

**McFleshman's Commons, Inc.**  
**115 S. State Street, Appleton, WI 54911**  
**P.O. Box 2274, Appleton, WI 54912**

March 28, 2018

Paula Vandehey, Director of Public Works  
City of Appleton  
100 North Appleton Street  
Appleton, WI 54911

RE: Permanent Street Occupancy Permit for 115 South State Street, Appleton, WI 54911 – sign variance

Dear Ms. Vandehey,

We are writing this letter to inform your department of our desire to obtain a permanent street occupancy permit for 115 South State Street in Appleton, WI 54911. The purpose of this permit is for us to hang our operations sign at this location. Unfortunately, our sign manufacturer read the municipal code wrong and our sign will extend out 6 feet instead of 4 feet. Please grant us permission for our proposed sign to extend 6' into the City of Appleton's right of way at 115 S. State St. We will be occupying this right-of-way permanently.

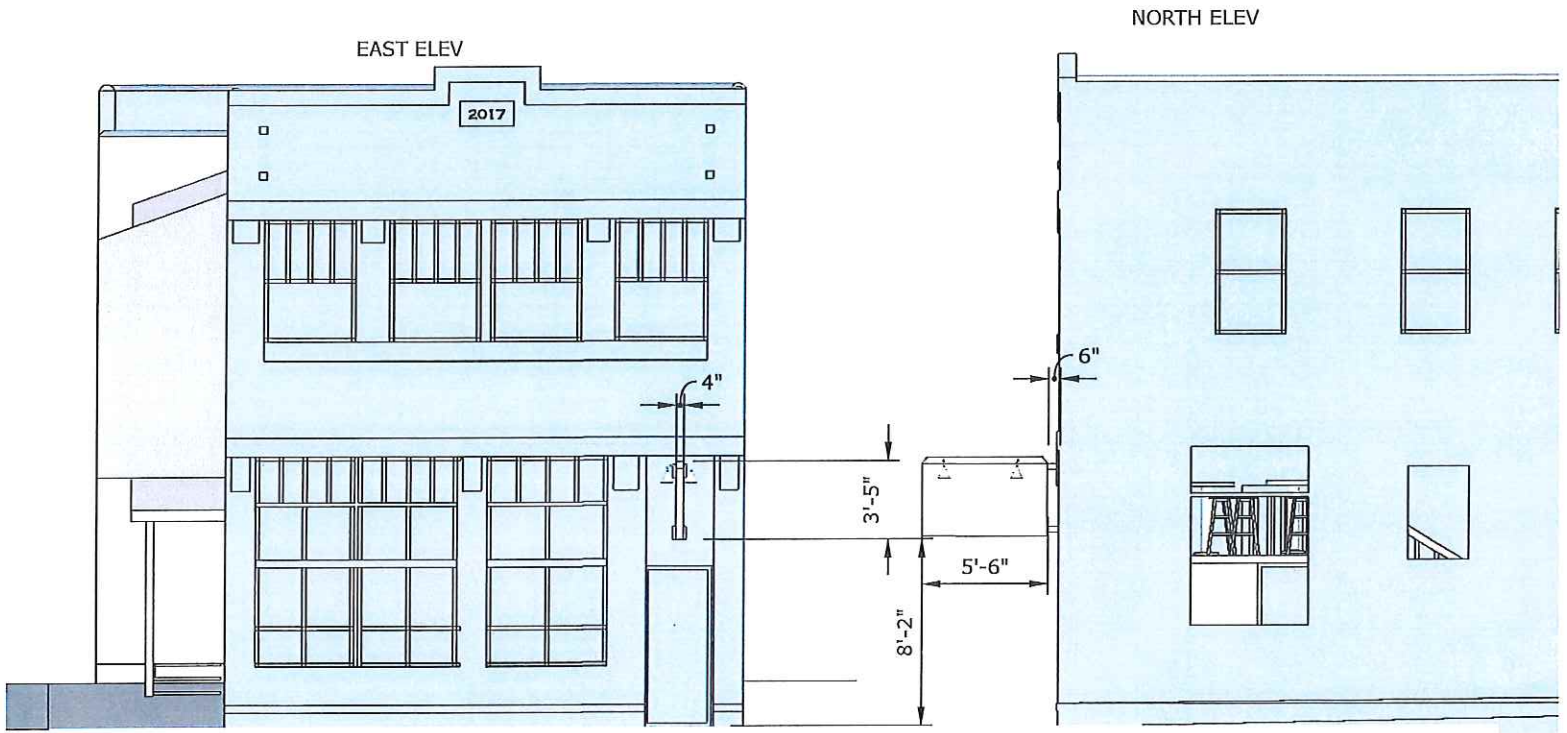
Our updated certificate of insurance showing the City of Appleton as an additional insured is also attached. We look forward to your decision and will bring a check in for all associated fees as soon as we hear back from you. Please do not hesitate to contact me with any questions or concerns or if additional information is needed. Thank you for your time and attention to this matter. We appreciate your efforts.

Sincerely,



Cindi L. Jackman, Office Manager  
McFleshman's Commons, Inc.  
(405) 613-8936  
cindi@mcfleshmans.com

McFleshman's Sign Permit  
Materials 3/14/18



115 S. STAPE ST.

McFleshman's Sign Permit  
Materials 3/14/18



115 S. STATE  
ST.