



DEPARTMENT OF PUBLIC WORKS

100 North Appleton Street

Appleton, WI 54911

TEL (920) 832-6474

FAX (920) 832-6489

MEMO

To: Municipal Services Committee
From: Danielle Block, P.E. Director of Public Works
Date: October 3, 2023
Re: 508 W. Wisconsin Avenue – Terrace Occupancy Permit

The property owner at 508 W. Wisconsin Avenue has applied for a Terrace Occupancy Permit to allow for an existing terrace garden to remain in the right-of-way/street terrace along the west side of the property (Alvin Street). See the attached site photos.

The recently updated City Street Terrace Policy allows requests to be made for consideration by the Municipal Services Committee and Common Council. Any approved terrace occupancy permits require insurance and payment of an annual terrace occupancy permit fee, which is valid until December 31 of the year it is issued.

Staff recommends approval of the Terrace Occupancy Permit. All required documentation has been submitted by the resident.



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: _____
 Effective Date: _____
 Expiration Date: _____
 Fee: _____
 Paid (yes or no): _____

Rev. 04-10-15

Applicant Information

Name (print): Alan Schmidt Company: AMS Management, LLC
 Address: 920-A Mayflower Dr Telephone: 920-428-4567 FAX: _____
Appleton, WI 54914-9192 e-mail: amsreservices@yahoo.com
 Applicant Signature: *Alan Schmidt - member* Date: 09/12/2023

Occupancy Information

General Description: Native pollinator garden, with a flowering plants reaching about 24" to 36", with occasional plants reaching about 48" when blooming. Also, placement of a National Wildlife Federation sign, about 8" x 12", designating it a Certified Wildlife Habitat. Also two 24" x 18" signs reading "Alvin Street Butterfly Garden". Tax Key No.: _____
 Street Address: _____
 - or - 508 W Wisconsin, terrace on Alvin St From: 09/2023 To: Permanent
 Street: _____
 Multiple Streets: The space occupied is the terrace between the sidewalk and Alvin Street, adjacent to the parking lot

(Department use only)

Occupancy Type	Sub-Type	Location
<input type="checkbox"/> Permanent (\$40)	<input type="checkbox"/> Sandwich Board	<input type="checkbox"/> Sidewalk
<input checked="" type="checkbox"/> Temporary - max. 35 days (\$40)	<input type="checkbox"/> Tables / Chairs	<input checked="" type="checkbox"/> Terrace
<input checked="" type="checkbox"/> Amenity/Annual (\$40)	<input type="checkbox"/> Dumpster	<input type="checkbox"/> Roadway
<input type="checkbox"/> Blanket/Annual (\$250)	<input type="checkbox"/> POD / Container	
<input type="checkbox"/> Block Party (\$15)	<input checked="" type="checkbox"/> Obstruction / Other	

Additional Requirements

Plan/Sketch Certificate of Insurance Bond
 Other: _____

Traffic Control Requirements

N/A

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

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)

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: _____
(Department of Public Works)

DATE: _____

