



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Agenda - Final Municipal Services Committee

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Monday, May 6, 2024

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting

[24-0573](#) Minutes from April 22, 2024

**Attachments:** [04-22-2024 MSC Minutes.pdf](#)

### 5. Public Hearing/Appealances

### 6. Action Items

[24-0574](#) Approve the request to extend street occupancy permit 24-027-T from The Boldt Company for a street occupancy permit for the Fox Commons City Center Plaza project along College Avenue from City Center East to the entrance of City Center West for a period ending on July 1, 2024.

**Attachments:** [24-027-T Extension.pdf](#)

[24-0575](#) Approve the revisions to the Downtown Appleton Parking and Meter Bag Policy.

**Attachments:** [Downtown Appleton Parking and Meter Bag Policy - Revised 04-2024.pdf](#)

[24-0576](#) Approve ordinance change for Clearwater Creek 4th Addition (Sweetwater Way).

**Attachments:** [Clearwater Creek 4th Addition Ordinance Changes.pdf](#)

[24-0577](#) Approve proposed loading zone stalls by the YMCA (200E Lawrence St). Follow-Up to Six-Month Evaluation Period.

**Attachments:** [Lawrence St 200E Loading Zone stalls by the YMCA \(follow-up to 6-mo eval\).pc](#)

[24-0578](#) Approve ordinance changes related to the H-23 Lightning Dr. Grade and Gravel Project.

**Attachments:** [Lightning Dr H-23 Ordinance Changes.pdf](#)

- [24-0579](#) Approve ordinance changes related to the A-24 Linwood Av. Reconstruction Project.  
**Attachments:** [Linwood Av A-24 Ordinance Changes.pdf](#)
- [24-0580](#) Approve ordinance changes related to the A-24 Owaissa-Wisconsin RRFB Project.  
**Attachments:** [Owaissa-Wisconsin RRFB A-24 Ordinance Changes.pdf](#)
- [24-0581](#) Approve ordinance changes related to the A-24 Quest Dr. Paving Project.  
**Attachments:** [Quest Dr A-24 Ordinance Changes.pdf](#)
- [24-0582](#) Approve ordinance changes related to the Rise Apartment Project.  
**Attachments:** [Rise Apartments Ordinance Changes.pdf](#)
- [24-0583](#) Approve ordinance changes related to the Southpoint Commerce Park G-24 Grade and Gravel Projects (Endeavor Dr/Vantage Dr/Inspire Ct).  
**Attachments:** [Vantage Dr & Endeavor Dr G-24 Ordinance Changes.pdf](#)
- [23-1251](#) Resolution #11-R-23 Overnight Parking  
**Attachments:** [#11-R-23 Overnight Parking.pdf](#)  
[Overnight Parking Resolution #11-R-23 Staff memo.pdf](#)  
[Overnight Parking Resolution Additional Information\\_Final.pdf](#)  
[2024.04.08\\_Overnight Parking Memo.pdf](#)

**Legislative History**

10/23/23	Municipal Services Committee	held	<i>Held at committee (referred to staff for further investigation) for approximately 30 days.</i>
12/11/23	Municipal Services Committee	held	<i>Hold until first regularly scheduled meeting in March.</i>
3/11/24	Municipal Services Committee	held	<i>Held for two meeting cycles.</i>
4/8/24	Municipal Services Committee	held	<i>Meltzer moved, seconded by Siebers to amend the Resolution to allow even/odd alternate side street seasonal parking (April-Oct) without a permit. Roll Call. Motion fails 2/2.</i>  <i>Held for 30 days.</i>

**7. Information Items**

[24-0584](#) Bird Rides Update

8. Adjournment

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes - Final Municipal Services Committee

---

Monday, April 22, 2024

4:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 4 - Fenton, Meltzer, Siebers and Firkus

**Excused:** 1 - Doran

4. Approval of minutes from previous meeting

[24-0485](#)

Minutes from April 8, 2024

**Attachments:** [Meeting Minutes 4-8-24.pdf](#)

**Siebers moved, seconded by Meltzer, that the Minutes be approved. Roll Call.  
Motion carried by the following vote:**

**Aye:** 4 - Fenton, Meltzer, Siebers and Firkus

**Excused:** 1 - Doran

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0488](#)

Elect Vice Chair

*Ald. Meltzer unanimously elected as vice chair.*

[24-0489](#)

Set Meeting Date & Time

*Meeting will continue to be held Mondays at 4:30 P.M.*

[24-0490](#)

Designate Contact Person

*Director Block is designated as Contact Person.*

[24-0491](#)

Elect Central Equipment Agency Board Member

*Ald. Meltzer unanimously elected for CEA Board.*

[24-0495](#)

Approve the new roadway design parameters for Emerald Valley 8, 9, and 10 Subdivision Plat, specifically those portions of Oceanpearl Court (Providence Avenue to cul-de-sac); Providence Avenue (Aquamarine Avenue to west plat line); Aquamarine Avenue (Jasper Lane to Providence Avenue); Jasper Lane (Aquamarine Avenue to Plamann Place); Plamann Place (Jasper Lane to Providence Avenue).

**Attachments:** [04-22-2024 MSC Memo New Street Designs Emerald Valley 8 9 10.pdf](#)

**Siebers moved, seconded by Firkus, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Fenton, Meltzer, Siebers and Firkus

**Excused:** 1 - Doran

[24-0497](#)

Request from Chandelier LLC for a street occupancy permit to place tables and chairs in the College Avenue beautification strip at 215 W. College Avenue.

**Attachments:** [CHANDELIER - TABLES AND CHAIRS.pdf](#)

**Siebers moved, seconded by Meltzer, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Fenton, Meltzer, Siebers and Firkus

**Excused:** 1 - Doran

[24-0498](#)

Approve request from Creative Downtown Appleton, Inc. and Appleton Downtown, Inc. to install a parklet on the north side of Washington Street (NW corner of Washington Street and Appleton Street) at parking stall #289 per the On-Street Parklet Policy.

**Attachments:** [Parklet request 2024.pdf](#)

**Firkus moved, seconded by Siebers, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Fenton, Meltzer, Siebers and Firkus

**Excused:** 1 - Doran

## 7. Information Items

[24-0499](#)

City of Appleton Parking Utility 2023 Annual Parking Report.

**Attachments:** [2023 Parking Utility Annual Report.pdf](#)  
[2023 Parking Utility Annual Report Presentation.pdf](#)

8. Adjournment

**Siebers moved, seconded by Meltzer, that the be adjourned. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Fenton, Meltzer, Siebers and Firkus

**Excused:** 1 - Doran



# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : 24-027-T extension

Effective Date: 3/7/2024

Expiration Date: 7/01/2024

Non-Refundable Fee: \$40.00

Paid (yes or no): yes/6281-0003

Rev. 10-05-2023

### Applicant Information

Name (print): BRYCE BARRONE Company: BOLDT  
 Address: 2525 N ROEMER RD Telephone: 920-841-4743  
APPLETON, WI 54911 E-mail: \_\_\_\_\_  
 Applicant Signature:  Date: 5/1/2024

### Occupancy Information

General Description: SIDEWALK CLOSURE - OCCUPANCY FROM END OF CITY CENTER EAST TO START OF CITY CENTER WEST. TO UPDATE THE FACADE OF THE FOX COMMONS. THIS IS FOR THE NORTH SIDEWALK OF COLLEGE AVE ONLY.

Street Address: 10 E COLLEGE AVE Sidewalk/roadway obstruction requested  Y or  N

- or -  
Multiple Streets: Oneida St and College Ave

Date(s) From: 3/7/2024 To: 7/01/2024 35 days or <  35 days or >   
(Requires Committee and Council Approval)

*(Department use only)*

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

### 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.  
 Additional Requirements:  
**SEE ATTACHED**  
 Snow removal along the sidewalk's detoured path in the parking lane will be Boldt's responsibility.

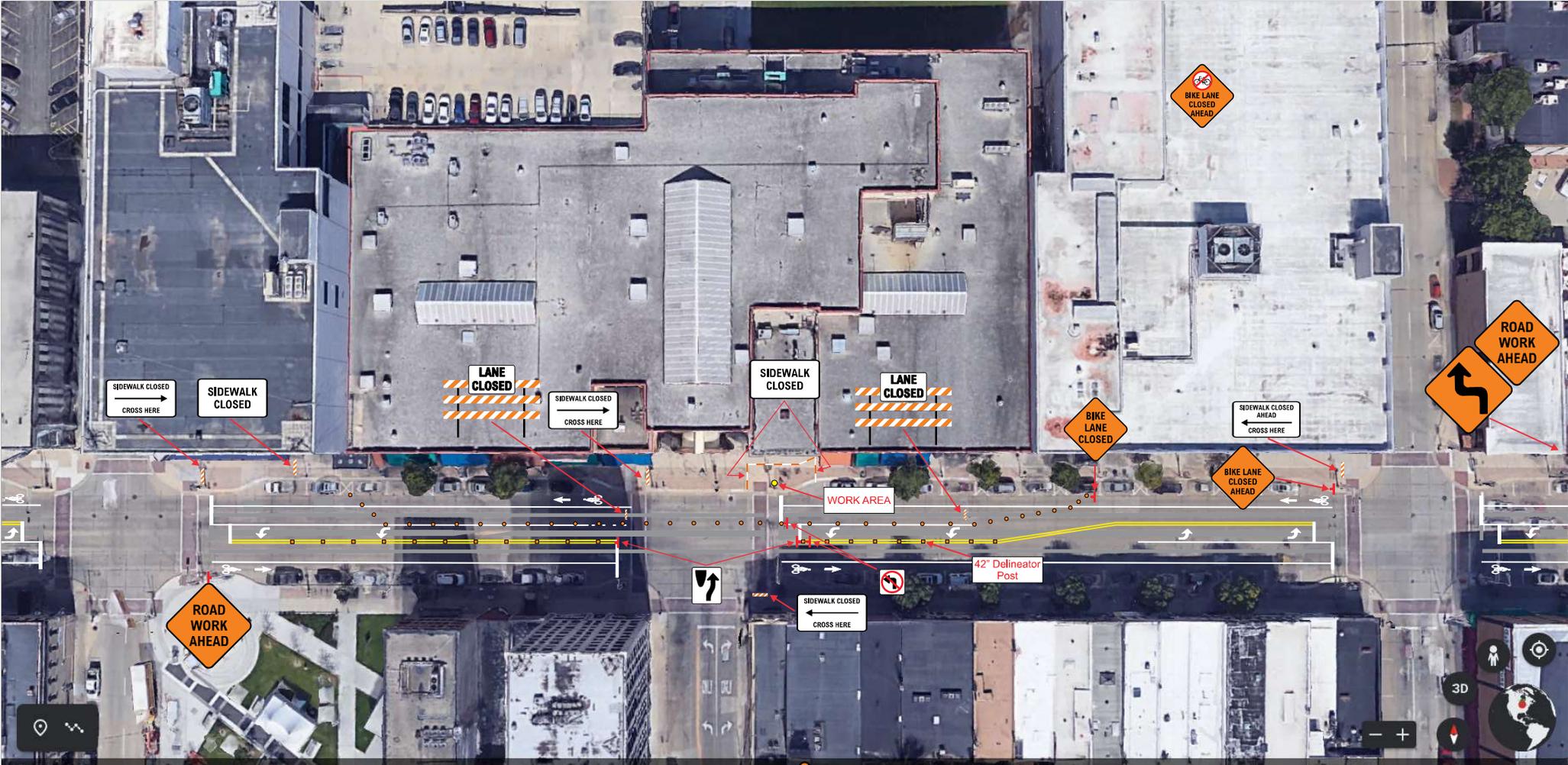
Approved by: MIKE HARJY Date: 2/8/24

- 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: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Department of Public Works)



Lane closure detail for barrier wall installation and removal.  
 Sidewalk relocation with barrier wall and ADA pedestrian barricades to be installed after this work.



**Warning Lites**  
 TRAFFIC SAFETY & SUPPLY  
 City of Appleton, Inc.  
 1-920-725-0757  
 "Safety Is Our Business"  
 920-725-0757 www.warningliteswi.com

START DATE & TIME  
 DURATION:

**GENERAL NOTES:**  
 THIS TRAFFIC CONTROL PLAN IS FOR INFORMATIONAL PURPOSES ONLY. TRAFFIC CONTROL PLAN IS NOT TO SCALE. WARNING LITES OF APPLETON, INC. ASSUMES NO LIABILITY FOR LAYOUT & SETUP OF ACCEPTED TRAFFIC CONTROL PLAN. THE CITY OF APPLETON DECIDES FINAL APPROVAL OF TRAFFIC CONTROL PLAN. ADVANCED WARNING SIGNS WILL BE MOUNTED ON PORTABLE SUPPORTS. THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES, SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.

**LEGEND**

- 🚧 SIGN SYMBOL
- 🟡 CHANNELIZER DRUM
- 🚧 TYPE III BARRICADE
- ➡ DIRECTION OF TRAFFIC
- 🟡 42" DELINEATOR CONE

<b>Owner</b>		CITY OF APPLETON	
<b>Project Name</b>	City Center Plaza	<b>Project Number</b>	N/A
<b>Prime Contractor</b>	Boldt Companies	<b>Traffic Control Contractor</b>	Warning Lites of Appleton, Inc.
<b>Phone</b>	920-725-0757	<b>Sheet Number</b>	1
<b>Prepared By</b>	Lance G Mauel	<b>Date</b>	08/06/2023



**NOTE: ADDITIONAL ADA PEDESTRIAN BARRICADES AND CURB RAMPS MAY BE USED TO OPEN A PATH/GAP TO BUSINESSES THAT NEED ACCESS ALONG COLLEGE AVENUE**



### Sidewalk relocation with barrier wall and ADA pedestrian barricades

<b>Owner</b>	CITY OF APPLETON		
<b>Project Name</b>	City Center Plaza	<b>Project Number</b>	N/A
<b>Prime Contractor</b>	Boldt Companies	<b>Traffic Control Contractor</b>	Warning Lites of Appleton, Inc.
<b>Phone</b>	920-725-0757	<b>Sheet Number</b>	2
<b>Prepared By</b>	Lance G Mauel	<b>Date</b>	08/06/2023

920-725-0757      www.warningliteswi.com

**START DATE & TIME**

**DURATION:**

**GENERAL NOTES:**

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**LEGEND**

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- 🚧 42" DELINEATOR CONE





# CITY OF APPLETON

Department of Public Works  
 100 N. Appleton St. Fl. 5  
 Appleton, WI 54911-4702  
 p: 920-832-6474

<https://www.appleton.org/government/public-works>

January 2023 *April 2024*

## CITY OF APPLETON DOWNTOWN PARKING & METER BAG POLICY

### I. General Information

DOWNTOWN APPLETON PARKING		ON-STREET PARKING STALLS	RED RAMP	GREEN RAMP	YELLOW RAMP	LIBRARY PLAZA LOT
			N/E corner Superior & Lawrence	S/E corner Division & Washington	N/W corner Morrison & Washington	200 block N. Appleton
Allowable Parking Hours		5a.m.-2a.m.	24 hrs/day 7 days/week	24 hrs/day 7 days/week	24 hrs/day 7 days/week (No parking 2-5 a.m. w/o permit)	24 hrs/day 7 days/week (No parking 2-5 a.m. w/o permit)
On-Duty Attendant	<i>Availability</i>	n/a	<i>No</i>	Yes (hours vary)	<i>No</i>	No
	<i>Rates</i>	<i>n/a</i>	<i>n/a</i>	<i>\$10/Vehicle with Event &gt; 1,000 attendees</i>	<i>n/a</i>	<i>No</i>
Parking Meters	Availability	Yes	No	No	No	Yes
	Parking Time Limit	Gray/Yellow : 2 hours (12 hrs n/o Wash. St.) Red : 30 minutes	n/a	n/a	n/a	3 hours (gray) 1 hour (blue) 30 min.(red)
	*Hours of Enforcement	(Mon-Sat.) Gray : 9 a.m.-6 p.m. **Yellow : 8 a.m.-6 p.m.	n/a	n/a	n/a	9 a.m.-6 p.m. (Mon-Sat.)
	Rates	\$1.00/hr.(gray) \$0.50/30 min.(red) \$0.25/hr.(n/o Wash. St.)	n/a	n/a	n/a	\$0.75/hr. (gray/blue) \$0.50/30 min (red)
Pay-On-Exit Machines	Availability	n/a	Yes	Yes	Yes	<i>n/a</i>
	Parking Time Limit	n/a	no time limit			n/a
	*Hours of Enforcement	n/a	24 hours (Mon.-Sat.)	24 hours (Mon.-Sat.)	24 hours (Mon.-Sat.)	n/a
	Rates	n/a	\$3 for 0-4 hours; \$6 for > 4 hours(per day) <i>\$50 Lost Ticket, Required on Exit - Non-Refundable</i>			n/a
Parking Permits / Access Cards	Availability	n/a	Yes (card access)	Yes (card access)	Yes (card access)	<i>n/a</i>
	Parking Time Limit	n/a	no time limit			n/a
	*Hours of Enforcement	n/a	24 hours (Mon.-Sat.)	24 hours (Mon.-Sat.)	24 hours (Mon.-Sat.)	n/a
	Rates	n/a	\$40/month plus tax (unlimited entries/day)	\$40/month plus tax (unlimited entries/day)	\$40/month plus tax (unlimited entries/day)	n/a
	Permit Renewals	<i>n/a</i>	No pro-rated rates during first 7 days of permit renewal period			<i>n/a</i>

\* Excluding New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

\*\* Yellow meters are Commercial Truck Loading-Zone-Only from 8:00 a.m. to 3:00 p.m. (Mon.-Fri.)

## II. Citations

- A. Expired Meter
  - 1. First and second tickets in calendar year: \$5.00
  - 2. Third through fifth tickets: \$10.00
  - 3. All tickets after fifth: \$50.00
- B. Time Limit or Posted Restricted Parking: \$20.00
- C. Parking too close to hydrant/driveway/intersection: \$20.00
- D. 2 a.m. – 5 a.m.: \$25.00
- E. No Stopping, Standing or Parking and Special Event Restrictions: \$40.00
- F. Handicapped Parking: \$300.00

## III. Meter Bags

- A. Types and Typical Uses
  - 1. Standard (red cloth) Meter Bags (sold in full-day increments only; installed and removed by Parking Staff)
    - a. Construction vehicles/dumpsters working at downtown businesses
    - b. Requests from City Departments (tax collection, elections, P&R sign-ups)
    - c. Other special circumstances approved by Committee/Council
  - 2. Standard (blue cloth) Meter Bags (sold in full-day increments only; installs and removed by Parking Staff and the Hilton Appleton Paper Valley Hotel)
    - a. Hotel guest parking for vehicles that cannot access the parking ramps (i.e. trucks, trailers).
    - b. Other special circumstances approved by Committee/Council
  - 3. Temporary (plastic) Meter Bags (sold in half-day or full-day increments, can be installed by various City entities, ADI or event organizers)
    - c. Weekend Farmers Market
    - d. Special Events in the Downtown area
    - e. Various events at the ~~Radisson~~ Hilton Appleton Paper Valley Hotel, Copper Leaf Hotel and Performing Arts Center.
    - f. Specific requests from ADI and downtown businesses
- B. Criteria for Approval
  - 1. Meter bag requests shall be evaluated by the City Engineer or designee and shall only be issued for essential/logistical reasons, not for convenience.
  - 2. Applicants shall seek side street alternatives when possible before requesting meter bags on College Avenue.
  - 3. Unusual or non-typical requests must obtain Committee and Council approval prior to issuance.
- C. Fees
  - 1. Standard Bags: \$9.00/meter/day plus tax, **except Sundays and City recognized Holidays.**
  - 2. Temporary Bags: \$5.00/meter/half-day plus tax, **referenced in Section III, A, 3.**
  - 3. No meter bag fees will be charged for City Sponsored Special Events (Memorial Day Parade, Flag Day Parade, Christmas Parade, Police Week Vehicle Display)
  - 4. Requests for waiver of fees or reduced fees for non-City sponsored events must be approved in advance by Committee/Council.
- D. Enforcement: Unauthorized vehicles parked in reserved/bagged parking stalls are subject to immediate towing without warning.

IV. Pre-Paid Ramp Stickers

- A. Valid from date of purchase through December 31 of same year purchased.
- B. Fee Schedule: \$3.00 (0-4 hours); \$6.00 (> 4 hours, per day), no pro-rated rates.
- C. Deduct tax for tax-exempt customers.



# CITY OF APPLETON

## MEMORANDUM

**Date:** 4/23/24

**To:** Municipal Services Committee

**From:** Eric Lom, P.E., City Traffic Engineer

**Subject:** Ordinance change for Clearwater Creek 4<sup>th</sup> Addition (Sweetwater Way)

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The 4<sup>th</sup> addition of the Clearwater Creek subdivision will be constructed this year. This will include the construction of Sweetwater Way east of Haymeadow Avenue.

Because Haymeadow Avenue is functionally classified as a 'Collector' and as a 'Through Street' on the City's official *Arterial/Collector Street Map* and *Through Street List*, all streets intersecting with it must be controlled with stop signs as required in Section 19-41 of the Municipal Code.

To accomplish this, the following ordinance action is required:

1. **Create:** "Install stop signs on Sweetwater Way at Haymeadow Avenue."



# CITY OF APPLETON

## MEMORANDUM

**Date:** 4/25/24  
**To:** Municipal Services Committee  
**From:** Eric Lom, P.E., City Traffic Engineer  
**Subject:** Proposed loading zone stalls by the YMCA (200E Lawrence St)  
*Follow-up to a 6-month evaluation period*

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Many of the streets in the vicinity of the YMCA were reconstructed in 2023. Prior to this project, the block adjacent to the south side of their building (200 E Lawrence) included eight stalls that were designated as *5-Minute Loading Zone*.

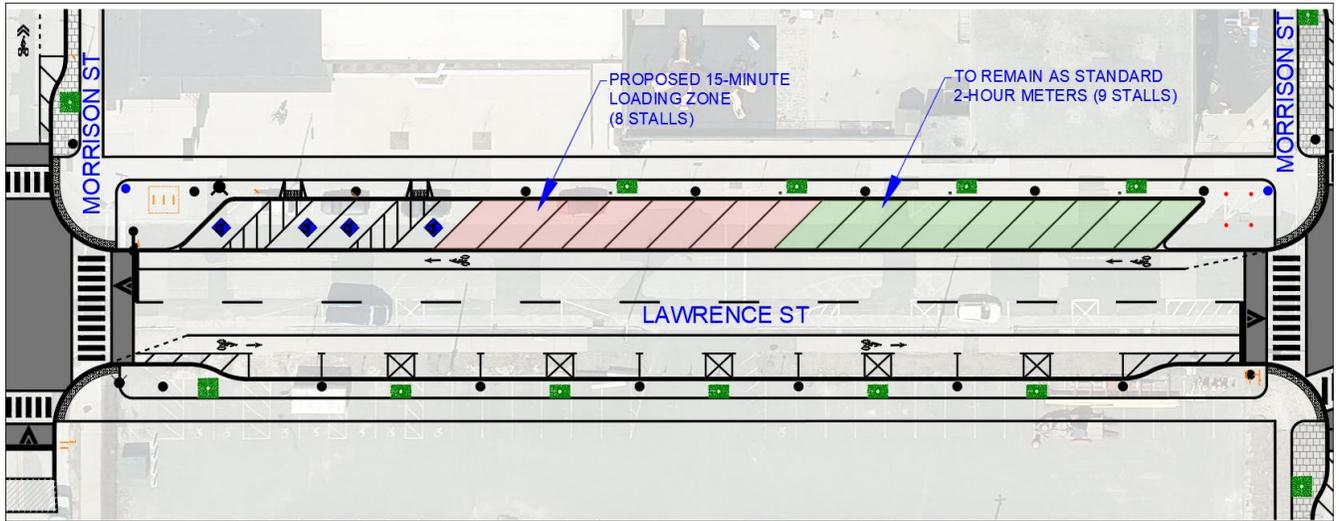
The approved plans for newly constructed 200E block of Lawrence Street did not include any designated loading zone stalls, which was an oversight on the part of the City and the YMCA.

Shortly after the opening of the roadway, this oversight was discovered, and City staff worked with the YMCA to come up with a solution. This resulted in a staff initiated six-month evaluation period to designate eight stalls on the north side of the street as a *15-Minute Loading Zone* (see Figure 1).

With this evaluation period coming to an end, City staff discussed the situation with the YMCA and both parties are satisfied with the arrangement. As such, we recommend making the changes permanent. To accomplish this, the following ordinance changes are needed:

1. **Repeal Ord. 42-23:** "Designate metered parking on the north side of Lawrence Street from a point 100 feet east of Morrison Street to a point 33 feet west of Durkee Street (back-in angle parking only; front-in parking prohibited)."
2. **Create:** "Designate a 10-minute loading zone on the north side of Lawrence Street from a point 100 feet east of Morrison Street to a point 200 feet east of Morrison Street (back-in angle parking only; front-in parking prohibited)."
3. **Create:** "Designate metered parking on the north side of Lawrence Street from a point 200 east of Morrison Street to a point 34 feet west of Durkee Street (back-in angle parking only; front-in parking prohibited)."
4. **Create:** "Parking be prohibited on the north side of Lawrence Street from Durkee Street to a point 34 feet west of Durkee Street."

Figure 1





# CITY OF APPLETON

## MEMORANDUM

**Date:** 4/23/24  
**To:** Municipal Services Committee  
**From:** Eric Lom, P.E., City Traffic Engineer  
**Subject:** Ordinance changes related to the H-23 Lightning Dr Grade & Gravel Project

---

Lightning Drive is being extended to a point approximately 700 feet north of Baldeagle Drive in 2024. This memo addresses the parking and traffic restrictions that are necessary to implement the Council-approved project design.

### Parking

1. **Repeal Ord. 70-17:** "Parking be prohibited on Lightning Drive from a point 300 feet south of Edgewood Drive (CTH "JJ") to a point 500 feet north of Edgewood Drive (CTH "JJ"), as measured along the centerline of Lightning Drive."
2. **Create:** "Parking be prohibited on Lightning Drive from Edgewood Drive (CTH "JJ") to a point 300 feet south of Edgewood Drive (CTH "JJ")."
3. **Create:** "Parking be prohibited on the west side of Lightning Drive from Edgewood Drive (CTH "JJ") to the north City limits."
4. **Create:** "Parking be prohibited on the east side of Lightning Drive from Edgewood Drive (CTH "JJ") to a point 780 feet north/northeast of Edgewood Drive (CTH "JJ"), as measured along the centerline of Lightning Drive."

### Intersection Control

1. **Create:** "Install stop signs on Baldeagle Drive at Lightning Drive."



# CITY OF APPLETON

## MEMORANDUM

**Date:** 4/22/24  
**To:** Municipal Services Committee  
**From:** Eric Lom, P.E., City Traffic Engineer  
**Subject:** Ordinance changes related to the A-24 Linwood Av Reconstruction Project

---

The Linwood Avenue reconstruction project (College Avenue to Wisconsin Avenue) is included in the 2024 budget and is currently under construction, with completion expected in late summer. This memo addresses the parking and traffic restrictions that are necessary to implement the Council-approved project design.

1. **Repeal Ord. 22-A-85:** "Parking be prohibited on the east side of Linwood Avenue from the north right-of-way of Franklin Street extending 142 feet north."
2. **Repeal Ord. 67-93:** "Parking be prohibited on the east side of Linwood Avenue from 142 feet north of the north right-of-way line of Franklin Street to Packard Street during ball games."
3. **Repeal Ord. 30-10:** "Parking be restricted to two hours from 7:00 a.m. to 4:00 p.m. on School Days on Linwood Avenue from Highland Avenue to Commercial Street."
4. **Create:** "Parking be prohibited on Linwood Avenue from College Avenue to Washington Street."
5. **Create:** "Parking be prohibited on the west side of Linwood Avenue from Franklin Street to a point 55 feet north of Washington Street."
6. **Create:** "Parking be prohibited on the east side of Linwood Avenue from Washington Street to a point 40 feet north of Franklin Street."
7. **Create:** "Parking be prohibited on the east side of Linwood Avenue from a point 50 feet south of Packard Street to a point 30 feet north of Packard Street."
8. **Create:** "Parking be prohibited on the east side of Linwood Avenue from a point 30 feet south of Lorain Court to a point 30 feet north of Lorain Court."
9. **Create:** "Parking be prohibited on the east side of Linwood Avenue from a point 30 feet south of Highland Avenue to a point 45 feet north of Highland Avenue."
10. **Create:** "Parking be prohibited on the east side of Linwood Avenue from a point 35 feet south of Reeve Street to a point 35 feet north of Reeve Street."
11. **Create:** "Parking be prohibited on the west side of Linwood Avenue from Franklin Street to a point 445 feet north of Franklin Street."

12. **Create:** “30-minute Loading Zone be established on the west side of Linwood Avenue from a point 163 feet south of Packard Street to a point 103 feet south of Packard Street.”
13. **Create:** “Parking be prohibited on the west side of Linwood Avenue from a point 103 feet south of Packard Street to Badger Avenue.”
14. **Create:** “Parking be restricted to two hours from 7:00 a.m. to 4:00 p.m. on School Days on the east side of Linwood Avenue from Reeve Street to a point 125 feet south of Winnebago Street.”
15. **Create:** “Parking be prohibited on the east side of Linwood Avenue from a point 125 feet south of Winnebago Street to a point 115 feet north of Winnebago Street.”
16. **Create:** “Parking be restricted to two hours from 7:00 a.m. to 4:00 p.m. on School Days on the east side of Linwood Avenue from a point 115 feet north of Winnebago Street to a point 31 feet south of Commercial Street.”
17. **Create:** “Parking be prohibited on the east side of Linwood Avenue from a point 31 feet south of Commercial Street to a point 31 feet north of Commercial Street.”
18. **Create:** “Parking be prohibited on the east side of Linwood Avenue from a point 113 feet north of Commercial Street to Badger Avenue.”
19. **Create:** “Parking be prohibited on the east side of Linwood Avenue from Badger Avenue to Wisconsin Avenue.”



# CITY OF APPLETON

## MEMORANDUM

**Date:** 4/23/24

**To:** Municipal Services Committee

**From:** Eric Lom, P.E., City Traffic Engineer

**Subject:** Ordinance changes related to the A-24 Owaissa-Wisconsin RRFB Project

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A project to enhance the pedestrian crossing across Wisconsin Avenue at Owaissa Street was included in the 2024 budget, with completion expected in late summer. This memo addresses the parking restrictions that are necessary to implement this Council-approved project.

1. **Repeal Ord. 74-17:** "Parking be limited to two hours from 7:00 a.m. to 5:00 p.m., except Saturdays, Sundays and Holidays, on the west side of Owaissa Street from Amelia Street to Wisconsin Avenue."
2. **Create:** "Parking be prohibited on the east side of Owaissa Street from Wisconsin Avenue to a point 60 feet south of Wisconsin Avenue."
3. **Create:** "Parking be prohibited on the west side of Owaissa Street from Wisconsin Avenue to a point 63 feet north of Wisconsin Avenue."
4. **Create:** "Parking be limited to two hours from 7:00 a.m. to 5:00 p.m., except Saturdays, Sundays and Holidays, on the west side of Owaissa Street from Amelia Street to a point 63 feet north of Wisconsin Avenue."



# CITY OF APPLETON

## MEMORANDUM

**Date:** 4/23/24

**To:** Municipal Services Committee

**From:** Eric Lom, P.E., City Traffic Engineer

**Subject:** Ordinance changes related to the A-24 Quest Dr Paving Project

---

The Quest Drive paving project (Midway Road to Plank Road) is included in the 2024 budget and is expected to be completed in late summer. This memo addresses the parking and traffic restrictions that are necessary to implement the Council-approved project design.

1. **Repeal Ord. 125-05:** "Parking be prohibited on Quest Drive from Plank Road (CTH "AP") to a point 180 feet south of Plank Road (CTH "AP")."
2. **Create:** "Parking be prohibited on the west side of Quest Drive from Midway Road to Plank Road."
3. **Create:** "Parking be prohibited on the east side of Quest Drive from a point 320 feet north of Vantage Drive to a point 540 feet southeast of Plank Road, as measured along the centerline of Quest Drive."
4. **Create:** "Parking be prohibited on the east side of Quest Drive from Plank Road to a point 60 feet southeast of Plank Road."



# CITY OF APPLETON

## MEMORANDUM

**Date:** 4/23/24

**To:** Municipal Services Committee

**From:** Eric Lom, P.E., City Traffic Engineer

**Subject:** Ordinance changes related to the Rise Apartment Project

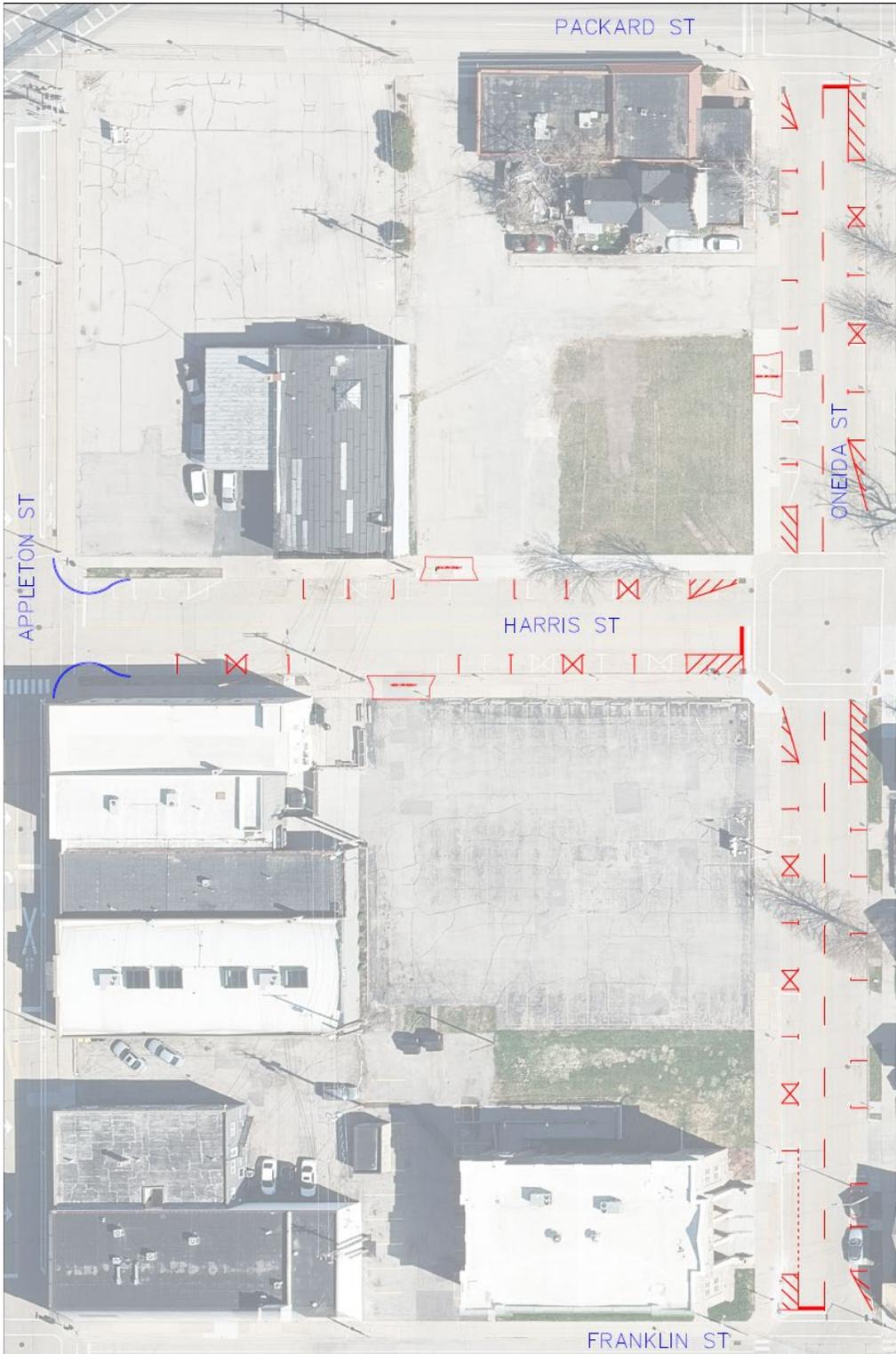
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The Rise Apartments project is nearing completion. As a result of the moved/added driveways associated with this project, the parking stalls on the affected blocks need to be reconfigured and brought up to Complete Streets standards (see Figure 1). The ordinance changes listed below are necessary to implement these changes:

1. **Create:** "Parking be prohibited on the west side of Oneida Street from Franklin Street to a point 20 feet north of Franklin Street."
2. **Create:** "20-minute Loading Zone be established on the west side of Oneida Street from a point 20 feet north of Franklin Street to a point 72 feet north of Franklin Street."
3. **Create:** "Designate metered parking on the west side of Oneida Street from a point 72 feet north of Franklin Street to a point 26 feet south of Harris Street."
4. **Create:** "Parking be prohibited on the west side of Oneida Street from a point 20 feet north of Harris Street to a point 26 feet south of Harris Street."
5. **Create:** "Parking be prohibited on the east side of Oneida Street from a point 46 feet north of Harris Street to a point 35 feet south of Harris Street."
6. **Create:** "Designate metered parking on the east side of Oneida Street from a point 35 feet south of Harris Street to a point 22 feet north of Franklin Street."
7. **Create:** "Parking be prohibited on the east side of Oneida Street from Franklin Street to a point 22 feet north of Franklin Street."
8. **Create:** "Designate metered parking on the west side of Oneida Street from a point 20 feet north of Harris Street to a point 23 feet south of Packard Street."
9. **Create:** "Parking be prohibited on the west side of Oneida Street from Packard Street to a point 23 feet south of Packard Street."
10. **Create:** "Parking be prohibited on the east side of Oneida Street from North Street to a point 37 feet south of North Street."
11. **Create:** "Designate metered parking on the east side of Oneida Street from a point 37 feet south of North Street to a point 46 feet north of Harris Street."
12. **Create:** "Parking be prohibited on Harris Street from Oneida Street to a point 27 feet west of Oneida Street."
13. **Create:** "Designate metered parking on the Harris Street from a point 25 feet east of Appleton Street to a point 27 feet west of Oneida Street."

14. **Create:** "Parking be prohibited on Harris Street from Appleton Street to a point 25 feet east of Appleton Street."

Figure 1





# CITY OF APPLETON

## MEMORANDUM

**Date:** 4/23/24  
**To:** Municipal Services Committee  
**From:** Eric Lom, P.E., City Traffic Engineer  
**Subject:** Ordinance changes related to the Southpoint Commerce Park G-24 Grade & Gravel Projects (Endeavor Dr / Vantage Dr / Inspire Ct)

---

The following Southpoint Commerce Park streets will be graded & graveled in 2024:

- Endeavor Drive from Eisenhower Drive to Coop Road
- Vantage Drive from Eisenhower Drive to Coop Road
- Inspire Court from Coop Road, westerly to cul-de-sac

This memo addresses the parking and traffic restrictions that are necessary to implement the Council-approved project design.

### Parking

1. **Create:** "Parking be prohibited on the north side of Endeavor Drive from Eisenhower Drive to Coop Road."
2. **Create:** "Parking be prohibited on the north side of Vantage Drive from Eisenhower Drive to Coop Road."
3. **Create:** "Parking be prohibited on the north side of Inspire Court from Coop Road to the cul-de-sac (to include the cul-de-sac itself)."

### Speed Limits

1. Modify section 19-59 of the Appleton Municipal Code (Speed Limits Designated – Thirty Miles per hour) as noted:
  - a. **Delete:** "Endeavor Drive from Lakeland Drive to Eisenhower Drive."
  - b. **Delete:** "Vantage Road from Quest Drive to Lakeland Drive."
  - c. **Add:** "Endeavor Drive from Lakeland Drive to Coop Road."
  - d. **Add:** "Vantage Drive from Quest Drive to Coop Road."

### Intersection Control

1. **Create:** “Install stop signs on Endeavor Drive at Coop Road.”
2. **Create:** “Install stop signs on Vantage Drive at Coop Road.”
3. **Create:** “Install stop signs on Inspire Court at Coop Road.”

### Truck Routes

1. Modify section 19-137 of the Appleton Municipal Code (Truck Routes Enumerated) as noted:
  - a. **Delete:** “Endeavor Drive from Lakeland Drive to Eisenhower Drive.”
  - b. **Delete:** “Vantage Drive from Quest Drive to Lakeland Drive.”
  - c. **Delete:** “Milis Drive from Quest Drive to Alliance Drive.”
  - d. **Add:** “Endeavor Drive from Lakeland Drive to Coop Road.”
  - e. **Add:** “Vantage Drive from Quest Drive to Coop Road.”
  - f. **Add:** “Inspire Ct from Coop Road, westerly to the cul-de-sac.”
  - g. **Add:** “Milis Drive from Quest Drive to Eisenhower Drive.”



## **Resolution#11-R-23**

### **On-Street Overnight Parking Resolution**

Submitted By: *Aldersperson Siebers – District 1*

Date: *October 18, 2023*

Referred To: *Municipal Services Committee*

Whereas, City ordinance prohibits on street parking between the hours of 2am and 5am, unless given special permission, and

Whereas, as the number of cars have multiplied over the years, leading to multi-car households, overnight parking has become a greater problem, especially in older neighborhoods where off-street parking is more limited, and

Whereas, large historic houses in central neighborhoods have been converted into apartment complexes and often do not provide adequate off-street parking, and

Whereas, the City's overnight on-street parking ordinance is not enforced consistently, thereby no longer deterring people from parking on the street during 2am and 5am,

Therefore be it resolved,

The City of Appleton follow the example of other cities in Wisconsin and allow overnight on-street parking with a monthly permit.



**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  
Appleton Police Department  
**Date:** December 6, 2023  
**Re:** On-Street Overnight Parking Resolution #11-R-23

---

The Department of Public Works (DPW) and Appleton Police Department (APD) have reviewed Resolution #11-R-23, a resolution to establish an on-street overnight parking program by permit.

Current City Municipal Code Section 19-93 restricts on-street parking from 2am to 5am, unless given permission by APD. This overnight parking request process allows for a registered vehicle to request on-street overnight parking permission up to seven days per month. There is no fee associated with the overnight parking request process.

Staff offer the following points to consider while discussing the feasibility of allowing on-street overnight parking by permit. Below these points are implications of implementing an overnight parking program that need to be considered.

• **General Rules:**

- On-street overnight parking would be in effect for the entire year, every day of the week, unless during a snow emergency. During a snow emergency there shall be no parking on any city street (Class III). A detailed review of the City's Snow Emergency Classifications would need to be completed.
- On-street overnight parking would be restricted to alternate sides.
- The on-street overnight alternate side parking regulations would not replace more restrictive parking regulations. *Example:* Parking in posted "No Parking" zones, within 4 feet of a driveway, within 15 feet of a crosswalk or within 10 feet of a fire hydrant are never allowed.
  - See the attached maps illustrating routes where there are existing parking restrictions.
- Alternate side parking (overnight):
  - In effect 2am to 5am on most city streets.
  - On odd-numbered days, vehicles may park, stop or be left standing only on the side of a street having odd-numbered addresses.
  - On even-numbered days, vehicles may park, stop or be left standing only on the side of the street having even-numbered addresses.
  - All overnight parking requirements shall apply to the corresponding calendar date as of 2am. *Example:* if it is 9:00 pm on April 21, and you want to park on the street overnight, you would park on the side with the addresses that are even-numbered because April 22 is the date that the 2 am to 5am parking regulations will be in effect.
  - Alternate side parking would prompt turnover of parked cars.

- This rule would assist with ease of enforcement.
- This rule would also allow for street operations to continue or to be scheduled on half the road– sweeping and leaf collection.

• **Boundary:**

- Streets within the City limits.
- All streets would be available, with the following exceptions:
  - Metered stalls.
  - Stalls or areas within more restrictive parking regulations (i.e., no parking, 2-hour parking, etc.).
  - Again, see the attached maps for citywide parking restrictions.

- **Permit** – there are several implications related to operating and maintaining an on-street overnight parking permit program. Offering on-street overnight parking by permit only could result in fewer vehicles parked on-street overnight than if no permit were required. Those that have a need for additional parking could take advantage of the on-street overnight parking permit program. Those that do not need the additional parking space would have incentive to use private off-street parking options, avoiding permit fees.

Reducing the number of vehicles along the roadway allows for more effective and efficient City operations related to street sweeping, snow plowing, etc. It will assist with preserving the available parking spaces for those that need additional space not accommodated through off-street/private options.

Potential implications of requiring a permit to park overnight:

- The system would offer a direct point of contact with the vehicle owner.
  - Communication during snow emergencies, etc.
  - Ability to have communication during enforcement.
- A permitting system could potentially create barriers – financially and the process itself to obtain a permit.
- Requiring a permit would limit or reduce the number of vehicles parked on the street.
- There is a level of staffing to administer a permit program. Once more details of a permit system are defined, staffing levels must be evaluated.
- Price Structure:
  - A pricing structure has not yet been determined.
  - Price needs to be verified through a cost analysis. Once a determination on the permit administration and enforcement staffing levels is made, the pricing structure can be verified.
    - The ability of the Parking Utility to offset operating costs associated with the program will need to be estimated.
    - A community and market rate comparison should also be completed.
  - City public parking ramps offer monthly parking permits for \$40/month. The administrative and operational procedures currently established by the Parking Utility and DPW Operations currently support vehicles parked overnight within the ramps. Greater (or continued exclusive) use of off-street parking options (such as the ramps) in lieu of on-street parking would reduce or eliminate significant cost impacts to DPW.
- Qualifications:
  - No outstanding parking tickets.
  - Valid driver license.

- Vehicle is operable and registered.
- RVs are restricted.
- Trailers of any type shall not be parked overnight on any street unless:
  - The trailer is attached to a permitted motor vehicle.
- Open to residents and non-residents.
- Placard/Tag – consideration should be given to the requirement of a visible placard or tag. In the absence of a tag or visual indication, a permitting software will need to be readily accessible to the enforcement staff.
  - Valid only when visible and properly displayed.
  - Valid for a certain duration – i.e., one month. The card color/appearance would have to be varied.

• **Administration Staffing**

- In order to implement an on-street permit parking program, the Parking Utility would likely need additional staffing. Duties to be completed are: administration of the permits, management of the software program and modifications/recommendations to parking policies and procedures.
- In order to minimize the staffing burden, consideration should be given to expanding existing software tools or exploring new software tools to streamline data management payment processing. The City’s existing parking software PassPort offers several permit features to manage both on-street and ramp parking permits.

• **Enforcement Staffing**

- Calls related to parking violations would likely increase. A strict enforcement program to promptly cite or tow is critical to keeping City operations on schedule. Additional staffing is needed.
- In order to enforce an on-street permit parking program, the APD or Parking Utility would need additional staffing. Duties to be completed are: enforcement during the hours of 2am to 5am and the completion of citation paperwork and appeals review during the hours outside of 2am to 5am.
- In order to minimize the staffing burden, consideration should be given to expanding existing software tools or exploring new software tools to more efficiently and effectively enforce the overnight parking regulations. For example, PassPort offers an enforcement feature within the existing software to track and recognize license plates authorized within the permit system. It is possible that this software could manage both on-street parking and ramp parking.

• **Operational Impacts** – there are several areas of DPW operations that would be impacted by the introduction of on-street overnight parking. These operations would likely occur at longer intervals. There may also be a reduction in the level of service experienced by the public. For example, snow and ice may accumulate and will become packed down in parking lanes.

- Street Sweeping
- Leaf Collection
- Snow and Ice
  - See attached photo examples of overnight parking implications.
- Refuse
- Signage
  - Existing 2am – 5am no parking signs at the entrances to the City will need to be changed.
  - Additional or modified signage to indicate alternate sign permit only overnight parking to be added.

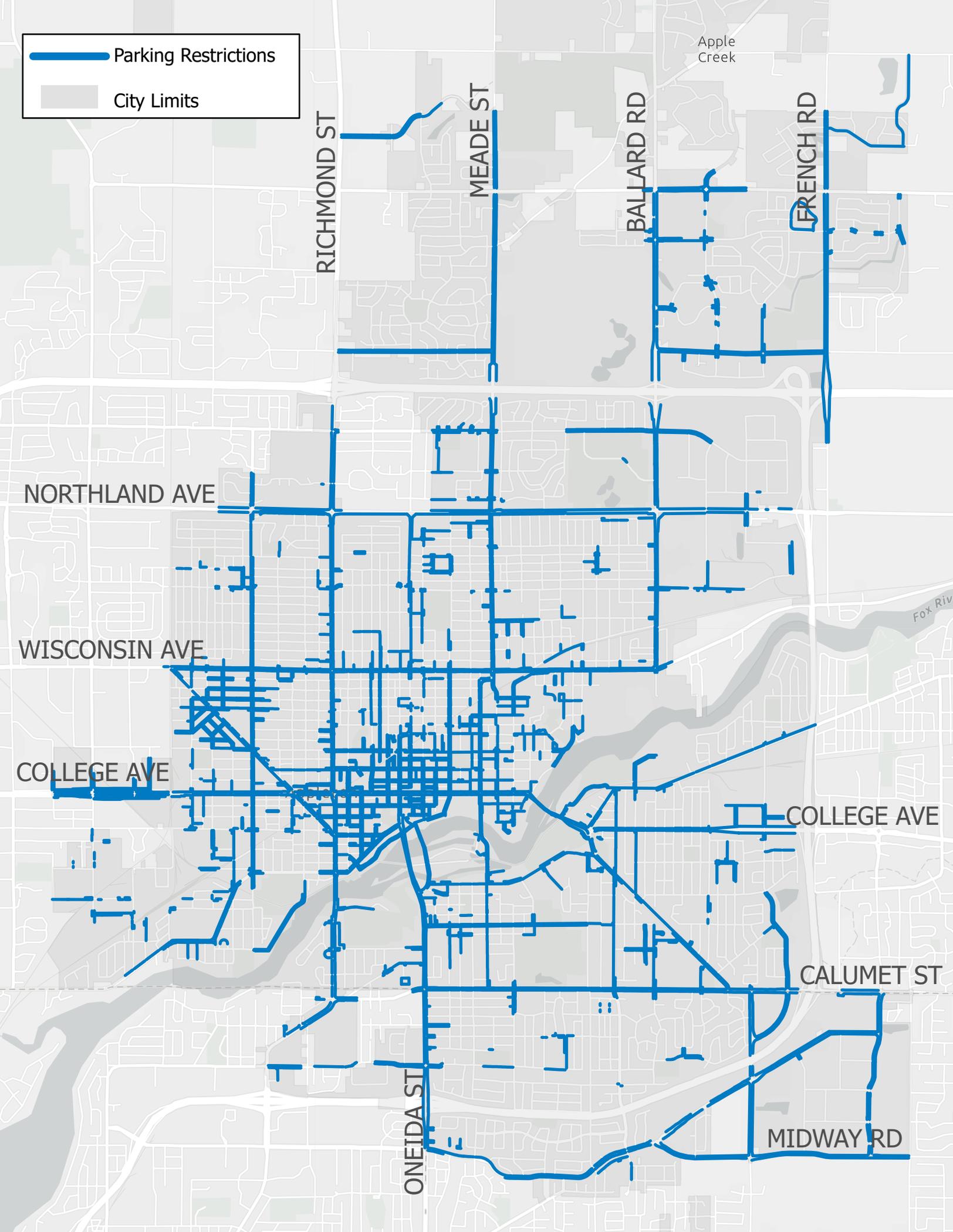
- **Engineering Impacts**

- Development of a Complete Streets Policy and Design Guide is in progress. The Policy and Design Guide will provide tools to support roadway designs for parking on both sides of the street where high on-street parking need is objectively identified, as well as tools to support limiting on-street parking to one side of the street in other instances.
  - The effort to present, discuss and adopt the revised Complete Streets Policy and Design Guide should be concluded within the first quarter of 2024.

**Recognizing the implications listed above, staff is requesting additional guidance from the Municipal Services Committee. Staff recommends the item be held until further analysis can be completed based on Committee input.**

 Parking Restrictions

 City Limits



Apple Creek

RICHMOND ST

MEADE ST

BALLARD RD

FRENCH RD

NORTHLAND AVE

WISCONSIN AVE

COLLEGE AVE

COLLEGE AVE

CALUMET ST

ONEIDA ST

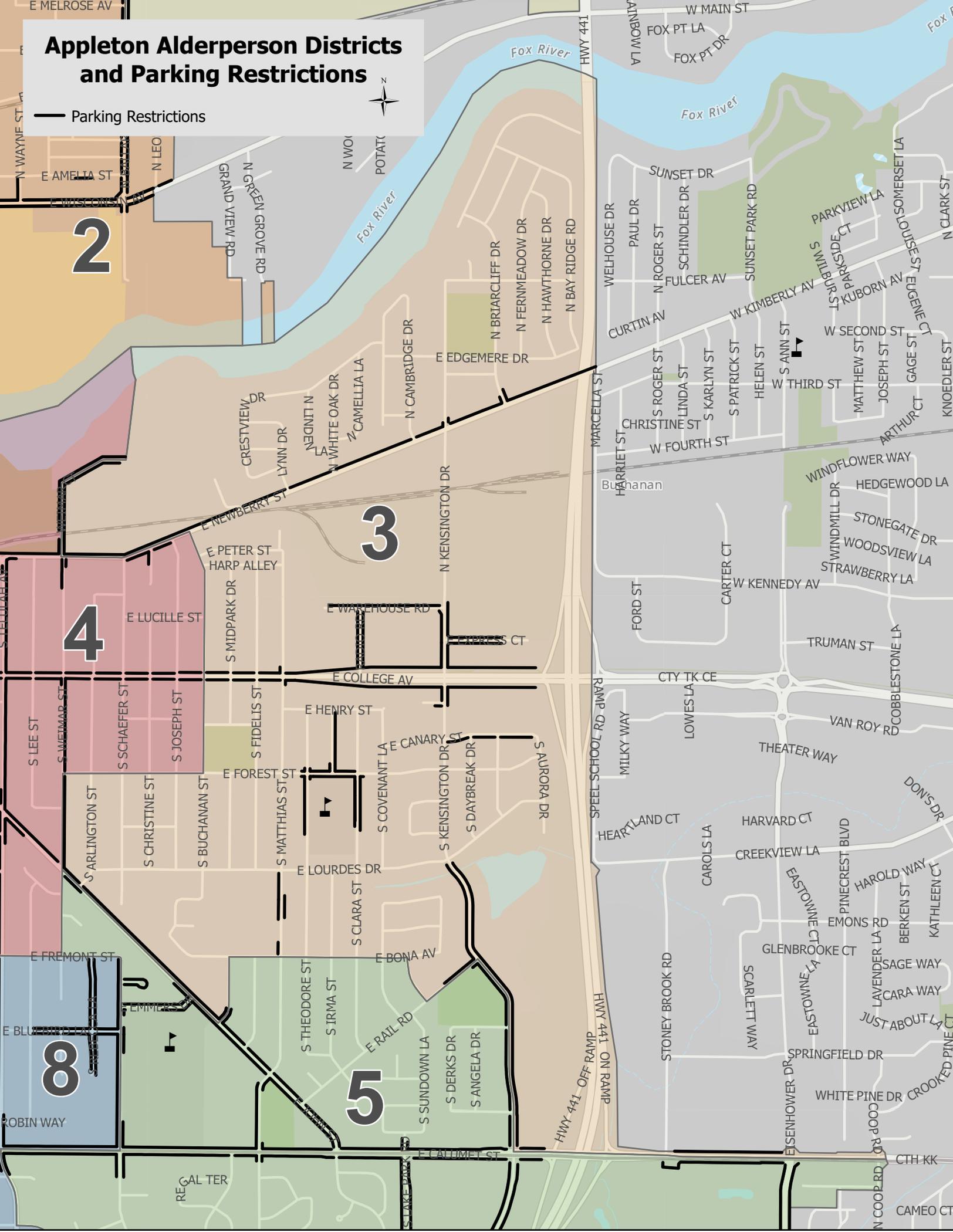
MIDWAY RD

Fox Riv



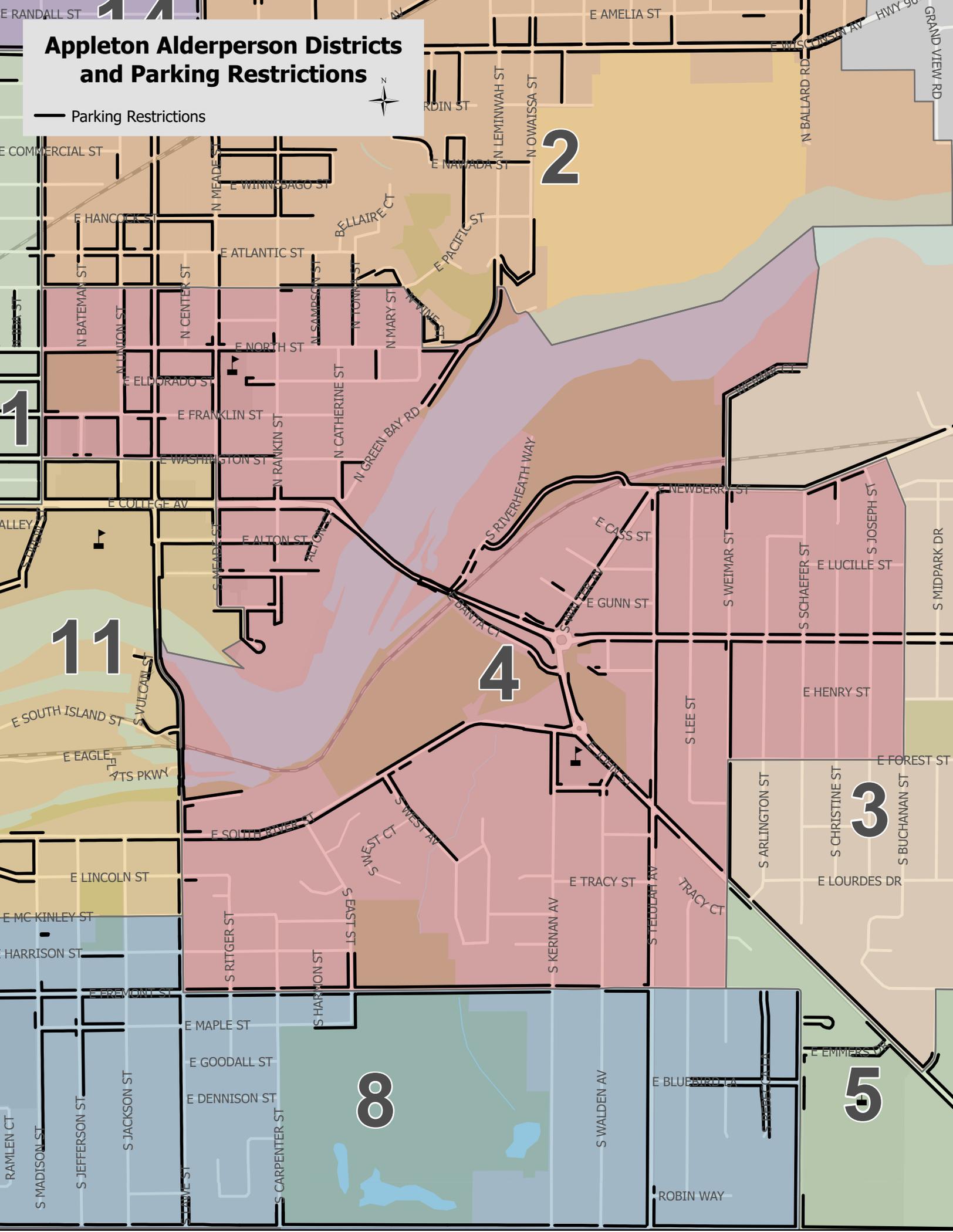
# Appleton Alderperson Districts and Parking Restrictions

— Parking Restrictions



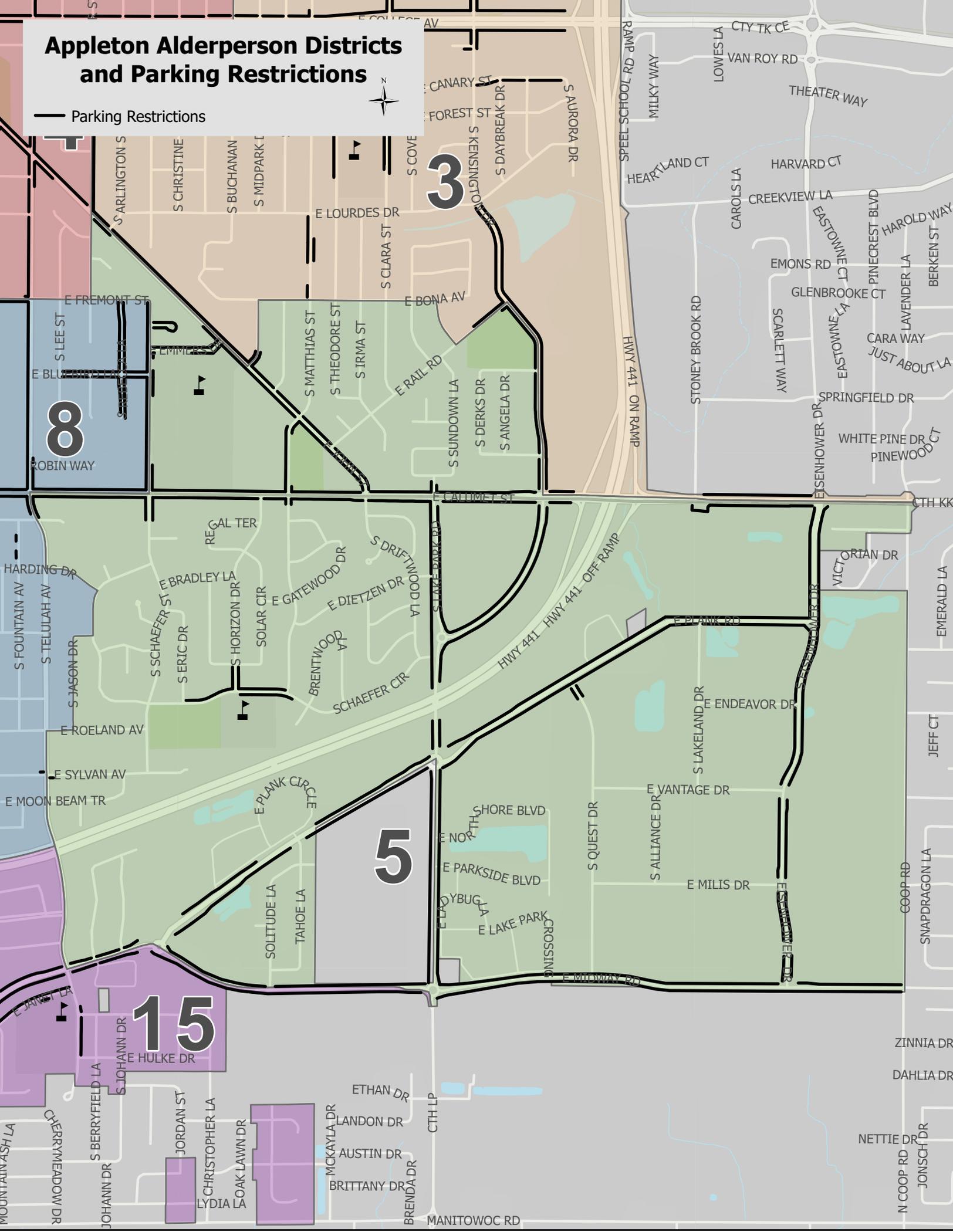
# Appleton Alderperson Districts and Parking Restrictions

— Parking Restrictions



# Appleton Alderperson Districts and Parking Restrictions

— Parking Restrictions



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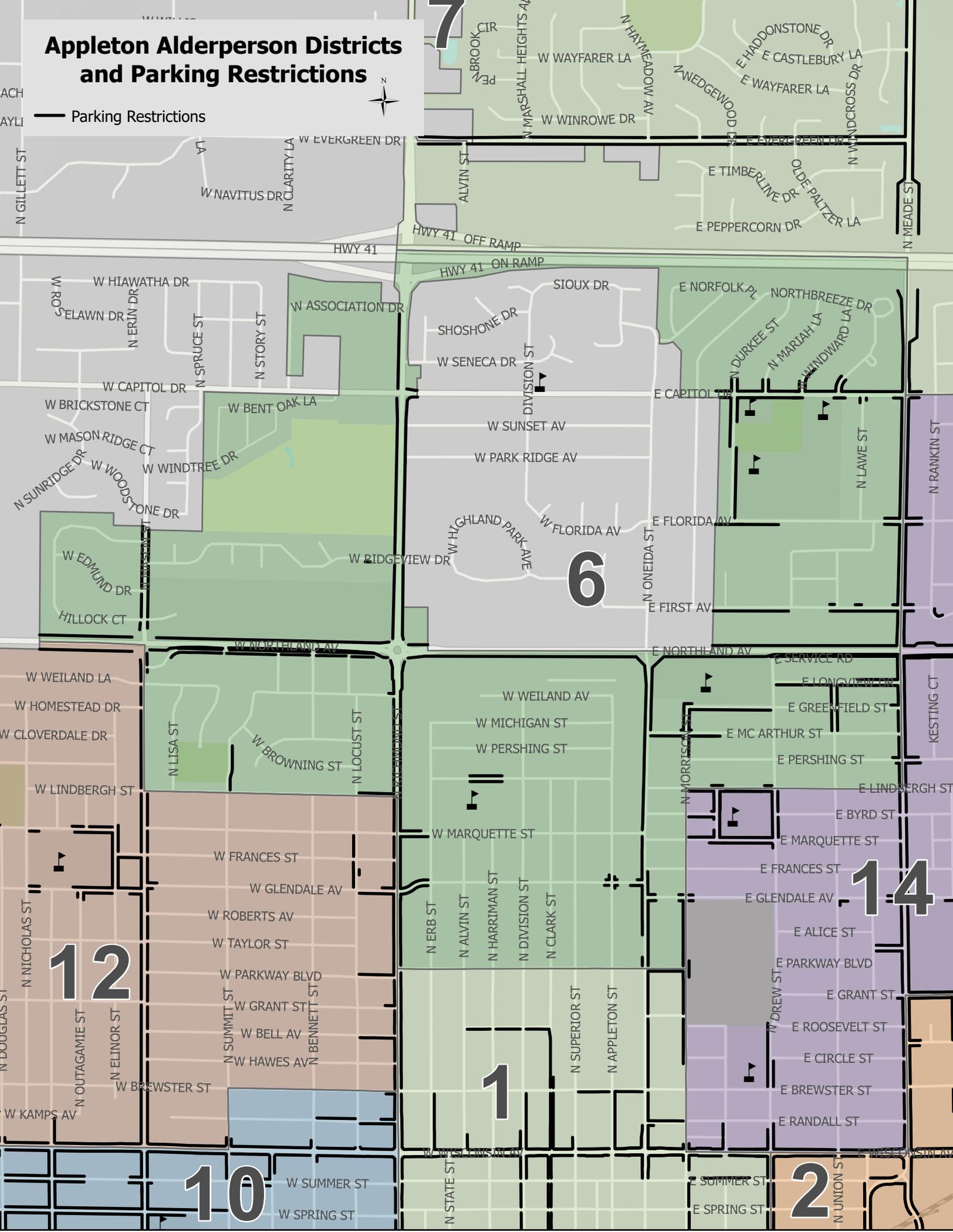
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# Appleton Alderperson Districts and Parking Restrictions



**—** Parking Restrictions

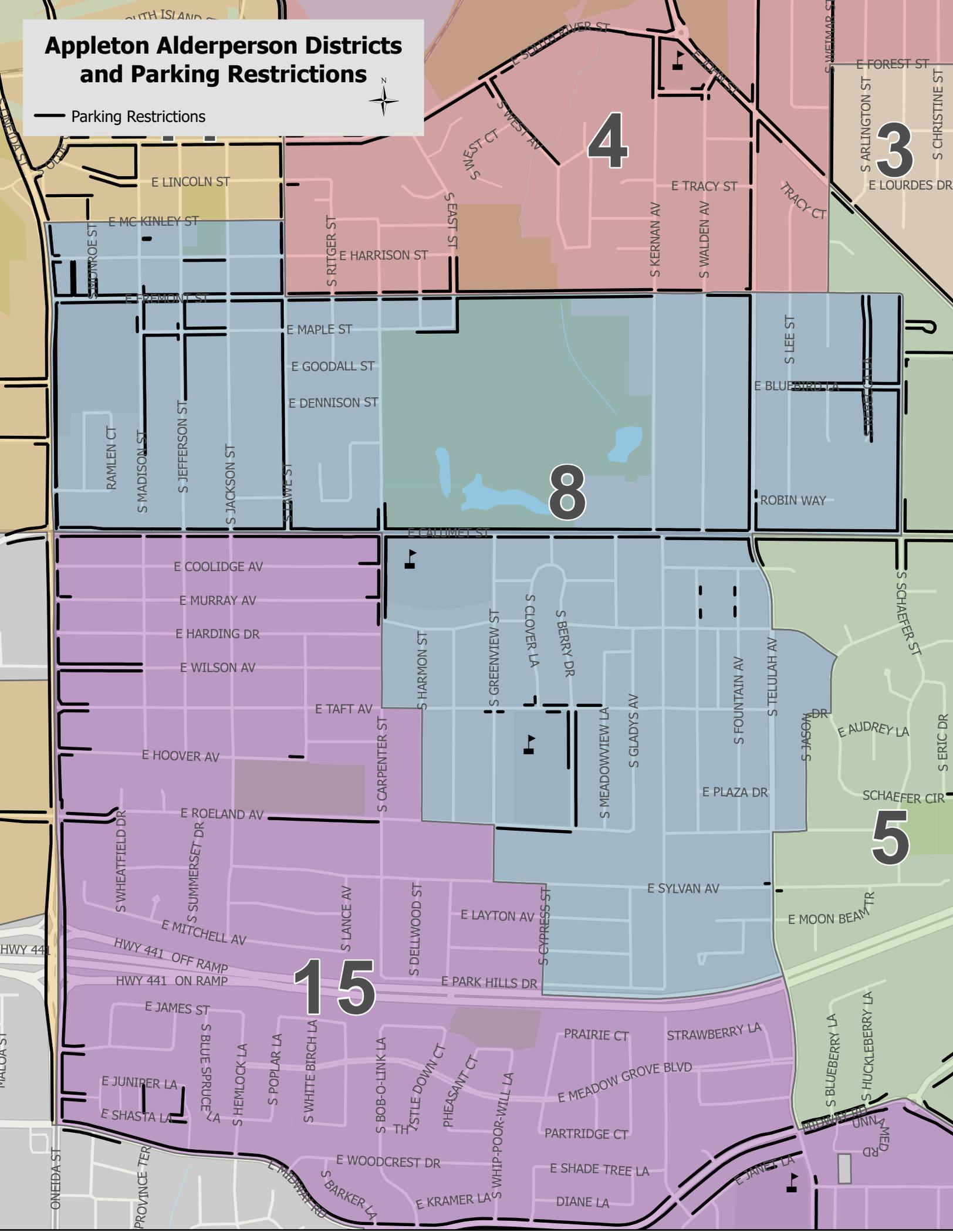




# Appleton Alderperson Districts and Parking Restrictions

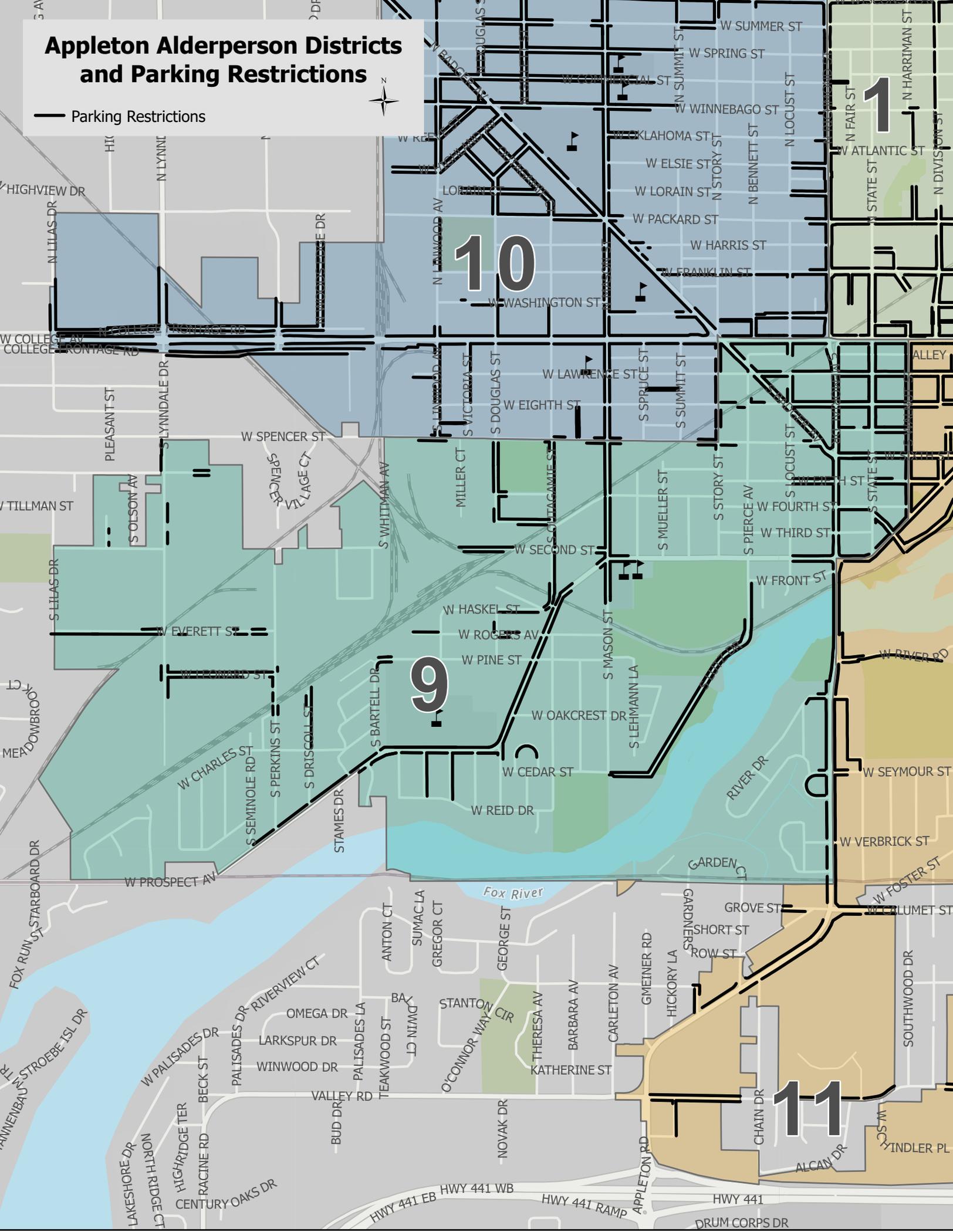


— Parking Restrictions



# Appleton Alderperson Districts and Parking Restrictions

— Parking Restrictions

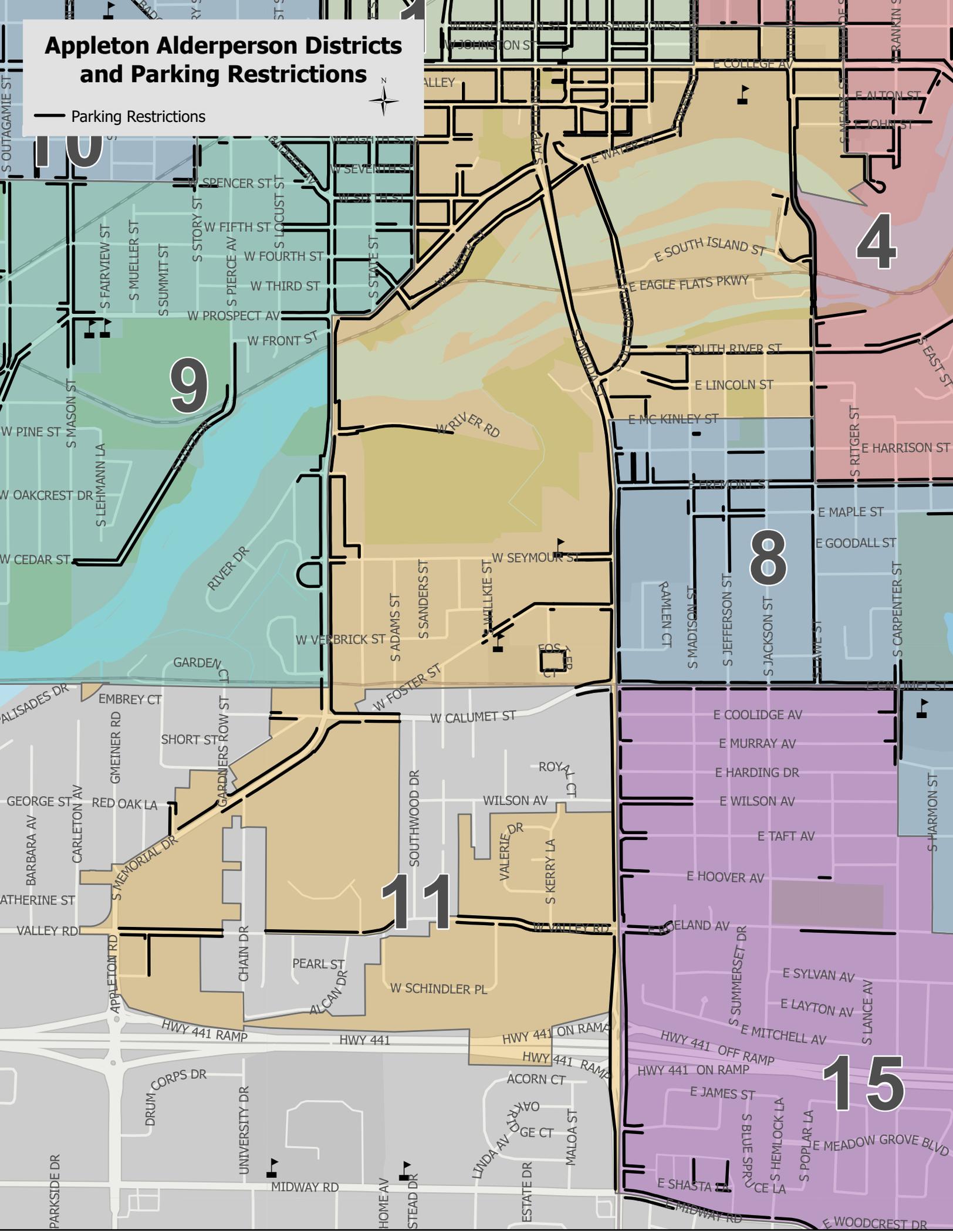




# Appleton Alderperson Districts and Parking Restrictions



— Parking Restrictions



# Appleton Alderperson Districts and Parking Restrictions

— Parking Restrictions



W NORTHLAND AV

W WEILAND LA

W HOMESTEAD DR

W CLOVERDALE DR

W PERSHING ST

W LINDBERGH ST

W MARQUETTE ST

W FRANCES ST

W GLENDALE AV

W ROBERTS AV

W TAYLOR ST

W PARKWAY BLVD

W GRANT ST

W BELL AV

W HAWES AV

W BREWSTER ST

W KAMPS AV

W WISCONSIN AV

W SUMMER ST

W SPRING ST

W COMMERCIAL ST

12

10

N BIRCHWOOD AV

N EDGEWOOD AV

N LINWOOD AV

N EUGENE ST

N DOUGLAS ST

N GILLETT ST

N OUTAGAMIE ST

N NICHOLAS ST

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N LAURIE ST

N DAVID ST

SERVICE RD

N RICHMOND ST

N SHARON ST

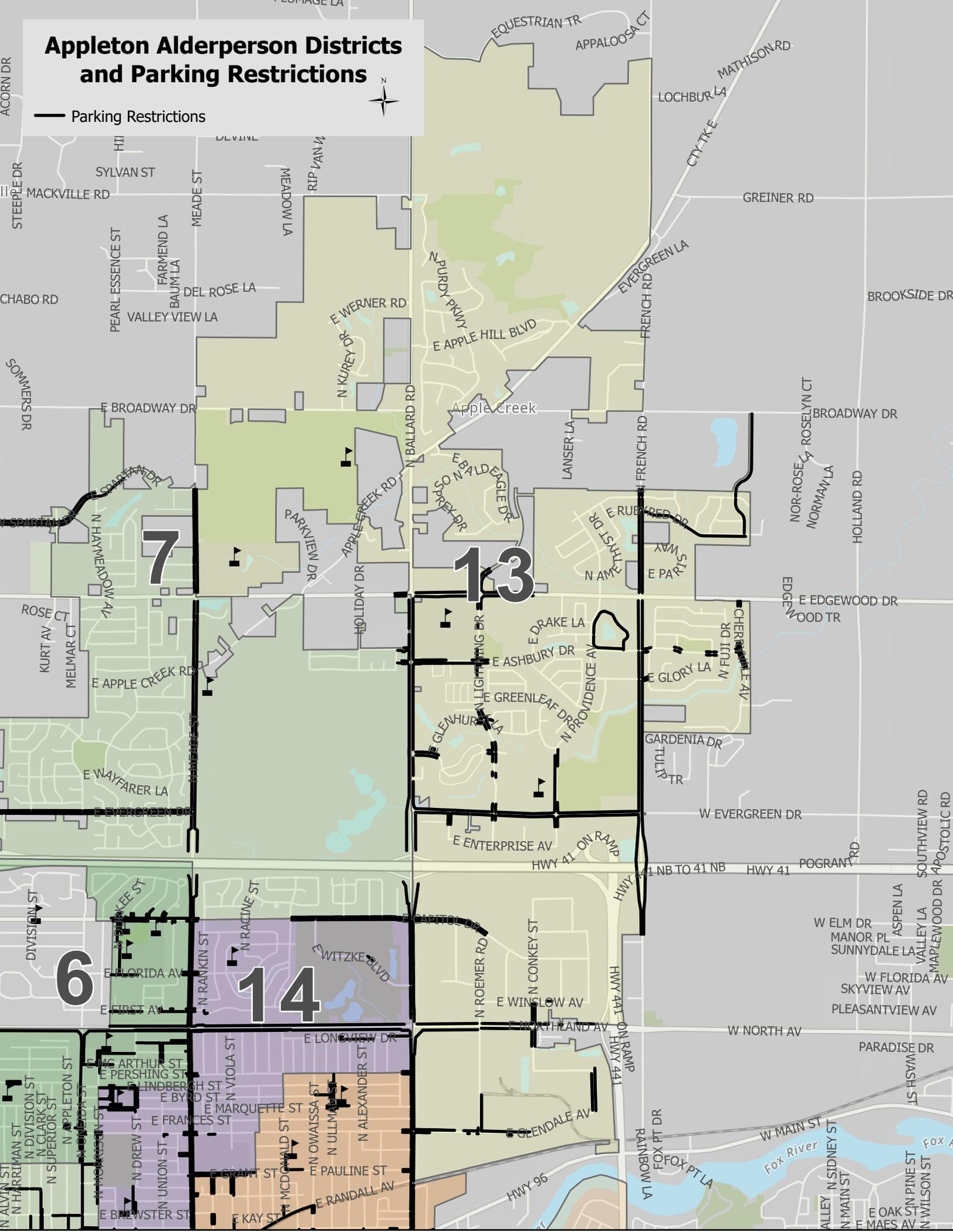
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# Appleton Alderperson Districts and Parking Restrictions



**—** Parking Restrictions









E/W Side Street. Cars parked entire length during event



E/W Side Street. No cars parked during event

N/S Side Street. 2 Parked cars during event



**Example from another community – on-street overnight parking during a significant snow event.**





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:** March 1, 2024  
**Re:** **Additional Information** On-Street Overnight Parking Resolution #11-R-23

**Executive Summary**

The Department of Public Works (DPW) has significant concerns with the On-Street Overnight Parking Resolution as proposed. The implementation of overnight parking presents significant regulatory, enforcement and operational challenges, that at present we have no way of remedying.

**DPW Staff Analysis**

The Department of Public Works (DPW) continued to refine and analyze the overnight parking feedback provided by the Municipal Services Committee on December 11, 2023.

A survey of neighboring communities was conducted. Results are shown below:

	<u>Winter Parking Allowed 24/7</u>	<u>Winter Rules</u>	<u>Summer Rules</u>
Neenah	No	No overnight parking allowed	Even/odd April through October. No overnight in downtown.
Menasha	No	No parking 2A-6A November through March	Even/odd April through October
Oshkosh	No	No parking 2A-5A year-round	No parking 2A-5A year-round
Grand Chute	No	No parking 2A-6A November through March	No restrictions
Little Chute	No	No parking 2A-6A December through March	No restrictions
Fond du Lac	Yes	Even/odd year-round	Even/odd year-round
Green Bay	No	No parking 3A-5A year-round	No parking 3A-5A year-round
Kimberly	No	No parking 2A-6A December through April	No restrictions
Kaukauna	No	No parking 2A-6A December through March	No restrictions
Eau Claire	Yes	Even/odd all year 12A to 7A	Even/odd all year 12A to 7A

**• Operations:**

- Street Sweeping
  - DPW prefers no change to parking restrictions during the summer months (April – October). However, accommodating restricted overnight parking in the form of Even/Odd Parking is possible.
  - As part of the City of Appleton Municipal Separate Storm Sewer System Permit (MS4) the City provides the Wisconsin Department of Natural Resources (DNR) with an annual report on its required street sweeping program. MS4 permits require municipalities to reduce polluted stormwater runoff by implementing storm water

management programs with best management practices. The City's permit requires continuous positive progress toward meeting its pollutant reduction standards. <https://dnr.wisconsin.gov/topic/Stormwater/municipal>

- The City's current MS4 permit/report includes discussion and calculations regarding the efficiency and effectiveness of our street sweeping program. As part of this program, parking restrictions play a major role in the removal of sediment and debris through street sweeping.
- Current street sweeping practices provide a credit of 314 tons of Total Suspended Solids (TSS) and 1,222 pounds of Total Phosphorus (TP) annually. For comparison, a large wet pond (Kensington Pond) provides reductions of 186 tons of TSS and 438 pounds of TP annually.
- Overnight parking without restriction would have a major negative impact on the City's stormwater management plan and MS4 permit requirements. Under the MS4 permit, the City cannot backslide on any benchmarks related to stormwater management. Allowing for unrestricted overnight parking for part or all of the year would constitute a backslide in stormwater management by reducing reported TSS and TP reductions and has the potential to be costly. These costs would be tied to a Citywide stormwater plan update and the need to provide replacement management practices to offset losses in TSS and TP reductions.
- Snow Plowing
  - DPW does not support any adjustments to the overnight parking regulations for the Winter months (November – March). The main reasons for this are related to the effectiveness of snow removal and safety of the operators and equipment used to control snow and ice on City roadways.

### **Potential Option: Even/Odd Overnight Parking**

#### • **Summer Rules (April – October):**

- Even/Odd Parking: on-street overnight parking (2a – 5a) restricted to alternate sides.
- The on-street overnight even/odd parking regulations would not replace more restrictive parking regulations.
  - *Example:* Parking in posted “No Parking” zones, within 4 feet of a driveway, within 15 feet of a crosswalk or within 10 feet of a fire hydrant are never allowed.
- Even/Odd Parking (overnight):
  - In effect 2am to 5am.
  - On odd-numbered days, vehicles may park, stop or be left standing only on the side of a street having odd-numbered addresses.
  - On even-numbered days, vehicles may park, stop or be left standing only on the side of the street having even-numbered addresses.
  - All overnight parking requirements shall apply to the corresponding calendar date as of 2am. *Example:* if it is 9:00 pm on April 21, and you want to park on the street overnight, you would park on the side with the addresses that are even-numbered because April 22 is the date that the 2 am to 5am parking regulations will be in effect.

#### • **Winter Rules (November – March):**

- Unless specifically posted otherwise, parking is **not** permitted overnight for all streets from November 1 to March 31.
- 

#### • **Boundary:**

- All streets within the City limits.
  - DPW staff does not recommend a pilot boundary or geofenced area of the City to offer varying parking restrictions.

- **Signing:**

- All major entrances to the City are required to be posted with overnight parking restrictions per the State Statutes.
- All signs would need to be updated if a modification to overnight parking is made.

### **Enforcement**

- **Staffing:**

- Current Parking Utility staffing levels are not sufficient to enforce overnight parking regulations. Currently, enforcement of overnight parking regulations is conducted by Appleton Police Department (APD) Community Service Officers.
- From January 1, 2024 through March 4, 2024, APD issued 792 parking citations between the hours of 2am and 5am (an average of 365 overnight parking citations per month).
- To increase enforcement of the potential Even/Odd Parking Restrictions, the Parking Utility would be required to add staff to provide enforcement beyond that currently provided by APD.
- With sufficient staffing, the Parking Utility enforcement vehicle could be used by the Utility for overnight enforcement, however, the ticketing software it uses does not interface with APD's database of Overnight Parking Permission Registrations. Such lookups would need to be done manually.

**Recognizing the implications listed above, DPW does not recommend approval of Resolution #11-R-23 without addressing the concerns outlined in this memo.**



DEPARTMENT OF  
**PUBLIC  
WORKS**

## MEMORANDUM

**Date:** March 28, 2024  
**To:** Municipal Services Committee  
**From:** Danielle Block, P.E. Director of Public Works  
**Subject:** Additional Information On-Street Overnight Parking

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**As a review, the current discussion of a potential on-street overnight parking program consists of:**

- Summer (April – October) – even/odd on-street overnight parking (2am – 5am)
- Winter (November – March) – overnight parking not permitted

To properly enforce and manage the potential on-street overnight parking program the following conditions need to be met:

- **Street Sweeping:**
  - To maintain the effectiveness of the City's Street Sweeping program, overnight parking regulations must be strictly enforced.
  - The scheduling and mapping of street sweeping routes will require modification based on the above actively enforced overnight parking modification.
  - The street sweeping program will require adjustment to ensure that there is no decrease in the level of sediment removal, as this would adversely affect the stormwater quality and our performance under the MS4Permit.
  - Staff anticipates a loss of efficiency in sweeping across the City. To meet the WDNR required 3-week sweeping rotation in neighborhoods that do not drain directly to a pond, resources will need to be pulled from other neighborhoods. This will extend sweeping cycles in all other neighborhoods from the current 6-week rotation to approximately 8-weeks.
  - As an alternative to extending the rotation schedule, DPW could maintain the current schedule with the additional of one full-time operator (approximately \$90,000) and an additional street sweeper (approximately \$385,000).
- **Parking Utility Overnight Parking Enforcement:**
  - Requires 2 full-time enforcement positions. These positions would cover the overnight hours 7 days per week.
  - Enforcement would be completed via the parking enforcement vehicle.
  - Estimated annual personnel cost = approx. \$165,000.
  - Additional Parking Enforcement Vehicle \$30,000 plus annual costs (fuel, maintenance, etc).

- Complete a request for proposals and enter into a towing contract. In the event operations and the traveling public are impacted by illegally parked vehicles, towing operations will become necessary. Currently, the City does not have a contracted method to remove illegally parked vehicles
- While difficult to quantify, staff does recognize that there will be an increase in administrative burden to manage citations, appeals and invoicing related to the overnight parking program.
- Anticipated revenue related to additional enforcement is estimated at \$108,000 to \$219,000.