



MEMO

TO: Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works PAW

DATE: June 20, 2013

SUBJECT: Resolution #14-R-13 regarding bike lane plan notification.

In response to Resolution \$14-R-13/Smith, Stueck, Spears – “Whereas, the city of Appleton has approved a city wide master bike plan that is being reviewed by end of June 2013. Therefore, be it resolved that all occupants and owners residing in property in which any parking is removed by creation of any bike lane in the plan be notified by mail of such plans and the date that municipal services committee will review the plan.” and Resolution #12-R-13/Smith, City staff worked with the Bike Lane Stakeholder Group to develop a proposed 5-Year Bike Lane/Trail Plan. This plan is similar to the City’s 5-Year Paving Plan that is adopted annually by the Common Council.

The process used for the 5-Year Paving Plan is as follows:

1. Council adopts 5-Year Plan as part of annual budget process.
2. Staff sends letters notifying property owners about upcoming projects (two years ahead of scheduled paving projects). These letters include meeting dates and times of public information meetings and design hearings.
3. Committee and Council approval of street designs occur two years prior to construction.

With this process in mind, staff recommends that we notify property owners two years ahead of proposed projects, as a majority of the bike lane projects are in conjunction with planned paving projects.

In addition, Alderpersons of each District could share the 5-Year Plan with their constituents and the plan, once adopted, would be posted on the City’s webpage.