

MEMO



Engineering Department

To: Board of Public Works

From: John Neumeier, Director of Public Works/City Engineer

Date: 10/06/2025

Re: Authorization to submit a State Trunk Highway Connection Application for a public road at/across from Morningside Drive on STH 55

Background information:

The Director of Public Works/City Engineer is requesting authorization to submit a State Trunk Highway(STH) Connection Application for a public road at/across from Morningside Drive on STH 55, on behalf of the City. The application submitted to the Wisconsin Department of Transportation (WisDOT) is required for the access as the project area is under WisDOT permitting authority. This means, the City is asking WisDOT to allow a public roadway connection at this location. The authorization to submit an application is not an approval of any design elements, however, the reviewing parties are in agreement that a roundabout would be the approved traffic control treatment if this intersection is installed for this development. Authorization to submit the application would allow the City and KASD to start working with WisDOT on a formal design for the intersection, including pedestrian accommodations. After the design process and with DOT approval, an access permit would allow for the street connection to be constructed if City BPW and Common Council direction to do so. I will also recommend that a Public Informational Meeting be held during the design process, prior to a final design being considered by the City.

As part of the preliminary WisDOT review of this connection, a Traffic Impact Analysis (TIA) was required. A TIA is a detailed look at the proposed development with proposed roadway connections and the impacts that the development traffic could have on several surrounding roads and intersections. To help provide background on this TIA and the recommendations, attached you will find:

1. TIA concurrence letter from Wisconsin DOT Summary WIS 55 Kaukauna south middle school
2. Email correspondence from Joe Zellmer, Outagamie County Highway Engineer, giving a general concurrence with the TIA
3. Kaukauna Middle School Tech Memo Dated September 3, 2025 from Traffic Analysis & Design Inc (TADI, the company performing the TIA) which amends the original TIA attached.
4. Kaukauna Middle School Development Traffic Impact Analysis with revisions based on preliminary reviews, dated June 19, 2025
5. Original - Kaukauna Middle School Development Traffic Impact Analysis dated April 28, 2025 (Original review comments are also available, please let me know if you would like to see them) This document is provided for reference, but has been revised and is re-submitted as the June 19, 2025 updated TIA(Item #4).

- a. Please note I have not attached all appendices to the TIA, but I do have them available if you would like to get into the details of the technical documents. Please let me know and I will make them available to you.
- 6. Preliminary CSM from KASD to show a proposed connection location with associated right-of-way that could be dedicated, and the proposed lot division. (Preliminary for Reference and Comment Only)

Please review the attached information. I suggest that you review the documents in the order listed as I believe it will best guide you through the reasoning for the TIA process and then can give you a good understanding of the technical work behind the conclusions. The Preliminary CSM is also attached to provide an introductory visual to how the site and connection may look, I will also ask for any comments or thoughts on the Preliminary CSM to give direction to KASD prior to them submitting a formal CSM for City review/approval this Fall.

Strategic Plan: N/A

Budget: N/A

Staff Recommended Action:

- 1) Authorize the Director of Public Works/City Engineer to submit a State Trunk Highway Connection Application to WisDOT for a public road at/across from Morningside Drive on STH 55, on behalf of the City.
- 2) Provide any comments or concerns with the Preliminary CSM.