

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

June 16, 2015

«Owner\_First\_Name» «Owner\_Middle\_Init» «Owner\_Last\_Name»  
«Owner\_Address»  
«Owner\_CityState» «Owner\_Zipcode»

Dear Property Owner,

In response to safety concerns raised by parents and staff at Richmond Elementary School, and many neighbors living on the surrounding streets, the city is considering testing some on-street parking changes in your neighborhood at the start of the upcoming school year. The proposed test (referred to as a *trial period*) will be discussed by the city's Municipal Services Committee at its next meeting. You have the opportunity to come to this meeting to voice your comments or concerns. Please be assured your opinion is valuable in this process and strongly considered. The details are as follows:

What: Municipal Services Committee Meeting  
When: Tuesday, June 23<sup>rd</sup>, at 6:30 p.m.  
Where: Room 6A/B, City Center Building, 100 N. Appleton Street

Working closely with Richmond School representatives, we observed traffic patterns during the school's pick-up and drop-off times on a number of different days. Based on these observations, as well as other considerations, we created a list of recommendations and potential improvements that are enclosed with this letter.

It is important to note these changes are proposed to be tested for a **six-month trial period** that would be scheduled to run from the start of the school year through the end of February of next year. Through experience, we have found this approach is often the best way to determine the effectiveness of parking/safety improvements and to address unintended problems that may arise as a result of the temporary changes.

Please look over the enclosed materials and feel free to share your comments or concerns by contacting your alderperson (Joe Martin, [district4@appleton.org](mailto:district4@appleton.org)) or me ([eric.lom@appleton.org](mailto:eric.lom@appleton.org)).

Thank you in advance for your help and your input.

Sincerely,

Eric S. Lom, P.E.  
City Traffic Engineer



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

## Richmond Elementary School Parking/Safety Improvements *Proposed 6-month Trial Period*

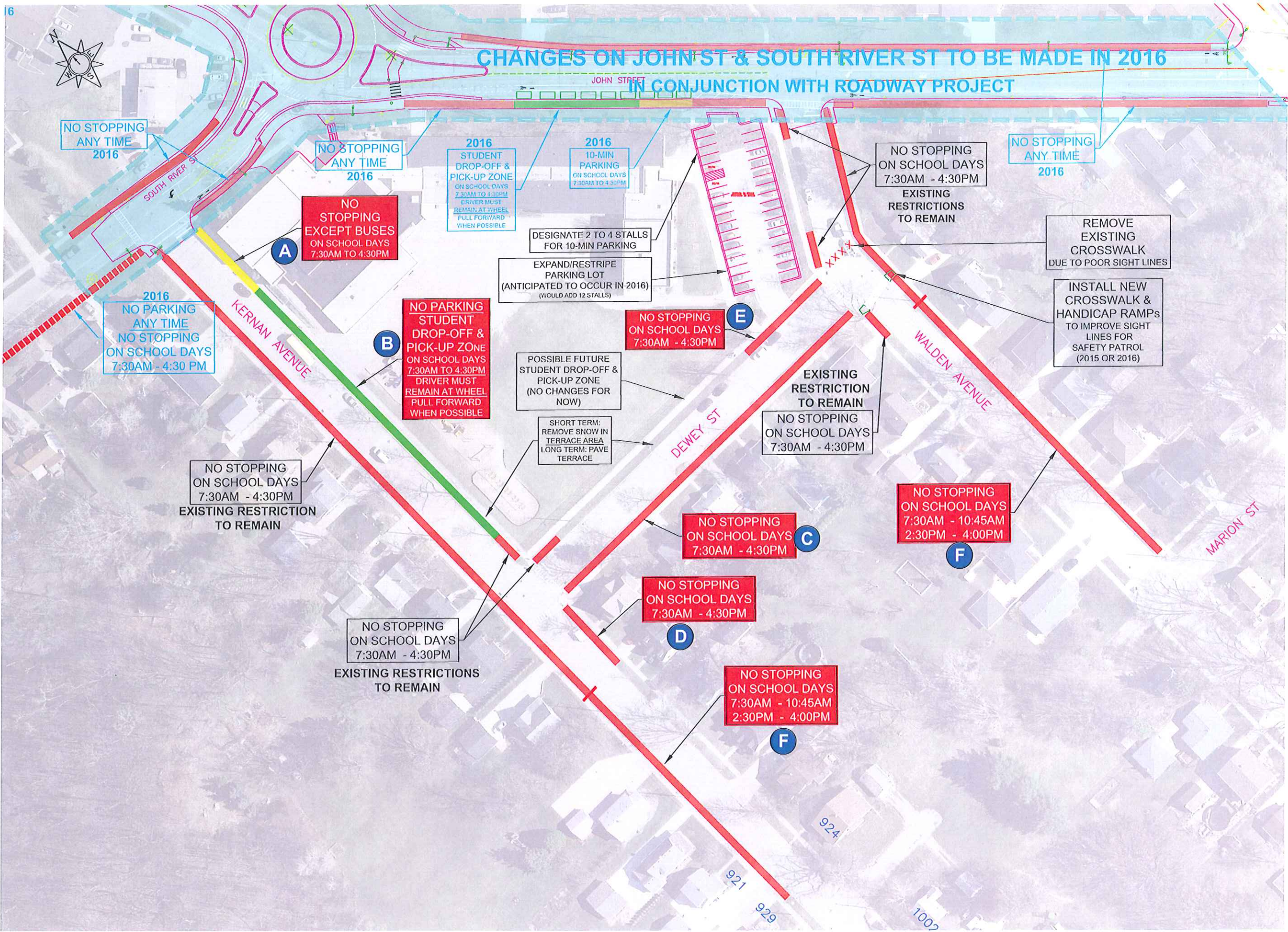
The Traffic Section was recently contacted by the Richmond Elementary School administration and parents regarding safety concerns on the streets surrounding the school. In response to their concerns, we observed traffic patterns during the school's pick-up and drop-off times on a number of different days. We subsequently met with the school's representatives and discussed potential improvements. A summary of our recommendations are outlined below. Note that we are proposing to delay implementation of some restrictions until the completion of the *John Street Reconstruction Project* in 2016.

### **IMPORTANT**

**The recommendations below are referenced on the attached map.  
(i.e. Item "F" in the list below corresponds with the F on the attached drawing).**

- A. Proposal: No Stopping/Standing/Parking Except Buses (7:30 a.m. to 4:30 p.m. on school days)  
This zone is intended to provide a designated bus loading zone. As proposed, it is much smaller than the existing bus loading zone, which is a reflection of the fact that fewer buses serve the school than in the past.
- B. Proposal: No Parking - Student Drop-Off & Pick-Up Zone (7:30 a.m. to 4:30 p.m. on school days)  
This zone is intended to provide a safe and efficient pick-up and drop-off area for parents that do not need to leave their vehicle. As proposed, the additional restriction of "Driver Must Remain at Wheel – Pull Forward When Possible" would be posted as a way of clearly conveying to parents how the zone should be used.
- C. Proposal: No Stopping/Standing/Parking (7:30 a.m. to 4:30 p.m. on school days)  
Passenger loading/unloading is currently taking place on both sides of this block, which creates two problems:
- Safety issues with students darting between vehicles and across two lanes of moving traffic to get to cars that are stopped on the far side of the street. It is standard practice to disallow passenger loading on the far side of the street adjacent to the front of schools as a way of addressing this type of issue.
  - The roadway is simply too narrow to safely handle two-way traffic if vehicles are stopped/parked on both sides, especially during winter months.
- D. Proposal: No Stopping/Standing/Parking (7:30 a.m. to 4:30 p.m. on school days)  
This zone is intended to provide adequate sight distance for students as they cross Kernan Av.
- E. Proposal: No Stopping/Standing/Parking (7:30 a.m. to 4:30 p.m. on school days)  
This zone is intended to provide adequate sight distance for drivers as they exit the school parking lot.
- F. Proposal: No Stopping/Standing/Parking (7:30 a.m. - 10:45 a.m. & 2:30 p.m. - 4:00 p.m. on school days)  
Passenger loading/unloading is currently taking place on both sides of this block, which creates two problems:
- Safety issues with students darting between vehicles and across two lanes of moving traffic to get to cars that are stopped on the far side of the street. It is standard practice to disallow passenger loading on the far side of the street adjacent to the front of schools as a way of addressing this type of issue.
  - The roadway is simply too narrow to safely handle two-way traffic if vehicles are stopped/parked on both sides, especially during winter months.
- The proposed enforcement times for this zone have been limited to only those times during a normal school day (or late start school day) when student pick-up and drop-off activities would be occurring.

# CHANGES ON JOHN ST & SOUTH RIVER ST TO BE MADE IN 2016 IN CONJUNCTION WITH ROADWAY PROJECT



NO STOPPING ANY TIME 2016

NO STOPPING ANY TIME 2016

2016 STUDENT DROP-OFF & PICK-UP ZONE ON SCHOOL DAYS 7:30AM TO 4:30PM DRIVER MUST REMAIN AT WHEEL FULL FORWARD WHEN POSSIBLE

2016 10-MIN PARKING ON SCHOOL DAYS 7:30AM TO 4:30PM

NO STOPPING ON SCHOOL DAYS 7:30AM - 4:30PM EXISTING RESTRICTIONS TO REMAIN

NO STOPPING ANY TIME 2016

**A** NO STOPPING EXCEPT BUSES ON SCHOOL DAYS 7:30AM TO 4:30PM

DESIGNATE 2 TO 4 STALLS FOR 10-MIN PARKING  
EXPAND/RESTRIPE PARKING LOT (ANTICIPATED TO OCCUR IN 2016) (WOULD ADD 12 STALLS)

REMOVE EXISTING CROSSWALK DUE TO POOR SIGHT LINES

INSTALL NEW CROSSWALK & HANDICAP RAMPS TO IMPROVE SIGHT LINES FOR SAFETY PATROL (2015 OR 2016)

2016 NO PARKING ANY TIME NO STOPPING ON SCHOOL DAYS 7:30AM - 4:30 PM

**B** NO PARKING STUDENT DROP-OFF & PICK-UP ZONE ON SCHOOL DAYS 7:30AM TO 4:30PM DRIVER MUST REMAIN AT WHEEL FULL FORWARD WHEN POSSIBLE

NO STOPPING ON SCHOOL DAYS 7:30AM - 4:30PM

**E**

POSSIBLE FUTURE STUDENT DROP-OFF & PICK-UP ZONE (NO CHANGES FOR NOW)

SHORT TERM: REMOVE SNOW IN TERRACE AREA  
LONG TERM: PAVE TERRACE

EXISTING RESTRICTION TO REMAIN  
NO STOPPING ON SCHOOL DAYS 7:30AM - 4:30PM

NO STOPPING ON SCHOOL DAYS 7:30AM - 4:30PM EXISTING RESTRICTION TO REMAIN

NO STOPPING ON SCHOOL DAYS 7:30AM - 4:30PM

**C**

NO STOPPING ON SCHOOL DAYS 7:30AM - 10:45AM 2:30PM - 4:00PM

**F**

NO STOPPING ON SCHOOL DAYS 7:30AM - 4:30PM EXISTING RESTRICTIONS TO REMAIN

NO STOPPING ON SCHOOL DAYS 7:30AM - 4:30PM

**D**

NO STOPPING ON SCHOOL DAYS 7:30AM - 10:45AM 2:30PM - 4:00PM

**F**

921 929

92A

1002

MARION ST