

**TOWN OF WESTPORT
SIGN DESIGN GROUP**
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Waunakee, WI 53597

Virtual Meeting Via GoToMeeting

PLEASE TAKE NOTICE that this meeting will take place virtually via GoToMeeting. Please join the meeting from your computer, tablet or smartphone by visiting <https://global.gotomeeting.com/join/449554397>. You can also participate by phone by dialing +1 (669) 224-3412 and use access code: 449-554-397. If you are new to GoToMeeting, get the app and be ready when the meeting starts. You may be muted or be asked to mute your device.

AGENDA - Wednesday, April 21, 2020 4:00 pm

This meeting is being noticed as a possible gathering of quorum of the Westport Town Board and/or Plan Commission due to the possible attendance of Supervisors or Commissioners not appointed to the Group. Supervisors or Commissioners may discuss items on this agenda, or gather information on these items, but no action will be taken on these items as the Town Board or Plan Commission.

1. Call to Order
2. Public Comment On Matters Not On the Agenda
3. Approve Minutes
4. Sign System Discussion/Recommendations
5. Miscellaneous Business/Forthcoming Events
6. Adjourn

If you need reasonable accommodations to access these meetings, please contact the clerk's office at 849-4372 at least three business days in advance so arrangements can be made to accommodate the request.

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Minutes - March 11, 2021

The meeting was called to order at 6:33 p.m. by Chair Cuccia via GoToMeeting video conferencing. Members in attendance: John Cuccia, Amy Freidig, Joe Pichette, Chris Moore, Mark Trotter and Tom Wilson. Members absent: None. No others were present.

There was no public comment on matters not on the agenda. The minutes of the December 6, 2020 meeting were approved as presented on a motion by Trotter, second Moore.

Cuccia went through a presentation he put together on the work of the group and sign system. The major task remaining is to develop a sign system, which would include work on entry signs.

The first duty discussed was for Wilson to put together a report on the parameters for entry signs on the various roadways (town, county, and state). That would include research on safety, height, size, and location (essentially a code study).

The second duty was to work on a design theme. There was an extended discussion on how to go about this. Discussion revolved around a “mood board” that would start with colors, design, bases, and type faces. It was determined a Design Team of Moore and Trotter with help from Pichette would start on this. The group will try and put options together to get a general direction from the Group and then work on specifics. To do this it was thought a categorization of current signs would be needed. Freidig and Cuccia will work on this as the Categorization Team.

There was then a general discussion on the schedule and it was felt that the schedule laid out in the Cuccia presentation was something that could be met, which meant a finished product for the Plan Commission to review by no later than August, 2021, for a September Plan Commission review.

For Miscellaneous Business/Forthcoming Events, there was a discussion about future meetings and by consensus the third Wednesdays of each month at 4:00 p.m. were chosen.

Motion to adjourn by Freidig, second Pichette. The meeting adjourned at 7:43 p.m.

Respectfully Submitted,

Thomas G. Wilson, Recording Secretary
Town Attorney/Administrator/Clerk-Treasurer

Town Board

Dean A. Grosskopf, Chair
Terry Enge
Kenneth R. Sipsma
Mark A. Trotter
John Cuccia



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Thomas G. Wilson
Attorney/Administrator/Clerk-Treasurer

Robert C. Anderson
Utility, Finance, IS Manager, Deputy
Clerk/Treasurer

Jessica J. Frey
Executive Assistant

MEMORANDUM

To: Sign Design Group

From: Thomas Wilson and Jessica Frey

Date: April 19, 2021

RE: Sign sizes and allowances on State and County highways

After contacting Pam Dunphy, Deputy Commissioner, Dane County Highway Department, this is the information she passed along:

- All signing for speed signs etc. should be as per the Federal Manual on Uniform Traffic Control Devices (MUTCD). That information is located here: <https://mutcd.fhwa.dot.gov/>.
- Entry signs, if they are typical of other Town signs (for example), should be able to be installed on one or two posts. They can work with us on those.
- Larger entry signs we can contact Pam for further guidance.
- County Manual for Bike Routes is located here: <https://bit.ly/3msF6cK>