

Village of Mukwonago  
**Notice of Meeting and Agenda**

**DOWNTOWN DEVELOPMENT COMMITTEE MEETING**  
**Thursday, December 15, 2022**

Time: **5:30 pm**

Place: **Mukwonago Village Hall 440 River Crest Ct**

**1. Call To Order**

**2. Roll Call**

**3. Public Comment**

*The Public Comment Session shall last no longer than fifteen (15) minutes and individual presentations are limited to three (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Village Board may have limited discussion on the information received, however, no action will be taken on issues raised during the Public Comment Session unless they are otherwise on the Agenda for that meeting. Public comments should be addressed to the Village Board as a body. Presentations shall not deal in personalities personal attacks on members of the Village Board, the applicant for any project or Village employees. Comments, questions and concerns should be presented in a respectful professional manner. Any questions to an individual member of the Commission or Staff will be deemed out of order by the Presiding Officer.*

**4. Approval of Minutes**

- 4.1 Approval of Minutes of October 27, 2022  
[2022-10-27 Draft DDC Minutes.docx](#)

**5. Old Business**

- 5.1 Update on planter sponsorship program and flyer.  
[Adopt a Planter Flyer Final 12-06-22.pdf](#)
- 5.2 Update on Trainings for Connect Communities Program  
[Training Memo for DDC](#)
- 5.3 Update on Wayfinding Signs
- 5.4 Discussion and possible recommendation on purchase of 201 North Rochester Street

**6. New Business**

- 6.1 Report from Police & Public Works Departments on the efficacy of the Temporary Bump Outs.  
[STH 83 Southbound 03.21.22-03.30.22.pdf](#)  
[STH 83 Southbound 09.10.22-09.19.22.pdf](#)  
[STH 83 Northbound 03.11.22-03.21.22.pdf](#)  
[STH 83 Northbound 09.01.22-09.10.22.pdf](#)

## 6.2 Discussion and possible recommendation to the Village Board on Downtown Design at 30%

## 7. Adjourn

### **Membership:**

*Trustee Scott Reeves, Jason Wamser, Eliza Pautz, Tina Chitwood, Sue Graczyk, David Stockwell, Ray Gooden, Gail Yerke, Village Planner, and Village Administrator.*

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.

## **MINUTES OF THE DOWNTOWN DEVELOPMENT COMMITTEE MEETING Thursday, October 27, 2022**

Time: **5:30 pm**

Place: **Village Board Room, 440 River Crest Court, Mukwonago, WI 53149**

### **Call To Order**

Village President Winchowky called meeting to order at 5:30 pm

### **Roll Call**

Present: Wamser, Pautz, Stockwell, Graczyk, Gooden, Yerke, Chitwood, Winchowky

Excused: Reeves

Also Attending: Administrator Schnook

### **Public Comment**

Open at 5:32 pm – none.

Close at 5:33 pm

### **Approval of Minutes**

#### **Minutes of August 25, 2022**

Motion: Wamser/Stockwell to approve minutes of August 25, 2022 meeting, carried.

### **New Business**

#### **Introduction of New Members**

President Winchowky introduced Sue Graczyk and Gail Yerke to the DCommittee.

#### **Discussion and update on the best size and sign placement for Village wayfinding signage program**

Administrator Schnook stated based on the comments from the last DDC meeting, he added \$150,000 to the Capital Improvement Plan for 2023 for Wayfinding signs and \$83,967 in years 2024, 2025 and 2026. These funds have not yet been approved but are expected to be at the November Village Board meeting. Therefore, the DDC needs to come up with a plan of which signs to bid in 2023. The Group discussed focusing on the Gateway signs first and then working our way into the village in subsequent years. Jason Wamser took the map from the location handout and circled the signs he recommended be bid for 2023 implementation.

Motion: Wamser/Pautz to forward to the Village Board a map of Gateway Signs to be bid and placed in 2023. Motion Carried.

#### **Discussion with Tina Chitwood regarding the Connect Communities Program**

Tina Chitwood gave a PowerPoint presentation on the various downtown development programs led by the Wisconsin Economic Development Corporation including the Connect Communities program of which the Village is a member. Tina provided an overview of the trainings and other benefits available to Connect Community members, including possible funding, including the Vibrant Spaces Grant. DPW Director Bittner and Admin. Schnook have discussed going after the grant to be used for enhancements to the outdoor performance stage and Indianhead Park. Tina reminded the group that we need to attend at least two trainings to remain in good standing with the program.

#### **Discussion and update on sponsorship program for planters**

The group discussed the Sponsor-a-Planter program. The program was approved by the Village Board last month. The group discussed the distribution of flyers, requesting sponsorship of planters and flowers.

Motion: Winchowky/Chitwood to add the flyer to the quarterly utility billing letter. Motion carried.

**Discuss Creation of a Beautification Committee**

Administrator Schnook said he asked Trustee Reeves to add this to the agenda for consideration as the Committee needs to also work on other items of the downtown strategic plan and the Planter Program seems to be taking a lot of the Committee's time. Discussion, no action taken.

**Discussion and possible recommendation on purchase of 201 North Rochester Street.**

The group discussed the pros and cons of the property. The group asked whether the building could be repurposed for another use; perhaps a as a community center. President Winchowky asked the group to think about it and to bring this agenda item back next month for further discussion.

**Adjourn**

Adjourned at 7:10 pm

Respectfully submitted,  
Administrator Schnook

DRAFT



**DOWNTOWN MUKWONAGO'S**

# **Sponsor-a-Planter Program**

**Clean, lively streetscapes  
attract tourists, shoppers,  
and new residents giving a  
boost to business.**

Mukwonago's Downtown Development Committee has started this initiative with several objectives that are a part of the downtown strategic plan. One being the purchase of six self-watering planters filled with donated flowers and greenery from Thomas' Greenhouse.

The success of this beautification project is critically dependent on the support of generous contributions from local businesses and residents. Sponsorships are fully tax-deductible and all donations will be honored with planter signage that acknowledges your gift.

#### **Downtown Development Committee Accomplishments:**

- Pedestrian Safety
- Streetscaping and Beautification Concepts
- Holiday Light Pole Decorations
- Downtown Banner Program
- Mukwonago Monument and Wayfinding Signage Designs

#### **Sponsor-a-Planter**

- Thomas' Greenhouse will donate all flowers and greenery
- Though self-watering, businesses can volunteer to maintain a weekly filling of the planter reservoir
- Tax-deductible donations to the Village cover the cost of planters and soil
- Acknowledgement of your gift will be recognized with planter signage

**Fill out sponsorship form on back >**

**We want your feedback and invite you to attend future  
Downtown Development Committee meetings.**

Fourth Thursday of the month - 5:30pm  
Village Hall - 440 River Crest Court, Mukwonago

[www.villageofmukwonago.gov/downtown-development-committee](http://www.villageofmukwonago.gov/downtown-development-committee)



# Village of Mukwonago

440 River Crest Court, Mukwonago, Wisconsin 53149  
Tel. (262) 363-6420 | Fax: (262) 363-6425

## Individual Name/Business Name

Contact Person:	
Business Name: (if applicable)	
Address:	
Phone Number:	
Email:	

## Donations

<b><i>Sponsor-a-Planter</i></b>	<b><i>Cost</i></b>
<input type="checkbox"/> New Planter (includes media/soil)	<b>\$450</b>
If you would like to Sponsor-a-Planter as a memorial, please indicate the dedication below:	
<input type="checkbox"/> In Memory of <input type="checkbox"/> In honor of <input type="checkbox"/> In celebration of <input type="checkbox"/> In recognition of <input type="checkbox"/> None	
<b>Donation to village beautification - <i>any amount is appreciated!</i></b>	
<input type="checkbox"/> Custom Amount:	<input type="checkbox"/> \$200 <input type="checkbox"/> \$150 <input type="checkbox"/> \$100 <input type="checkbox"/> \$50 <input type="checkbox"/> \$_____

## Volunteering

<input type="checkbox"/> I would like to donate my time and talents with plantings or watering. - We will reach out to you at the contact information above with upcoming opportunities
<input type="checkbox"/> I donate my efforts to village beautification projects in other ways. - Thank you!

All contributions will be restricted to the Village Beautification Fund and used for that purpose only.

If you have any questions, concerns or suggestions please stop by or call Village Hall (262) 363-6420.



## Fred Schnook

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**From:** Tina Chitwood <tinarodz@hotmail.com>  
**Sent:** Tuesday, November 29, 2022 11:00 AM  
**To:** Jason Wamser; Fred Schnook; eliza.pautz@gmail.com; smgraczyk@wi.rr.com; elovecoffee@gmail.com; gmyerke@hotmail.com; rgooden@andersoncommercialgroup.com; Scott Reeves  
**Subject:** WEDC Connect Community events and recent newsletter

**CAUTION: This email originated from outside the organization.  
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Hi DDC Members,

I'm sharing the following e-newsletter from WEDC's Downtown Team. I'd like to call out the events at the bottom of the page. As a WI Connect Community we've agreed to participate in at least two events or webinars each year.

I feel the Vacant Buildings Webinar on 12/13/22 might be interesting especially following the discussion we had last meeting about the Rochester Street building for sale. Additionally, the 2/10/23 in-person roundtable in Whitewater is so close to home and might be a great opportunity for those of us who haven't participated in a Connect Community event before.

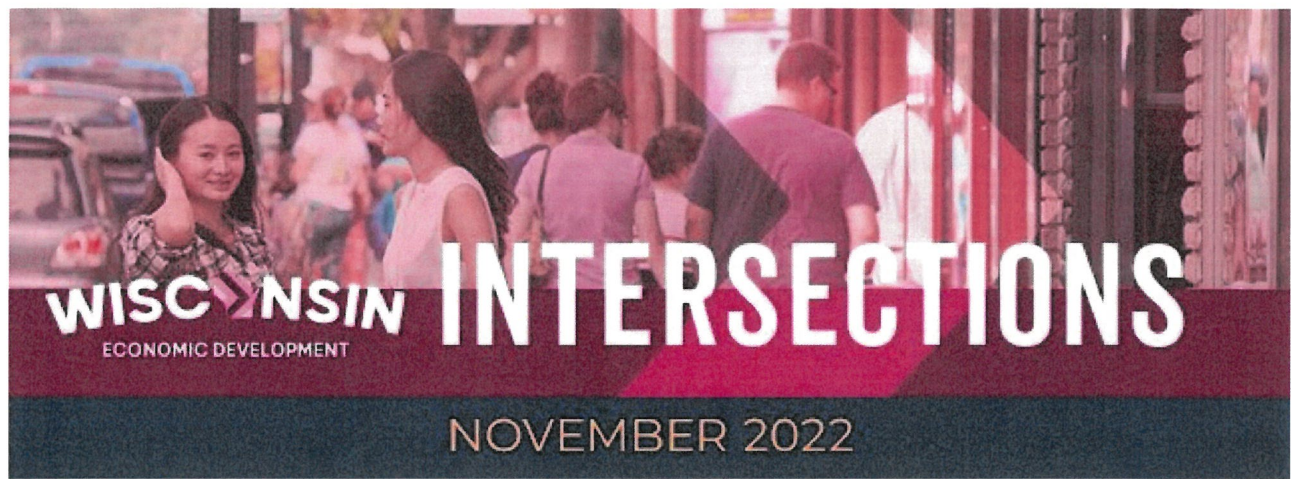
Sincerely,  
Tina Chitwood

\*Please do not reply to all

**From:** WEDC Downtown Team <wedcdowntown@wedc.org>  
**Sent:** Tuesday, November 29, 2022 10:03 AM  
**To:** Tina Chitwood <tina.chitwood@wedc.org>  
**Subject:** Transforming problem properties into economic opportunity

To view this email as a web page, [click here](#)

[UPCOMING EVENTS](#) | [PLACES BLOG](#) | [WI MAIN STREET FACEBOOK](#)



## Transforming problem properties into economic opportunity



*Even the least visually appealing properties have great potential to serve as economic engines in historic districts with effective outreach and purposefully designed programs.*

**First impressions are important**, and the face of your downtown has a huge impact on perceptions. If a district looks well cared for and active, people see it as vibrant and prosperous, encouraging customers to shop and businesses to invest. But vacant and poorly maintained properties give the impression of an area in decline. Districts with multiple poorly maintained or chronically vacant properties



often experience broader negative economic impacts. These impacts can range from decreasing property values to reduced foot traffic, which hurt adjacent properties and businesses.

Planning to address these 'problem' properties requires support and alignment from many community partners. It can take years to fully reverse what is often the result of decades of apathy and disinvestment.

[READ MORE](#)

## UPCOMING EVENTS

### VACANT BUILDINGS WEBINAR

Dec. 13, noon-1 p.m.

[Register](#)

### 2022 MAIN STREET AWARDS NOMINATIONS DEADLINE

Jan. 23

[Request Information](#)

### MAIN STREET ORIENTATION Chippewa Falls

Jan. 25, 9 a.m.-4 p.m.

[Register](#)

### MAIN STREET NOW CONFERENCE EARLY REGISTRATION DEADLINE

Jan. 30

[Register](#)

### ROUNDTABLE DISCUSSION GROUPS Medford

Feb. 9, 9 a.m.-1 p.m.

[Register](#)

### ROUNDTABLE DISCUSSION GROUPS Whitewater

Feb. 10, 9 a.m.-1 p.m.

[Register](#)



Find more articles and tips in our [Places Blog](#).

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This email was sent to [tina.chitwood@wedc.org](mailto:tina.chitwood@wedc.org). [Update your subscription preferences or unsubscribe here.](#)

## STH 83 Southbound Traffic -Volume By Speed All Days 03/21/22 - 03/30/22

<u>Time Start</u>	<u>Time End</u>	<u>1 to 10</u>	<u>11 to 20</u>	<u>21 to 30</u>	<u>31 to 40</u>	<u>41 to 50</u>	<u>51 to 60</u>	<u>61 to 70</u>	<u>71 to 80</u>	<u>81 to 90</u>	<u>91 to 100</u>
12:00 AM	12:59 AM	6	7	182	54	3	0	0	0	0	0
1:00 AM	1:59 AM	6	7	97	36	0	0	0	0	0	0
2:00 AM	2:59 AM	19	7	160	62	1	0	0	0	0	0
3:00 AM	3:59 AM	6	8	193	70	0	0	0	0	0	0
4:00 AM	4:59 AM	16	8	361	200	1	0	0	0	0	0
5:00 AM	5:59 AM	9	20	819	257	3	1	0	0	0	0
6:00 AM	6:59 AM	14	56	1032	331	2	0	0	0	0	0
7:00 AM	7:59 AM	32	109	1114	372	9	1	0	0	0	0
8:00 AM	8:59 AM	32	115	1227	350	7	1	0	0	0	0
9:00 AM	9:59 AM	35	133	1150	267	4	2	0	0	0	0
10:00 AM	10:59 AM	53	168	1150	189	2	1	0	0	1	0
11:00 AM	11:59 AM	94	282	1092	139	1	0	0	0	0	0
12:00 PM	12:59 PM	129	395	1071	95	6	1	0	0	0	0
1:00 PM	1:59 PM	106	293	1140	124	5	0	0	0	0	0
2:00 PM	2:59 PM	94	269	1098	151	5	1	0	0	0	0
3:00 PM	3:59 PM	104	303	1091	155	4	1	0	0	0	0
4:00 PM	4:59 PM	133	329	1152	154	3	1	0	1	0	0
5:00 PM	5:59 PM	161	364	1107	156	6	0	0	0	0	0
6:00 PM	6:59 PM	68	186	1325	194	4	0	0	0	0	0
7:00 PM	7:59 PM	73	125	1182	155	3	0	0	0	0	0
8:00 PM	8:59 PM	46	61	998	179	3	0	0	0	0	0
9:00 PM	9:59 PM	22	36	758	155	5	0	0	0	0	0
10:00 PM	10:59 PM	6	13	436	136	1	0	0	0	0	0
11:00 PM	11:59 PM	9	9	267	84	4	0	0	0	0	0
Total		1273	3303	20202	4065	82	10	0	1	1	0
%		4.4	11.4	69.8	14	0.3	0	0	0	0	0

## STH 83 Southbound Traffic -Volume By Speed All Days 09/10/22 - 09/19/22

<u>Time Start</u>	<u>Time End</u>	<u>1 to 10</u>	<u>11 to 20</u>	<u>21 to 30</u>	<u>31 to 40</u>	<u>41 to 50</u>	<u>51 to 60</u>	<u>61 to 70</u>	<u>71 to 80</u>	<u>81 to 90</u>	<u>91 to 100</u>
12:00 AM	12:59 AM	44	11	203	42	2	1	0	0	0	0
1:00 AM	1:59 AM	75	27	99	32	2	0	0	0	0	0
2:00 AM	2:59 AM	83	21	124	33	2	1	1	0	0	0
3:00 AM	3:59 AM	29	7	185	44	0	1	1	1	0	0
4:00 AM	4:59 AM	54	12	438	103	1	0	0	0	0	0
5:00 AM	5:59 AM	40	25	931	175	1	1	0	0	0	0
6:00 AM	6:59 AM	262	109	1104	185	4	1	0	0	0	0
7:00 AM	7:59 AM	274	239	1008	144	3	0	0	0	0	0
8:00 AM	8:59 AM	129	271	1183	138	5	0	0	1	0	0
9:00 AM	9:59 AM	184	234	1311	140	3	0	1	0	0	0
10:00 AM	10:59 AM	156	360	1219	94	3	0	1	0	0	0
11:00 AM	11:59 AM	151	469	951	64	2	0	0	0	0	0
12:00 PM	12:59 PM	240	652	949	43	3	0	0	1	0	0
1:00 PM	1:59 PM	275	512	1011	49	2	0	1	0	0	0
2:00 PM	2:59 PM	402	508	1080	89	3	0	1	0	0	0
3:00 PM	3:59 PM	459	484	917	99	2	0	0	0	0	0
4:00 PM	4:59 PM	312	505	837	96	4	0	1	0	0	0
5:00 PM	5:59 PM	272	439	1007	104	2	1	0	0	0	0
6:00 PM	6:59 PM	340	354	1367	121	4	0	1	0	0	0
7:00 PM	7:59 PM	267	198	1359	101	2	0	0	0	0	0
8:00 PM	8:59 PM	238	91	1182	122	3	3	0	0	0	0
9:00 PM	9:59 PM	193	70	884	99	1	0	0	0	0	1
10:00 PM	10:59 PM	155	38	506	110	2	0	0	0	0	0
11:00 PM	11:59 PM	104	21	340	96	3	0	0	0	0	0
Total		4738	5657	20195	2323	59	9	8	3	0	1
%		14.4	17.1	61.2	7	0.2	0	0	0	0	0

## STH 83 Northbound Traffic -Volume By Speed All Days 03/11/22 - 03/21/22

<u>Time Start</u>	<u>Time End</u>	<u>1 to 10</u>	<u>11 to 20</u>	<u>21 to 30</u>	<u>31 to 40</u>	<u>41 to 50</u>	<u>51 to 60</u>	<u>61 to 70</u>	<u>71 to 80</u>	<u>81 to 90</u>	<u>91 to 100</u>
12:00 AM	12:59 AM	25	35	208	28	1	0	0	0	0	0
1:00 AM	1:59 AM	24	27	164	35	2	0	1	0	0	0
2:00 AM	2:59 AM	26	18	148	18	0	1	0	0	0	0
3:00 AM	3:59 AM	39	56	307	87	1	1	0	0	0	0
4:00 AM	4:59 AM	71	105	495	124	2	1	0	0	0	0
5:00 AM	5:59 AM	80	151	785	194	3	0	0	0	0	0
6:00 AM	6:59 AM	79	154	910	259	4	3	0	0	0	0
7:00 AM	7:59 AM	75	185	1025	314	7	0	1	0	0	0
8:00 AM	8:59 AM	88	230	1122	230	2	1	1	0	0	0
9:00 AM	9:59 AM	79	220	1217	175	2	2	0	0	0	0
10:00 AM	10:59 AM	68	235	1305	149	2	1	1	0	0	0
11:00 AM	11:59 AM	71	255	1346	133	1	1	0	0	0	0
12:00 PM	12:59 PM	71	233	1316	128	3	0	0	0	0	0
1:00 PM	1:59 PM	62	215	1328	129	3	0	0	0	0	0
2:00 PM	2:59 PM	55	198	1397	149	1	0	0	0	0	0
3:00 PM	3:59 PM	52	197	1296	154	2	1	0	0	0	0
4:00 PM	4:59 PM	52	202	1367	144	0	0	0	0	0	0
5:00 PM	5:59 PM	66	235	1299	151	0	0	0	0	0	0
6:00 PM	6:59 PM	78	236	1228	120	1	0	0	0	0	0
7:00 PM	7:59 PM	91	218	1164	114	2	0	0	0	0	0
8:00 PM	8:59 PM	76	175	1027	118	2	0	0	0	0	0
9:00 PM	9:59 PM	63	103	769	116	0	0	0	0	0	0
10:00 PM	10:59 PM	32	51	468	89	1	0	0	0	0	0
11:00 PM	11:59 PM	25	35	334	50	2	0	0	0	0	0
Total		1448	3769	22025	3208	44	12	4	0	0	0
%		4.7	12.4	72.2	10.5	0.1	0	0	0	0	0



## STH 83 Northbound Traffic -Volume By Speed All Days 09/01/22 - 09/10/22

<u>Time Start</u>	<u>Time End</u>	<u>1 to 10</u>	<u>11 to 20</u>	<u>21 to 30</u>	<u>31 to 40</u>	<u>41 to 50</u>	<u>51 to 60</u>	<u>61 to 70</u>	<u>71 to 80</u>	<u>81 to 90</u>	<u>91 to 100</u>
12:00 AM	12:59 AM	23	32	251	43	0	0	0	0	0	0
1:00 AM	1:59 AM	24	25	144	27	0	0	1	1	0	0
2:00 AM	2:59 AM	12	24	103	14	0	0	0	0	0	0
3:00 AM	3:59 AM	12	15	84	18	1	1	0	0	0	0
4:00 AM	4:59 AM	39	63	321	71	2	0	0	0	0	0
5:00 AM	5:59 AM	72	118	577	96	1	1	0	0	0	0
6:00 AM	6:59 AM	68	146	858	135	2	0	0	0	0	0
7:00 AM	7:59 AM	64	172	995	164	5	2	2	1	0	0
8:00 AM	8:59 AM	76	202	1061	139	5	2	0	0	0	0
9:00 AM	9:59 AM	64	209	1113	88	2	0	0	0	0	0
10:00 AM	10:59 AM	67	247	1176	61	0	0	0	0	0	0
11:00 AM	11:59 AM	67	284	1149	55	3	1	0	0	0	0
12:00 PM	12:59 PM	62	247	1136	55	2	0	0	0	0	0
1:00 PM	1:59 PM	59	236	1078	47	0	0	0	0	0	0
2:00 PM	2:59 PM	46	229	1184	69	0	0	0	0	0	0
3:00 PM	3:59 PM	51	232	1133	54	2	0	0	0	0	0
4:00 PM	4:59 PM	49	246	1124	58	2	0	1	0	0	0
5:00 PM	5:59 PM	57	249	1039	61	4	1	1	0	0	0
6:00 PM	6:59 PM	62	236	1186	72	3	0	0	0	0	0
7:00 PM	7:59 PM	80	233	1178	63	3	1	0	0	0	0
8:00 PM	8:59 PM	97	219	1150	50	2	1	0	0	0	0
9:00 PM	9:59 PM	81	180	940	67	1	0	0	0	0	0
10:00 PM	10:59 PM	53	103	672	80	5	1	0	0	0	0
11:00 PM	11:59 PM	38	56	411	41	1	0	0	0	0	0
Total		1323	4003	20063	1628	46	11	5	2	0	0
%		4.9	14.8	74.1	6	0.2	0	0	0	0	0