



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : 25-033-T

Effective Date: 3/24/25

10/31/25 Expiration Date: 5/2/25 12/31/25

Non-Refundable Fee: 8244-0001

Paid (yes or no): YES \$40.00

Rev. 05-2024

Applicant Information

Name (print): Ryan Schleih

Company: Hoffman Planning , design and Construction

Address: 122 E. College Ave, suite 1G

Telephone: 9205857623

E-mail: rschleih@hoffman.net

Applicant Signature: Ryan Schleih

Date: 3/10/2025

Occupancy Information

General Description/Reason: Construction of Plaza, dumpster, unloading area



Temp Fence install at Plaza Construction area Entrance

Street Address: 222 west College Ave

Sidewalk/roadway obstruction requested ☐ Y or ☐ N

- or -

Multiple Streets: extending 11/1/25 to 12/31/25

Date(s) From: 3/24/25

To: 10/31/25

35 days or < ☐ 35 days or > ☒

(Requires Committee and Council Approval)

(Department use only)**Occupancy Type**☐ Permanent - Obstruction (\$40)☒ Temporary - Obstruction (\$40)☐ Amenity/Annual (\$40)☐ Blanket/Annual (\$250)☐ Block Party (\$15)**Sub-Type**☐ Awning☒ Dumpster☐ Sign☒ Obstruction / Other☐ POD / Container**Location**☐ Sidewalk☐ Terrace☒ Roadway**Additional Requirements**☐ Plan/Sketch☒ Certificate of Insurance☐ Bond

Committee and Council Approval

☐ Other : _____

Date: 04/02/25

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) _____

Approved by: MIKE HARDY tjr Date: 3/18/25

☐ Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
Additional Requirements:

PLEASE SEE PAGE 4 OF THIS PERMIT FOR STIPULATIONS.

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. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 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:

Mike Hardy/Mark Lahay/ tjr

(Department of Public Works)

DATE: 3/19/25



PLEASE REMOVE EVERY WEEKEND

PARKING METER BAG APPLICATION

Effective Date: 3/24/25Expiration Date: 5/2/25Non-Refundable Fee: 1993.95Paid (yes or no): 8288000110/31/2512/31/25 new as of 9/25/25

Rev. 09-2024

NOTE: Fee is \$9.00 per day plus tax and is non-refundable.
THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED.
 (excluding Sundays and City of Appleton Observed Holidays)

APPLICANT INFORMATION

Company Name: Hoffman Planning, Design and ConstructionAgent: Ryan SchleihAddress: 122 East College Ave Suite 1G, AppletonTelephone: 920.585.7623Email: rschleih@hoffman.netApplicant Signature: Ryan SchleihDate: 3/10/2025

OCCUPANCY INFORMATION

Reason: Construction of Plaza area/ dumpster/ unloading zone.Location: 222 West College Ave and Superior StMeter Zone & Space#: 9201; space 46,47,48,49 and 194,195Date(s): March 24th till October 31, 2025 11/1/25 to 12/31/25

(Office use only)

Amount Due: 1993.95 \$7064.28 \$2506.68 11/1/25 to 12/31/25Receipt#: 82880001 # 8551-0001Initials: TR

This request is subject to the following conditions:

1. Meter bags shall not be used on RED meters. If a red meter is found bagged, the bag will be removed and the vehicle will be ticketed.
2. Requests shall be evaluated by the City Engineer or designee and shall only be issued for essential/logistical reasons, not for convenience.
3. Applicants shall seek side street alternatives when possible before requesting meter bags on College Avenue.
4. No meter bag fees will be charged for City Sponsored Special Events (Memorial Day Parade, Flag Day Parade, Christmas Parade, Police Week Vehicle Display).
5. Requests for waiver of fees or reduced fees for non-City sponsored events must be approved in advance by Committee and Council.
6. Unauthorized vehicles parked in reserved/bagged parking stalls are subject to immediate towing without warning.

APPROVED BY: Mike Hardy/Mark Lahay tj

(Department of Public Works)

DATE: 3/18/25



DEPARTMENT OF
**PUBLIC
WORKS**

HOLD HARMLESS, INDEMNIFICATION, AND DEFENSE AGREEMENT AND STATEMENT OF INSURANCE COVERAGE

The Applicant and/or the Organization agrees to indemnify, defend, and hold harmless the City of Appleton and its officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses, and costs, including attorney fees, arising out of the activities performed as described below. This obligation applies to the extent caused by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, except to the extent caused by the sole negligence or willful misconduct of the City.

Proposed Activities: Construction

Insurance Coverage Details (if applicable):

- Insurance Carrier: The Continental Insurance Company
- Insurance Agent Name and Phone Number: James Kraker 612-205-3993
- Policy Number: 7011816017
- Policy Period: 12/31/2024 - 12/31/2025

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 requirements of the City of Appleton. I hereby certify that I, or the company I represent, have insurance in the amounts required to obtain this permit/license and have provided the name of my insurance carrier, the policy number, and the policy period above. Further, I agree to:

- Maintain appropriate insurance coverage for the duration of this permit/license.
- Indemnify against any and all liability, loss, damage, and expenses, including attorney 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 or anyone directly or indirectly employed by 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.**

Hoffman Planning, Design & Construction, Inc.

Name of Applicant/Organization

122 E. College Avenue, Suite 1G, Appleton, WI 54911

Address

ggerbers@hoffman.net

Email Address

Greg Gerbers

Print Name

Greg Gerbers

Signature

3/12/25

Date

Digitally signed by Greg Gerbers
DN: cn=Greg Gerbers, o=Hoffman Planning, Design & Construction, Inc., email=ggerbers@hoffman.net
Reason: I am the Author of the document
Location:
Date: 2025.03.12 16:07:54-0500
Full PDF Editor Version: 12.0.0

From: [Mark Lahay](#)
To: [Traci J. Reed](#)
Subject: FW: Street Occ & Meter Bags for College Ave
Date: Tuesday, March 18, 2025 9:22:33 AM
Attachments: [20250317092308103.pdf](#)
[Temp Fencing Plan.pdf](#)
[image001.png](#)
[image002.png](#)

This can be approved with the stipulations noted below and assuming it gets approved at council.



Mark A. Lahay, PE
Assistant City Engineer
City of Appleton, Department of Public Works
100 N Appleton St, Appleton, WI 54911-4702
O: 920-832-6486 | Mark.Lahay@Appleton.org
[Facebook](#) | [Appleton.org](#)

From: Michael Hardy <Michael.Hardy@AppletonWI.gov>
Sent: Tuesday, March 18, 2025 9:18 AM
To: Mark Lahay <Mark.Lahay@AppletonWI.gov>; Peter Neuberger <Peter.Neuberger@AppletonWI.gov>
Cc: Customer.Service <Customer.Service@appletonwi.gov>; Lindsey R. Smith <Lindsey.Smith@AppletonWI.gov>; Eric Lom <Eric.Lom@AppletonWI.gov>; Connor M. Deeg <Connor.Deeg@AppletonWI.gov>; Victoria L. Drehmel <Victoria.Drehmel@AppletonWI.gov>; Daniel J. Meissner <Daniel.Meissner@AppletonWI.gov>
Subject: RE: Street Occ & Meter Bags for College Ave

Mark/Pete:

I spoke with Hoffman, permit is both Parking stalls AND fence (attached plan) for duration noted. Here terms discussed:

Fence:

- Sidewalk to remain open, maintain minimum 5-ft clear between planter and fence (including fence stands). Fence stands need to be marked/guarded to mitigate trip hazard.
- Fence will need to be pulled back for any special events DPW deems necessary (for sure Mile of Music, L2C & Oktoberfest)

Parking Stalls:

- Any dumpsters to be marked by delineators with reflective material. Do not infringe on the bike lane.
- All bagged parking stalls (pic below) shall be cleared and vacated for any special events DPW deems necessary (for sure Memorial Day Parade, Flag Day Parade, Mile of Music, L2C & Oktoberfest)



Thanks,
MIKE

-----Original Message-----

From: Mark Lahay <Mark.Lahay@AppletonWI.gov>
 Sent: Monday, March 17, 2025 9:10 AM
 To: Eric Lom <Eric.Lom@AppletonWI.gov>; Michael Hardy <Michael.Hardy@AppletonWI.gov>; Connor M. Deeg <Connor.Deeg@AppletonWI.gov>; Peter Neuberger <Peter.Neuberger@AppletonWI.gov>
 Subject: FW: Street Occ & Meter Bags for College Ave

Please review this request. They want this area for the entire summer through October.

Mark A. Lahay, PE
 Assistant City Engineer
 City of Appleton, Department of Public Works
 100 N Appleton St, Appleton, WI 54911-4702
 O: 920-832-6486 | Mark.Lahay@Appleton.org Facebook | Appleton.org

-----Original Message-----

From: Traci J. Reed <Traci.Reed@AppletonWI.gov>
 Sent: Monday, March 17, 2025 8:46 AM
 To: Mark Lahay <Mark.Lahay@AppletonWI.gov>
 Subject: Street Occ & Meter Bags for College Ave

Hello Mark,

Please see attached street occ perm and meter bag application for Hoffman doing work on the 222 Building. They would like all the meters on College Ave on that block from March 24 thru October 31. We are only granting them the first 35 days and if approved it can go to council for the remaining time. Please let me know if you approve or deny.

Thank you,

Traci Reed
 Customer Service Specialist, Inspections City of Appleton, Department of Public Works

100 N. Appleton Street, Fl 5 Appleton, WI 54911

O: 920-832-6411 | traci.reed@appletonwi.gov Facebook | Appletonwi.gov

From: [Traci J. Reed](#)
To: [Anwar Smith](#); [Daniel J. Gostisha](#); [Dawn Sheldon](#); [Eric S. Zwiers](#); [Jason Morrow](#); [Nicholas M. Cropsey](#); [Roger A. Faas](#); [William C. Bies](#)
Cc: [Customer.Service](#)
Subject: METER BAGS
Date: Thursday, March 20, 2025 12:22:00 PM
Attachments: [image001.png](#)

Hello all,

Please bag meters in 9201 spaces 46, 47, 48, 49 and 194 and 195 for Hoffman. I believe the first 4 are on College Ave in front of the 222 building and 194 and 195 are next to the 222 building on Superior St. for Hoffman from Monday March 24 thru Friday May 2, 2025. This is going to Council to be extended thru October 31, 2025, but for now it is approved thru May 2.

Thank you,

Traci Reed

Customer Service Specialist, Inspections
City of Appleton, Department of Public Works
100 N. Appleton Street, FI 5 Appleton, WI 54911
O: 920-832-6411 | traci.reed@appletonwi.gov
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