

**TRAFFIC CONSULTANT CORRESPONDENCE**  
**YMCA #07-075** **PUBLIC BOX**



## WESTPORT CONNECTICUT

PLANNING & ZONING  
TOWN HALL, 110 MYRTLE AVENUE  
WESTPORT, CONNECTICUT 06880  
(203) 341-1030 • (203) 341-1079  
(203) 454-6145 - fax

December 20, 2007

COPY

Sharat Kalluri, Senior Transportation Engineer  
Wilbur Smith Associates  
900 Chapel Street, Suite 1400  
New Haven, CT 06510-2802

**RE: Peer review of traffic study for Westport-Weston Family Y – 20 Sunny Lane**

Dear Mr. Kalluri:

The Planning and Zoning staff is seeking Wilbur Smith Associates to conduct a Peer Review of a Traffic Study submitted as part of the Special Permit/Site Plan application proposed in Westport, CT, at the above-referenced address. Additionally, we ask that your review the proposed parking for the facility and provide your opinion on the adequacy of this parking to service the proposed facility.

**Background:** The Town of Westport Planning and Zoning staff is authorized to hire an outside consultant to provide necessary technical assistance, at the applicant's expense in accordance with §43-6.4 of the Westport Zoning Regulations. At this time the Planning and Zoning staff needs to hire a consultant to provide technical services associated with conducting a Peer Review of a Traffic Report and Site Plan associated with a development application for a proposed 102,000 sq. ft. Y facility with 336 parking spaces located at 20 Sunny Lane in Westport adjacent to the exit 41 on the Merritt Parkway. The Planning and Zoning Commission has not yet scheduled a public hearing to review the application but it is anticipated that the hearings on this application will begin in February and possibly continue into March 2008. We ask that your review be completed prior to the public hearing. It is anticipated that the hearing dates for this application will be settled early in the new year.

Attached is a list consultants so that you can determine if there are any conflicts of interest.

**Consulting Services Needed:** The Planning and Zoning staff specifically requests a response at your earliest convenience to the following questions:

- Do you perceive any conflicts evaluating the work of the persons referenced above?
- Will your firm be able to provide the necessary services in the timeline listed above?
- Will you be able to attend the public hearings?
- Can you prepare a contract for signature authorizing you to start work?
- What are your estimated costs for performing the work?

Thank you for your prompt response to this letter.

Sincerely,

*Laurence Bradley*

Laurence Bradley, AICP  
Planning & Zoning Director

Att.

**List of project consultants**

Traffic Impact and Access Analysis (2 Volumes), prepared by Frederick P. Clark Associates, Inc., dated December 2007

Site Plans prepared by the Land-Tech Consulting (Sheets C-210, 211, 212, 230, 231, 232, 233, 400, & 401) received 12/17/07

Landscape Plans by Andropogon Associates (Sheets L501A, 501B & 502) received 12/17/07

Architectural Plans by Robert AM Stern 11" X 17" (Sheets A-100, 101, 102, 103, 201, 202, 203, 301) received 12/17/07

Supplemental Information on Parking compiled by the applicant – received 12/17/07

## LIST OF CONSULTANTS ON THE WESPORT WESTON FAMILY Y PROJECT

Halloran and Sage (Lawrence Weisman) represents the Y as legal counsel

Land Tech Consultants (Peter Romano, Tom Ryder and Mike Bartos) are the septic and ground water engineers

Robert A.M. Stern (Kevin Smith) is the architect

Andropogon Associates (Colin Franklin) is the landscape consultant

Frederick P. Clark (Michael Galante) is the traffic consultant

Redniss & Mead (Rick Redniss) is the planning consultant;

Cory Attra has served as an engineering consultant

Turner Construction has participated in the value engineering

Parsons Brinkerhoff was consulted in connection with traffic and highway interchange reconstruction

Grant Weaver was hired for the in-ground sewage disposal system;  
Michael Gold is doing an analysis of the effect of the project on adjacent property value

Ernest Weigand has performed Phase 1 and 2 archeological studies

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January 8, 2008

Mr. Laurence Bradley  
Planning and Zoning Director  
Town of Westport  
110 Myrtle Avenue  
Westport, Connecticut 06880

**RE: Peer Review of Westport Weston Family Y – 20 Sunny Lane, Westport, Connecticut**

Dear Mr. Bradley:

In accord with your request, we are pleased to submit this work program to provide the Town of Westport, traffic engineering and consulting services for the following application:

- 1. **Westport – Weston Family Y:** Application for a 102,000 S.F. “Y” facility with 336 parking spaces located at 20 Sunny Lane in Westport adjacent to the Exit 41 Interchange on the Merritt Parkway.

We have received a copy of the following documents from your office:

- Traffic Impact and Access Analysis – Volumes I and II, prepared by Frederick P. Clark Associates, Inc., dated December, 2007
- Grading and Utilities Plan, prepared by Land-Tech Consultants, Inc., dated 12/11/07
- Erosion and Sediment Control Plan, prepared by Land-Tech Consultants, Inc., dated 12/11/07
- Preliminary Landscape Plans, prepared by Andropogon Associates, dated November 14, 2007
- Floor Plans, prepared by Robert A.M. Stern Architects, LLP dated 03/30/06

**Responses to Questions**

- 1. Do you perceive any conflicts evaluating the work of the persons referenced above? **No**
- 2. Will your firm be able to provide the necessary services in the timeline listed above?  
**Yes**
- 3. Will you be able to attend the public hearings? **Yes**
- 4. Can you prepare a contract for signature authorizing you to start work? **Please see letter**
- 5. What are your estimated costs for performing the work? **Please see letter**

### **Scope of Services**

The following paragraphs outline a suggested scope of services which will be undertaken in the Peer Review of the Traffic Study and Parking associated with the Site Plan application to the Town of Westport. Wilbur Smith Associates will be responsible for the following tasks:

- Review Traffic Impact Study, prepared for the planned project as submitted to the Town of Westport.
- Assess the planned off-site roadway improvements, as suggested by the developer's traffic consultant to accommodate site-generated traffic volumes, recognizing existing traffic volumes and anticipated future traffic volumes generated by other land development projects approved/anticipated in the area.
- Review parking proposed for this facility as suggested by the developer's project team.
- Provide the Town of Westport the professional and technical assistance to enable the Town to respond to the developer's application, and
- Consult with the Town of Westport Police Department.

We will immediately proceed based upon your authorization. The purpose of this review will be:

- ◆ To ensure the analyses are prepared in accord with, and using procedures generally accepted by the traffic engineering profession;
- ◆ To assess the anticipated traffic impacts on impacted roads;
- ◆ To assess the adequacy of parking spaces to serve the facility; and,
- ◆ To assist the Town in understanding the implications of the findings presented.

Within this context, our review will also be concerned with the adequacy and comprehensiveness of the following, as prepared by the developer's consultant:

- ◆ Traffic surveys, field reconnaissance, and study area designation;
- ◆ Determination of future growth trends in traffic;
- ◆ Assessment of the existing and planned highway system and land-use development in the area as it relates to traffic;

- ◆ Traffic generation characteristics of the proposed development;
- ◆ Directional distribution (approach and departure) of site-oriented traffic;
- ◆ Traffic impact/roadway adequacy analyses;
- ◆ Development of necessary site access and traffic/roadway improvements, as required;
- ◆ Impact from emergency and oversized vehicles on traffic operations off site; and,
- ◆ Parking generation of the proposed facility.

Anticipated Data Requirements – We will make effective and maximum use of available data. It is assumed that all prepared site plans, reports, and other pertinent documents on the application will be made available to us for use in the study. In this regard, we will not, as part of this Peer Review, conduct independent traffic counting program, parking studies, but will utilize information to be supplied by the Town including data from the applicant and the Town. In the event we determine that we must complete our own traffic counting program or parking studies, we will advise you, but will not proceed without obtaining your written approval.

Coordination – We will work closely with Town staff on this project. In addition, we will be prepared to present our findings at public hearings/project meetings. For the purposes of this proposal, we anticipate our need at four (4) public hearings/meetings.

Report Preparation – Our findings, conclusions and recommendations will be contained in a report to the Town in an appropriate format for use and presentation at meetings/hearings.

### Schedule and Fee

We are prepared to initiate this work immediately upon receipt of Town authorization to proceed. The following is a breakdown of fee by task:

• Peer Review of Traffic Impact Study -	\$9,500
• Peer Review of Parking -	\$2,000
• <u>Public Hearings (4) -</u>	<u>\$3,000</u>
<b>Total</b>	<b>\$14,500</b>

Any additional work other than outlined above should be considered as supplemental. We will invoice additional project meetings/public hearings at \$750 per meeting. We will not incur time or expenses beyond this **\$14,500** without obtaining written approval from your office.

Mr. Laurence Bradley  
January 8, 2008  
Page 4

We look forward to receiving your authorization to proceed. However, please do not hesitate to call if you have any questions or wish to discuss the work.  
Respectfully submitted,

**WILBUR SMITH ASSOCIATES**



Sharat K. Kalluri, P.E., P.T.O.E.  
Senior Transportation Engineer

**Authorized Signatures:**

for Client

for Wilbur Smith Associates, Inc.

\_\_\_\_\_ Signature

\_\_\_\_\_ Signature

\_\_\_\_\_ Printed

\_\_\_\_\_ Printed

\_\_\_\_\_ Title

\_\_\_\_\_ Title

\_\_\_\_\_ Date

\_\_\_\_\_ Date

**(TO BE SIGNED BY AN  
OFFICER OF WSA)**



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TOWN HALL, 110 MYRTLE AVENUE  
WESTPORT, CONNECTICUT 06880  
(203) 341-1030 • (203) 341-1079  
(203) 454-6145 - fax

January 17, 2008

Lawrence P. Weisman  
Halloran & Sage  
315 Post Road West  
Westport, CT 06880

Re: Site Plan/Special Permit for 4, 5, 11 & 14 Sunny Lane, Westport, CT  
Request for funds to cover consultant fees.

Dear Mr. Weisman:

Pursuant to Section 43-6.4 of the Zoning Regulations the P&Z Department has determined that a peer review from a traffic engineer is needed and thus we are requesting to be reimbursed for a traffic consultant peer review for the above referenced project.

The attached proposal from Wilbur Smith Associates for a peer review of your client's traffic report and site plan is \$14,500. Pursuant to this regulation we request that you submit a bank check for 150% of this amount equal to **\$21,750**. Personal or business checks will not be accepted by the Finance Department. The check made payable to the "Town of Westport" will be deposited in the Town's escrow fund to cover the cost of consultant fees. Any leftover funds will be returned to your client.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Laurence Bradley".

Laurence Bradley, AICP  
Planning & Zoning Director



January 8, 2008

Mr. Laurence Bradley  
Planning and Zoning Director  
Town of Westport  
110 Myrtle Avenue  
Westport, Connecticut 06880

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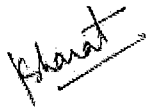
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**WILBUR SMITH ASSOCIATES**



Sharat K. Kalluri, P.E., P.T.O.E.  
Senior Transportation Engineer

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for Wilbur Smith Associates, Inc.

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\_\_\_\_\_ Date

\_\_\_\_\_ Date

**(TO BE SIGNED BY AN  
OFFICER OF WSA)**