



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Municipal Services Committee

Monday, March 8, 2021

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-0272](#) Minutes from February 22, 2021

Attachments: [Minutes from February 22, 2021.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [21-0273](#) Review Driveway Opening Policy to possibly delete requirement #5 regarding neighboring property owners.

Attachments: [Driveway Opening Policy.pdf](#)

- [21-0274](#) Approve installation of standard parking meters in Soldier Square along with Passport pay-by-phone option.

Attachments: [Soldier Square parking meters.pdf](#)

- [21-0275](#) Request from Appleton Downtown, Inc. for a street occupancy permit for "Fiber Rain" to install yarn creations on planters, wayfinding kiosks and poles on College Avenue (600 W. College to 300 E. College) from April 12, 2021 through May 31, 2021.

Attachments: [ADI-Fiber Rain.pdf](#)

[21-0277](#) Request from Matt Miller to bag nine (9) meters on March 17, 2021 on Lawrence Street and Walnut Street for food pick-up at McGuinness Pub. This request was administratively denied based on the Downtown Parking & Meter Bag Policy. This request will not have time to go through the Council process.

Attachments: [Matt Miller request for meter bags.pdf](#)

6. Information Items

[21-0276](#) Inspection Division Permit Summary Comparison Report for February, 2021.

Attachments: [Inspection Division Permit Summary-2-21.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Final Municipal Services Committee

Monday, February 22, 2021

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Alderperson Firkus called the meeting to order at 4:30 p.m.

2. Roll call of membership

Present: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

3. Approval of minutes from previous meeting

[21-0188](#)

Minutes from January 25, 2021

Attachments: [Minutes from January 25, 2021.pdf](#)

Coenen moved, seconded by Prohaska, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

4. Public Hearings/Apearances

5. Action Items

[21-0189](#)

Approve Contract for 2021-2025 Movable Bridge Inspections to AECOM Technical Services, Inc. in an amount not to exceed \$95,061.

Attachments: [Contract-Movable Bridge Inspections.pdf](#)

Prohaska moved, seconded by Otis, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

[21-0192](#)

Request from Pollenablers-Fox Cities to designate the month of May, 2021 as No Mow May and to provide a 7 day grace period to not enforce the Weed Ordinance.

Attachments: [Pollenablers-No Mow May.pdf](#)

Amendment: remove 7 day grace period so there is no grace period.

(Coenen/Prohaska) Passed: 5-0

Otis moved, seconded by Prohaska, that the Report Action Item be recommend for approval as amended. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

[21-0193](#)

Request to extend free parking in the Red Ramp for an additional 90 days, during vaccination clinic days only, as part of the community vaccination program at the Fox Cities Exhibition Center.

Prohaska moved, seconded by Otis, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

[21-0209](#)

Request from Tyler Mueller for a second curb cut at 70 Pheasant Court be ~~denied~~ approved based on neighboring property objection per the City of Appleton's Driveway Opening Policy.

Attachments: [70 Pheasant Ct-driveway.pdf](#)

Coenen moved, seconded by Prohaska, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Firkus, Coenen, Prohaska and Wolff

Nay: 1 - Otis

6. Information Items

[21-0194](#)

Inspection Division Permit Summary Comparison Report for January, 2021.

Attachments: [Permit Comparison-January 2021.pdf](#)

7. Adjournment

Prohaska moved, seconded by Coenen, that the meeting be adjourned at 4:56 p.m. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff



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

Adopted October 28, 2014

CITY OF APPLETON DRIVEWAY OPENING POLICY

Permit Required

A Street Excavation Permit from the Department of Public Works is required to construct, repair, replace, or remove any sidewalk, driveway approach, carriage walk, curb and gutter, or surfacing within any public right-of-way.

Location and Dimensions

The location and dimensions of any driveway opening shall be approved by the Engineering Division prior to any building permit being issued by the Inspection Division. For developments subject to site plan review per section 23-171(b) of the Municipal Code, an approved site plan shall be considered a driveway opening approval by the Engineering Division. A Street Excavation Permit is still required prior to constructing the portion of driveway within the public right-of-way.

Anyone denied a driveway opening request administratively may appeal the decision to the Common Council through the Municipal Services Committee.

All driveways must be a minimum of 25 feet from any residential street intersection point of curvature, 100 feet from any collector or arterial street intersection, or 200 feet from any signalized intersection as defined by the property line extended to the curb, perpendicular to the road centerline.

A property owner may be granted a second curb cut if the following conditions are met:

1. A sketch showing proposed location of second driveway is submitted to the Engineering Division of the Department of Public Works.
2. The Engineering Division does not object to the request.
3. The Forestry Division does not object to the request.
4. The Inspections Division does not object to the request.

5. The two neighboring properties to each side of the requesting property do not object to the request. (Municipal Services Report, June 18, 1997)

All abandoned or partially abandoned driveways shall be closed when new driveways are constructed. Terrace areas shall be restored to provide uniformity on the street. All construction costs incurred shall be borne by the property owner, except as noted for paving projects below.

Driveways on Paving Projects

Driveways shall be subject to the requirements of the Policy for Special Assessments for the current year. (See section I.A.6)

Residential Driveways

Residential driveway aprons may not exceed 40% of the total width of the side of the property where the driveway is located, or a maximum of 40 feet, whichever is less. In addition, all residential driveways shall conform to Section 19-91 of the City's Municipal Code.

Commercial Driveways

Driveway aprons designed to accommodate truck traffic shall be 7" thick concrete and constructed using a minimum of 15' radii on the flares. (See Exhibit A)

Commercial driveways on streets with average traffic volumes greater than 10,000 vehicles per day shall be constructed with street-type entrances using a minimum of 15' radii on the flares. (See Exhibit A)

College Avenue Driveways

(Street & Sanitation Committee – August 8, 1990)

Resolution 87-R-90-Alderman Rosecky. "Be it resolved, that no curb cuts shall be allowed on College Avenue between Badger Avenue and Linwood Avenue unless approved by the Municipal Services Committee and the Common Council.

Driveways in Non-City of Appleton Streets

If a proposed driveway is located in a right-of-way that does not have City of Appleton jurisdiction (e.g., a County Highway or Town Road), the property owner must submit a copy of the driveway permit (and culvert permit, if applicable) issued by the agency having jurisdiction prior to the issuance of a driveway permit by the City.



MEMO

TO: Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: March 3, 2021

SUBJECT: **Approve installation of standard parking meters in Soldier Square along with Passport pay-by-phone payment option.**

The existing parking pay stations that service 34 parking stalls in Soldier Square were at the end of their useful life and therefore, were removed at the end of January, 2021. Before we spent significant funds to install parking meters, we conducted a pilot program to see if our Passport pay-by-phone app only would work in this location. The advantages of the pay-by-phone app include:

- Paying without coins
- No meter malfunctions
- Extending parking for up to the time limit without going back to the vehicle
- Provides a text message when the parking session is expiring
- Customer doesn't pay for parking prior to the hours of enforcement

The City values the use of a pilot program because it is a great way to get our customers involved by trying something new and providing us honest feedback. Through this feedback, the Municipal Services Committee, and ultimately the full City Council, will be able to make the best decision possible based on all of the information.

Feedback themes are highlighted below along with additional pertinent information:

Theme 1: The City is trying to eliminate all parking meters.

Response: City staff does not have a goal to eliminate all meters. However, meters are expensive to purchase, maintain and operate, so if there are any isolated locations that would work with a pay option other than parking meters, we would like to explore those opportunities. This specific pilot is for 34 parking stalls (we have an additional 714 stalls with parking meters).

Theme 2: Some people do not have a smart phone.

Response: Customers can also call a dedicated phone number to pay instead of using the app. This method is not used very often, but Passport records show an Appleton customer did pay that way since we implemented the Passport pay-by-phone program.

Theme 3: Some people do not wish to provide credit card information via a phone app.

Response: Customers could use the call in option instead of the app. However, this option still requires credit card information to be provided as method of payment.

Theme 4: The Passport app is only available in English.

Response: If the phone device settings are enabled in another language, the app will automatically translate to that device's language (English, Spanish and French are currently available with Passport).

Theme 5: The City requires a minimum 1 hour parking session when paying via the phone app.

Response: Because the City's hourly rates are so low, a one-hour increment is the smallest we can go to generate any revenue.

Theme 6: Meters with credit cards should be installed.

Response: The City does not plan to install meters that accept credit cards due to their high initial cost and high on-going fees. In order to provide a credit card feature at on-street meters, the meter rates would need to at least triple.

Theme 7: To be as inclusive as possible, options of both pay-by-phone and meters should be made available.

Response: Having multiple pay options is ideal.

Based on the feedback we received during our pilot program, we recommend that standard parking meters be installed in Soldier Square for an estimated cost of \$13,000.

Paula Vandehey

From: Jennifer Stephany <jennifer@appletondowntown.org>
Sent: Tuesday, March 2, 2021 1:42 PM
To: Paula Vandehey
Cc: Jessica L. Titel; Djuanna Hugdal; Meghan Warner
Subject: Fiber Rain
Attachments: fiber 1.jpg

Paula,

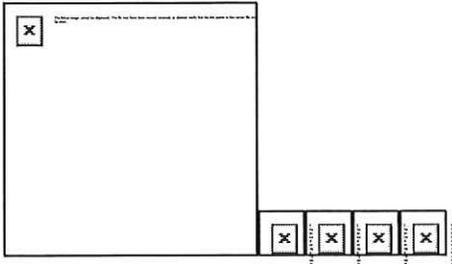
We recently reconnected with the Fiber Rain Group and would like to feature their colorful pieces Downtown in April. As in past years, we are seeking your approval to install the yarn creations on planters, wayfinding kiosks and poles along College Ave. We would like to host installation the week of April 12th, with all pieces fully installed by April 16th. We will apply for an occupancy permit for the installation as we have in the past. We would love to see the pieces allowed up through May if possible. Fiber Rain is grandfathered in the public art policy. Please let me know any questions or concerns you have.

Thanks Paula.

Jen

Executive Director
Appleton Downtown Inc.
920.954.9112

Take the PLEDGE to Shop with Downtown Businesses and Support 9\$20!
<https://appletondowntown.org/support-local-920/>



Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.



Paula Vandehey

From: Matt Miller <matt@mcguinnessirishpub.com>
Sent: Wednesday, March 3, 2021 1:49 PM
To: Paula Vandehey
Subject: Parking stalls March 17

Dear Ms. Vandehey,

On Wednesday, March 17, McGuinness Irish Pub will be offering an Irish breakfast and Corned Beef & Cabbage dinners all day as part of our St. Patrick's Day celebrations.

Because of the current health crisis, we are encouraging people to place advance and drive-thru orders.

To make this process simple and safe for everyone, and trying not to disturb normal traffic flow, we would like cars to line-up on Lawrence Ave, place their order in front of our parking lot/patio, and then drive around the corner onto Walnut St to pick-up their food. There is an emergency exit door we plan to operate out of at the Southern most part of our building on Walnut St.

In order to make this happen I am requesting the city to bag the parking meters for the stalls surrounding our building so as to prevent people from parking in these spots. This will allow us to make an easy drive-thru lane. We already have orange cones to make this drive-thru lane safe and less confusing. Specifically, the meters I refer to: LAW 501, LAW 503, LAW 505, LAW 507, WLS 201, WLS 203, WLS 205, WLS 207, and WLS 209.

As you know, last year our business was forced to shut down on our busiest and most important day of our year. Not only did we lose critical income, but we also suffered due to the loss of thousands in expenses such as tent rentals, entertainment, advertising, additional labor, and of course food and beverages. This St. Patrick's Day must be as profitable as possible for us. We are struggling. The ability to make this drive-thru lane will be so beneficial, while keeping everyone safe.

I understand this request must go before your parking committee. Please let me know if you need more information and if I am welcome to attend your meeting to answer any questions your committee may have.

Thank you for this consideration.

Matt Miller
McGuinness Irish Pub
920-573-0959

Attention: This message was sent from a source external to the City of Appleton. Please use caution when opening attachments or clicking links.



"...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

January 2020

CITY OF APPLETON
DOWNTOWN PARKING & METER BAG POLICY

I. General Information

DOWNTOWN APPLETON PARKING	ON-STREET PARKING STALLS	RED RAMP	GREEN RAMP	YELLOW RAMP	LIBRARY PLAZA LOT	
		N/E corner Superior & Lawrence	S/E corner Division & Washington	N/W corner Morrison & Washington	200 block N. Appleton	
Allowable Parking Hours	5a.m.-2a.m.	24 hrs/day 7 days/week	24 hrs/day 7 days/week	24 hrs/day 7 days/week (No parking 2-5 a.m. w/o permit)	24 hrs/day 7 days/week (No parking 2-5 a.m. w/o permit)	
On-Duty Attendant?	n/a	Yes (hours vary)	Yes (hours vary)	Yes (hours vary)	No	
Parking Meters	Availability	Yes	No	No	Yes	
	Parking Time Limit	Gray/Yellow : 2 hours (12 hrs n/o Wash. St.) Red : 30 minutes	n/a	n/a	3 hours (gray) 1 hour (blue) 30 min.(red)	
	Hours of Enforcement *	(Mon-Sat.) Gray : 9 a.m.-6 p.m. **Yellow : 8 a.m.-6 p.m.	n/a	n/a	n/a	9 a.m.-6 p.m. (Mon-Sat.)
	Rates	\$1.00/hr.(gray) \$0.50/30 min.(red) \$0.25/hr.(n/o Wash. St.)	n/a	n/a	n/a	\$0.75/hr. (gray/blue) \$0.50/30 min (red)
Pay-On-Exit Machines	Availability	n/a	Yes	Yes	No	
	Parking Time Limit	n/a	no time limit	no time limit	no time limit	n/a
	Hours of Enforcement *	n/a	24 hours (Mon.-Sat.)	24 hours (Mon.-Sat.)	24 hours (Mon.-Sat.)	n/a
	Rates	n/a	\$2 for < 3 hours; \$3 for 3-4 hours; \$5 for > 4 hours(per day)			n/a
Parking Permits / Access Cards	Availability	n/a	Yes (card access)	Yes (card access)	Yes (card access)	No
	Parking Time Limit	n/a	no time limit	no time limit	no time limit	n/a
	Hours of Enforcement *	n/a	24 hours (Mon.-Sat.)	24 hours (Mon.-Sat.)	24 hours (Mon.-Sat.)	n/a
	Rates	n/a	\$35/month plus tax (unlimited entries/day)	\$35/month plus tax (unlimited entries/day)	\$35/month plus tax (unlimited entries/day)	n/a
	Permit Renewals	n/a	No pro-rated rates during first 7 days of permit renewal period			n/a

* Excluding New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

** Yellow meters are Commercial Truck Loading-Zone-Only from 8:00 a.m. to 3:00 p.m. (Mon.-Fri.)

II. Citations

- A. Expired Meter
 - 1. First and second tickets in calendar year: \$5.00
 - 2. Third through fifth tickets: \$10.00
 - 3. All tickets after fifth: \$50.00
- B. Time Limit or Posted Restricted Parking: \$20.00
- C. Parking too close to hydrant/driveway/intersection: \$20.00
- D. 2 a.m. – 5 a.m.: \$25.00
- E. No Stopping, Standing or Parking and Special Event Restrictions: \$40.00
- F. Handicapped Parking: \$300.00

III. Meter Bags

- A. Types and Typical Uses
 - 1. Standard (red cloth) Meter Bags (sold in full-day increments only; installed and removed by Parking Staff)
 - a. Construction vehicles/dumpsters working at downtown businesses
 - b. Requests from City Departments (tax collection, elections, P&R sign-ups)
 - c. Other special circumstances approved by Committee/Council
 - 2. Temporary (plastic) Meter Bags (sold in half-day or full-day increments, can be installed by various City entities, ADI or event organizers)
 - a. Weekend Farmers Market
 - b. Special Events in the Downtown area
 - c. Various events at the Radisson Paper Valley Hotel, Copper Leaf Hotel and Performing Arts Center.
 - d. Specific requests from ADI and downtown businesses
- B. Criteria for Approval
 - 1. Meter bag requests shall be evaluated by the City Engineer or designee and shall only be issued for essential/logistical reasons, not for convenience.
 - 2. Applicants shall seek side street alternatives when possible before requesting meter bags on College Avenue.
 - 3. Unusual or non-typical requests must obtain Committee and Council approval prior to issuance.
- C. Fees
 - 1. Standard Bags: \$9.00/meter/day plus tax
 - 2. Temporary Bags: \$5.00/meter/half-day plus tax
 - 3. No meter bag fees will be charged for City Sponsored Special Events (Memorial Day Parade, Flag Day Parade, Christmas Parade, Police Week Vehicle Display)
 - 4. Requests for waiver of fees or reduced fees for non-City sponsored events must be approved in advance by Committee/Council.
- D. Enforcement: Unauthorized vehicles parked in reserved/bagged parking stalls are subject to immediate towing without warning.

IV. Pre-Paid Ramp Stickers

- A. Fee Schedule: \$2.00 (< 3 hours); \$3.00 (3-4 hours); \$5.00 (> 4 hours)
- B. Deduct tax for tax-exempt customers.

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/21 Thru 02/28/21

Report Date: 3/2/2021



Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2020	75	8,715,279	58,028.50
	2021	82	59,591,241	77,020.00
		9.33 %	583.76 %	32.73 %
DISPLAY SIGN	2020	15	76,762	600.00
	2021	9	49,102	520.00
		-40.00 %	-36.03 %	-13.33 %
ELECTRICAL	2020	92	1,685,274	16,060.28
	2021	89	1,498,343	55,693.66
		-3.26 %	-11.09 %	246.78 %
EROSION CNTL	2020	5		550.00
	2021	10		1,400.00
		100.00 %	%	154.55 %
HEATING	2020	127	1,765,138	14,576.33
	2021	122	1,460,450	11,313.58
		-3.94 %	-17.26 %	-22.38 %
PLAN REVIEW	2020	17		4,757.50
	2021	19		6,475.00
		11.76 %	%	36.10 %
PLUMBING	2020	76	1,079,198	5,615.00
	2021	69	450,143	4,134.00
		-9.21 %	-58.29 %	-26.38 %
SEWER	2020	23	87,297	2,840.00
	2021	38	117,825	4,126.00
		65.22 %	34.97 %	45.28 %

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/21 Thru 02/28/21

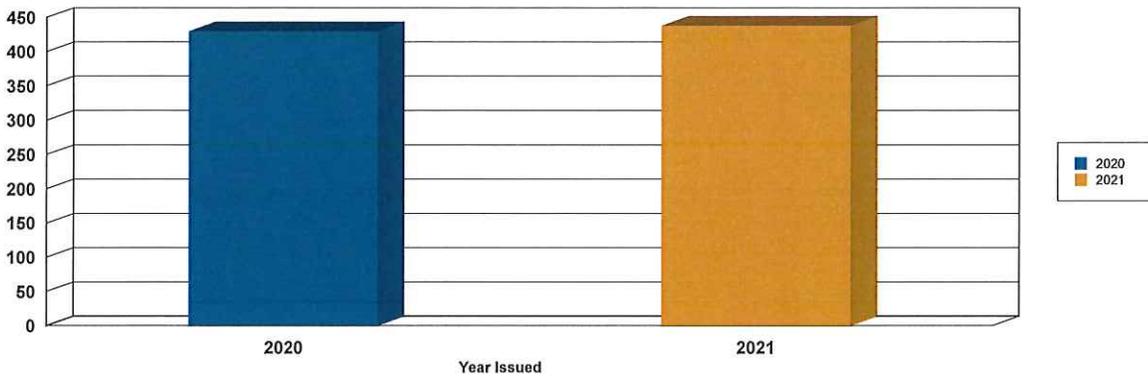
Report Date: 3/2/2021



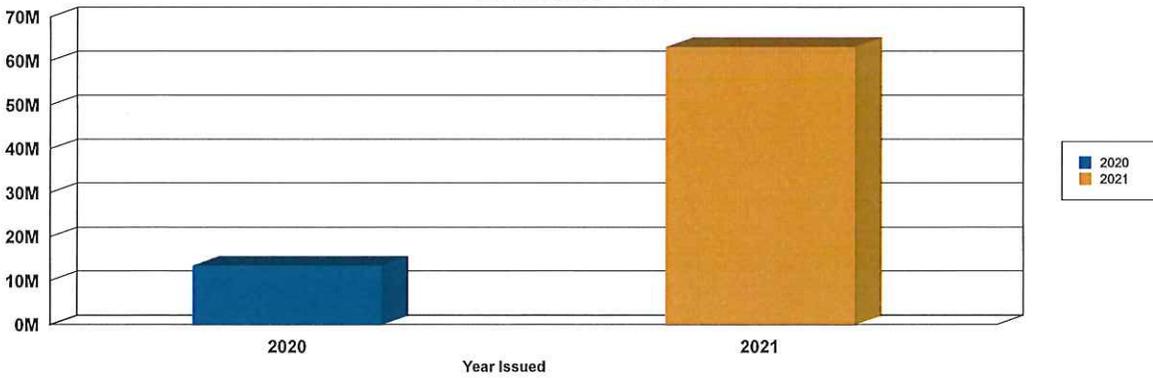
"...meeting community needs...enhancing quality of life."

	2020	2021
Permits	430	438
Estimated Cost	13,408,948.00	63,167,104.00
Receipt Amount	103,027.61	160,682.24

Number of Permits



Estimated Cost



Receipt Amount

