



CITY OF APPLETON

MEMORANDUM

Date: 7/16/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Request to revise permanent street occupancy permit #17-018-P

In 2017, Edison Elementary School was granted a permanent street occupancy permit to paint 8" x8" light bulbs on sidewalks to designate five designated safe walking routes for students (permit #17-018-P, attached). This project was well received by the community and no complaints have been documented.

With the recent closure of Columbus Elementary, the students that used to attend Columbus Elementary will now be attending Edison Elementary. As a part of this, Edison Elementary is requesting a revision to their existing permit to allow for additional routes. The proposed routes are described below.

DPW supports this request.

Attachments:

- Route descriptions
- Permanent street occupancy permit #17-018-P

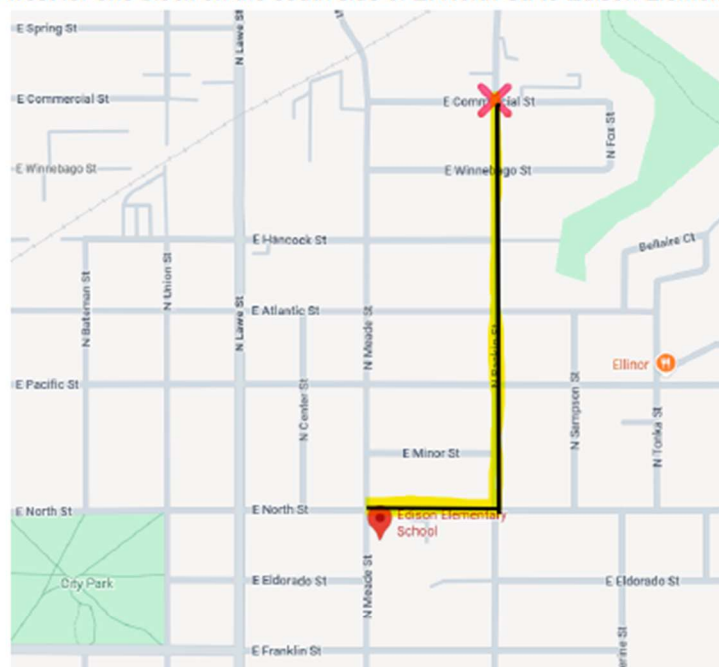
Edison Elementary School Update
July 2025
Safe Routes to School

To Whom It May Concern-

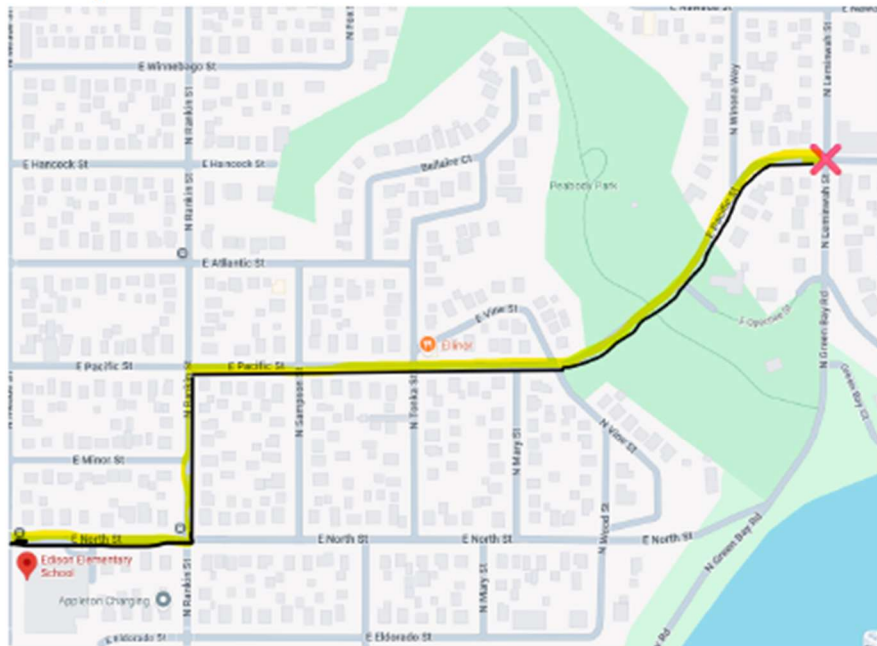
Columbus Elementary School with the Appleton Area School District is being repurposed beginning with the 2025-2026 school year. As a result of this action, the Columbus neighborhood school boundaries are now merging with the Edison Elementary School neighborhood. Our teams at AASD have worked in partnership with Safe Routes to School of East Central Wisconsin to designate six routes to school in the newly established Edison neighborhood.

The routes are designated below: The yellow highlight is the route and the black line indicates the side of the street for the Edison logos.

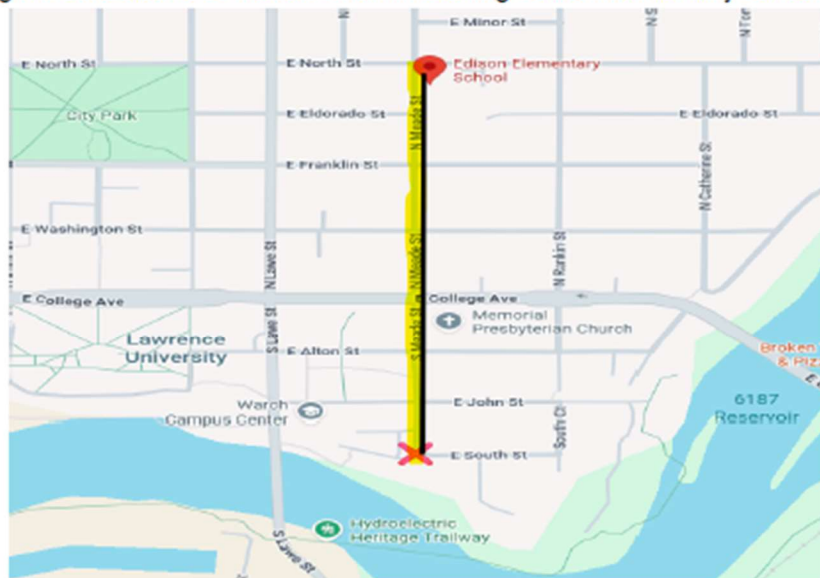
- **Route 1** = Starting point at the corner of Rankin St. and Commercial St proceeding south on the east side of Rankin to the corner of Rankin and E. North St. The route then turns west for one block on the south side of E. North St. to Edison Elementary School.



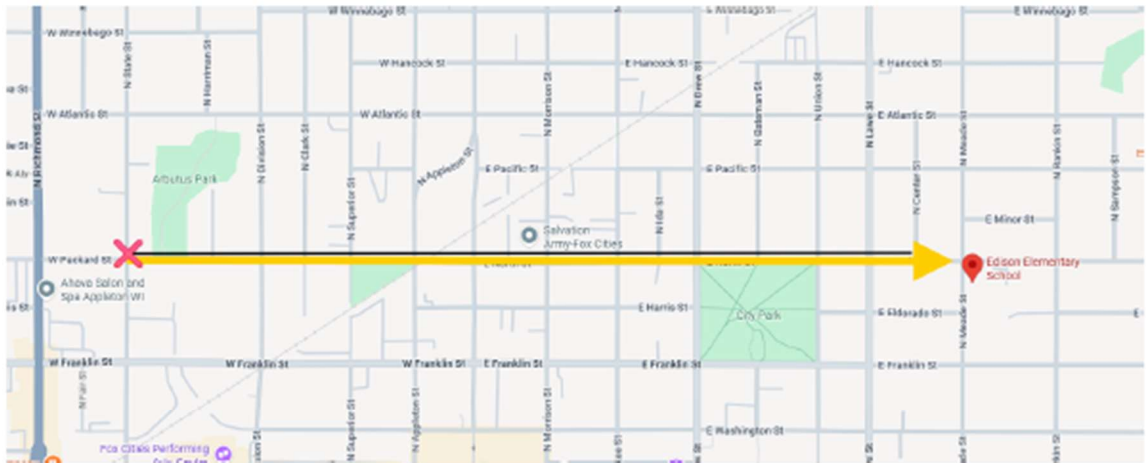
- Route 2** = Starting point at the corner of E. Pacific St. and N. Lemnaw St proceeding southwest on the south side of Pacific to Rankin St..The route then turns south for two blocks on the east side of N. Rankin St. to E. North St. before turning west to Edison Elementary School on the south side of North St.



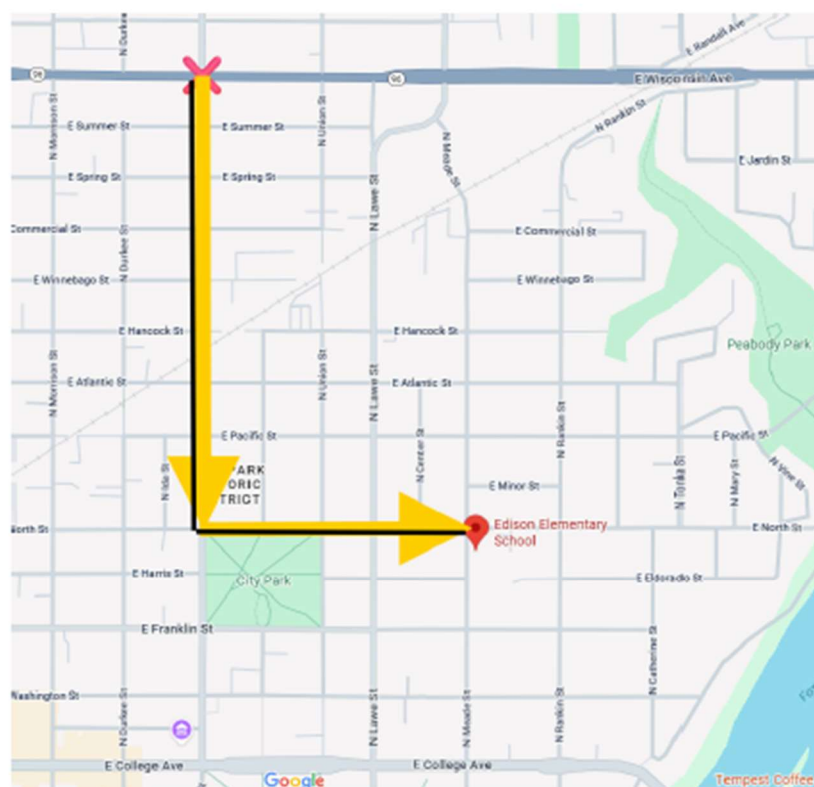
- Route 3** = Starting point at the corner of E. South St. and S. Meade St. proceeding north along the east side of S. Meade St until reaching Edison Elementary School.



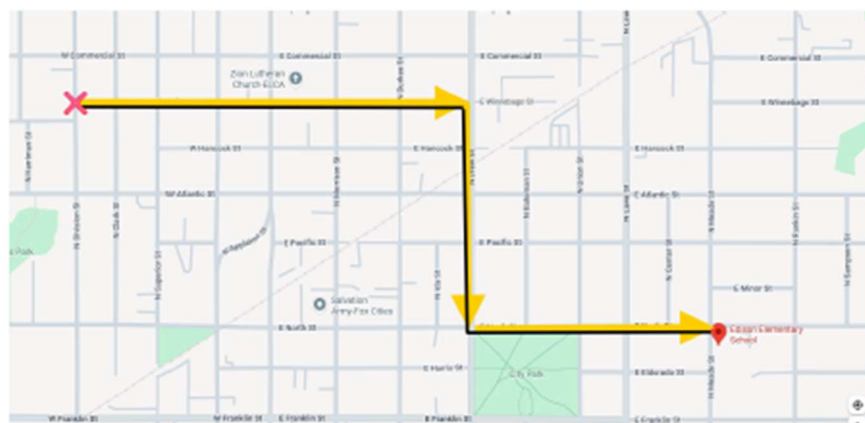
- **Route 4** = Starting Point at the corner of W. Packard St. and N. State St. proceeding east on W. North St crossing N. Oneida St. and continuing on E. North St until reaching Edison Elementary School.



- **Route 5** = Starting point at the corner of N. Drew St. and W. Wisconsin Ave. proceeding south along the west side of N. Drew St until reaching the corner of N. Drew St. and E. North St. The route then turns east for five blocks on the north side of E. North St. to Edison Elementary School.



- Route 6 =** Starting point at the corner of N. Division St. and W. Winnebago St. proceeding east on the south side of W. Winnebago St., crossing N. Oneida St. and continuing east on the south side of E. Winnebago St. until reaching N. Drew St. The route then turns south on the west side of N. Drew St. and proceeds south until reaching E. North St. The route then turns east for five blocks on the north side of E. North St. to Edison Elementary School.



Our safe routes to school team is requesting the council allow for updated sidewalk painting for Safe Routes to School to take place at some point this August so our families and communities can be updated with the new routes following the guidelines set forth in the City of Appleton policy.

Our intent is to paint the Edison logo on the sidewalks staying within the given 64 square inch guidelines once every 10-12 yards avoiding sidewalks that intersect with driveways. Logos from the previous effort in 2017 have faded so we would redo all logos along the six routes designated above.

We greatly appreciate our partnership with the City of Appleton and look forward to a positive outcome for improving the safety and health of our students and families. Please direct any inquiries related to this project to Joel Cannon, assistant principal for AASD elementary schools, at cannonjoel@aad.k12.wi.us or 920-419-7206.

Thank you for your continued support,
Edison Elementary Safe Routes to School Team



**PERMIT TO OCCUPY
THE
PUBLIC RIGHT-OF-WAY**

Permit #: 17-018-P

Effective Date: 3-9-17

Expiration Date: N/A

Fee: \$40

Paid (yes or no): Yes

Rev. 04-10-15

Applicant Information

Name (print): Chuck Heurkens Company: Edison Elementary
Address: 412 N. Meade St Telephone: 920 832 6235 FAX: _____
Appleton WI 54917 e-mail: heurkenscharle@aasd.k12.wi.us
Applicant Signature: Chuck Heurkens Date: 2/26/17

Occupancy Information

General Description: Safe Routes to School sponsored Sidewalk Painting Project

Street Address: 5 separate routes all leading to Edison Elementary Tax Key No.: _____
- or -

Street: _____ From: _____ To: _____

Multiple Streets: locations and diagram attached

(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: Lightbulbs cannot exceed 8" x 8"

Traffic Control Requirements

☒ N/A

Type of Street: _____ Proposed Traffic Control: _____
☐ Arterial/CBD ☐ City Manual Page(s) _____
☐ Collector ☐ State Manual Page(s) _____
☐ Local ☐ 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: _____

Paula Vandehy
(Department of Public Works)

DATE: 3-9-2017

Edison "Lights" the Way to School



Dear Edison Elementary Families,

We are excited to announce the City of Appleton's Safe Routes to School Sidewalk Painting Project.

This project is unique, as it will provide our students with five designated safe routes to walk and bicycle to school. Sidewalks leading to Edison Elementary will be marked with lightbulbs to let students know those streets are the safest route to travel. It will look like Thomas Edison left a trail of his famous lightbulbs himself to guide the students to school!

To create these routes we met with parents, teachers, and city staff to gather input on the safest routes and to address any safety concerns. We looked at creating routes that have sidewalks, lower traffic volume/speeds, marked crosswalks, and crossing guards present.

We think these routes will be a fun way to tie our neighborhoods together and encourage families to get outside and visit important green spaces throughout the City.



Please review the walking routes map on the backside of this handout and provide feedback and any questions you might have to Edison.elem.pta@gmail.com

WALKING SAFETY

If your student is already walking to school, please review these tips with them!

- **Walk!** Don't push, shove, or chase!
- **Obey all traffic signals and signs.**
- If you have to walk on the street, always walk **facing** traffic as far to the left as possible.
- Use a **crosswalk and crossing guards**, if available.
- **Avoid** crossing busy or high-speed streets.
- **Be visible.** Wear reflective/bright-colored clothing.
- **Look and listen;** don't be distracted.
- Watch for **cars pulling out** of driveways.
- **Never play in the road.**
- **Walk with a friend.**

