



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Municipal Services Committee

Monday, April 22, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting

[24-0485](#) Minutes from April 8, 2024

Attachments: [Meeting Minutes 4-8-24.pdf](#)

5. Public Hearing/Appearances

6. Action Items

[24-0488](#) Elect Vice Chair

[24-0489](#) Set Meeting Date & Time

[24-0490](#) Designate Contact Person

[24-0491](#) Elect Central Equipment Agency Board Member

[24-0495](#) Approve the new roadway design parameters for Emerald Valley 8, 9, and 10 Subdivision Plat, specifically those portions of Oceanpearl Court (Providence Avenue to cul-de-sac); Providence Avenue (Aquamarine Avenue to west plat line); Aquamarine Avenue (Jasper Lane to Providence Avenue); Jasper Lane (Aquamarine Avenue to Plamann Place); Plamann Place (Jasper Lane to Providence Avenue).

Attachments: [04-22-2024 MSC Memo New Street Designs Emerald Valley 8 9 10.pdf](#)

[24-0497](#) Request from Chandelier LLC for a street occupancy permit to place tables and chairs in the College Avenue beautification strip at 215 W. College Avenue.

Attachments: [CHANDELIER - TABLES AND CHAIRS.pdf](#)

- [24-0498](#) Approve request from Creative Downtown Appleton, Inc. and Appleton Downtown, Inc. to install a parklet on the north side of Washington Street (NW corner of Washington Street and Appleton Street) at parking stall #289 per the On-Street Parklet Policy.

Attachments: [Parklet request 2024.pdf](#)

7. Information Items

- [24-0499](#) City of Appleton Parking Utility 2023 Annual Parking Report.

Attachments: [2023 Parking Utility Annual Report.pdf](#)

[2023 Parking Utility Annual Report Presentation.pdf](#)

8. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Final Municipal Services Committee

Monday, April 8, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 4 - Van Zeeland, Alfheim, Meltzer and Siebers

Excused: 1 - Doran

4. Approval of minutes from previous meeting

[24-0390](#)

Minutes from March 25, 2024

Attachments: [03-25-24 MSC Minutes.pdf](#)

**Alfheim moved, seconded by Meltzer, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 4 - Van Zeeland, Alfheim, Meltzer and Siebers

Excused: 1 - Doran

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0391](#)

Approve the request from The Boldt Company for a street occupancy permit for the Trout Museum of Art - Lawrence University project along College Avenue (Drew to Durkee Street), Drew Street (College to Kimball Alley) and Kimball Alley (between Drew Street and Durkee Street) for a period ending November 01, 2024.

Attachments: [Long-Temp Permit - Trout Museum of Art-Lawrence University - Boldt.pdf](#)

Meltzer moved, seconded by Alfheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Van Zeeland, Alfheim, Meltzer and Siebers

Excused: 1 - Doran

[24-0394](#)

Approve the proposed parking change on Maple Street, from Jefferson Street to Jackson Street. Follow up to a six-month evaluation period.

Attachments: [Maple St 400E Post 6-Mo Eval \(remove 2hr Parking\).pdf](#)

Alfheim moved, seconded by Meltzer, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Van Zeeland, Alfheim, Meltzer and Siebers

Excused: 1 - Doran

[23-1251](#)

Resolution #11-R-23 Overnight Parking

Attachments: [#11-R-23 Overnight Parking.pdf](#)

[Overnight Parking Resolution #11-R-23 Staff memo.pdf](#)

[Overnight Parking Resolution Additional Information Final.pdf](#)

[2024.04.08_Overnight Parking Memo.pdf](#)

Meltzer moved, seconded by Siebers to amend the Resolution to allow even/odd alternate side street seasonal parking (April-Oct) without a permit. Roll Call. Motion fails 2/2.

Meltzer moved, seconded by Alfheim, that the Report Action Item be held for 30 days. Roll Call. Motion carried by the following vote:

Aye: 4 - Van Zeeland, Alfheim, Meltzer and Siebers

Excused: 1 - Doran

7. Information Items

[24-0392](#)

Bird Rides Update

Attachments: [2024.04.08_Bird Memo.pdf](#)

[24-0393](#)

Inspection Division Permit Summary Comparison for March 2024.

Attachments: [Inspection Report - March 2024.pdf](#)

[24-0401](#)

Discuss Wisconsin Policy Forum article "Eyes on the Road - Assessing the Quality of Wisconsin's Local Roads".

Attachments: [Wisconsin Policy Forum_Assessing Quality of WI Local Roads.pdf](#)

8. Adjournment

Siebers moved, seconded by Alfheim, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Van Zeeland, Alfheim, Meltzer and Siebers

Absent: 1 - Doran



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: 4/22/24

To: Municipal Services Committee

From: Danielle Block, Director of Public Works

Pete Neuberger, City Engineer

Eric Lom, City Traffic Engineer

Subject: Emerald Valley Estates 8-10 Subdivision – new street design

As a process improvement, the Department of Public Works will be bringing new street design criteria to Municipal Services Committee for approval prior to the final plat and corresponding Development Agreements. The street criteria approval process will provide the necessary documentation to proceed with the development discussions, ensure that roadway design elements are transparent and constructed per plan in future years.

Action Item:

Approve the roadway design parameters for the proposed streets in the proposed Emerald Valley Estates 8-10 Subdivision:

- Oceanpearl Court from Providence Avenue to cul-de-sac:
 - Local street
 - 60' right of way.
 - Construct new road with the width of future concrete pavement to be 26' from face of curb to face of curb with the radius of the cul-de-sac bulb to be 44.5' to the face of curb.
 - 5' concrete sidewalks on both sides.
 - Parking allowed on one side only.
- Providence Avenue from Aquamarine Avenue to west plat line:
 - Collector street
 - 66' right of way.
 - Construct new road with the width of future concrete pavement to be 32' from face of curb to face of curb.
 - 5' concrete sidewalks on one side, 10' concrete sidewalk on other side.
 - Parking allowed on one side only.
- Aquamarine Avenue from Jasper Lane to Providence Avenue:
 - Local street
 - 60' right of way.
 - Construct new road with the width of future concrete pavement to be 32' from face of curb to face of curb.
 - 5' concrete sidewalks on both sides.
 - Parking allowed on both sides.

- Jasper Lane from Aquamarine Avenue to Plamann Place:
 - Local street
 - 60' right of way.
 - Construct new road with the width of future concrete pavement to be 32' from face of curb to face of curb.
 - 5' concrete sidewalks on both sides.
 - Parking allowed on both sides.

- Plamann Place from Jasper Lane to Providence Avenue:
 - Local street
 - 60' right of way.
 - Construct new road with the width of future concrete pavement to be 26' from face of curb to face of curb.
 - 5' concrete sidewalks on both sides.
 - Parking allowed on only one side.

APPLETON COMPLETE STREETS DESIGN WORKSHEET

PROJECT OVERVIEW:

Emerald Valley Estates Subdivision 8 - 10 Additions. Contains 5 streets: Aquamarine Ave, Jasper Ln, Plamann Pl, Oceanpearl Ct, Providence Ave

Does this fall in area of highest equity concern?

No

Are there any known equity considerations for the area served by this street project, i.e., priority populations in the project area, or destinations that serve priority populations?

No

OCEANPEARL CT: from Providence Ave to cds

Type of project?

New Street

Appleton Complete Street Design Guide Class?

L2 Residential Smart Local

Class designation?

Local

Existing Land use?

Residential

On Bike Network?

No

On Transit Network?

No

Right of Way width?

60

feet (face to face)

Preferred cross section?

26

feet (face to face)

Sidewalks?

5' sidewalk on both sides

Terrace width?

11.5' both sides

On street bike lanes?

No

On street parking?

one side

Known crash history?

No

Traffic calming features used?

narrow street

Municipal Services Public Info:

Concerns raised:

Municipal Services Design Hearing:

4/22/2024

Common Council design adoption:

5/1/2024

APPLETON COMPLETE STREETS DESIGN WORKSHEET

PROJECT OVERVIEW:

Emerald Valley Estates Subdivision 8 - 10 Additions. Contains 5 streets: Aquamarine Ave, Jasper Ln, Plamann Pl, Oceanpearl Ct, Providence Ave

Does this fall in area of highest equity concern?

No

Are there any known equity considerations for the area served by this street project, i.e., priority populations in the project area, or destinations that serve priority populations?

No

PROVIDENCE : from Aquamarine Ave to w/o Oceanpearl Ct

Type of project?

New Street

Appleton Complete Street Design Guide Class?

C1 Low Density Residential
Collector

Class designation?

Collector

Existing Land use?

Residential

On Bike Network?

No

On Transit Network?

No

Right of Way width?

66

feet (face to face)

Preferred cross section?

32

feet (face to face)

Sidewalks?

5' walk one side
10' walk on other

Terrace width?

9' both sides

On street bike lanes?

No

On street parking?

one side only

Known crash history?

No

Traffic calming features used?

narrow street

Municipal Services Public Info:

Concerns raised:

Municipal Services Design Hearing:

4/22/2024

Common Council design adoption:

5/1/2024

APPLETON COMPLETE STREETS DESIGN WORKSHEET

PROJECT OVERVIEW:

Emerald Valley Estates Subdivision 8 - 10 Additions. Contains 5 streets: Aquamarine Ave, Jasper Ln, Plamann Pl, Oceanpearl Ct, Providence Ave

Does this fall in area of highest equity concern?

No

Are there any known equity considerations for the area served by this street project, i.e., priority populations in the project area, or destinations that serve priority populations?

No

AQUAMARINE: from Jasper Ln to Providence Ave

Type of project?

New Street

Appleton Complete Street Design Guide Class?

L1 Residential Traditional Local

Class designation?

Local

Existing Land use?

Residential

On Bike Network?

No

On Transit Network?

No

Right of Way width?

60

feet (face to face)

Preferred cross section?

32

feet (face to face)

Sidewalks?

5' sidewalk on both sides

Terrace width?

8.5' both sides

On street bike lanes?

No

On street parking?

both sides

Known crash history?

No

Traffic calming features used?

none

Municipal Services Public Info:

Concerns raised:

Municipal Services Design Hearing:

4/22/2024

Common Council design adoption:

5/1/2024

APPLETON COMPLETE STREETS DESIGN WORKSHEET

PROJECT OVERVIEW:

Emerald Valley Estates Subdivision 8 - 10 Additions. Contains 5 streets: Aquamarine Ave, Jasper Ln, Plamann Pl, Oceanpearl Ct, Providence Ave

Does this fall in area of highest equity concern?

No

Are there any known equity considerations for the area served by this street project, i.e., priority populations in the project area, or destinations that serve priority populations?

No

JASPER LN: from Sunstone Pl to Plamann Pl

Type of project?

New Street

Appleton Complete Street Design Guide Class?

L1 Residential Traditional
Local

Class designation?

Local

Existing Land use?

Residential

On Bike Network?

No

On Transit Network?

No

Right of Way width?

60

feet (face to face)

Preferred cross section?

32

feet (face to face)

Sidewalks?

5' sidewalk on
both sides

Terrace width?

8.5' both sides

On street bike lanes?

No

On street parking?

both sides

Known crash history?

No

Traffic calming features used?

none

Municipal Services Public Info:

Concerns raised:

Municipal Services Design Hearing:

4/22/2024

Common Council design adoption:

5/1/2024

APPLETON COMPLETE STREETS DESIGN WORKSHEET

PROJECT OVERVIEW:

Emerald Valley Estates Subdivision 8 - 10 Additions. Contains 5 streets: Aquamarine Ave, Jasper Ln, Plamann Pl, Oceanpearl Ct, Providence Ave

Does this fall in area of highest equity concern? **No**

Are there any known equity considerations for the area served by this street project, i.e., priority populations in the project area, or destinations that serve priority populations? **No**

PLAMANN PL: from Jasper Ln to Providence Ave

Type of project? **New Street**

Appleton Complete Street Design Guide Class? **L2 Residential Smart Local**

Class designation? **Local**

Existing Land use? **Residential**

On Bike Network? **No**

On Transit Network? **No**

Right of Way width? **60** feet (face to face)

Preferred cross section? **26** feet (face to face)

Sidewalks? **5' sidewalk on both sides**

Terrace width? **11.5' both sides**

On street bike lanes? **No**

On street parking? **one side**

Known crash history? **No**

Traffic calming features used? **narrow street**

Municipal Services Public Info:
Concerns raised:

Municipal Services Design Hearing: **4/22/2024**

Common Council design adoption: **5/1/2024**



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : _____
 Effective Date: _____
 Expiration Date: _____
 Fee: \$40.00
 Paid (yes or no): yes/6653-0002

Rev. 04-10-15

Applicant Information

Name (print): Kyle Jones Company: Chandelier LLC
 Address: 215 W College Ave Telephone: 3307050238 FAX: _____
Appleton, WI 54911 e-mail: kyle@eclecticandle.com
 Applicant Signature: [Signature] Date: 04/08/2024

Occupancy Information

General Description: A sandwich board and a cart featuring seasonal and discount items offered by Appleton General Store. Maybe one table with chairs if space permits.
Tables and Chairs
 Street Address: 215 W College Ave Tax Key No.: _____
 - or -
 Street: _____ From: _____ To: _____
 Multiple Streets: _____

(Department use only)

Occupancy Type

- Permanent (\$40)
- Temporary - max. 35 days (\$40)
- Amenity/Annual (\$40)
- Blanket/Annual (\$250)
- Block Party (\$15)

Sub-Type

- Sandwich Board
- Tables / Chairs
- Dumpster
- POD / Container
- Obstruction / Other

Location

- Sidewalk
- Terrace
- Roadway

Additional Requirements

- Plan/Sketch
- Certificate of Insurance
- Bond
- Other : _____

Traffic Control Requirements

N/A

Type of Street:	Proposed Traffic Control:
<input type="checkbox"/> Arterial/CBD	<input type="checkbox"/> City Manual Page(s) _____
<input type="checkbox"/> Collector	<input type="checkbox"/> State Manual Page(s) _____
<input type="checkbox"/> Local	<input type="checkbox"/> Other (attach plan) _____

Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
 Additional Requirements: _____

Approved by: _____ Date: _____

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
- 5.
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

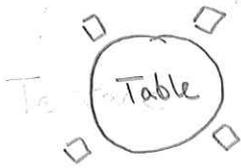
The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____ DATE: _____
 (Department of Public Works)

College Ave

Table

Terrace



Cart

Garden Bed

Table

Sidewalk

Chandelier LLC

Entrance

Insurance and Bond Coverage:

Insurance Carrier: Society Insurance

Insurance Agent Name and Phone Number: Family Insurance Center 920-722-2799

Policy Number: BP22022148-1

Policy Period: 07/22/2023-07/22/2024

* Bond Carrier: _____

* Bond Agent Name and Phone Number: _____

* Bond Number: _____

* Bond Period: _____

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license. I have reviewed and understand the insurance and bonding requirements of the City of Appleton. I hereby certify that I, or the company I represent have insurance and a bond in the amounts required to obtain this permit/license. I have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance and bond carriers, the policy numbers and policy periods above. Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify against any and all liability, loss, damage and expenses and costs including attorneys' fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right of way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Company Name: Chandelier LLC

Print Name: _____

Signature: _____

Date: 04/08/2024

* Bonds are required for the following types of work only:

- Plumbing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-265)
- Demolition of Buildings: \$5,000.00 Permit Bond (Code Section 4-188(a)(2))
- Sewer lateral sealing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-188(c))
- Moving of Buildings: \$5,000.00 Permit Bond (Code Section 4-207(5))
- Cement Finisher's License: \$5,000.00 License Bond (Municipal Code Section 9-33)
- Excavation or place facilities in the public right-of-way: \$5,000.00 Permit Bond (Code Section 16-110)

THIS POLICY
IS NON-ASSESSABLE



Small details. Big difference.™

a mutual company

**BUSINESSOWNERS
POLICY**

www.societyinsurance.com

SOCIETY INSURANCE, A MUTUAL COMPANY

150 Camelot Drive P.O. Box 1029, Fond du Lac, WI 54936-1029

BUSINESSOWNERS RENEWAL DECLARATION

POLICY NO: BP22022148-1

RENEWAL OF BP22022148-0

ACCOUNT NUMBER:

NAMED INSURED AND MAILING ADDRESS

AGENCY AND MAILING ADDRESS 00899 000

Chandelier LLC
DBA Broken Chandelier
215 W College Ave
Appleton, WI 54911-5826

Family Insurance Center LLC
1017 Orchard Dr
Seymour, WI 54165

POLICY PERIOD: FROM 07/22/2023 TO 07/22/2024 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

THE NAMED INSURED IS: Limited Liability Company (LLC)

BUSINESS DESCRIPTION: See Described Premises section

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

DESCRIBED PREMISES

Prem. No.	Bldg. No.	Premises Address:	Description	Construction Type	Protection Class
1	1	215 W College Ave, Appleton, WI 54911	Tavern	Frame Construction	2

SECTION I – PROPERTY

Property Coverage Limits Of Insurance**

Prem. No.	Bldg. No.	Classification No.	Type Of Property	Valuation Option	Automatic Increase Limit (Percentage)	Business Personal Property – Seasonal Increase (Percentage)	Limit Of Insurance*
1	1		Buildings	Replacement Cost	4%	%\$	8,320
1	1	1	Business Personal Property-Bar > 75% Alcohol - NOC - No Cooking	Replacement Cost	4%	25%\$	15,600

*Includes Automatic Increase Limit Percentage(if applicable)

**Business Income actual loss sustained for 12 months included subject to policy provisions.

Deductibles (Apply Per Location, Per Occurrence)

Prem. No.	Property Deductible	Windstorm Or Hail Percentage Deductible

SOCIETY INSURANCE, A MUTUAL COMPANY

150 Camelot Drive P.O. Box 1029, Fond du Lac, WI 54936-1029

BUSINESSOWNERS RENEWAL DECLARATION

POLICY NO: BP22022148-1 INSURED: Chandelier LLC

EFFECTIVE DATE: 07/22/2023 AGENT: Family Insurance Center LLC

(Location 1, Building 1)	\$	1,000	N/A %
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Equipment Breakdown Protection Coverage Deductibles		
Prem. No.	Bldg. No.	Deductible
1	1	\$ 1,000

Additional Coverages – Optional Higher Limits/Extended Number Of Days (Per Policy)			
Coverage	Additional Premium	Limit Of Insurance/Extended Number Of Days	Deductible
Extended Business Income – Extended Number Of Days	\$ 0	60	

SECTION II – LIABILITY AND MEDICAL EXPENSES

Each paid claim for the following coverages reduces the amount of insurance we provide during the applicable annual period. Please refer to the Businessowners Liability Coverage Form and any attached endorsements.

Coverage	Limit Of Insurance
Liability And Medical Expenses	\$ 1,000,000 Per Occurrence
Medical Expenses	\$ 5,000 Per Person

SOCIETY INSURANCE, A MUTUAL COMPANY

150 Camelot Drive P.O. Box 1029, Fond du Lac, WI 54936-1029

BUSINESSOWNERS RENEWAL DECLARATION

POLICY NO: BP22022148-1
INSURED: Chandelier LLC

EFFECTIVE DATE: 07/22/2023
AGENT: Family Insurance Center LLC

Coverage	Limit Of Insurance
Damage To Premises Rented To You	\$ 100,000 Any One Premises
Other Than Products/Completed Operations Aggregate	\$ 2,000,000
Products/Completed Operations Aggregate	\$ 2,000,000

TOTAL BUSINESSOWNERS POLICY PREMIUM	\$ 451
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TOTAL PREMIUM	\$ 451.00
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FORMS AND ENDORSEMENTS

APPLYING TO THIS COVERAGE PART AND MADE PART OF THIS POLICY AT TIME OF ISSUE:

See Forms Schedule

NOTE: IF NO ENTRY APPEARS ON THE ABOVE ENDORSEMENTS, INFORMATION REQUIRED TO COMPLETE THE FORM WILL BE SHOWN ON THE SUPPLEMENTAL FORM DECLARATION IMMEDIATELY FOLLOWING THE APPLICABLE ENDORSEMENT.

SOCIETY INSURANCE, A MUTUAL COMPANY

150 Camelot Drive P.O. Box 1029, Fond du Lac, WI 54936-1029

BUSINESSOWNERS LIABILITY

RENEWAL DECLARATION

LOCATION OF ALL PREMISES YOU OWN, RENT OR OCCUPY:

1 215 W College Ave, Appleton, WI 54911 5826

LOC	CLASSIFICATION	CODE	PREMIUM BASIS	EXPOSURE	PMS RATE	PDTS RATE	OTHER RATE	PD DED APPLIES
1	Distributors - no food or drink - Not Otherwise Classified	12362	Gross Sales	50,000	0.212	0.765		
1	Restaurants - with sale of alcoholic beverages that are 75% or more of the total annual receipts of the restaurants - with tables - without dance floor - no table service	16931	Square Footage	3,500	4.578	0.218		
1	Liquor Sales, Over 25% But Less Than Or Equal To 40%	58161	Gross Sales	750,000			0.806	

TOTAL BUSINESSOWNERS LIABILITY PREMIUM	\$ 2,416
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TOTAL PREMIUM	\$ 2,416
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FORMS AND ENDORSEMENTS

APPLYING TO THIS COVERAGE PART AND MADE PART OF THIS POLICY AT TIME OF ISSUE:

See Forms Schedule

NOTE: IF NO ENTRY APPEARS ON THE ABOVE ENDORSEMENTS, INFORMATION REQUIRED TO COMPLETE THE FORM WILL BE SHOWN ON THE SUPPLEMENTAL FORM DECLARATION IMMEDIATELY FOLLOWING THE APPLICABLE ENDORSEMENT.

SOCIETY INSURANCE, A MUTUAL COMPANY

150 Camelot Drive P.O. Box 1029, Fond du Lac, WI 54936-1029

BUSINESSOWNERS PACKAGE POLICY

PREMIUM SUMMARY

TOTAL BUSINESSOWNERS PREMIUM	\$	451
BALANCE TO MINIMUM BUSINESSOWNERS PREMIUM	\$	49
TOTAL BUSINESSOWNERS LIABILITY PREMIUM	\$	2,416
TOTAL SURCHARGE	\$	0
TOTAL BUSINESSOWNERS PACKAGE POLICY PREMIUM	\$	2,916

THESE DECLARATIONS AND THE COMMON POLICY DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE FORM(S) AND ENDORSEMENTS, AND SUPPLEMENTAL FORM DECLARATION(S), IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY

SOCIETY INSURANCE, A MUTUAL COMPANY

150 Camelot Drive P.O. Box 1029, Fond du Lac, WI 54936-1029

FORMS SCHEDULE

POLICY NO: BP22022148-1

RENEWAL OF BP22022148-0

ACCOUNT NUMBER:

NAMED INSURED AND MAILING ADDRESS

Chandelier LLC
215 W College Ave
Appleton, WI 54911-5826

AGENCY AND MAILING ADDRESS

Family Insurance Center LLC
1017 Orchard Dr
Seymour, WI 54165

00899

000

POLICY PERIOD: FROM 07/22/2023 TO 07/22/2024 AT 12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.

NOTE: IF NO ENTRY APPEARS ON THE FOLLOWING ENDORSEMENTS, INFORMATION REQUIRED TO COMPLETE THE FORM WILL BE SHOWN ON THE SUPPLEMENTAL FORM DECLARATION IMMEDIATELY FOLLOWING THE APPLICABLE ENDORSEMENT.

BUSINESSOWNERS POLICY FORMS	
BP0127 11-18	Wisconsin Changes
BP0417 01-10	Employment-Related Practices Exclusion
BP0489 01-10	Liquor Liability Coverage
BP0497 01-06	Waiver Of Transfer Of Rights Of Recovery Against Others To Us
BP0515 12-20	Disclosure Pursuant To Terrorism Risk Insurance Act
BP1505 05-14	Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - Limited Bodily Injury Exception Not Included
TBP453 11-16	Water Backup And Sump Overflow
TSA710 10-18	TopShelf Extension Endorsement for Association Members
TBP9 10-08	Businessowners Common Policy Conditions
TBP84 05-15	Property Enhancement Endorsement Green Environmental and Energy Efficiency Improvements
TBP6 05-15	Businessowners Liability Coverage Form
TBP440 08-17	Asbestos - Exclusion
TBP2109 12-15	Exclusion - Unmanned Aircraft
TBP2 05-15	Businessowners Special Property Coverage Form
SAI42 09-02	Additional Insured - Designated Premises - Limited
TBP12 05-15	Product Spoilage

April 8, 2024

Submitted to: Municipal Services and Director of Public Works: Danielle Block
From: Creative Downtown Appleton Inc. (CDA) and Appleton Downtown Inc.

Public parklet proposal:

Creative Downtown Appleton Inc. (CDA) and Appleton Downtown Inc. are requesting approval to place an on street modular parklet for the duration of May 30 through October 31st 2024. The parklet would be located in 1 parking stall - Washington St. Space #289 with additional space to the west of the stall to accommodate the length of the unit.

The features of the proposed Public Parklet include:

- The parklet is a prefabricated Street Deck unit by Archatrak. Images and the installation manual are attached with unit specifications.
- The size of the unit is 6 feet wide by 32 feet long. It is a steel frame on raised support pedestals. The decking is porcelain pavers. The fence panels and planters are powder coated galvanized steel.
- **Access:** the unit is an ADA compliant design. The elevated adjustable steel frame allows for curb level entry and free flowing street drainage.
- **Safety:** The unit currently features LED lighting and reflective tape along the top railing. The steel fence and planters add additional safety while still providing visual sight into the unit as shown in the attached images. Additional lighting can be added at the request of the city.
- **Comfort:** the unit will feature up to three tables and six chairs as shown in the attached images
- **Artful elements:** The eight steel planters are wrapped with mural vinyl images of world instruments.

Additional features:

- The fence planters will be planted with edible fragrant herbs. With signs inviting the public to enjoy.
- We would like to add pet waste bags and leash hooks to welcome our furry friends.
- Signage on the unit includes sponsor recognition and a sign stating *no alcohol allowed*.
- We are also exploring some way to shade the planter boxes.

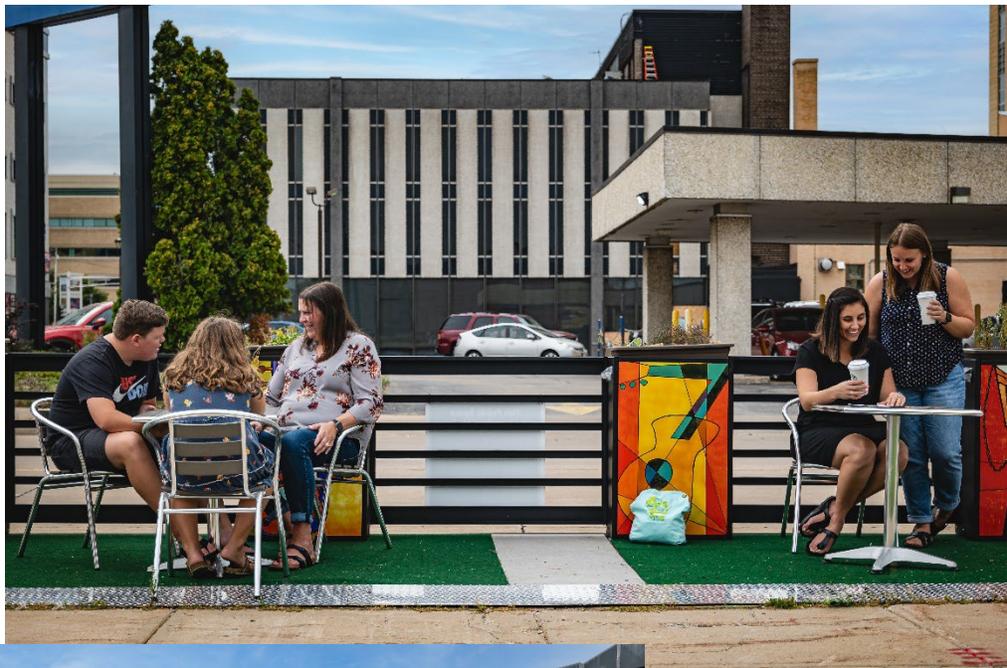
Installation: CDA/ADI will coordinate installation of the unit. We will source a team to complete the install. We would ask for the City to provide an inspection of the unit.

Maintenance: ADI will be responsible for daily cleaning of the parklet and any related maintenance or repair of the unit.

Drainage: The unit is constructed with a pedestal and frame design to allow for adequate drainage. Please see attached image.

Ownership and Insurance: the parklet unit will be owned by CDA and included within our liability insurance policy. We will work with the City on requirements to provide needed certificate of insurance listing City of Appleton as additionally insured.

Expenses: CDA will cover all expenses related to the purchase, install and maintenance of the parklet unit, features and furniture as well as fees related to lost parking revenue.







"...meeting community needs...enhancing quality of life."

January 2022

CITY OF APPLETON ON-STREET PARKLET POLICY

The objective of this policy is to establish the guidelines in which on-street parking spaces may be reallocated to provide amenities and green space for the general public to sit and enjoy.

PROCEDURE

All requests for on-street parklets shall be submitted by a not-for-profit organization representing businesses to the Department of Public Works to be reviewed against the criteria set forth in this policy. Requests not meeting the criteria shall be denied administratively. Requests meeting the criteria shall be forwarded to the Municipal Services Committee and Common Council for consideration.

All written submittals shall contain the following information:

1. Name of sponsoring organization.
2. Location of requested parklet.
3. Number of parking stalls to be reallocated for parklet.
4. Dimensioned site plan including all details of parklet such as load bearing and railing force rating specifications, finishes, plant species, furniture, parklet covering(s), etc.
5. Maintenance plan including responsible party and how drainage will be provided along existing street gutter.
6. Documentation of support from immediately adjacent property/business owners.

APPROVAL CRITERIA

1. On-street parklets shall be permitted from May 1st through October 31st, unless they need to be removed for pre-determined special events.
2. On-street parklets shall be located at least one parking spot in from a corner or protected by bollards, sidewalk bump-out, or other city approved barrier.
3. Street has an existing parking lane.
4. Street is a two-lane roadway with a posted speed limit of 25 MPH or slower.
5. On-street parklets shall be required to provide a minimum of one square foot of city-approved reflective tape or other similar reflective material on each of the two corners that are adjacent to traffic.
6. On-street parklets shall include a minimum of one city-approved reflective soft hit post and one wheel stop on each end.
7. On-street parklets shall not be allowed in front of a fire hydrant, a maintenance hole, or public utility valve cover, or otherwise obstruct access to city infrastructure.
8. On-street parklets shall not extend more than 7 feet into the roadway.
9. On-street parklet deck must be flush with the curb and may not have more than a ½" gap from the curb.
10. On-street parklets shall not be allowed immediately adjacent to a sidewalk café.

11. On-street parklet must be ADA accessible with a minimum 36" ADA accessible entryway.
12. Platform of the on-street parklet may not impede street drainage and should have a 6" gap maintained between the body of the deck and the curb to facilitate the movement of water.
13. The perimeter of the parklet shall be enclosed utilizing planters, railings or cables. The enclosure system shall be visually permeable. If cables are used, vertical spacing between cables may not exceed 6".
14. All on-street parklet rails must be capable of withstanding a 200-pound horizontal force.
15. On-street parklet platform shall not exceed a 2% cross slope.
16. All furniture must be contained within the parklet.

PURCHASED PARKING FEE

1. A daily fee equal to that charged to bag a parking meter per purchased stall will be charged Monday through Saturday, for the duration of the parklet.
2. This fee will be billed to the sponsoring organization upon approval by the Common Council and is non-refundable.
3. Rates are subject to change by the Common Council.

PERMIT ISSUANCE

On-Street Parklet Permit shall be issued upon receipt of the following:

1. Common Council approval.
2. Purchased Parking Fee and Street Occupancy Permit Fee.
3. All other approvals and permits must be in place, including a Special Use Permit for alcohol consumption in city right-of-way.
4. Applicant shall provide a certificate of insurance to the City. The certificate of insurance shall name the "City of Appleton, its officers, council members, agents, employees and authorized volunteers" as additional insureds under applicant's commercial general liability insurance coverage. Applicant's commercial general liability policy must contain the following minimum coverages and limits:
 - a. Bodily Injury and Property Damage Liability, Each Occurrence Limit - \$1,000,000
 - b. Personal and Advertising Injury Limit - \$1,000,000
 - c. General Aggregate Limit - \$2,000,000
 - d. Product Liability (if food or drink will be sold by the applicant), each occurrence limit - \$1,000,000
 - e. Products Completed/Operations Aggregate - \$2,000,000
 - f. Medical Expense Limit (any one person) - \$5,000

If applicant will be permitting, selling, or serving alcoholic beverages in relation to the parklet use, applicant must carry liquor liability insurance with a minimum limit of \$1,000,00 each occurrence / \$1,000,000 aggregate limit.

Applicant agrees to maintain these minimum insurance coverages and limits for the duration of their permit.



CITY OF APPLETON

Parking Utility

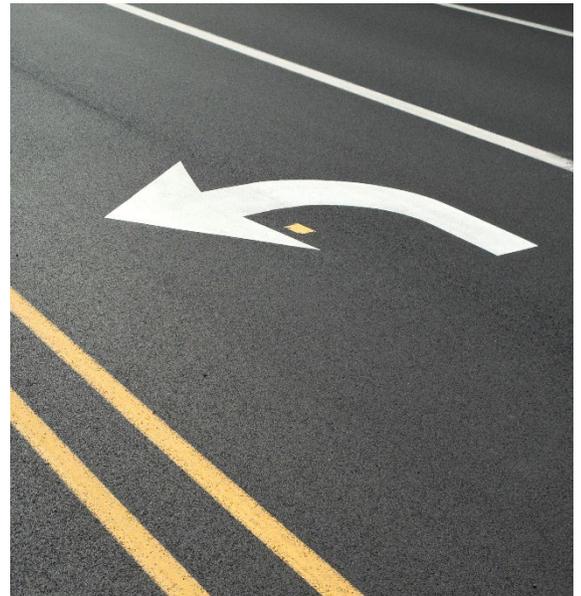
2023 Annual Report

Updated: April 18, 2024



Parking Utility Guiding Principals

- Maintain the small town, walkable form that has evolved over decades of purposeful planning.
- Support a park once, pedestrian friendly vision that improves connectivity for visitors, residents and employees.
- Provide a customer-friendly experience centered on convenience, access and fairness.
- Help facilitate and encourage a diverse economy.
- Maintain a responsibility to optimize public investment in parking infrastructure.



Parking Inventory & Ramp Features

Off-street meter parking stalls	=	94
On-street meter parking stalls	=	784
Ramp parking stalls	=	2,775
Motorcycle / Moped stalls	=	32
TOTAL PUBLIC PARKING STALLS	=	3,685

Red Ramp

S Superior Street

- 764 Total Stalls
- 5 Levels
- 3 Elevators
- 3 Entrance Lanes & 2 Exit Lanes
- 6'10" Vehicle Clearance
- Pay on Foot Machine
- Convenient handicap parking throughout facility
- Skywalk to Hilton Appleton Paper Valley Hotel

Yellow Ramp

E Washington Street

- 1236 Total Stalls
- 7 Levels
- 2 Elevators
- 3 Entrance Lanes & 4 Exit Lanes
- 7'4" Vehicle Clearance
- Convenient handicap parking throughout facility
- Skywalk to City Center

Green Ramp

W Washington Street

- 775 Total Stalls
- 6 Levels
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- Convenient handicap parking throughout facility
- Motorcycle parking on Level 1
- Bike Cage located on Level 1
- Easy access event parking to Fox Cities Performing Arts Center

Accomplishments

2022

- Upgraded Green Ramp lights to LED fixtures.
- Replaced stairwell in Green Ramp.
- Implemented online payment option for parking card holders and businesses.
- Completed an ADA Assessment of Yellow, Green and Red Ramps. Prioritized the requirements and recommendations.

2023

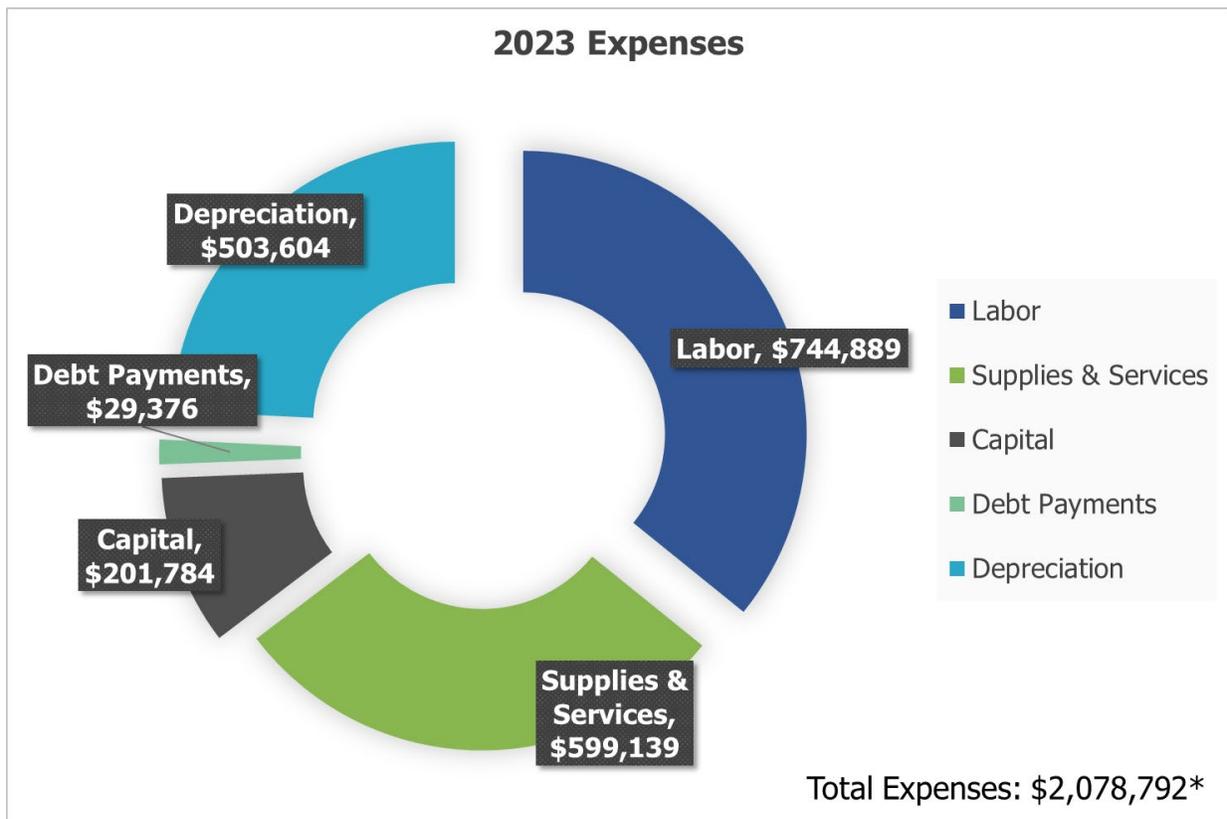
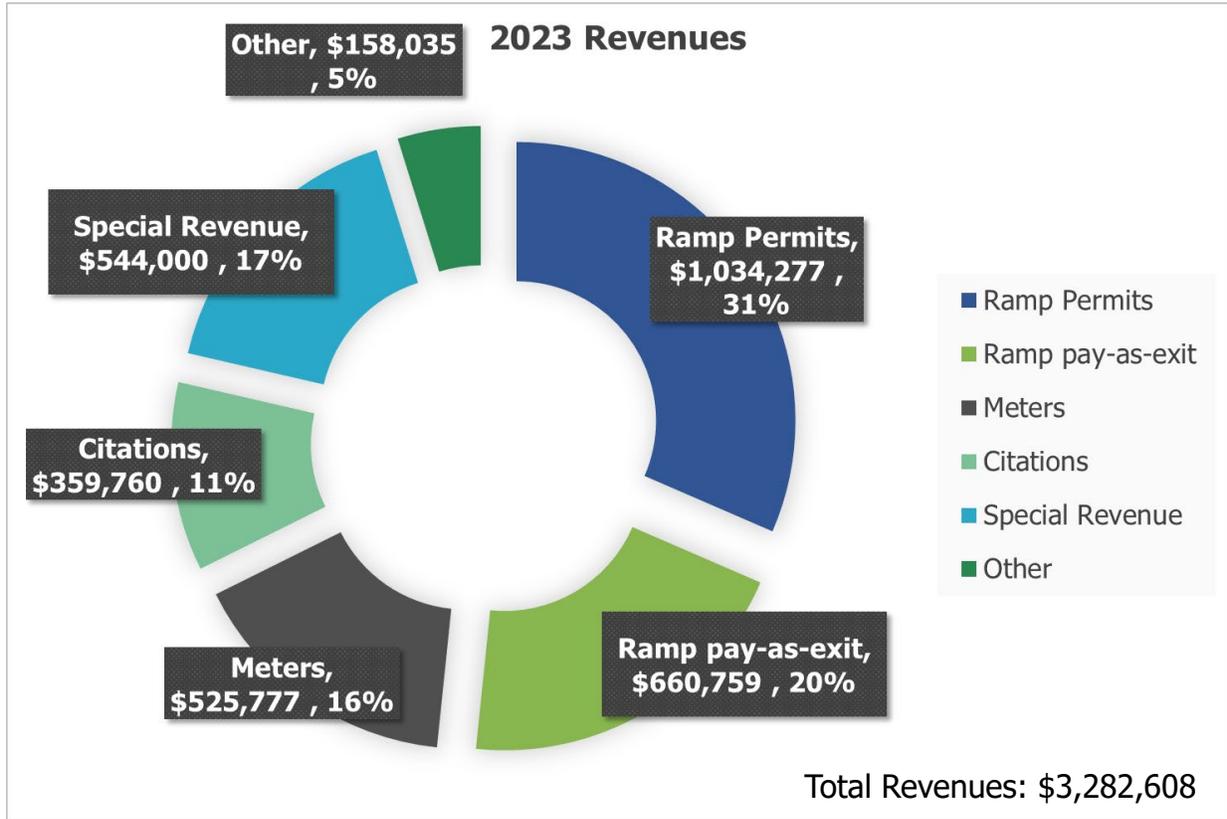
- Implemented \$40/month ramp permit fee & new ramp rates as follows:
 - \$3.00 for up to 4 hours
 - \$6.00 for more than 4 hours
- Began priority 2023 ramp repairs/maintenance identified in 2022 Desman Condition Assessment Report.
- Developed planned scope of work for 2024 ramp repairs/maintenance identified in 2022 Desman Condition Assessment Report.
- Continued investigating feasibility of Red Ramp east elevator replacement.
- Continued work and analysis regarding TIBA ramp entry software updates to cloud-based services. Along with a work plan to incorporate "Chip and Tap" system to improve user payment efficiency.
- Continued to work with potential and new downtown development to accommodate parking needs.
- Completed in-house snow removal operations

Objectives

2024

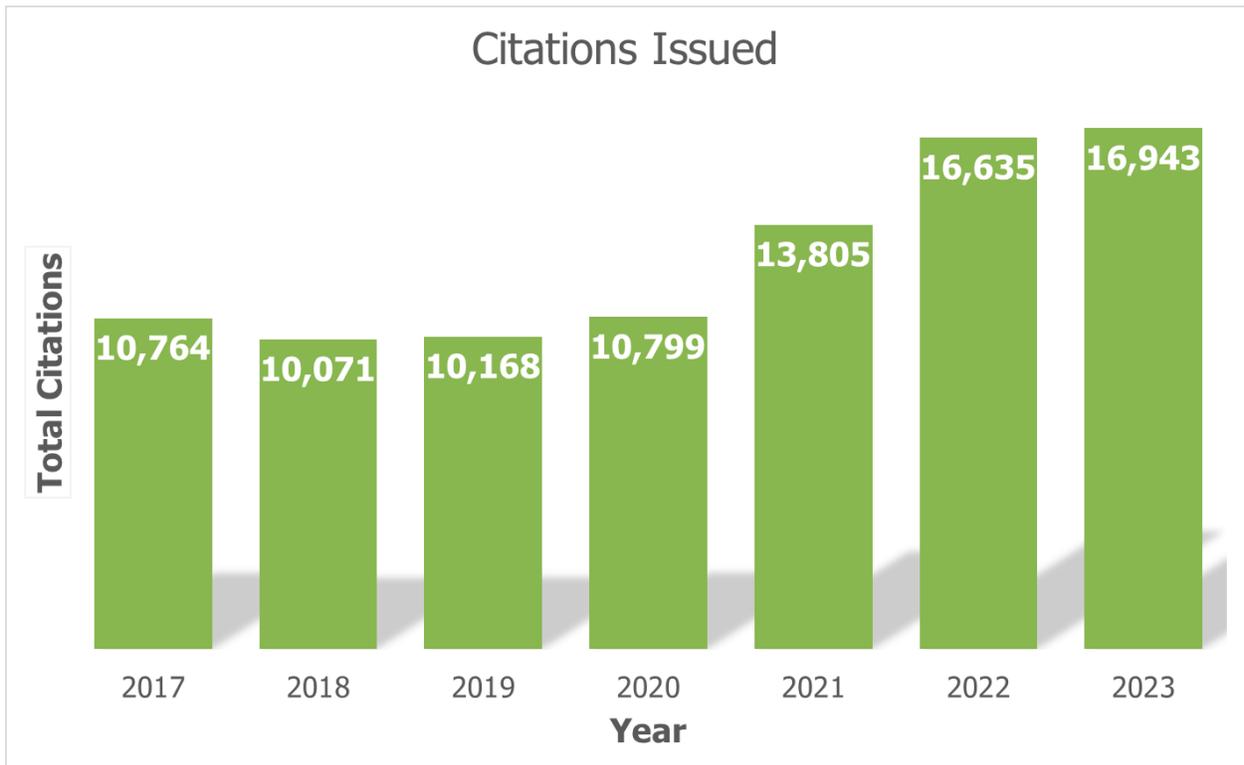
- Transition ramp entry software from desktop-based to a cloud-based system
- Upgrade ramp payment options to include Chip & Tap software
- Complete the reconfiguration of the Library Plaza Lot with the coordination of Library staff
- Perform consultant inspection and recommendations for all ramp stairwell roofs
- Repair & reestablish service to the east elevator in the Red Ramp
- Continue to work with Appleton Downtown Incorporated and downtown parking users to improve the parking system.
- Continue the implementation of Downtown Parking Study recommendations, including an effort to improve wayfinding signage and marketing of the Utility.
- Complete approximately \$1.6M in ramp repairs per consultant structural condition reports.
- Continue ongoing line painting of ramp and on-street parking stalls.
- Perform consultant structure condition report for the Yellow Ramp skywalk.

2023 Financial Overview



*\$1,099,000 of uncompleted maintenance work under contract to be carried over to 2024

2023 Parking Statistics





CITY OF
APPLETON

2023 Parking Utility Annual Report



Updated March 2024

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Open all day, every day – fees apply, with the exception of Sundays & holidays



Prior Year Accomplishments

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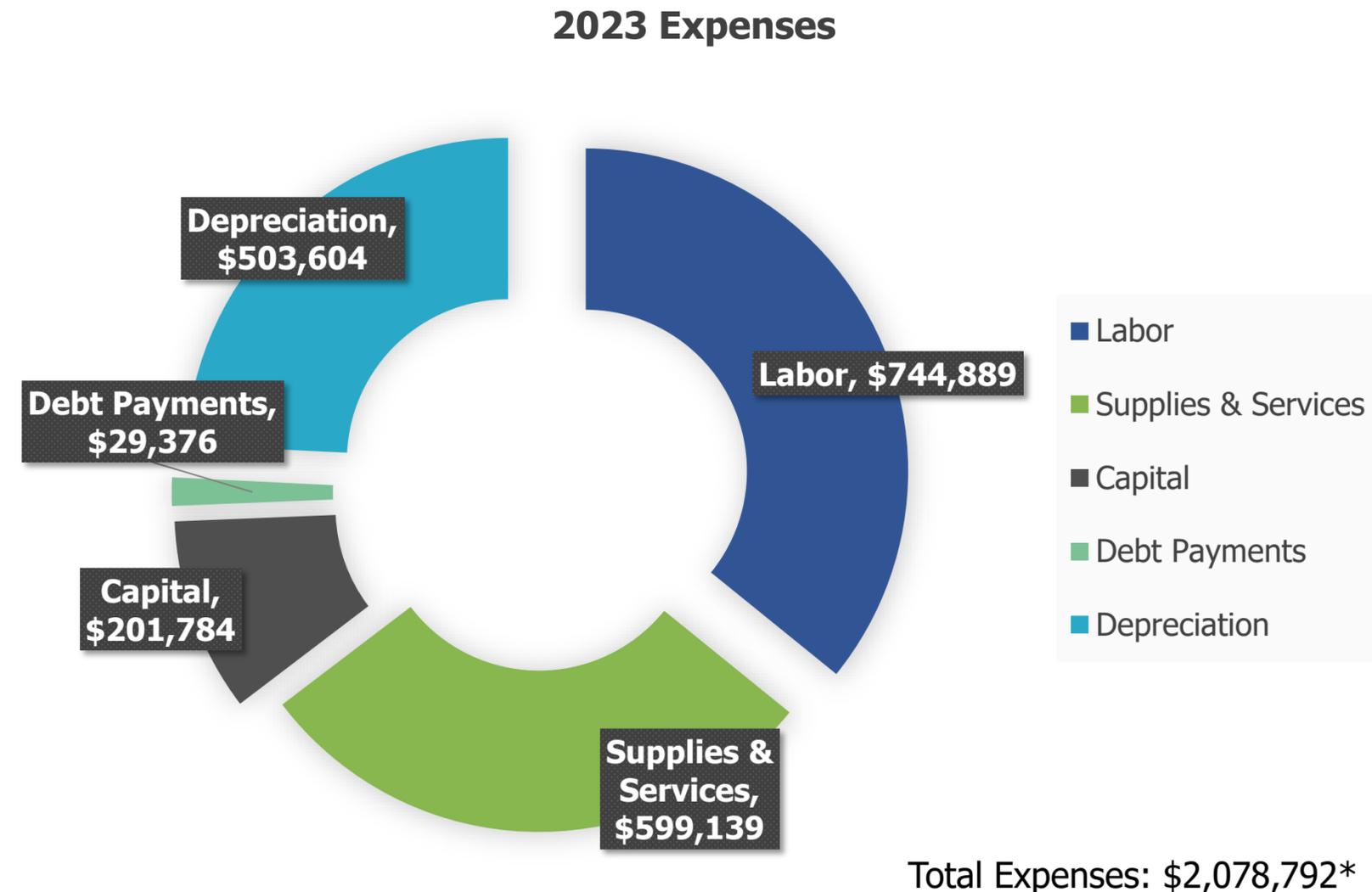
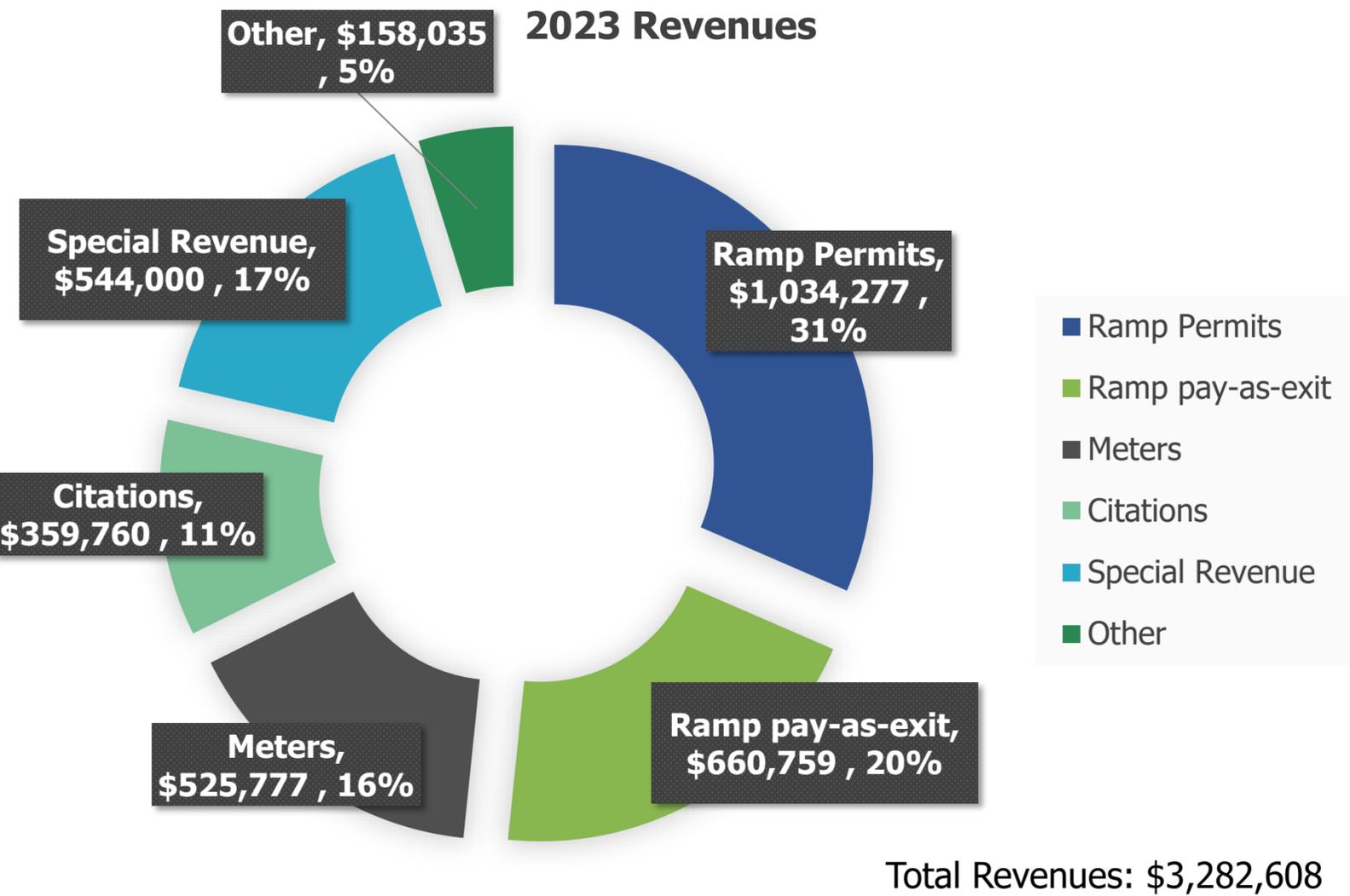
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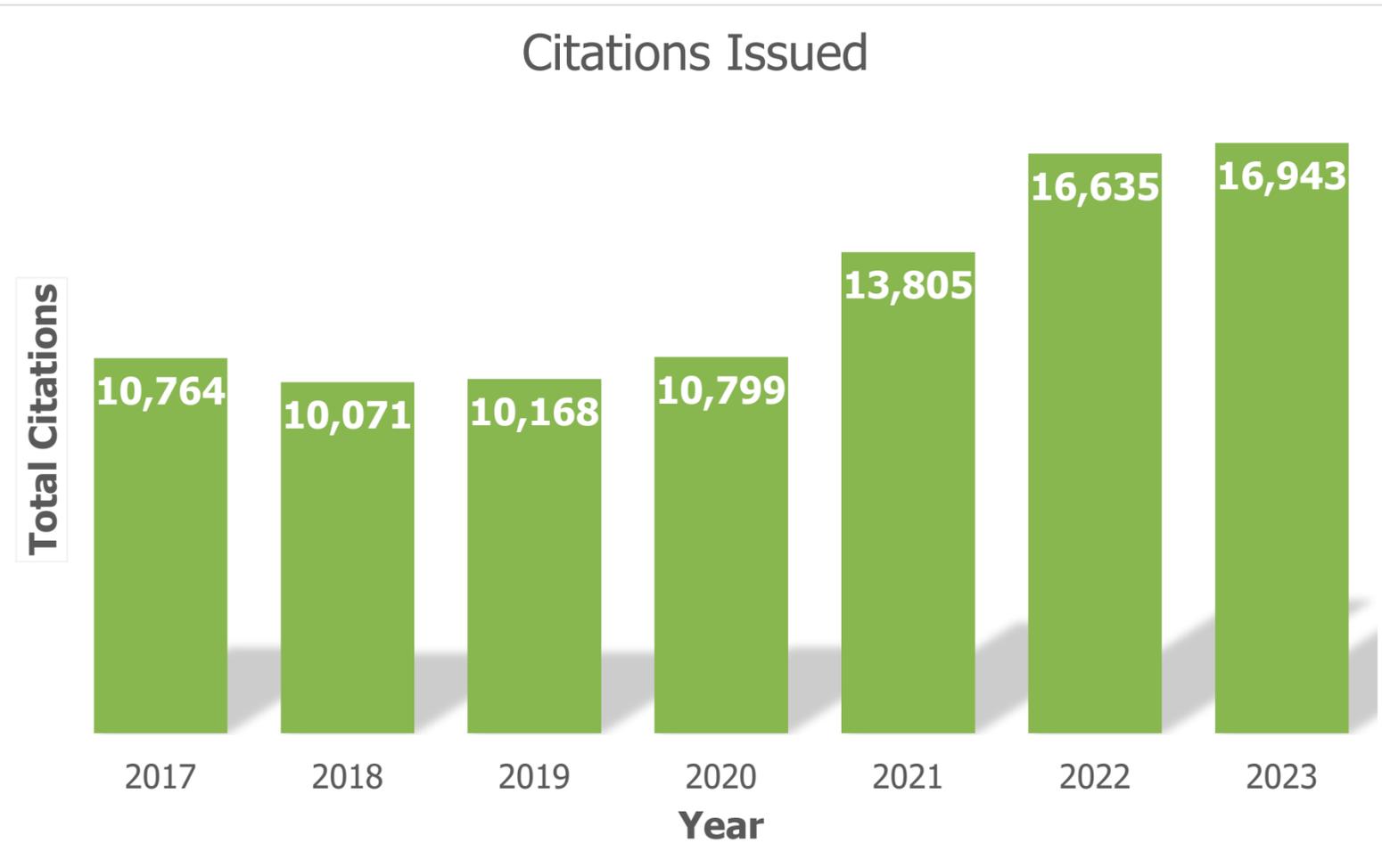


2023 Parking Statistics

Permit Holders



Citations Issued



Questions?



CITY OF
APPLETON

