



January 19, 2023

Danielle Block  
Director of Public Works - City of Appleton  
100 N. Appleton St.  
Appleton, WI 54911

Re: Avenue of Ice, February 17-19, 2023

Dear Ms. Block,

Please accept this request for a Sidewalk Occupancy permit for our upcoming "Avenue of Ice", featuring ice carvings throughout downtown. The carvings would need to be placed on Friday, February 17, for a weekend opportunity for the community to be able to view. Spacing the carvings throughout downtown, encourages exploration and walkability!

As in previous years, we would like to work with your department to place planters withing the amenity strip, (colored concrete), of College Avenue; to place the ice carvings on. A list of participating businesses and locations will be sent to you, as we near the date, thus giving your staff time to prepare.

Ice carvings are being ordered through Paul Salmon of Krystal Kleer Ice Carvings, as in previous years. If you have any questions or concerns, please do not hesitate to call or email me.

Thank you for your time and consideration.

A handwritten signature in cursive script that reads "Carissa Hackel".

Carissa Hackel  
Event Coordinator  
Appleton Downtown Inc.  
[carissa@appleondowntown.org](mailto:carissa@appleondowntown.org)