

July 2, 2025

Resubmitted to: Municipal Services and Director of Public Works: Laura Jungwirth  
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 approval through October 31<sup>st</sup> 2025. 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 enhanced with decorative solar flower lights.
- Signage on the unit includes sponsor recognition and a sign stating *no alcohol allowed*.

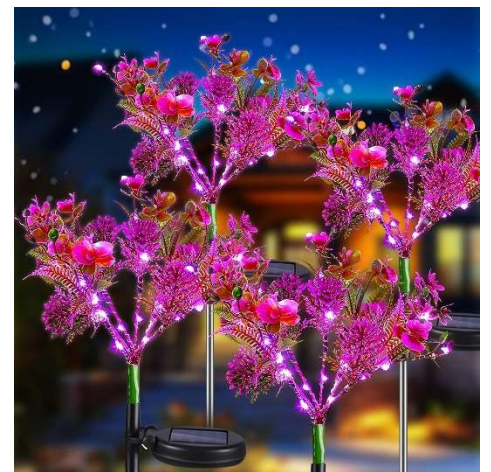
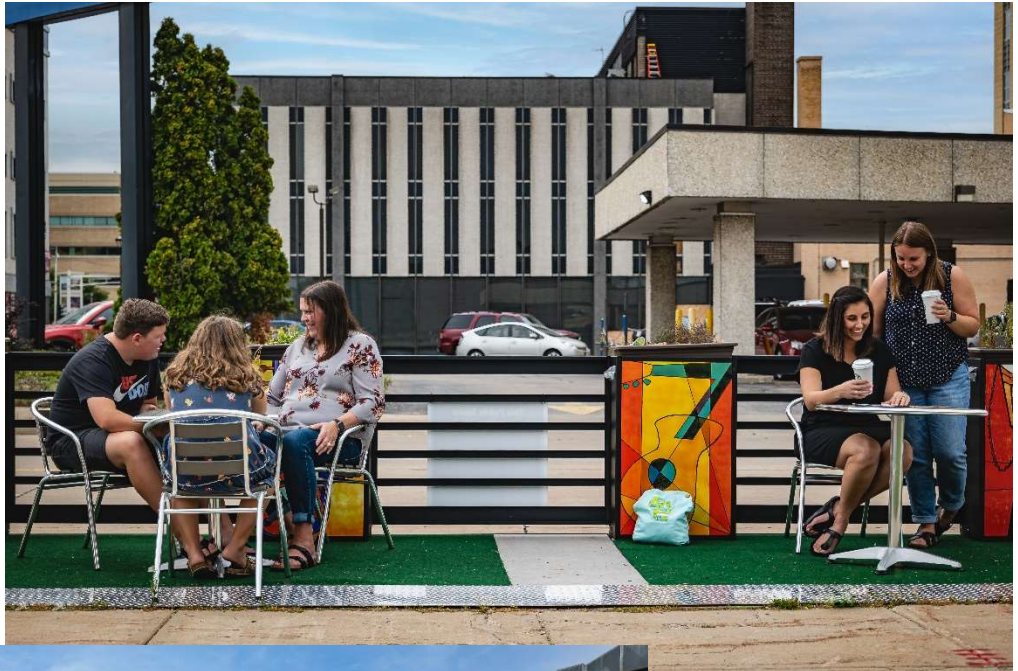
**Installation:** CDA/ADI will coordinate installation of the unit. We will source a team to complete the install. We would ask for the City to provide an inspection of the unit.

**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 1<sup>st</sup> through October 31<sup>st</sup>, 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.