



"... meeting community needs ... enhancing quality of life."

DEPARTMENT OF PUBLIC WORKS  
Engineering Division – Traffic Section  
2625 E. Glendale Avenue  
Appleton, WI 54911  
TEL (920) 832-5580  
FAX (920) 832-5570

**To:** Municipal Services Committee  
**From:** Eric Lom, P.E., City Traffic Engineer  
**Date:** June 10, 2022  
**Re:** Proposed accessible parking stall on the 300 block of N. Morrison Street

The Traffic Section received a request for the creation of an on-street handicapped-accessible (OSHA) stall on the 300 block of N. Morrison Street (the southernmost stall on the west side of the block). The request (copy attached) was reviewed by staff in conformance with the City's *Designated Handicapped Accessible Parking Within City Right-of-Way Policy* (copy attached).

Based on our review, the request meets the requirements set forth in the policy. As such, we are recommending approval. Letters were mailed to adjacent properties to advise them of this agenda item.

***To accomplish this, the following ordinance changes are required:***

1. ***Create:*** "Parking be restricted to vehicles displaying handicapped license plates or Wisconsin Handicapped permit only on the west side of Morrison Street from Franklin Street to a point 35 feet north of Franklin Street."



APPLICATION FOR ON-STREET HANDICAPPED ACCESSIBLE PARKING SPACE

|                                      |   |
|--------------------------------------|---|
| APPLICANT: Megan Normansell          | TELEPHONE: [REDACTED]   |
| ADDRESS: [REDACTED]                  | REQUESTED LOCATION OF ACCESSIBLE PARKING SPACE: (i.e., street name and address, front or side of property, etc.)<br>corner of Morrison + Franklin, right in front of 130 E. Franklin St building. |
| CITY: Appleton ZIP: 54911            |   |
| VEHICLE LICENSE PLATE NO. [REDACTED] | PARKING PLACARD NO. [REDACTED]  |

Please describe your need for on-street handicapped accessible parking: A new business has moved into the building I rent for my office, and parking has become disaster as a result. Myself and another worker who is also disabled can no longer find safe parking in front of our building.

Applicant's Signature: Megan Normansell Date: 5/23/22

Please answer the following questions to help us determine feasibility of your request:

- Can your driveway/parking lot be used for access by the physically challenged person's vehicle? If not, why?  
There is no driveway and no parking lot that I can legally access.
- Can your driveway/parking lot be widened or modified to accommodate the need for an additional parking space? If not, why?  
Does not exist.
- Is your request for the on-street handicapped accessible parking stall of a long-term nature?  
Yes, I will be working here for many years to come.
- Is there on-street metered parking available in this area. If so, how frequently are these existing stalls currently occupied?  
Yes - 90% of the time all of the close stalls are full.
- Is there an existing on-street handicapped accessible parking space in close proximity that you can use? If so, where is it located?  
no.



"...meeting community needs...enhancing quality of life."

DEPARTMENT OF PUBLIC WORKS  
Engineering Division  
100 North Appleton Street  
Appleton, WI 54911  
(920) 832-6474  
FAX (920) 832-6489

July 29, 2004

**CITY OF APPLETON  
DESIGNATED HANDICAPPED ACCESSIBLE PARKING  
WITHIN CITY RIGHT-OF-WAY POLICY**

The objective of this policy is to accommodate the needs of the community for the installation of on-street handicapped-accessible (OSHA) spaces when no reasonable off-street parking options are available.

Requests for handicapped accessible parking within the public right-of-way within the City of Appleton will be evaluated based on the following:

1. The decision to install an OSHA parking stall shall be based on an evaluation of all other available options and the specific needs of the applicant. Parking for the handicapped shall be located off-street whenever feasible and appropriate.
2. OSHA parking stalls are not intended to reserve a private parking space for the applicant. Instead, OSHA parking stalls are available for use by anyone possessing a valid handicap placard issued by the Wisconsin Department of Transportation.
3. An OSHA parking stall must comply with any/all ADA requirements.
4. OSHA parking stalls shall not be located in such a way as to create a safety hazard or interfere with traffic or necessary sight lines at or near intersections.

**PROCEDURE**

All request submittals shall be evaluated by the office of the Traffic Engineer. Those requests which appear to meet the requirements set forth herein shall be acted upon by the Municipal Services Committee and the Common Council. Those request submittals which do not, in the opinion of the Traffic Engineer, meet the requirements shall be afforded the opportunity to appeal the decision through the Municipal Services Committee.

**SUBMITTAL REQUIREMENTS**

For staff analysis of the request, the following information is required to be submitted:

1. A completed application by applicant (individual, business, alderperson, etc.).
2. Proof of a handicapped parking placard from the applicant, (including number) or disabled license plate number.
3. Written justification from the applicant for requesting the installation of an OSHA parking space in-lieu of using the driveway or other off-street parking facilities.

#### **ANNUAL REAPPLICATION**

1. For an OSHA parking stall to remain, the applicant will be required to fill out and submit an annual reapplication form to the Traffic Section. This reapplication form will be mailed to all applicants with a previously approved space.
2. If no reapplication form is received within fifteen (15) working days, staff will attempt a second means of contact. This may include a second letter, a phone call, an e-mail or a personal visit by staff to the residence. Should no response be forthcoming from the applicant within a reasonable amount of response time, a service request may be processed for the space markings and sign to be removed.

#### **REQUEST FOR REMOVAL**

1. An OSHA parking stall can be removed following the submittal of a written application for removal.
2. If a party other than the person who requested the space installation submits the application for removal, the original applicant is contacted to determine if the space is still being used.