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PUBLIC WORKS DEPARTMENT

**SPECIAL MEETING NOTICE AND AGENDA  
TRAFFIC REVIEW COMMITTEE  
May 14, 2018 @ 1:30 P.M.  
City Manager's Conference Room, 4<sup>th</sup> Floor City Hall  
Beloit, WI 53511**

1. Call to Order and Roll Call.
2. Approval of the minutes from the February 26, 2018 Traffic Review Committee meeting.
3. Public Participation
4. Update on Freeman Parkway No-Parking zones.
5. Discussion on how to handle parking in front of clustered mail box locations.
6. Ordinance to establish a loading zone in on Public adjacent to 419 Pleasant Street.
7. Ordinances related to the temporary closure of 4<sup>th</sup> Street between Middle Street and North Street (No-Parking and turn movements).
8. Committee Member participation.
9. Next meeting is scheduled for **June 25, 2018**.
10. Adjournment

**\*\*** Please note that, upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.

**MINUTES**  
**TRAFFIC REVIEW COMMITTEE**  
**February 26, 2018, 1:30 p.m.**  
**City Manager's Conference Room. 4<sup>th</sup> Floor City Hall**  
**Beloit, WI 53511**

A meeting of the Traffic Review Committee of the City of Beloit, WI was held Monday, February 26, 2018 at 1:30 p.m. in the City Manager's Conference room. L. Williamson called the meeting to order at approximately 1:35 p.m.

**1. Roll Call**

Member's present: (Voting): M. Ramsden, C. Fryar, M. Flesch, R. Lefebber

Members absent: (Voting): T. Nee, R. Norder, D. Stauffacher

Non-voting members present: L. Williamson, S. Blakeley

Non-voting members absent: K. Leavy

Staff: J. Dupuis

Public: David Hoffman, Drew Pennington

**2. Laura Pigatti Williamson introduced as new Public Works Director for the City of Beloit.**

**3. Approval of the minutes from the November 27, 2017 Traffic Review Committee Meeting**

Minutes of the November 27, 2017 meeting were approved on a motion by M. Flesch, seconded by M. Ramsden

**4. Public Participation**

None.

**5. Discussion of 2018 Traffic Review Committee Calendar.**

J. Dupuis presented the TRC calendar depicting upcoming meeting dates and deadlines

**6. Ordinance to remove the No-Parking signs Sunshine Lane.**

Staff recommendation is to remove the existing signs due to the change of use. Property is no longer being used as an elementary school. Motion to approve staff recommendation passed unanimously on a motion by Ramsden, seconded by Fryar.

**7. Ordinance to establish No-Parking zone along Bluff Street near Highland Avenue.**

Staff recommendation is to establish No-Parking on the West side of Bluff Street from Highland Avenue to approximately 135' north. Motion to approve staff recommendation passed unanimously on a motion by Flesch, seconded by Ramsden.

**8. Ordinance to establish No-Parking zone on 3<sup>rd</sup> Street near West Grand Avenue.**

Staff recommendation is to establish No-Parking on the West side of Third Street the West Grand Avenue intersection north to the driveway entrance of the Ironworks South parking lot (approximately 175'). Motion to approve staff recommendation passed unanimously on a motion by Fryar, seconded by Ramsden.

**9. Ordinance to remove No-Parking restrictions along a portion of Freeman Parkway.**

Item was referred back to Traffic Review Committee from City Council. Compromise was brought forward to allow for some additional parking areas along Freeman. Motion to approve staff recommendation to remove No-Parking restrictions for 70' south on the east side and 55' south on the west side of Freeman Parkway failed on a 2-2 vote, Ramsden and Lefeber opposed. Discussion related to sidewalks and tree removal occurred.

**10. Committee Member Participation**

C. Fryar had concerns regarding 4<sup>th</sup>/West Grand stop lights. Also, had concerns regarding turn lane designation 4<sup>th</sup>/Portland and Cranston/Shopiere Road intersection.

**11. Next Meeting**

The next meeting of the Traffic Review Committee is scheduled for Monday, March 26, 2018 in the City Manager's Conference Room (4<sup>th</sup> floor of City Hall) at 1:30 pm.

**12. Adjournment**

The motion to adjourn was moved by M. Ramsden and seconded by C. Fryar.

Minutes by Jason Dupuis  
Engineering Division  
Transportation Engineer

# CITY OF БЕЛОIT

## REPORTS AND PRESENTATIONS TO TRAFFIC REVIEW COMMITTEE

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Action Required \* \_\_\_\_\_ Information Only  X  Options Attached

Date: March 14, 2018  
Presenter(s): Jason Dupuis  
Departments(s): Public Works-Engineering

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### Topic / Purpose for Presentation:

Update on Freeman Parkway No-Parking zones.

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### Background Information:

A decision was made by City Council at the March 5, 2018 council meeting to accept the proposed compromise to the parking zones along Freeman Parkway.

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### Key Issues (maximum of 5):

1. Original request came from David Hoffman asking for additional parking along Freeman Parkway.
  2. TRC denied Mr. Hoffman's original request and recommended no change to the current on-street parking conditions.
  3. At the February 19 City Council meeting, it was requested that TRC review the issue again and come up with a compromise for the Council to consider.
  4. At the February 26 TRC meeting, the compromise recommendation failed on a 2-2 committee vote and the original recommendation to keep parking conditions the same was brought back for consideration at by Council.
  5. As mentioned above, the Council decided to pass an ordinance to accept the amended recommendation.
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### Action Required / Recommendation / Evaluation:

Discussion/Information purpose only.

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### Fiscal Note:

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7791  
MAR 5 2018  
CITY OF БЕЛОIT  
CITY CLERK

**ORDINANCE NO. 3609**

**SUBSTITUTE AMENDMENT #1**

**AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE INDEX OF SPECIAL LOCATIONS, SECTION 13.02 OF THE CODE OF GENERAL ORDINANCES OF THE CITY OF БЕЛОIT, RELATING TO NO PARKING RESTRICTIONS ALONG FREEMAN PARKWAY, NORTH OF FULLER DRIVE**

The City Council of the City of Beloit, Rock County, Wisconsin, do ordain as follows:

**Section 1.** Section 13.02 of the Code of General Ordinances of the City of Beloit, as it relates to no parking regulations is hereby amended by deleting in Section II of the Index of Special Locations, Parking Prohibited at All Times on Certain Streets, the following:

“FREEMAN PARKWAY - Canterbury Homes from the driveway of Canterbury Homes to a point 200 feet north, BOTH SIDES”

“FREEMAN PARKWAY - From Fuller Drive to a point 1800 feet north of Milwaukee Road (near Manor Restaurant exit/entrance)”

and adding, in alphabetical order, the following:

“FREEMAN PARKWAY – From Fuller Drive to 310 feet north of Fuller Drive – WEST SIDE.”

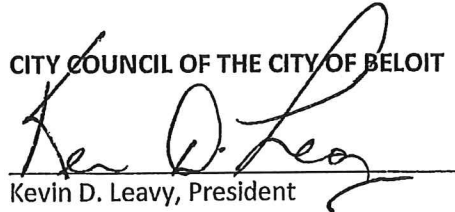
“FREEMAN PARKWAY – From Fuller Drive to 295 feet north of Fuller Drive – EAST SIDE.”

**Section 2:** If any section, clause, provision or portion of this ordinance is judged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall remain in force and not be affected by such judgment.

**Section 3.** This ordinance shall be in force and take effect upon passage and publication.

Adopted this 5<sup>th</sup> day of March, 2018.

CITY COUNCIL OF THE CITY OF БЕЛОIT

  
Kevin D. Leavy, President

ATTEST:

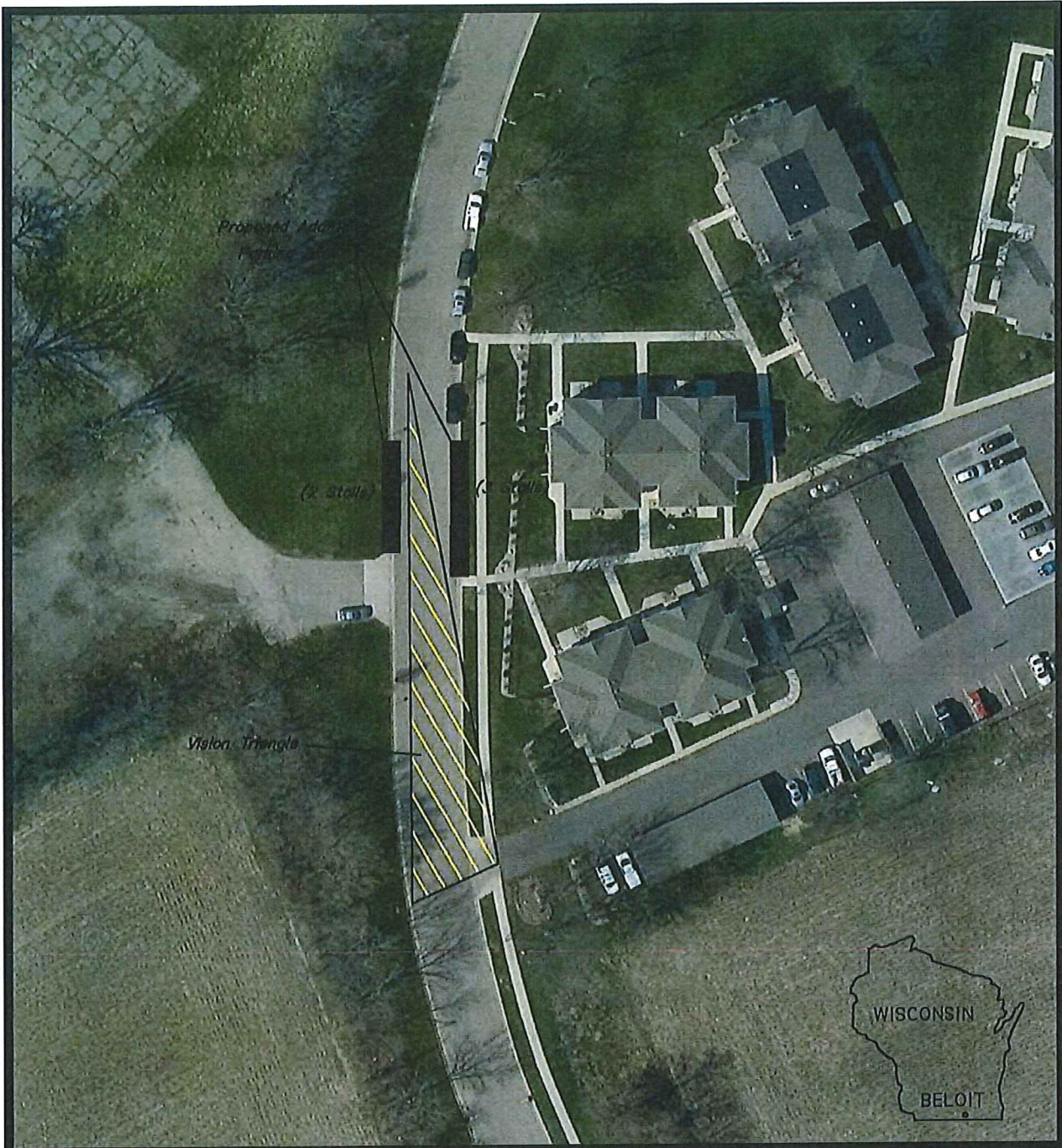
  
Jelene J. Ahrens, Deputy City Clerk

PUBLISHED: 03-13-18

EFFECTIVE DATE: 03-14-18

01-611100-5231-04

tdh/ordinances/13.02 (Freeman Parkway (North of Fuller Drive) = ORD 20180226 (18-1031) Sub#1



AMENDED RECOMMENDATION-FREEMAN PARKING



LOCATION: Freeman Parkway

CITY OF BELOIT, WISCONSIN

SCALE: NONE

DRAWN BY: JRD (2018)



# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO TRAFFIC REVIEW COMMITTEE

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Action Required \* \_\_\_\_\_ Information Only  X  Options Attached

Date: March 14, 2018  
Presenter(s): Jason Dupuis  
Departments(s): Public Works-Engineering

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### Topic / Purpose for Presentation:

Discussion regarding how the City should handle parking in front of clustered mail box locations.

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### Background Information:

A request was submitted by Clinton Cole, the Interim Executive Director of the Beloit Housing Authority, to remove parking in front of clustered mailbox locations at public housing sites.

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### Key Issues (maximum of 5):

1. Beloit Housing Authority renovated the housing units along Sunshine Lane, Wren Drive, Poole Court, Sixth Street, Ritsher Avenue, and Merrill Avenue in 2010-2011.
  2. The mailbox cluster for the housing units in each of these areas is located along the street.
  3. Currently, there are no parking restrictions listed at or near the mailbox clusters.
  4. The USPS does not regulate the parking in front of mailboxes however; they advise that a clear path to the mailbox must be present. The USPS would like a 30' clear zone on each side of the mailbox so that a delivery vehicle can safely maneuver in/out. If the path is not clear, they have the right to refuse delivery of the mail.
  5. According to Mr. Cole's correspondence, the USPS has informed the Beloit Housing Authority that they will not deliver mail to the cluster if it is blocked by a car.
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### Action Required / Recommendation / Evaluation:

Staff is seeking guidance from the committee on how to proceed with addressing the parking issue: City-wide ordinance, individual locations, warnings/notice/education.

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### Fiscal Note:

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## Dupuis, Jason

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**From:** Cole, Clinton  
**Sent:** Friday, February 16, 2018 10:20 AM  
**To:** Dupuis, Jason  
**Cc:** Dunn, Tara  
**Subject:** Request  
**Attachments:** BHA Mailboxes.pdf

Mr. Dupuis,

Please allow this email to serve as an official request for consideration by the Traffic Review Committee to designate No-Parking areas near the on-street mailbox clusters that are utilized at several Beloit Housing Authority public housing sites. As mentioned, these mailbox clusters are located on public streets at these sites, and we've had difficulties with cars parking in front of them. The Post Office has informed BHA that they will not deliver mail to these mailboxes when they are blocked by a parked car. The approximate addresses are (please see attached as well):

2672 Sunshine Ln.  
2624 Sunshine Ln.  
2036 Wren Dr.  
1820 Poole Ct.  
1711 Sixth St.  
1018 Ritscher St.  
1949 Merrill St.

Please contact me should you have any questions or require any further information.

Thank you,

Clint

Clinton Cole  
Interim Executive Director  
Beloit Housing Authority  
210 Portland Ave.  
Beloit, WI. 53511  
P-608-364-8753  
F-608-364-8742

Google Maps 2672 Sunshine Ln

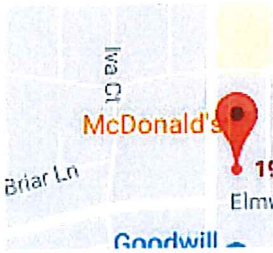


Image capture: Aug 2015 © 2018 Google

Beloit, Wisconsin

Google, Inc.

Street View - Aug 2015



Google Maps 2624 Sunshine Ln

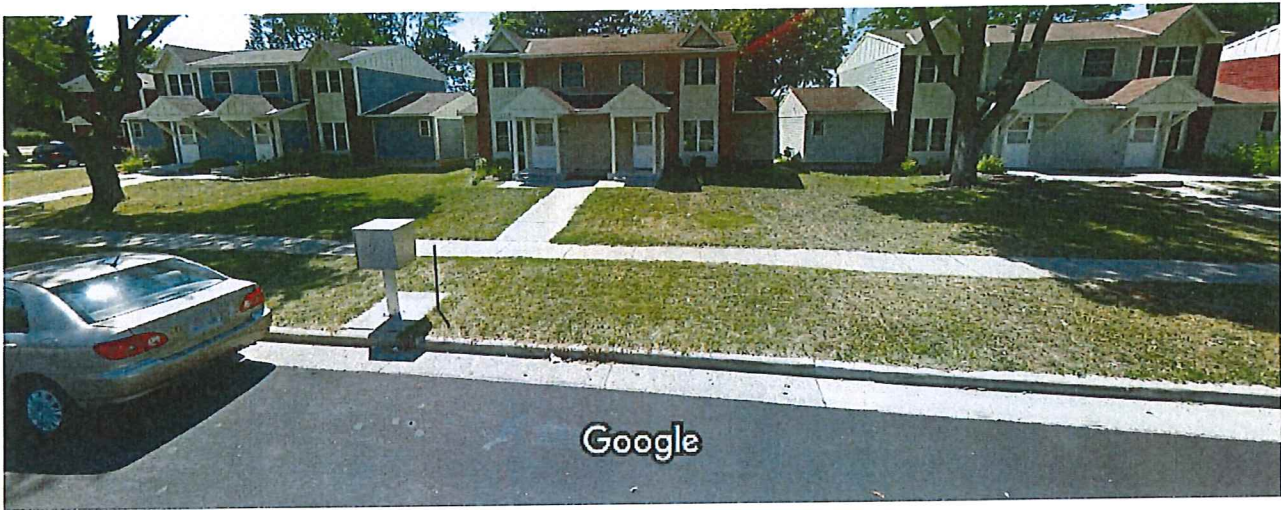


Image capture: Aug 2015 © 2018 Google

Beloit, Wisconsin

Google, Inc.

Street View - Aug 2015



Google Maps 2036 Wren Dr

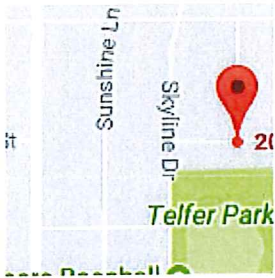


Image capture: Sep 2011 © 2018 Google

Beloit, Wisconsin

Google, Inc.

Street View - Sep 2011



Google Maps 1820 Poole Ct



Image capture: Sep 2007 © 2018 Google

Beloit, Wisconsin

Google, Inc.

Street View - Sep 2007



Google Maps 1711 6th St

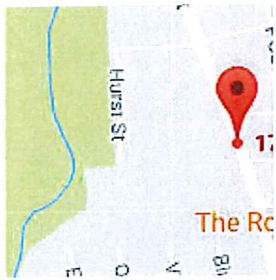


Image capture: Sep 2015 © 2018 Google

Beloit, Wisconsin

Google, Inc.

Street View - Sep 2015



Google Maps 1018 Ritsher St



Image capture: Sep 2011 © 2018 Google

Beloit, Wisconsin

Google, Inc.

Street View - Sep 2011

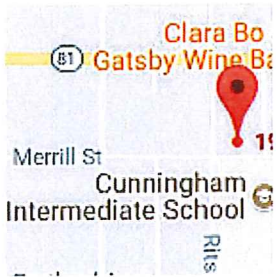




1949 Merrill

Image capture: Sep 2011 © 2018 Google

Street View





# CITY OF BELOIT

## REPORTS AND PRESENTATIONS TO TRAFFIC REVIEW COMMITTEE

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Action Required \*   X   Information Only \_\_\_\_\_ Options Attached

**Date:** March 14, 2018  
**Presenter(s):** Jason Dupuis  
**Departments(s):** Public Works-Engineering

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**Topic / Purpose for Presentation:**

Ordinance to establish Loading Zone on Public Avenue adjacent to 419 Pleasant Street.

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**Background Information:**

A request to establish the loading zone was brought forward by Ellyn Subak of RH Batterman on behalf of her client.

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**Key Issues (maximum of 5):**

1. 419 Pleasant Street will be renovated to include a boutique hotel (37 rooms), restaurant and rooftop patio.
  2. Off-street parking is located to the east of the main entrance on the side of the building.
  3. The loading zone will provide a pick-up/drop-off area closer to the main entrance of the facility while keeping area free of parked cars.
  4. Staff is recommending shortening the requested loading zone length from 115' as requested to 105'. The reduction in length will provide additional buffer for vehicles turning right from Pleasant Street onto Public Avenue.
  - 5.
- 

**Action Required / Recommendation / Evaluation:**

Staff recommendation is to establish a loading zone for 105' on the south side of Public Avenue adjacent to 419 Pleasant Street.

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**Fiscal Note:**

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**GOODWIN HOTEL**



LOCATION: 419 Pleasant Street

CITY OF BELOIT, WISCONSIN

SCALE: NONE

DRAWN BY: JRD (2018)



NOT FOR CONSTRUCTION - NOT FOR CONSTRUCTION - NOT FOR CONSTRUCTION - NOT FOR CONSTRUCTION - NOT FOR CONSTRUCTION

**LEGEND:**

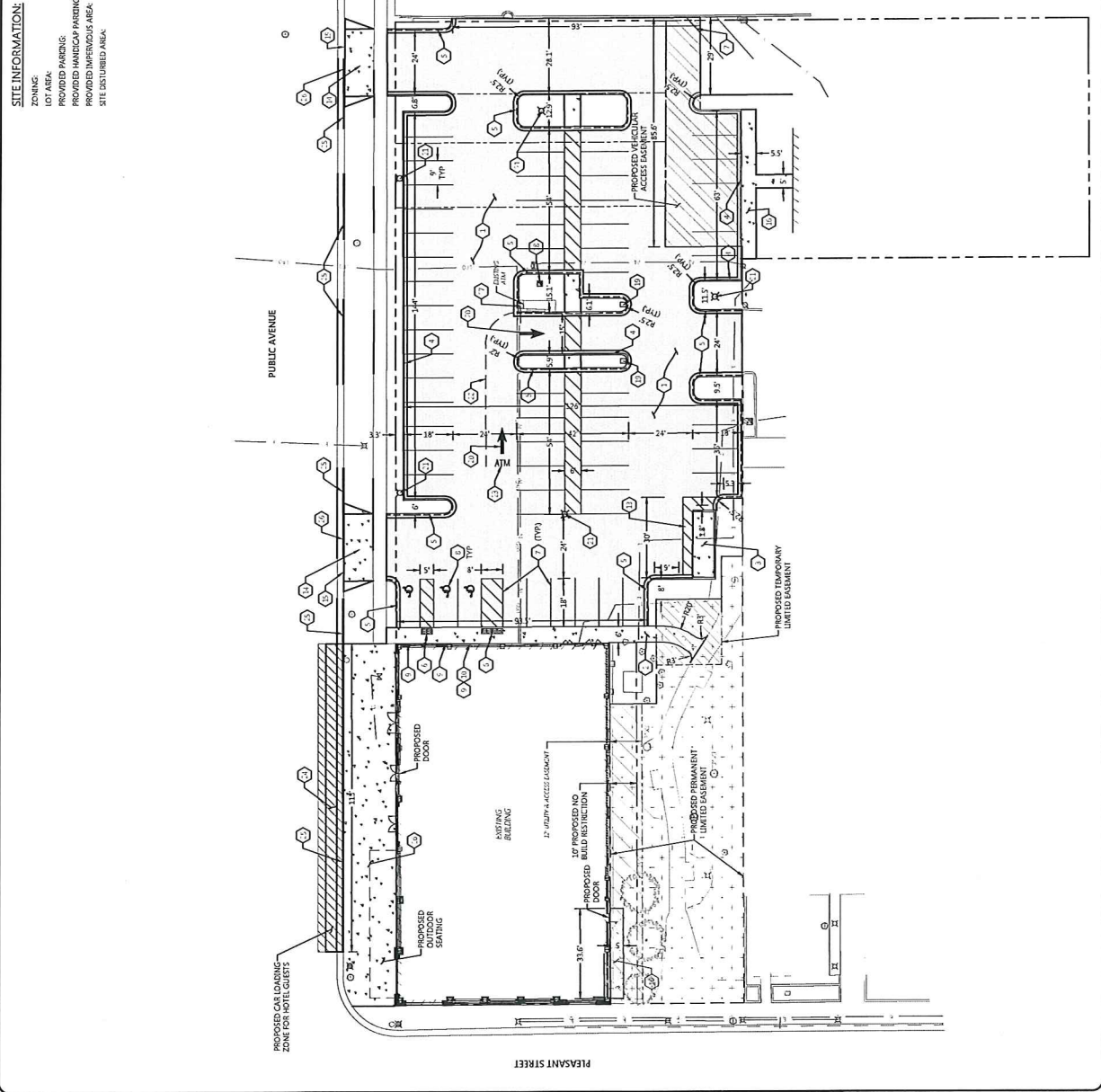
- STANDARD DUTY HMA PAVEMENT
- CONCRETE SIDEWALK WITH THICKENED EDGE (WIDTH INDICATED)
- REINFORCED CONCRETE PAVEMENT
- CONCRETE CURB & GUTTER - HOLDING CURB
- CONCRETE CURB & GUTTER - RETECT CURB
- INSTALL DETECTABLE WARNING PANELS (D.W.P.)
- WHITE PAVEMENT MARKING
- PAVEMENT MARKING HANDICAP SYMBOL WHITE
- INSTALL 8"x8" HANDICAP PARKING SIGN ON BUILDING (12"x18")
- INSTALL 8"x8" SIGN ON BUILDING (12"x6")
- TRASH ENCLOSURE (8"x4.5") (BY OTHERS)
- CONCRETE DRIVEWAY APRON
- SAWCUT CURB HEAD
- CONCRETE SIDEWALK (WIDTH INDICATED)
- MOUNT CLEARANCE SIGN AND ATTACH TO EXISTING CONCRETE PAD
- RELOCATED TELEPHONE PRESTAL COORDINATE WITH CHARTER COMMUNICATIONS
- 15"x1 SIGN (18" X 18" ON TUBULAR STEEL SIGN POST (2"x2"))
- PAVEMENT MARKING ARROW, WHITE
- PROPOSED LIGHTING (SEE LIGHTING PLAN)
- 4" WHITE PAVEMENT MARKING, DASHED
- WHITE PAVEMENT MARKING, WORDS
- REMOVE AND REPLACE EXISTING HMA PAVEMENT
- 30" CONCRETE CURB AND GUTTER - TYPE L
- 30" DRIVEWAY ENTRANCE CURB

NOTE: ALL RAISE SHOWN ARE TO BACK OF CURB

**SITE INFORMATION:**

ZONING: C1D-1, CENTRAL BUSINESS - CORE  
 80' x 125' (2018 AC)  
 8' SPACES  
 3' SPACES  
 3' SPACES  
 20' x 60' x 5'

LOT AREA  
 PROPOSED PARKING  
 PROPOSED HANDICAP PARKING  
 PROPOSED IMPERVIOUS AREA  
 SITE DISTURBED AREA



# CITY OF БЕЛОIT

## REPORTS AND PRESENTATIONS TO TRAFFIC REVIEW COMMITTEE

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Action Required \*   X   Information Only \_\_\_\_\_ Options Attached

Date: March 14, 2018  
Presenter(s): Jason Dupuis  
Departments(s): Public Works-Engineering

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### Topic / Purpose for Presentation:

Ordinance to establish No-Parking zones and turn movements related to the temporary closing of 4<sup>th</sup> Street from Middle Street to North Street in front of Beloit Memorial High School.

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### Background Information:

The School District of Beloit and the City of Beloit have worked cooperatively to come up with a plan to implement Phase 1 (4<sup>th</sup> Street Temporary Closure) of the High School Campus Master Plan.

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### Key Issues (maximum of 5):

1. The School District of Beloit has worked with the City Center Council and Ayres Associates to develop the overall High School Master Plan. The master plan has been approved by the School Board.
  2. The School District commissioned a traffic impact analysis report and supplemental analysis for Phase 1.
  3. In Phase 1, one block on 4<sup>th</sup> Street, in front of the high school will be closed with bollards at the intersections of Middle and North. The bollards would be collapsible or removable to allow for emergency vehicle access.
  4. A joint School Board and City Council meeting took place on 4/30/18 to discuss the proposal for the temporary closure. Additional meetings: 5/3/18 (City Center meeting), 5/9/18 (PIM), 5/14/18 (TRC), 5/21/18 and 6/4/18 (City Council meetings).
  5. The temporary closure is scheduled for the 2018-2019 school year. Periodic evaluations will occur during the closure period to evaluate what effects the closure has on surrounding traffic and if any additional improvements may be required.
  6. The removal of parking along Middle Street and North Street will clear up any congestion along the side streets and near the entrance/exit areas of the parking lot.
  7. The School District will evaluate the parking lot for future traffic calming measures and student pick-up/drop-off areas.
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### Action Required / Recommendation / Evaluation:

Staff recommendation is to: Remove parking along both sides of Middle Street between 4<sup>th</sup> and 6<sup>th</sup>  
Remove parking along both sides of North Street between 4<sup>th</sup> and 6<sup>th</sup>  
Establish a right-turn only lane for northbound traffic on 4<sup>th</sup> at Middle

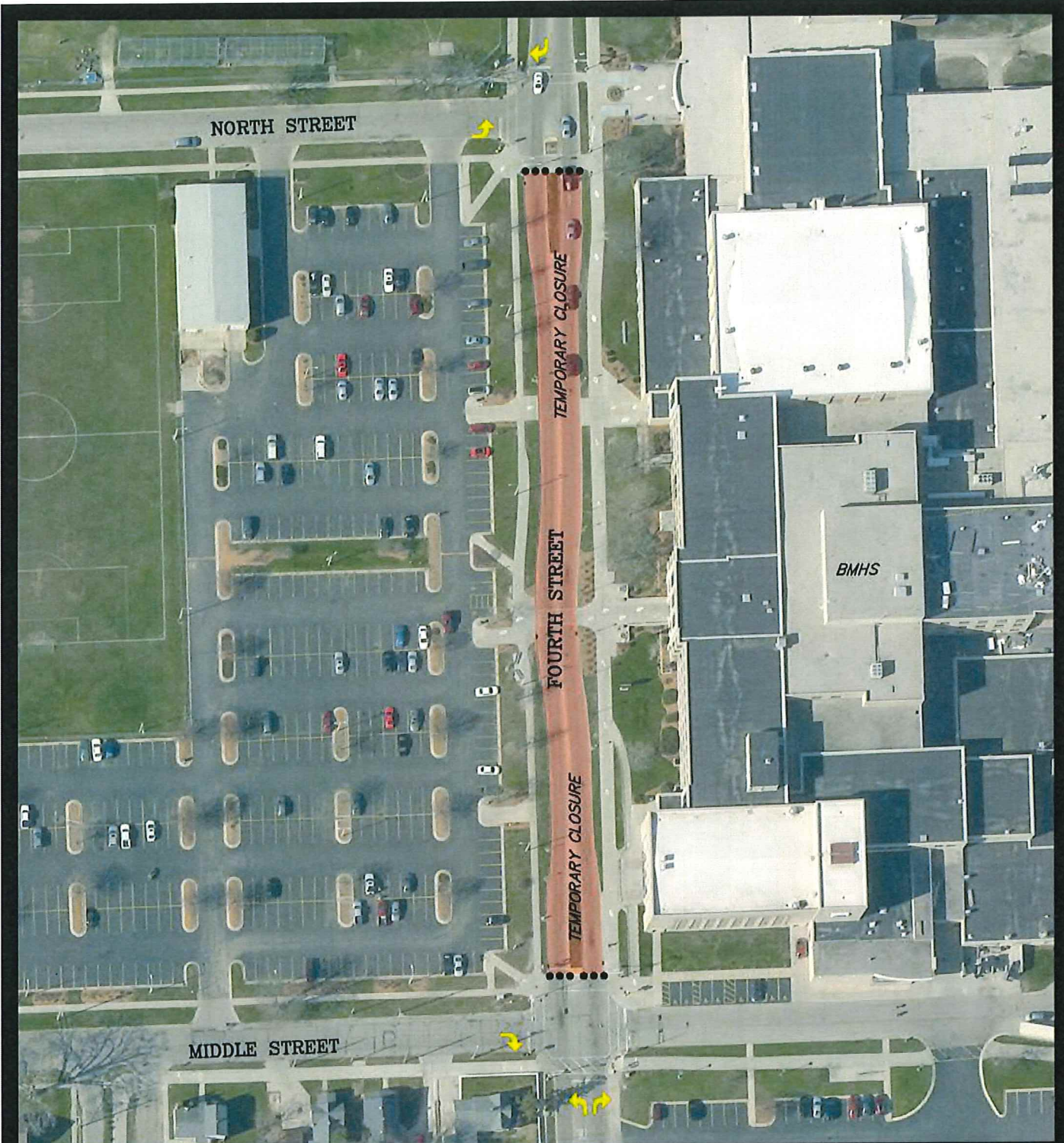
Establish a right-turn only lane for southbound traffic on 4<sup>th</sup> at North  
Establish a right-turn only lane for eastbound traffic on Middle at 4<sup>th</sup>  
Establish a left-turn only lane for eastbound traffic on North at 4<sup>th</sup>

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**Fiscal Note:**

The School District of Beloit will be responsible for the purchase and installation of the bollards. The City of Beloit will be responsible for the establishment of the No-Parking areas and turn lane designations, including signage and pavement markings.

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## 4th STREET TURN MOVEMENTS



LOCATION: BMHS

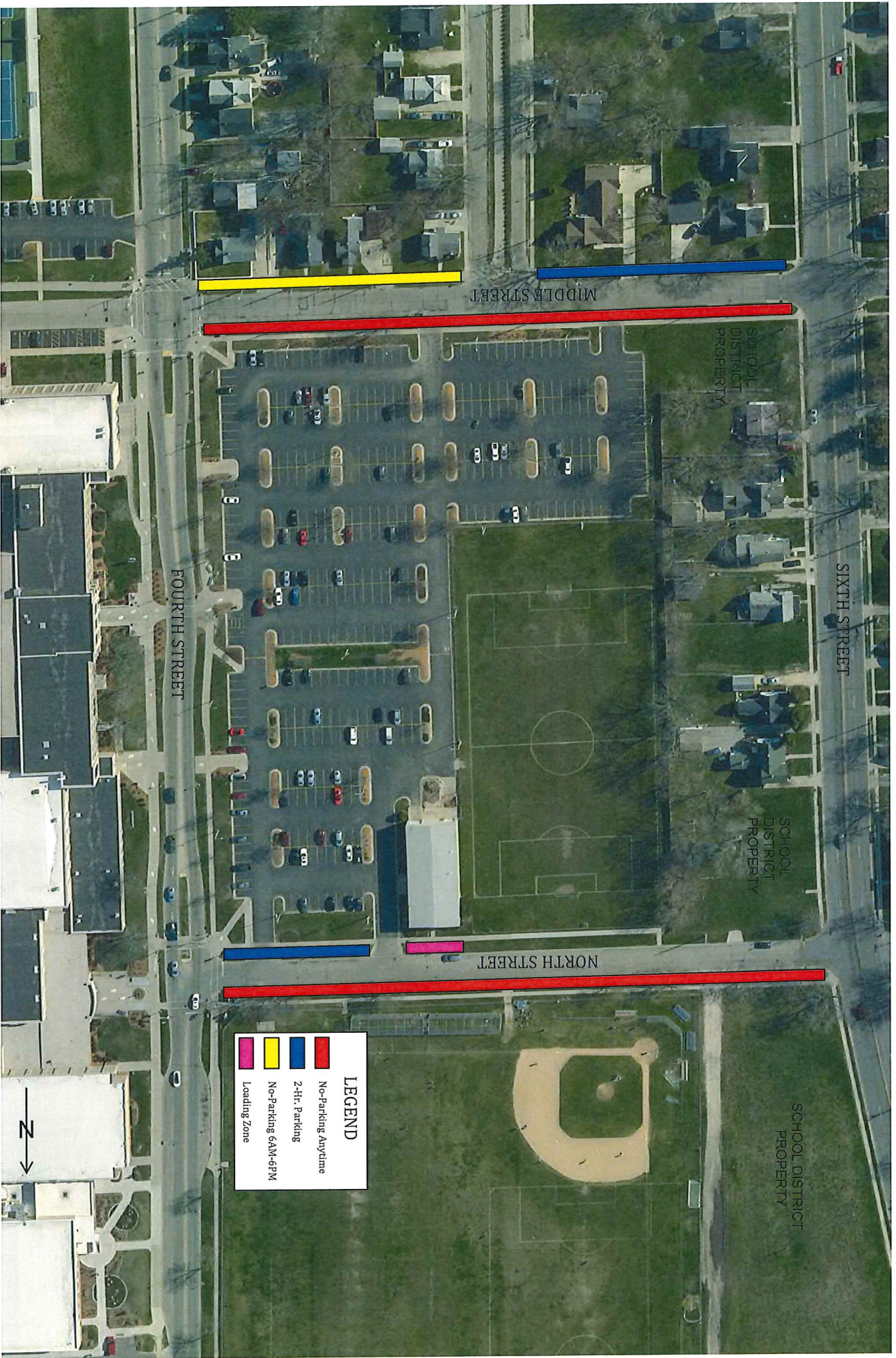
CITY OF BELOIT, WISCONSIN

SCALE: NONE

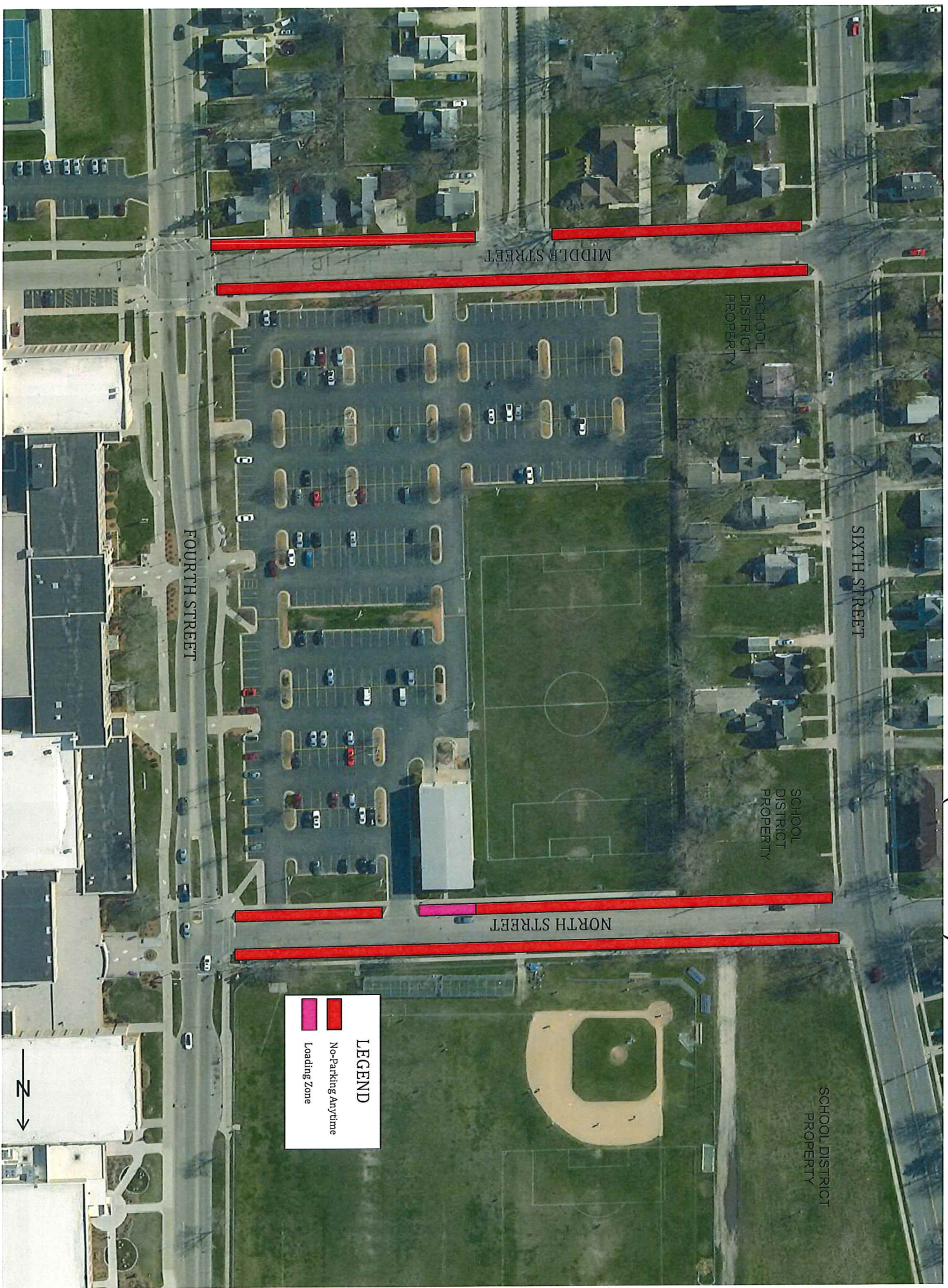
DRAWN BY: JRD (2018)



# EXISTING PARKING CONDITIONS (On-Street)



PROPOSED PARKING CONDITIONS (On-Street)



**LEGEND**

- No-Parking Anytime
- Loading Zone

