



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

DEPARTMENT OF PUBLIC WORKS
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To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Date: September 8, 2022
Re: Proposed handicap accessible parking stall on the 100 block of S. Locust Street

The Traffic Section received a request from the new owner of the business at 801 W. College Avenue for the creation of an on-street handicapped-accessible (OSHA) parking stall on the 100 block of S. Locust Street (see diagram below). The request 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, we believe 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.





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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.