintenance				$0.00		$0.00		
Subtotal				**$0.00**		**$0.00**		
TOTAL				**$437,499.45**	$168,353.78	**$424,916.56**		
Plus								
LRIP Funds				**$27,915.79**		**$27,915.79**		
NET TOTAL				**$409,583.66**	$168,353.78	**$397,000.77**		
Contingency				**$40,416.34**	-$18,353.78	**$52,999.23**		

Back to Agenda

VILLAGE OF WESTON
2016 OPERATING BUDGET
(and 2017 FINANCIAL PLAN)

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 Y-T-D (at 10/31/15)	2015 ESTIMATE	2015 BUDGET	2016 DEPT. REQUEST	2016 PROPOSED BUDGET	2016 BUDGET CHANGE	2017 *FINANCIAL PLAN*
STREET OPERATIONS (53310)									
120	Hourly Wages	239,397	166,710	258,511	246,914	253,486	253,486		251,883
121	Call Time Pay	233	478	500	300	300	300		300
122	Overtime Wages	308	4,617	5,000	100	500	500		500
125	Temporary Wages	405	21	0	0	0	0		0
131	Sick Leave Payout	0	0	0	0	0	0		0
132	Vacation Payout	0	0	0	0	0	0		0
133	Longevity Pay	0	0	0	0	0	0		0
137	Out-of-Classification Pay	768	0	0	0	0	0		0
138	Standby Duty Pay	0	0	0	0	3,840	3,840		3,840
139	Bonus/Incentive Pay	9,000	0	0	0	0	0		0
151	Social Security	18,360	12,627	20,197	18,919	19,747	19,747		19,624
152	Wisconsin Retirement	17,408	11,675	17,953	16,817	17,036	17,036		16,931
154	Health/Dental Insurance	48,531	25,837	38,432	34,596	38,872	38,872		42,518
155	Life Insurance	958	441	720	1,029	738	738		681
156	Worker's Comp. Ins.	15,766	2,886	16,052	15,037	14,403	14,403		14,314
157	Education/Training	1,588	4,018	5,000	10,000	7,000	7,000		7,000
158	Unemployment Comp	0	0	0	0	0	0		0
160	Retirement Payout/Vac./Sick Time	0	0	0	0	0	0		0
161	Safety Glasses/Tests	352	213	350	350	350	350		350
162	Coveralls/Uniforms	1,450	309	1,500	2,000	2,000	2,000		2,000
164	Employee Health Tests	1,833	519	2,000	2,500	2,500	2,500		2,500
165	Personnel Testing	0	0	0	0	0	0		500
167	Post Employ. Health/Disability	0	0	0	0	1,613	1,613		1,603
199	Less: Recycling wages	(1,947)	0	(2,000)	(2,000)	(2,200)	(2,200)		(2,400)
	Personal Services	**354,410**	**230,351**	**364,215**	**346,562**	**360,185**	**360,185**	**13,623**	**362,144**
208	Regulatory Commission Fees	125	125	125	125	125	125		125
215	Architect/Engineering Services	0	18,420	18,420	0	10,000	10,000		10,000
225	Telephone	564	1,680	1,800	500	2,500	2,500		2,500
230	Centerline Painting	40,975	27,000	25,000	25,000	30,000	30,000		30,000
233	Dust Control	0	0	0	0	500	500		500
236	Surface Maintenance	361,806	340,801	357,900	375,000	600,000	450,000		450,000
237	Shoulder Maintenance	0	0	0	0	5,000	5,000		5,000
240	Diggers Locates-Signals/Lighting	0	0	0	0	0	0		0
241	Repairs/Maint.-Motor Vehicles	0	0	0	0	0	0		0
242	Repairs/Maint.-Other Machinery	0	4,954	5,000	0	5,000	5,000		5,000
247	Repairs/Maint.-Buildings	9,148	4,837	5,000	2,500	5,000	5,000		5,000
280	Copier Lease/Maint.	86	0	0	0	0	0		0
290	Purchased Services	485	6,099	6,100	2,500	500	500		500
296	Accident repairs/services	6,723	0	0	0	0	0		0
297	Refuse Collection Services	40	0	0	300	0	0		0
299	Equipment Rental	2,140	3,085	3,085	2,000	3,000	3,000		3,000
	Contractual Services	**422,092**	**407,001**	**422,430**	**407,925**	**661,625**	**511,625**	**103,700**	**511,625**
310	Office Supplies	78	484	500	1,000	4,000	4,000		500
311	Postage & Box Rental	39	126	150	50	150	150		150
312	Outside Printing	122	0	0	100	100	100		100
314	Small Equipment	0	87	100	2,500	8,000	8,000		9,000
321	Publication Notices	702	588	600	1,000	800	800		800
334	Commercial Travel Expenses	0	231	250	0	200	200		200
335	Meeting Expenses	169	0	0	0	0	0		0
336	Lodging	0	570	570	0	500	500		500
344	Oper. Supplies-Janitorial	5,959	4,714	6,000	6,400	6,000	6,000		6,000
346	Oper. Supplies-Clothing/Uniforms	2,531	1,960	1,800	2,100	2,100	2,100		2,100
349	Oper. Supplies-All Other	1,472	60	500	2,500	2,500	2,500		2,500
351	Maint. Supplies-Gas & Oil	87,787	46,130	60,000	85,000	85,000	85,000		85,000
352	Maint. Supplies-Motor Vehicles	704	92	100	0	250	250		250
353	Maint. Supplies-Parts	75,352	60,465	61,000	55,000	55,000	55,000		55,000
354	Maint. Supplies-Painting	0	0	1,000	1,000	1,500	1,500		1,500
355	Maint. Supplies-Electric/Plumbing	229	443	450	450	500	500		500
363	Other Supplies-Signage	8,421	1,248	5,500	7,000	1,250	1,250		7,000
365	Other Supplies-Landscaping/Trees	0	0	0	2,000	4,000	4,000		4,000
390	Other Supplies-All Other	837	8,737	9,000	750	1,000	1,000		1,000
	Supplies & Materials	**184,402**	**125,935**	**147,520**	**166,850**	**172,850**	**172,850**	**6,000**	**176,100**
808	Capital Equip-Computer Software	1,145	0	0	0	0	0		0
819	Capital Equip-All Other	1,330	0	0	0	0	0		0
	(New Box for tri-axle dump truck)								
	Capital Outlay	**2,475**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	STREET OPERATIONS	**963,379**	**763,287**	**934,165**	**921,337**	**1,194,660**	**1,044,660**	**123,323**	**1,049,869**

Back to Agenda

Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE COMMITTEE

May 2nd, 2016

MEETING PACKET COVER SHEET AGENDA ITEM – E.9.

Back to Agenda

Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review

REQUEST FROM:	**MICHAEL WODALSKI; DEPUTY DIRECTOR OF PUBLIC WORKS**
ITEM DESCRIPTION:	**RECOMMEND AWARD OF 2016 CHIP SEALING PROJECT**
DATE/MTG:	**PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, MAY 2, 2016** **VILLAGE BOARD OF TRUSTEES MEETING; MONDAY, MAY 2, 2016**
POLICY QUESTION:	Should the Property and Infrastructure Committee/Village Board recommend/award the 2016 Chip Sealing Project to Scott Construction, Inc. for a total bid price of $63,711.72?
RECOMMENDATION TO:	I make a motion to recommend/award the 2016 Chip Sealing Project to Scott Construction, Inc. for a total bid price of $63,711.72.

LEGISLATIVE ACTION:

☒ Acknowledge/Approve	☐ Ordinance	☐ Reports
☐ Administrative Order	☐ Policy	☐ Resolution
☒ **Expenditure**	☐ Procedure	
	☐ Proclamation	

FISCAL IMPACT ANALYSIS:

☒ Budget Line Item:	Street Operations Surface Maintenance (10-03-53310-236-000)
☐ Budget Line Item:	
☒ Budgeted Expenditure:	$450,000 entire fund ($74,723.00 was originally budgeted for Chip Sealing)
☐ Budgeted Revenue:	

STATUTORY / RULEMAKING / POLICY REFERENCES:

☒ WI Statue:	61.54: Public Works Bidding
☐ WI Administrative Code:	
☐ Case Law / Legal:	
☐ Municipal Code:	
☐ Municipal Rules:	

PRIOR REVIEW:
Street Maintenance Plan for 2016 was included in the budget and reviewed at PIC on 4/4/2016.

BACKGROUND:

Chip Sealing is a common practice for the Village's street maintenance efforts. Bids were received and opened on Wednesday April 27th, and the low bidder was Scott Construction, Inc. The bid amount of $63,711.72 came in under the allocated budget amount of $74,723.00.

☐ Supplemental Briefer for Agenda Items under Consideration?

☒ Attachments

Bid Tab; 2016 Street Maintenance Plan; Page from Budget Book

BID TAB 2015 CHIP SEALING PAVEMENT MAINTENANCE PROJECT
BID OPENING: APRIL 29, 1:00PM
VILLAGE OF WESTON

Base Bid - Chipseal				Fahrner Asphalt Sealers, LLC		Scott Construction, Inc.	
Item No	Item Description	Units	Estimated Quantity	Unit Price	Estimated Cost	Unit Price	Estimated Cost
1	Base Bid 3/8" Aggregate	SY	114,506	$ 1.415	$ 162,025.99	$ 1.3877	$ 158,899.97
2	Base Bid 1/4" (FA-2) Aggregate	SY	-	$ -	$ -	$ -	$ -
			Total Base Bid		$ 162,025.99		$ 158,899.97

Supplemental Bid - Chipseal							
Item No	Item Description	Units	Estimated Quantity	Unit Price	Estimated Cost	Unit Price	Estimated Cost
1	Alternate Bid 3/8" Aggregate with Polymer Emulsion	SY	114,506	$ 1.580	$ 180,919.48	$ 1.4877	$ 170,350.57
			Total Supplemental Bid		$ 180,919.48		$ 170,350.57

2016 PRELIMINARY ROAD MAINTENANCE BUDGET (DRAFT)

4/28/16

Maintenance Treatment	Paser Rating	Length (miles)	Area (SY)	Estimated Cost	Contingency Projects	Bid Results		Comments
Chipseal ($1.60/SY w/Polymers)								
Robinwood	7-8	0.72	12,740.00	$20,384.00		$16,843.47		Feith, Shawna, Danielle, Lora Lee
Rock Rapids	7-8	0.61	10,687.00	$17,099.20		$14,129.21		Hewitt, Wenonah, Rock Rapids
Zirbel/Louart	7-8	0.45	7,856.67	$12,570.67		$10,379.38		Roxann, Jacob, Cathy
Machmueller (Heuss to Jelinek)		0.36	7,261.67	$11,618.67		$10,530.86		
McIntyre		0.09	2,287.78	$3,660.44		$3,317.73		
Jelinek (BUS 51 to Normandy)		0.26	5,868.89	$9,390.22		$8,511.06		
~~Progress Way/Service Ln/Zinser St.~~		~~1.09~~	~~20,875.56~~		~~$33,400.89~~			
Double Chipseal								
Subtotal		***3.58***	***45,147.78***	**$74,723.20**	$128,353.78	**$63,711.72**		Under Budget by $11,011.48
Reclamite/GSB-88 (Rejuvenators)								
Mount View West Area					Need to get a rough cost, not sure what it would be			Should start exploring the use of rejuvenators as a way to keep our good roads good. Rejuvenators restore the asphaltic content into pavements to keep them flexible and thus reduces cracking and aging.
Neupert								
Alderson St.								
Subtotal		***0.00***	***-***	**$0.00**	$5,000.00	**$0.00**		
Micro-Surfacing ($2.70/SY)								
~~River Park~~		~~0.60~~	~~10,566.67~~		~~$ 28,530.00~~			~~DJ Ln, Kellyland, JM Place, LeDuc (may need to be an overlay)~~
Volkman St		0.35	8,375.00	**$ 11,306.25**		**$ 11,306.25**		Cost Split with Rothschild ($22,612.50 is total cost)
Crosse Pointe								Birch, Franciscan, Meadow Rock, Stone Ridge, Crosse Pointe
Subtotal		**0.95**		**$ 11,306.25**		**$ 11,306.25**		
Overlays ($60/ton & $0.40/SY Pulv.) Thin Overlay ($3.15/SY)								
River Pines		0.68	11,984.00	**$59,920.00**		**$41,625.73**		Ultra Thin with some Curb Repairs: Pine Ter, River Pines Ct, Oak Ter
Weston Ave (Alderson to Birch)		0.50	7,040.00	**$22,000.00**		**$31,728.33**		
Heeren St				**$7,500.00**		**$7,500.00**		Value added warranty work from Shorey to Weston Ave
~~Sandy Ln (Hewitt to Alex)~~		~~0.33~~	~~5,717~~		~~$59,682.00~~			This road has broken up over the last two springs/winters. ~1000 tons of asphalt
~~Sandy Ln (Hewitt to Alan)~~			~~2,967~~		~~$30,972.00~~			
~~Ultra Thin (Sandy Ln - Alan to Alex)~~			~~3,167~~		~~$13,680.00~~			
Ultra Thin (Sandy Ln - Hewitt to Alex)			5,717	**$33,300.00**		**$24,184.53**		It would be an either or situation
Barbican								
Community Center Dr.								
Subtotal		***1.51***		**$122,720.00**		**$105,038.59**		
Rebuilds ($60/ton - Use force account labor)								
Jones St.		0.32						Gravel Rd - Significant frost heave in spring 2016 caused impassable conditions, need to remove clay material and place sand and new base. Possibly Breaker Run in worst spots. Material is already on hand at Ryan St. and is funded through the Ryan St. Budget
Subtotal		**0.00**		**$0.00**	$0.00	**$0.00**		
Cracksealing								
Major Streets				$65,000.00	$35,000.00	$60,345.00		All streets to be chipsealed, micro surfaced and overlaid, check streets that have not yet received a treatment
Subtotal		**0.00**		**$65,000.00**	$35,000.00	**$60,345.00**		
Patching								
Propane				$750.00		$750.00		
Chipseal Prep & Pothole Patching				$3,000.00		$3,000.00		Cold patch material
Surface patching				$35,000.00		$35,000.00		Overlays and some full section repairs (Weston Ave, Callon Ave, Everest Ave, etc.)
Subtotal				**$38,750.00**		**$38,750.00**		
Concrete Repair								
Ross Ave Bridge@ EC River				$35,000.00		$55,765.00		Epoxy Deck and Fix Spalls
Full and Partial Depth				$80,000.00		$80,000.00		Schofield Ave, Westfield Blvd, Birch St
Sidewalk				$5,000.00		$5,000.00		
Curb Repair				$5,000.00		$5,000.00		
Subtotal				**$125,000.00**		**$145,765.00**		
Brush Chipping				**$0.00**		**$0.00**		Moved to Recycling Fund
Material Processing ($3.00/ton)				**$0.00**		**$0.00**		Hard Materials Handling Fund (53316) in 2016
Granite (For Shouldering) ($3.75/Ton)				**$0.00**		**$0.00**		Shouldering Fund (53310-237) in 2016
Miscelleneous								
Seeding/restoration				$0.00		$0.00		
Tools/Parts				$0.00		$0.00		Costs should come out of respective funds: Landscaping (365), Operations
Equipment Rental				$0.00		$0.00		Supplies (390), Equipment Rental (299)
Yard Waste Site Maintenance				$0.00		$0.00		
Subtotal				**$0.00**		**$0.00**		
TOTAL				**$437,499.45**	$168,353.78	**$424,916.56**		
Plus								
LRIP Funds				**$27,915.79**		**$27,915.79**		
NET TOTAL				**$409,583.66**	$168,353.78	**$397,000.77**		
Contingency				**$40,416.34**	-$18,353.78	**$52,999.23**		

Back to Agenda

VILLAGE OF WESTON
2016 OPERATING BUDGET
(and 2017 FINANCIAL PLAN)

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 Y-T-D (at 10/31/15)	2015 ESTIMATE	2015 BUDGET	2016 DEPT. REQUEST	2016 PROPOSED BUDGET	2016 BUDGET CHANGE	2017 *FINANCIAL PLAN*
STREET OPERATIONS (53310)									
120	Hourly Wages	239,397	166,710	258,511	246,914	253,486	253,486		251,883
121	Call Time Pay	233	478	500	300	300	300		300
122	Overtime Wages	308	4,617	5,000	100	500	500		500
125	Temporary Wages	405	21	0	0	0	0		0
131	Sick Leave Payout	0	0	0	0	0	0		0
132	Vacation Payout	0	0	0	0	0	0		0
133	Longevity Pay	0	0	0	0	0	0		0
137	Out-of-Classification Pay	768	0	0	0	0	0		0
138	Standby Duty Pay	0	0	0	0	3,840	3,840		3,840
139	Bonus/Incentive Pay	9,000	0	0	0	0	0		0
151	Social Security	18,360	12,627	20,197	18,919	19,747	19,747		19,624
152	Wisconsin Retirement	17,408	11,675	17,953	16,817	17,036	17,036		16,931
154	Health/Dental Insurance	48,531	25,837	38,432	34,596	38,872	38,872		42,518
155	Life Insurance	958	441	720	1,029	738	738		681
156	Worker's Comp. Ins.	15,766	2,886	16,052	15,037	14,403	14,403		14,314
157	Education/Training	1,588	4,018	5,000	10,000	7,000	7,000		7,000
158	Unemployment Comp	0	0	0	0	0	0		0
160	Retirement Payout/Vac./Sick Time	0	0	0	0	0	0		0
161	Safety Glasses/Tests	352	213	350	350	350	350		350
162	Coveralls/Uniforms	1,450	309	1,500	2,000	2,000	2,000		2,000
164	Employee Health Tests	1,833	519	2,000	2,500	2,500	2,500		2,500
165	Personnel Testing	0	0	0	0	0	0		500
167	Post Employ. Health/Disability	0	0	0	0	1,613	1,613		1,603
199	Less: Recycling wages	(1,947)	0	(2,000)	(2,000)	(2,200)	(2,200)		(2,400)
	Personal Services	**354,410**	**230,351**	**364,215**	**346,562**	**360,185**	**360,185**	**13,623**	**362,144**
208	Regulatory Commission Fees	125	125	125	125	125	125		125
215	Architect/Engineering Services	0	18,420	18,420	0	10,000	10,000		10,000
225	Telephone	564	1,680	1,800	500	2,500	2,500		2,500
230	Centerline Painting	40,975	27,000	25,000	25,000	30,000	30,000		30,000
233	Dust Control	0	0	0	0	500	500		500
236	Surface Maintenance	361,806	340,801	357,900	375,000	600,000	450,000		450,000
237	Shoulder Maintenance	0	0	0	0	5,000	5,000		5,000
240	Diggers Locates-Signals/Lighting	0	0	0	0	0	0		0
241	Repairs/Maint.-Motor Vehicles	0	0	0	0	0	0		0
242	Repairs/Maint.-Other Machinery	0	4,954	5,000	0	5,000	5,000		5,000
247	Repairs/Maint.-Buildings	9,148	4,837	5,000	2,500	5,000	5,000		5,000
280	Copier Lease/Maint.	86	0	0	0	0	0		0
290	Purchased Services	485	6,099	6,100	2,500	500	500		500
296	Accident repairs/services	6,723	0	0	0	0	0		0
297	Refuse Collection Services	40	0	0	300	0	0		0
299	Equipment Rental	2,140	3,085	3,085	2,000	3,000	3,000		3,000
	Contractual Services	**422,092**	**407,001**	**422,430**	**407,925**	**661,625**	**511,625**	**103,700**	**511,625**
310	Office Supplies	78	484	500	1,000	4,000	4,000		500
311	Postage & Box Rental	39	126	150	50	150	150		150
312	Outside Printing	122	0	0	100	100	100		100
314	Small Equipment	0	87	100	2,500	8,000	8,000		9,000
321	Publication Notices	702	588	600	1,000	800	800		800
334	Commercial Travel Expenses	0	231	250	0	200	200		200
335	Meeting Expenses	169	0	0	0	0	0		0
336	Lodging	0	570	570	0	500	500		500
344	Oper. Supplies-Janitorial	5,959	4,714	6,000	6,400	6,000	6,000		6,000
346	Oper. Supplies-Clothing/Uniforms	2,531	1,960	1,800	2,100	2,100	2,100		2,100
349	Oper. Supplies-All Other	1,472	60	500	2,500	2,500	2,500		2,500
351	Maint. Supplies-Gas & Oil	87,787	46,130	60,000	85,000	85,000	85,000		85,000
352	Maint. Supplies-Motor Vehicles	704	92	100	0	250	250		250
353	Maint. Supplies-Parts	75,352	60,465	61,000	55,000	55,000	55,000		55,000
354	Maint. Supplies-Painting	0	0	1,000	1,000	1,500	1,500		1,500
355	Maint. Supplies-Electric/Plumbing	229	443	450	450	500	500		500
363	Other Supplies-Signage	8,421	1,248	5,500	7,000	1,250	1,250		7,000
365	Other Supplies-Landscaping/Trees	0	0	0	2,000	4,000	4,000		4,000
390	Other Supplies-All Other	837	8,737	9,000	750	1,000	1,000		1,000
	Supplies & Materials	**184,402**	**125,935**	**147,520**	**166,850**	**172,850**	**172,850**	**6,000**	**176,100**
808	Capital Equip-Computer Software	1,145	0	0	0	0	0		0
819	Capital Equip-All Other	1,330	0	0	0	0	0		0
	(New Box for tri-axle dump truck)								
	Capital Outlay	**2,475**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	STREET OPERATIONS	**963,379**	**763,287**	**934,165**	**921,337**	**1,194,660**	**1,044,660**	**123,323**	**1,049,869**

Back to Agenda

Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE COMMITTEE

May 2nd, 2016

MEETING PACKET COVER SHEET AGENDA ITEM – E.10.

Back to Agenda

Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review

REQUEST FROM:	**MICHAEL WODALSKI; DEPUTY DIRECTOR OF PUBLIC WORKS**
ITEM DESCRIPTION:	**RECOMMEND AWARD OF 2016 ASPHALT OVERLAY PROJECT**
DATE/MTG:	**PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, MAY 2, 2016** **VILLAGE BOARD OF TRUSTEES MEETING; MONDAY, MAY 2, 2016**
POLICY QUESTION:	Should the Property and Infrastructure Committee/Village Board recommend/award the 2016 Asphalt Overlay Project to American Asphalt for a total bid price of $92,538.60?
RECOMMENDATION TO:	I make a motion to recommend/award the 2016 Asphalt Overlay Project to American Asphalt for a total bid price of $92,538.60.

LEGISLATIVE ACTION:

☒ Acknowledge/Approve	☐ Ordinance	☐ Reports
☐ Administrative Order	☐ Policy	☐ Resolution
☒ **Expenditure**	☐ Procedure	
	☐ Proclamation	

FISCAL IMPACT ANALYSIS:

☒ Budget Line Item:	Street Operations Surface Maintenance (10-03-53310-236-000)
☐ Budget Line Item:	
☒ Budgeted Expenditure:	$450,000 entire fund ($115,220 was originally budgeted for Asphalt Overlays)
☐ Budgeted Revenue:	

STATUTORY / RULEMAKING / POLICY REFERENCES:

☒ WI Statue:	61.54: Public Works Bidding
☐ WI Administrative Code:	
☐ Case Law / Legal:	
☐ Municipal Code:	
☐ Municipal Rules:	

PRIOR REVIEW:
Street Maintenance Plan for 2016 was included in the budget and reviewed at PIC on 4/4/2016.

BACKGROUND:

Asphalt Overlays are a common practice for the Village's street maintenance efforts. Bids were received and opened on Wednesday April 27th, and the low bidder was American Asphalt. The bid amount of $92,538.60 came in under the allocated budget amount of $115,220.00.

☐ Supplemental Briefer for Agenda Items under Consideration?

☒ Attachments

Bid Tab; 2016 Street Maintenance Plan; Page from Budget Book

BID TAB 2016 ASPHALT OVERLAY PROJECT
BID OPENING: APRIL 27, 1:30PM
VILLAGE OF WESTON

2016 ASPHALT OVERLAY PROJECT - FIBER REINFORCED				American Asphalt		RC Pavers, LLC	
Item No.	Item Description	Units	Estimated Quantity	Unit Price	Estimated Cost	Unit Price	Estimated Cost
1	Traffic Control - Fiber Reinforced Projects	L.S.	1	$ 1,400.00	$ 1,400.00	NA	---
2	Weston Ave (Alderson to Birch): Pave Ultra-Thin **Fiber-Reinforced** HMA overlay to an average thickness 3/4 Inch	Sq. Yd.	7,625	$ 3.96	$ 30,195.00	NA	---
3	Sandy Ln (Hewitt to Alex): Pave Ultra-Thin **Fiber-Reinforced** HMA overlay to an average thickness 3/4 Inch	Sq. Yd.	5,720	$ 3.96	$ 22,651.20	NA	---
	Total				$ 54,246.20		$

2016 ASPHALT OVERLAY PROJECT - NON FIBER REINFORCED				American Asphalt		RC Pavers, LLC	
Item No.	Item Description	Units	Estimated Quantity	Unit Price	Estimated Cost	Unit Price	Estimated Cost
4	Traffic Control - River Pines	L.S.	1	$ 1,100.00	$ 1,100.00	NA	---
5	Pave Ultra-Thin HMA overlay to an average thickness 3/4 Inch (River Pines Neighborhood)	Sq. Yd.	10,670	$ 3.72	$ 39,692.40	NA	---
	Total				$ 40,792.40		$

2016 ASPHALT OVERLAY PROJECT - DEDUCT FOR AWARD OF BOTH CONTRACTS				American Asphalt		RC Pavers, LLC	
Item No.	Item Description	Units	Estimated Quantity	Unit Price	Estimated Cost	Unit Price	Estimated Cost
6	Deduct for award of both Fiber-Reinforced and Non Reinforced projects.	L.S.	1	$ (2,500.00)	$ (2,500.00)	NA	---
	Total				$ (2,500.00)		$

	Total Project (Items 1-6)				$ 92,538.60		$

2016 PRELIMINARY ROAD MAINTENANCE BUDGET (DRAFT)

4/28/16

Maintenance Treatment	Paser Rating	Length (miles)	Area (SY)	Estimated Cost	Contingency Projects	Bid Results		Comments
Chipseal ($1.60/SY w/Polymers)								
Robinwood	7-8	0.72	12,740.00	$20,384.00		$16,843.47		Feith, Shawna, Danielle, Lora Lee
Rock Rapids	7-8	0.61	10,687.00	$17,099.20		$14,129.21		Hewitt, Wenonah, Rock Rapids
Zirbel/Louart	7-8	0.45	7,856.67	$12,570.67		$10,379.38		Roxann, Jacob, Cathy
Machmueller (Heuss to Jelinek)		0.36	7,261.67	$11,618.67		$10,530.86		
McIntyre		0.09	2,287.78	$3,660.44		$3,317.73		
Jelinek (BUS 51 to Normandy)		0.26	5,868.89	$9,390.22		$8,511.06		
~~Progress Way/Service Ln/Zinser St.~~		~~1.09~~	~~20,875.56~~		~~$33,400.89~~			
Double Chipseal								
Subtotal		***3.58***	***45,147.78***	**$74,723.20**	$128,353.78	**$63,711.72**		Under Budget by $11,011.48
Reclamite/GSB-88 (Rejuvenators)								
Mount View West Area					Need to get a rough cost, not sure what it would be			Should start exploring the use of rejuvenators as a way to keep our good roads good. Rejuvenators restore the asphaltic content into pavements to keep them flexible and thus reduces cracking and aging.
Neupert								
Alderson St.								
Subtotal		***0.00***	***-***	**$0.00**	$5,000.00	**$0.00**		
Micro-Surfacing ($2.70/SY)								
~~River Park~~		~~0.60~~	~~10,566.67~~		~~$ 28,530.00~~			~~DJ Ln, Kellyland, JM Place, LeDuc (may need to be an overlay)~~
Volkman St		0.35	8,375.00	**$ 11,306.25**		**$ 11,306.25**		Cost Split with Rothschild ($22,612.50 is total cost)
Crosse Pointe								Birch, Franciscan, Meadow Rock, Stone Ridge, Crosse Pointe
Subtotal		**0.95**		**$ 11,306.25**		**$ 11,306.25**		
Overlays ($60/ton & $0.40/SY Pulv.) Thin Overlay ($3.15/SY)								
River Pines		0.68	11,984.00	**$59,920.00**		**$41,625.73**		Ultra Thin with some Curb Repairs: Pine Ter, River Pines Ct, Oak Ter
Weston Ave (Alderson to Birch)		0.50	7,040.00	**$22,000.00**		**$31,728.33**		
Heeren St				**$7,500.00**		**$7,500.00**		Value added warranty work from Shorey to Weston Ave
~~Sandy Ln (Hewitt to Alex)~~		~~0.33~~	~~5,717~~		~~$59,682.00~~			This road has broken up over the last two springs/winters. ~1000 tons of asphalt
~~Sandy Ln (Hewitt to Alan)~~			~~2,967~~		~~$30,972.00~~			
~~Ultra Thin (Sandy Ln - Alan to Alex)~~			~~3,167~~		~~$13,680.00~~			
Ultra Thin (Sandy Ln - Hewitt to Alex)			5,717	**$33,300.00**		**$24,184.53**		It would be an either or situation
Barbican								
Community Center Dr.								
Subtotal		***1.51***		**$122,720.00**		**$105,038.59**		
Rebuilds ($60/ton - Use force account labor)								
Jones St.		0.32						Gravel Rd - Significant frost heave in spring 2016 caused impassable conditions, need to remove clay material and place sand and new base. Possibly Breaker Run in worst spots. Material is already on hand at Ryan St. and is funded through the Ryan St. Budget
Subtotal		**0.00**		**$0.00**	$0.00	**$0.00**		
Cracksealing								
Major Streets				$65,000.00	$35,000.00	$60,345.00		All streets to be chipsealed, micro surfaced and overlaid, check streets that have not yet received a treatment
Subtotal		**0.00**		**$65,000.00**	$35,000.00	**$60,345.00**		
Patching								
Propane				$750.00		$750.00		
Chipseal Prep & Pothole Patching				$3,000.00		$3,000.00		Cold patch material
Surface patching				$35,000.00		$35,000.00		Overlays and some full section repairs (Weston Ave, Callon Ave, Everest Ave, etc.)
Subtotal				**$38,750.00**		**$38,750.00**		
Concrete Repair								
Ross Ave Bridge@ EC River				$35,000.00		$55,765.00		Epoxy Deck and Fix Spalls
Full and Partial Depth				$80,000.00		$80,000.00		Schofield Ave, Westfield Blvd, Birch St
Sidewalk				$5,000.00		$5,000.00		
Curb Repair				$5,000.00		$5,000.00		
Subtotal				**$125,000.00**		**$145,765.00**		
Brush Chipping				**$0.00**		**$0.00**		Moved to Recycling Fund
Material Processing ($3.00/ton)				**$0.00**		**$0.00**		Hard Materials Handling Fund (53316) in 2016
Granite (For Shouldering) ($3.75/Ton)				**$0.00**		**$0.00**		Shouldering Fund (53310-237) in 2016
Miscelleneous								
Seeding/restoration				$0.00		$0.00		
Tools/Parts				$0.00		$0.00		Costs should come out of respective funds: Landscaping (365), Operations
Equipment Rental				$0.00		$0.00		Supplies (390), Equipment Rental (299)
Yard Waste Site Maintenance				$0.00		$0.00		
Subtotal				**$0.00**		**$0.00**		
TOTAL				**$437,499.45**	$168,353.78	**$424,916.56**		
Plus								
LRIP Funds				**$27,915.79**		**$27,915.79**		
NET TOTAL				**$409,583.66**	$168,353.78	**$397,000.77**		
Contingency				**$40,416.34**	-$18,353.78	**$52,999.23**		

Back to Agenda

VILLAGE OF WESTON
2016 OPERATING BUDGET
(and 2017 FINANCIAL PLAN)

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 Y-T-D (at 10/31/15)	2015 ESTIMATE	2015 BUDGET	2016 DEPT. REQUEST	2016 PROPOSED BUDGET	2016 BUDGET CHANGE	2017 *FINANCIAL PLAN*
STREET OPERATIONS (53310)									
120	Hourly Wages	239,397	166,710	258,511	246,914	253,486	253,486		251,883
121	Call Time Pay	233	478	500	300	300	300		300
122	Overtime Wages	308	4,617	5,000	100	500	500		500
125	Temporary Wages	405	21	0	0	0	0		0
131	Sick Leave Payout	0	0	0	0	0	0		0
132	Vacation Payout	0	0	0	0	0	0		0
133	Longevity Pay	0	0	0	0	0	0		0
137	Out-of-Classification Pay	768	0	0	0	0	0		0
138	Standby Duty Pay	0	0	0	0	3,840	3,840		3,840
139	Bonus/Incentive Pay	9,000	0	0	0	0	0		0
151	Social Security	18,360	12,627	20,197	18,919	19,747	19,747		19,624
152	Wisconsin Retirement	17,408	11,675	17,953	16,817	17,036	17,036		16,931
154	Health/Dental Insurance	48,531	25,837	38,432	34,596	38,872	38,872		42,518
155	Life Insurance	958	441	720	1,029	738	738		681
156	Worker's Comp. Ins.	15,766	2,886	16,052	15,037	14,403	14,403		14,314
157	Education/Training	1,588	4,018	5,000	10,000	7,000	7,000		7,000
158	Unemployment Comp	0	0	0	0	0	0		0
160	Retirement Payout/Vac./Sick Time	0	0	0	0	0	0		0
161	Safety Glasses/Tests	352	213	350	350	350	350		350
162	Coveralls/Uniforms	1,450	309	1,500	2,000	2,000	2,000		2,000
164	Employee Health Tests	1,833	519	2,000	2,500	2,500	2,500		2,500
165	Personnel Testing	0	0	0	0	0	0		500
167	Post Employ. Health/Disability	0	0	0	0	1,613	1,613		1,603
199	Less: Recycling wages	(1,947)	0	(2,000)	(2,000)	(2,200)	(2,200)		(2,400)
	Personal Services	**354,410**	**230,351**	**364,215**	**346,562**	**360,185**	**360,185**	**13,623**	**362,144**
208	Regulatory Commission Fees	125	125	125	125	125	125		125
215	Architect/Engineering Services	0	18,420	18,420	0	10,000	10,000		10,000
225	Telephone	564	1,680	1,800	500	2,500	2,500		2,500
230	Centerline Painting	40,975	27,000	25,000	25,000	30,000	30,000		30,000
233	Dust Control	0	0	0	0	500	500		500
236	Surface Maintenance	361,806	340,801	357,900	375,000	600,000	450,000		450,000
237	Shoulder Maintenance	0	0	0	0	5,000	5,000		5,000
240	Diggers Locates-Signals/Lighting	0	0	0	0	0	0		0
241	Repairs/Maint.-Motor Vehicles	0	0	0	0	0	0		0
242	Repairs/Maint.-Other Machinery	0	4,954	5,000	0	5,000	5,000		5,000
247	Repairs/Maint.-Buildings	9,148	4,837	5,000	2,500	5,000	5,000		5,000
280	Copier Lease/Maint.	86	0	0	0	0	0		0
290	Purchased Services	485	6,099	6,100	2,500	500	500		500
296	Accident repairs/services	6,723	0	0	0	0	0		0
297	Refuse Collection Services	40	0	0	300	0	0		0
299	Equipment Rental	2,140	3,085	3,085	2,000	3,000	3,000		3,000
	Contractual Services	**422,092**	**407,001**	**422,430**	**407,925**	**661,625**	**511,625**	**103,700**	**511,625**
310	Office Supplies	78	484	500	1,000	4,000	4,000		500
311	Postage & Box Rental	39	126	150	50	150	150		150
312	Outside Printing	122	0	0	100	100	100		100
314	Small Equipment	0	87	100	2,500	8,000	8,000		9,000
321	Publication Notices	702	588	600	1,000	800	800		800
334	Commercial Travel Expenses	0	231	250	0	200	200		200
335	Meeting Expenses	169	0	0	0	0	0		0
336	Lodging	0	570	570	0	500	500		500
344	Oper. Supplies-Janitorial	5,959	4,714	6,000	6,400	6,000	6,000		6,000
346	Oper. Supplies-Clothing/Uniforms	2,531	1,960	1,800	2,100	2,100	2,100		2,100
349	Oper. Supplies-All Other	1,472	60	500	2,500	2,500	2,500		2,500
351	Maint. Supplies-Gas & Oil	87,787	46,130	60,000	85,000	85,000	85,000		85,000
352	Maint. Supplies-Motor Vehicles	704	92	100	0	250	250		250
353	Maint. Supplies-Parts	75,352	60,465	61,000	55,000	55,000	55,000		55,000
354	Maint. Supplies-Painting	0	0	1,000	1,000	1,500	1,500		1,500
355	Maint. Supplies-Electric/Plumbing	229	443	450	450	500	500		500
363	Other Supplies-Signage	8,421	1,248	5,500	7,000	1,250	1,250		7,000
365	Other Supplies-Landscaping/Trees	0	0	0	2,000	4,000	4,000		4,000
390	Other Supplies-All Other	837	8,737	9,000	750	1,000	1,000		1,000
	Supplies & Materials	**184,402**	**125,935**	**147,520**	**166,850**	**172,850**	**172,850**	**6,000**	**176,100**
808	Capital Equip-Computer Software	1,145	0	0	0	0	0		0
819	Capital Equip-All Other	1,330	0	0	0	0	0		0
	(New Box for tri-axle dump truck)								
	Capital Outlay	**2,475**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	STREET OPERATIONS	**963,379**	**763,287**	**934,165**	**921,337**	**1,194,660**	**1,044,660**	**123,323**	**1,049,869**

Back to Agenda

Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE COMMITTEE

May 2nd, 2016

MEETING PACKET COVER SHEET AGENDA ITEM – E.11.

Back to Agenda

Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review

REQUEST FROM:	**MICHAEL WODALSKI; DEPUTY DIRECTOR OF PUBLIC WORKS**
ITEM DESCRIPTION:	**RECOMMEND AWARD OF ROSS AVE BRIDGE DECK REPAIR PROJECT**
DATE/MTG:	**PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, MAY 2, 2016** **VILLAGE BOARD OF TRUSTEES MEETING; MONDAY, MAY 2, 2016**
POLICY QUESTION:	Should the Property and Infrastructure Committee/Village Board recommend/award the Ross Avenue Bridge Deck Repair Project to Norcon Corporation for a total bid price of $55,765.00?
RECOMMENDATION TO:	I make a motion to recommend/award the Ross Avenue Bridge Deck Repair Project to Norcon Corporation for a total bid price of $55,765.00.

LEGISLATIVE ACTION:

☒ Acknowledge/Approve	☐ Ordinance	☐ Reports
☐ Administrative Order	☐ Policy	☐ Resolution
☒ **Expenditure**	☐ Procedure	
	☐ Proclamation	

FISCAL IMPACT ANALYSIS:

☒ Budget Line Item:	Street Operations Surface Maintenance (10-03-53310-236-000)
☐ Budget Line Item:	
☒ Budgeted Expenditure:	$450,000 entire fund ($35,000 was originally budgeted for Asphalt Overlays)
☐ Budgeted Revenue:	

STATUTORY / RULEMAKING / POLICY REFERENCES:

☒ WI Statue:	61.54: Public Works Bidding
☐ WI Administrative Code:	
☐ Case Law / Legal:	
☐ Municipal Code:	
☐ Municipal Rules:	

PRIOR REVIEW:
Street Maintenance Plan for 2016 was included in the budget and reviewed at PIC on 4/4/2016.

BACKGROUND:

The necessity for repair of the bridge deck was noted in the Village's bridge inspection reports done every other year. Bids were received and opened on Wednesday April 27th, and the low bidder was Norcon Corporation. The bid amount of $55,765.00 came in over the allocated budget amount of $35,000.00, however overall the street maintenance bids came in under budget when all four projects are considered together.

☐ Supplemental Briefer for Agenda Items under Consideration?

☒ Attachments

Bid Tab; 2016 Street Maintenance Plan; Page from Budget Book

BID TAB - ROSS AVENUE CONCRETE BRIDGE DECK REPAIR PROJECT

BID OPENING: APRIL 27, 1:45PM

VILLAGE OF WESTON

				Norcon Corporation		Zenith Tech	
ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED COST	UNIT PRICE	ESTIMATED COST
1	Concrete Pavement Partial Depth Repair	SF	75	$ 175.00	$ 13,125.00	NA	---
2	Concrete Pavement Full Depth Repair	SF	10	$ 200.00	$ 2,000.00	NA	---
3	Concrete Abutment Repair	SF	4	$ 250.00	$ 1,000.00	NA	---
4	Polymer Overlay	SF	6190	$ 6.00	$ 37,140.00	NA	---
5	Traffic Control	LS	1	$ 2,500.00	$ 2,500.00	NA	---
			TOTAL BASE BID =		$ 55,765.00		

ALTERNATE BID				Norcon Corporation		Zenith Tech	
ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED COST	UNIT PRICE	ESTIMATED COST
5a	Traffic Control Deduct for All Deck Repairs Done with Entire Bridge Closed to Traffic	LS	1	$ -	$ -	NA	---
5b	Traffic Control Deduct for Polymer Overlay Done with Entire Bridge Closed to Traffic	LS	1	$ -	$ -	NA	---
			TOTAL ALTERNATE DEDUCTS =		$ -		---

2016 PRELIMINARY ROAD MAINTENANCE BUDGET (DRAFT)

4/28/16

Maintenance Treatment	Paser Rating	Length (miles)	Area (SY)	Estimated Cost	Contingency Projects	Bid Results		Comments
Chipseal ($1.60/SY w/Polymers)								
Robinwood	7-8	0.72	12,740.00	$20,384.00		$16,843.47		Feith, Shawna, Danielle, Lora Lee
Rock Rapids	7-8	0.61	10,687.00	$17,099.20		$14,129.21		Hewitt, Wenonah, Rock Rapids
Zirbel/Louart	7-8	0.45	7,856.67	$12,570.67		$10,379.38		Roxann, Jacob, Cathy
Machmueller (Heuss to Jelinek)		0.36	7,261.67	$11,618.67		$10,530.86		
McIntyre		0.09	2,287.78	$3,660.44		$3,317.73		
Jelinek (BUS 51 to Normandy)		0.26	5,868.89	$9,390.22		$8,511.06		
~~Progress Way/Service Ln/Zinser St.~~		~~1.09~~	~~20,875.56~~		~~$33,400.89~~			
Double Chipseal								
Subtotal		***3.58***	***45,147.78***	**$74,723.20**	$128,353.78	**$63,711.72**		Under Budget by $11,011.48
Reclamite/GSB-88 (Rejuvenators)								
Mount View West Area					Need to get a rough cost, not sure what it would be			Should start exploring the use of rejuvenators as a way to keep our good roads good. Rejuvenators restore the asphaltic content into pavements to keep them flexible and thus reduces cracking and aging.
Neupert								
Alderson St.								
Subtotal		***0.00***	***-***	**$0.00**	$5,000.00	**$0.00**		
Micro-Surfacing ($2.70/SY)								
~~River Park~~		~~0.60~~	~~10,566.67~~		~~$ 28,530.00~~			~~DJ Ln, Kellyland, JM Place, LeDuc (may need to be an overlay)~~
Volkman St		0.35	8,375.00	**$ 11,306.25**		**$ 11,306.25**		Cost Split with Rothschild ($22,612.50 is total cost)
Crosse Pointe								Birch, Franciscan, Meadow Rock, Stone Ridge, Crosse Pointe
Subtotal		**0.95**		**$ 11,306.25**		**$ 11,306.25**		
Overlays ($60/ton & $0.40/SY Pulv.) Thin Overlay ($3.15/SY)								
River Pines		0.68	11,984.00	**$59,920.00**		**$41,625.73**		Ultra Thin with some Curb Repairs: Pine Ter, River Pines Ct, Oak Ter
Weston Ave (Alderson to Birch)		0.50	7,040.00	**$22,000.00**		**$31,728.33**		
Heeren St				**$7,500.00**		**$7,500.00**		Value added warranty work from Shorey to Weston Ave
~~Sandy Ln (Hewitt to Alex)~~		~~0.33~~	~~5,717~~		~~$59,682.00~~			This road has broken up over the last two springs/winters. ~1000 tons of asphalt
~~Sandy Ln (Hewitt to Alan)~~			~~2,967~~		~~$30,972.00~~			
~~Ultra Thin (Sandy Ln - Alan to Alex)~~			~~3,167~~		~~$13,680.00~~			
Ultra Thin (Sandy Ln - Hewitt to Alex)			5,717	**$33,300.00**		**$24,184.53**		It would be an either or situation
Barbican								
Community Center Dr.								
Subtotal		***1.51***		**$122,720.00**		**$105,038.59**		
Rebuilds ($60/ton - Use force account labor)								
Jones St.		0.32						Gravel Rd - Significant frost heave in spring 2016 caused impassable conditions, need to remove clay material and place sand and new base. Possibly Breaker Run in worst spots. Material is already on hand at Ryan St. and is funded through the Ryan St. Budget
Subtotal		**0.00**		**$0.00**	$0.00	**$0.00**		
Cracksealing								
Major Streets				$65,000.00	$35,000.00	$60,345.00		All streets to be chipsealed, micro surfaced and overlaid, check streets that have not yet received a treatment
Subtotal		**0.00**		**$65,000.00**	$35,000.00	**$60,345.00**		
Patching								
Propane				$750.00		$750.00		
Chipseal Prep & Pothole Patching				$3,000.00		$3,000.00		Cold patch material
Surface patching				$35,000.00		$35,000.00		Overlays and some full section repairs (Weston Ave, Callon Ave, Everest Ave, etc.)
Subtotal				**$38,750.00**		**$38,750.00**		
Concrete Repair								
Ross Ave Bridge@ EC River				$35,000.00		$55,765.00		Epoxy Deck and Fix Spalls
Full and Partial Depth				$80,000.00		$80,000.00		Schofield Ave, Westfield Blvd, Birch St
Sidewalk				$5,000.00		$5,000.00		
Curb Repair				$5,000.00		$5,000.00		
Subtotal				**$125,000.00**		**$145,765.00**		
Brush Chipping				**$0.00**		**$0.00**		Moved to Recycling Fund
Material Processing ($3.00/ton)				**$0.00**		**$0.00**		Hard Materials Handling Fund (53316) in 2016
Granite (For Shouldering) ($3.75/Ton)				**$0.00**		**$0.00**		Shouldering Fund (53310-237) in 2016
Miscelleneous								
Seeding/restoration				$0.00		$0.00		
Tools/Parts				$0.00		$0.00		Costs should come out of respective funds: Landscaping (365), Operations
Equipment Rental				$0.00		$0.00		Supplies (390), Equipment Rental (299)
Yard Waste Site Maintenance				$0.00		$0.00		
Subtotal				**$0.00**		**$0.00**		
TOTAL				**$437,499.45**	$168,353.78	**$424,916.56**		
Plus								
LRIP Funds				**$27,915.79**		**$27,915.79**		
NET TOTAL				**$409,583.66**	$168,353.78	**$397,000.77**		
Contingency				**$40,416.34**	-$18,353.78	**$52,999.23**		

Back to Agenda

VILLAGE OF WESTON
2016 OPERATING BUDGET
(and 2017 FINANCIAL PLAN)

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 Y-T-D (at 10/31/15)	2015 ESTIMATE	2015 BUDGET	2016 DEPT. REQUEST	2016 PROPOSED BUDGET	2016 BUDGET CHANGE	2017 *FINANCIAL PLAN*
STREET OPERATIONS (53310)									
120	Hourly Wages	239,397	166,710	258,511	246,914	253,486	253,486		251,883
121	Call Time Pay	233	478	500	300	300	300		300
122	Overtime Wages	308	4,617	5,000	100	500	500		500
125	Temporary Wages	405	21	0	0	0	0		0
131	Sick Leave Payout	0	0	0	0	0	0		0
132	Vacation Payout	0	0	0	0	0	0		0
133	Longevity Pay	0	0	0	0	0	0		0
137	Out-of-Classification Pay	768	0	0	0	0	0		0
138	Standby Duty Pay	0	0	0	0	3,840	3,840		3,840
139	Bonus/Incentive Pay	9,000	0	0	0	0	0		0
151	Social Security	18,360	12,627	20,197	18,919	19,747	19,747		19,624
152	Wisconsin Retirement	17,408	11,675	17,953	16,817	17,036	17,036		16,931
154	Health/Dental Insurance	48,531	25,837	38,432	34,596	38,872	38,872		42,518
155	Life Insurance	958	441	720	1,029	738	738		681
156	Worker's Comp. Ins.	15,766	2,886	16,052	15,037	14,403	14,403		14,314
157	Education/Training	1,588	4,018	5,000	10,000	7,000	7,000		7,000
158	Unemployment Comp	0	0	0	0	0	0		0
160	Retirement Payout/Vac./Sick Time	0	0	0	0	0	0		0
161	Safety Glasses/Tests	352	213	350	350	350	350		350
162	Coveralls/Uniforms	1,450	309	1,500	2,000	2,000	2,000		2,000
164	Employee Health Tests	1,833	519	2,000	2,500	2,500	2,500		2,500
165	Personnel Testing	0	0	0	0	0	0		500
167	Post Employ. Health/Disability	0	0	0	0	1,613	1,613		1,603
199	Less: Recycling wages	(1,947)	0	(2,000)	(2,000)	(2,200)	(2,200)		(2,400)
	Personal Services	**354,410**	**230,351**	**364,215**	**346,562**	**360,185**	**360,185**	**13,623**	**362,144**
208	Regulatory Commission Fees	125	125	125	125	125	125		125
215	Architect/Engineering Services	0	18,420	18,420	0	10,000	10,000		10,000
225	Telephone	564	1,680	1,800	500	2,500	2,500		2,500
230	Centerline Painting	40,975	27,000	25,000	25,000	30,000	30,000		30,000
233	Dust Control	0	0	0	0	500	500		500
236	Surface Maintenance	361,806	340,801	357,900	375,000	600,000	450,000		450,000
237	Shoulder Maintenance	0	0	0	0	5,000	5,000		5,000
240	Diggers Locates-Signals/Lighting	0	0	0	0	0	0		0
241	Repairs/Maint.-Motor Vehicles	0	0	0	0	0	0		0
242	Repairs/Maint.-Other Machinery	0	4,954	5,000	0	5,000	5,000		5,000
247	Repairs/Maint.-Buildings	9,148	4,837	5,000	2,500	5,000	5,000		5,000
280	Copier Lease/Maint.	86	0	0	0	0	0		0
290	Purchased Services	485	6,099	6,100	2,500	500	500		500
296	Accident repairs/services	6,723	0	0	0	0	0		0
297	Refuse Collection Services	40	0	0	300	0	0		0
299	Equipment Rental	2,140	3,085	3,085	2,000	3,000	3,000		3,000
	Contractual Services	**422,092**	**407,001**	**422,430**	**407,925**	**661,625**	**511,625**	**103,700**	**511,625**
310	Office Supplies	78	484	500	1,000	4,000	4,000		500
311	Postage & Box Rental	39	126	150	50	150	150		150
312	Outside Printing	122	0	0	100	100	100		100
314	Small Equipment	0	87	100	2,500	8,000	8,000		9,000
321	Publication Notices	702	588	600	1,000	800	800		800
334	Commercial Travel Expenses	0	231	250	0	200	200		200
335	Meeting Expenses	169	0	0	0	0	0		0
336	Lodging	0	570	570	0	500	500		500
344	Oper. Supplies-Janitorial	5,959	4,714	6,000	6,400	6,000	6,000		6,000
346	Oper. Supplies-Clothing/Uniforms	2,531	1,960	1,800	2,100	2,100	2,100		2,100
349	Oper. Supplies-All Other	1,472	60	500	2,500	2,500	2,500		2,500
351	Maint. Supplies-Gas & Oil	87,787	46,130	60,000	85,000	85,000	85,000		85,000
352	Maint. Supplies-Motor Vehicles	704	92	100	0	250	250		250
353	Maint. Supplies-Parts	75,352	60,465	61,000	55,000	55,000	55,000		55,000
354	Maint. Supplies-Painting	0	0	1,000	1,000	1,500	1,500		1,500
355	Maint. Supplies-Electric/Plumbing	229	443	450	450	500	500		500
363	Other Supplies-Signage	8,421	1,248	5,500	7,000	1,250	1,250		7,000
365	Other Supplies-Landscaping/Trees	0	0	0	2,000	4,000	4,000		4,000
390	Other Supplies-All Other	837	8,737	9,000	750	1,000	1,000		1,000
	Supplies & Materials	**184,402**	**125,935**	**147,520**	**166,850**	**172,850**	**172,850**	**6,000**	**176,100**
808	Capital Equip-Computer Software	1,145	0	0	0	0	0		0
819	Capital Equip-All Other	1,330	0	0	0	0	0		0
	(New Box for tri-axle dump truck)								
	Capital Outlay	**2,475**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	STREET OPERATIONS	**963,379**	**763,287**	**934,165**	**921,337**	**1,194,660**	**1,044,660**	**123,323**	**1,049,869**

Back to Agenda

Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE COMMITTEE

May 2nd, 2016

MEETING PACKET COVER SHEET AGENDA ITEM – E.12.

Back to Agenda

Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review

REQUEST FROM:	**MICHAEL WODALSKI, DEPUTY DIRECTOR OF PUBLIC WORKS**
ITEM DESCRIPTION:	**SUMMER STREET MAINTENANCE PLAN**
DATE/MTG:	**PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, MAY 2, 2015**
POLICY QUESTION:	Should the Property and Infrastructure Committee approve the recommendation of the Deputy Director of Public Works to move forward with the proposed street maintenance projects?
RECOMMENDATION TO:	I make a motion to approve the recommendation of the Deputy Director of Public Works to move forward with the proposed street maintenance projects and begin performing maintenance projects.

LEGISLATIVE ACTION:

☒ Acknowledge/Approve	☐ Ordinance	☐ Proclamation
☐ Administrative Order	☐ Policy	☐ Reports
☐ **Expenditure**	☐ Procedure	☐ Resolution

FISCAL IMPACT ANALYSIS:

☒ Budget Line Item:	Surface Maintenance: Pg 93 of 2016 Budget Book
☐ Budget Line Item:	
☒ Budgeted Expenditure:	$450,000
☐ Budgeted Revenue:	

STATUTORY / RULEMAKING / POLICY REFERENCES:

☒ WI Statue:	State Statute 61.54 Public Works Bidding requires that Public Works projects over $25,000 be bid
☐ WI Administrative Code:	
☐ Case Law / Legal:	
☐ Municipal Code:	
☐ Municipal Rules:	

PRIOR REVIEW:	A draft street maintenance plan was presented last fall and included in the 2016 budget book. A revision was talked about at the 4/4 PIC Meeting.

BACKGROUND:

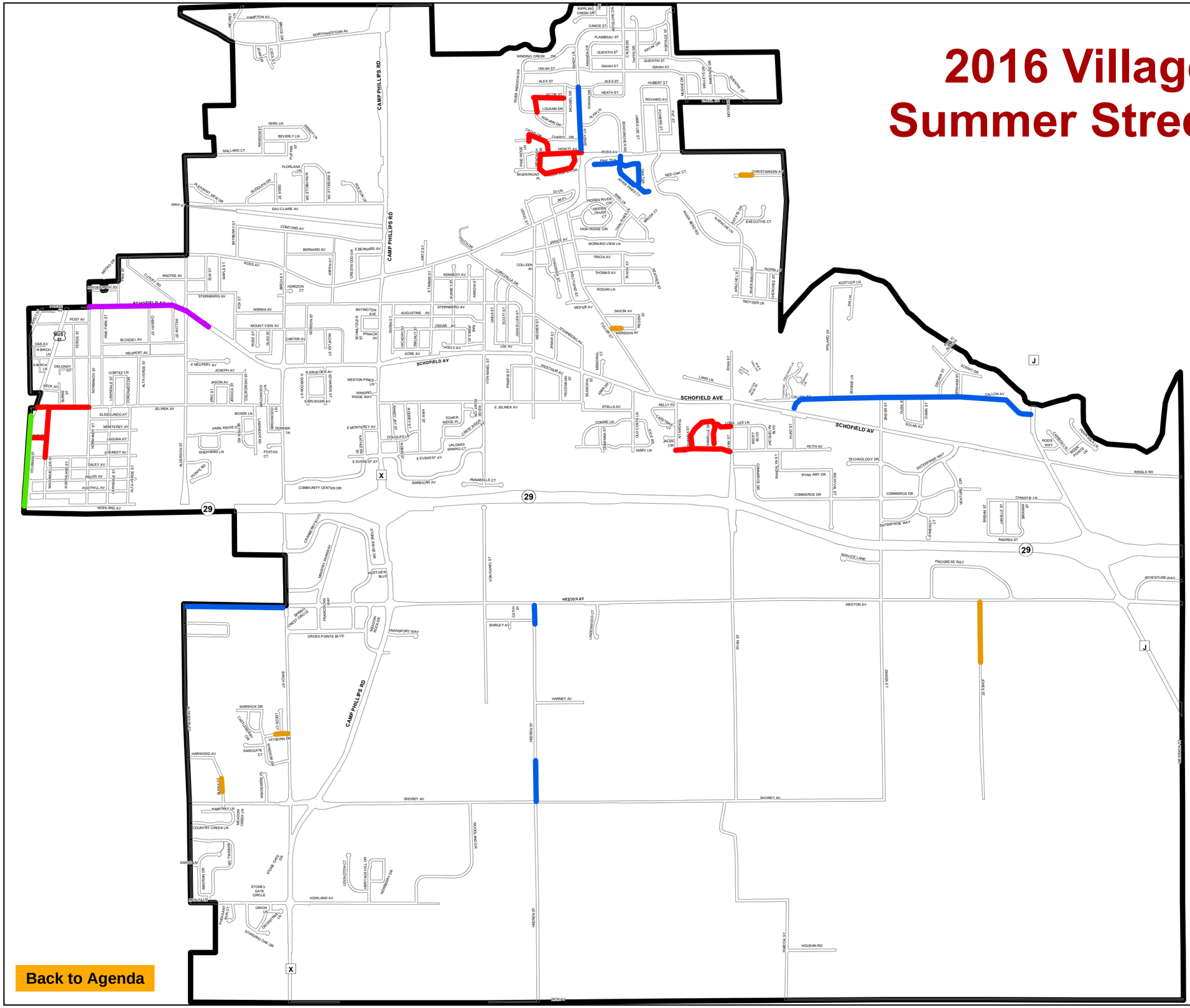
As discussed at last meeting, several streets did not make it through the spring thaw well and had significant failures. In order to address these failures, the street maintenance plan was adjusted to replace the Microsurfacing project with asphalt repairs on several streets as well as the rebuild of Jones St. The contingency budget currently sits just under $53,000, but roughly $33,000 of that is estimated to be used for those additional asphalt repairs. The remaining contingency will be used to address curb repairs and any overages from other estimated project costs.

☐ Supplemental Briefer for Agenda Items under Consideration?

☒ Attachments

Updated Street Maintenance Map and Budget Description

2016 Village of Weston Summer Street Maintenance



Legend

- Chipseal
- Micro Surface
- Overlay
- Concrete Repairs
- Rebuilds

0 1,500 3,000 6,000 Feet

1 inch = 2,500 feet

Back to Agenda

2016 PRELIMINARY ROAD MAINTENANCE BUDGET (DRAFT)

4/28/16

Maintenance Treatment	Paser Rating	Length (miles)	Area (SY)	Estimated Cost	Contingency Projects	Bid Results		Comments
Chipseal ($1.60/SY w/Polymers)								
Robinwood	7-8	0.72	12,740.00	$20,384.00		$16,843.47		Feith, Shawna, Danielle, Lora Lee
Rock Rapids	7-8	0.61	10,687.00	$17,099.20		$14,129.21		Hewitt, Wenonah, Rock Rapids
Zirbel/Louart	7-8	0.45	7,856.67	$12,570.67		$10,379.38		Roxann, Jacob, Cathy
Machmueller (Heuss to Jelinek)		0.36	7,261.67	$11,618.67		$10,530.86		
McIntyre		0.09	2,287.78	$3,660.44		$3,317.73		
Jelinek (BUS 51 to Normandy)		0.26	5,868.89	$9,390.22		$8,511.06		
~~Progress Way/Service Ln/Zinser St.~~		~~1.09~~	~~20,875.56~~		~~$33,400.89~~			
Double Chipseal								
Subtotal		***3.58***	***45,147.78***	**$74,723.20**	$128,353.78	**$63,711.72**		Under Budget by $11,011.48
Reclamite/GSB-88 (Rejuvenators)								
Mount View West Area					Need to get a rough cost, not sure what it would be			Should start exploring the use of rejuvenators as a way to keep our good roads good. Rejuvenators restore the asphaltic content into pavements to keep them flexible and thus reduces cracking and aging.
Neupert								
Alderson St.								
Subtotal		***0.00***	***-***	**$0.00**	$5,000.00	**$0.00**		
Micro-Surfacing ($2.70/SY)								
~~River Park~~		~~0.60~~	~~10,566.67~~		~~$ 28,530.00~~			~~DJ Ln, Kellyland, JM Place, LeDuc (may need to be an overlay)~~
Volkman St		0.35	8,375.00	**$ 11,306.25**		**$ 11,306.25**		Cost Split with Rothschild ($22,612.50 is total cost)
Crosse Pointe								Birch, Franciscan, Meadow Rock, Stone Ridge, Crosse Pointe
Subtotal		**0.95**		**$ 11,306.25**		**$ 11,306.25**		
Overlays ($60/ton & $0.40/SY Pulv.) Thin Overlay ($3.15/SY)								
River Pines		0.68	11,984.00	**$59,920.00**		**$41,625.73**		Ultra Thin with some Curb Repairs: Pine Ter, River Pines Ct, Oak Ter
Weston Ave (Alderson to Birch)		0.50	7,040.00	**$22,000.00**		**$31,728.33**		
Heeren St				**$7,500.00**		**$7,500.00**		Value added warranty work from Shorey to Weston Ave
~~Sandy Ln (Hewitt to Alex)~~		~~0.33~~	~~5,717~~		~~$59,682.00~~			This road has broken up over the last two springs/winters. ~1000 tons of asphalt
~~Sandy Ln (Hewitt to Alan)~~			~~2,967~~		~~$30,972.00~~			
~~Ultra Thin (Sandy Ln - Alan to Alex)~~			~~3,167~~		~~$13,680.00~~			
Ultra Thin (Sandy Ln - Hewitt to Alex)			5,717	**$33,300.00**		**$24,184.53**		It would be an either or situation
Barbican								
Community Center Dr.								
Subtotal		***1.51***		**$122,720.00**		**$105,038.59**		
Rebuilds ($60/ton - Use force account labor)								
Jones St.		0.32						Gravel Rd - Significant frost heave in spring 2016 caused impassable conditions, need to remove clay material and place sand and new base. Possibly Breaker Run in worst spots. Material is already on hand at Ryan St. and is funded through the Ryan St. Budget
Subtotal		**0.00**		**$0.00**	$0.00	**$0.00**		
Cracksealing								
Major Streets				$65,000.00	$35,000.00	$60,345.00		All streets to be chipsealed, micro surfaced and overlaid, check streets that have not yet received a treatment
Subtotal		**0.00**		**$65,000.00**	$35,000.00	**$60,345.00**		
Patching								
Propane				$750.00		$750.00		
Chipseal Prep & Pothole Patching				$3,000.00		$3,000.00		Cold patch material
Surface patching				$35,000.00		$35,000.00		Overlays and some full section repairs (Weston Ave, Callon Ave, Everest Ave, etc.)
Subtotal				**$38,750.00**		**$38,750.00**		
Concrete Repair								
Ross Ave Bridge@ EC River				$35,000.00		$55,765.00		Epoxy Deck and Fix Spalls
Full and Partial Depth				$80,000.00		$80,000.00		Schofield Ave, Westfield Blvd, Birch St
Sidewalk				$5,000.00		$5,000.00		
Curb Repair				$5,000.00		$5,000.00		
Subtotal				**$125,000.00**		**$145,765.00**		
Brush Chipping				**$0.00**		**$0.00**		Moved to Recycling Fund
Material Processing ($3.00/ton)				**$0.00**		**$0.00**		Hard Materials Handling Fund (53316) in 2016
Granite (For Shouldering) ($3.75/Ton)				**$0.00**		**$0.00**		Shouldering Fund (53310-237) in 2016
Miscelleneous								
Seeding/restoration				$0.00		$0.00		
Tools/Parts				$0.00		$0.00		Costs should come out of respective funds: Landscaping (365), Operations
Equipment Rental				$0.00		$0.00		Supplies (390), Equipment Rental (299)
Yard Waste Site Maintenance				$0.00		$0.00		
Subtotal				**$0.00**		**$0.00**		
TOTAL				**$437,499.45**	$168,353.78	**$424,916.56**		
Plus								
LRIP Funds				**$27,915.79**		**$27,915.79**		
NET TOTAL				**$409,583.66**	$168,353.78	**$397,000.77**		
Contingency				**$40,416.34**	-$18,353.78	**$52,999.23**		

Back to Agenda

Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE COMMITTEE

May 2nd, 2016

MEETING PACKET COVER SHEET AGENDA ITEM – E.13.

Back to Agenda

Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review

REQUEST FROM:	**MICHAEL WODALSKI, DEPUTY DIRECTOR OF PUBLIC WORKS**
ITEM DESCRIPTION:	**TRAFFIC CALMING POLICY DEVELOPMENT**
DATE/MTG:	**PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, MAY 2, 2015**
POLICY QUESTION:	Should the Property and Infrastructure Committee approve the creation of a traffic calming policy?
RECOMMENDATION TO:	I make a motion to approve moving forward and creating a traffic calming policy.

LEGISLATIVE ACTION:

☒ Acknowledge/Approve
☐ Administrative Order
☐ **Expenditure**
☐ Ordinance
☐ Policy
☐ Procedure
☐ Proclamation
☐ Reports
☐ Resolution

FISCAL IMPACT ANALYSIS:

☒ Budget Line Item: _____
☐ Budget Line Item: _____
☒ Budgeted Expenditure: _____
☐ Budgeted Revenue: _____

STATUTORY / RULEMAKING / POLICY REFERENCES:

☐ WI Statue: _____
☐ WI Administrative Code: _____
☐ Case Law / Legal: _____
☐ Municipal Code: _____
☐ Municipal Rules: _____

PRIOR REVIEW: Last Fall a resident on E Jelinek Ave presented information regarding Traffic Calming. At the time the committee recommended that staff look into creating a policy.

BACKGROUND:

As discussed last fall, the Village is approached periodically by residents that want to quell speeding concerns through neighborhoods. The Village does not have a formal policy though on how to handle these requests and what measures to take in order to consistently handle these concerns. As a result, I've been looking into other policies around the state.

There tends to be 3 main factors that go into these efforts which are: enforcement, education and engineering. In all cases, the last recommendation is engineering which is a physical alteration of the roadway. I've attached several example policies and would like to go over the high points from them with the committee to get a sense of what is important to the committee and what areas the Village should focus on when developing the policy.

☐ Supplemental Briefer for Agenda Items under Consideration?

☒ Attachments

Traffic Calming Policies from: LaCrosse, Madison, Middleton

OFFICE OF
CITY ENGINEER
CITY HALL
400 LA CROSSE ST
LA CROSSE WI 54601-3396
(608) 789-7505

City of La Crosse
Traffic Calming Policy

City of La Crosse, Engineering Department

Matthew A. Gallager, P.E.,
City Traffic Engineer

Back to Agenda

Table of Contents:

Back to Agenda

Back to Agenda

I. INFORMATION

Introduction

> As transportation professionals, we have long understood that it is not our role to forcibly "shape" communities to meet transportation objections. Rather, it is our responsibility to provide the safest and most efficient transportation system that conforms with what a community wants to be. And what a community wants to be can sometimes change over time.[1]

What traffic calming is and is not...

> Traffic Calming is the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users.
>
> Traffic calming [is further distinguished] from route modification, traffic control devices, and streetscaping. Traffic control devices, notably STOP signs and speed limit signs, are regulatory measures that require enforcement. By contrast, traffic calming measures are...self-enforcing.
>
> Traffic calming measures rely on the laws of physics, rather than human psychology to slow down traffic. Street trees, street lighting, street furniture, and other streetscape elements, while complementary to traffic calming, do not directly compel drivers to slow down. [2]

The subject of traffic calming is not new. Its history began approximately 80 years ago in Europe. Countries there began widespread implementation of traffic calming, based on grassroots movements by residents wishing to reclaim their streets from vehicular use. Traffic calming spread throughout the 20th century to the U.S., Canada, Australia, New Zealand, Japan, and the Middle East. Some U.S. cities have now had traffic calming policies and practices in place for over 30 years. Many measures have been tried and observed. Much can be learned from the pioneering communities, to take advantage of the proven effects and benefits of properly applied traffic calming measures.

The City of La Crosse is like other communities, with streets of assorted classification being used by a variety of public traffic—vehicular, bicycle, and pedestrian. Streets are shared by personal, transit, and emergency vehicles and accommodate a mix of residential, commercial, and industrial needs. A logical, consistent approach must be taken to evaluate facilities and apply appropriate measures. Any policy should be comprehensive and adaptable to the state of the practice, applying lessons learned.

This background provides the background for the formation of policy and procedures for implementing traffic calming measures on its streets. The benefit of a policy with foresight is to eliminate or minimize wasted time, materials, and costs spent demolishing and rebuilding newer facilities.

Back to Agenda

Purposes and Objectives

> The immediate purpose of traffic calming is to reduce the speed and volume of traffic to acceptable levels ("acceptable" for the functional class of a street and the nature of bordering activity). Reductions in traffic speed and volumes, however, are just means to other ends such as traffic safety and active street life. [2]

Safety

Safety shall be the primary basis for all traffic calming. Measures shall be selected and applied with the direct intent to improve safety for vehicular, bicycle, and pedestrian traffic. Enhancements can provide safer pedestrian conditions, reduce vehicular speeds, and even eliminate intersection conflict points, which can reduce the numbers and types of crashes. They can increase visibility between vehicles, pedestrians, and bicycles.

The existence of any safety issues that are subject to correction with traffic calming measures shall be determined by traffic engineering study. For the safety improvements commonly associated with the various types of devices, see the MEASURES section.

Speed reduction

Traffic calming measures can reduce traffic speeds to varied degrees intersections and midblock. This is accomplished with physical elements that cause horizontal deflections or vertical displacements that utilize the laws of physics to impede high speed movements. These measures are self-enforcing and do not require additional monitoring.

Aesthetics & Beautification

Some traffic calming measures have inherent opportunities to create landscaping or green space and improve aesthetics or provide beautification for a neighborhood. Some aesthetic applications are complementary to safety and speed reduction efforts by drawing extra attention to the facility. They replace paved driving area with natural surfaces and decrease the amount of impervious surface. This provides reduction in the volume and velocity of storm runoff.

Encouraging Development & Revitalizing Neighborhoods

Streets with traffic calming can welcome and spur pedestrian traffic, be more pleasing to the eye, reduce traffic noise, and make streets and neighborhoods more livable. This can be shown objectively with measured differences, such as a crash reduction, or subjectively with attitudinal changes, such as making the street feel slower or more pedestrian friendly.

Some cases have shown that extensive traffic calming measures have even reduced crime levels within neighborhoods. Further, some cases have shown that redevelopment and revitalization can be supported by aiding in the desire for re-investment activity and creating a sense of pride within an area.

Back to Agenda

Environmental Improvements

Some traffic calming measures provide opportunity to reduce traffic noise and improve drainage conditions. Noise can be reduced by two means: reducing vehicle acceleration and slowing overall speeds. Drainage conditions can be improved by two means: decreasing the area of impervious surface in a street or intersection and utilizing natural surfaces for absorption and filtration of runoff prior to overflow into the storm sewer systems.

Primary Objectives

1. To improve safety for vehicles, bicycles, and pedestrians;
2. To reduce crashes;
3. To reduce speeds; and
4. To discourage cut-through traffic.

Secondary Objectives

1. To increase the livability of streets and neighborhoods;
2. To create safe and attractive streets; and
3. To promote the safest access for all modes of transportation.

Limitations and Proprieties

Diversion

Diversion is not traffic calming. Diversion utilizes permanent changes to eliminate traffic movements or close access. This results in shifting traffic to adjacent streets, creating new problems. Traffic calming makes local streets less desirable for speeding or shortcuts, keeping cut-through traffic on major streets, not shifting it to different local streets.

Such means of traffic management are more in line with access management. They are measures of last resort to deal with severe issues, such as extreme volumes of cut-through traffic, intersections with safety hazards created by poor geometry, harsh angles, and poor line of sight, or layouts with multiple closely-spaced intersections that create conflicting turn movements. Haphazardly closing streets or intersections can negatively affect local accessibility and traditional neighborhood development.

Temporary measures

Temporary traffic calming measures are generally ineffective. Study and experience have shown that their construction, operations, and appearances are not the same as with permanent traffic calming measures. The ultimate configuration is not achieved with temporary measures. Implementing traffic calming measures on a temporary basis for observation may be tempting, but the reality is that impacts and observed conditions are not the same as with permanent measures. Temporary measures can add wasteful costs and are not a substitution for thorough analysis, education, design, and construction.

Back to Agenda

Enforcement

Traffic calming measures are self-enforcing. Permanent, physical elements in a street or intersection cause horizontal deflections or vertical displacements in the paths of vehicles. Such devices utilize the laws of physics and, if properly designed and constructed, cannot be navigated in such a way that circumvents their purposes. Such means inherently do not require monitoring by law enforcement.

In contrast, standard signing and marking require voluntary compliance by drivers or continued enforcement. Lowered speed limits and excessive STOP signs must be enforced because they may be disregarded or ignored by drivers. Regulatory or warning signs tend to "fade into the background" and lose their initial impact and effectiveness. Signing and marking may be required in conjunction with traffic calming devices, but they are not traffic calming measures on their own.

Wisconsin State Statutes do not currently allow for photo enforcement of red light-running violations and specifically prohibit the use of photo enforcement for speed enforcement.[3] This precludes the possibility for the use of cameras to enforce such violations. Therefore, any current enforcement for traffic violations or additional efforts to attempt to calm traffic must be made by the Police Department. This places a strain on already limited resources and creates an impossible situation for consistency.

II. REVIEW PROCESS

Instigation (Step 1)

The first step of the traffic calming review shall be instigation. This may happen via four different avenues: a direct request from the public, as part of private development, by an adopted Common Council Resolution, or with annual street programming (including Engineering Department design or study). A flowchart is on page 11.

Public Requests

Public requests for traffic calming shall be submitted in writing to the Engineering Department. They shall only be considered by residents of the City of La Crosse or owners of property occupied by an active residence or business in the City of La Crosse. Requests shall only be considered from property abutting a street of request or within a one block radius of an intersection of request. Requests shall be handled in the order received. Public requests do not necessitate studies, only that the City Traffic Engineer shall consider them.

Private Development

Traffic calming may be considered as part of a private development or construction project. A written request shall be made to the Engineering Department and shall be subject to survey, study, and selection criteria.

Back to Agenda

Council Resolution

Reviews for traffic calming shall be considered if directed by an adopted Council Resolution. This would not necessitate a project, only that survey and study will be conducted.

Annual Street Programming

For the City of La Crosse to implement a truly progressive traffic calming policy, to improve aesthetics, revitalize neighborhoods, beautify areas of blight, and remake the feel and appearance of its streets to be more welcoming, unique, and friendly for bicycles and pedestrians, the most efficient and effective method is to utilize the annual reconstruction process. This provides annual opportunity to evaluate facilities and implement appropriate measures on neighborhood streets. Because traffic calming projects are coordinated with annual construction, this is a proactive approach.

The annual street repaving list is updated biennially. When a neighborhood street is listed for repaving via the standard method of pavement rating, the City Traffic Engineer may review the street for traffic calming need/benefit. If reasonable, a study would be initiated to determine warrant. The benefit would be constructing traffic calming measures as part of larger projects, not separate efforts.

Survey (Step 2)

The second step of the review process shall be a survey to gauge public sentiment. This shall be conducted by City staff and kept on file. For streets, the survey shall inquire with parcels abutting that block. For intersections, the survey shall inquire with parcels abutting the streets of a one block radius. For each parcel or household surveyed, *for whichever there are fewer*, one opinion shall be taken. Replies must be received within 30 calendar days to be considered. A sample form is on page 12.

If a survey initiated by public request does not yield a favorable majority to initiate a study, no new public requests shall be considered for three (3) years from the date of the compiled survey, or unless significant development changes occur.

For requests made by a private development or construction project, a survey is not needed if a majority of the appropriate abutting property is owned by the requestor.

Recommendations of measures may still be made for reasons of public safety, as long as public input is gathered and every reasonable attempt is made to accommodate concerns.

Study (Step 3)

The third step of the review process shall be a study. The study includes data collection and analysis, both quantitative and qualitative. This approach considers measurable parameters in the field, as well as matters of perception by residents.

Back to Agenda

The study will determine if traffic calming measures warrant priority and recommendation. This includes merit based on if volumes, speeds, or crash patterns on a street or at an intersection exist and are subject to correction. It also determines if enhancements can be made for aesthetic, beautification, or multi-modal reasons.

The study shall include field visits to document existing conditions of the facility. All studies—including data collection and analysis—shall be completed by the Engineering Department or professional engineering consultant, with final approval by the City Traffic Engineer. Required data is listed below, and example forms are on pages 13-14.

Quantitative approach

Geometry:

- street widths and block lengths
- horizontal alignments
- vertical grades

Conditions:

- extent and type of curb & gutter
- flow line grades
- extents of sidewalks
- presence of ADA ramps
- boulevard widths and materials
- on-street parking
- existing traffic control

Traffic:

- average daily traffic volumes
- representative traffic speeds
- truck percentages
- crash history (3 previous years)

Qualitative approach

Aspects of the qualitative approach shall be: aesthetics; local street layout (microscopic and macroscopic traffic patterns); and a survey of residents' perceptions of pedestrian and bicycle appeal, frequent reckless driving, and desire for revitalization improvements. This may be fulfilled by the survey initially gauging public sentiment.

Because some aspects can be subjective, the approach to reviewing qualitative issues must be consistent and consider local opinions. The existing conditions shall be photographed and documented, and engineering judgments shall be recorded. This will ensure a non-arbitrary process and can aid in the building of public consensus. If a study is conducted and a determination is made that traffic calming measures are not warranted or are non-priority, no new traffic studies shall be conducted for six (6) years from the date of the study, or unless significant development changes occur.

Back to Agenda

Additional aspects

Deadlines

A request for a traffic calming study during that same calendar year must be submitted and received by July 31st. All requests made on or after August 1st will be prioritized for study the following year.

A study and recommendation must be completed and introduced to Council by the May cycle of the current year for a project to be included for funding consideration beginning the following year. Any study completed after that may be submitted the following year.

Inclusion in the process for funding consideration does not necessitate a funded or a fully-designed or project, only that a consideration for funding will take place. Only upon final approval and adoption by the Council of funding will final design and construction of a project commence, as with every construction project.

Timeframe

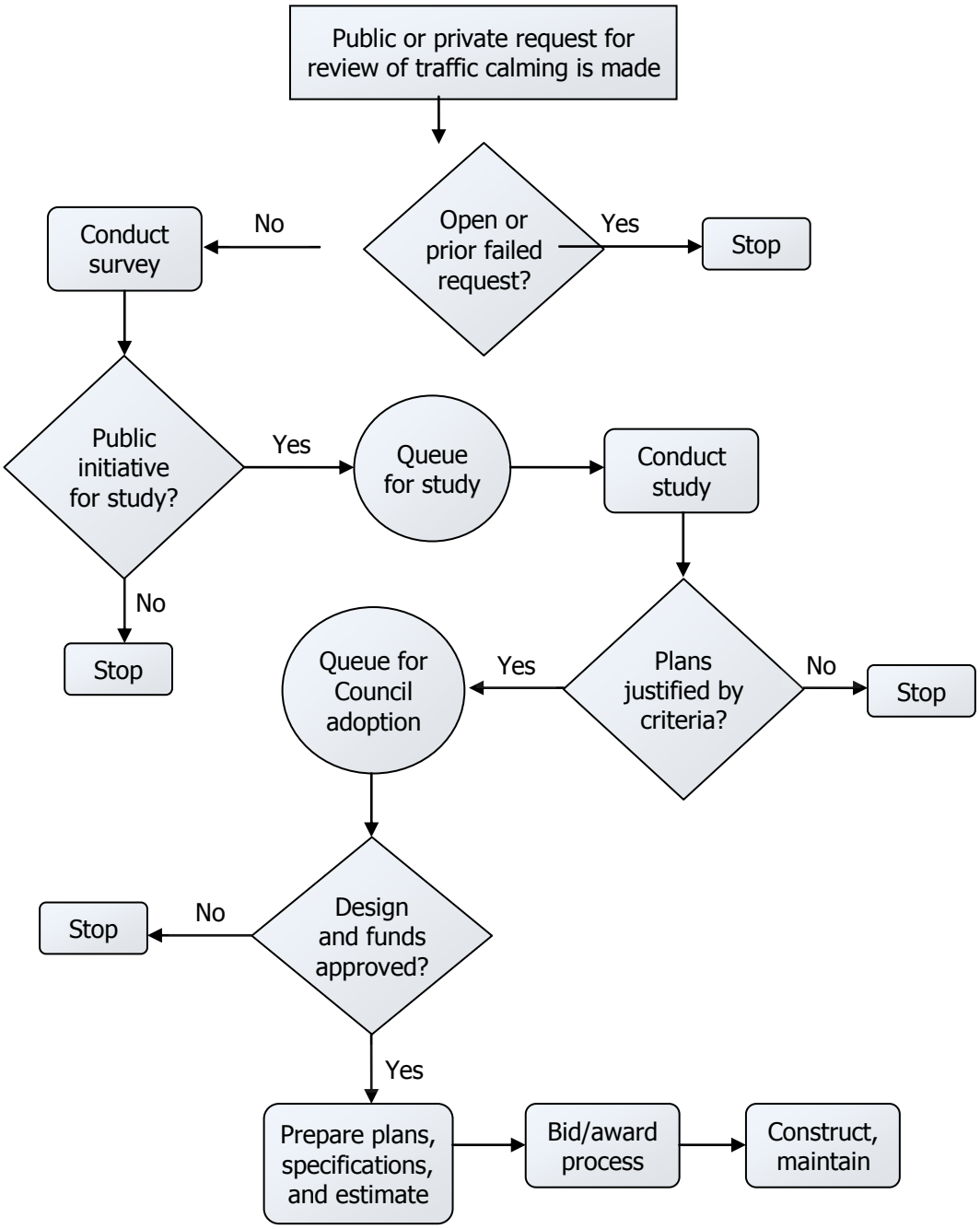
Due to the unique circumstances of every traffic calming request, even the best case scenario may require more than one calendar year to implement. The process requires adequate time for data collection, consideration of alternatives, public information and education, design and cost estimate preparation, annual funding cycles, and balance with existing workload. Given these aspects, a realistic expectation for average time to implement traffic calming measures is three (3) years after the request.

Coordination

The consideration of traffic calming measures shall take into account the ratings for pavement condition of a street block or intersection, as well as major utility projects. This shall then be weighed against current listing of streets for future reconstruction to determine the likelihood that a block or intersection might be under construction within the next three to five years.

Back to Agenda

Traffic Calming Review Process



Notes:

1. Instigation by adopted Council Resolution or begun under Annual Street Programming (including Engineering Department investigation) shall begin at the "Queue for study" phase of the process.
2. Council adoption of a recommendation shall be for both an approval of funds and a direction to staff to complete the design and construction.

Back to Agenda

Neighborhood Traffic Calming Survey

Street/Intersection requested for traffic calming: _____

Your street address: _____
Your building type (single family, multi-unit, business): _____

Are you in favor of a traffic engineering study for the above-named street or intersection to determine if traffic calming measures are warranted and what the appropriate traffic calming measures may be?

When answering this question, please consider the following. While traffic calming does have many safety benefits, it may have additional impacts:

- Some traffic calming measures may cause small increases in delay for emergency response, on average 5 seconds per traffic calming measure.
- Many traffic calming measures include landscaping or green space that is legally designated "boulevard" area, whose maintenance is the responsibility of the abutting property owner(s).
- Most traffic calming measures result in a reduction of available on-street parking spaces and may complicate snow removal efforts.

☐ **NO — thank you for your time, the survey is complete.**
☐ **YES — please take a minute to complete the section below.**

Based on your *perceptions* of the above-named street or intersection, what reasons or needs for improvement would you suggest as a basis for traffic calming?

☐ Vehicular collisions
☐ Pedestrian safety
☐ Cut-through traffic
☐ Neighborhood revitalization
☐ Encouraging development
☐ Speeding or reckless driving
☐ Bicycle encouragement
☐ Trucks (larger than delivery vehicle or bus)
☐ Aesthetic improvement (beautification)
☐ Others (please specify): _____

_____

_____

NOTE: to be considered, all replies must be returned within 30 days to:

City of La Crosse – Engineering Department
400 La Crosse Street
La Crosse, WI 54601

Back to Agenda

Traffic Calming Review Data – Street

	North- / Eastbound	South- / Westbound
Street name		
Hundred block		
State highway (Y/N)		
Speed limit (mph)		
Geometry:		
Street width* (ft.)		
Block length (ft.)		
Horizontal alignment (tangent, curve, varied)		
Vertical grade (%)		
Existing conditions:		
Curb & gutter (Y/N, type)		
Drainage (flows, grades)		
Boulevard (width, type)		
Sidewalk (Y/N)		
ADA curb ramps		
On-street parking (Y/N, type)		
Existing traffic control		
Traffic:		
Volumes (vpd)		
85th percentile speed (mph)		
Truck traffic (%)		
Crashes (3-year total)		
Crashes (average per year)		
Crash types		
Pedestrian/vehicle collisions (Y/N)		

*Street width measured face-of-curb to face-of-curb.

Back to Agenda

Traffic Calming Review Data – Intersection

	North approach	South approach	East approach	West approach
Street names				
Hundred blocks				
State highways (Y/N)				
Speed limits (mph)				
Geometry:				
Street width* (ft.)				
Block length (ft.)				
Horizontal alignment (tangent, curve, varied)				
Vertical grade (%)				
Intersection sight distance (ft.)				
Critical approach speed (mph)				
Existing conditions:				
Curb & gutter (Y/N, type)				
Drainage (flows, grades)				
Boulevard (width, type)				
Sidewalk (Y/N)				
ADA curb ramps				
On-street parking (Y/N, type)				
Existing traffic control				
Traffic:				
Volumes (vpd)				
85th % speed (mph)				
Trucks (%)				
Crashes (3-year total)				
Crashes (avg per year)				
Crash types				
Pedestrian/vehicle collisions (Y/N)				

*Street width measured face-of-curb to face-of-curb.

Back to Agenda

III. MEASURES

Traffic calming measures vs. traffic control devices

Traffic control devices shall not be used as traffic calming measures. Traffic control devices are designed to accommodate demand. Traffic control devices have specific procedures based on consistent application, professional standards, and national and state and laws. They are regulated and mandated by the legally adopted Manual on Uniform Traffic Control Devices (MUTCD).

Arbitrary, inconsistent, or extraneous installation of traffic control devices diminishes their intended uses and reduces their overall effectiveness. This has been documented with study. There may be legal consequences associated with the use of traffic calming devices for traffic control.[2] Further discussion is on page 32 in the Traffic Control subsection.

Categories

> Measures fall into three categories: those that *preclude* through traffic, which will be referred to as class I measures; those that *discourage* but still allow through traffic—class II measures; and those that *are neutral* with respect to through traffic other than to slow it down—class III measures. Where individual measures fit into this scheme will...be case specific. It will depend on geometrics and spacing, quality of alternative routes, and other factors.[2]

Therefore, most measures fitting the definition of traffic calming, and all measures considered traffic calming in this report, are either class II or class III. Class I measures are for more severe needs, such as proactive access control or traffic management.

Traffic Calming

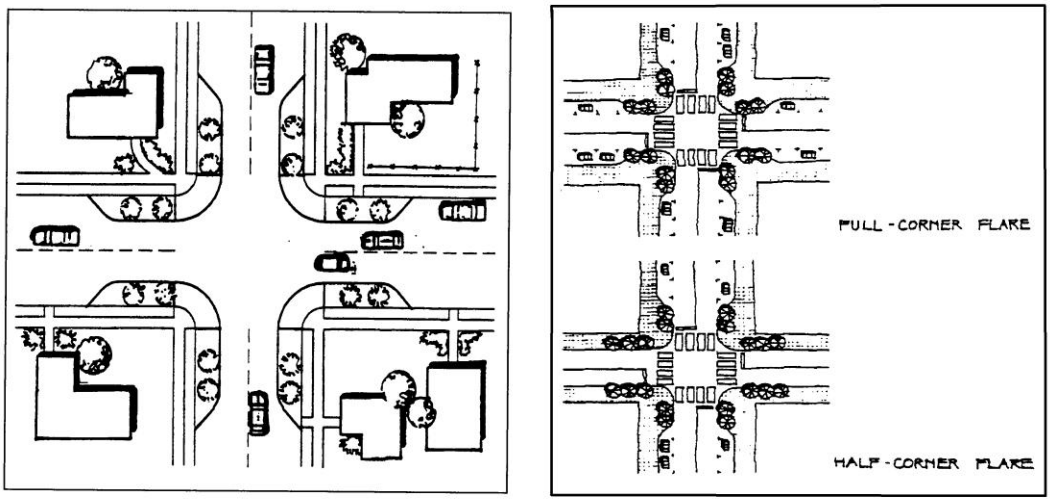
The following are traffic calming, by definition, and shall be the only measures considered by the City of La Crosse specifically for the purpose of traffic calming. Traffic calming measures shall be designed, per location, to best accommodate and complement existing conditions. They shall be designed for appropriate traffic, as determined by study.

Measures are labeled with their classes, as noted above, as well as being grouped by their types: narrowing horizontal, or vertical. Horizontal measures use forces of lateral deflection, vertical measures use vertical displacement, and narrowing measures use a psycho-perceptive sense of enclosure.

Graphic depictions[4] in this report are presented mostly for general characteristics. Specific and standard details for design and construction shall be developed by the Engineering Department. The guidelines and restrictions for recommendation and implementation of each measure are presented in the RECOMMENDATION section of this report.

Back to Agenda

Neckdowns (intersection narrowings, bulbouts)
(Narrowing – Class III)



Full intersection neckdowns (left); partial and combined with painted crosswalks (right)

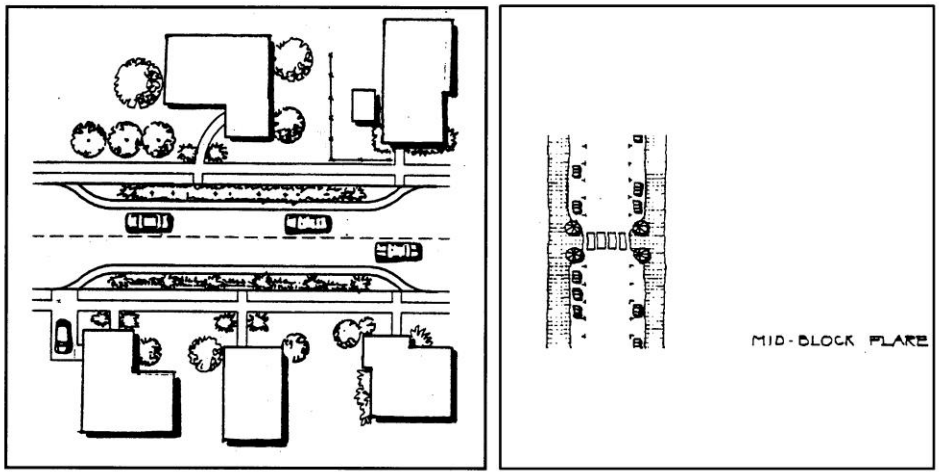
Neckdowns are curb extensions at intersections. They do not have a pronounced horizontal deflection of the path of traffic, but rather they serve to shorten the crossing distances for pedestrians, increase visibility, and call attention to crosswalk areas. They are a good means to "pedestrianize" an area, and when used in combination with marked and signed crosswalks they are referred to as *safe crosses*. [2]

Additional appurtenances, such as street furniture, landscaping, and signing, are recommended, as they provide a vertical element to call additional attention of drivers to the areas.

Neckdowns require additional effort and attention for snow removal, requiring large snow plows to follow tight changes in the curb line. They also require assiduous consideration of drainage measures that may involve relocation of inlets, catch basins, or manholes.

Back to Agenda

Chokers (midblock narrowings, pinch points)
(Narrowing – Class III)



Extended choker (left); with midblock Crosswalk (right)

Chokers are curb extensions at midblock. They do not have a pronounced horizontal deflection of the path of traffic, but rather they serve to narrow the driving surface and create a heightened sense of "closeness" for vehicles.

In combination with marked and signed midblock crosswalks, they are a good way to draw attention to otherwise unexpected midblock treatments. In such cases, they reduce the crosswalk crossing distance and improve visibility for pedestrians, and are also referred to as *safe crosses*. [2]

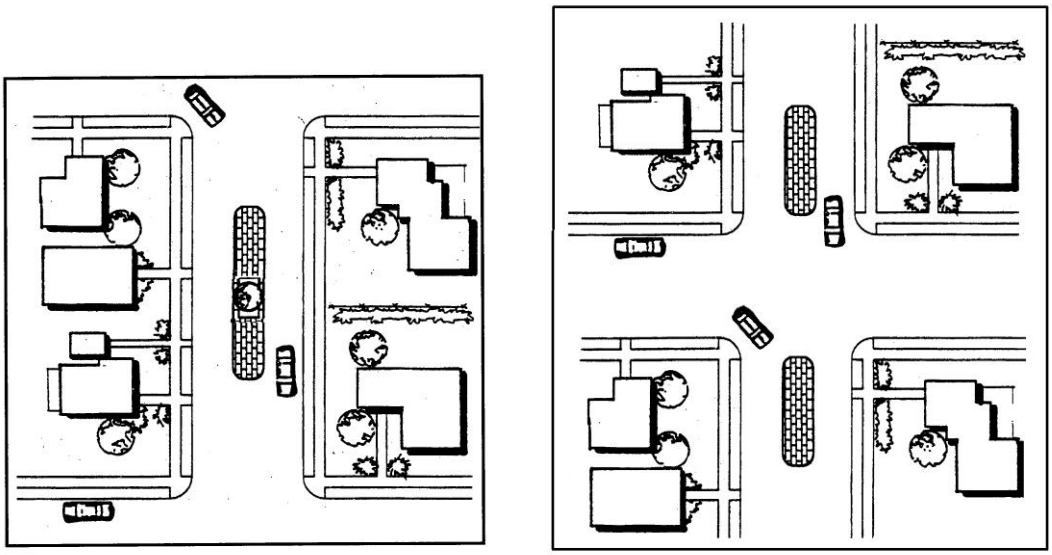
Additional appurtenances, such as street furniture, landscaping, and signing, are recommended, as they provide a vertical element that can call additional attention of drivers to the situation.

Chokers require additional effort for snow removal, requiring large snow plows to follow tight changes in the curb line. They also require assiduous consideration of drainage measures that may involve relocation of inlets, catch basins, or manholes.

It should be noted that when midblock crossings are created, the MUTCD mandates that on-street parking shall be prohibited for 50 feet prior to the crosswalk in each direction. This may dramatically reduce available on-street parking.

Back to Agenda

Median islands (center island narrowings)
(Narrowing – Class III)



Midblock (left); Intersection (right)

Median islands are non-mountable, raised areas in the roadway. When used to slow speed, they are more effective as short interruptions on otherwise open stretches of roadway, and not long sections that channelize traffic.

They can be used effectively on curves, to prevent traffic from encroaching into the opposing lane. When placed midblock they deflect traffic to the outside of the roadway rather than to the center. Medians afford opportunities for pedestrian refuge, at intersections or at midblock crossings, and shorten the crossing distance. They also provide areas for landscaping

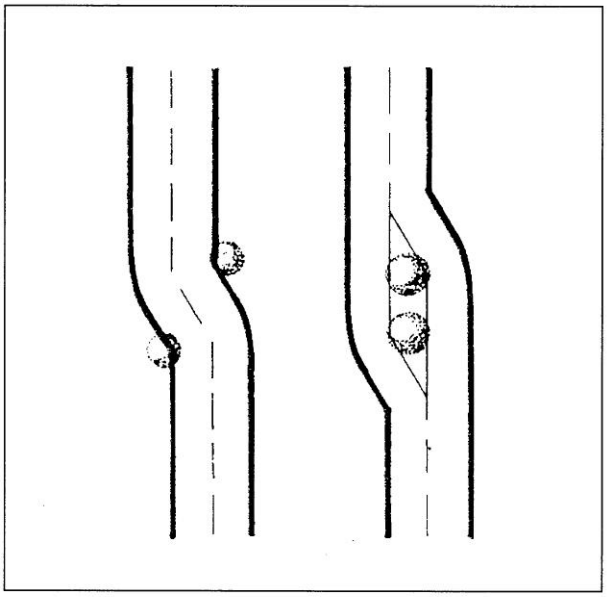
They may be used in combination with textured pavements, speed tables, and chokers (either together or offset). They require appropriate signage, to warn drivers that there are barriers in the roadway. However, there are typically no drainage impacts, as all water flows to the outsides of the roadway.

Medians do cause a reduction of on-street parking, in the vicinity of the narrowed driving lanes. Additional effort must be made with snow plowing efforts, to clear around them. They are a possible hindrance for large truck turning movements.

It should be noted that when midblock crossings are created, the MUTCD mandates that on-street parking shall be prohibited for 50 feet prior to the crosswalk in each direction.

Back to Agenda

Lateral shifts, curvilinear alignments
(Horizontal – Class III)



Shifts that encourage (left) or discourage (right) shortcuts.

Lateral shifts are curb extensions on otherwise straight streets. They direct the flow of traffic to maneuver, or "bend" with them. They are typically designed to shift one way and then shift back again to the original alignment. With the correct degrees of deflection in place, lateral shifts are one of the few measures that may be used effectively on major thoroughfares, such as collectors and even arterials. [2]

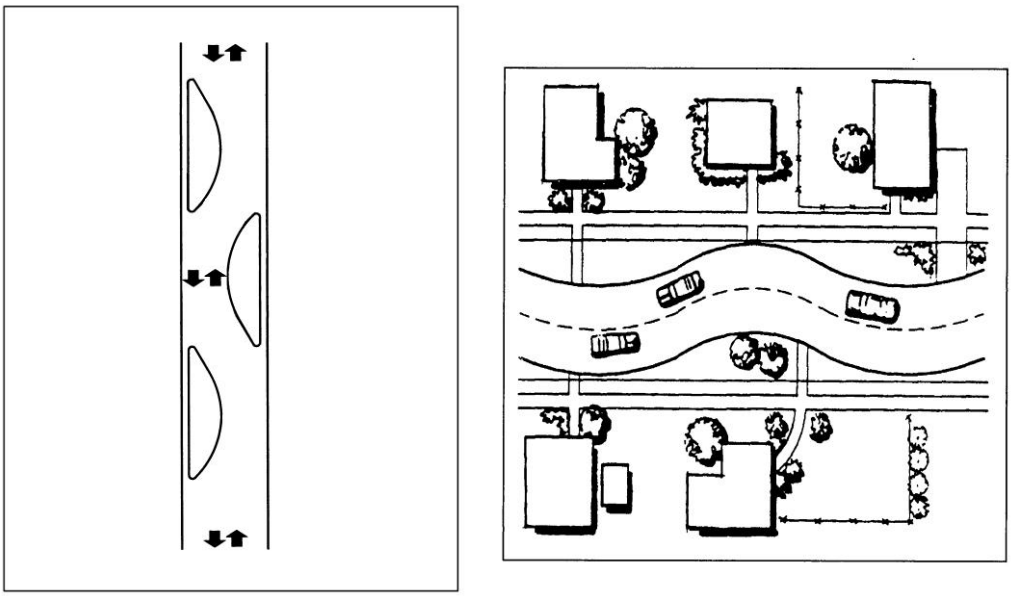
They can also be used in combination with median islands, to prevent vehicles from cutting straight paths across the center line (see above, right). They may require appropriate signage, to warn drivers that there are barriers in the roadway.

Lateral shifts cause a reduction of on-street parking. Additionally, extra effort must be made with snow plowing to follow changes in curb lines. They require consideration of drainage that may involve relocation of inlets, catch basins, or manholes.

Shifts that create usable median space may be used as refuge for pedestrian movements crossing at midblock crosswalks. Such configurations are beneficial because they shift pedestrian traffic, causing them to look both ways.

Back to Agenda

Chicanes (reverse curves, serpentines)
(Horizontal – Class III)



Chicanes with (left) or without (right) separate drainage grooves.

Chicanes are curb extensions that alternate from one side of the roadway to the other, forming S-shaped curves. Two lanes of traffic are maintained, as they shift over the equivalent of one lane width. They may be combined with center islands to prevent vehicles from cutting through on straight lines.

With adequate deflection angles, chicanes serve to slow traffic down and do not cause significant discomfort if driven at low speeds. They are also an effective measure for heightening driver awareness and can reduce crashes.

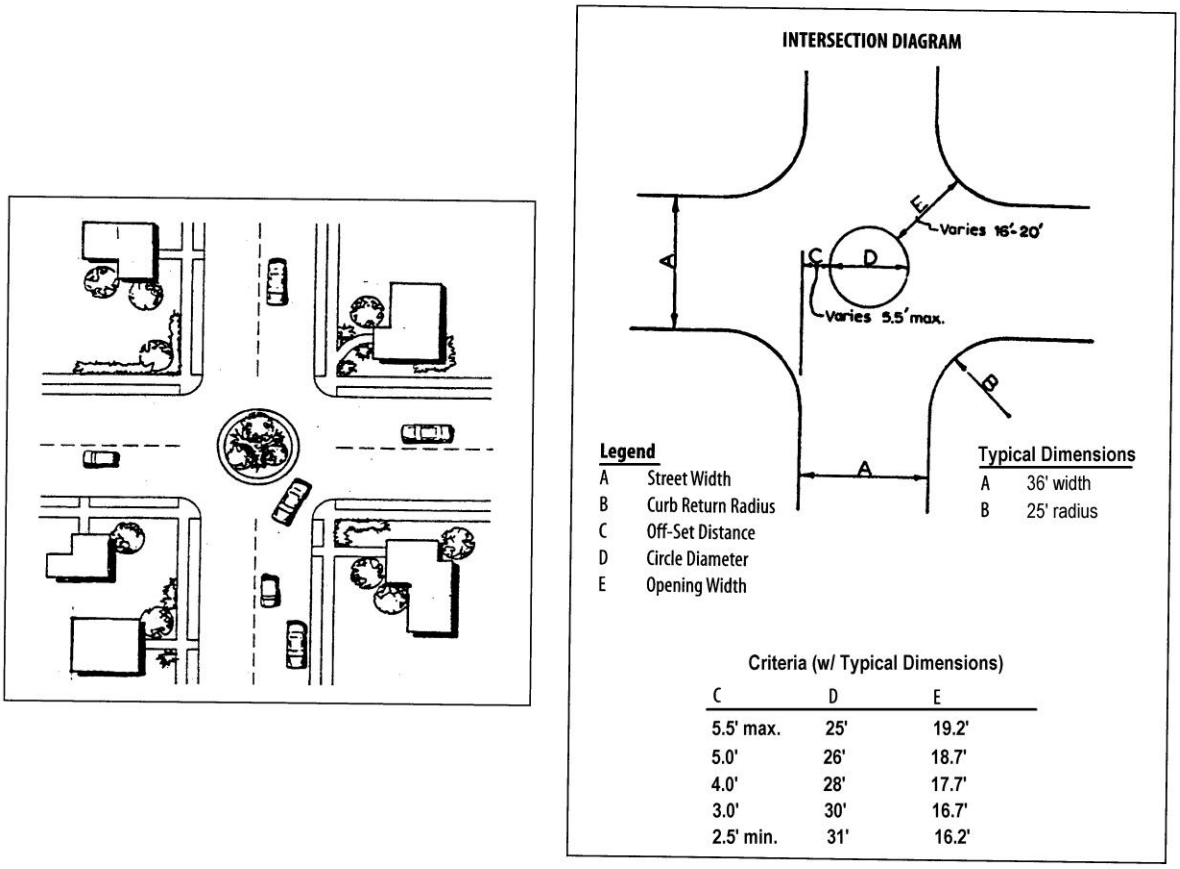
The extensive raised areas provide opportunities for landscaping improvements. The reduction in pavement area helps to lower the volume and speed of runoff into the storm sewer system.

If extensive new curb work is needed, chicanes can be costly. However, chicane islands can be retrofit onto streets with existing curb and gutter, leaving drainage channels for water to flow to inlets. This retrofit approach may even provide adequate width for bicycles to pass through on a straight path.

Chicanes require a reduction of on-street parking. Additionally, extra effort must be made with snow plowing efforts to follow tight changes in curb lines. They require consideration of drainage measures that may involve relocation of inlets, catch basins, or manholes.

Back to Agenda

Traffic circles (neighborhood traffic circles, intersection islands)
(Horizontal – Class III)



A typical neighborhood traffic circle (left); criteria for traffic circle design (right).

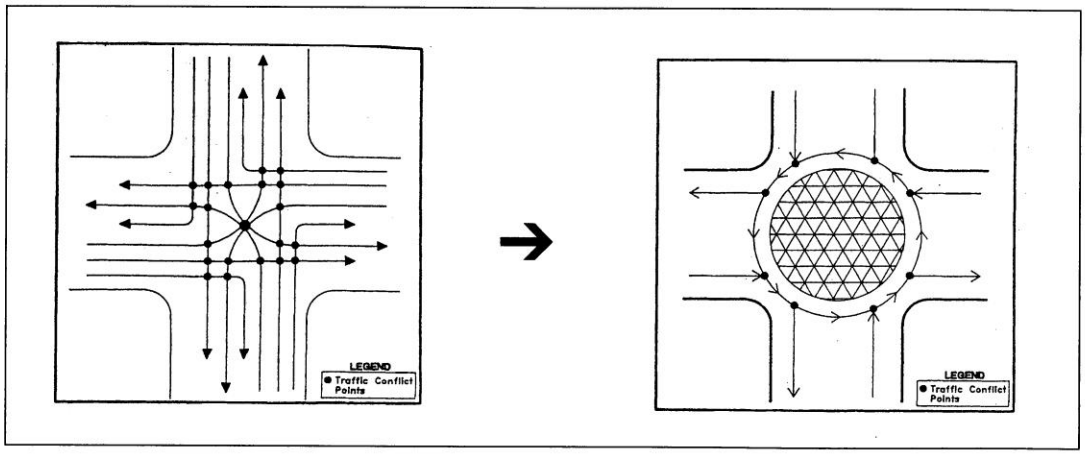
Traffic circles are the most common horizontal measure for traffic calming. They are raised islands within intersections, around which traffic circulates. They are typically circular in shape. Intersections with traffic circles typically have all-way YIELD control. They are less controversial than speed humps and provide excellent opportunity for landscape and beautification.

Traffic circles are not roundabouts. Their all-way YIELD control and circular islands make them similar, but traffic circles do not require splitter islands to channelize approaching traffic, have smaller island radii, and are not designed to provide specific capacity. A traffic circle may be retrofit in an existing intersection, while a true modern roundabout requires extensive reconstruction for new curb and gutter on approaches and exits.

A traffic circle requires no additional street lighting beyond safety standards, while a roundabout generally includes street lighting on all four approaches like a traffic signal. Traffic circles therefore do not require additional power consumption and are in line with sustainability practices.

Traffic circles, continued...

Back to Agenda



Standard intersection (left) with 21 conflict points; traffic circle (right) with 8 conflict points.

Traffic circles prevent vehicles from driving straight paths through an intersection, requiring horizontal deflection around the circular island, thereby reducing intersection speeds. They also simplify the conflict points within an intersection from 21 points down to 8 points, inherently reducing the opportunities for, and eliminating some types of, vehicular collisions. These effects are the basis for the great improvement of safety within an otherwise completely open intersection.

Traffic circles decrease the amount of paved, impervious surface area in an intersection, slowing the amount and speed of direct runoff into the storm sewer system. The islands offer good opportunity for green space, improving aesthetics in the intersection.

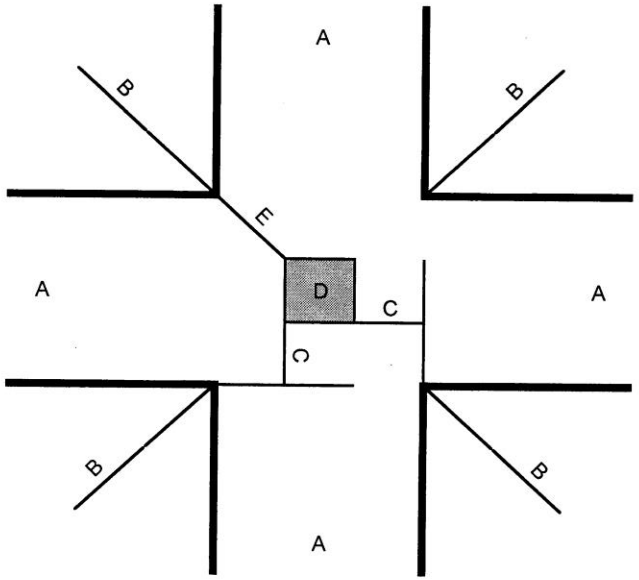
Traffic circles require very minimal loss of on-street parking when installed. They also do not require any special drainage considerations. This is because the outside curb lines of the intersection radii may not be disturbed, which would otherwise cause relocation of inlets, catch basins, and manholes. Traffic circles do require advance warning signs on their approaches, and they do require signing within the circular island itself. Traffic circles also present challenges with snow plowing operations, requiring large plows to maneuver around them.

Typically the greatest concern with traffic circles is turning vehicles with long wheelbases, such as buses and fire engines, around them. This has been handled by signing and allowing vehicles larger than a certain length to turn left in front of them, providing a larger turning radius.

More details can be found on the two following pages.

Back to Agenda

Traffic Circle Calculator



Input: (design for C and E)

A =	36	36	36	36	36	36	36	feet
B =	15	15	15	15	15	15	15	feet
D =	25	26	27	28	29	30	31	feet (26 min. - 31 max.)

Calculated:

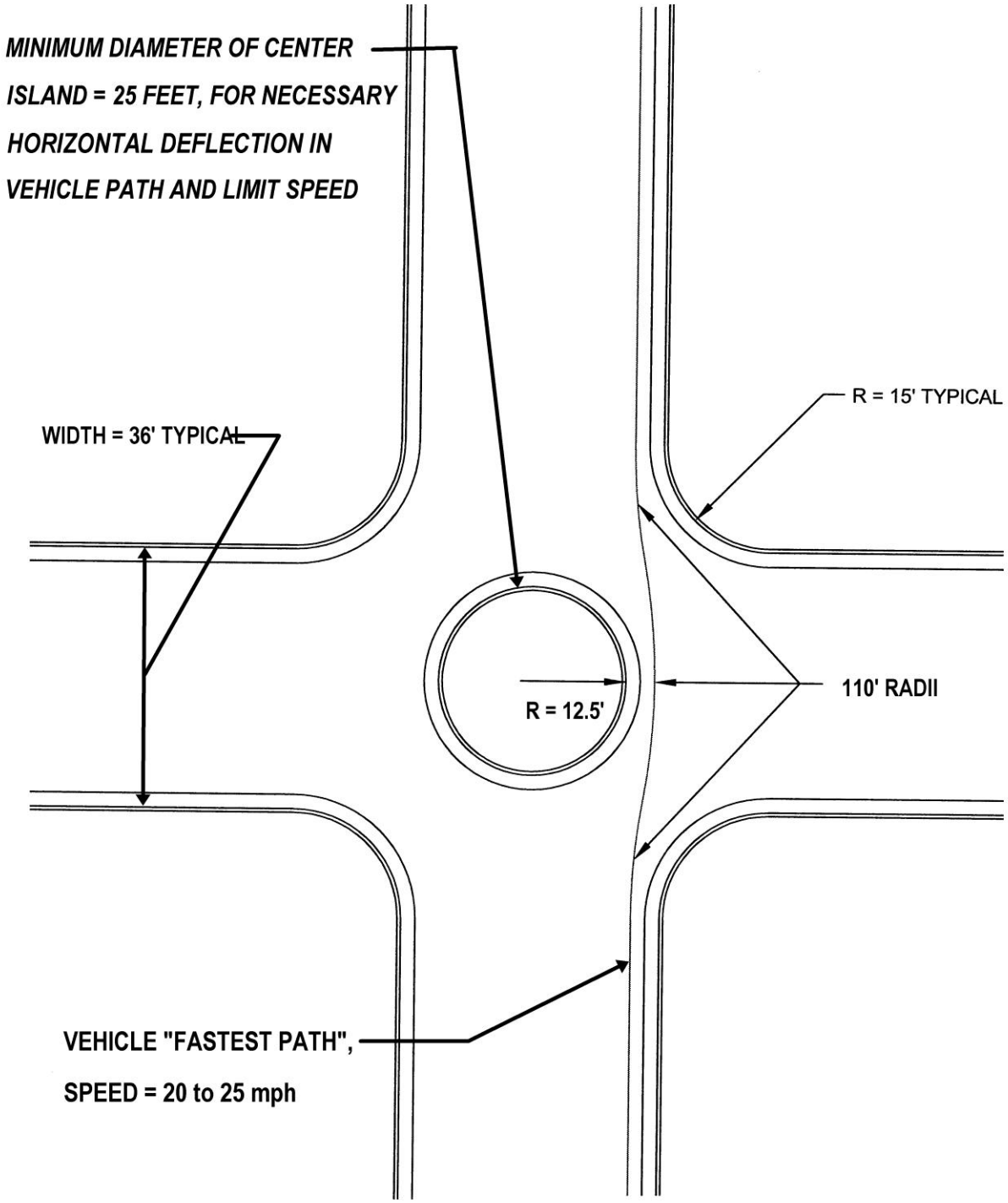
C =	5.5	5.0	4.5	4.0	3.5	3.0	2.5	feet (2.5 min. - 5.0 max.)
E =	19.2	18.7	18.2	17.7	17.2	16.7	16.2	feet (16 min. - 20 max.)

Segments:

B-A-B =	66	66	66	66	66	66	66	feet
B-E-D-E-B =	93.3	93.3	93.3	93.3	93.3	93.3	93.3	feet
E-D-E =	63.3	63.3	63.3	63.3	63.3	63.3	63.3	feet (56 min.)

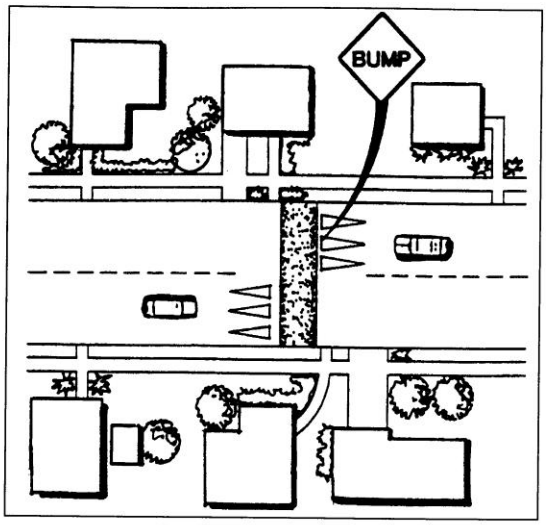
Back to Agenda

TYPICAL INTERSECTION DETAIL

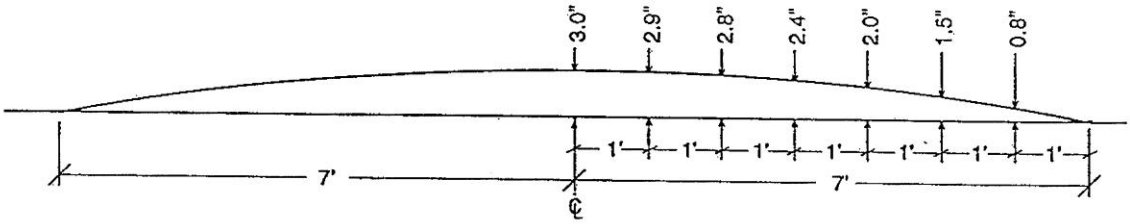


Back to Agenda

Speed humps
(Vertical – Class II)



14-foot speed hump



PARABOLIC CROWN

Speed humps are not bumps. They are rounded portions of raised pavement, smooth and parabolic in shape. The design with most national acceptance is 14 feet in length, with a height of 3 inches. This shall be the City of La Crosse standard. Widths vary.

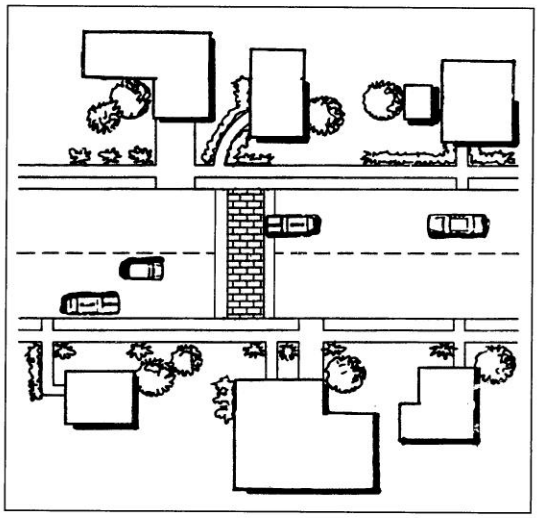
Speed humps operate differently from bumps because of their shape. At low speeds they produce a gentler ride, while at high speeds the displacement is greater. This effectively reduces speed, unlike bumps which are absorbed by vehicle suspension at high speed.

Speed humps rate as both the best and worst measure in surveys. They rate well due to low cost and high efficacy but rate very poorly for appearance and ride. With possible liability issues, they shall only be considered with extraordinary neighborhood support. Speed humps present snow plowing challenges. They must also be designed appropriately to handle drainage and consider bicycle traffic.

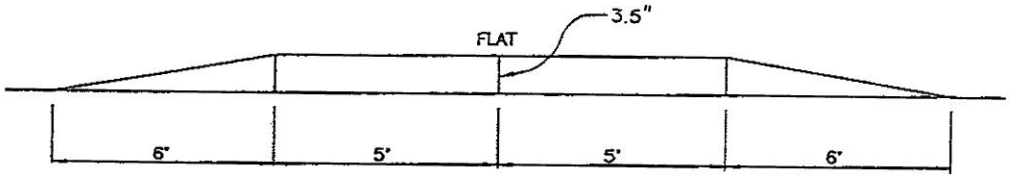
A note on speed bumps:
Due to liability, great discomfort at low speeds, and potential damaged at high speeds [2], speed bumps shall not be considered by the City of La Crosse. Rather, speed tables shall be the preferred vertical measure, with speed humps being reserved for extreme cases.

Back to Agenda

Speed tables
(Vertical – Class II or III)



22-foot speed table



Speed tables are neither bumps nor humps. Speed tables are flat-topped, long enough for the wheelbase of a passenger car to rest on top. The longer tops and more gently sloped ramps provide a smoother and gentler ride, but higher design speeds than speed humps.

The most common design for a speed table was developed by Seminole County, FL, and is 22 feet in total length, with a height of 3.5 inches. There is a 10 foot flat section in the middle, with 6 foot ramps on either side. It has an 85th percentile speed of 25-30 mph, is less jarring than speed humps, and is considered better proportioned for aesthetics. [2]

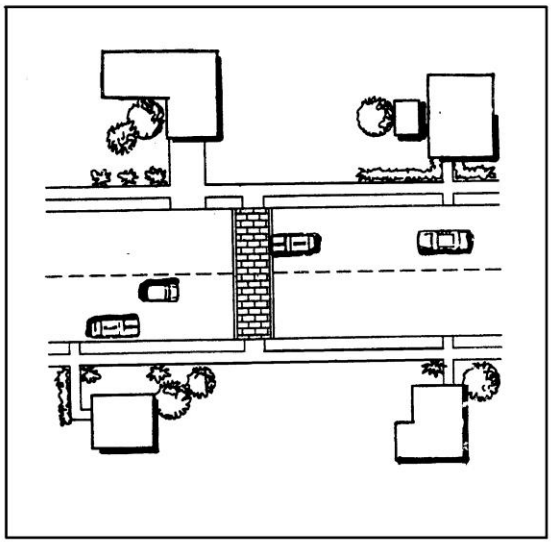
Tables are not suited for highways with high volumes and speeds but are apt for local roads. The design is flexible and may be modified to handle buses and fire engines. They are preferred because they can serve as raised crosswalks at midblock locations.

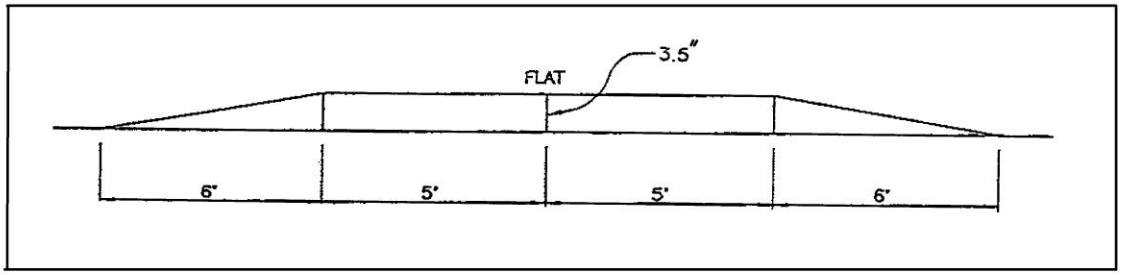
Speed humps present snow plowing challenges. Widths must be designed appropriately to handle drainage and consider bicycle traffic.

A note on speed bumps:
Due to liability, great discomfort at low speeds, and potential damaged at high speeds [2], speed bumps shall not be considered by the City of La Crosse. Rather, speed tables shall be the preferred vertical measure, with speed humps being reserved for extreme cases.

Back to Agenda

Raised crosswalks
(Vertical – Class II or III)





A raised crosswalk is a speed table with a marked crosswalk on it. They are ideally located midblock, as their long shape can interfere with intersection operations and drainage. They delineate a crossing area very well because of their appearance. Pavers or textured pavements may be used in the flat section to improve aesthetics further and distinguish the crossing area.

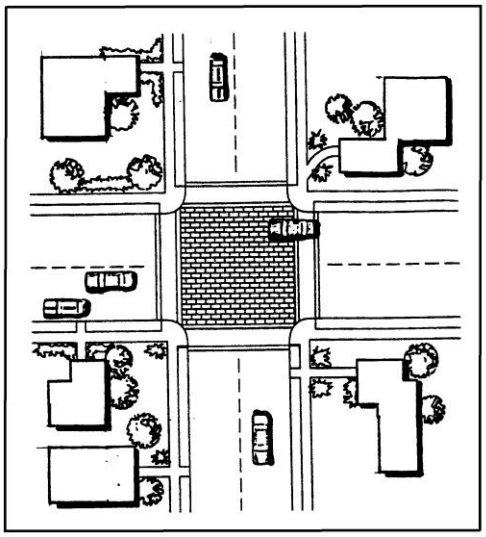
They are most effective when extended continuously from curb face to curb face. In such cases, they can also provide a more easily traversed path for ADA compliance because the approaches from the sidewalks do not need to be as steep as standard curb ramps.

Raised crosswalks do present snow plowing challenges. Widths must be designed appropriately to handle drainage and consider bicycle traffic.

A note on speed bumps:
Due to liability, great discomfort at low speeds, and potential damaged at high speeds [2], speed bumps shall not be considered by the City of La Crosse. Rather, speed tables shall be the preferred vertical measure, with speed humps being reserved for extreme cases.

Back to Agenda

Raised intersections
(Vertical – Class II or III)



Raised intersections are flat raised areas, covering entire intersections. The ramps on the approaches are more gently sloped, like a speed table. They often have textured materials or brick pavers. They are usually raised up to sidewalk level or slightly below.

They serve to "pedestrianize" an area and actually make the intersection, crosswalks and all, into pedestrian territory.[2] They are very useful in downtown, urban settings, and are most appropriate in dense areas.

While drainage concerns must be addressed, and snow plowing will be challenged, raised intersections do not reduce or hinder on-street parking. This makes them a unique measure that can accomplish traffic calming with no parking impacts that are often considered unacceptable in a downtown area. However, they are generally very expensive measures that require extensive reconstruction.

Back to Agenda

Traffic Management

The following are traffic management measures and devices are specifically neither traffic control nor for traffic calming. However, they have been included in this report as a source of information. This is an opportunity to highlight their differences and to clarify their uses.

A fully open and unobstructed four-way intersection of two two-way streets has a total of twelve (12) turning movements. Each of the four approaches may opt to go straight through the intersection or turn left or right onto the adjacent street. The following traffic management measures, all Class I, serve to reduce the number of turning movements at an intersection, thereby reducing conflict points and even restricting access to or from certain directions onto the adjacent streets.

These measures restrict access with raised areas, bound by curb and gutter, that cannot be driven over or through. They are typically augmented with landscaping or street furniture as well, to improve aesthetics.

While these are not traffic calming measures, they can be used to reduce through traffic in a neighborhood by closing access. This then creates a sense of calmer streets because of volume reduction.

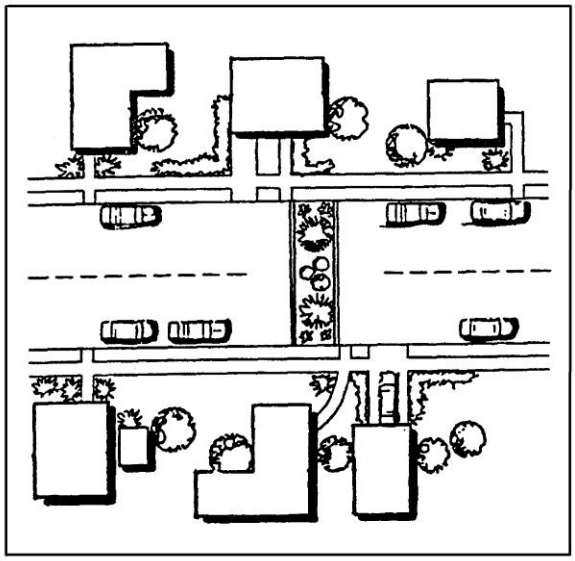
Because of the nature of reducing turning movements, which changes turning lane designations, or closing access, the process of implementing these measures is much more extensive than simply preparing plans and estimates and letting it for bids and construction. There must be policy and legislative action that accompanies such efforts, depending on the scope of impacts. They must all be handled accordingly, on a case-by-case basis.

Any access management issues must also include extensive public involvement and are aided by substantial local support.

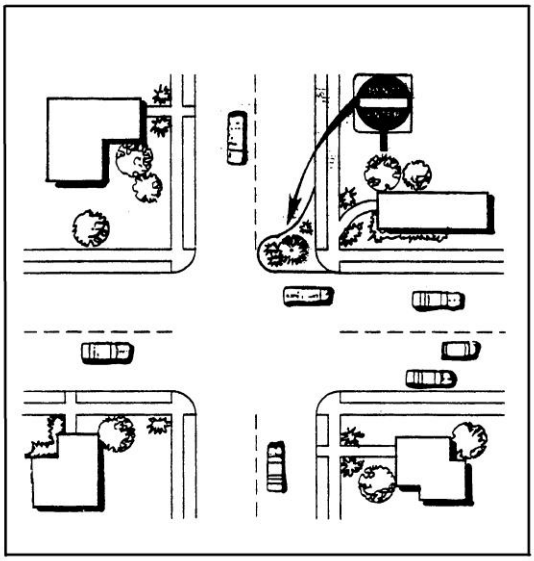
Back to Agenda

Closures
(Class I)

FULL CLOSURE



PARTIAL CLOSURE



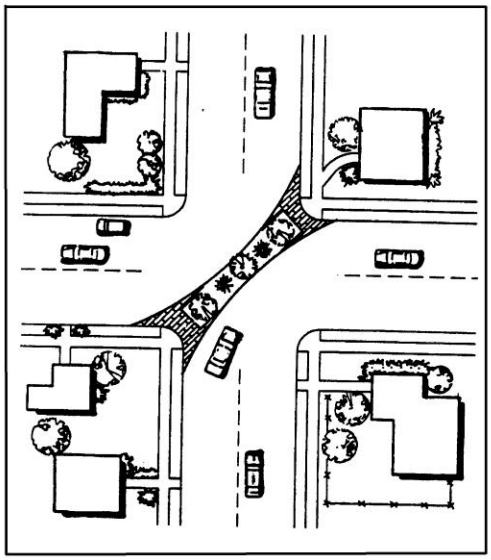
A full closure closes a street to through traffic. The configuration of the final construction may be a typical cul-de-sac, a hammerhead turnaround, or a raised area with removable barriers for emergency access. With full closures, state Statues must be followed and Council action must be taken to change the function and designation of an existing street and public property.

The rare cases where closures may be ideal, and have some traffic calming effect, would be if there are reasonably close alternative points of access for a neighborhood and a reduction of through access would not hinder local accessibility. Emergency response must also be carefully considered, as response route may be permanently altered or even removed.

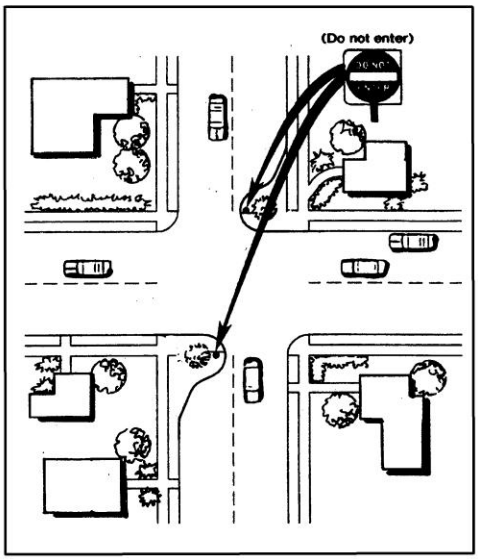
Back to Agenda

Diverters
(Class I)

FULL DIVERTERS



HALF DIVERTERS



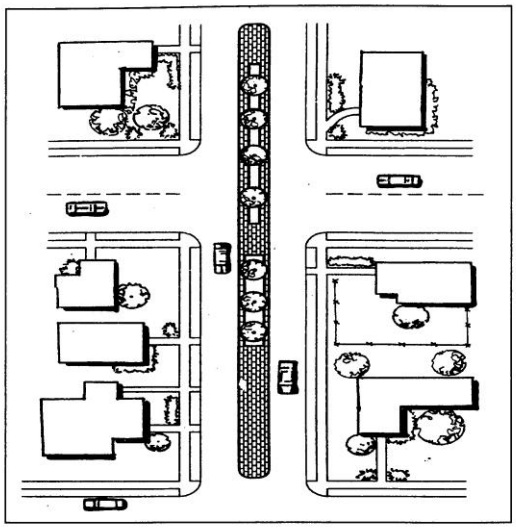
A full diverter reduced the turning movements in an intersection from twelve (12) down to four (4). This is the most severe case of restricting movement at an intersection. Its use is primarily to eliminate shortcut routes when located adjacent to arterial streets or highways.

It is possible to maintain emergency access with removable barriers, even though such an arrangement is not ideal. Typically the raised area has small passages built in to provide continuous access to bicycles and pedestrians.

Half diverters reduce intersection turning movements from twelve (12) to six (6), thereby cutting access in half. These are especially useful, like partial closures, in conjunction with one-way streets.

Back to Agenda

Median barriers
(Class I)



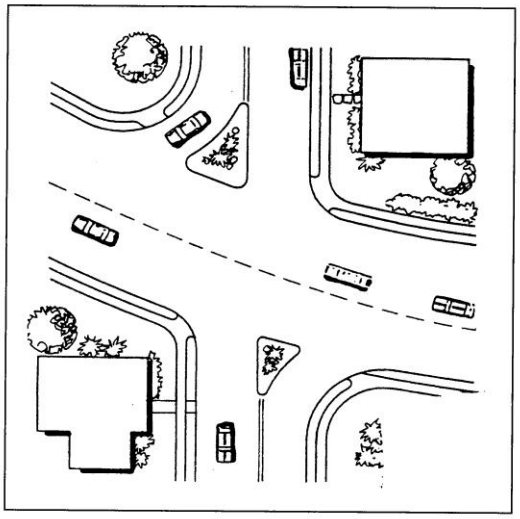
Median barriers completely eliminate through vehicular traffic on a minor cross street at an intersection. This reduces the access by half, cutting the intersection turning movements from twelve (12) down to six (6).

The raised areas can be beautified with trees and other landscaping, and they serve to reduce the amount of impervious surface. They reduce collisions by eliminating conflict points, but they can have the effect of increasing speeds on the major street.

Median barriers are typically implemented within close proximity of the intersection of two major roadways, where extensive queuing of turning traffic nearby may back up and hinder operations at adjacent intersections.

Back to Agenda

Forced turn islands
(Class I)



A forced turn island (on one approach) reduces the intersection turning movements from twelve (12) to ten (10). This is a means to control access across a major street or remove conflict points and improve level of service (reducing delay).

Forced turn islands may work to reduce volumes, having a perceived calming effect on neighborhood streets, if traffic is forced to use other access points to a major street because of limited turning movements at intersections.

Islands at intersections may present snow plowing challenges but are not uncommon. They do not typically present any drainage issues, because water flows to the outside of the intersections. They may be retrofit into existing streets.

Back to Agenda

Traffic Control

The following are traffic control and devices and are not specifically for traffic calming. However, they have been included in this report as a source of information. This is an opportunity to highlight their differences and to clarify their uses.

STOP and Yield

All STOP and Yield signs shall only be installed in accordance with the warrants and justifications set forth in the MUTCD and the already-adopted City of La Crosse criteria. STOP signs do not reduce midblock speeds on residential blocks; they typically increase them. If installed improperly, they contribute to unnecessary delay and a perception of lost time by drivers, resulting in the increased speeds midblock. Further, they are regulatory measures that require enforcement by the Police Department.

Traffic signals

Traffic signals shall only be installed based on the warrants and guidelines set forth in the MUTCD. They are regulatory measures. Signals have considerable upfront costs to install, a continual use of power, and ongoing and expensive maintenance and repair costs. Where signal warrants are met, the City of La Crosse shall require consideration and analysis of a modern roundabout as an alternative. This mirrors the current policy of WisDOT, as outlined in its Facilities Development Manual (FDM).

Roundabouts

Modern roundabouts are not neighborhood traffic circles. Modern roundabouts are traffic control measures. They are geometrically sensitive facilities that are specifically designed to function based on demand. They have regulatory control, with signed Yield on all approaches. Roundabouts shall require traffic engineering analysis with RODEL software and shall be designed only by experienced and competent engineering professionals. This is consistent with current WisDOT policy and the FDM.

Roundabouts typically have safety and operational advantages over signals and do calm traffic. Roundabouts reduce the numbers of certain types of crashes at intersections. They reduce the average delay for vehicles, especially during non-peak hours. They require no power for daytime operations and have dramatically lower maintenance costs than signals, making them an excellent consideration for sustainability.

There may be difficulty with installing roundabouts, due to public misperception and unwillingness to change. While the number of roundabouts in the state of Wisconsin has increased and they are no longer considered novel, their implementation was relatively slow over the previous decades. However, even with high initial resistance, roundabouts constructed in the state have had very favorable public results in the long term. Therefore, considerable involvement should be made to inform and educate the public.

Back to Agenda

Safety Trends

Following are summaries of the types, and relative levels of effectiveness of, traffic calming measures. These summaries are based on study and existing policies and practices with municipal traffic calming across the U.S. [2]

Their values are not meant to be a determinant of what exactly an impact of a traffic calming device may be, but rather to simply illustrate the safety trends across the various types of measures. Based on individual characteristics of any given traffic area, results will always vary.

Crashes

Average Annual Collisions				
Measure	Number of Sites	Before	After	Percent Change
Speed Hump (14')	5	25.6	-7.7	-22%
Speed Table (22')	8	30.1	-6.6	-18%
Traffic Circle	130	30.3	-3.9	-11%

Volume

Volumes Impacts of Traffic Calming Measures			
Measure	Sample Size	Average Reduction in Volume (vpd)	Percent Change
Speed Hump (14')	15	-355	-22%
Speed Table (22')	46	-415	-12%
Traffic Circle	49	-293	-5%
Narrowing	11	-263	-10%
Full Closure	19	-671	-44%
Half Closure	53	-1611	-42%
Diagonal Diverter	27	-501	-35%

Speed

Back to Agenda

Speed Impacts Downstream of Traffic Calming Measures				
Measure	Sample Size	85th percentile speed (mph)		Percent Change
		Average New Speed	Average Reduction	
Speed Hump (14')	15	25.6	-7.7	-22%
Speed Table (22')	58	30.1	-6.6	-18%
Raised Intersection	3	34.3	-0.3	-1%
Traffic Circle	45	30.3	-3.9	-11%
Narrowing	7	32.3	-2.6	-4%
Half Closure	16	26.3	-6	-19%
Diagonal Diverter	7	27.9	-1.4	-4%

Costs

Because costs vary so widely, depending on the specific design parameters of traffic calming measures, no firm estimates of each measure can be provided. However, as a very general guidance, the table below summarizes some nation experiences with costs.

Measure	Sample Cost Estimates ($)		
	Portland, OR (1997)	Sarasota, FL (1997)	Seattle, WA (1998)
Speed humps	2,000–2,500	2,000	2,000
Speed tables	—	2,500	—
Raised intersections	—	12,500	—
Traffic circles	10,000–15,000	3,500	6,000
Chicanes	—	—	14,000
Chokers	7,000–10,000	—	—
Center islands	8,000–15,000	5,000	—
Median barriers	10,000–20,000	—	—
Half closures	40,000	—	35,000
Diagonal diverters	—	—	85,000
Full closures	—	—	120,000

What also must be stressed is that there are ongoing costs with traffic calming measures, both positive and negative. Maintenance may add costs, while accident reduction may save costs. These must be considered with each unique traffic calming instance.

Back to Agenda

III. RECOMMENDATION

Selection

In choosing the most appropriate traffic calming measures, consideration shall be made of the designation and primary use of any facility. This includes: State, U.S., or National Highway System (NHS) highways; arterial, collector, or local streets, and designation by Ordinance of "through highways". Such descriptions are based on engineering data and may include designated truck routes. The Wisconsin Department of Transportation (WisDOT) may have some legal authority, thereby adding a level of coordination.

Consideration shall be made of emergency response routes, drainage facilities, street maintenance, snow removal, and transit routes. Traffic calming measures shall not obstruct these services, and selection shall accommodate them with nominal hindrance.

Traffic calming also inherently improves conditions for pedestrian and bicycle use, and in some cases even provides for favored conditions. Selection of traffic calming measures shall always consider impacts on pedestrian and bicycle traffic with the goal of improving safety and promoting and encouraging additional use.

General Guidance for Desired Improvement

As a general guideline for which measures should be considered, based on desired improvements, the following table has been prepared. It describes what impacts might be reasonably expected, based on extensive research. However, it is not absolute.

Desired Effect / Traffic Calming Measures	Crash Reduction	Speed Reduction	Shortcut Deterrence	Pedestrian Improvement	Aesthetic Enhancement	Drainage Improvement
Neckdowns	Unlikely	Possible	Unlikely	Yes	Yes	Possible
Chokers	Unlikely	Possible	Possible	Yes	Yes	Possible
Median Islands	Unlikely	Possible	Unlikely	Yes	Yes	Possible
Lateral Shifts	Possible	Likely	Unlikely	Possible	Possible	Possible
Chicanes	Likely	Yes*	Possible	Likely	Yes	Yes
Traffic Circles	Yes	Yes**	Possible	Yes	Yes	Yes
Speed Humps	Yes	Yes	Yes	Likely	No	No
Speed Table / Raised Crosswalks	Yes	Yes	Likely	Yes	Possible	No
Raised Intersections	Likely	Possible	Possible	Yes	Yes	No

* speed reduction at intersection
** speed reduction in midblock

Back to Agenda

Parameters of Engineering Data

The following qualifications shall be determinant in the selection and elimination of traffic calming measures for a facility. Selection shall be based on data collected by an approved traffic study. Exceptions shall only be made with approval by the Board of Public Works.

Facilities and Parameters / Traffic Calming Measures	Local Streets	Collectors	Arterials	State, U.S., or NHS Highways	LCFD Primary Response Routes	MTU Routes	Street width (ft)	Vertical Grade (%)	Horizontal Curvature (deg)	Volume (vpd)[1]	85th % speed (mph)[2]
Neckdowns[3]	Yes	Yes	Yes	Yes	Yes	Yes	Any	Any	Any	Any	Any
Chokers	Yes	Yes	Yes	Yes	Yes	Yes	Any	Any	Any	Any	Any
Median Islands	Yes	Yes	Limited	No	Yes	Yes	Any	Any	Any	Any	Any
Lateral Shifts	Yes	Yes	Yes	Limited	Yes	Yes	Any	< 6	< 19°	Any	Any
Chicanes	Yes	Yes	Limited	No	Limited	Yes	≥ 36	< 6	< 19°	> 250	> 25
Traffic Circles	Yes	Yes	Limited	No	Limited	Yes	≥ 24 ≤ 48	N/A	N/A	> 250 < 5000	> 25
Speed Humps	Yes	No	No	No	No	No	≤ 42	< 6	Any	> 500 < 2500	> 35
Speed Tables / Raised Crosswalks	Yes	Yes	Limited	Limited	Limited	Limited	≤ 48	< 6	Any	> 500 < 7500	> 30
Raised Intersections	Yes	Yes	Limited	No	Limited	Limited	≤ 48	N/A	N/A	> 250 < 7500	> 25

Notes:
[1] Volumes of combined vehicles, bicycles, and pedestrians counts for all directions or approaches.
[2] Speed of calculated 85th percentile speed for any approach or direction.
[3] While neckdowns may in theory be installed on any facility, consideration shall be made of truck routes.

"Limited" applications shall require Engineering Department study and review, to determine suitability based facility type and prevailing usage, as well as design modifications for traffic calming measures.

Back to Agenda

Priority

To determine merit and priority ranking for measures, the following system shall be used to assign points based on existing conditions and operations. 35 points are possible, and a minimum of 18 points are needed for Engineering Department recommendation. The number of points shall determine priority. Projects may still be initiated regardless of points, but only with specific direction by the Common Council

Crashes
Where crash history is taken as an average of crashes per year for 3 the calendar years immediately prior to the date of study, 1 point shall be assigned for every 0.5 correctable crashes per year. Maximum 10 points.

Speed
With the 85th percentile speed calculated by the study in miles per hour, ½ point shall be assigned for every 1 mph over the posted or prima facie speed limit. Maximum 5 points.

Volume
For average daily traffic, in vehicles per day, observed by the study, ½ point shall be assigned for every 50 vehicles over 250 vpd. Maximum 5 points.

Visibility *(uncontrolled or YIELD intersections only)*
Where the critical approach speed to the intersection is calculated by the study as less than 17 mph, 1 point shall be assigned for every 1 mph below 17. Maximum 7 points.

LCFD and MTU routes
If the block or intersection of request is on a primary response route of the City of La Crosse Fire Department or a Municipal Transit Authority route, 1 point shall be taken away for each. Maximum 2 point deduction.

Drainage Improvement and Current Programming
If the block or intersection of request can have drainage conditions improved, or if it is currently programmed for repaving, 1 point shall be added for either. Maximum 1 point.

Existing Conditions
For existing conditions observed in field or gathered by survey and study, 1 point each shall be assigned, based on engineering judgment and review, for the following: proximity to a school; improving pedestrian accommodations; improving bicycle accommodations; neighborhood revitalization or aesthetic improvement; proximity to a substantial generator of pedestrian traffic; location within the downtown business district. Maximum 5 points.

Special Consideration *(unsignalized intersections only)*
If traffic control, STOP or YIELD signs, was once established at an intersection and from the study an engineering determination is made that such device is no longer warranted by standards and may be removed and replaced with a traffic calming measure, or some combination of measures, 2 points shall be assigned. Maximum 2 point.

Back to Agenda

Public involvement

All studies shall require a survey, as detailed in the REVIEW PROCESS section.

During the selection process, public involvement should be made to build consensus, gather opinions, and educate residents and owners. When alternatives for traffic calming measures have been selected by professional engineering staff, one (1) public meeting shall be held with all appropriate stakeholders to review all measures. Input and education materials shall be documented and filed with the engineering study. Upon funding of a project and completion of final design, one (1) public meeting shall be held with appropriate stakeholders to review the measure prior to construction letting.

Notices shall be mailed to appropriate stakeholders, in accordance with Engineering Department standards, at the time of construction.

V. STANDARDS

Design

Elements of design shall be prepared only by professional engineering staff or hired consultant. The design of traffic calming measures is critical not only for proper construction, but also for proper operation and to achieve the desired results. Some basic criteria have emerged from the decades of implemented and observed traffic calming measures around the country and the world.

The critical design elements for horizontal measures are the width of the traveled way and angle of deflection. If a lane is too wide, or if a deflection is too little, then the desired impact and result will not be achieved. The critical design elements for vertical measures are height and length, which directly affect vehicle displacement. If the displacement is too small, then the desired impact and result will not be achieved. However, if the displacement is too large, damage can occur.

Final plans, specifications, and estimates shall be prepared by the Engineering Department or hired consultant, and shall not be subject revision by anyone non-licensed.

National and State standards

On all State or U.S. highways, the standards of the WisDOT FDM and the AASHTO “Green Book” shall be followed.

City specifications

Detail sheets and specifications for construction shall be developed and maintained by the Engineering Department. These shall be in compliance with the above national and state standards.

Back to Agenda

Signing & Marking

Signing and marking shall be subject to specifications and regulations set forth in the MUTCD. While regulatory and warning signs and pavement markings shall not be considered traffic calming measures by themselves, they shall be considered in conjunction with all physical traffic calming projects as complimentary measures and shall be implemented as deemed appropriate by the Engineering Department.

Legal

Where appropriate local Ordinances apply, or are developed in the future, that consider raised portions of traffic calming measures, including but not limited to traffic circles, chicanes, and median islands, to be areas of "boulevard" that are subject to maintenance by the owners of the adjacent or abutting properties, restricted covenants shall be required between the City of La Crosse and all appropriate owners, prior to consideration for funding.

The City should consider instituting a policy in which, in the case of negligence of maintenance by the owners, landscaping is maintained by the City Park & Recreation Department and billed to the owners.

Costs Assessable to Owners

The policy on whether traffic calming measures should or can be made assessable to the public shall be made by the Common Council. While this report provides no guidance on the matter, it should be noted that the practice of funding participation by the public varies greatly by municipality. Some allow up to full funding by costs assessable to owners, while some prohibit it and mandate that capital improvement funds be used. The Council could consult with the Public Works and Finance Departments to determine whether or not funding options, or obligations, should exist for the public. This will not affect the engineering recommendations or standards of traffic calming.

Back to Agenda

VI. REFERENCES

Bibliography

Traffic Calming, State of the Practice*, the Institute of Transportation Engineers and Federal Highway Administration. August 1999.

*Features traffic calming programs from twenty (20) areas in the U.S., including: Austin, TX; Bellevue, WA; Berkeley, CA; Boulder, CO; Charlotte, NC; Dayton, OH; Eugene, OR; Ft. Lauderdale, FL; Gainesville, FL; Gwinnett County, GA; Howard County, MD; Montgomery County, MD; Phoenix, AZ; Portland, OR; San Diego, CA; San Jose, CA; Sarasota, FL; Seattle, WA; Tallahassee, FL; and West Palm Beach, FL

Traffic Calming Primer – published by ITE, prepared by Pat Noyes & Associates

Traffic Calming Workshop, La Crosse, WI, 2002 – course materials, handouts

Existing policies on Traffic Calming, Neighborhood Traffic Management, Traffic Circle Design, and Neighborhood Traffic Control Management, directly attained from the following communities:

Anchorage, AK; Brookline, MA; Boulder, CO; Cambridge, MA; Iowa City, IA; Madison, WI; Portland, OR; Seattle, WA; the Southwest Regional Planning Agency (SWRPA) of Connecticut; and Winton-Salem, NC.

Urban Street Design, Marquette University graduate course CEEN 272.

Facilities Development Manual. WisDOT.

Manual on Uniform Traffic Control Devices, 2003 Edition. FHWA, USDOT.

City of La Crosse, Municipal Code Book, Ordinances No. 4353, 4355.

Endnotes

[1] *Traffic Calming*, James R. Hanks, International President of ITE. The ITE Journal, July 1997.

[2] *Traffic Calming, State of the Practice*, the Institute of Transportation Engineers and Federal Highway Administration. August 1999.

[3] Wisconsin State Statutes 349.02. 2007 Assembly Bill 528, 2007 Senate Bill 530, 2007-2008 Legislature.

[4] *Neighborhood Traffic Mitigation Program Toolkit*, City of Boulder, CO.

Back to Agenda

NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM (NTMP) MANUAL

OBJECTIVES, POLICIES AND PROCEDURE

Prepared for
CITY OF MADISON PEDESTRIAN/BICYCLE/MOTOR VEHICLE COMMISSION

By
CITY OF MADISON TRAFFIC ENGINEERING DIVISION

Adopted by
MADISON COMMON COUNCIL
(March 4, 2003, with subsequent revisions)

March 21, 2007 (Recommended by PBMVC)

Version 9b

Back to Agenda

TABLE OF CONTENTS

Back to Agenda

INTRODUCTION

The City of Madison places a high value on neighborhood livability[1]. Although livability can have several definitions, it can be generally thought of as encompassing the following characteristics:

- The ability of residents to feel safe and secure in their neighborhood.
- The opportunity to interact socially with neighbors without distraction or threats.
- The ability to experience a sense of home and privacy.
- A sense of community and neighborhood identity.
- The ability to conveniently, safely, and enjoyably walk, bike, drive and take transit.
- The ability of parents to feel that their children's safety is not at risk when playing in the neighborhood.
- A balanced relationship between the multiple uses and needs of a neighborhood.

Neighborhood traffic conditions can have a significant impact on these characteristics.

As population and employment in the City of Madison and Dane County continue to grow, Madison streets can be expected to experience increased pressure from traffic. One of several goals of the City of Madison is that this growth must be managed to balance our economic, social and environmental health and to maintain a sustainable city. Quality neighborhoods are the fundamental building blocks of a sustainable city, and to maintain this quality, Madison neighborhoods should be protected from the negative impacts of traffic. We insure this by the use of design and management tools which enable people to travel in and between neighborhoods safely, efficiently, and economically as a pedestrian, bicyclist, motorist or transit rider with minimal conflict or disruption to the residents or other travelers.

Neighborhood groups across Madison have become increasingly concerned about the effects of traffic on their streets. Restraining traffic has become a common goal of concerned residents. A vision now being promoted for local streets is that motorists should respect the quality of life aspect in the neighborhoods they drive through and behave accordingly. Many city streets used to be multi-purpose places which not only provided physical access but also encouraged social links within a community. Now, the balance has changed so that the main function of many streets has become the accommodation of traffic – some of it unrelated to the residents themselves.

There are three forms of "unwanted traffic" recognized on residential streets:

- Traffic using the street as a shortcut, detour or overflow from a congested arterial.
- Excessive traffic speeds.
- Use of curb parking spaces (with related vehicle movements in searching for and leaving such spaces) by drivers whose origins are outside the neighborhood.

[1]See Appendix A for the Vision and Mission Statement of the City of Madison.

At the same time, traditional Traffic Engineering means of controlling traffic – speed zoning, stop signs, traffic signals – have less and less effect in management of driver behavior. Police enforcement is and will always remain an effective tool to reinforce motorist behavior. However, it is recognized that providing an enforcement level that is effective in modifying driver behavior will require a significant commitment of Police resources.

The City of Madison is committed to developing an effective approach to managing neighborhood traffic. Neighborhood involvement is an important component of this approach.

To maximize neighborhood involvement in improving local traffic conditions, the City of Madison Pedestrian/Bicycle/Motor Vehicle Commission, with assistance from the Traffic Engineering Division, has developed a Neighborhood Traffic Management Program (NTMP) for Madison neighborhoods.

Objectives

The objectives of the Neighborhood Traffic Management Program are derived from existing City policies and the mission of the Madison Department of Transportation.

1. Improve neighborhood livability by mitigating the negative impact of vehicular traffic on residential neighborhoods.

2. Promote safe, reasonably convenient, accessible and pleasant conditions for bicyclists, pedestrians, motorists, and residents on neighborhood streets.

3. Encourage citizen involvement in all phases of Neighborhood Traffic Management activities.

4. Make efficient use of City resources by prioritizing Traffic Management requests.

Policies

The following policies are established as part of the Neighborhood Traffic Management Program for local streets. In addition, some collector streets will be considered on a case-by-case basis.

1. Neighborhood cut-through traffic should be routed to arterial streets as designated in the *Highway and Street Functional Classification Map*, published by the Madison Department of Transportation.

2. Some traffic may be redirected/diverted from one local service street to another as a result of an NTMP project. The amount of rerouted traffic that is acceptable should be defined on a project-by-project basis by the Neighborhood Traffic Committee and City Pedestrian/Bicycle/Motor Vehicle Commission.

3. Emergency and service vehicle access and circulation must be preserved.

4. NTMP projects should encourage and enhance pedestrian and bicycle mobility and access within and through the neighborhood and also facilitate easy neighborhood access to public transit. Adequate local automobile access should also be maintained.

5. The City shall employ traffic management and traffic control devices to achieve the NTMP's objectives. Traffic management devices including traffic circles, speed humps/tables, diverters, medians, curb extensions and others shall be planned and designed in keeping with sound engineering and planning practices. The City Traffic Engineer shall direct the installation of traffic control devices (signs, signals, and pavement markings) as needed to accomplish the project, in compliance with the Madison General Ordinances. [Refer to Appendix D for a detailed description of traffic management devices.]

6. To implement the NTMP, certain procedures shall be followed by the Traffic Engineering Division in processing traffic management requests in accordance with applicable codes and related policies and within the limits of available and budgeted resources. At a minimum, the procedures shall provide for submittal of project proposals along with a project area household and business petition to the Pedestrian/Bicycle/Motor Vehicle Commission; evaluation of proposals by the Pedestrian/Bicycle/Motor Vehicle Commission and City staff; citizen participation in plan development and evaluation; installation of temporary devices if needed; a final survey of affected residents and property owners; and appropriate Pedestrian/Bicycle/Motor Vehicle Commission and Common Council review before installation of permanent traffic management devices. [See NTMP Process Flow Chart in Appendix E.]

7. City streets are functionally classified based upon the volume of traffic it serves and most importantly by the connection it makes within the City's transportation system. Streets are classified as either: Arterials, Collectors or Local Streets. The NTMP is intended primarily to reduce traffic problems found on City local streets. Consideration, however, can be given to applying NTMP to collector streets. Each collector street is unique and a determination of the need for and type of traffic calming will be made on a case-by-case basis.

Procedure

The Neighborhood Traffic Management Program provides a mechanism for neighborhood groups to work with the City to make decisions about how traffic management devices might be used to manage traffic in their neighborhood. This section describes in detail the steps involved in participating in the program from the initial application for involvement, to developing a traffic management plan, to installing one or more traffic management devices. [See Appendix E for a simple flow chart summarizing the process.]

The Neighborhood Traffic Management Program process is intended to ensure that all neighborhood stakeholders are provided the opportunity to be involved. This ensures that consideration of traffic problems on the study street do not result in the exacerbation

of traffic problems on adjacent neighborhood streets and does not eclipse the needs and quality of the neighborhood as a whole.

Step 1. Apply To Participate

Neighborhood associations or groups, alderpersons representing a neighborhood, and neighborhood business associations are eligible for participation in NTMP. Individuals are encouraged to work with or form a working group of residents in their area of concern. Application for participation in the NTMP will be made through the City of Madison Pedestrian/Bicycle/Motor Vehicle Commission by submitting a "Neighborhood Petition of Support for Traffic Calming" to the Traffic Engineering Division. The petition form is available from the Traffic Engineering website (in the "Neighborhood/Citizen Programs" section) or at the Traffic Engineering office.

The area petitioned shall be defined on the petition form. The petition area shall be contiguous and should include the area of influence of any proposed traffic calming features (as described in Appendix B). The petition area may be larger than the area of influence of the proposed traffic calming features. The petition process is used by the City Traffic Engineer only to determine if there is sufficient neighborhood support to expend staff resources on a project. The City Traffic Engineer may modify the petition area to address unique circumstances.

Signatures representing a majority of the households and businesses within the petition area are required for a street to be enrolled in the program. Each home or business is entitled to one signature.

Upon completion of a successful petition, Traffic Engineering staff will collect background, preliminary information about current conditions. This will include location, description of the problem and may include preliminary collection of traffic crash data, bicycle volume, pedestrian activity, traffic speed, and traffic volume. These data will be relayed to the Pedestrian/Bicycle/Motor Vehicle Commission for consideration to decide whether the request will be prioritized for inclusion in the NTMP.

NTM projects are intended to respond to traffic issues related to speeding and/or excessive through-traffic on one local or collector street or intersection within a neighborhood. Solutions may include modifications to the street to slow traffic or to completely or partially divert traffic off the subject street to a nearby arterial street. NTM projects will only be considered insofar as they do not divert a significant volume of traffic from the study street to another local street. What is to be considered a significant volume of traffic will be decided by the participating neighborhood group or association and the Pedestrian/Bicycle/Motor Vehicle Commission with Traffic Engineering staff assistance. An NTMP plan which is estimated to cause significant diversion will be required to involve a wider geographic area.

In all instances, the City will notify all project requestors of the status of their request, as appropriate. The City will also notify the appropriate alderperson(s) and the petition area traffic committee of the status of the project pending or being considered within their neighborhood.

Step 2. Develop Preliminary Plan

In conjunction with the project requestor/project area traffic committee, the City may facilitate an initial public meeting in the project area. This meeting is to inform residents of the NTMP request, to describe the process and to gather additional information about traffic issues and related neighborhood needs.

At this time, if one does not already exist, a citizen Project Area Traffic Committee may be formed. This committee will work with City staff to determine its membership criteria and meeting procedures and will continue to work closely with staff throughout the project.

Project development consists of the following:

- Assessment of issues;
- Identification of project goals and objectives;
- Development of alternative plans/solutions; and
- Selection of a proposed plan/solution.

The first two steps in the project development are accomplished through public meetings with the Project Area Traffic Committee. Working with the Project Area Traffic Committee, the City will propose solutions based on citizen input and sound engineering principles. In addition to considering traffic management and control devices, plans developed in the NTMP will also consider the positive effects of education and enforcement. Possible solutions and their impacts will be evaluated by the citizen traffic committee, and reviewed by interested or affected City boards, commissions, committees, and other affected agencies.

The proposed plan may then be submitted to the City Pedestrian/Bicycle/Motor Vehicle Commission for consideration and adoption. The Commission will consider the plan with respect to public safety, local neighborhood traffic, pedestrian, bicyclist and transit access as well as to the positive and negative consequences of traffic diversion, emergency and service vehicle access and service delivery. The Commission will also consider whether the neighborhood identified goals and objectives are expected to be met by the proposed plan.

If the plan does not receive preliminary approval from the Pedestrian/Bicycle/Motor Vehicle Commission, it may be referred back to staff and the Project Area Traffic Committee for revision or further study.

Step 3. Priority Rank Projects

To marshal the allocation of construction resources, each preliminary plan will be priority ranked.

Using data collected in the planning stage of the process (crash history, proximity of pedestrian attractions, traffic speed and traffic volume), the individual project(s) will be assigned points, as detailed in Appendix C “Point Assignment for Ranking NTMP

Requests." A minimum of 30 points is required for a project to be considered eligible to compete with other NTMP requests for funding.

Projects will be ranked citywide, based on point score. The highest ranking projects will usually be undertaken first. The number of projects initiated each year will depend on City resources. However, the City may consider other compelling issues to determine project scheduling.

The City will notify all project requestors of the status of their request after this step.

Once ranked, a project is considered in the annual priority ranking step for up to three years. If, after three years, a project has not received a high enough priority to proceed, the project requestor will be notified it will no longer be eligible for consideration, unless a current petition to participate is provided. This time limitation ensures that the project requests continue to remain a neighborhood priority and avoids needless waste of time and resources due to changes in local interest in the project.

The project requestor will be notified when the three-year limit expires. At that time, a new request may be made to re-enter the project in the program. If needed, current data may then be collected to recalculate the assignment of points.

Step 4. Develop Final Plan

Once a plan reaches the top of the priority list and funding is available and is approved by the City Pedestrian/Bicycle/Motor Vehicle Commission, City staff with the Project Area Traffic Committee will develop the final plan.

Depending on the complexity of the project, the City may install a temporary device for up to 30 days. For most projects, a temporary installation will not be required.

The City will not forward a project to the survey stage if a temporary device was installed and it was found to be unsafe or if it violated NTMP or other City policies.

Temporary installation of a traffic circle at New Washburn way and Dandaneau Trail

Permanent installation of a traffic circle at New Washburn way and Dandaneau Trail

Step 5. Neighborhood Approves Permanent Installation

To forward the project to Common Council action (Step 6), final approval from households, businesses and non-resident property owners within a defined area must be obtained via a mail survey administered by the City. The City Pedestrian/Bicycle/Motor Vehicle Commission will review the results of the survey and decide if the project will advance to Common Council action.

The survey area will typically be the same as the initial petition to apply area[2]. If the scope of the project has changed significantly from the time of the original petition, the survey area will be revised accordingly. For projects that are expected to result in traffic diversion resulting in a traffic volume increase on other streets (that is, at least 75 percent of the maximum acceptable increase as determined by the Project Area Traffic Committee and Pedestrian/Bicycle/Motor Vehicle Commission during Step 2), households, businesses and property owners on these other affected streets will be included in the survey area.

For projects that do not include traffic diversion, an approval rate of 60 percent of those surveys that *are returned* to the Traffic Engineering Division within four weeks after they were distributed must be in favor of the project for it to proceed for Common Council action.

For projects that do include traffic diversion – removing or rerouting an existing flow of traffic through construction of physical barriers (see Table 1) - a majority of the households, businesses and non-resident property owners in the survey area must return their survey within a four-week period from the time they were posted by the Traffic Engineering Division. Of the required majority of surveys returned, sixty percent of the responses must be affirmative for the project to proceed. For example, with 100 eligible households/businesses/non-resident property owners, 51 or more surveys must be returned to the Traffic Engineering Division within the four-week period. For the project to proceed, sixty percent (60%) of the 51 returned responses (31 in this example) must be affirmative. All surveys returned within the four-week period from the time they were posted by the Traffic Engineering Division will be counted. Surveys post-marked after the expiration of the four-week period will not be tallied.

Each household, business, and non-resident property owner is entitled to one survey.

Step 6. Common Council Action

Based on the project evaluation and positive survey results, City staff members prepare a report and recommendations for the Pedestrian/Bicycle/Motor Vehicle Commission and where construction contracts require approval may be forwarded to the Common Council for action. The report outlines the process followed, includes the project findings, and states the reasons for the recommendations.

If a project does not obtain the required survey approvals, it is not forwarded to the Common Council.

---

[2] See Step 1 for the determination of the petition area. NOTE: A survey area may be larger than original petition area if diversion to other non-arterial area streets is anticipated.

Step 7. Board of Public Works

After the project has been approved by the Common Council, detailed project plans, specifications and estimates will be prepared by City Engineering and Traffic Engineering staff.

Before the project(s) can be let for bidding by construction companies, the project plans and construction fund expenditures must be approved by the Board of Public Works.

If a project is not approved, it will be referred back to Traffic Engineering staff to consider the Board's concerns.

Step 8. Construct Permanent Traffic Management Device(s)

Construction is administered by the City and is generally completed during the following construction season.

Step 9. Maintenance

The City Engineering and Streets Divisions of the Department of Public Works are responsible for the construction and maintenance of any traffic calming device implemented as part of this program. The City Traffic Engineering Division is responsible for any traffic signing and pavement marking or delineation. Any trees planted within the right-of-way are the responsibility of the Parks Division and any landscaping (not including trees) is the responsibility of the neighborhood association or landscape volunteer.

APPENDIX A

VISION AND MISSION STATEMENT OF THE CITY OF MADISON

The City of Madison is located approximately 150 miles northwest of Chicago and 75 miles west of Milwaukee. Madison is Wisconsin's second largest city with a 2000 population of 208,054.

Vision Statement

The vision of the City of Madison is to be a safe and healthy place to live, work, learn and play. Madison will be a place where:

- Diversity is valued;
- Freedom of expression is encouraged and protected;
- Everyone has the opportunity to realize his/her full potential;
- The beauty of the urban environment and natural environment is preserved.

Mission Statement

The City of Madison, through the efforts of dedicated employees and elected officials, will deliver the highest quality services and provide a fair and orderly system of governance for our citizens and visitors.

Service Philosophy

- Put our customers as the focus of everything we do.
- Educate first, regulate when necessary.
- Support and inspire each other.
- Continuously improve the City's services.

One of the several Goals, Strategies and Objectives adopted by the Madison Common Council include:

GOAL: GROWTH MANAGEMENT

Madison must be economically, socially and culturally vibrant for the City and the region to thrive. To be vibrant and to maintain its vitality, Madison should share in the growth that is occurring in Dane County. This growth must be managed in such a way to balance our economic, social and environmental health and maintain a sustainable city.

GOAL: NEIGHBORHOODS

Madison should be a series of quality neighborhoods in which people will want to work, to recreate and, most importantly, to live now and in the future. Residents, City government, property owners, employers and other government institutions have shared responsibility for achieving this goal.

For purposes of this goal, a neighborhood is an area in the city whose character is defined by boundaries, common issues, design elements and transportation connections. Each neighborhood offers a sense of local identity and place, yet contributes to the health of the community.

Strategy: Work with existing neighborhoods to maintain and improve them.

Strategy: Identify neighborhoods in need and give special emphasis to working with residents of those neighborhoods.

Strategy: Plan new residential and commercial neighborhoods at the periphery to be quality urban environments.

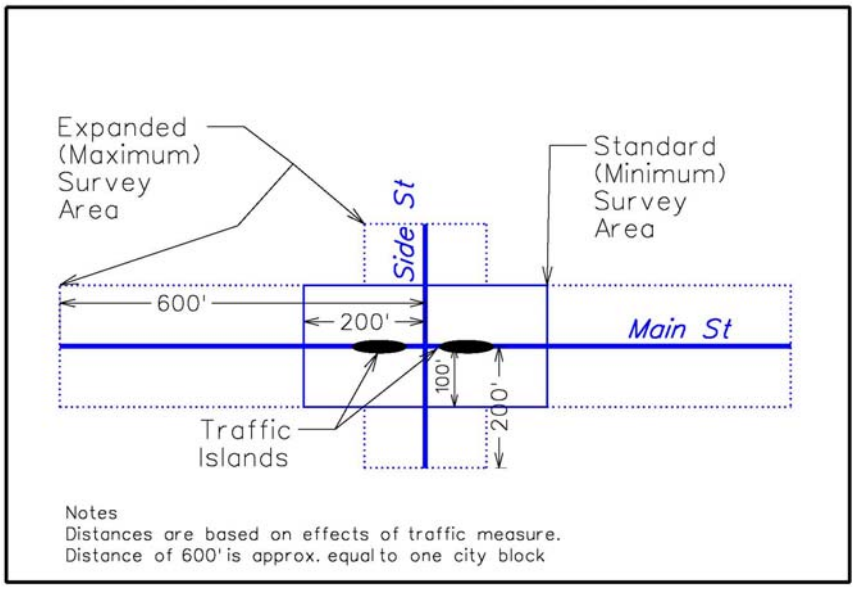
Strategy: Facilitate the continuing improvement and vitality of the downtown area.

APPENDIX B

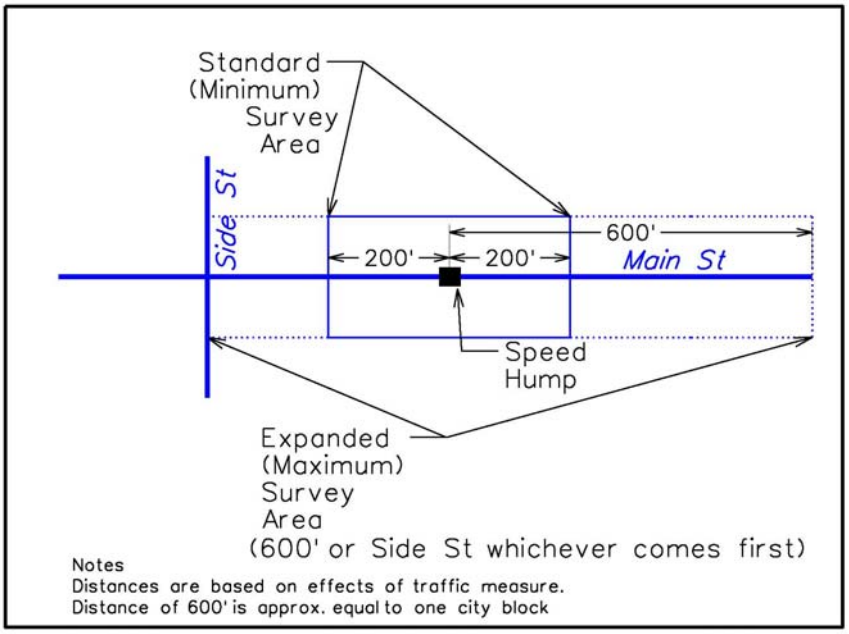
PETITION AREA TEMPLATE

Templates to be used as guidelines. Special circumstances, for example, one-way streets, dead-end side streets, or other unusual street configurations would be brought to the Pedestrian/Bicycle/ Motor Vehicle Commission upon request of the alder.

Proposed Survey Area for Traffic Islands

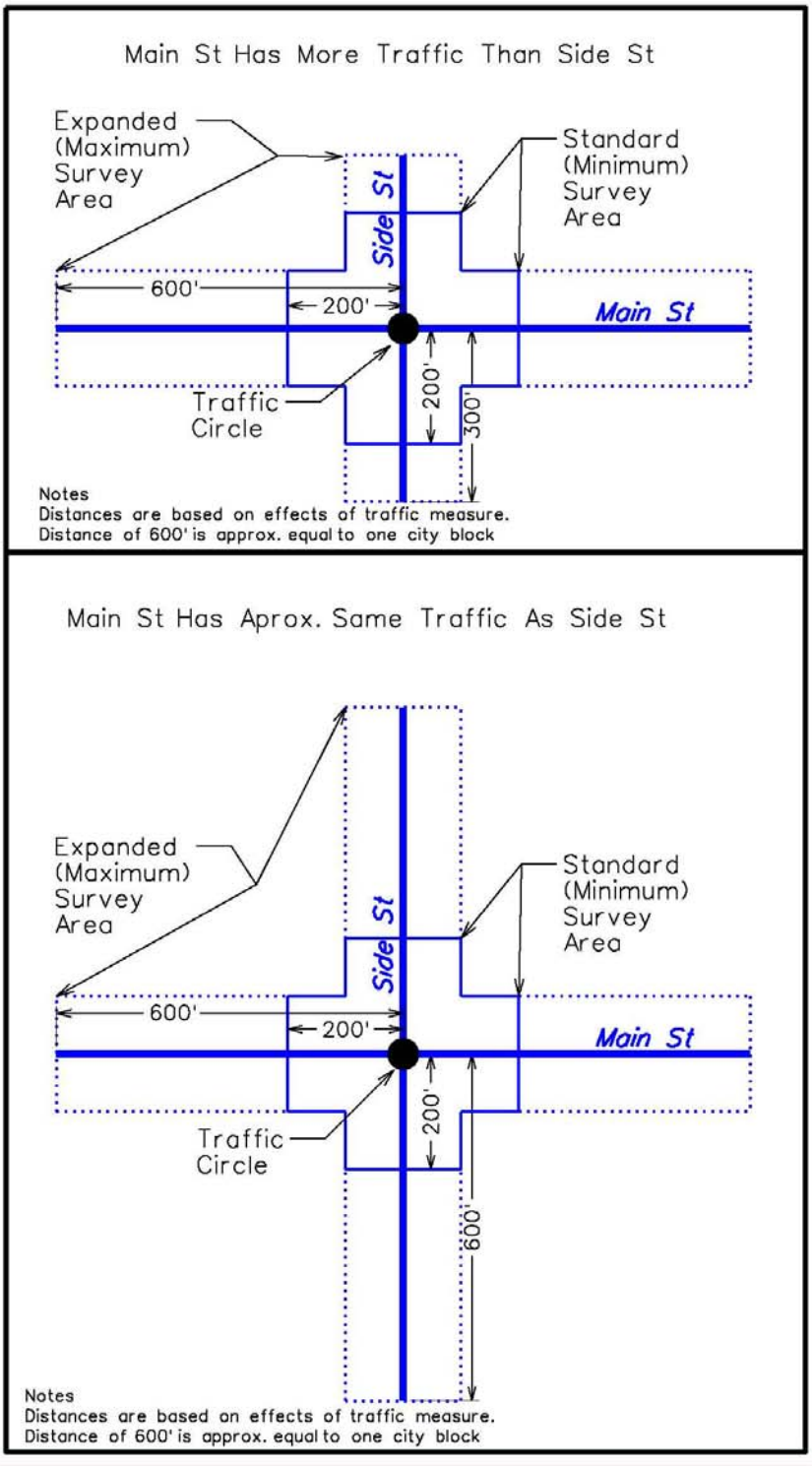


Proposed Survey Area for Speed Humps



Back to Agenda

Proposed Survey Area for Traffic Circle



Back to Agenda

APPENDIX C

POINT ASSIGNMENT FOR RANKING NTMP REQUESTS

1. **Average Daily Traffic Volume**
   (On the segment of the project street having the highest volume) divided by 100.

   - 30 points Maximum Score

2. **Speed**
   Percent of vehicles 5 mph over the posted or statutory speed limit
   (On the segment of the project street having the highest percentage over the limit), divided by 3.

   - 30 points Maximum Score

3. **Crash Record** (Police Reported)
   Number of crashes per block segment multiplied by 5.
   Mid-block crashes count as 1.
   Intersection crashes counts as one-half cross street.

   - 30 points Maximum Score

4. **Elementary, Middle and High Schools**

   - 5 points for a public or private elementary, middle or high school within one-quarter mile of the petition area.

5. **Other High Pedestrian Generating Areas**

   - Up to 5 points for each pedestrian oriented facility, such as an ambulatory elderly housing development, library, or a City park on the street or within one-quarter mile of the petition area.

   - For pedestrian oriented facilities grouped together on the subject street or within one-quarter mile of the petition area, up to 5 points for the group.

   - 10 points Maximum Score

6. **School Walk Route**

   - 5 points will be added if the petition area includes one or more Recommended School Walk Routes as designated by MDOT. School walk routes are defined for elementary level schools.

7. **Designated Bicycle Routes**

   - 5 points for a subject street designated as a bicycle route by MDOT.

8. **Scheduled Road Reconstruction**

- To take advantage of a pending street reconstruction project, a traffic calming project which is desired for a street that is to be reconstructed will be ranked with others on its own merits, and decisions on whether or not to proceed will be decided by the Pedestrian/ Bicycle/Motor Vehicle Commission on a case-by-case basis.

9. **Time on Project List**
   - Two points will be added to any project which has been on the NTMP priority ranking list for the previous two (or more) years. This provides recognition for the length of time a neighborhood project has been on the ranking list.

A project must score 30 or more points to be considered eligible for further inclusion in the NTMP.

The point total is considered along with other information when determining the priority of a project.

APPENDIX D

TRAFFIC MANAGEMENT DEVICES

Traffic calming relies upon physical changes to streets to slow motor vehicles or to reduce traffic volumes. These changes are designed to affect drivers' perceptions of the street and to influence driver behavior in a manner that is self-enforcing. Unlike traditional methods of traffic management, traffic calming does not rely primarily upon the threat of police enforcement for its effectiveness. Items which may be considered as traffic calming devices and which may be applied in a NTMP project are shown in Table 1.

1. Street and Lane Narrowing

Motorists tend to drive at speeds they consider safe and reasonable and tend to drive more slowly on narrower roads and traffic lanes than wider ones. Reducing road widths by widening boulevards or sidewalks intermittently, introducing medians, or striping bike lanes can reduce traffic speeds. The judicious placement of parking (protected by curbs and made more visible by landscaping) can achieve the same effect, if there is evidence that the on-street parking will be used. Road narrowings have the added advantage of reducing the expanse of road to be crossed by pedestrians, thus reducing pedestrian crossing time.

Other criteria to be applied and considered prior to street narrowing include:

- ⇨ Bicycle Accommodations: On local streets designated as a bike route or servicing a significant volume of bicycle traffic, a sufficiently wide bicycle lane should be provided through the narrowed area. Where traffic and/or bicycle volumes are sufficiently low, exclusive bicycle lanes may not be required.

- ⇨ Snow Removal: The pavement width of streets shall not be narrowed to a point where it becomes an impediment to snow removal.

- ⇨ Parking Restrictions: In most cases on local access streets, street narrowing, such as with the installation of a pedestrian refuge island at an intersection, will require the prohibition of parking at all times along the street curb the full length of the narrowed section plus approximately 20 feet.

Typical parking restriction for a pedestrian refuge island (N. Baldwin St. at Mifflin St)

Back to Agenda

TABLE 1: NEIGHBORHOOD TRAFFIC MANAGEMENT DEVICES

Devices	Safety	Speed Reduction	Pedestrian, Bicyclists Access	Traffic Diversion	Noise	Exhaust Emissions	Emergency Services	Acceptable for Traffic Management
Police Enforcement	Improvement	Depends on Amount	Possible Improvement	No Effect	No Effect	No Effect	No Effect	Yes
Speed Humps	Unknown	Yes	Mixed Results	Possible	Increase	Small Increase	Possible Problem	Yes
Education	Possible Improvement	Possible	Possible Improvement	N.A.	N.A.	N.A.	No Effect	Yes
Entrance Treatments	Possible Improvement	Unlikely	Possible Improvement	Mixed Result	No Effect	No Effect	Possible Problems	Yes
Curb Extensions	Improve Ped Crossing	Unlikely	Yes	No Effect	No Effect	No Effect	Possible Problems	Yes
Partial diverters/ Diverters/Cul-de-Sac	Possible Improvement	Possible	Possible	Yes	Possible Reduction	No Effect	Possible Problems	Possible
Chicanes	Possible Improvement	Possible	Possible	Possible	No Effect	Small Increase	Possible Problems	Yes
Traffic Circles	Improved	Yes	Possible	Possible	No Effect	No Effect	Possible Problems	Yes
One-way Streets	Possible Improvement	No	Mixed Results	Possible	No Effect	No Effect	Possible Problems	Yes
Median Barrier	Possible Improvement	No	Mixed Result	Possible	No Effect	No Effect	Possible Problems	Yes
Improve Arterial Streets	Possible Improvement	Unlikely	Possible Improvement	Possible Improvement	Possible Improvement	Possible Decrease	No Effect	Limited
Traffic Control Devices: e.g. Prohibitory Signing	Possible Improvement	Unlikely	Possible Improvement	Yes	Possible Improvement	No Effect	No Effect	Possible

- ⇨ Landscaping: Median landscaping can be selected by the neighborhood association from an approved landscaping materials list provided by the City. Initial landscaping will be provided and installed by the City and will be maintained by the neighborhood association or landscape volunteer. If the landscaping is not maintained, the median will be topped with an asphalt or concrete pavement.

- ⇨ Median Width/Lane Width: Where medians are used to narrow streets, the preferred minimum width for medians is six feet, but actual width will be determined based on existing circumstances. Travel lanes shall not be narrowed to a width less than nine feet, exclusive of gutter. Bicycle lanes where required shall be four feet wide exclusive of gutter. If parking is allowed, the parking and bicycle lane combination shall be a minimum of 13 feet.

2. Bicycle Lanes

Lane widths available to motorists can be reduced on some streets by the installation of bicycle lanes, either next to curb (preventing stopping or parking by motor vehicles) or adjacent to parking. The space needed for bicycle lanes introduced on an existing street may reduce the width or number of general traffic lanes or the amount of parking. Bicycle lanes shall be constructed to the standard specifications of the Madison Department of Transportation, Traffic Engineering Division.

3. Raised Street Sections or Speed Humps

Raised street sections or speed humps can reduce vehicle speeds on local streets. The hump is a raised area, no greater than 3.5 inches high, extending transversely across the street. Speed humps typically are constructed with a longitudinal length of 22 ft.

Other criteria to be applied prior to installation of speed humps include:

- ⇨ Signing; Marking
  Speed humps are required to be signed with a combination of signs and/or pavement markings to warn motorists and bicyclists of their presence.

- ⇨ Traffic Safety and Diversion
  Any use of speed humps must take into consideration the impact the installation will have on long-wheel-based vehicles (fire apparatus, ambulances, snow plows and garbage trucks) and the potential to divert traffic to other adjacent streets.

- ⇨ Street Functional Classification
  Speed humps should only be installed to address documented safety problems or traffic concerns supported by traffic engineering studies. Speed humps can be considered on local and neighborhood collector streets as functionally classified by MDOT with traffic volumes up to 3,000 vehicles per day. Consideration of speed humps on collector streets with traffic volumes between 3,000 and 5,000 vehicles per day will be based on a case-by-case review, considering traffic volume and Madison Metro and Madison Fire Department operations.

- ⇨ Street Width
  Speed humps should be used only on streets with no more than two travel lanes and less than or equal to 32 feet in width. In addition, the pavement should have good surface and drainage qualities.

⇨ Street Grade

Speed humps should only be considered on streets with grades of 8% or less approaching the hump.

⇨ Street Alignment

Speed humps should not be placed within severe horizontal or vertical curves that might result in substantial horizontal or vertical forces on a vehicle traversing the hump. Humps should be avoided within horizontal curves of less than 300 feet centerline radius and on vertical curves with less than the minimum safe stopping sight distance. If possible, humps should be located on tangent rather than curve sections.

⇨ Sight Distance

Speed humps should generally be installed only where the minimum safe stopping sight distance (as defined in AASHTO's *A Policy on Geometric Design of Streets*) can be provided.

⇨ Traffic Speeds

Speed humps should generally be installed only on streets where the posted or prima facie speed limit is 25 mph or less. Speed humps should be carefully considered on streets where the 85th percentile speed is in excess of 40 mph.

⇨ Traffic Volumes

Speed humps should typically be installed only on streets with 5,000 vehicles per day or less. Madison Metro and Madison Fire Department need to be consulted before speed humps can be installed on streets with traffic volumes between 3,000 and 5,000 vehicles per day.

⇨ Emergency Vehicle Access

Speed humps should not be installed on streets that are defined or used as primary or routine emergency vehicle access routes.

⇨ Transit Routes

Speed humps may be considered for use along streets serving as Madison Metro bus routes and meeting the following criteria:

Functional Class	Local and neighborhood collector streets as determined by MDOT.[3]
Bus Stops	Speed humps should not be installed at locations on streets where Metro vehicles must transition from the travel lane across a speed hump to the curb bus stop. On streets with Metro bus routes, speed humps should be located in consultation with Madison Metro in such a way as to insure that transit vehicles can traverse the speed hump perpendicular.

3 Neighborhood collectors may be considered on a case-by-case basis with consultation with Madison Metro, Traffic Engineering and Madison Fire Department.

Back to Agenda

4. Full or Partial Road Closures [Semi-Diverters/Diverters/Cul-de-sac]

Roads can be closed to motor vehicles at intersections, preventing through movement and requiring access to be gained from other streets. Closure should be undertaken in such a way as to avoid simple displacement of traffic to adjacent residential streets. It will usually be possible and desirable to retain pedestrian and bicycle access.

⇨ Partial intersection closures can be achieved by narrowing a street to one lane at an intersection and instituting an entry restriction. Another technique is to introduce a "diagonal diverter" or barrier diagonally across an intersection which forces traffic off a favored short-cut. Gaps can be left to allow access by pedestrians and bicyclists.

⇨ Partial Closures
Partial roadway closures at intersections will require consideration of pedestrian and bicycle access and lane width requirements similar to those defined under *Street and Lane Narrowing*.

5. Chicanes

Chicanes are a form of curb extension which alternate from one side of the street to the other. The road is in effect narrowed first from one side then the other and finally from the first side again in relatively short succession. Chicanes break up the typically long sight lines along streets and thus combine physical and psychological techniques to reduce speeds.

⇨ Lane Width: Where chicanes are used, the travel lanes shall not be narrowed to a width less than nine feet, exclusive of gutter. Bicycle lanes where required shall be four feet wide exclusive of gutter.

⇨ Snow Removal: Chicanes shall be designed to minimize the accumulation of snow piles and trash in the gutter interface between existing curb and gutter and chicane.

⇨ Landscaping: Landscaping will typically consist of grass. Other landscaping may be selected from an approved landscaping list provided by the City. Initial landscaping will be provided and installed by the City and will be maintained by the neighborhood association or landscaping volunteer. Landscaping will not be approved which will obstruct the driver's vision of approaching traffic, pedestrians or bicyclists.

6. Traffic Circles

Traffic circles are circles of varying diameter formed by curbs. Motorists must drive around the circle or in the case of longer vehicles drivers may drive slowly onto and over a mountable concrete curb forming the circle. Traffic circles reduce motor vehicle speeds through the intersection, depending on the current intersection controls in place.

Other criteria to be applied and considered prior to installation include:

⇨ Design Considerations
For each intersection the size of the circle will vary depending on the circumstances for that specific intersection. In general, the size of the circle will be determined by the geometrics of the intersection with the largest circle that meets the design considerations being

constructed. *Note that in most instances the circle constructed will be smaller to accommodate snow removal equipment.*

- Where intersecting streets differ significantly in width, it may be more appropriate to design an elongated "circle" using half circles with tangent sections between them. Smaller circles will be considered on a case-by-case basis. Normally the circle will be located as close to the middle of the intersection as practical. Under special circumstances, such as being on a Fire Department response route, bus route or due to snow removal accommodations, the size and/or location of the circle will be adjusted to more appropriately meet these special circumstances.

- Design Considerations for "T" Intersections
  For "T" type intersections, all of the above design considerations apply. In addition, curb extensions (or curb bulbs) may be included along the top of the "T" at the entrance and exit to the intersection.

- Signage
  Signs will be used to identify and delineate traffic circles. Normally, one sign facing each vehicle approach shall be installed. An object marker sign shall be installed on a post whenever practical. The post shall be installed in the circle and offset – approximately one foot from the center of the roadways. The bottom of the lower set of signs shall be mounted at about three feet above the surface grade of the street. Where there is a significant upgrade approaching the circle, the higher mounted signs shall face that approach. Otherwise, the higher mounted sign shall face the approaches on the lower volume street. The warning signs will be installed as necessary. These signs should be installed approximately 150 ft. in advance of the traffic circle. The actual location is to be determined by a field investigation to assure adequate visibility. Other signs as may be appropriate may also be used in connection with a circle.

- Channelization
  On vehicle approaches with a grade in excess of 8%, or where the retro-reflective lane line markers on the circle become visible less than 90 feet from the circle as determined by a field investigation, "shear lines" may be installed. The purpose of the shear line is to indicate to approaching drivers that they should be steering their vehicles to the right even before the circle is visible. The shear line shall be two four inch wide yellow lane lines.

  Yellow retro-reflective lane line markers may be placed on top of the circle at its outer edge. Silver retro-reflective lane line markers shall be placed on the top of the curb for any curb extensions. These shall be placed at about five-foot spacings.

- Parking Removal
  Normally, parking will not be prohibited in the vicinity of the circle beyond that which is prohibited by the City of Madison, i.e., "within the intersection" or "within 15 ft. of crosswalk area" [Sec. 12.125(6)]. However, where special circumstances dictate, such as where the circle is on a response route for the Fire Department or to accommodate snow removal, or in an area where there is an unusually high use by trucks, additional parking may be prohibited as needed.

- Sign Removal
  At intersections where circles are to be installed, any previous right-of-way controls may be removed at the time of circle construction completion. However, where special circumstances dictate, the existing traffic control may remain in place or be otherwise modified at the direction of the City Traffic Engineer.

- Landscaping

  Landscaping will be selected by the neighborhood association or citizen traffic committee from an approved landscaping materials list provided by the City. Initial landscaping will be provided and installed by the City and will be maintained by the neighborhood association. If the landscaping is not maintained, the traffic circle will be topped with an asphalt pavement.

  Volunteer Required: Plant material will only be installed at traffic circles where a local resident or the neighborhood association has volunteered to maintain the plant material. This maintenance will include watering, weeding and litter pick-up, as needed. All volunteers will be provided with information on maintenance of the plant material and common problems.

  Points at which volunteers will be required: During initial contact, the person or neighborhood association requesting participation in the NTMP will be informed of the need for a volunteer for landscaping. In the notice of the neighborhood meeting before construction, all residents in the project area will be informed of the need for a maintenance volunteer. This will be reiterated at the meeting if no one has volunteered. If no one has volunteered by the time that the circle is constructed, a special letter will be distributed to all residents in the project area informing them of the need for a volunteer. A final notice to the residents will be included in the cover letter for the "after" survey of the residents.

  Plant Replacement: Where the Engineering Department had installed plant material in a traffic circle, the Department will replace any plant material which is damaged by traffic or vandalism or which dies due to planting, for a period of one year after the initial planting. If such damage is a persistent problem, the Department may decide to cover the circle with an asphalt topping rather than continue to replace plant materials.

Stop Signs

In some instances stop signs can be used as an effective traffic management and safety device. However, in most instances stop signs are not used as a traffic management device within the NTMP.

Stop signs are used to assign the right-of-way at an intersection. They are installed at intersections where a crash problem is identified, where unremovable visibility restrictions exist (such as buildings or topography), and/or where volumes are high enough that the normal right-of-way rule is unduly hazardous.

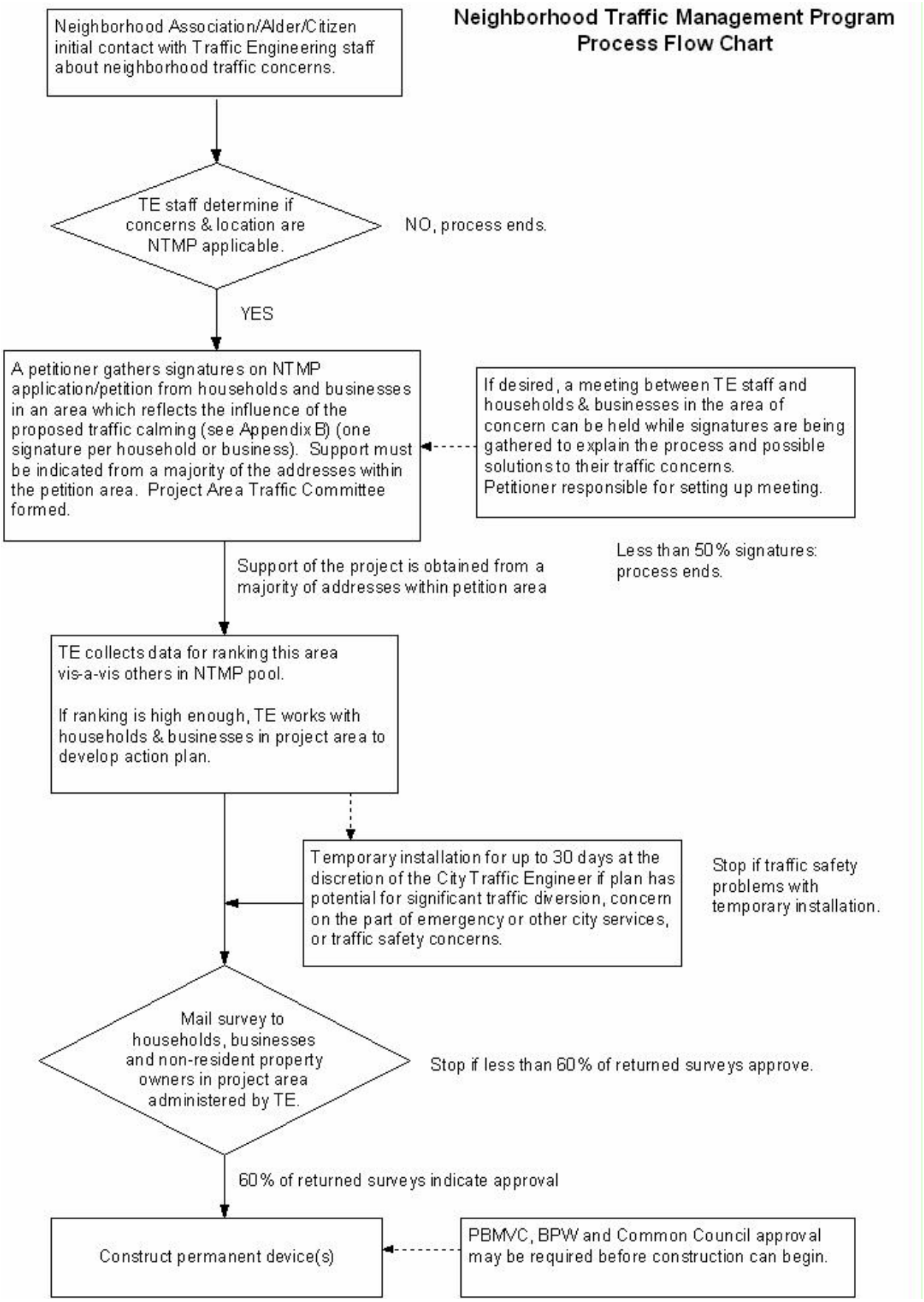
Stop signs are generally not installed to divert traffic or reduce speeding. Studies from other jurisdictions show that such use of stop signs seldom has the desired effect. In fact, the use of stop signs solely to regulate speed typically causes negative traffic safety impacts (non-compliance with the signs and increased crashes as well as mid-block speeding).

APPENDIX E

FLOW CHART SUMMARIZING NEIGHBORHOOD TRAFFIC MANAGEMENT PROGRAM PROCESS

ACRONYMS

BPW ~Board of Public Works
TE ~Madison Traffic Engineering Division
NTMP ~Neighborhood Traffic Management Program
PBMVC ~City of Madison Pedestrian/Bicycle/Motor Vehicle Commission.



Back to Agenda

APPENDIX F
GLOSSARY

The following are brief descriptions of terms and techniques commonly used to describe and measure traffic conditions.

1. Street Classification. All of the streets under the jurisdiction of the City of Madison are classified by the City's Department of Transportation. These classifications designate a hierarchy of streets to serve different kinds of trips, and different volumes of traffic, traveling at different speeds. The street classifications and policies are not a strict guideline for current operation of Madison's street system; thus some streets may not now be operating in accordance with their classification.

   Local service streets make up the great majority of Madison's street system. These streets serve local circulation needs – auto, bicycle, and pedestrian – and provide access to land uses located along the street. Local service streets should not carry significant volumes of through traffic. Many reported neighborhood traffic problems are concerned with the interactions of autos and residential livability on local service streets.

   Collectors are intended to be the links between the local service streets and major city traffic streets. Shorter trips and access to commercial uses should also be emphasized in the design of neighborhood collectors.

   Standard Arterial streets are similar to neighborhood collectors, except they serve larger geographical areas and/or more concentrated development.

   Primary Arterial streets are designed to serve trip movements between different districts of the City and to allow access to abutting properties without disrupting traffic flow.

   Principal Arterials are intended to serve heavy volumes of regional traffic and are access-restricted facilities, such as the Beltline.

2. Capacity refers to the maximum number of vehicles that can pass over a given section of roadway during a given time period under prevailing roadway and traffic conditions. Capacity is expressed in vehicles per lane per hour and is primarily a function of street width, configuration, signals, and potential conflict points.

3. Capacity Standards. Peak-hour average signal delay should be no longer than 40 seconds during the peak 20 minutes (equivalent to level of service "E") and no longer than an average of 35 seconds (equivalent to level of service "D") during the balance of the morning and evening 90-minute peak. Average signal delay during the off-peak periods should be no longer than 25 seconds during the highest-volume typical midday hour (equivalent to level of service "C").

4. Level of service is a qualitative measure of the mobility characteristics of an intersection. The measurements are not precise, but can be described in the following ways:

   Level of Service A - A condition of free flow, accompanied by driver's ability to maintain desired speed.

Level of Service B - Stable traffic flow; driver still able to select speeds, and maneuverability more controlled by higher volumes of traffic.

Level of Service C - Still in zone of stable flow, but with speeds and maneuverability more controlled by higher volume of traffic.

Level of Service D - Approaches unstable flow, but tolerable; desired operating conditions are still usually maintained; fluctuations in volume and temporary restrictions may cause substantial drops in speed.

Level of Service E - Vehicles move with lower operating speeds; volume at near capacity; unstable flow and temporary stoppages.

Level of Service F - Forced flow operation at low speeds; back up of vehicles; speeds substantially reduced and stoppages of medium and long durations.

Level of Service D is usually considered acceptable for urban area transportation planning.

5. Volume is another of the most commonly reported local traffic problems. Volume refers to the number of vehicles that cross a given section of roadway during a specified time period. In Madison, volumes are normally measured on weekdays for at least 24 hours.

6. Crash History information is used to determine safety problems at a given location. Crashes, particularly at low-volume residential intersections, are often random. An average of less than one reported crash per year usually does not indicate a safety hazard. An average of one or more reported crashes per year can be significant, particularly if there is a pattern of several similar crashes having occurred. When a pattern is apparent, the problem can be identified and appropriate solutions developed.

APPENDIX G

RESOLUTIONS RELATED TO NTMP

A SUBSTITUTE RESOLUTION_

Adopting the Pedestrian-Bicycle-Motor Vehicle Commission's report entitled "Neighborhood Traffic Management Program" and directing the City Traffic Engineer to develop and to implement a Neighborhood Traffic Management Program

Presented June 3, 1997
Referred CCOC, Ped/Bicycle/MV Commission
Rereferred CCOC, PBMVC (7-15)
Reported Back 7-15; 8-19-97
Adopted x POF
Rules Suspended
Public Hearing

APPROVAL OF FISCAL NOTE IS NEEDED
BY THE COMPTROLLER'S OFFICE
Approved By

Comptroller's Office

Drafted By: Roger A. Allen
Assistant City Attorney

Date: May 28, 1997; revised 7/22/97

Fiscal Note: No direct costs associated with adopting this resolution. However, there will be costs related to the implementation of the Neighborhood Traffic Management Program; Common Council approval of those costs would be required in the future

SUBST. RESOLUTIO NUMBER 54,443
ID NUMBER 21663

SPONSORS: Alds. Ken Golden, July Olson and Barbara Vedder

WHEREAS, the City of Madison places a high value on neighborhood; and

WHEREAS, traffic volume and traffic speed can have serious and negative impacts upon the quality of life in residential neighborhoods; and

WHEREAS, police enforcement of traffic laws and public education regarding traffic laws are but part of the solution to improving citizens' concerns regarding traffic speeds and traffic volumes within their neighborhoods; and

WHEREAS, the Pedestrian-Bicycle-Motor Vehicle Commission has previously studied and evaluated other mechanisms/
devices/techniques available to the City Traffic Engineer which would reduce traffic speeds and traffic volumes in residential neighborhoods; and

WHEREAS, the Pedestrian-Bicycle-Motor Vehicle Commission has found that these mechanisms/devices/techniques have been successfully employed in other cities and states; and

WHEREAS, the Pedestrian-Bicycle-Motor Vehicle Commission has reported its findings to the Council; and

WHEREAS, the Pedestrian-Bicycle-Motor Vehicle Commission has attached to its report a copy of the *Neighborhood Traffic Management Program* drafted by the City Traffic Engineer and his staff; and

WHEREAS, the *Neighborhood Traffic Management Program* is a plan for incorporating into the City's traffic management plans those traffic management mechanisms/devices/techniques studied and reported upon by the Pedestrian-Bicycle-Motor Vehicle Commission;

NOW THEREFORE BE IT RESOLVED That the Common Council does hereby adopt the Pedestrian-Bicycle-Motor Vehicle Commission's report entitled "*Neighborhood Traffic Management Program* ";
BE IT FURTHER RESOLVED That the City Traffic Engineer is hereby directed to continue to develop and, where appropriate, implement a Neighborhood Traffic Management Program consistent with the Pedestrian-Bicycle-Motor Vehicle Commission's Report;

BE IT FURTHER RESOLVED That the objectives of the Neighborhood Traffic Management Program shall be: 1) the improvement of neighborhood livability through mitigation of the negative aspects of vehicular traffic on residential streets, 2) the promotion of safe, convenient, pleasant and accessible conditions for pedestrians, motorists, bicyclists and residents on neighborhood streets; 3) citizen involvement in neighborhood traffic management planning; and 4) promoting the efficient use of City resources by prioritizing neighborhood traffic management requests;

BE IT FINALLY RESOLVED That appropriate City departments and divisions be directed to cooperate in the City Traffic Engineer's development and implementation of the Neighborhood Traffic Management Plan.

AGENDA #_____

CITY OF MADISON, WISCONSIN

A SUBSTITUTE RESOLUTION

Revising the Neighborhood Traffic Management Program (NTMP) as it relates to speed humps being considered on local streets serving Metro bus routes

Drafted by: **David C. Dryer, CTE**

Date: **6/27/01/Rev 7/12/01**

Fiscal Note: No direct costs associated with adoption of this resolution. However there will be costs related to the implementation of the NTMP. Council approval of those costs would be required in the future.

PRESENTED	**7/3/01**
REFERRED	**PBMVC,* TPC, CC 8/7/01**
REREFERRED	
REPORTED BACK	**8/7/03**
ADOPTED	**X**
POF	
RULES SUSPENDED	
PUBLIC HEARING	

APPROVAL OF FISCAL NOTE IS NEEDED
BY THE COMPTROLLER'S OFFICE
Approved By

_____
Comptroller's Office

SUBS. RESOLUTION NO.	**58579**
ID NUMBER	**29873**

SPONSORS: **Alds. Bellman, Borchardt and Sloan**
(At the request of the Pedestrian-Bicycle-Motor Vehicle Commission)

P R E A M B L E

Since its approval in 1997, the City's NTM program has restricted the use of speed humps to streets which do not serve as Madison Metro bus routes. This restriction was enacted because speed humps of certain design can significantly impact long-wheel based vehicles, e.g., Metro coaches, Fire engines and their occupants.

This policy has precluded the City from using speed humps to address speeding/traffic problems on local residential street—ones which also serve as Metro bus routes. When originally developed the NTM program precluded the use of speed humps on these street because both existing speed hump design and practice at that time found unacceptable jolts to bus coaches and riders. Since the NTM program's inception, staff has worked with and adopted a speed hump design[4] which at reasonable speeds does not jolt Metro coaches or its riders. This design has been used both on Manitou Way and Yuma Drive.

Traffic Engineering staff have met with Metro staff to discuss concerns they may have with operating over local streets with speed humps. A field trial was conducted with a Metro coach on both Manitou Way and Yuma Drive and the coach was driven over these speed humps at varying speeds. From this trip, it was the consensus of Metro staff that operating over the standard 22 ft. long speed hump at a speed between 20 and 25 mph did not pose problems to their operation.

Recognizing that on local streets Metro can be accommodated, the current policy is felt to be overly restrictive. Therefore, staff is recommending the policy be changed to allow speed hump application to select streets which also serve as Metro routes.

NOW THEREFORE BE IT RESOLVED That the last item under *3. Raised Street Sections or Speed Humps,* pages 18-19 of the

[4] The City uses a 22 ft. long speed hump consisting of a 6 ft. ramp up to a 3.5" high 10 ft. long flat table and back down to existing pavement with another 6 ft. long ramp.

Back to Agenda

NTMP Proposed Objectives, Policies and Procedures, Version 5, which currently reads:

> *Transit Routes: Speed humps should not be used along streets with established transit routes.*

Be revised to read:

> *Transit Routes: Speed humps[5] may be considered for use along local streets serving as Madison Metro bus routes and meeting the following criteria:*
>
> | | |
> |---|---|
> | *Functional Class* | *Local as determined by MDOT[6]* |
> | *Bus Stops* | *Speed humps should ~~typically~~ not be installed ~~in street sections~~ at locations on streets where Metro vehicles must transition ~~between~~ from the travel lane ~~and~~ across a speed hump to the curb bus stop. ~~To the extent possible,~~ On streets with Metro bus routes, speed humps should be located in consultation with Madison Metro in such a way as to insure that transit vehicles can traverse the speed hump perpendicular.* |

[5] On transit streets only the 22-foot long 3.5-inch high-speed hump will be used.

[6] Neighborhood collectors may be considered on a case-by-case basis with consultation with Madison Metro, Traffic Engineering and Madison Fire Department.

Back to Agenda

A SUBSTITUTE RESOLUTION

Revising the Neighborhood Traffic Management Program (NTMP) to reflect program experience over the past five years

Drafted By: **Arthur Ross, Pedestrian-Bicycle Coordinator**

Date: **December 5, 2002**
Revised February 25, 2003

Fiscal Note: No direct costs associated with adoption of this resolution. However there will be costs related to the implementation of the NTMP. Council approval of those costs would be required in the future.

PRESENTED January 7, 2003
REFERRED CC 1/21/02
REREFERRED
REPORTED BACK Mar 04 2003
ADOPTED X POF
SUSPENDED RULES
ID NUMBER

APPROVAL OF FISCAL NOTE IS NEEDED
BY THE COMPTROLLER'S OFFICE
Approved By

Comptroller's Office

RESOLUTION NUMBER 60270
ID NUMBER 33164

SPONSORS: **Alders Bellman, Borchart, and Sloan**
(At the request of the Pedestrian-Bicycle-Motor Vehicle Commission)

P R E A M B L E

Since its approval in 1997, the Neighborhood Traffic Management Program has been revised only once, in 2001, and then only in a very specific way related to Madison Metro bus routes. Traffic Engineering staff and the Pedestrian-Bicycle-Motor Vehicle Commission have completed a review of the NTM program and have drafted a revised process to reflect experiences over the past five years of implementing the NTM program. The changes are minor, primarily intended to streamline and clarify the process, and should result in better projects, improved communication with those affected by NTM projects, and projects being completed in a more timely manner.

NOW THEREFORE BE IT RESOLVED That the Common Council does hereby adopt the Pedestrian-Bicycle-Motor Vehicle Commission's report entitled *Neighborhood Traffic Management Program*, Version 7b, ~~December 2002~~ February 25, 2003;

BE IT FURTHER RESOLVED That the City Traffic Engineer is hereby directed to continue to develop and, where appropriate, implement a Neighborhood Traffic Management Program consistent with the Pedestrian-Bicycle-Motor Vehicle Commission's Report.

Back to Agenda

SEE LEGISTAR ITEM 01191
SUBSTITUTE RESOLUTION REVISING THE NTMP TO ALLOW FOR THE USE OF SPEED HUMPS ON LOCAL OR COLLECTOR STREETS WITH VOLUMENS OF 5000 VPD OR LESS

ENACTMENT NUMBER RES-05-00984
ENACTMENT DATE: 12/19/2005

TEXT OF LEGISLATIVE FILE 01191:

…**Fiscal Note**
No direct costs associated with adoption of this resolution. However, there will be costs related to the implementation of the NTMP. Council approval of those costs would be required in the future.

…Title
SUBSTITUTE – Revising the Neighborhood Traffic Management Program (NTMP) to allow for the use of speed humps on local or collector streets with volumes of 5,000 vpd or less

…Body
PREAMBLE
Since its approval in 1997, the Neighborhood Traffic Management Program has been revised two times, once in 2001 and then again in 2003. Changes have been made generally in a narrow manner related to Madison Metro routes and to simplify and streamline the process. Traffic Engineering staff and the Pedestrian-Bicycle-Motor Vehicle Commission at the request of residents within the Regent Neighborhood have recently completed a review of the NTM program, and specifically reviewed the application of speed humps on higher order collector streets (streets with average weekday traffic in excess of 3,000 vehicles). The changes proposed in the revision allow the use of speed humps on a greater number of streets, specifically streets with 3,000 to 5,000 vpd or less.

NOW THEREFORE BE IT RESOLVED That the Common Council does hereby adopt the Pedestrian-Bicycle-Motor Vehicle Commission's recommendation to revise the report entitled "Neighborhood Traffic Management Program, Version 8, March 22, 2005," to allow the use of speed humps on local or collector streets, specifically streets with 3,000 to 5,000 vpd or less, following review by the Fire Department and Madison Metro.

BE IT FURTHER RESOLVED that the City Traffic Engineer is hereby directed to continue to develop and, where appropriate, implement a Neighborhood Traffic Management Program consistent with the NTMP Program Objectives, Policies and Procedures.

Report

Neighborhood Traffic Management Program

City of
Middleton, WI

October 2005
Rev. 11/3/15

Back to Agenda

Back to Agenda

Report for

City of Middleton, Wisconsin

Neighborhood Traffic Management Program

Prepared by:

Ken Voigt Traffic Associates LLC
and
STRAND ASSOCIATES, INC.®
910 West Wingra Drive
Madison, WI 53715
strand.com

October 2005

Approved by Middleton City Council
October 4, 2005
Rev. 11/3/15

Back to Agenda

Back to Agenda

TABLE OF CONTENTS

Back to Agenda

TABLE OF CONTENTS Continued

Back to Agenda

SECTION 1
GENERAL

Back to Agenda

Back to Agenda

1.01 PURPOSE

The City of Middleton seeks to address neighborhood traffic concerns through a community-based program, the Neighborhood Traffic Management Program (NTMP). The Neighborhood Traffic Management Program implements a series of measures to direct and modify travel behavior through a neighborhood. These measures fall into the following three categories, commonly called the ”3Es”:

1. Education
2. Enforcement
3. Engineering

Education involves measures directed at informing neighborhood residents and drivers of speed limits and increasing pedestrian awareness. Enforcement takes another step and involves the use of police patrols, usually to issue speeding tickets. The final step, engineering, typically involves construction of traffic calming devices.

Figure 1.01-1 Typical Traffic Calming Measure
Source: Dan Burden

Most Neighborhood Traffic Management focuses on traffic calming to reduce the negative effects of automobile use, alter driver behavior, and improve conditions for residents, pedestrians, and bicyclists. Traffic calming uses physical measures to encourage people to drive more slowly. It creates physical and visual cues that induce drivers to travel at slower speeds. Traffic calming is self-enforcing (see Figure 1.01-1).

The design of a roadway itself can encourage slower speeds and reduce cut-through traffic without relying on compliance with traffic control devices such as signs and signals. While elements such as landscaping and lighting do not force a change in driver behavior, they can provide the visual cues that encourage people to drive more slowly.

Typically, traffic calming measures are targeted to reduce excessive travel speeds, too much traffic, and pedestrian/bicycle conflicts. Physical treatments are used, such as medians, roundabouts, road narrowing, speed tables, and diverters, to alter behavior of drivers as they travel through a neighborhood.

Back to Agenda

This NTMP policy documents the policies and procedures for implementing traffic management measures on existing neighborhood streets. The program only applies to neighborhood and collector streets directly under the City of Middleton's control and does not apply to arterials or to state or county roadways. Collectors can carry higher traffic volumes and, in some cases, operate at higher speeds than neighborhood streets which can limit the number of traffic calming devices which may be considered as solutions.

This program is consistent with the "3E" principals, initially focusing on education, which in some cases is combined with police enforcement and less restrictive measures such as signage (speed limit sign) and striping (bike lanes, parking lanes, and center line striping). If traffic concerns persist after these measures, a neighborhood may move on to more substantial measures such as speed tables, traffic circles, roadway narrowing, or other even more restrictive measures.

Back to Agenda

SECTION 2
NTM PROGRAM

Back to Agenda

Back to Agenda

2.01 OVERVIEW

A. Purpose

Neighborhood support is crucial to successfully implement and sustain traffic management strategies. Therefore, whenever practical, residents, businesses, community groups, and institutions should take the lead in initiating requests for traffic management projects.

B. Process

Figure 2.01-1 graphically shows the NTMP process which is described in Section 2.02.[1]

[1] Portions of this process are based on the City of Madison's Neighborhood Traffic Management Program.

Back to Agenda

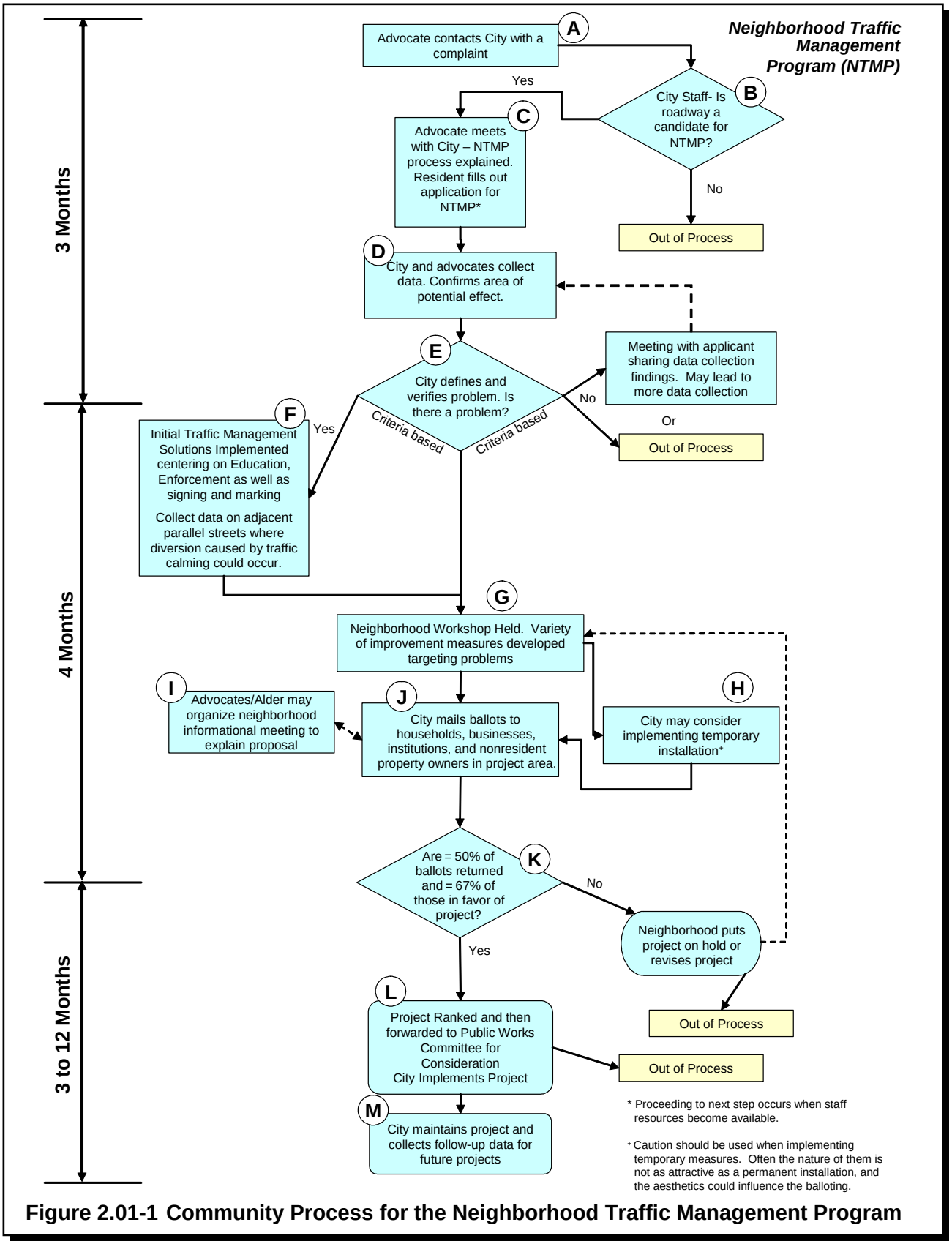


Figure 2.01-1 Community Process for the Neighborhood Traffic Management Program

Back to Agenda

2.02 PROCESS

The following paragraphs reference the action items in Figure 2.01-1.

A. Initial Complaint

The process starts when a resident, business leader, or community group identifies traffic concern to city engineering staff. This advocate concern can be made through a phone call, letter, personal contact, or through an alderperson.

B. Determination of Eligibility

City engineering staff will determine if the concern focuses on issues pertinent to neighborhood traffic management. Typically these concerns are:

- Motor vehicle speeds consistently above the posted limit.
- Higher than desired traffic volumes.
- Undesirable (unsafe) driver behavior.
- Pedestrian safety or accessibility.
- Bicyclist safety or accessibility.

The city engineering staff member also looks at the street context to see if it is an appropriate candidate for the neighborhood traffic management program. The full NTMP process may not be appropriate or necessary for some concerns. For example, the city may not be allowed to implement measures on roadways that it does not control, and other procedures should be used to address requests for stop signs, routine street maintenance, enforcement, or pavement marking.

To be eligible, the street must:

- Be a residential neighborhood or collector street under the City of Middleton's jurisdiction. (Appendix C contains the classifications for Middleton roadways).
- Have traffic volumes ranging from 800 to 6,000 vehicles per day.
- Have a speed limit of 30 mph or less.
- Not be a cul-de-sac[2].
- Be at least 1,000 feet long.

Additionally, extra consideration should be given to calming measures being proposed for roads that are on a Madison Metro Transit bus route or are a primary route used for emergency response services. Calming measures will be more limited for street that fall into these two categories and extra coordination with Madison Metro Transit and emergency services will be needed.

[2] While cul-de-sacs are not eligible for the NTM program, City Engineering can work with neighbors on cul-de-sacs to provide alternate solutions to concerns.

Back to Agenda

C. Initial Advocate/City Meeting

City engineering staff meets with the concerned advocate(s) and explains the Neighborhood Traffic Management Program. The staff member helps the advocate define the perceived problem, so that it is understood by all. Then, with the advocate, the staff member makes a preliminary determination if the neighborhood traffic management program applies based on type of concern and neighborhood or collector street eligibility. The staff member provides the advocate with an application and guidance on how to complete it if the concern qualifies for the NTMP

The advocate(s) then fill out an application for the NTM Program. The advocate may or may not have a traffic management measure in mind. Information conveyed in this application includes:

- Location(s) where the effects are experienced.
- The nature of the effect (speeding, high traffic volumes, other).
- The times during the year, week, and day when this effect is experienced.
- Other information. (Weather dependent? Is it a new occurrence? Has it been growing?).

The advocate completes the application. The advocate must obtain signatures from at least 50 percent of the households on the street segment of potential concern. Signatories affirm that the traffic concern described in the application exists and warrants further consideration in the NTMP process. The application does not endorse a particular measure. An example application is included in Appendix B of this report.

D. Data Collection

1. Data Collection

The city staff collects street and traffic data to assist in problem identification, formulation of solution alternatives, and implementation prioritization. These data may include vehicle speeds, volumes, pedestrian and bicycle routes, street geometry, crash history, and pedestrian and bicycle activity.

The advocate and other community members may assist in the data collection. For example, they might conduct a survey or assist in a walking audit of the project area. Walking audits are especially valuable information tools because they allow community members to experience their neighborhood as pedestrians.

2. Confirm Area of Potential Effect

After the city staff collects the data, they will confirm the area of potential effect discussed in the initial resident meeting. The area of effect is unique for each traffic concern; adjacent parallel streets can be affected by calming measures implemented on one specific street. Often the area of potential effect falls within 3 to 4 streets of the area being considered for calming measures. Spot-specific concerns will generally relate to a particular intersection

Back to Agenda

or street segment, whereas neighborhood-wide concerns will generally relate to conditions or behaviors across a larger geographic area. The potentially affected area for a neighborhood-wide concern should generally be a distinct area that is bounded or bisected by major roadways or geographic features. The city may elect to treat some spot-specific concerns as neighborhood-wide concerns if it decides that they could be better addressed in the context of the whole system.

The city staff also contacts other stakeholders, including emergency responders and nearby school principals. Emergency response vehicles, buses, snow plows and street sweepers generally require special consideration in the design of traffic management measures. These measures can also complement a Safe Routes to School program. If the influence *area* (but not the specific street being considered) includes state or county routes, the city staff will contact the County Highway Department or the Wisconsin Department of Transportation (WisDOT) to inform them of the perceived problem and traffic management alternatives being considered.

E. Determination of Problem

1. Once data is collected, city staff evaluate if the problem voiced by residents actually exists. The evaluation shall be based on specific, definable criteria. Because of limited resources, the city may not be able to implement every project proposed for the NTMP. The NTMP scoring system allows the city to prioritize projects. Table 2.02-1 summarizes the scoring criteria, which are explained in the following subsections. The proposed project's score is the sum of the point values for each of the criteria. Projects with a score of 20 or more are eligible for physical traffic calming measures.

   a. 85th Percentile Motor Vehicle Speed

   As motor vehicle speed increases, noise increases and pedestrian and bicyclist safety decreases. The point value for this criterion is equal to the 85th percentile motor vehicle speed (in miles per hour) measured on the subject street, minus the speed limit, plus five (e.g. 85th percentile speed–speed limit + 5). If possible, traffic volumes should be measured for at least 24 hours using Numetrics counters or multiple tubes capable of calculating speed. The 85th percentile speed should then be determined for the period of concern (rush hour, school hours, etc.)

   b. Excessive Motor Vehicle Speed

   Some of the most dangerous situations are the infrequent vehicles that are traveling substantially above the speed limit. The point value for this criteria is the percentage of traffic that is traveling at least 10 mph above the speed limit. Again, this value should be measured for at least 24 hours using Numetrics counters or multiple tubes capable of calculating speed.

Back to Agenda

c. Average Daily Motor Vehicle Volume

As motor vehicle volume increases, noise increases and pedestrian and bicyclist access decreases. The local function and feel of the street also diminish. Although the ideal motor vehicle volume on a local residential street is less than 300 vehicles per day (vpd), residents generally are able to accept volumes up to 800 vpd.

The point value for this criterion is equal to the average daily motor vehicle volume (in vpd) divided by 1,000, and rounded to the nearest whole number. If possible, the motor vehicle volume should be measured over a 24-hour period.

d. Distance from Park or School

Motor vehicle noise can have an adverse impact on parks and schools. In addition, these facilities typically attract pedestrians and bicyclists, especially children. Bicycle and pedestrian volumes (or demand) are typically the highest on streets adjacent to the facility and decrease as the distance from the facility increases.[3]

The point value for this criterion is equal to one one-hundredth of the difference of 1,000 and the linear street or sidewalk walking distance between the subject street and the nearest park or school. The minimum point value is 0. Other pedestrian-oriented facilities (such as the library or pool) may also be considered for this criterion. For example, if the problem area on the subject street is 400 feet away from a park, the point value associated to this distance will be (1,000-400) x 0.01 = 6.

e. Critical Location

Certain intersections or street segments have the potential for acute conflict between motorized and nonmotorized traffic. These “critical locations” may include:

- Multiuse trail crossings. (10 pts)
- Intersections where the minor street is marked as a bicycle route. (5 pts)
- Intersections staffed by a school crossing guard. (10 pts)
- Streets or intersections with high bicycle or pedestrian volumes (15 or more during a peak hour). (10 pts)
- Streets or intersections within a school zone (based on Safe Route to School Plan–generally 3 blocks surrounding a school area). (5 points.)

A project that improves conditions for bicyclists or pedestrians at a critical location may receive up to 10 points for this criterion, depending on the extent of both the need and the improvement.

[3] Current pedestrian and bicycle volumes can be a poor indicator of actual pedestrian and bicycle travel demand if roadway and traffic conditions discourage these modes.

Back to Agenda

f. Crash History

Residential NTMP areas with high crash frequency locations may indicate a safety concern that could be mitigated through the NTMP program. The point value assigned to this criteria is the number of reported crashes that have occurred at this location over the last three years. The point value for the crashes will be included if NTMP measures could mitigate future crashes (for example DUI crashes may be unrelated to roadway layout and geometry, and so would not garner any points.)

g. Pending Road Construction

Traffic calming measures can be easily implemented at little additional cost when roadway plans are prepared for reconstruction. When residential streets are planned for reconstruction within three years of passing the neighborhood balloting (see paragraph K below), the City will seek to capitalize on this opportunity and encourage the implementation of traffic calming measures as part of the reconstruction project. To acknowledge this criteria and opportunity, 15 points is awarded to the scoring.

h. Neighborhood Planning

Neighborhood-wide projects typically require extra effort and produce more comprehensive traffic management solutions. To acknowledge this effort, the city may award 5 points to a neighborhood-wide project for this criterion. This is a subjective measure.

The score for a neighborhood-wide project is the average of scores for individual project elements, and rounded up to the next whole number. The addition of 5 points also reduces the penalty incurred by project elements that score higher than the overall project average.

Back to Agenda

2. If the project scores a point value of 20 or above, city staff should define the problem to the extent possible and develop initial traffic management solutions with residents.

Criterion	Point Formula
85th Percentile vehicle speed	85th Percentile motor vehicle speed (in mph) – speed limit + 5
Excessive motor vehicle speed	Percent of traffic traveling at least 10 mph over speed limit
Motor vehicle volume	Average daily motor vehicle volume (in vpd) / 1000
Distance from school or park	(1,000 - linear distance to nearest school or park in ft)/100
Critical location	Up to 10 points
Crash history	Number of crashes in last 3 years
Pending road construction	15 points
Neighborhood planning	5 points

Table 2.02-1 Project Scoring Criteria

F. Initial Traffic Management Solutions

Generally it is desirable to address traffic problems with the least restrictive measures possible and implement geometric solutions only after other measures have proven ineffective. Therefore, city staff may initially choose to implement lower cost, less disruptive traffic management solutions before proceeding into more formative traffic calming measures. These solutions fall into three categories:

1. Education

The neighborhood can be educated concerning the traffic management problem. This education can include:

- Radar speed trailer
- Brochures/pamphlets describing the problem, including suggestions for what the neighborhood residents can do to improve the situation
- Speed watch programs, staffed by neighborhood volunteers

2. Enforcement

If police resources are available, regular and random patrol and enforcement activities can address speeding and other traffic control concerns. Enforcement is more effective when citations are issued, rather than warnings.

Back to Agenda

3. Engineering

The City may choose to install enhanced signing or pavement markings to address concerns. Examples of these measures can include:

- Roadway narrowing through pavement marking of medians, bike lanes, or parking lanes.
- Increased visibility of pedestrian crossing pavement markings.
- Additional warning signs.
- Additional speed limit signs.

At this time, City staff may want to collect traffic data on adjacent parallel streets that could be affected by traffic calming measures on the subject street. This data can later be used to determine what effect, if any, traffic calming had on adjacent streets.

G. Neighborhood Workshop

While the initial measures are being implemented, the project should move into the neighborhood workshop stage. City staff and the district alderperson should establish a date and location with residents for the workshop. The city should notify residents in the project area through mail of the workshop. Residents should also encourage their neighbors to attend.

1. Workshop

The workshop identifies issues and potential solutions. The city helps participants understand the full range of possible measures, their likely effectiveness, and their costs. Participants articulate their goals for their neighborhood and discuss how NTMP tools might help them realize those goals. Concepts or alternatives that should be considered at the workshop are described in:

- *Streets and Sidewalks, People and Cars: The Citizens' Guide to Traffic Calming* by Dan Burden (April 2000).
- TrafficCalming.org, http://www.trafficcalming.org
- Wisconsin Walks, http://www.wisconsinwalks.org
- ITE Traffic Calming State of the Practice, http://www.ite.org/traffic/tcstate.htm#tcsop

Chapter 3 of this report also lists several traffic calming measures, their appropriate application, their expected effectiveness, and their costs.

At the workshop, the participants also create a project committee of 3 to 10 residents that works with the City to develop a specific NTMP project proposal. The goals, available NTMP tools, and committee charter become the NTMP project action plan. A committee charter identifies the goals of the committee, the committee members, activities the

Back to Agenda

committee anticipates they will perform, responsibilities, and the length of time the committee intends to be active. An example committee charter is contained in Appendix D.

2. Assessment

The city reviews and refines the specific project proposal. Bicyclist, pedestrian, bus, emergency vehicle, and maintenance needs may influence the placement and design of specific measures. In addition, the project must be feasible and consistent with safety and engineering principles.

If the size of the project area has changed since the application, the city adjusts the project area and may require that the advocate obtain additional signatories to represent 50% of the residents and property owners in the larger study area. The city may also adjust the project area if it determines that the proposed measures are likely to cause substantial traffic diversion.

H. Temporary Measures

In general, temporary traffic calming devices should be used with caution. A number of agencies have adopted a policy of installing temporary traffic calming devices to test their effectiveness and the public's acceptance. There are a number of advantages and disadvantages to installing temporary traffic calming devices. Advantages include the cost and the opportunity to field test devices without committing to permanent installations. The disadvantages, however, can outweigh the advantages. Temporary devices such as traffic circles or curb extensions are generally not as effective as permanent installations as they do not have he same level of visual break created by landscaping. In addition, the installations are usually unattractive and reduce the acceptance and support by the general public or neighborhood residents. Most temporary installations also become attractions for road litter adding to the aesthetic problem. If, for example, a city has never installed traffic circles and the citizens are not familiar with circles, temporary installation using bumper blocks or barrels will be their first, and possibly only, exposure to a circle. It becomes difficult for them to imagine that such a device placed on a permanent basis could enhance their neighborhood. In general, programs and plans should be well thought out and caution is advised in the use of temporary installations. If temporary devices are used, care should be taken to address the issues of aesthetics and effectiveness.

For proposals that involve street continuity disruptions (diverters, cul-de-sacs, etc.), the city should implement trial temporary traffic calming measures that simulate the project being proposed by the neighborhood. The trial measures should be implemented during the nonwinter months for a duration of at least four months. Examples of trial implementations include:

- Using concrete barriers or barricades for diverters.
- Using barrels for cul-de-sacs.
- Using barrels or delineators for turn restrictions.

Back to Agenda

Trial installations help neighbors understand the potential effectiveness of the measures and their effect on area-wide traffic patterns.

I. Neighborhood Informational Meeting

Depending on the participation levels at the neighborhood workshop, neighbors or city staff may feel it is necessary to hold a neighborhood informational meeting to display the project plans and answer questions regarding the proposal. If this is necessary, it should be held prior to the balloting process (see paragraph J).

J. Balloting

If the project is feasible and meets criteria, the city mails one ballot to each household, business, and institution in the project area, and to each non-resident owner of property in the project area. A sample ballot is included in Appendix E. Each household receives one ballot per address.

K. Decision

To pass the balloting, at least 50 percent of the ballots must be returned to the city within four weeks of the mailing and at least 67 percent of the returned ballots must be marked in favor of the project. If the project passes, it moves to the implementation stage.

If the project does not pass, the process stops. An anonymous, typed record of comments received on the ballots is made available for review. At the city's discretion, the project committee may revise the proposed project for a second balloting without restarting the process. To avoid creating a nuisance to the neighborhood, if the revised project does not pass the second balloting, the NTM program will not consider the issue again for a period of at least three years.

L. Project Implementation

1. Scoring

The project's score from step E (Determination of Problem) is reviewed. This score is used to prioritize the projects under consideration for implementation. The project is placed on the NTMP project list, and its score is compared to other projects that have been proposed but not yet implemented. If the project receives a high score that places it near the top of proposed projects, the process continues. If an advocate group volunteers to pay for the project it automatically goes to the top of the city priority list. Unimplemented projects remain on the NTMP list for three years. Every three years city staff will attempt to notify the advocate, who may submit a new application to keep the project on the list for an additional three years.

Back to Agenda

2. Formal Review

The Public Works Committee reviews the project and makes a recommendation to the City Council. This review includes the project score, the project action plan, the proposed measures, the results of any temporary installations (if applicable), and the results of the balloting. A lower-scored project may proceed if higher-scored projects are implemented or rejected, funding becomes available, or an implementation opportunity (such as street reconstruction) arises.

During the annual budget process, the Council determines whether to fund and implement the project.

3. Implementation

City staff directs implementation of the permanent measures approved by the Council.

Many traffic management measures include landscaping. The city may add trees as part of the project. Other vegetation may be included if a volunteer or organization commits to its maintenance.

Potential project funding sources can include the City's annual capital budget, resident assessment districts, or neighborhood donations. After securing funding, the city Public Works Department has the project installed, either using city forces or by enlisting the services of consultants and contractors.

M. Maintenance and Evaluation

The city Public Works Department maintains the traffic management measure, and the City Public Lands Department maintains any trees in the right-of-way If other landscaping is not maintained by the volunteers, it may be removed at the discretion of the City.

The city will collect traffic data one year after implementation. The data should include motor vehicle speeds, motor vehicle volume, crash rates, and pedestrian and bicycle usage. This data can then be used in the study of potential future traffic calming projects.

Back to Agenda

2.03 CITY PROPOSALS

The city may also initiate traffic management projects. These projects typically promote specific community goals or enhance general community character. They might be located downtown, near parks or schools, at community gateways, or along important motor vehicle, bicycle, or pedestrian corridors. Collector streets are the most likely candidates for traffic management projects initiated by the city.

Specific traffic management projects are recommended in the city's planning documents. Others may be identified after a review of traffic issues such as crash history, motor vehicle speed, or bicycle and pedestrian safety and accessibility. Wherever practical, street and urban highway reconstruction projects should incorporate traffic management measures. For example, traffic circles and enhanced crosswalks are appropriate for many different street types and urban environments.

Community involvement is crucial to good design of traffic calming measures, and community support is crucial to successful implementation of the NTMP program. Therefore, although projects initiated by the City are not subject to the community proposal process, the City should make every effort to engage residents, businesses, institutions, and community groups.

2.04 REMOVAL OF TRAFFIC CALMING MEASURES

After traffic calming measures have been installed, the City may receive a request for their removal. The City will evaluate such requests in consideration of the following:

- The NTM Program involves significant time in documenting traffic problems (see Section 2.02.E).
- Initial steps of education, enforcement and minimally restrictive engineering measures such as signing and pavement markings have proven ineffective in addressing the problems (see Section 2.02.F).
- Neighbors in the affected area have voted in support of asking the City to address the traffic problems through installation of traffic calming measures (see Sections 2.02.I through K).
- To install a traffic calming measure, the City will have expended significant time and funding to study, plan, design and construct the traffic calming measure.

In recognition of the above, the City will not consider a request for removal of a traffic calming measure within five years of its installation. If a request to remove a traffic calming measure is received following at least five years of its use, the request must include a petition signed by an owner or adult tenant of at least 50% of the properties within the previously determined project affected area (see Sections 2.02.D and G).

Following staff verification that the petition represents at least one adult owner or tenant of at least 50% of the properties within the project affected area, staff will contact the Police Department for input on the proposed removal, and the Public Works Committee will decide whether to send out ballots for removal of the traffic calming feature(s). If balloting is directed by the Public Works Committee, the process will

Back to Agenda

be the same as for the initial balloting and decision as described in Sections 2.02.J and K. The Public Works Committee reserves the right not to send out ballots, and instead directly decide whether the traffic calming measures should remain in place or be removed. The City reserves the right to initiate removal of traffic calming features at its discretion.

If the balloting shows a neighborhood preference for removal of traffic calming measure(s), the Director of Public Works will schedule removal of the measure(s) as staff time and funding allow. Following removal of the traffic calming measure(s), the area will not be eligible for the Neighborhood Traffic Management Program for five years.

If the balloting shows a neighborhood preference for keeping the traffic calming measure(s), the City will not consider another request for removal within five years of the vote.

Back to Agenda

Back to Agenda

SECTION 3
TRAFFIC CALMING AND TRAFFIC MANAGEMENT

Back to Agenda

Back to Agenda

3.01 TRAFFIC CALMING AND TRAFFIC MANAGEMENT

There are two basic elements involved in neighborhood traffic management programs. They are classified into traffic calming and traffic management categories. Both categories use physical devices to change driver behavior. Traffic calming measures affect driver characteristics by slowing and/or discouraging through traffic on neighborhood streets. In comparison, traffic management measures change driver street system use patterns by attracting and/or diverting traffic to balance neighborhood street system use.

A. Traffic Calming

Many residents consider traffic calming to involve the installation of stop signs, traffic signals and signs such as Children at Play. Studies have shown that, in most cases, these devices actually have no effect, provide a false sense of safety or increase traffic speeds on residential streets. Traffic Calming measures use physical devices to change driver behavior. It typically involves the modification of streets and street networks that were originally designed in ways that now no longer fully meet the needs or interests of local residents. Different traffic calming measures target different characteristics of driver behavior. Traffic calming measures can be used to mitigate traffic safety problems or reduce speeding and cut-through traffic problems. Typically, one of these problems is identified and a set of calming measures is analyzed as a solution.

Traffic calming measures can be used to achieve the following goals:

- Increase safety for the neighborhood.
- Increase neighborhood amenities (atmosphere and landscaping).
- Decrease traffic intrusion (cut-through traffic).
- Increase internal and external connectivity of neighborhood street network.
- Increase diversity of street use (e.g., the street is used not only for motor vehicle travel, but also for pedestrians, bicyclists, residential gathering place, etc.).
- Increase Ped/Bike use of streets.
- Improve neighborhood identity (traffic circles, narrowings or gateway treatments)

The last four goals are not really directly related to addressing traffic problems, though they may be listed as additional benefits of traffic calming.

Objectives are *measurable targets* that are set to reach the desired goals. Traffic calming strategies directly address the objectives, which in turn foster achieving the goals. Example objectives include the following:

Back to Agenda

- Decrease vehicle-related crashes.
- Decrease through-traffic movement (cut-through traffic volumes).
- Decrease or increase local street network connectivity.
- Decrease conflict between vehicles and pedestrians and bicyclists.
- Decrease or simplify vehicle-to-motor vehicle conflict points.
- Decrease average and extreme vehicle speeds.
- Increase use of collectors and arterials by motor vehicles.
- Increase bike/ped (nonmotor vehicle) route continuity.
- Decrease traffic noise.
- Increase the quality of the streetscape (e.g., landscaped area in proportion to paved area).
- Increase the sense of a social space for neighborhood residents (e.g., increase the amount of right of way available for uses other than traffic movement.)
- Decrease the amount of street space (pavement width) devoted to motor vehicle traffic.

Traffic calming measures are used to try to achieve the desired objectives. They can be physical alterations to the roadway, or they can be policy changes. Examples of traffic calming measures include the following:

- Physical speed control devices.
- Intersection treatments.
- Alteration of the street form (e.g., narrowed width, curvilinear alignment, curb extensions).
- Zone-based speed control devices (e.g., lower speed limit, perimeter treatments).
- Nonphysical measures (e.g., enforcement, electronic enforcement).
- Dedicated bike/ped accommodations.

Table 3.01-1 shows goals, objectives, and traffic calming measures and how they relate to one another. It is derived and modified from information contained in Chapter 9 of Institute of Transportation Engineer's (ITE) *Traffic Engineering Handbook*.

Back to Agenda

GOALS								TRAFFIC CALMING MEASURE							
Increase Safety	Increase Amenities	Decrease Traffic Intrusion	Increase Connectivity	Increase Street Use Diversity	Increase Ped/Bike	Improve Local Identity	MEASURABLE OBJECTIVE	Speed Control Devices	Intersection Treatments	Alter Street Form	Zone Conditions	Nonphysical Measures	Reduce Connectivity	Ped/Bike Measures	Policy Measures
3							Decrease Vehicle Related Crashes	3	3	2	2	1	1	1	2
2	2	1			1		Decrease Total Traffic Movement	2		?			2		
1	1	3				2	Decrease Through Traffic Movement (Cut Through)	1		?	2		3		1
3	1	2	X			1	Decrease Network Connectivity		2	?			3		
X	?	X	3		1	2	Increase Network Connectivity						X		2
3							Decrease Intersection Hazards	1	3				2	1	
2					1		Decrease Vehicle/Bicycle Conflict Points	1	1	2	1			2	
2							Decrease Vehicle-Vehicle Conflict Points		3						
3	2			1	1		Decrease Speeds	3	2	2	2	2	1		
							Increase Transit/Emergency Access and Movement	X	X				X		
2	2	2	X			2	Increase Use of Collectors and Arterials	1		1	1		3		2
1					2		Increase Non-vehicle Route Continuity						1	3	
1	1	2					Decrease heavy Vehicle Through Movement	1		1		1	2		3
	2						Decrease Traffic Noise	?			1				
	2					1	Increase Quality of Streetscape			3					
?	2			3	1	2	Increase Sense of Social Space			2	2				
1	1			3	1	1	Decrease Streetscape Devoted to Traffic			2				1	

Note: Read Table *down* from "goals" and *right* to "objectives"; *right* from "objectives" and *up* to "measures."

KEY

3	Key Goal, Objective, or Traffic Calming Measure	1	Potentially Effective Link, Depending on Design and Conditions
2	Supportive Link	?	Uncertain on present knowledge
X	Goals or Measures in Conflict with Objective		

Table 3.01-1 Relating Goals, Objectives, and Measures

Back to Agenda

For this report, traffic calming measures are organized into the following categories:

1. Vertical deflection speed control devices
2. Horizontal deflection speed control devices
3. Roadway narrowings
4. Gateways/Intersection treatments
5. Reduced corner radii

B. Traffic Management

Traffic Management measures physically alter the street makeup so that traffic patterns cannot remain the same. These measures are quite extreme because they alter route patterns, often increase emergency vehicle response times, and can affect traffic in adjacent neighborhoods or street sections. The following are examples of traffic management measures:

- Restricting certain turn movements
- Installing intersection diverters
- Partial street closure
- Full street closure

These measures should be implemented only as a last resort. If they are implemented, residents of all streets and neighborhoods likely to be affected by rerouted traffic need to be part of the decision making process.

3.02 VERTICAL DEFLECTION SPEED CONTROL DEVICES

Speed Humps are elongated, parabolic humps constructed across a street, perpendicular to the direction of travel. They are typically 3 to 4 inches high and 12 to 14 feet long. Their elongated design allows travel speeds in the range of 15 to 20 miles per hour. Often their height tapers down toward the edge of the street to allow water to drain along the gutter and to permit bicycles to travel over them unimpeded. Speed humps should not be confused with the abrupt speed “bumps” that are often found in mall parking lots.

Back to Agenda

A **Speed Table** follows the same principles and similar design as the speed hump, yet has a flattened top that sometimes is easier to construct.

A **Speed Cushion** is similar to a speed hump and speed table, yet its width (measured perpendicular to the direction of travel) is only 8 feet. The cushion is positioned centrally in each travel lane. Passenger vehicles must travel over the cushion and therefore must reduce their speed. Vehicles with wide wheel bases (such as emergency response vehicles and buses) are able to straddle the cushion and therefore are able to maintain their travel speed.

A **Raised Pedestrian Crossing** is also essentially a speed table with the flattened portion serving as a sidewalk. The "table" portion of the crossing is typically 10 to 15 feet long (measured in the direction of travel). Studies have shown raised pedestrian crossings to be very effective in causing motorists to yield to pedestrians.

Figure 3.02-1 illustrates these vertical control measures.

There are some considerations with speed humps and other vertical control devices. Generally to be effective, they must be in a series and spaced not more than 100 yards apart. Speed hump spacing and width have been shown to reduce traffic speeds. For example, 12 -foot speed humps spaced at 200 to 250 feet have been shown to result in an 85th percentile speed of 20 mph, a 400 to 450 spacing has been shown to result in a 25 mph speed, whereas, an 800- to 850-foot spacing has been shown to result in a 30 mph speed.

Raised Pedestrian Crossing
Salt Lake Airport
Source: ITE Pedestrian Bicycle Council

Speed Cushion
Source: ITE Pedestrian Bicycle Council

Speed Hump
Source: Portland Office of Transportation

Speed Table
Source: Dan Burden

Figure 3.02-1 Vertical Speed Control Devices

Back to Agenda

Studies have also shown the following typical 85th percentile speed relationships to speed hump width:

12 ft. speed hump…….15 to 20 mph

14 ft. speed hump…….18 to 23 mph

22 ft. speed table……. 25 to 30 mph

Source: Victoria Transport Policy Institute, TDM Encyclopedia, May 27, 2003, www.vtpi.org

Speed humps or tables should not be used on sharp curves or steep grades. Curves should have a radius greater than 400 feet with a deflection angle of 60 degrees or less. Grades should generally be less than 6 percent. Speed humps should also be located at least 100 feet from the nearest intersection. Extra consideration must be given to roadway drainage, bus routes, emergency vehicle response times, increased vehicle noises (from braking and accelerating), increased exhaust fumes, street sweeper equipment limitations, and snow plowing operations with these measures. Also, speed humps and tables must be properly designed and constructed with tight profile tolerances to provide the correct “ride” and not create undue driver discomfort.

The design must be coordinated with buses and emergency services. Usually, vertical deflection devices, tight corner radii and roadway narrowing devices can be used selectively if coordinated with transit and drivers of emergency vehicles.

3.03 HORIZONTAL DEFLECTION SPEED CONTROL DEVICES

A horizontal deflection speed control device causes drivers to slow down by requiring the driver to drive around a roadway obstruction. They are similar to roadway narrowings discussed in the next section, yet narrowings do not necessarily require the driver to change his travel path.

A **Single-lane Slow Point**, sometimes called a choker, is a narrowing of the pavement between the curb lines that reduces the street width to one lane. This is typically accomplished by realigning the curb and widening the sidewalks and/or planting strips. They effectively create pinch points along the street. Slow points can be installed at midblock locations or used at intersections creating a gateway effect for an entering street.

Slow points require opposing motorists to yield to each other as they approach the slow point. In order to function effectively, the width of the traveled way cannot be wide enough for two cars to pass, generally 16 feet or less.

A **Chicane** horizontally diverts traffic through alternating roadside islands from the left to the right. A similar application to a chicane is an angled two-lane slow point. Chicanes can be subtle or quite restrictive depending on the design and angles (tapers) used. Shifting a travel lane will decrease speeds if the taper is not so gradual that motorists can comfortably maintain their speed. For traffic calming, the taper lengths may be as little as half of those typically used in a standard design.

Back to Agenda

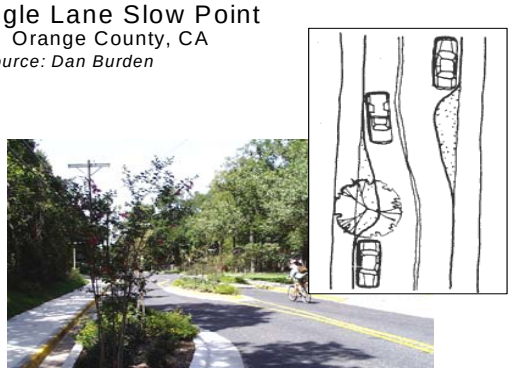
Similar to a chicane, traffic can also be horizontally diverted by shifting parking from one side to the other when there is only roadway width for parking on one side of a street or by building landscaped islands which shift traffic within the street, which also serve as a roadway narrowing.

Figure 3.03-1 illustrates these horizontal speed control measures.

There are several considerations for chicanes and slow points. They should be used only on low-volume, low-speed residential streets. Emergency response providers and sanitation collectors should be consulted before setting the widths. Chicanes and slow points will probably reduce the availability of on-street parking.

If islands are installed, good visibility should be maintained by planting only low shrubs or trees with high canopies. Also, design efforts should be made to ensure bicycle safety and mobility are not diminished.

Single Lane Slow Point
Orange County, CA
Source: Dan Burden



Chicane
Portland, OR

Drawing Source: WalkingInfo.org

Figure 3.03-1 Horizontal Speed Control Devices

3.04 ROADWAY NARROWINGS

Roadway narrowings reduce the width of the traveled way and, by doing so, increase the driver's desire to travel at a slower speed.

Narrow Street Width is the most obvious roadway narrowing measure. Neotraditional neighborhood development is returning to the narrower street widths that were used more than a half century ago, finding these narrow street widths help reduce speed. Roadway narrowing can be achieved in several ways. Lane widths can be reduced to 10 or 11 feet and excess asphalt marked to create a bicycle lane or shoulder. Travel lanes can be removed and on-street parking lanes added. Curbs can be moved to narrow the pavement cross section and expand the width of sidewalks and landscape terrace areas.

Bulb-outs create a roadway narrowing at a street intersection. In many ways, they are a gateway or threshold treatment. Bulb-outs often are coupled with a median island to further reduce the available width of the traveled way. One advantage of placing bulb-outs near intersections is that they reduce the crossing distance for pedestrians. Also, they prevent on-street parking near the intersection, which can increase the intersection sight distance if appropriate landscaping is used.

Back to Agenda

A **Two-Lane Slow Point** is similar to the single-lane slow point where the street is narrowed yet two lanes are maintained. It differs from the angled two-lane slow point in that there is no horizontal deflection introduced into the travel lane alignment. Sometimes a **Median** is used to further constrict the traveled way. If the travel lane widths are unchanged at the location of the slow point, it will have a minimal effect on speed.

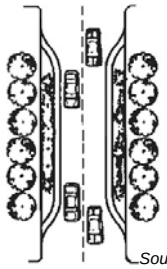
There are several considerations with road narrowing measures. If a parking lane is provided, and there are periods of the day when there are few parked cars, the visual effect of roadway narrowing will be minimized. For this reason, it is desirable to have several bulb-outs into the parking lane to physically reduce roadway width during times when there are no parked cars.

As with the other traffic calming measures, road narrowings must consider roadway drainage, bicycle, bus, emergency service and truck design vehicles.

Figure 3.04-1 illustrates some roadway narrowing examples.

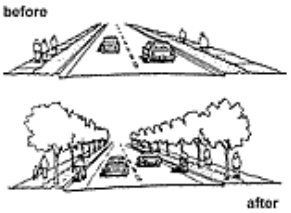
Median Crossing Islands

Source: Walkinginfo.org



Two Lane Slow Point

Source: "Making Streets That Work"



Roadway Narrowing

Source: Walkinginfo.org

Bulb-Outs
Eugene, OR

Source: Dan Burden

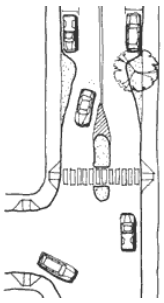
Figure 3.04-1 Roadway Narrowings

3.05 GATEWAYS/INTERSECTION TREATMENTS

A gateway is a geometric change in the roadway that signals a change in environment from a higher speed arterial or collector road to a lower speed residential area. Gateways often place a high emphasis on aesthetics and are frequently used in addition to distinctive signing to identify neighborhoods. Gateways may be a combination of roadway narrowings, bulb-outs, raised intersections, medians, signing, archways, roundabouts, or other treatments (see Figure 3.05-1). Gateways should send a clear message to drivers that their environment has

Raised Intersection - Portland

Source: Walkinginfo.org



Gateway Treatment

Source: Walkinginfo.org

Neighborhood Traffic Circle
Madison, WI

Gateway Treatment

Source: Dan Burdon

Figure 3.05-1 Gateway/Intersection Treatments

Back to Agenda

changed. Many gateway and intersection treatments have been discussed in the preceding paragraphs. Gateway treatments can also include the use of traffic circles, distinctive arches or public art at street entrances to neighborhoods.

A **Neighborhood Traffic Circle** is a circle placed directly in the center of an intersection. A neighborhood traffic circle differs from a modern roundabout in that its main purpose is not to keep traffic moving but to slow traffic. (Note: Roundabouts are an effective intersection treatment for collectors and arterials, but not for residential streets.) Much like horizontal deflection speed control devices, Neighborhood Traffic Circles reduce vehicle speeds by forcing motorists to maneuver around them. Drivers desiring to make a left turn are directed to go on the far side of the circle (three-quarters of the way around the circle) prior to making the turn. Signs should be installed directing motorists to proceed around the right side of the circle before making a right turn off of the circle. Neighborhood traffic circles are commonly landscaped with bushes, flowers, or grass, most often at locations where neighbors have agreed to maintain the plants. In locations where landscaping is not feasible, traffic circles can be enhanced through special pavement materials, such as stamped or colored concrete.

Reduced corner radii should complement this treatment to discourage high-speed right-turn maneuvers and to prevent left-turning vehicles from turning in front of the circle. The occasional large vehicle going through an intersection with a traffic circle (e.g., a fire truck or moving van) should be accommodated by creating a mountable curb (and perhaps a truck apron) in the outer portion of the circle. As with all other geometric traffic calming measures, close coordination with emergency response providers is needed before implementing a neighborhood traffic circle.

A **Raised Intersection** is essentially a speed table throughout an entire intersection. The raised intersection provides ramps on each vehicle approach and elevates the entire intersection to the level of the sidewalk. The crosswalks on each approach are also elevated as part of the treatment to enable pedestrians to cross the road at the same level as the sidewalk, eliminating the need for curb ramps.

3.06 REDUCED CORNER RADII

Reduced corner radii can be applied at gateways and neighborhood intersections, yet their application also is appropriate for intersections internal to a neighborhood or business district intersections. Their application may also be appropriate when no gateway effect is desired. Many street intersection curbs are designed to accommodate a large truck's turning movement. This results in larger pavement areas and longer crossing distances for pedestrians. A large curb radius also can result in high-speed turning movements by motorists driving passenger vehicles. Reconstructing the turning radius to a smaller curve will reduce turning speeds, shorten the crossing distance for pedestrians, and also improve sight distance between pedestrians and motorists. It will require some extra turning precautions (due to overtracking) by drivers of very large trucks as they turn around the corner. Smaller trucks and delivery vehicles have few problems with reduced corner radii. When large trucks are infrequent users of an intersection, generally the truck overtracking is a reasonable trade-off for the benefits obtained through reduced curb radii.

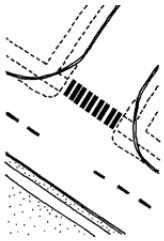
Back to Agenda

Where there is a parking and/or bicycle lane, curb radii can be even tighter, because the vehicles will have more room to negotiate the turn. Curb radii can, in fact, be tighter than many modern guides would advise. Some older cities in the Northeast and in Europe have radii of 2 to 5 feet. In new construction, curb radii should range from 15 to 25 feet for arterial streets with a substantial volume of turning buses and/or trucks. Tighter turning radii are particularly important where streets intersect at a skew angle.

As with all traffic calming measures, there are considerations that should be made before constructing reduced curb radii. In most neighborhood street situations, the design vehicle is not a 50-foot semi-trailer truck. The normal neighborhood design vehicle is a school bus, FedEx type delivery truck, or refuse collection truck. These vehicles do not require large corner radius to enter/exit a neighborhood street especially if opposing lane encroachment is considered acceptable on low volume residential streets. Consideration should be given to providing an easily maintainable surface to minimize damage created by encroaching truck wheels. Effective curb radii should also take into account parking and bicycle lanes.

Emergency response vehicles can also be accommodated with traffic calming measures without adversely reducing their critical response times or on-scene operation. Coordination with local emergency responders is important to the design and location of selected traffic calming and traffic management measures.

Figure 3.06-1 illustrates some applications of reduced corner radii.



Reduced Corner Radii
Source: Walkinginfo.org

Reduced Corner Radii
Source: Dan Burden

Reduced Corner Radii
Source: Dan Burden

Reduced Corner Radii
Source: Peter Lagerwey

Figure 3.06-1 Reduced Corner Radii

3.07 TRAFFIC MANAGEMENT MEASURES

As mentioned previously, traffic management measures physically alter the street so that traffic patterns cannot remain the same. They tend to have much more pronounced traffic effects than traffic calming measures, both positive and negative. Careful planning with all potentially affected neighborhoods should take place before implementing a measure that will alter traffic patterns.

A **Traffic Diverter** is an island built at an intersection that prevents certain through and/or turning movements. Diverters are a very severe traffic management measure because they change traffic patterns and the transportation system by restricting movements. Traffic diverters greatly affect people

Back to Agenda

living in the neighborhood and should be considered only when less restrictive measures are not appropriate.

There are several types of diverters: diagonal, forced turn, and star. A diagonal diverter breaks up cut-through movements and forces right or left turns in certain directions. A forced turn diverter mandates a certain traffic movement, typically through the placement of channelization islands or roadway closures. The most frequent applications of this are right-in/right-out islands and left-turn in only islands. A star diverter is a cross placed in the center of the intersection that forces right turns from every approach.

There are many implications that should be considered before constructing any type of diverter. Less restrictive measures should be considered first. Neighborhood traffic patterns must be evaluated to see how the diverter will affect other adjacent streets, and a diverter should have very strong neighborhood support before it is implemented. Diverters should be designed to allow full movements by bicycles and pedestrians. Finally, diverters disrupt the transportation system, which may affect emergency response times to portions of the neighborhood. For this reason, emergency response providers must be involved in the design process.

A **Partial Street Closure** uses a semi-diverter to physically prevent vehicles from entering a street at an intersection. A partial street closure could involve closing one direction of a two-way street. As mentioned, partial street closures at the entrance to a neighborhood must consider the traffic flow pattern of the surrounding streets, as these streets will probably experience increased traffic volumes. Partial street closure design should incorporate full (two-way) access for bicyclists and pedestrians. A partial street closure provides better emergency access than a full closure.

Figure 3.07-1 illustrates some of these traffic management treatments.

Right-in/Right-out Diverter
Source: Dan Burden

Left-in Only Diverter
Source: ITE Pedestrian Council

Partial Street Closure
Source: Dan Burden

Diagonal Diverter
Source: Dan Burden

Figure 3.07-1 Traffic Management Measures

3.08 COMPARISON OF DEVICES

Table 3.08-1 shows the approximate cost of some of the traffic calming treatments described in this manual.

Back to Agenda

As mentioned, various treatments accomplish different objectives. Table 3.08-2 illustrates the effectiveness of several traffic calming measures in reducing traffic volumes. Table 3.08-3 illustrates the effectiveness of several traffic calming measures in reducing traffic speeds. Table 3.08-4 illustrates the effectiveness of several traffic calming measures in reducing traffic crashes. All three tables are derived from the Victoria Transport Policy Institute TDM Encyclopedia, May 27, 2003. www.vtpi.org

Calming/Control Measure	Approx Cost
Speed Hump/Speed Table	$4-5,000
Raised Pedestrian Crossing	$5-6,000
Single Lane Slow Point	$32-45,000*
Chicane	$18-30,000*
Bulb-out	$20,000 (full int)
Two-lane Slow Point	$32-45,000*
Median Island	$8-10,000
Traffic Circle	$10-15,000
Reduced Corner Radii	$11-14,000
Right in/out Diverter	$8-10,000

*Large range because of drainage treatment

Table 3.08-1 Typical Costs

Average Volume Reduction	
Calming/Control Measure	Percent Change
12-ft humps	-18
14-ft humps	-22
22-ft table	-12
Neighborhood traffic circles	-5
Narrowings	-10
One-lane slow points	-20
Full closures	-44
Half closures	-42
Diagonal diverters	-35

Table 3.08-2 Average Volume Reduction

85th Percentile Speed Reduction	
Calming Measure	Percent Change
12-ft humps	-22
14-ft humps	-23
Raised intersections	-1
Neighborhood traffic circles	-11
Narrowings	-4
One-lane slow points	-14

Table 3.08-3 85th Percential Speed Reduction

Safety Effects
Average Number of Crashes

Calming Measure	Percent Change
12 ft. humps	-11%
14 ft. humps	-41%
22 ft. tables	-45%
Traffic circles	-73%
All Measures	-50%

Table 3.08-4 Safety Effects of Traffic Calming Measures

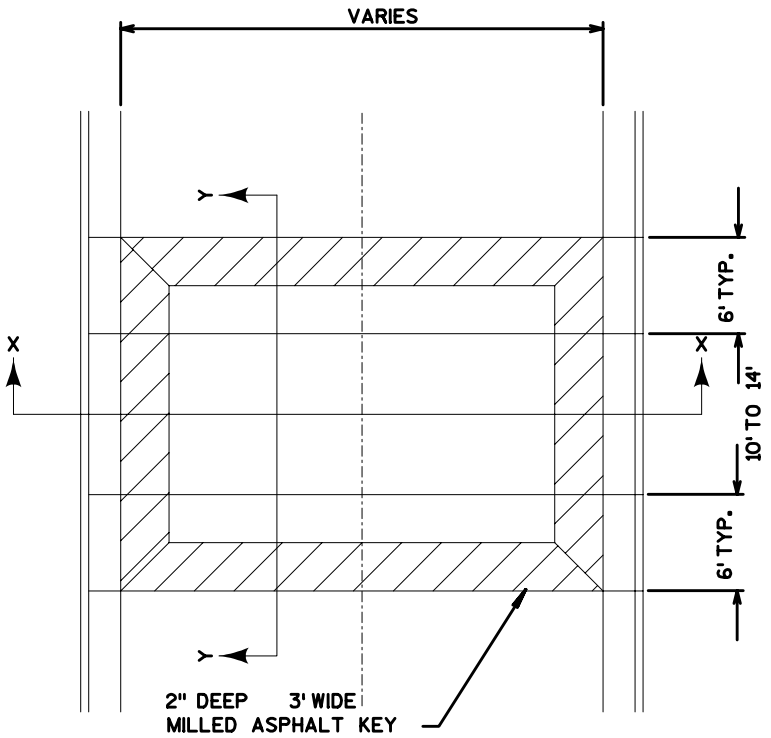
Back to Agenda

APPENDIX A
DRAWINGS OF TRAFFIC CALMING MEASURES

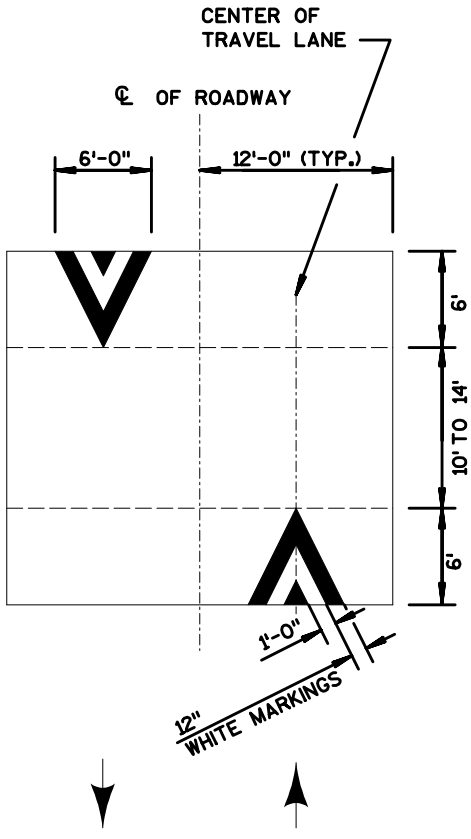
Back to Agenda

Back to Agenda

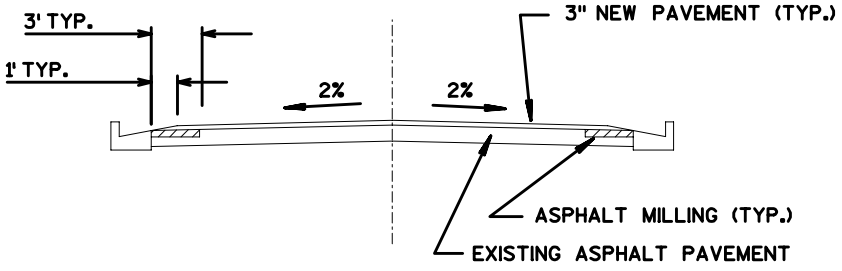
10:56:39 AM
10/6/2005
$USER$
s:\@SAI\001---050\024\005\Micros\Middleton Typicals.dgn



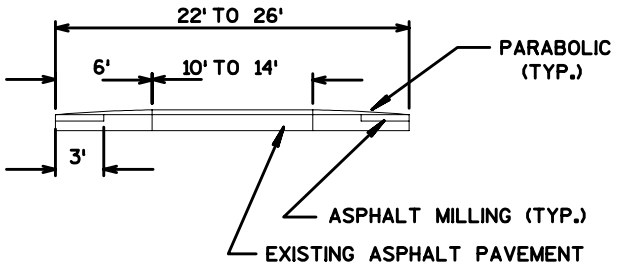
PLAN VIEW
NTS



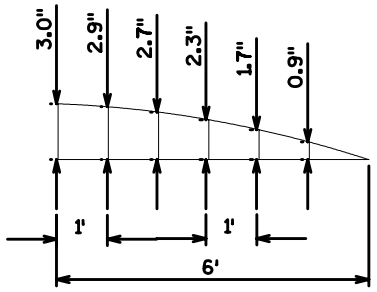
PAVEMENT MARKING LAYOUT
NTS



SECTION X-X
NTS



SECTION Y-Y
NTS



PARABOLIC DETAIL
NTS

ADAPTED FROM CANADIAN GUIDE TO NEIGHBORHOOD TRAFFIC CALMING

NOTE: CLEAN AND TACK COAT ALL SURFACES PRIOR TO PAVING

CITY OF MIDDLETON

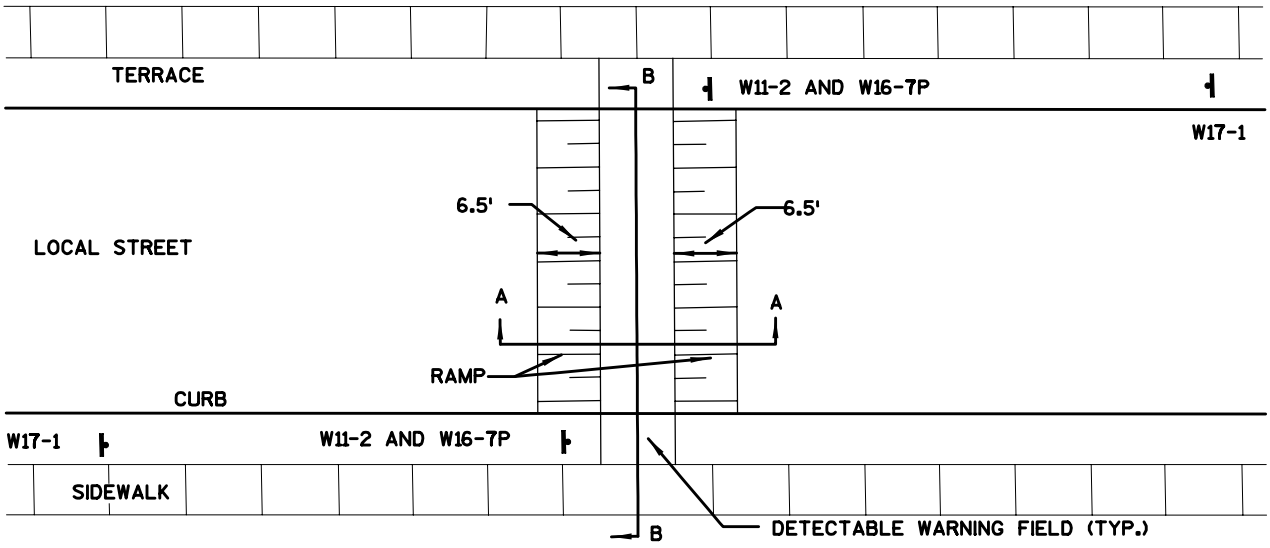
NEIGHBORHOOD TRAFFIC MANAGEMENT PLAN

SPEED HUMP

STRAND ASSOCIATES, INC®
ENGINEERS

A1
1-024-005

Back to Agenda

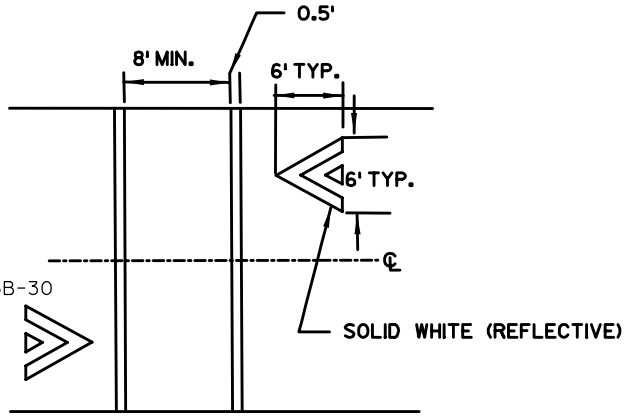


NOTES:
CATCHBASINS REQUIRED ON UPHILL SIDE OF A RAISED CROSSWALK

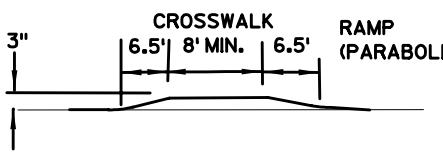
MAY REQUIRE SIDEWALK RECONSTRUCTION NEAR CURB

NOTES
W11-2 AND
W16-7P PEDESTRIAN CROSSWALK
W17-1 SPEED HUMP

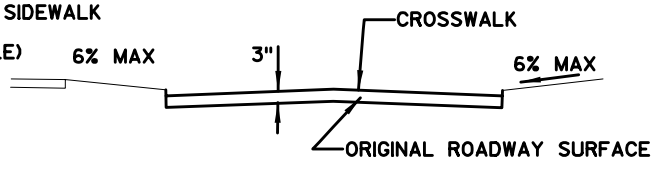
SEE MUTCD FIG 3B-30
FOR MARKINGS



PAVEMENT MARKINGS
(TWO-WAY STREET)



SECTION A-A



SECTION B-B

HANDICAP RAMP
PER CITY STANDARD

ADAPTED FROM CANADIAN GUIDE TO NEIGHBORHOOD TRAFFIC CALMING

CITY OF MIDDLETON

NEIGHBORHOOD TRAFFIC MANAGEMENT PLAN

RAISED CROSSWALK

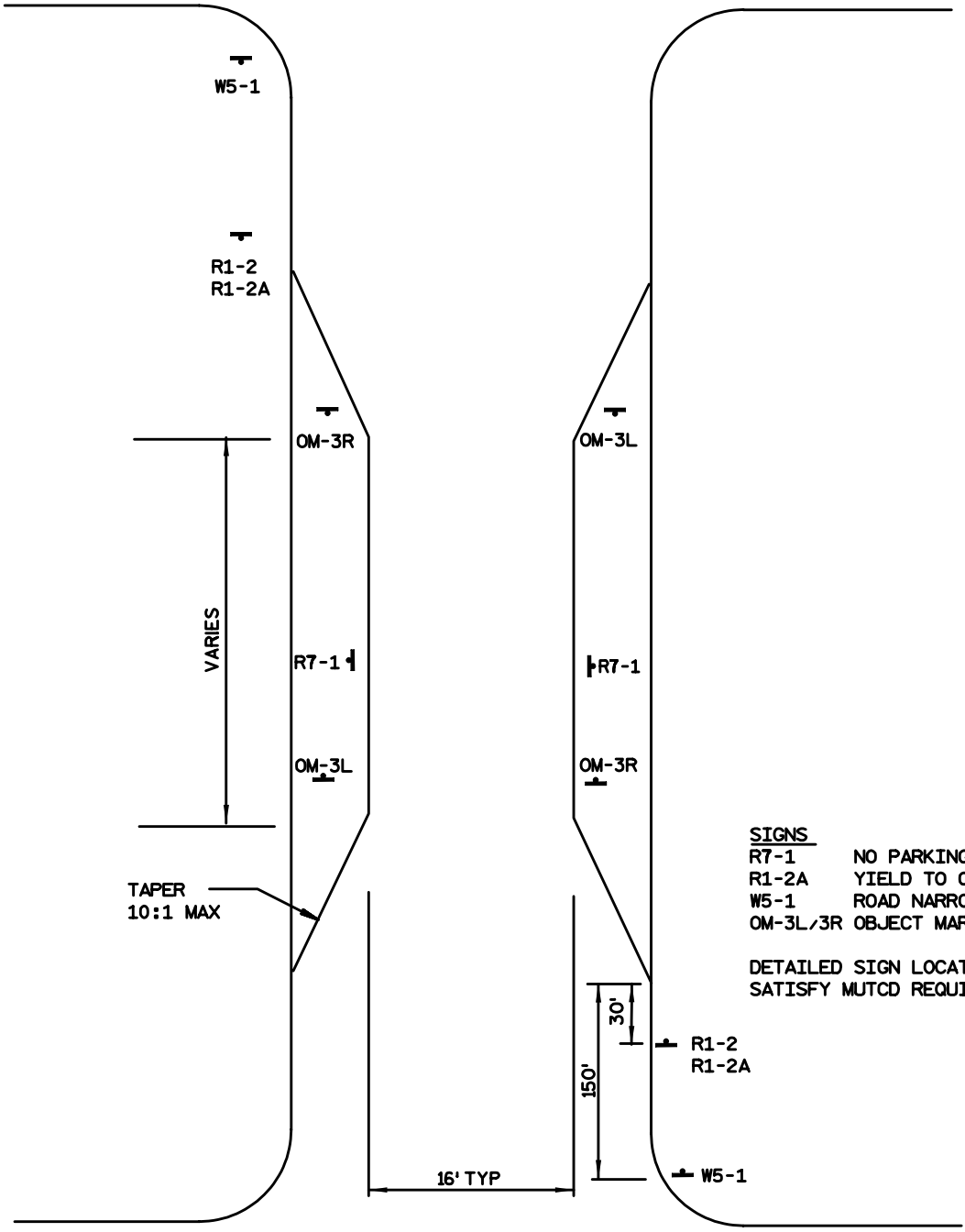
STRAND ASSOCIATES, INC®
ENGINEERS

A2
1-024-005

Back to Agenda

10:57:08 AM
10/6/2005
$USER$
s:\@SAI\001--050\024\005\Micros\Middleton Typicals.dgn

10:57:50 AM
10/6/2005
$USER$
s:\@SAI\001---050\024\005\Micros\Middleton Typicals.dgn



SIGNS

R7-1	NO PARKING ANYTIME
R1-2A	YIELD TO ONCOMING TRAFFIC
W5-1	ROAD NARROWS
OM-3L/3R	OBJECT MARKER

DETAILED SIGN LOCATIONS SHOULD SATISFY MUTCD REQUIREMENTS

CITY OF MIDDLETON

NEIGHBORHOOD TRAFFIC MANAGEMENT PLAN

SINGLE LANE SLOW POINT

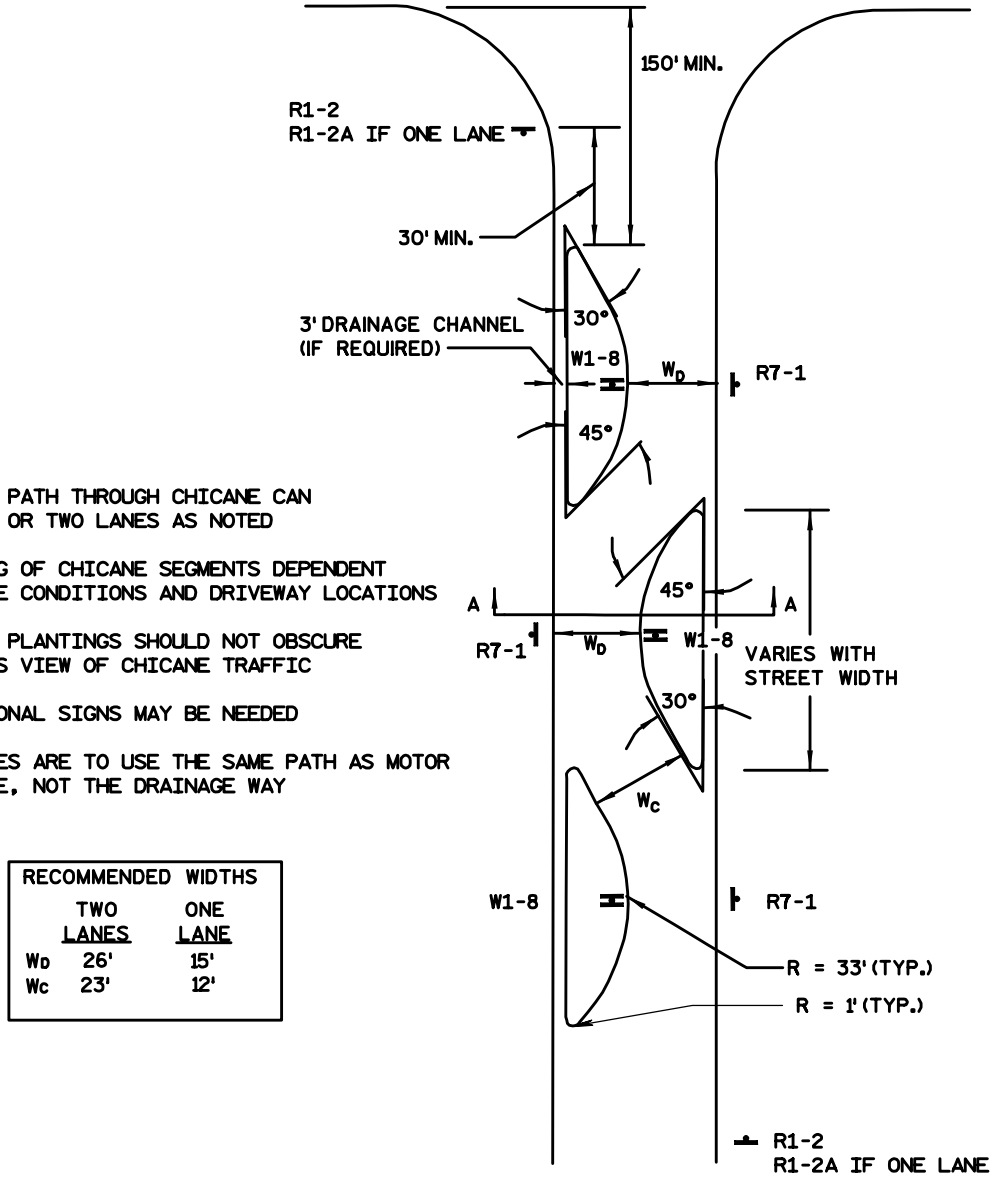
STRAND ASSOCIATES, INC® ENGINEERS

A3

1-024-005

Back to Agenda

s:\@SAI\001--050\024\005\Micros\Middleton Typicals.dgn 10/6/2005 10:58:27 AM $USER$



NOTES:
TRAVEL PATH THROUGH CHICANE CAN BE ONE OR TWO LANES AS NOTED

SPACING OF CHICANE SEGMENTS DEPENDENT ON SITE CONDITIONS AND DRIVEWAY LOCATIONS

ISLAND PLANTINGS SHOULD NOT OBSCURE DRIVERS VIEW OF CHICANE TRAFFIC

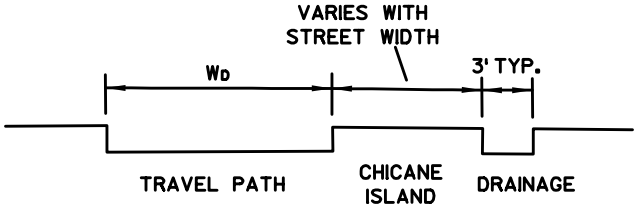
ADDITIONAL SIGNS MAY BE NEEDED

BICYCLES ARE TO USE THE SAME PATH AS MOTOR VEHICLE, NOT THE DRAINAGE WAY

RECOMMENDED WIDTHS		
	TWO LANES	ONE LANE
W_D	26'	15'
W_C	23'	12'

SIGNS
R1-2 YIELD
R1-2A YIELD TO ONCOMING TRAFFIC
R7-1 NO PARKING ANYTIME
W1-8 CHEVRON

DETAILED SIGN LOCATIONS SHOULD SATISFY MUTCD REQUIREMENTS



SECTION A-A

ADAPTED FROM CANADIAN GUIDE TO NEIGHBORHOOD TRAFFIC CALMING

CITY OF MIDDLETON

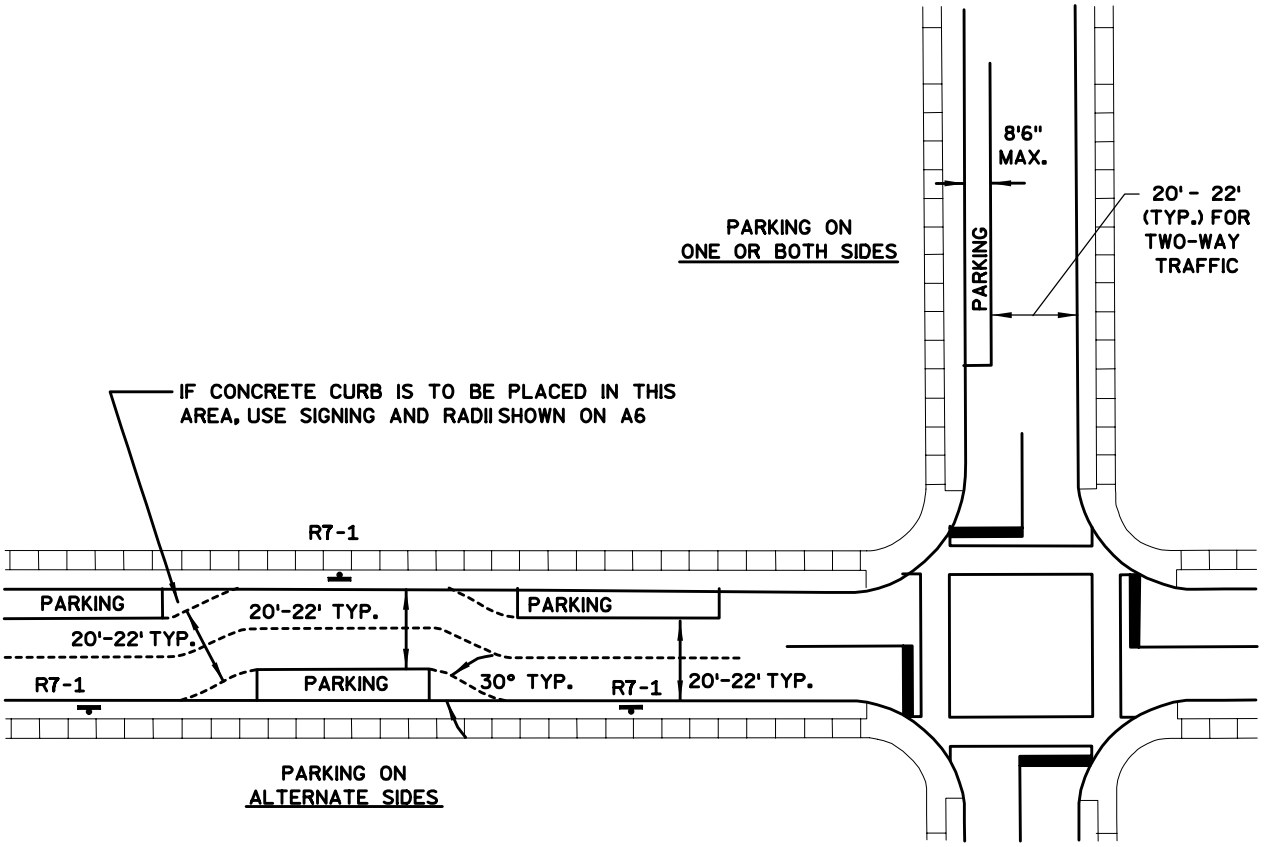
NEIGHBORHOOD TRAFFIC MANAGEMENT PLAN

CHICANE

STRAND ASSOCIATES, INC® ENGINEERS

Back to Agenda

10:58:59 AM
10/6/2005
$USER$
s:\@SA\001--050\024\005\Micros\Middleton Typicals.dgn



SIGNS
R7-1 NO PARKING ANYTIME

ADAPTED FROM CANADIAN GUIDE TO NEIGHBORHOOD TRAFFIC CALMING

CITY OF MIDDLETON

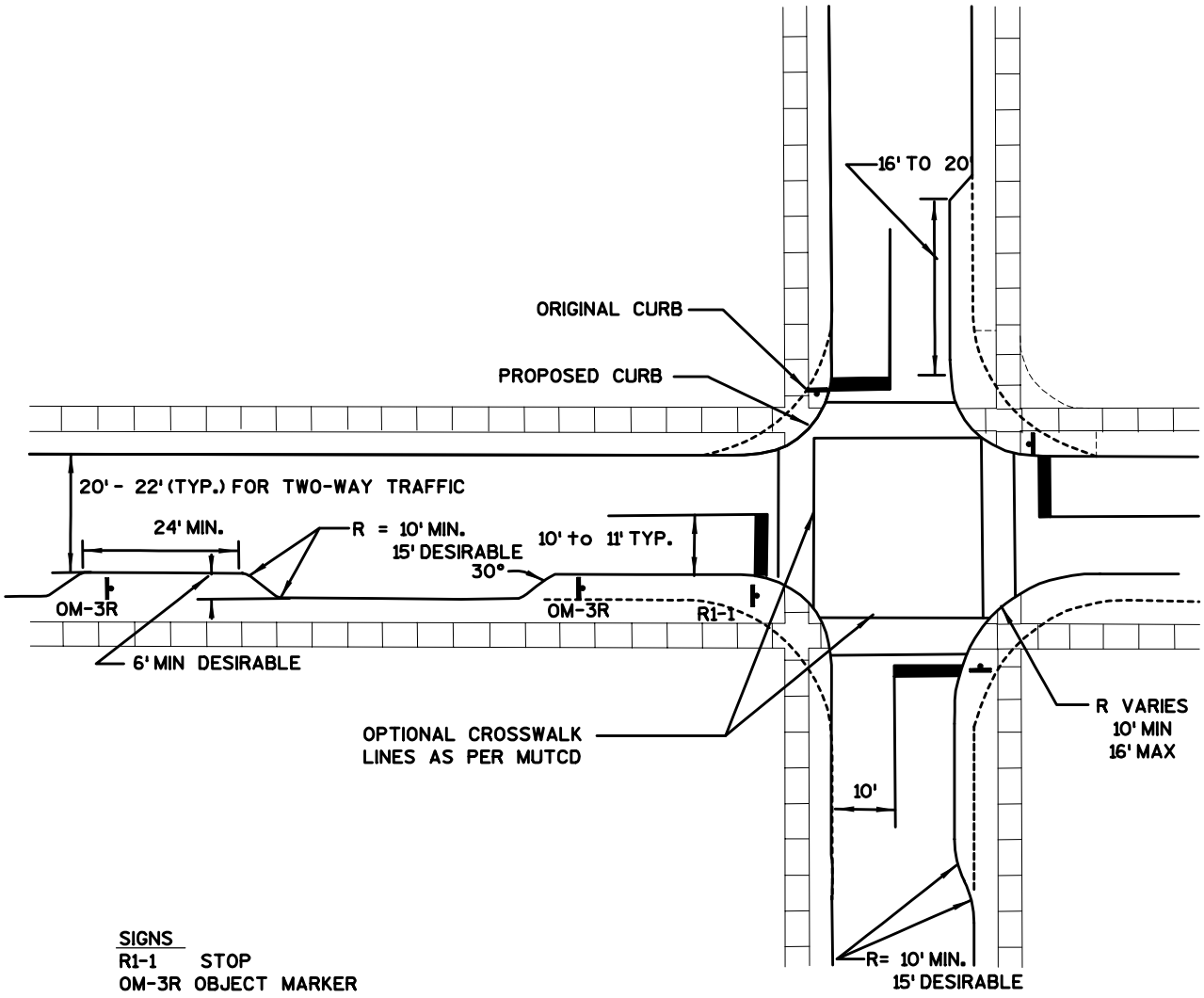
NEIGHBORHOOD TRAFFIC MANAGEMENT PLAN

ON-STREET PARKING

STRAND ASSOCIATES, INC®
ENGINEERS

Back to Agenda

10:59:39 AM
10/6/2005
$USER$
s:\@SAI\001--050\024\005\Micros\Middleton Typicals.dgn



SIGNS
R1-1 STOP
OM-3R OBJECT MARKER

ADAPTED FROM CANADIAN GUIDE TO NEIGHBORHOOD TRAFFIC CALMING

CITY OF MIDDLETON

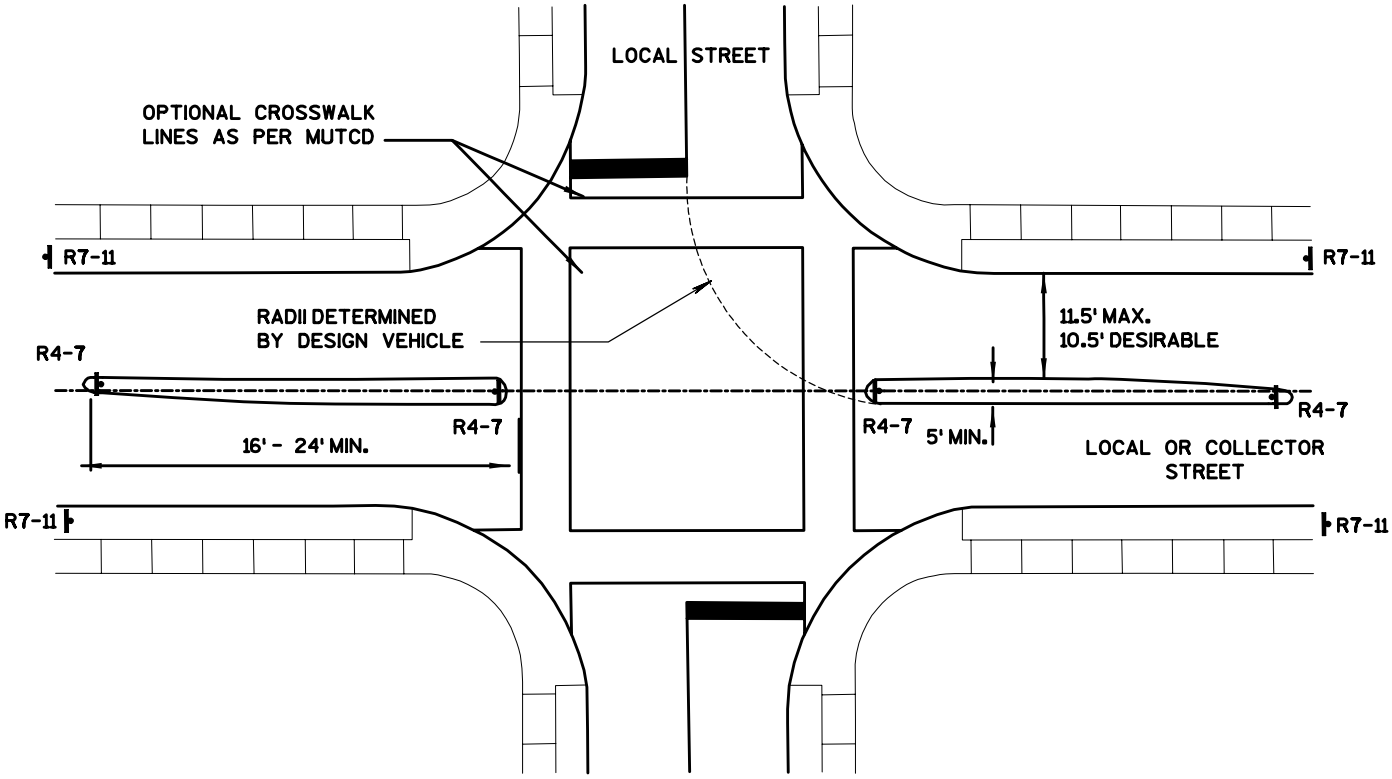
NEIGHBORHOOD TRAFFIC MANAGEMENT PLAN

CURB EXTENSION - BULB OUT

STRAND ASSOCIATES, INC® ENGINEERS

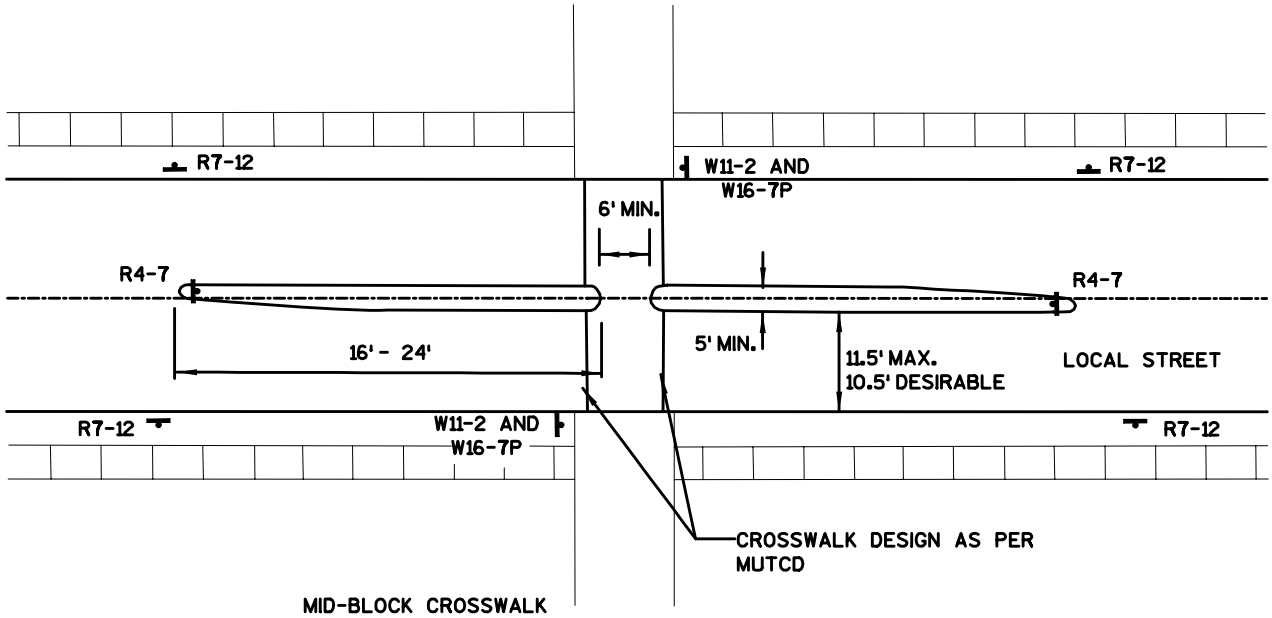
Back to Agenda

A6
1-024-005



LOCAL STREET INTERSECTION

SIGNS
R7-11 NO PARKING HERE TO CORNER
R7-12 NO PARKING BETWEEN SIGNS
R4-7 KEEP RIGHT
W11-2 AND
W16-7P PEDESTRIAN CROSSWALK



MID-BLOCK CROSSWALK

ADAPTED FROM CANADIAN GUIDE TO NEIGHBORHOOD TRAFFIC CALMING

CITY OF MIDDLETON

NEIGHBORHOOD TRAFFIC MANAGEMENT PLAN

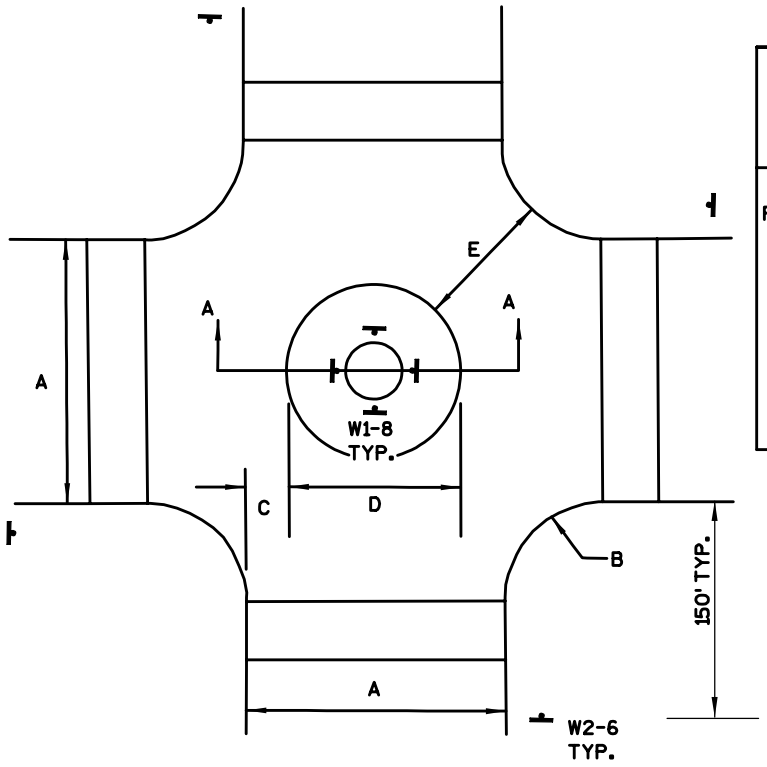
MEDIAN ISLAND

STRAND ASSOCIATES, INC®
ENGINEERS

A7
1-024-005

Back to Agenda

11:00:05 AM
10/6/2005
$USER$
s:\@SA\001--050\024\005\Micros\Middleton Typicals.dgn

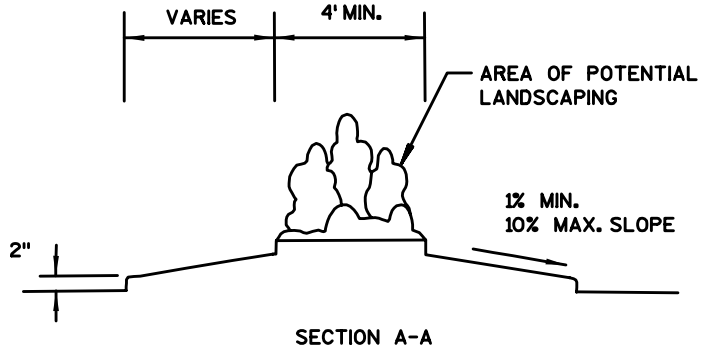


EXAMPLE DIMENSION CHART FOR VARYING ROADWAY WIDTHS (FROM FLAG)				
A ROADWAY WIDTH	B CURB RETURN RADIUS	C OFF-SET DISTANCE	D CIRCLE DIAMETER	E MINIMUM OPENING WIDTH
23'	21'	4.5'	14'	18'
26'	20'	4.5'	17'	18'
30'	18'	4.5'	20'	18'
33'	20'	4'	25'	19'
34'	20'	4.5'	25'	19'
36'	22'	3'	30'	19.5'

SIGNS
W2-6 CIRCULAR INTERSECTION
W1-8 CHEVRON

THE CENTRAL ISLAND IN THE TRAFFIC CIRCLE MUST BE LARGE ENOUGH SO THAT ALL VEHICLES ARE REQUIRED TO FOLLOW AN INDIRECT PATH EVEN TO PROCEED STRAIGHT THROUGH THE INTERSECTION. THE SIZE (D) AND POSITION OF THE CIRCLE IN RELATION TO THE ADJACENT ROADWAY WIDTH (A) SHOULD BE INDIVIDUALLY DESIGNED TO ACCOMODATE THE PATH OF A TYPICAL PASSENGER VEHICLE. THE TABLE ABOVE PROVIDES SOME EXAMPLE DIMENSIONS.

THE CENTRAL ISLAND SHOWN IS CIRCULAR, ALTHROUGH THIS IS NOT ESSENTIAL IF STREETS HAVE DIFFERENT WIDTHS.



SECTION A-A

ADAPTED FROM CANADIAN GUIDE TO NEIGHBORHOOD TRAFFIC CALMING

CITY OF MIDDLETON

NEIGHBORHOOD TRAFFIC MANAGEMENT PLAN

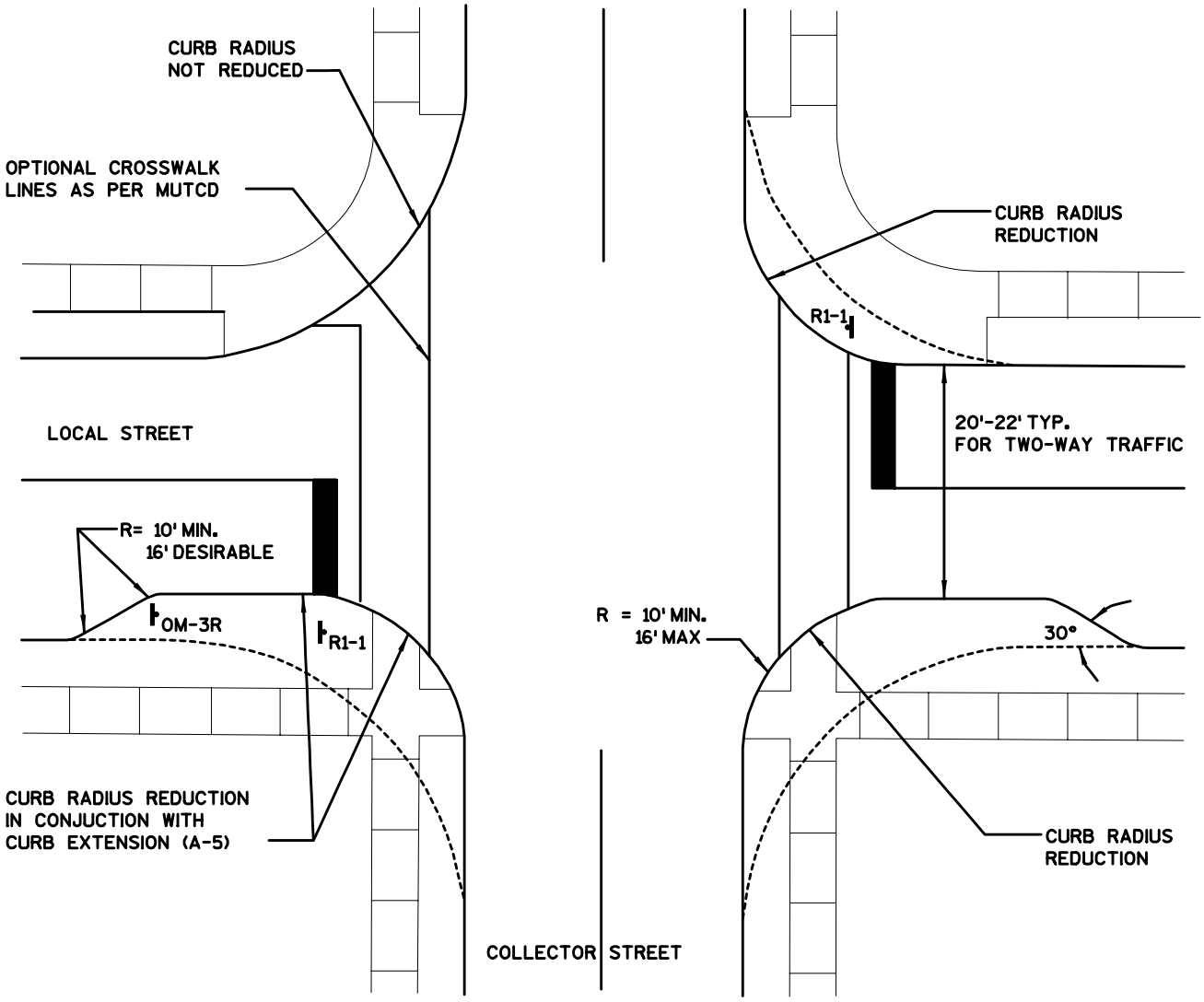
TRAFFIC CIRCLE

STRAND ASSOCIATES, INC® ENGINEERS

A8
1-024-005

Back to Agenda

11:00:42 AM 10/6/2005 $USER$ s:\@SA\001--050\024\005\Micros\Middleton Typicals.dgn



SIGNS

R1-1	STOP
OM-3R	OBJECT MARKER

ADAPTED FROM CANADIAN GUIDE TO NEIGHBORHOOD TRAFFIC CALMING

CITY OF MIDDLETON

NEIGHBORHOOD TRAFFIC MANAGEMENT PLAN

CURB RADIUS REDUCTION

STRAND ASSOCIATES, INC® ENGINEERS

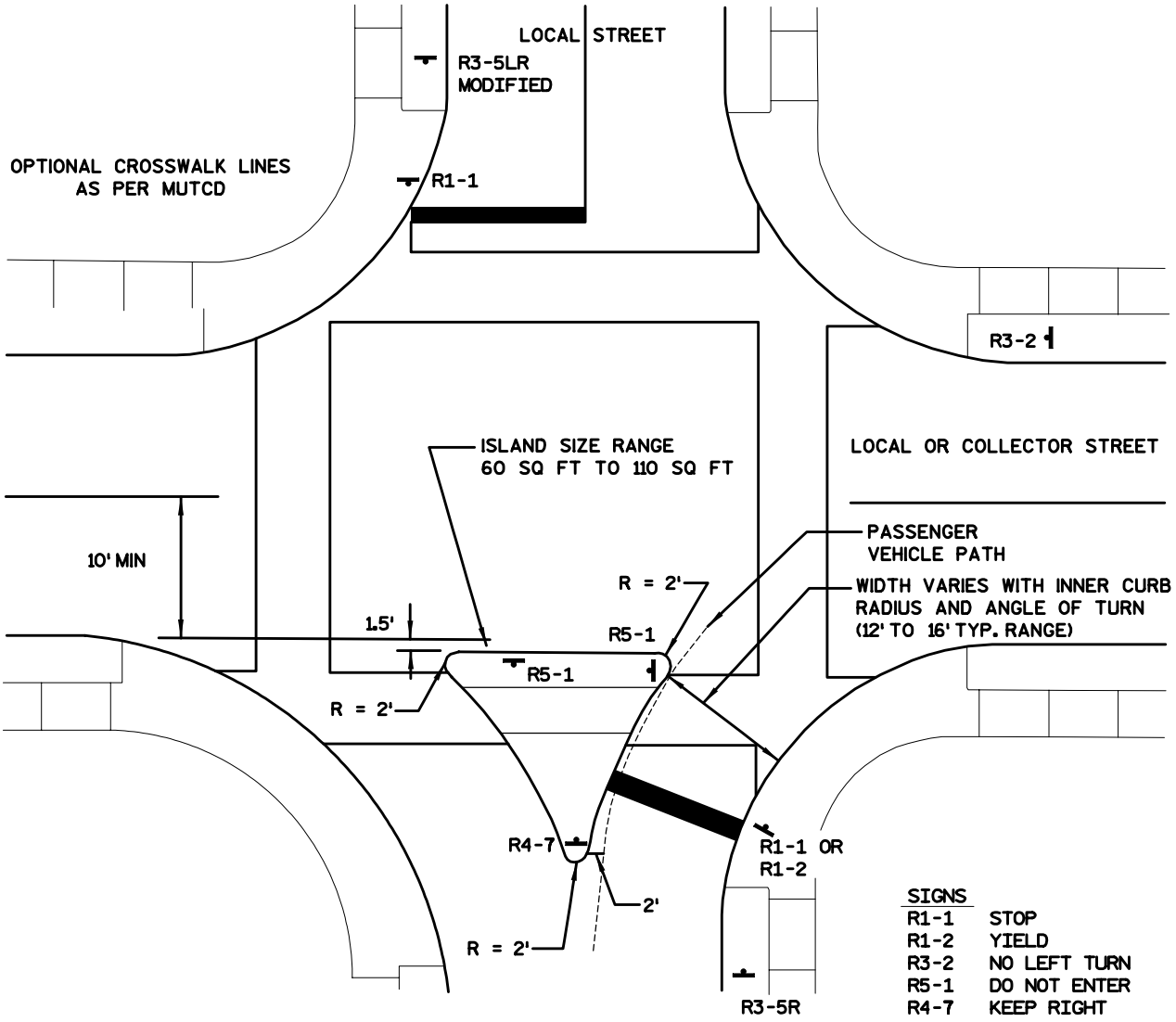
Back to Agenda

A9

1-024-005

11:01:21 AM 10/6/2005 $USER$ s:\@SA\001--050\024\005\Micros\Middleton Typicals.dgn

11:01:53 AM
10/6/2005
$USER$
s:\@SAI\001---050\024\005\Micros\Middleton Typicals.dgn



SIGNS	
R1-1	STOP
R1-2	YIELD
R3-2	NO LEFT TURN
R5-1	DO NOT ENTER
R4-7	KEEP RIGHT
R3-5R	RIGHT TURN ONLY
R3-5LR	MODIFIED RIGHT OR LEFT TURN

ADAPTED FROM CANADIAN GUIDE TO NEIGHBORHOOD TRAFFIC CALMING

CITY OF MIDDLETON

NEIGHBORHOOD TRAFFIC MANAGEMENT PLAN

RIGHT IN/ RIGHT OUT ISLAND

STRAND ASSOCIATES, INC® ENGINEERS

Back to Agenda

A10

1-024-005

APPENDIX B
NTMP APPLICATION

Back to Agenda

Back to Agenda

City of Middleton
Neighborhood Traffic Management Program Application

Contact Name: _____

Address: _____

Phone Number: _____

Email: _____

Date: _____

Location of Concern _____

Boundaries (from where to where) _____

Description of Concern (please include the following):

- Specific location(s) where the effects are experienced.
- The nature of the effect (speeding, high traffic volumes, other).
- The times during the year, week, and day when this effect is experienced.
- Other information. (Weather dependent? Is it a new occurrence? Has it been growing?).

Back to Agenda

Names of Area Households that Agree with Concern:
(please print – At least 50% of the area households must sign, please copy page as necessary)

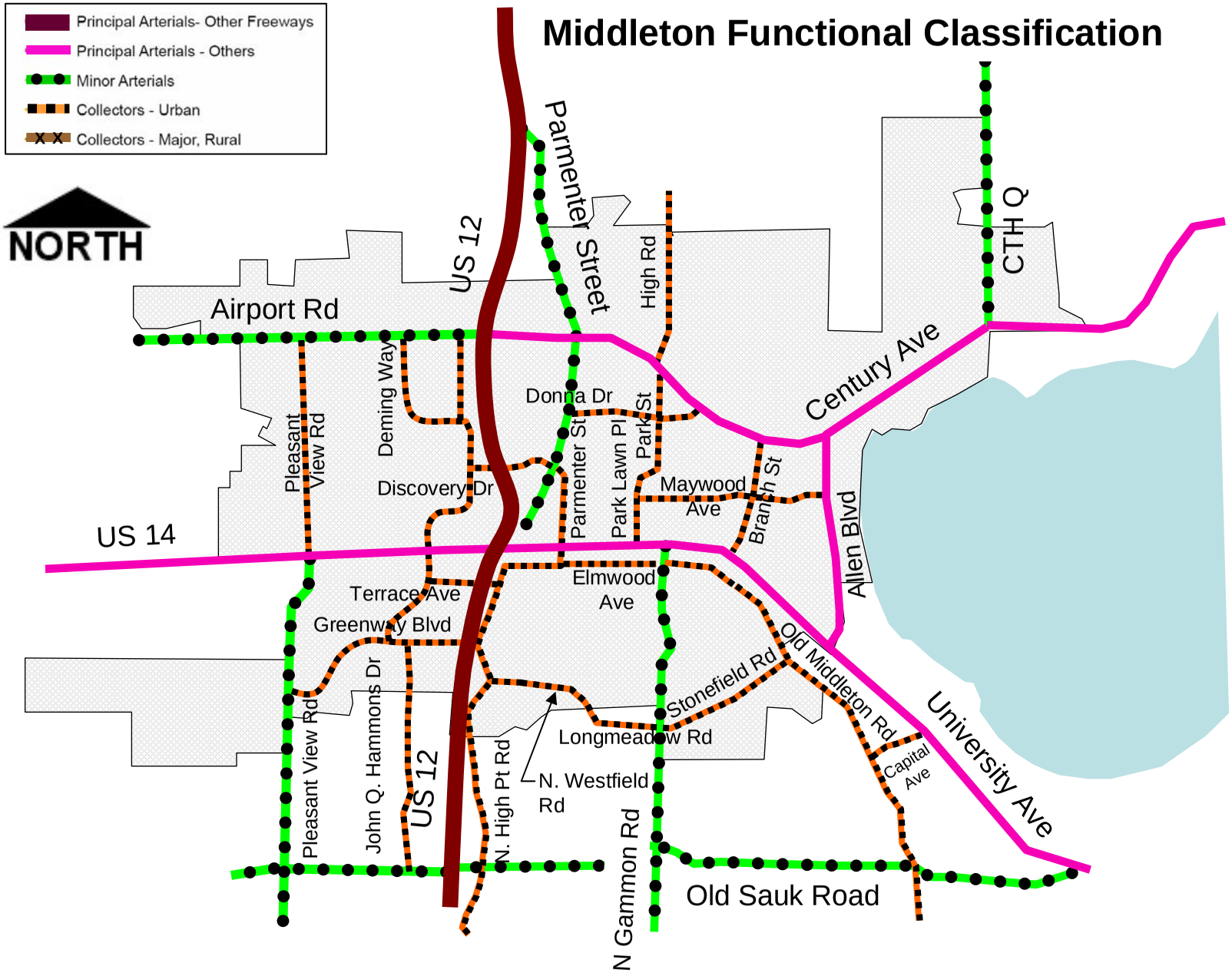
Name	Address/Phone
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	

APPENDIX C
MIDDLETON STREET CLASSIFICATION AND MADISON METRO TRANSIT BUS ROUTES

Back to Agenda

Back to Agenda

Back to Agenda

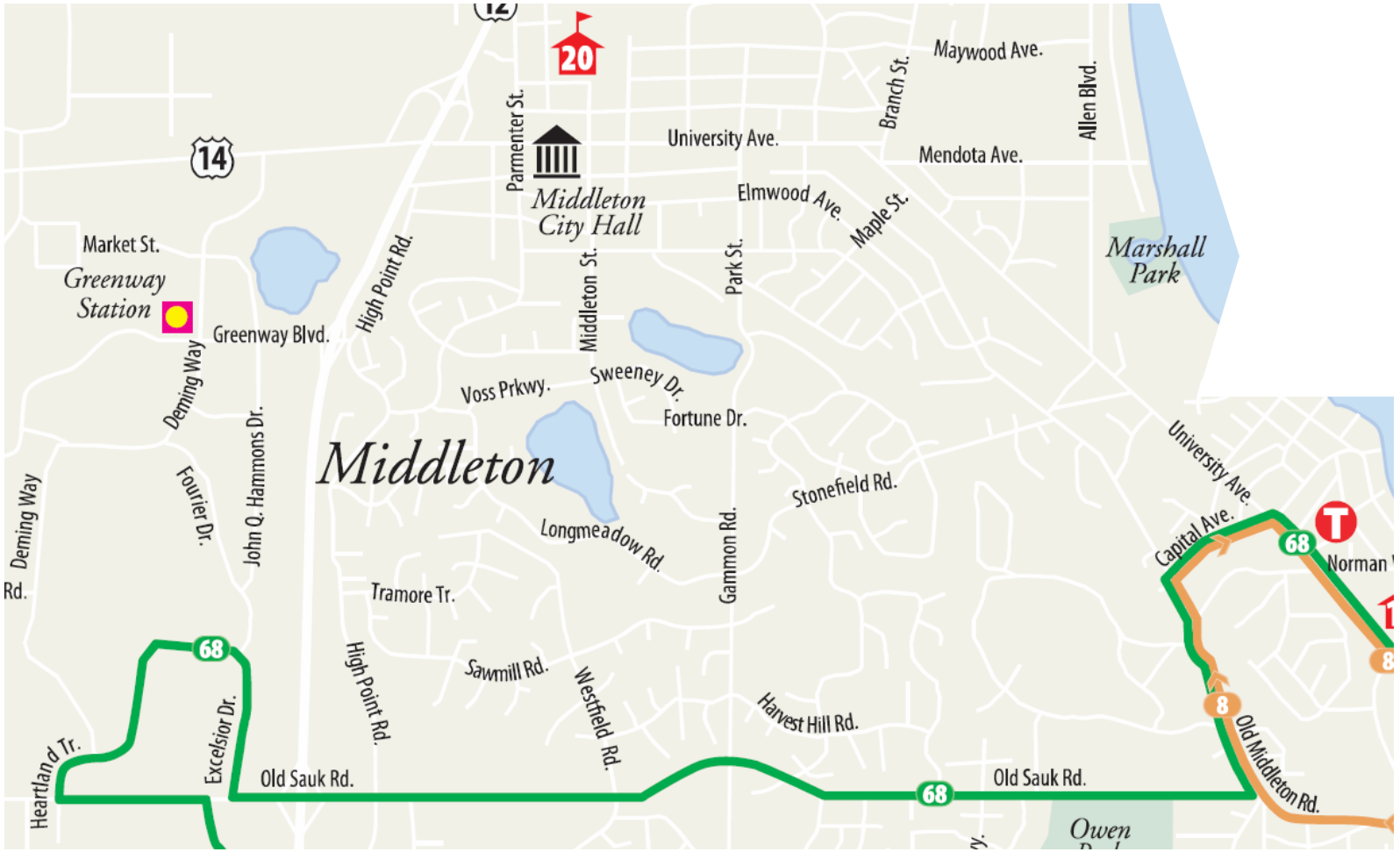


Back to Agenda

Madison Metro Transit – Weekday Routes

Source: www.mymetrobus.com

Back to Agenda



Madison Metro Transit – Weekend Routes

Source: www.mymetrobus.com

Back to Agenda

APPENDIX D
COMMITTEE CHARTER

Back to Agenda

Back to Agenda

City of Middleton
Neighborhood Traffic Management Program
Committee Charter

Committee Name: _____

Area Committee Represents: _____

Goals of Committee:

Anticipated Activities to be Performed by the Committee:

Back to Agenda

Committee Members

Name	Address/Phone
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Date of Committee Formation _____

Anticipated Length of Service (in months) _____

Responsibilities:

Chair Person _____

Meeting Coordinator (if different) _____

City Liaison (if different) _____

Publicity _____

Meeting Minutes _____

Data Collection _____

Other _____ _____

Back to Agenda

APPENDIX E
BALLOT

Back to Agenda

Back to Agenda

City of Middleton
Neighborhood Traffic Management Program
BALLOT

Family or Business Name _____

Check One Renter ☐ Owner ☐

Address: _____

Phone Number: _____

Date: _____

(name and address will be kept confidential)

Description and drawing of measure being proposed. (Below, attached, or on back)

We <u>support</u> the proposed measure ☐

We <u>oppose</u> the proposed measure ☐

Comments:

_____

_____

_____

_____

_____

_____

Return to _____ **by** _____

Back to Agenda

Back to Agenda

APPENDIX F
WALKING CHECKLIST

Back to Agenda

Back to Agenda

Walkability Checklist

How walkable is your community?

Take a walk with a child and decide for yourselves.

Everyone benefits from walking. These benefits include: improved fitness, cleaner air, reduced risks of certain health problems, and a greater sense of community. But walking needs to be safe and easy. Take a walk with your child and use this checklist to decide if your neighborhood is a friendly place to walk. Take heart if you find problems, there are ways you can make things better.

Getting started:

First, you'll need to pick a place to walk, like the route to school, a friend's house or just somewhere fun to go.

The second step involves the checklist. Read over the checklist before you go, and as you walk, note the locations of things you would like to change. At the end of your walk, give each question a rating. Then add up the numbers to see how you rated your walk overall.

After you've rated your walk and identified any problem areas, the next step is to figure out what you can do to improve your community's score. You'll find both immediate answers and long-term solutions under "Improving Your Community's Score..." on the third page.

Take a walk and use this checklist to rate your neighborhood's walkability.

How walkable is your community?

Location of walk _____

_____

Rating Scale:

1	2	3	4	5	6
awful	many problems	some problems	good	very good	excellent

1. Did you have room to walk?

☐ Yes ☐ Some problems:

- ☐ Sidewalks or paths started and stopped
- ☐ Sidewalks were broken or cracked
- ☐ Sidewalks were blocked with poles, signs, shrubbery, dumpsters, etc.
- ☐ No sidewalks, paths, or shoulders
- ☐ Too much traffic
- ☐ Something else _____

Locations of problems: _____

Rating: (circle one)
1 2 3 4 5 6

_____

_____

2. Was it easy to cross streets?

☐ Yes ☐ Some problems:

- ☐ Road was too wide
- ☐ Traffic signals made us wait too long or did not give us enough time to cross
- ☐ Needed striped crosswalks or traffic signals
- ☐ Parked cars blocked our view of traffic
- ☐ Trees or plants blocked our view of traffic
- ☐ Needed curb ramps or ramps needed repair
- ☐ Something else _____

Locations of problems: _____

Rating: (circle one)
1 2 3 4 5 6

_____

_____

3. Did drivers behave well?

☐ Yes ☐ Some problems: Drivers...

- ☐ Backed out of driveways without looking
- ☐ Did not yield to people crossing the street
- ☐ Turned into people crossing the street
- ☐ Drove too fast
- ☐ Sped up to make it through traffic lights or drove through traffic lights?
- ☐ Something else _____

Locations of problems: _____

Rating: (circle one)
1 2 3 4 5 6

_____

_____

4. Was it easy to follow safety rules? Could you and your child...

☐ Yes	☐ No	Cross at crosswalks or where you could see and be seen by drivers?
☐ Yes	☐ No	Stop and look left, right and then left again before crossing streets?
☐ Yes	☐ No	Walk on sidewalks or shoulders facing traffic where there were no sidewalks?
☐ Yes	☐ No	Cross with the light?

Locations of problems: _____

Rating: (circle one)
1 2 3 4 5 6

_____

_____

5. Was your walk pleasant?

☐ Yes ☐ Some unpleasant things:

- ☐ Needed more grass, flowers, or trees
- ☐ Scary dogs
- ☐ Scary people
- ☐ Not well lighted
- ☐ Dirty, lots of litter or trash
- ☐ Dirty air due to automobile exhaust
- ☐ Something else _____

Locations of problems: _____

Rating: (circle one)
1 2 3 4 5 6

_____

_____

How does your neighborhood stack up? Add up your ratings and decide.

1. _____
2. _____
3. _____
4. _____
5. _____

Total _____

26–30	Celebrate! You have a great neighborhood for walking.
21–25	Celebrate a little. Your neighborhood is pretty good.
16–20	Okay, but it needs work.
11–15	It needs lots of work. You deserve better than that.
5–10	It's a disaster for walking!

Back to Agenda

Now that you've identified the problems, go to the next page to find out how to fix them.

Now that you know the problems,
you can find the answers.

Improving your community's score...

	What you and your child can do immediately	What you and your community can do with more time
1. Did you have room to walk?		
Sidewalks or paths started and stopped Sidewalks broken or cracked Sidewalks blocked No sidewalks, paths or shoulders Too much traffic	• pick another route for now • tell local traffic engineering or public works department about specific problems and provide a copy of the checklist	• speak up at board meetings • write or petition city for walkways and gather neighborhood signatures • make media aware of problem • work with a local transportation engineer to develop a plan for a safe walking route
2. Was it easy to cross streets?		
Road too wide Traffic signals made us wait too long or did not give us enough time to cross Crosswalks/traffic signals needed View of traffic blocked by parked cars, trees, or plants Needed curb ramps or ramps needed repair	• pick another route for now • share problems and checklist with local traffic engineering or public works department • trim your trees or bushes that block the street and ask your neighbors to do the same • leave nice notes on problem cars asking owners not to park there	• push for crosswalks/signals/ parking changes/curb ramps at city meetings • report to traffic engineer where parked cars are safety hazards • report illegally parked cars to the police • request that the public works department trim trees or plants • make media aware of problem
3. Did drivers behave well?		
Backed without looking Did not yield Turned into walkers Drove too fast Sped up to make traffic lights or drove through red lights	• pick another route for now • set an example: slow down and be considerate of others • encourage your neighbors to do the same • report unsafe driving to the police	• petition for more enforcement • request protected turns • ask city planners and traffic engineers for traffic calming ideas • ask schools about getting crossing guards at key locations • organize a neighborhood speed watch program
4. Could you follow safety rules?		
Cross at crosswalks or where you could see and be seen Stop and look left, right, left before crossing Walk on sidewalks or shoulders facing traffic Cross with the light	• educate yourself and your child about safe walking • organize parents in your neighborhood to walk children to school	• encourage schools to teach walking safely • help schools start safe walking programs • encourage corporate support for flex schedules so parents can walk children to school
5. Was your walk pleasant?		
Needs grass, flowers, trees Scary dogs Scary people Not well lit Dirty, litter Lots of traffic	• point out areas to avoid to your child; agree on safe routes • ask neighbors to keep dogs leashed or fenced • report scary dogs to the animal control department • report scary people to the police • report lighting needs to the police or appropriate public works department • take a walk wih a trash bag • plant trees, flowers in your yard • select alternative route with less traffic	• request increased police enforcement • start a crime watch program in your neighborhood • organize a community clean-up day • sponsor a neighborhood beautification or tree-planting day • begin an adopt-a-street program • initiate support to provide routes with less traffic to schools in your community (reduced traffic during am and pm school commute times)

A Quick Health Check		
Could not go as far or as fast as we wanted Were tired, short of breath or had sore feet or muscles Was the sun really hot? Was it hot and hazy?	• start with short walks and work up to 30 minutes of walking most days • invite a friend or child along • walk along shaded routes where possible • use sunscreen of SPF 15 or higher, wear a hat and sunglasses • try not to walk during the hottest time of day	• get media to do a story about the health benefits of walking • call parks and recreation department about community walks • encourage corporate support for employee walking programs • plant shade trees along routes • have a sun safety seminar for kids • have kids learn about unhealthy ozone days and the Air Quality Index (AQI)

Back to Agenda

Need some guidance?
These resources might help...

Great Resources

WALKING INFORMATION

Pedestrian and Bicycle Information Center (PBIC)
UNC Highway Safety Research Center
730 Airport Road , Suite 300
Campus Box 3430
Chapel Hill, NC
27599-3430
Phone: (919) 962-2202
www.pedbikeinfo.org
www.walkinginfo.org

National Center for
Bicycling and Walking
Campaign to Make
America Walkable
1506 21st Street, NW
Suite 200
Washington, DC 20036
Phone: (800) 760-NBPC
www.bikefed.org

WALK TO SCHOOL DAY WEB SITES

USA event: www.walktoschool-usa.org
International: www.iwalktoschool.org

STREET DESIGN AND TRAFFIC CALMING

Federal Highway Administration
Pedestrian and Bicycle Safety Research Program
HSR - 20
6300 Georgetown Pike
McLean,VA 22101
www.fhwa.dot.gov/environment/bikeped/index.htm

Institute of Transportation Engineers
www.ite.org

Surface Transportation Policy Project
www.transact.org

Transportation for Livable Communities
www.tlcnetwork.org

WALKING COALITIONS

America Walks
P.O. Box 29103
Portland, Oregon 97210
Phone: (503) 222-1077
www.americawalks.org

Partnership for a Walkable America
National Safety Council
1121 Spring Lake Drive
Itasca, IL 60143-3201
Phone: (603) 285-1121
www.nsc.org/walkable.htm

PEDESTRIAN SAFETY

National Highway Traffic Safety Administration
Traffic Safety Programs
400 Seventh Street, SW
Washington, DC 20590
Phone: (202) 662-0600
www.nhtsa.dot.gov/people/injury/pedbimot/ped

National SAFE KIDS Campaign
1301 Pennsylvania Ave. NW
Suite 1000
Washington, DC 20004
Phone: (202) 662-0600
Fax: (202) 393-2072
www.safekids.org

WALKING AND HEALTH

US Environmental Protection Agency
Office of Children's Health Protection (MC 1107A)
Washington, DC 20460
Phone: 202-564-2188
Fax: 202-564-2733
www.epa.gov/children/
www.epa.gov/airnow/
www.epa.gov/air/urbanair/ozone/what.html
www.epa.gov/sunwise/uvindex.html
www.epa.gov/otaq/transp/comchoic/ccweb.htm

President's Task Force on Environmental Health Risks and
Safety Risks to Children
www.childrenshealth.gov

Centers for Disease Control and Prevention
Division of Nutrition and Physical Activity
Phone: (888) 232-4674
www.cdc.gov/nccdphp/dnpa/readyset
www.cdc.gov/nccdphp/dnpa/kidswalk/index.htm

Prevention Magazine
33 East Minor Street
Emmaus, PA 18098
www.itsallaboutprevention.com

Shape Up America!
6707 Democracy Boulevard
Suite 306
Bethesda, MD 20817
www.shapeup.org

ACCESSIBLE SIDEWALKS

US Access Board
1331 F Street, NW
Suite 1000
Washington, DC 20004-1111
Phone: (800) 872-2253;
(800) 993-2822 (TTY)
www.access-board.gov

Back to Agenda

Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE COMMITTEE

May 2nd, 2016

MEETING PACKET COVER SHEET AGENDA ITEM – F.14.

Back to Agenda

Village of Weston, Wisconsin
Report for the month of April 2016
MONTHLY DEPARTMENT REPORT FROM DEPUTY DIRECTOR OF PUBLIC WORKS

Monthly Department Briefer #2016-04
Michael Wodalski, Deputy Director of Public Works
Monday, May 2, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- Spring Yard Material Pick Up begins Monday May 2nd.

2. STRATEGIC PLAN PROJECT STATUS.

- Strategies for Reduced Energy Consumption.
    - **LED Light Fixtures:** Fixtures are scheduled to be delivered the first week of May and are planned to be installed mid to late May.
    - **Mobile Access/Maintenance Management Software:** Operations staff has received mobile tablets and training has begun on utilizing the asset management software, "Beehive". This coming Monday when Spring Yard Material Pick Up begins staff will be utilizing the software to keep track of those properties that utilize this service. This is the beginning of many other operations where we will be able to obtain better real time data of tasks being completed as well as have better historical records of what was done when.
- Workload and Labor Needs Analysis in Services Division
    - Working with the operations team on projections for operation and maintenance workload for the 2016 construction season. By looking at all of our services divisions as a whole instead of individual groups we should be able to discover opportunities to gain capacity in our tasks and better utilize staff. J Borth, D Behnke, T Skrzypchak, S Osterbrink, K Donner and myself have been getting together once a week to schedule and collaborate on upcoming work. This will be an ongoing task and should provide us better opportunities to utilize our resources.
        - The month of April had a focus on outstanding priorities for the traditional Parks Department. Staff from all traditional silos: Parks, Streets, and Utilities worked together to get the parks ready for use. This included work at the Aquatic Center as well as ROW landscape maintenance such as sealing of concrete bollards and planters and removal of dead shrubs from medians.
- Infrastructure Master Plans
    - Submitted DNR Grant Application for creation of a Pedestrian/Bicycle path along Volkman St and Everest Ave to connect the DCE Jr. High to the path the Village of Rothschild is planning to install along the east side of Volkman St.
    - Draft Capital Improvement Plan is completed, working with K Donner on prioritizing and working through the projects.
    - Street Maintenance Bids for 2016 were opened on April 27th. Bids came in slightly under budget overall which is added to the contingency fund. The contingency fund will be used to pay for asphalt paving in areas that "blew up" this spring (Buska St., Leyburn Dr., Christiansen Ave.).

Back to Agenda

- Vehicle and Equipment Fleet Replacement
    - Staff has begun researching in order to write the specification for the replacement plow truck for 2017. The idea right now is to look at utilizing the versatility of Swaploader technology where there can be multiple equipment packages that can fit on one chassis. This truck would be used as a plow truck in winter, leaf truck in spring and fall and a dump truck at all other times of the year.
    - Staff will begin working on the replacement fleet vehicle for staff use this coming month.
- Policy and Ordinance Development/Revisions
    - Submitted updates of Brush and Yard Material Pickup Policy as well as Snow and Ice Control Policy to D Guild. Will be working on fine tuning that document.
- Wage & Compensation Plan Advancement Guidelines – see item 5.

- Technology Integration
    - As mentioned above with the mobile technology, staff will soon have all mapping and asset information readily available.
- Implement/Improve Outreach/Public Education
    - National Public Works Week is May 15-21 and staff is planning to have several pieces of equipment at the Farmers Market on Saturday the 21st. This should be a great way to engage our public and be able to have face to face interactions to be able to discuss the services we provide and to show them the equipment that is used to provide those services.

3. BUDGET AND FINANCIAL PLAN STATUS.

- CIP is being updated.
- Will be working with J Jacobs in May to go over Fleet Replacement plan with any modifications and updates for 2017.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- All members of the public works staff, attended an excavation safety class on Friday 4/22.

5. PERFORMANCE AND METRICS.

- Continue to work with K Donner and the Operations Foreman on the Wage and Compensation Matrix. Once completed staff should have a clear picture of what needs to be accomplished in order to move through the steps and grades of the various positions.

6. COMMUNITY FEEDBACK

- Received an email again from a resident on E Jelienk regarding the traffic calming issues we discussed at PIC last fall. This is an item that is on the PIC agenda for 5/2. A draft policy will be drafted in May and brought back in June for discussion.
- Upon feedback received regarding several street conditions during the spring thaw, the street maintenance plan for 2016 was modified to include the reconstruction of the northern 1/3 mile of Jones

St., as well as the tradeoff of not microsurfacing this year in order to free up funds for asphalt paving repairs on Buska St., Leyburn Dr., and Christiansen Ave.

7. IDENTIFIED NEEDS.

- None at this time.

8. NEW IDEAS & OPPORTUNITIES.

- None at this time.

9. MISCELLANEOUS COMMENTS / ISSUES.

- Spring Yard Material Pick Up is scheduled to begin this Monday, May 2nd. This spring a map has been developed which separates the Village into 12 distinct areas, all roughly 1-day worth of work. This is an effort to better communicate the pick up schedule to residents and provide reliable dates regarding when material will be picked up which will increase certainty amongst residents and reduce the number of calls staff receives regarding when pick up will occur on a particular street.
- This spring staff has been noticing that many curb lines around the Village are beginning to deteriorate. There are large sections of curb on the south side of Schofield Ave from Alderson to Birch, Alderson St from STH 29 to Jelinek, along Barbican Ave, and in the Cross Pointe Development, to name a few, where it appears the curb is just disintegrating. In the very near future staff will need to start prioritizing repair of these areas to ensure the integrity of the drainage system and prevent pavement from the added stresses of ponding water. Will need to look at adding curb maintenance funding in 2017.

April

1. Installation of trees on Gilbreath property by Ross Avenue Launch
    a. Send in diggers hotline locate week of April 11th to get site marked. Tree locations will be marked with wood lathes.
    b. Trees will either be delivered or we need to pick up the week of April 18th at Northwoods Nursery in Rhinelander. 14 trees. Send driver with dump truck or large trailer with straps/tarp.
    c. Shovels, trees, mulch, bucket truck or skidsteer to unload trees. Cart to move trees to hole locations
2. Remove tree wrap on trees throughout village parks and landscape areas
    a. No tools needed just garbage bags for wrapping material
3. Replace two butterfly valves and five gear operators at Aquatic Center
    a. Wrenches to remove old valves and install new valves and gear operators.
    b. We have the valves, gear operators and bolts for three of the gear operators. Don't have bolts for the gear operators that are in the confined space location. We have not entered this area to determine what size or length is needed.
    c. Confined space tri-pod and necessary ropes, harness's, etc.
4. Install new anchors in wall of filter tank for auto-fill float pipe
    a. Need 3/8 stainless steel anchors with washers and nuts
    b. Hammer drill with 3/8 masonry bit
    c. 9/16 wrench or socket to re-install mounting bracket
5. Check rafter clamps on all 8 umbrellas at Aquatic Center
    a. Check for cracking/breakage of all clamps
    b. Replace bad ones with replacement clamps that we have. We also have new bolts, nuts and rivets.
    c. Need cordless drill with 3/16 drill bit to drill out rivets, ½ inch wrench to remove nut from carriage bolt, hammer and punch to remove old rivets and install new rivets
6. Remove old slide pieces on aquatic center playstructure, install new, cut out top on one piece and file/sand to smooth
    a. Two replacement slide pieces which we have.
    b. Jigsaw or sawzall, sand paper, various wrenches and allen/torx wrenches
    c. Boards/blocks to support slide during/after removal of old pieces
7. Grinding of corrosion on slide towers and check slide and tower bolts
    a. Grinders with wire wheels and/or flapper wheels
    b. Wrenches to check bolts
    c. Cold galvanize spray (we have)
    d. Lift and/or bucket truck
8. Inspect fiberglass slide surfaces for cracks, chips, etc. Caulk leaking joint.
    a. Utility knife to cut out cracks, chips and old caulk
    b. Caulk and caulk gun. (We have both to re-caulk joint)
    c. Gel coat and hardener (we have), putty knife and place to mix
    d. Sand paper to sand down after gelcoat has hardened (24 hours)
9. Finish removal of juniper shrubs, remove fabric, edging, level and mulch
    a. Need loader with 4 in 1 bucket and chain, dump trucks

Back to Agenda

    b. Scissors, utility knife
    c. Rakes, shovel
    d. Let me know if this can take place as I will need to order mulch
10. Wash and seal all planters, bollards and monuments on Schofield Avenue
    a. See if the sealer that we dropped off will go through sprayer?
    b. If this process will work and I will order additional pails of sealer
    c. Wash all with tow behind pressure washer. We have a circle cut out of foam that we place in the middle of the planters to keep the dirt from getting blasted out during washing and also to keep sealer out of the soil as to not contaminate.
    d. Let items dry out properly
    e. Load up sprayer, generator and sealer and go out and spray planter and bollards
    f. Will need bucket truck to seal the 8 corner monuments
11. Utilize tow behind pressure washer with new spray gun and nozzle to see if it will remove graffiti from all of the items at Machmueller Park
    a. Truck with pressure washer and new spray equipment.
    b. I have new graffiti remover on order to try on the metal/rubber table
    c. If removal does not work with pressure washer we will have to utilize the sand blaster attachment for the pressure washer to remove paint from bathroom and other concrete areas or paint over items like on the restroom doors as we don't want to sandblast those areas
12. Fix hours on park signs
    a. Remove 6 a.m. and change to 5 a.m. All parks signs
    b. Install two additional signs at park office and change hours on those signs also
13. Install no smoking signs at Aquatic Center
    a. Two posts and driver
    b. One sign by each entrance to the parking lot
14. Re-install fitness sign at Machmueller Park
    a. Post hole digger and stick to pack in post
    b. Sign from park shop
15. Straighten out soccer goals at Machmueller, install nets, repair if necessary and stake in place 100 yards apart from each other.
    a. Stakes are available at park shop
    b. Net will be ordered if necessary
16. Straighten banner pole bases on Schofield Avenue. East of Target entrance and east of Alderson intersection
    a. Loader and level
    b. Soil to fill in alongside base and stick to pack material
17. Horseshoe pits filled, fixed and leveled
    a. Need to assess each location, may need treated lumber to repair and need patio block to repair Kennedy location
    b. Material to fill pits is located at Ryan Street, we utilize ball diamond dirt. Probably just need a few buckets worth
18. Install fence ties on all chain link fences where they are missing and or loose
    a. Fence ties are located at Park shop

Back to Agenda

b. Pliers to wrap aluminum ties

Utility Staff

1. Replace old ball valves from outdoor shower locations at Aquatic Center
    a. We have new ball valves and pipe.
    b. Need torch, solder, flux and pipe cleaning supplies.
2. Install meters, put together restroom fixtures, turn on water and fix leaks. 6 locations.
    a. Various wrenches, pliers and pipe wrenches
    b. Flush valves for toilets and urinals for various locations are at park office
    c. Meter for Kennedy Alderson location and Alta Verde location is at park office.
3. Install meters and backflow preventers, turn on water and fix leaks inside irrigation boxes for all irrigation systems. 12 systems total. 11 are in landscape and 1 at Kennedy Park. Fill systems and see if anything is leaking.
    a. Various wrenches, pliers, pipe wrenches and meter assemblies (located at Mesker well)
4. Install meters, assemble plumbing, turn on water, fix leaks, test all fixtures (including hot water heaters (3), ice machine) and repair if necessary at Aquatic Center.
    a. Various wrenches, pliers, pipe wrenches needed.
    b. Meter are at park office.
    c. Flush valves for toilets and urinals at park office

Shop

1. Schedule time for Doug to train Dave
2. Weld broken aluminum soccer goal at Kennedy Park
3. Manufacture enclosure for High Pressure Valve behind bathroom in front of Aquatic Center
4. Donation container for disc golf course

Back to Agenda

Village of Weston, Wisconsin
REGULAR MEETING OF THE PROPERTY & INFRASTRUCTURE COMMITTEE

May 2nd, 2016

MEETING PACKET COVER SHEET AGENDA ITEM – F.15.

Back to Agenda

Village of Weston, Wisconsin
Report for the month of April 2016
MONTHLY DEPARTMENT REPORT FROM DIRECTOR OF PUBLIC WORKS & UTILITIES

Monthly Department Briefer #2016-04
Keith Donner, Director of Public Works & Utilities
Monday, May 2nd, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- In follow-up to the sewer back-ups for which our insurer has recommended claims be disallowed I contacted our insurance agent, Greg Goetz of Spectrum Insurance Group, for a quote on no-fault sewer back-up insurance from the League of Wisconsin Municipalities Municipal Insurance. The materials related to the application and e-mailed quote are attached. The current quote is $26,733. My recollection from previous discussion about this coverage was that it was 2 – 3 times more costly. The cost for this coverage would obviously be dependent on how many claims are received. With an operating budget estimate of $2,180,724 of expense for calendar year 2016, the additional premium would be an increase of 1.2% in expenses this year. It would also represent ½ of our estimated net income for this 2016. If you would like us to investigate and/or consider this further please advise. I am not sure what the history is on the premium fluctuation over time. I would be curious as to how many municipalities choose the coverage. I don't believe we have ever chosen to take the coverage.

2. STRATEGIC PLAN PROJECT STATUS.

- J. Higgins, M. Wodalski, S. Osterbrink, and K. Donner continue to meet every other Monday to coordinate areas where Public Works & Utilities, Parks, Planning & Development need to collaborate under the umbrella of Services Division. Coordinating efforts on strategic plans of the 3 functional areas is something we have yet to address, as we are currently keeping up with more of the day-to-day issues for the current year. An agenda is being prepared for the meetings.
- Comprehensive Plan Update
  - Subdivision Ordinance is on PIC agenda for 5/02 and a public hearing scheduled for the 5/16 meeting of the BOT.
  - Continuing to participate in regular meetings with team from JSD Professional Services and J. Higgins, et. al. of Village re: SE Quadrant of STH 29/CTH X; a.k.a. "Camp Phillips at 29."
    - Focus of past few weeks has been review of the wetland delineation report submittal from JSD for the Wisconsin DNR. On-site meeting between DNR and JSD took place on 4/22 and DNR had asked for revisions which depict more wetland areas on the site. The process continues.
    - WisDOT traffic modeling has been completed for now. There is still an expectation there will be additional review between WisDOT and JSD. I would also expect WisDOT to potentially advocate for some wetland impacts in order to achieve cleaner access to the proposed Camp Phillips at 29 neighborhood development.
    - The open house for the Camp Phillips at 29 neighborhood development is scheduled for May 9.
    - Letters have been drafted for mailing to property owners on Weston Avenue and Transport Way regarding the Village's intention to control access to Weston Avenue east of CTH X. Properties between CTH X and Von Kanel on the south side of Weston Avenue are being asked to grant permission for the Village to perform a topographic survey and wetland delineation to prepare a

preliminary street design and right-of-way plat. Mailing should be completed by end of business on 4/29.

- Intergovernmental agreements.
  - Wodalski prepared application for stewardship grant for a multi-use path on Volkman Street from STH 29 north as partnership with Rothschild.
  - Received confirmation from Rothschild that they plan to proceed with their water main extension to the Foremost entrance this year. Becher-Hoppe indicates the redundant valve we requested as a condition of the easement to Rothschild (approved by BOT in 2015) has been added to plans.
  - Crowe shared utility mapping information with Rothschild in follow up to previous requests after they signed a non-disclosure agreement.
- Strategies for Reduced Energy Consumption.
  - M. Wodalski coordinating LED street lights installation.
- Water Rate Case
  - Rate case application has stalled due to Finance focus on 2015 report to Wisconsin Public Service Commission. Telephone call to take place with Ehlers on 4/29 or 5/02.
- Workload and Labor Needs Analysis in Services Division
  - Services Division Management and Supervisory team worked on surge of workload to prepare parks for 2016 season. Wodalski has included some detail on what was included.
- Infrastructure Master Plans
  - Contract(s) for Ross Avenue and Mesker-Colleen lift station replacements were awarded to Haas Sons, Inc., 4/18. Becher-Hoppe has notified us Haas would like to start "soon." Pre-construction meeting needs to be scheduled. Easement from Old Castle was forwarded to M. Yde for recording.
  - R. Roth to work on RFP for sewer interceptor system evaluation.
  - J. Wallenkamp and J. Schoenborn of Kueny Architects were on site on 4/22 for additional observations and evaluations of municipal facilities and Weston Public Safety Building. We need to still arrange for evaluation of the Aquatic Center.
  - CIP for infrastructure is in process.
- Policy and Ordinance Development/Revisions
  - Sewer Utility Ordinance update has been discussed with R. Roth.
  - Assembling information for preparation of RFP for condition assessment of sanitary sewers
- Wage & Compensation Plan Advancement Guidelines – see item 5.
- Technology Integration
  - K. Donner completing RFP for Automated Meter Reading and Advanced Metering Infrastructure (AMR/AMI). Updated estimate for full implementation with meter replacements is approx. $1.7 M. Costs included in projected utility expenses for rate case analysis.
- Safety Manual Update and Training
- Fehr Graham completed written updates for 2nd phase of required manual content. 2nd phase of required programs training with Fehr Graham scheduled for 5/11 and 5/12. Have discussed CPR and First Aid training with Brad Mroczenski.
- Water and Sewer Main Extension Policy
  - Reviewed policies from other communities, but not substantial differences in principles that customer/developer pays for costs of extensions and financial burden to existing customers for extensions is minimized. Plan to discuss proposed changes to our main extension policy with the PIC committee on May 2.

3. BUDGET AND FINANCIAL PLAN STATUS.

- Water rate case and CIP are on hold with Ehlers. See #2 above.
- Water utility report for Public Service Commission is due for submittal by May.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Participated in training for new site plan review software on 4/27.
- Discussed need for upgraded laptop computer hardware for utility staff with Crowe. New hardware being ordered.
- Continue to emphasize need to collaborate on maintenance needs affecting park and R.O.W. aesthetics in weekly scheduling meetings with Operations Foremen (Behnke, Skrzypchak, Borth), S. Osterbrink and M. Wodalski. Work that can be assimilated by other specialized areas is being assigned, such as plumbing related issues to utilities, and banner/light pole issues to street staff.
- All Services Division employees in operations roles attended Excavation Safety, Competent Person training facilitated by John Krueger of Fehr Graham on 4/22/16.
- Staffed Village booth at Chamber Business Expo at Patriot Center on 4/21 and attended after hours activities.
- Attended Grand Opening for Kwik Trip on Schofield Avenue on 4/27.

5. PERFORMANCE AND METRICS.

- Meeting weekly with Administrator to discuss priorities. Discussed concerns about wage adjustments and employee reviews on 4/25.
- Working with Deputy Director Wodalski and staff on Wage and Compensation Plan training and competency matrix with goal of establishing advancement guidelines for Services Division Employees. Discussed same with Administrator on 4/26.
- Attended Lumin Leadership training on 4/5 with Department Directors.

6. COMMUNITY FEEDBACK

- Investigated complaint of water perceived to be causing erosion west of Margaret Street in Rothschild due to water distribution system flushing. Any issues appear to be due to inadequate surface water drainage in the neighborhood.
- Met with Al Zimbauer on 4/29 re: his plans for marketing 2 vacant lots in Maple Leaf Subdivision.

7. IDENTIFIED NEEDS.

8. NEW IDEAS & OPPORTUNITIES.

- Higgins, Wodalski, and I met with siblings of the Bill Hinner family on 4/25 to discuss potential development of their property. They have been contacted by a potential developer of a multi-family housing project from the Green Bay area associated with Dean Prohaska.
- Higgins, Wodalski, Guild, and I met with Gary Guerndt and his associates on 4/25 regarding a possible subdivision on the Monk property located between Ross Avenue and Sternberg west of Birch Street.

9. MISCELLANOUS COMMENTS / ISSUES.

-

Keith Donner

From: Greg Goetz <greg.goetz@spectruminsgroup.com>
Sent: Monday, April 18, 2016 11:25 AM
To: Keith Donner
Cc: Donna Van Swol; Michael Wodalski; Sherry Weinkauf
Subject: RE: No fault sewer back-up insurance - Village of Weston

Hi Keith. Here below is the email from the LWM indicating the cost of no fault sewer back up per your request.

Hi Greg,

NFS quote is $26,733 based on population base of 15,276.

Thanks,
Julie

Let me know if you have any questions on this or want to place the coverage into effect. Best regards, Greg

Greg Goetz
Account Executive
Spectrum Insurance Group LLC
7402 Stone Ridge Dr., STE 3
Weston WI 54476
715 355-4900 ext 5067
715 355-5606 FAX
877 355-5705 ext 5067 Toll Free
greg.goetz@spectruminsgroup.com

Please note that insurance coverage cannot be bound or altered via e -mail and must be confirmed in writing.

From: Keith Donner [mailto:kdonner@westonwi.gov]
Sent: Friday, April 15, 2016 2:24 PM
To: Greg Goetz

Back to Agenda

Cc: Donna Van Swol; Michael Wodalski; Sherry Weinkauf
Subject: RE: No fault sewer back-up insurance - Village of Weston

Hi Greg:

After a bit of delay we have completed the application for a quote on the no-fault sewer back-up insurance. I did not complete the section with the number of claims in 5 years. Sherry suggested that is information that you can probably come up with more easily than us – so I am counting on you. (Let me know if you need something more on that though). Thanks for the help. At this point we are just more interested in what the impact would be for upcoming budgets I think, but want to know what the cost is for the Board to make a decision.

Thanks again.

Keith Donner, P.E.
Director of Public Works & Utilities
Village of Weston
5500 Schofield Ave Weston, WI 54476
p. 715.359.6114 | f 715.359.6117 | m. 715-574-1537

Want to receive the "**This Week in Weston**" e-newsletter? Sign up here!

From: Greg Goetz [mailto:greg.goetz@spectruminsgroup.com]
Sent: Thursday, March 24, 2016 8:50 AM
To: Keith Donner <kdonner@westonwi.gov>
Cc: Donna Van Swol <dvanswol@westonwi.gov>; Michael Wodalski <mwodalski@westonwi.gov>; Sherry Weinkauf <sweinkauf@westonwi.gov>
Subject: RE: No fault sewer back-up insurance - Village of Weston

Hey there Keith good to hear from you! See below for answers to your questions in red.

Greg Goetz
Account Executive
Spectrum Insurance Group LLC
7402 Stone Ridge Dr., STE 3
Weston WI 54476
715 355-4900 ext 5067
715 355-5606 FAX
877 355-5705 ext 5067 Toll Free
greg.goetz@spectruminsgroup.com

Please note that insurance coverage cannot be bound or altered via e -mail and must be confirmed in writing.

Back to Agenda

From: Keith Donner [mailto:kdonner@westonwi.gov]
Sent: Wednesday, March 23, 2016 5:44 PM
To: Greg Goetz
Cc: Donna Van Swol; Michael Wodalski; Sherry Weinkauf
Subject: No fault sewer back-up insurance

Hi Greg:

We recently had 2 sewer back-up incidents reviewed by the League. Yes I just read yesterday the decision by Statewide Services on the 2 case. As has been our experience, as long as the Village is following a routine maintenance schedule there is little likelihood of the Village being found negligent, thus little likelihood of coverage for homeowner's losses due to a sewer back-up. Homeowners are able to purchase sewer back up coverage from their carriers if they elect to do so. Coverage and pricing might vary by carrier however. One of the potential claimant's for the most recent event is aware that other communities cover such situations. Without knowing the particulars, the community may have the no-fault sewer back-up insurance. Yes some municipalities and sewer districts elect to purchase "no fault" sewer back up coverage. The LWM Insurance program includes "at fault" sewer back up coverage automatically. No fault coverage is a little on the pricy side because the LWM does get more claims on it. This is something our previous agent discussed with us, but we have chosen not to include the no-fault coverage. I anticipate the question to come up at our April 4 meeting of the Board of Trustees. Could you provide us a proposal for the coverage? Sure can. We would need the above application completed and don't think it takes much time to quote either.

I don't know if you are aware or not but there is detailed sewer back up program on the LWM website go to:

www.lwmmi.org
Resources
Sewer Back Up Program
Sewer Back Up Exposure Reduction Program. It's 34 pages long and you may find it useful

In our 2014 Comprehensive Annual Financial Report, the Village reports 102.43 miles of sanitary sewer mains. We have approximately 110 miles of sanitary sewer main and 5,158 customers. Some of those customers (approx.. 800) are Village of Rothschild residents, but direct customers of our utilities.
These statistics will not have changed significantly in 2015.
We clean approximately 1/3 of our sanitary sewers each year on a rotational basis – with the intention every sanitary sewer main be cleaned once every 3 years.
Not sure there is anything else you need. I will be out of the office until Tuesday, March 29. If you need anything in the interim, feel free to contact Donna Van Swol (Utility Clerk) or Michael Wodalski (Deputy Director of Public Works) in my absence. They have been copied on this e-mail.

Thanks for your assistance.

Keith

Keith Donner, P.E.
Director of Public Works & Utilities
Village of Weston

Back to Agenda

League of Wisconsin Municipalities Mutual Insurance Application for Extended Sewer Backup Coverage

Please complete the following:

1. Member Name: Village of Weston

2. Does your municipality have a separate storm-sanitary sewer system? ☒ Yes ☐ No
   a. Does your municipality have a combined storm-sanitary sewer system? ☐ Yes ☒ No
   b. What percentage of the system is combined? 0 %

3. How old is the system? 55 years old
   a. The last year that improvements were made to the system? 2012
   b. What type of improvements were made at that time? Replaced approximately 1.25 miles of Asbestos cement sewer main with PVC. In 2016, the Village will be replacing two (2) lift stations.

4. What is the percentage of annual wastewater treated for:
   a. Commercial / Industrial users: 46 %
   b. Residential users: 54 %

5. How many miles of sewer do you have? 105.02 miles

6. How many lift stations do you have? 13 stations

7. Do *all* lift stations have a monitor and alarm system that (Attach a list of exceptions with a description of the issue):
   a. identify a power failure? ☒ Yes ☐ No
   b. identify predetermined high water levels? ☒ Yes ☐ No
   c. are manned or monitored during heavy rain falls? ☒ Yes ☐ No
   d. are connected to a central station with 24-hour monitoring? ☒ Yes ☐ No
   e. How often are alarms and monitor systems tested? QUARTERLY

8. Do you have a sewer cleaning and inspection program? ☒ Yes ☐ No
   a. Is the program formalized with a planned route of inspection? ☒ Yes ☐ No
   b. What equipment is used to clean and inspect sewers? Cleaning: 2011 Vactor 2100 Plus

Back to Agenda

c. How do you document cleaning and inspections? _Cleaning is documented in the Village's GIS system as well as the Village's Asset Management Software (Beehive) as the cleaning is completed. _____

d. What percentage of the system is inspected each year? _33_____ %

9. Do you track incidents or claims involving your system when reported? ☒ Yes ☐ No

a. Do you maintain a log of incidents and claims? ☒ Yes ☐ No

b. What are your procedures and response plans for reported incidents or claims? An operator ___ Serves in a stand-by role 24 hours per day throughout the year. Operators respond to contacts of an answering service. Reports of sewer back-up are investigated by observing the manholes upstream and downstream of reporting location. Sewers are cleaned if necessary to clear any obstructions in sewer main. Other investigation may be needed relative to power outages. Customers normally advised of what is found, and advised to contact utility office for follow-up.

c. What do you report to your insurance carrier when a claim is filed/presented to you? First report the occurrence of an incident and possibility a claim may be filed. Once a customer submits written claim, information is forwarded._____

10. Are back flow preventers required in your community for New Construction? ☐ Yes ☒ No

Existing Construction? ☐ Yes ☒ No

11. Are grease traps required for restaurants, laundry mats or commercial facilities which produce grease? ☒ Yes ☐ No

12. Do you operate a sewage treatment plant/facility? ☐ Yes ☒ No

a. If "No", where is effluent sent to for treatment? _Rib Mountain Metropolitan Sewerage District _and City of Wausau Wastewater Plant_____

13. Please describe the location and types of known system problems that exist (attach a separate page if needed). **(Problem areas are monitored and cleaned monthly)**

a. Schofield Ave/Cherry St. and Schofield Ave./Willow Street – flow line of sewer from side streets Cherry and Willow is slightly lower than flow line on main run of Schofield Ave. Would require re-construction of the Schofield Avenue sewer which would be impractical.

b. Camp Phillips Road and Concord Street – lateral from school discharges directly into manhole. The customer flushes paper towels and wipes into sewer lateral. Customer has been informed of the situation, but difficult to control in dealing with adolescents.

c. 3606 Concord Ave (near Concord and Aspen Street – Sewer main is shallow and manhole has frozen up at times.

d. 1st manhole east of Old Costa Lane on Schofield Avenue – irregularity in flow line of manhole. Needs to have flow line re-constructed.

e. Ross Avenue from Maple Street to Alderson – industrial customer has history of creating accumulation of material either from bypass of, or inadequate, pre-treatment system for aluminum extrusion process. Working with customer to make corrections or eliminate waste stream.

Back to Agenda

14. How many sewer claims have been presented to you in the past 5 years? _____ number
(The Village has been insured through LWMMI) Total Claimed $_____
(for at least the last 5 years. LWMMI should have) Total Paid $_____
(access to records)

15. Include a copy of any sewer maintenance program that is in place. **No written program. Approximately 1/3 of system is cleaned each year. Lift stations are visited M-W-F of each week. Program for condition assessment of collection system is planned to be adopted in 2016**

16. Comments: Village is working on creating the elements recommended for the Capacity, Management, Operation and Maintenance, (CMOM) program for the utility in 2016. Sewer ordinance to be updated in 2016. Goal is also to perform condition assessment of the interceptor sewers in the collection system in 2016. Need for a rate increase and providing for additional charges for high strength wastes and/or fats oils grease would be part of ordinance update.

Completed by: Keith E. Donner, P.E. and Michael Wodalski, P.E.

Title/Position: Director of Public Works & Utilities Deputy Director of Public Works

Date: 04 / 15 / 16

Back to Agenda