



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Municipal Services Committee

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Tuesday, December 8, 2015

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting  
[15-2013](#) Minutes from November 10, 2016

**Attachments:** [Minutes from November 10, 2015.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

- [15-2015](#) Approve design for Calumet Street portion of the 2018 S. Oneida Street Concrete Reconstruction Project as follows:

**Calumet Street from 650' west of Oneida Street to Jefferson Street:**  
reconstruct the roadway with concrete pavement to accommodate two thru lanes in each direction, bike lanes in each direction, left turn lanes on to Oneida Street and a right turn lane from eastbound Calumet Street on to southbound Oneida Street. Construct a 6' wide sidewalk tight to the back of curb on both sides.

**Attachments:** [Appr. design for Calumet Street.pdf](#)

15-2021

Approve design for Olde Oneida Street portion of the 2018 S. Oneida Street Concrete Reconstruction Project as follows:

**Olde Oneida Street from Oneida Street to E. South River Street:**

reconstruct the roadway with concrete pavement to accommodate one thru lane in each direction, bike lanes in each direction and a right turn lane on to Oneida Street. Construct a 6' wide sidewalk tight to the back of curb on both sides. Construct indented parking along the south side of Olde Oneida Street between Orange Street and Lincoln Street. All other on-street parking would be removed from Olde Oneida Street.

Attachments: [Appr. design for Olde Oneida St & Orange St.pdf](#)

15-2025

Approve design for Orange Street portion of the 2018 S. Oneida Street Concrete Reconstruction Project as follows:

**Orange Street from Olde Oneida Street to 200' south:** reconstruct the roadway with concrete pavement to a width of 36' from back of curb to back of curb. This is approximately 7' wider than existing. All widening to be done to the west. Construct a 6' wide sidewalk along the east side of the street tight to the back of curb. Allow parking on both sides of the street.

Attachments: [Appr. design for Olde Oneida St & Orange St.pdf](#)

15-2051

Recommend to Outagamie County Highway Department to reconstruct CTH JJ from Ballard Road to Lightning Drive as follows:

**Option A (DPW staff preferred option)**

Reconstruct the existing roadway with concrete pavement having the following design components:

- Construct a raised concrete median east of Ballard Road, from the existing median to 550' east of Lightning Drive and gapped at Lightning Drive intersection (width varies from 3.3' to 18', 5.5' at most locations).
- Provide an enhanced pedestrian crosswalk of Edgewood Drive at the west side of the Appleton North High School (ANHS) entrance.
- Construct a single-lane roundabout with east, west, north, and south approaches at the Lightning Drive intersection, with right-of-way sufficient for future roundabout expansion to two lanes, if needed.
- Construct one 12-foot eastbound and one 12-foot westbound through lane (plus 2.5-foot curb and gutter)
- Construct one 4-foot eastbound and one 4-foot westbound bike lane (plus 2.5-foot curb and gutter)
- Construct one 5-foot concrete sidewalk along north right-of-way line and one 10-foot asphalt multi-use trail along south right-of-way line.
- Construct a dedicated eastbound right-turn lane at the ANHS entrance.
- Construct a dedicated westbound left-turn lane at Ballard Road.
- Construct a second through lane for westbound traffic at the approach to Ballard Road.
- Construct a second through lane for eastbound traffic from Ballard Road to the ANHS right turn lane.
- Construct approximately 600' of Lightning Drive north of Edgewood Drive with one northbound through lane, one southbound through lane, and a two-way-left-turn lane.
- Construct a stormwater pond meeting state and local stormwater management requirements northeast of the Edgewood/Lightning intersection.

**Option B (Developer preferred option)**

Reconstruct the existing roadway with concrete pavement having the same design components as Option A except to incorporate an eastbound left turn lane and associated geometric changes as shown on attached drawing.

**Attachments:** [Design for CTH JJ.pdf](#)

[15-2037](#) Award 2016 Contract for Operation, Maintenance and Monitoring at the closed City of Appleton Landfill to SCS Engineers in an amount not to exceed \$58,390, and authority for contract extensions through 2025.

**Attachments:** [Award 2016 Contract for Operation.pdf](#)

[15-2043](#) Request from Angels Forever for a permanent street occupancy permit to install a 7'10" W x 8' H x 4'6" D buddha that extends into the College Avenue right-of-way 4.5 feet. Guidelines used for administrative approval is maximum projections of 4 feet.

**Attachments:** [Angels Forever.pdf](#)

[15-2045](#) Approve proposed Building Plan Release Policy.

**Attachments:** [Proposed Policy-Release of building plans.pdf](#)

[15-2046](#) Approve removal of loading zone on Drew Street by First English Lutheran Church (326 E. North Street).

**Attachments:** [Approve Removal of Loading Zone.pdf](#)

[15-2047](#) Approve changes to City bus loading zone on the north side of Washington Street west of Oneida Street.

**Attachments:** [Approve chgs to City bus loading zone.pdf](#)

[15-2048](#) Approve parking restrictions on Banta Court near John Street.

**Attachments:** [Appr. parking restr. on Banta Ct.pdf](#)

[15-2049](#) Approve school bus loading zone at 719 W. Ridgeview Drive.

**Attachments:** [Appr. school bus loading zone at 719 W Ridgeview.pdf](#)

[15-2050](#) Approve parking restrictions on the west side of Clara Street at Johnston Elementary School.

**Attachments:** [Appr. parking restr. on west side of Clara St.pdf](#)

[15-2076](#)

#17-R-15/Martin

RESOLUTION- Public Art in Street right-of-way

WHEREAS, Sec. 23-507. Signs in the right-of-way. No signs shall be placed upon any street right-of-way

WHEREAS, Public art is something that is created with imagination and skill and that is beautiful or that expresses important ideas or feelings

WHEREAS, The city has approved murals, works created by artists: paintings, sculptures, etc.

NOW THEREFORE BE IT RESOLVED, The City of Appleton Attorney's office is directed to prepare a new ordinance that would allow commercial companies and foundations to attach their names to public art. In a way that is not obtrusive or offensive in the street right-of-way.

## 6. Information Items

[15-2029](#)

Inspections Division Permit Summary Comparison Report for November, 2015.

**Attachments:** [Insp. Div. Permit Summary Comparison Report.pdf](#)

[15-2031](#)

2015 Great Ideas List

**Attachments:** [Great ideas for 2015.pdf](#)

[15-2032](#)

Future streetscape element decisions for the S. Oneida Street Reconstruction Project.

[15-2033](#)

Update on County Road AP (Midway Road) Safety Improvement Project.

[15-2035](#)

WE Energies Re-lamping Project

## 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. Please call Paula Vadehey at 920-832-6474 if you have any questions.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Minutes - Final Municipal Services Committee

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Tuesday, November 10, 2015

6:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Alderperson Dannecker, Alderperson Coenen, Alderperson Dalton and Alderperson Mann

**Excused:** 1 - Alderperson Croatt

3. Approval of minutes from previous meeting

[15-1841](#)

Minutes from October 27, 2015

**Attachments:** [Minutes from October 27, 2015.pdf](#)

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

**Aye:** 4 - Alderperson Dannecker, Alderperson Coenen, Alderperson Dalton and Alderperson Mann

**Excused:** 1 - Alderperson Croatt

4. Public Hearings/Appearances

[15-1857](#)

Design Hearing for the 2017 County Trunk Highway JJ/Edgewood Drive (Ballard Road to 700 feet east of Lightning Drive) Concrete Reconstruction Project

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**Attachments:** [CTH JJ Plan Sheets.pdf](#)

[Developer Concerns for proposed plan.pdf](#)

5. Action Items

[15-1859](#)

Request from Mr. Jherd Hamby, 922 W. Lorain Street, to have his sidewalk snow removal bill of \$75 waived.

**Attachments:** [922 W. Lorain St.pdf](#)

Alderson Dalton moved, seconded by Alderson Coenen, that the Action Item be recommended for denial. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Alderson Dannecker, Alderson Coenen, Alderson Dalton and Alderson Mann

**Excused:** 1 - Alderson Croatt

15-1843

Approve design for the 2018 S. Oneida Street (Skyline Bridge to Valley Road) Concrete Reconstruction Project as follows:

- From **Valley Road to Murray Street**: reconstruct roadway with concrete pavement to a width of 68' from back of curb to back of curb which would accommodate 2 thru lanes in each direction, a center two way left turn lane, and bike lanes in each direction. In addition, a 6' wide sidewalk would be constructed tight to the back of curb. This cross section would require approximately 2' of right of way acquisition from each side.
- From **Murray Street to Calumet Street**: continue the same proposed cross section as stated above including bike lanes, except the two way left turn lane would be a raised concrete median with a left turn lane on to Calumet Street and a left turn lane on to Murray Street. This is similar to the existing cross section. Right of way acquisition in this section would vary from 0 to 2' on the east side and 3' to 6' on the west side.
- From **Calumet Street to Ramlen Court**: continue similar cross section as previous section including bike lanes, with a raised concrete median and allowing a left turn lane on to Calumet Street. Right of way acquisition in this section would vary from 4' to 7' on the east side and 2' to 12' on the west side.
- From **Ramlen Court to Foster Street**: construct two lanes in each direction with bike lanes in each direction. Construct a left turn lane on to Ramlen Court.
- From **Foster Street to McKinley Street**: construct the same cross section as stated in the Valley Road to Murray Street section including bike lanes. The proposed two way left turn lane would transition into a left turn lane at Fremont Street and at Seymour Street. Construct a raised concrete median approximately 300' north of Seymour Street to prevent left turns out of the hospital parking lot. Right of way acquisition in this section would vary from 0' to 11' on the east side and 2' to 16' on the west side.
- From **McKinley Street to Skyline Bridge**: continue the two thru lanes in each direction and bike lanes in each direction. Construct a raised concrete median with a left turn lane on to Olde Oneida Street

and a left turn lane into the Riverview Gardens driveway. Right of way acquisition in this section would vary from 1' to 13' on the west side only.

- **Olde Oneida Street from Oneida Street to E. South River Street:** reconstruct the roadway with concrete pavement to accommodate one thru lane in each direction, bike lanes in each direction and a right turn lane on to Oneida Street. Construct a 6' wide sidewalk tight to the back of curb on both sides. A cul-de-sac would be constructed on Orange Street to eliminate the intersection of Orange Street with Olde Oneida Street. Construct indented parking along the south side of Olde Oneida Street between Orange Street and Lincoln Street. All other on-street parking would be removed from Olde Oneida Street.
- **Calumet Street from 650' west of Oneida Street to Jefferson Street:** reconstruct the roadway with concrete pavement to accommodate two thru lanes in each direction, bike lanes in each direction, left turn lanes on to Oneida Street and a right turn lane from eastbound Calumet Street on to southbound Oneida Street. Construct a 6' wide sidewalk tight to the back of curb on both sides. Right of way acquisition in this section would vary from 0' to 12' on the north side and 0' to 5' on the south side.
- **Marigold Mile:** The proposed plan includes a 1' strip between the back of curb and the sidewalk for planting the marigolds along Oneida Street from Calumet Street to McKinley Street.

*Hold the Olde Oneida street section of action item 15-1843. Motion by Coenen, 2nd by Dalton. Approved 4-0.*

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

**Aye:** 4 - Aldersperson Dannecker, Aldersperson Coenen, Aldersperson Dalton and Aldersperson Mann

**Excused:** 1 - Aldersperson Croatt

#### [15-1846](#)

Approve proposed parking restriction changes on Lincoln Street in conjunction with the S. Oneida Street Reconstruction Project.

**Attachments:** [Parking restrictions on Lincoln St.pdf](#)

*Amend item 15-1846 amended to add language that states in conjunction with the S. Oneida Street Reconstruction Project.*

Aldersperson Coenen moved, seconded by Aldersperson Dalton, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the

following vote:

Aye: 4 - Alderperson Dannecker, Alderperson Coenen, Alderperson Dalton and Alderperson Mann

Excused: 1 - Alderperson Croatt

## 6. Information Items

[15-1849](#)

Possible contract scope change for RA Smith, South Oneida Street Design.

[15-1850](#)

Inspection Division Permit Summary Comparison Report for October, 2015.

**Attachments:** [Inspection Division Permit Summary Comparison Report October, 2015.pdf](#)

## 7. Adjournment

Alderperson Coenen moved, seconded by Alderperson Dalton, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderperson Dannecker, Alderperson Coenen, Alderperson Dalton and Alderperson Mann

Excused: 1 - Alderperson Croatt

**Calumet Street**  
Oneida Street to Jefferson Street  
notes about various options

- Opt 1**    original design , bike lanes, longer taper and turn lane  
**Opt 2**    bike lanes, shorten taper & turn lane  
**Opt 3**    shared use 15' outside lane, shorten taper and turn lane

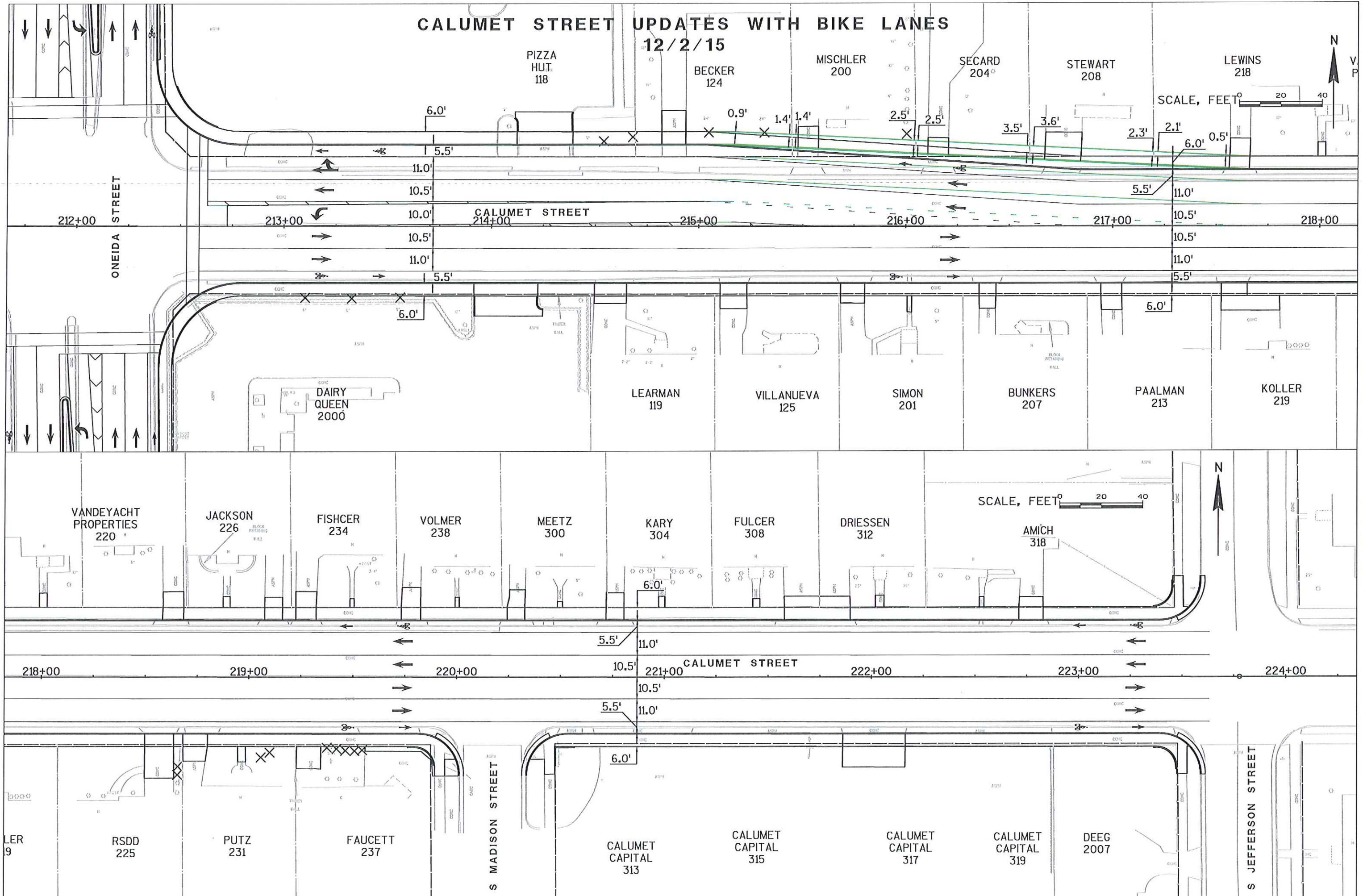
200 Calumet St (Mischler)				
distance from ex sidewalk to proposed walk				
	<u>W PL</u>	<u>E PL</u>	<u>house</u>	
Opt 1	10.7'	7.8'	4'	(13.7' existing)
Opt 2	9.3'	5.3'	6'	
Opt 3	7.8'	3.8'	7.5'	

208 Calumet St (Stewart)				
distance from ex sidewalk to proposed walk				
	<u>W PL</u>	<u>E PL</u>	<u>house</u>	
Opt 1	5'	2.2'	14.6'	(18.5' existing)
Opt 2	1.5'	0	18.5'	
Opt 3	0	-1.5'	20'	

Remainder of Calumet Street up to Jefferson Street	
Opt 1	require 1' of ROW from each side, includes 6" behind walk for signs
Opt 2	require 1' of ROW from each side, includes 6" behind walk for signs
Opt 3	no ROW required, sidewalk moves 1.5' away from houses or have 1.5' terrace

CALUMET STREET UPDATES WITH BIKE LANES

12/2/15



# CALUMET STREET UPDATES WITH SHARED LANES

12/2/15

PIZZA HUT  
118

BECKER  
124

MISCHLER  
200

SECARD  
204

STEWART  
208

LEWINS  
218

SCALE, FEET



ONEIDA STREET

212+00

213+00

CALUMET STREET

214+00

215+00

216+00

217+00

218+00

DAIRY  
QUEEN  
2000

LEARMAN  
119

VILLANUEVA  
125

SIMON  
201

BUNKERS  
207

PAALMAN  
213

KOLLER  
219

VANDEYACHT  
PROPERTIES  
220

JACKSON  
226

FISHCER  
234

VOLMER  
238

MEETZ  
300

KARY  
304

FULCER  
308

DRIESSEN  
312

AMICH  
318

SCALE, FEET



218+00

219+00

220+00

221+00

CALUMET STREET

222+00

223+00

224+00

S MADISON STREET

S JEFFERSON STREET

LER  
9

RSDD  
225

PUTZ  
231

FAUCETT  
237

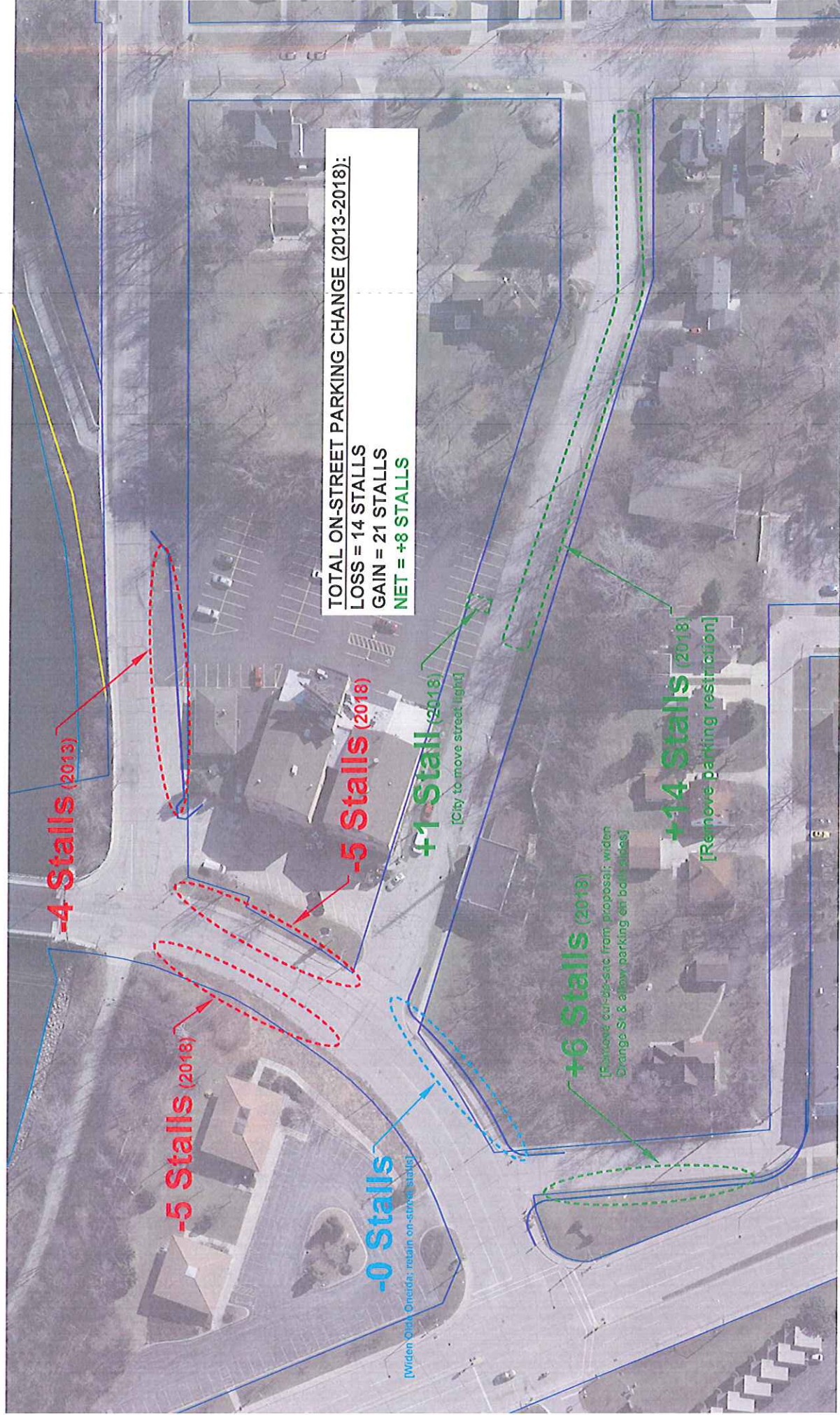
CALUMET  
CAPITAL  
313

CALUMET  
CAPITAL  
315

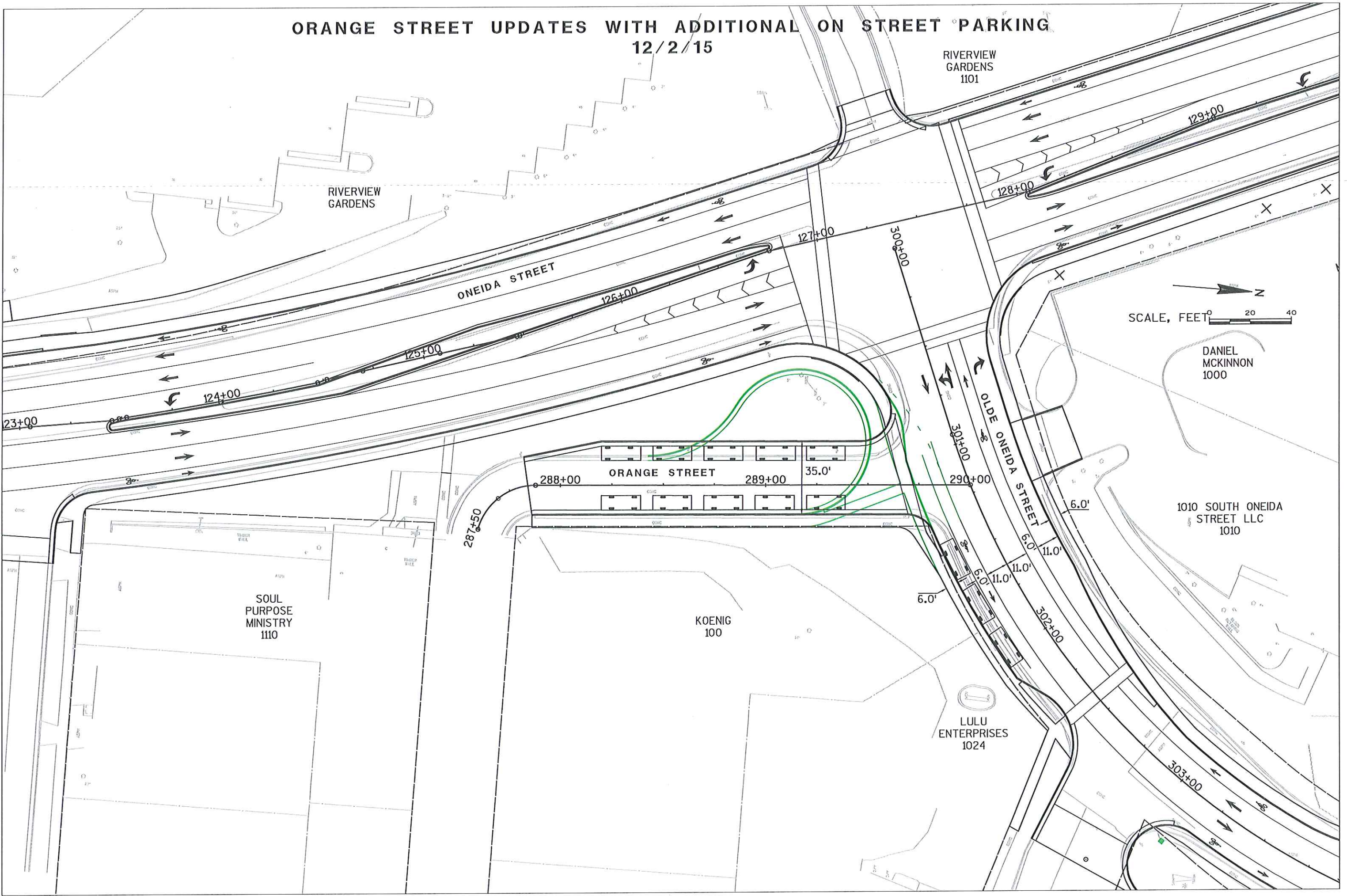
CALUMET  
CAPITAL  
317

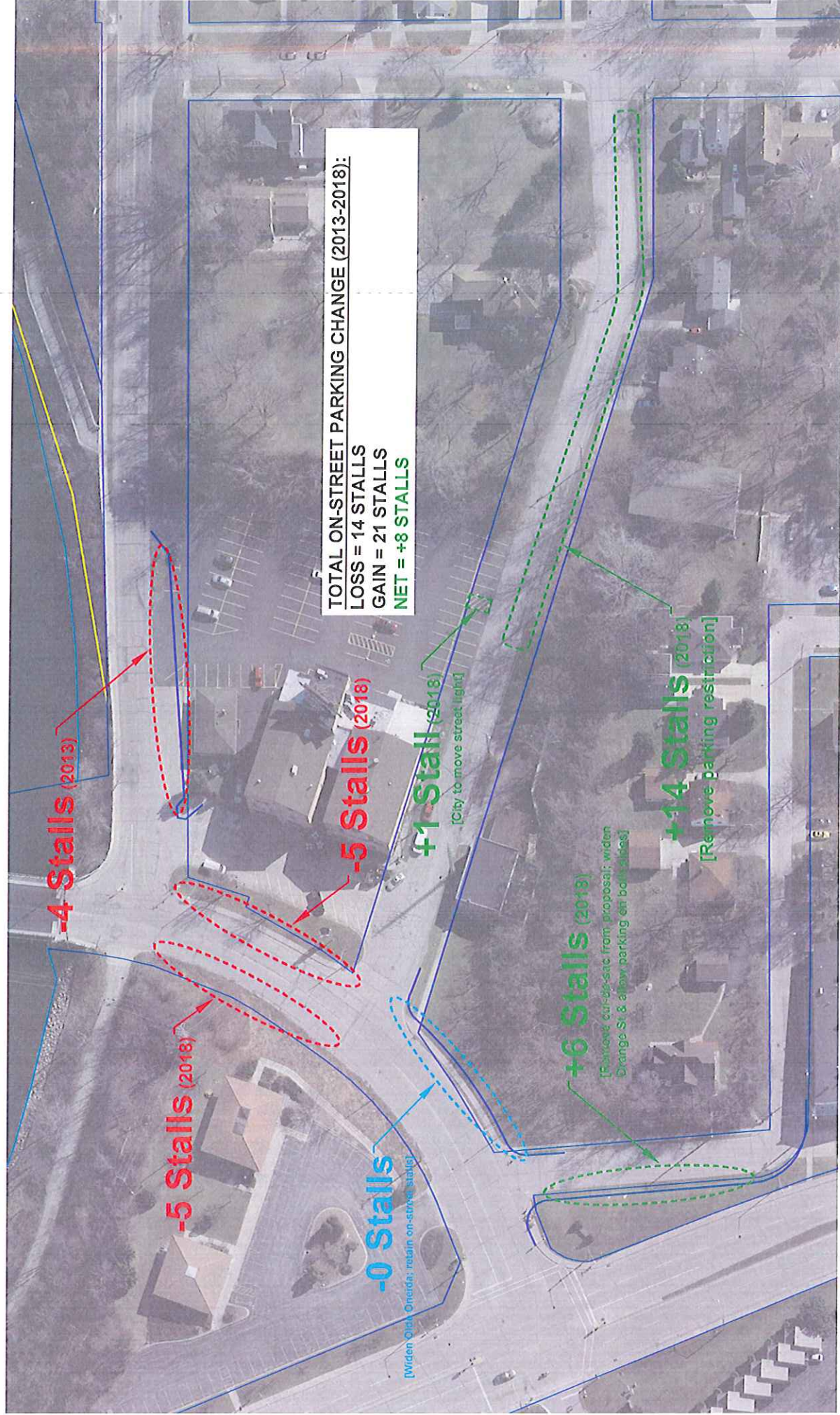
CALUMET  
CAPITAL  
319

DEEG  
2007

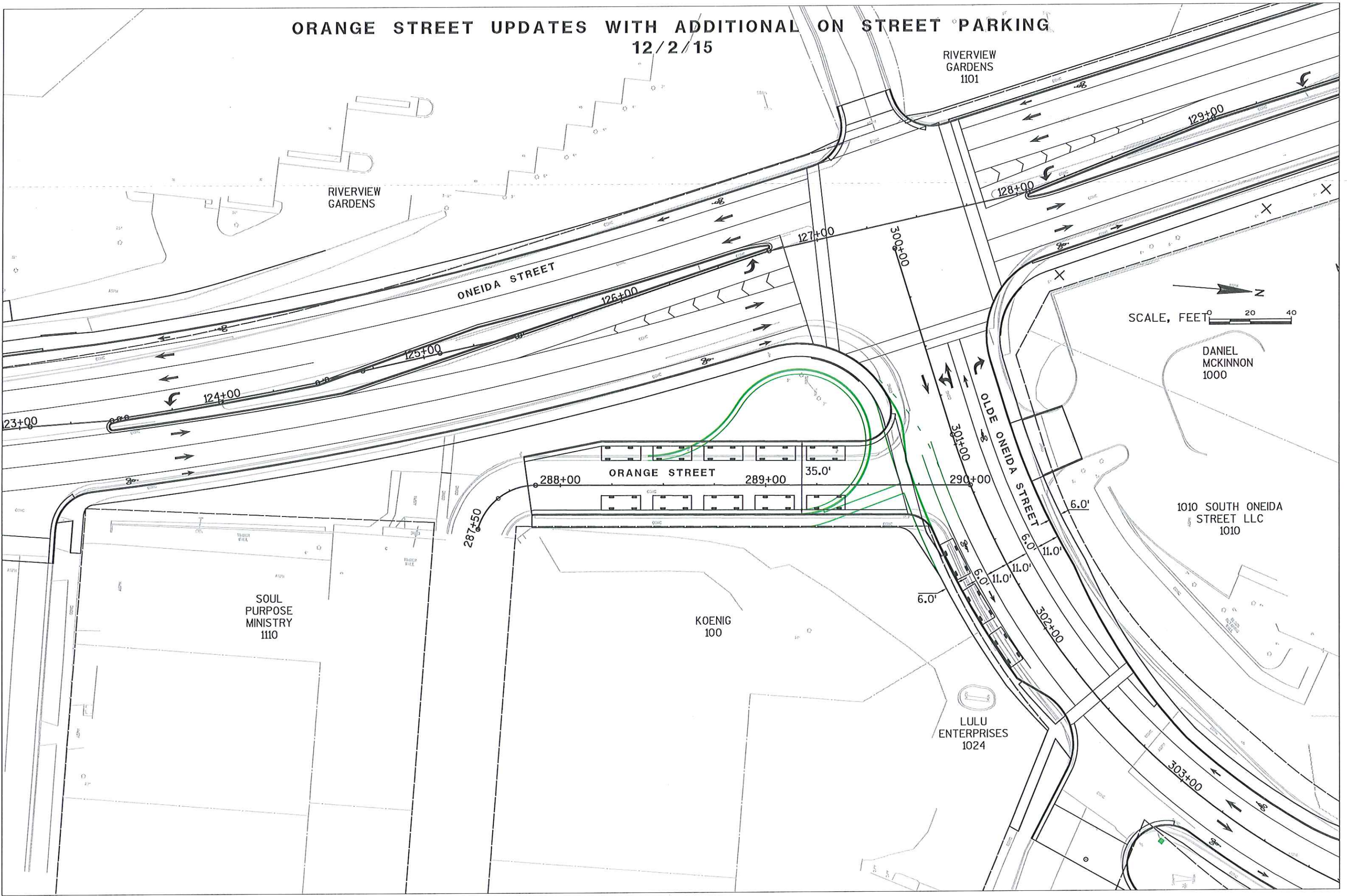


ORANGE STREET UPDATES WITH ADDITIONAL ON STREET PARKING  
12/2/15





ORANGE STREET UPDATES WITH ADDITIONAL ON STREET PARKING  
12/2/15





## MEMO

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TO: Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works

DATE: December 3, 2015

SUBJECT: Design for CTH JJ between Ballard Road and Lightning Drive

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### BACKGROUND

Edgewood Drive is a county highway that has seen growth over the past 20 years with the construction of Fox Valley Lutheran High School, Appleton North High School, several residential subdivisions and commercial development. In 2011, a multi-jurisdictional analysis was done for this growing corridor. East Central Regional Planning Commission, Outagamie County, Town of Grand Chute and City of Appleton started receiving contacts from constituents worried about the lack of bike/pedestrian facilities, the safety of high school students accessing Subway and Kwik Trip, etc.

In 2013 Outagamie County widened the paved shoulders along this facility as a short-term improvement to some of the issues raised. The design of the segment between Ballard Road and Lightning Drive was the next priority step based on anticipated development in the area.

The Evergreen Commons Development was planned very well. Future public and private roads, access points, etc. were well thought out from an overall development perspective, instead of pieced together over time. (See attached Exhibit A). As part of the Development Review Process in 2011, Public Works staff shared the anticipated right-in/right-out at the proposed private drive across from Appleton North High School so that there would not be any surprises in the future. This concept was discussed during meetings and shared in emails on several occasions as we knew it would be a challenging change. The permit issued by Outagamie County also stated that *"Owner understands access may become limited access (right in/right out) as determined necessary by OC Highway Department."* (We believe this was the first time Outagamie County had added such a restriction to a driveway permit).

**RECOMMENDATION**

Public Works believes there are 2 viable options (Options A and B, attached). Our preferred Option is Option A, while the Developer and Kwik Trip strongly prefer Option B. Based on the following pro/con list for Option B, we are recommending Option A as our preferred option:

Option B Pros versus Option A:

- 1. Provides more direct access to the development for eastbound traffic
- 2. Reduces the number of eastbound left turns at the Ballard/Edgewood signal

Option B Cons versus Option A:

- 1. Decreased safety for pedestrians as the crossing would go from a 2-step crossing to a 3-step crossing, and crossing an additional lane
- 2. Widens the overall road width by approximately 20 feet adding additional construction cost of approximately \$50,000, 100% of which would be borne by Appleton
- 3. Requires the acquisition of an additional 0.19 acres of right-of-way
- 4. Precludes any future lengthening of the westbound left turn lane for Ballard/Edgewood

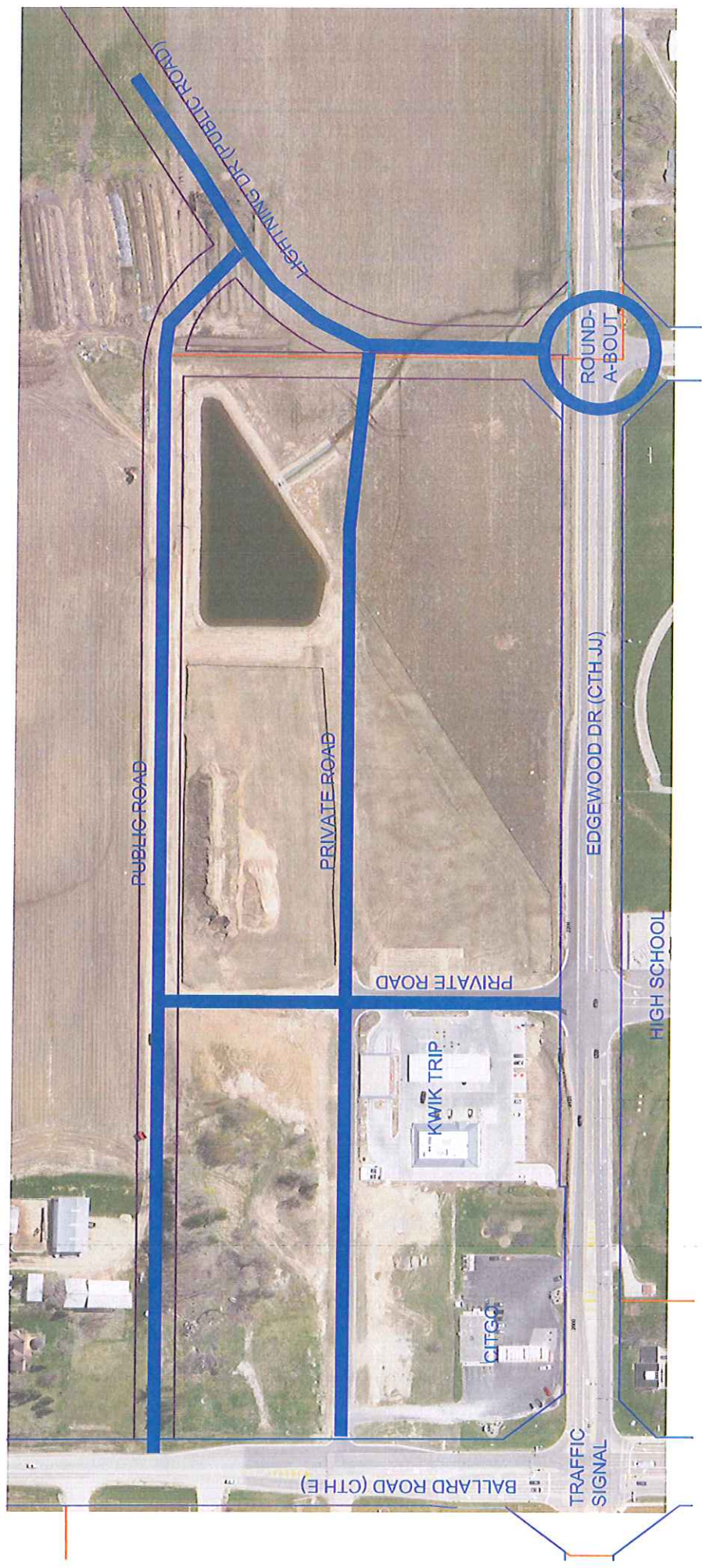


Exhibit A







## MEMO

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

TO: Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works  
Sue Olson, Staff Engineer

SUBJECT: Award 2016 Contract for Operation, Maintenance, and Monitoring at the Closed City of Appleton Landfill to SCS Engineers, in an amount not to exceed \$58,390, and authority for contract extensions through 2025.

DATE: December 1, 2015

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In October 2015 staff sent out a Request for Proposals for Operation, Maintenance, and Monitoring at the Closed City of Appleton Landfill (Mackville Landfill). The number of firms providing this type of service is diminishing and several of the firms solicited in 2010 are either no longer in business or are no longer providing this service.

The request was sent to four consulting firms: SCS Engineers, AECOM, Foth, and TRC. AECOM and TRC notified staff that they were not interested in proposing. Only SCS Engineers submitted a proposal. SCS Engineers was formerly known as BT Squared, and was also the only proposal received in 2010.

Ross Buetow, Deputy Director/City Engineer, and Sue Olson, Staff Engineer, reviewed the proposal. Staff recommends award to SCS Engineers for the following reasons:

- SCS showed no deficiencies in any area of their proposal.
- The project team remains as it has been for the past five years and several members of the project team have worked on the site since the very beginning (around 1991), as employees of another consulting firm.
- City staff has been very satisfied with their project team and work product for the past five (5) years.
- They proposed value added measures, such as an evaluation of the gas header performance, to reduce on-going project costs and minimize unforeseen costs due to the aging of the landfill. These measures can only be achieved based on their insight from years of experience at this particular site.
- They have maintained a pro-active approach to operating the site, which has minimized equipment failures and reduced spikes in the budget.

In addition to the Operation, Maintenance and Monitoring of the landfill, SCS Engineers will subcontract for the abandonment and replacement of at least one well at the site. They will also assist with review of any changes proposed by the Valley Aero Modelers, who currently lease the site, or redevelopment plans for the former NE Asphalt quarry site.

Based on the proposal received in October and the reasons listed above, staff recommends awarding the 2016 Contract for Operation, Maintenance, and Monitoring at the Closed City of Appleton landfill to SCS Engineers, in an amount not to exceed \$58,390. The approved budget for this work is \$60,823.00. Because this consultant has submitted the only proposal in the last two RFP cycles (five years apart), staff also requests that, with satisfactory performance by the consultant, and annual Committee and Council approval, an extension of up to nine years will be negotiated with SCS Engineers without an RFP process.



## Production 3D Proposal

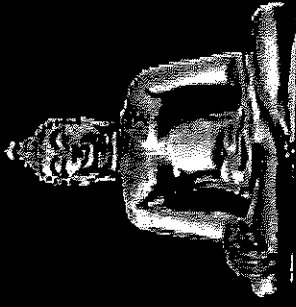
CAP ID#: 546791001

### Final Concept Art

**Angels Forever.com**

**Unique Jewelry • Psychic Readings • Rare Finds**

**310 W. College Ave • Downtown Appleton Windows of Light**



#### Prop Dimensions

Statue: 7'10" W x 8'0" H x 4'6" D

Date: 6/23/2014  
Post Date: TBD  
Plant: Green Bay  
Sales Person: Jeffrey Woulf  
Advertiser: Angels Forever  
Structure Size: 14x48  
Structure Type: metal  
Panel #(s): tbd  
Light Conf.: na  
Max Dist.: na

#### Plant USE ONLY

Final Cost:

**\$2,180.00**

\*Price Per Unit. Delivery fee and taxes not included. If a customer cancels the contract only, they must pay the remaining balance on the 3D portion of their contract.

Final Concept Approval:

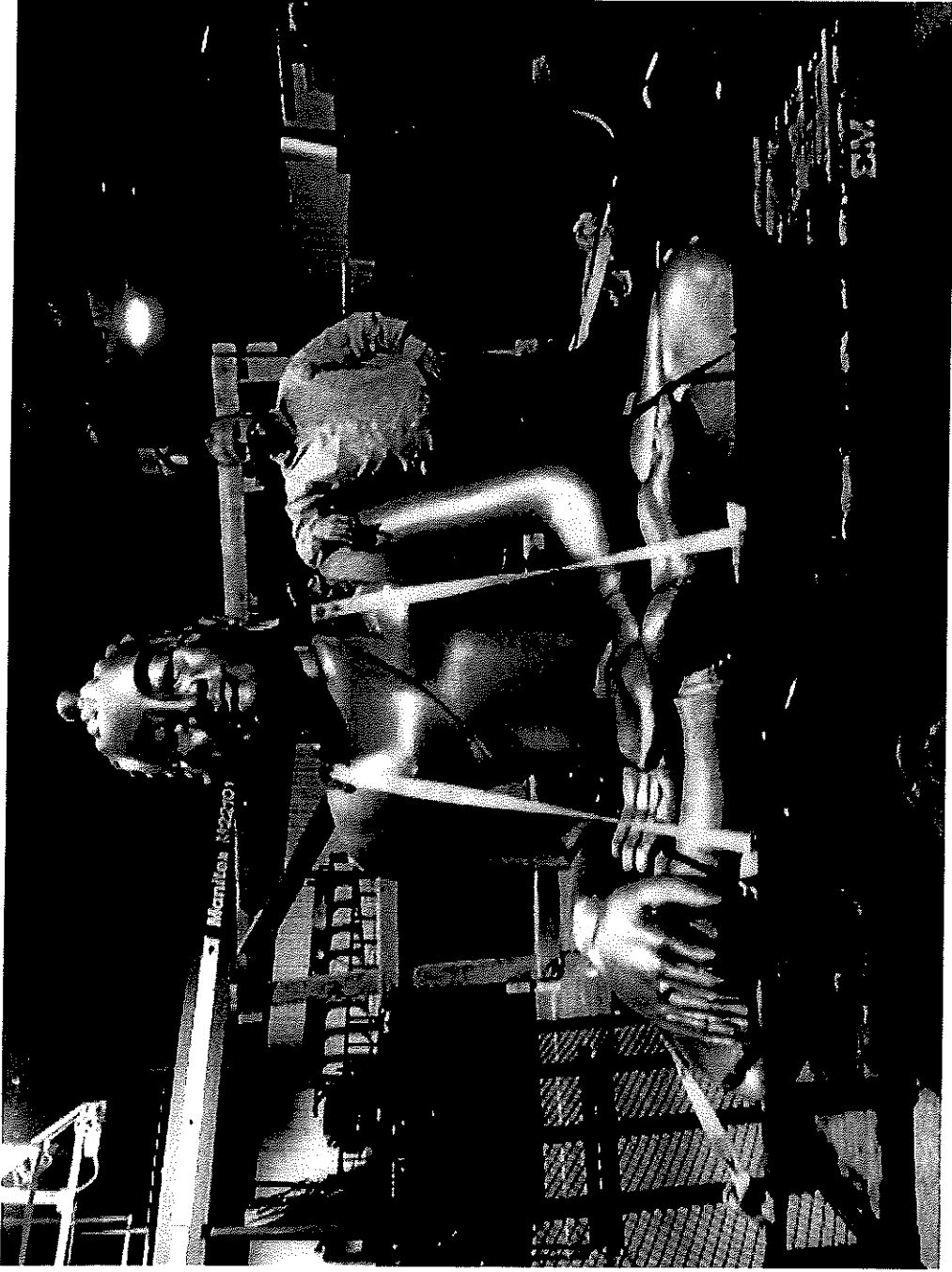
X

Qty: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

By signing the final production proof, you are approving the quote and terms set forth. You are accepting to pay for the final product (prop, wrap, painting, etc.) provided it resembles the approved concept renderings within reason. It is up to the customer to determine whether the LG rendering is a valid representation of your desired output. 3D and Backlit Props are warranted for 3 years from the time of installation against structural failures and graphic vinyl fading resulting from intended use and application. Paint grade applications are warranted for 1 year from the time of installation. Damage due to improper installation, improper storage, vandalism, or acts of God are not covered.

If PMS colors are not specified on the electronic file, color settings from the original electronic artwork will be reproduced by our prepress department and are reflected in the design.



**DEPARTMENT OF PUBLIC WORKS**

100 North Appleton Street

Appleton, WI 54911

Phone (920) 832-6474

Fax (920) 832-6489

TO: Municipal Services Committee

FROM: Kurt W. Craanen, Inspections Supervisor  
Paula Vandehey, Director of Public Works



SUBJECT: Proposed Policy- Releasing of Plans

DATE: November 10, 2015

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Attached is a proposed policy pertaining to City Staff releasing building plans to customers who request copies of submitted building plans.

State law gives us some guidance on this, (s. 101.12(5), Wis. Stats). However, the manner in which we process each request should be consistent.

Builders and other interested parties occasionally request copies of building plans that were submitted with building permit applications. If the builder or architect that created the plans is out of business, we will make copies of the plans and release them. If the submitter of the plans is still in business, we will contact the submitter of the plans and release copies of the plans only if they grant us permission.

Our concern is the potential of releasing plans that are considered a trade secret and the City becoming involved legal action brought on by the original submitter of the plans.

**Therefore, the Department of Public Works recommends approval of the proposed policy pertaining to releasing submitted building plans.**

cc: Emily Truman



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

## CITY OF APPLETON BUILDING PLAN RELEASE POLICY

1. **Purpose.** This policy establishes procedures to respond to customer requests for building plans (i.e. architectural, plumbing) plans that have been submitted for review or with a building permit application and are filed in the City's archives. (Plans may be considered trade secrets or intellectual property).
2. **State Statute.** This policy is a supplement to s. 101.12(5), Wis. Stats, which is incorporated into this policy.
3. **Application.** A person requesting to inspect or copy plans shall submit a written application identifying the structure or proposed structure whose plans are sought to be inspected or copied, providing the full name and address of the requester.
4. **Secure Buildings.** If a submitted application requests inspection and/or copying of plans for any secure structure or proposed secure structure, the department shall consider the information supplied in the application and weigh the possible harm to the public interest which may result from permitting inspection and copying of the plans against the benefits of allowing such inspection or copying. The review may result in the City, at its discretion, disallowing any viewing or copying of a submitted plan.
5. **Contact building submitter of plans.** After receiving an application for review, the City shall promptly transmit a copy of the application to the owner of the structure or proposed structure and the submitter of the plans being inspected or copied. If the submitter does not want to allow the plans to be released and the plans qualify as a trade secret, the City shall not release the plans.
6. **Submitter no longer in business.** If the submitter of the plans is no longer in business the City may release the plans at its discretion.
7. **Fees.** A fee shall be charged for all copies made that is consistent with the City of Appleton fee schedule and pursuant to Wisconsin's Open Records Statutes.



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

**To:** Municipal Services Committee  
**From:** Eric S. Lom, City Traffic Engineer  
**Date:** November 13, 2015  
**Re:** Loading zone removal on Drew Street by First English Lutheran Church (326 E North St)

The Traffic Section was recently contacted by First English Lutheran Church regarding the possible removal of the existing loading zone on the Drew Street side of their property. While this zone was initially request by First English many years ago, they stated that it is no longer a good fit for their operations.

Based on this request, we removed the associated signage for a trial period. This arrangement has worked well for them and we have not received any feedback from the community.

Based on this, we recommend the changes be made permanent.

**To accomplish this, the following ordinance action is required:**

1. **Repeal Ord. 60-05:** “No Parking/Loading Zone on the west side of Drew Street from North Street to a point 180 feet north of Drew Street.”



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

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

**To:** Municipal Services Committee  
**From:** Eric S. Lom, City Traffic Engineer  
**Date:** November 13, 2015  
**Re:** City bus loading zone on 100 W. Washington Street

The Traffic Section recently reviewed the use of the existing *Bus Loading Zone* on the north side of Washington Street, just west of Oneida Street.

This loading zone was established in conjunction with the 2013 reconstruction of Washington Street. It was enforced between the hours of 8 a.m. and 3 p.m., Monday through Friday. For various reasons, Valley Transit had only used this loading zone sporadically, typically when a bus would break down at the Transit Center. For this reason, these prime stalls would sit empty most of the time. After reviewing the situation with Valley Transit, it was determined that moving the Route 9 bus to this location would provide some operational efficiencies. However, in order to ensure this loading zone would be available at the appropriate times, the hours and days of enforcement needed to be changed. We initiated these changes for a trial period in late summer of this year, and the change appears to have been a success.

Based on this, we recommend the changes be made permanent.

**To accomplish this, the following ordinance action is required:**

1. **Repeal Ord. 84-13:** "Stopping be prohibited from 8 a.m. to 3 p.m. Monday through Friday, except for city buses, on the north side of Washington Street from Oneida Street to a point 122 feet west of Oneida Street."
2. **Create:** "Stopping be prohibited from 6 a.m. to 10 p.m. Monday through Saturday, except for city buses, on the north side of Washington Street from Oneida Street to a point 122 feet west of Oneida Street (Tow Zone)."



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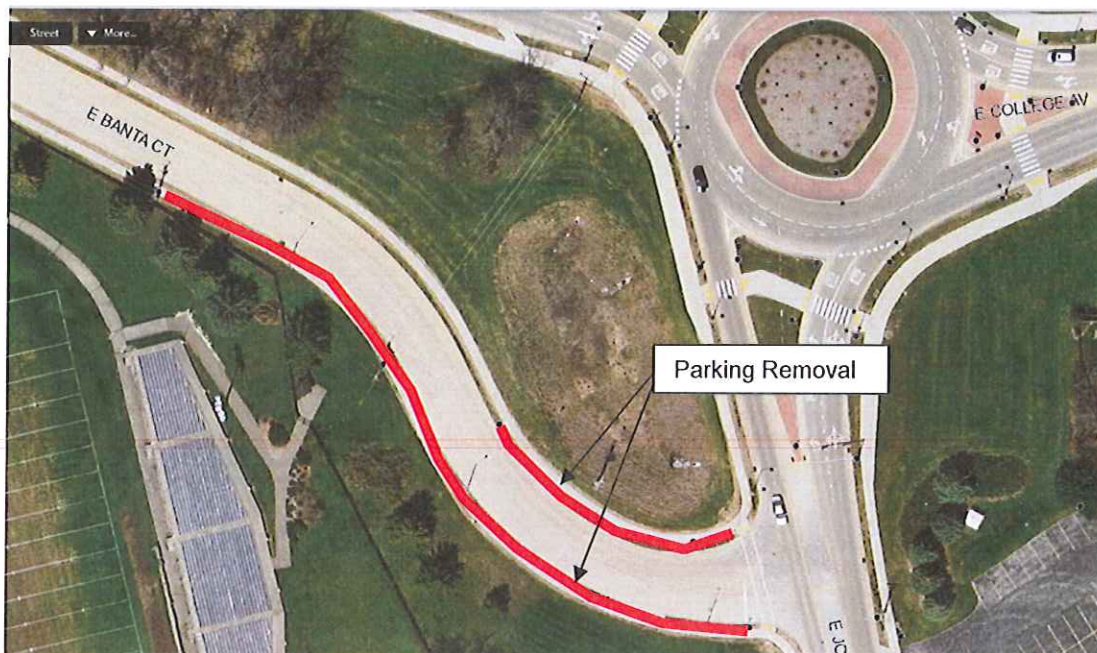
DEPARTMENT OF PUBLIC WORKS  
Engineering Division – Traffic Section  
2625 E. Glendale Avenue  
Appleton, WI 54911  
TEL (920) 832-5580  
FAX (920) 832-5570

**To:** Municipal Services Committee  
**From:** Eric S. Lom, City Traffic Engineer  
**Date:** November 13, 2015  
**Re:** Parking change on Banta Court, near John Street

The Traffic Section received a number of complaints regarding the on-street parking configuration on Banta Court, just west of John Street. The complaints generally stated that two-sided parking during Banta Bowl events was creating an unsafe situation.

Based on our review, we concurred that the bumper-to-bumper two-sided parking in the area of John Street (and in the tight curves to the west) during Banta Bowl events was creating a situation that did not allow for the safe passage of two-way traffic, and could impede the ability of emergency vehicles to access the area.

As such, we initiated a trial period to remove parking from one side of Banta Court in this area (both sides near the John Street intersection). Since that time, we have received positive feedback regarding the change (and no negative feedback). Based on this, we recommend the changes be made permanent.



To accomplish this, the following ordinance action is required:

1. **Create:** "Parking be prohibited on the north side of Banta Court from John Street to a point 190 feet west of John Street, as measured along the centerline on Banta Court."
2. **Create:** "Parking be prohibited on the south side of Banta Court from John Street to a point 430 feet west of John Street, as measured along the centerline on Banta Court."



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**To:** Municipal Services Committee  
**From:** Eric S. Lom, City Traffic Engineer  
**Date:** November 13, 2015  
**Re:** School bus loading zone at 719 W. Ridgeview Drive

The Traffic Section was recently contacted by Young Child Development Center regarding on-street parking restrictions in front of their property located at 719 W. Ridgeview Dr.

They stated that they would like us to create a school bus loading zone on the south side of Ridgeview Drive, adjacent to their facility. Upon review, we determined that no suitable off-street option exists for bus loading. As such, we installed the necessary signage for a trial period. This arrangement has worked well for them and we have not received any feedback from the community.

Based on this, we recommend the changes be made permanent.



To accomplish this, the following ordinance action is required:

1. **Create:** "Stopping, standing and parking be prohibited from 7:30 a.m. to 4:30 p.m. on school days, except for school buses, on the south side of Ridgeview Drive from a point 255 feet west of Richmond Street to a point 307 feet west of Richmond Street."



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**To:** Municipal Services Committee  
**From:** Eric S. Lom, City Traffic Engineer  
**Date:** November 13, 2015  
**Re:** Parking change on Clara Street at Johnston Elementary School

The Traffic Section was contacted by the Principal at Johnston Elementary School regarding an on-street parking issue on the Clara Street side of the school.

The west side of Clara Street adjacent to the school was posted as “*Passenger Loading Zone – No Unoccupied Vehicles*” with the intention of maximizing the flow of passenger pick-up and drop-off in this busy area. However, the school had a small number of families with physically disabled children that wanted to use this area for drop-off and pick-up. Additionally, these families wanted the option to leave their vehicles and walk their children into school, which would have been in violation of the posted restrictions. Unfortunately, there were no other suitable locations for these activities.

In order to facilitate this – and given that the number of families that needed this accommodation was very small – we initiated a trial period that changed the restriction in a relatively small area to provide an exception for vehicles with disabled plates/tags. This approach proved to be very successful.

Based on this, we recommend the changes be made permanent.

**To accomplish this, the following ordinance action is required:**

1. **Repeal Ord. 46-06:** “Parking be prohibited on school days from 7:30 a.m. to 4:30 p.m. on the west side of Clara Street from a point 50 feet south of Forest Street to a point 500 south of Forest Street.”
2. **Create:** “Parking be prohibited on school days from 7:30 a.m. to 4:30 p.m., except for vehicles displaying handicapped license plates or Wisconsin handicapped permit, on the west side of Clara Street from a point 50 feet south of Forest Street to a point 215 south of Forest Street.”
3. **Create:** “Parking be prohibited on school days from 7:30 a.m. to 4:30 p.m. on the west side of Clara Street from a point 215 feet south of Forest Street to a point 500 south of Forest Street.”

# Department of Public Works Inspections Division

## Permit Summary Count YTD Comparison

01/01/15 Thru 11/30/15

Report Date: 12/1/2015



Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2014	857	57,294,553	256,397.53
	2015	965	132,697,581	330,031.55
		12.60 %	131.61 %	28.72 %
DISPLAY SIGN	2014	151	829,550	4,560.00
	2015	134	1,099,267	4,090.00
		-11.26 %	32.51 %	-10.31 %
ELECTRICAL	2014	824	7,923,198	109,632.56
	2015	876	9,416,530	117,730.85
		6.31 %	18.85 %	7.39 %
EROSION CNTL	2014	11		1,700.00
	2015	42		5,550.01
		281.82 %	%	226.47 %
HEATING	2014	744	9,201,579	55,482.37
	2015	694	14,555,399	60,449.74
		-6.72 %	58.18 %	8.95 %
PLAN REVIEW	2014	115		40,595.00
	2015	99		43,245.00
		-13.91 %	%	6.53 %
PLUMBING	2014	452	4,526,339	36,661.80
	2015	476	6,280,270	52,594.22
		5.31 %	38.75 %	43.46 %
SEWER	2014	175	1,160,272	14,546.00
	2015	190	1,826,794	17,021.00
		8.57 %	57.45 %	17.01 %
WELL	2014	12		360.00
	2015	3		90.00
		-75.00 %	%	-75.00 %

# Department of Public Works Inspections Division

## Permit Summary Count YTD Comparison

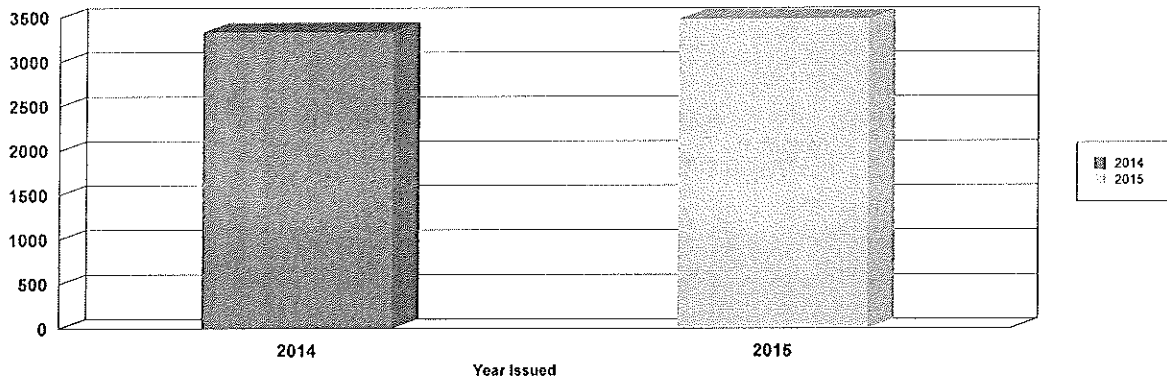
01/01/15 Thru 11/30/15

Report Date: 12/1/2015

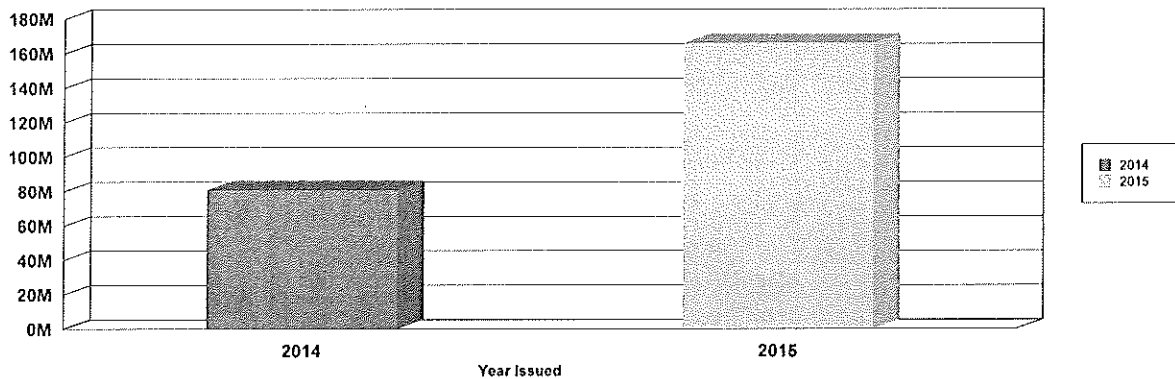


	2014	2015
<b>Permits</b>	<b>3341</b>	<b>3479</b>
<b>Estimated Cost</b>	<b>80,935,491.00</b>	<b>165,875,841.00</b>
<b>Receipt Amount</b>	<b>519,935.26</b>	<b>630,802.37</b>

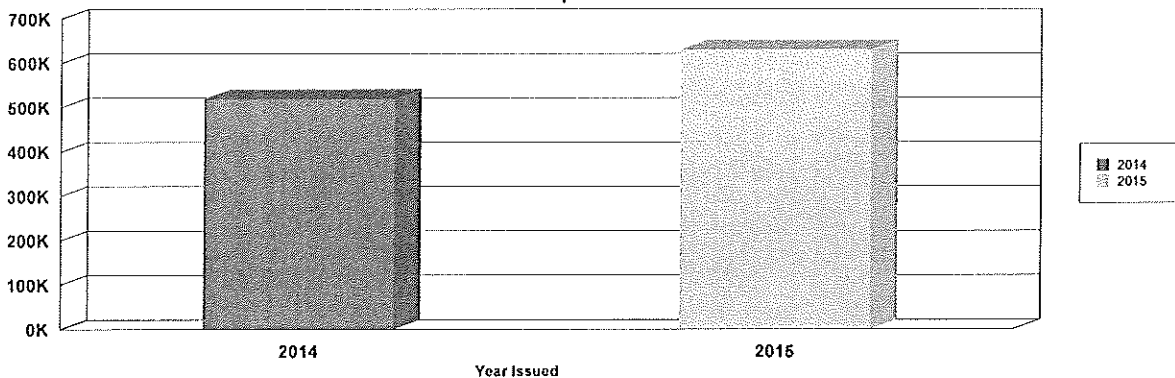
**Number of Permits**



**Estimated Cost**



**Receipt Amount**



# Great Ideas of 2015

- Created an informative sign to install on major street reconstruction projects to explain how we wait one year between underground utility work and permanent street paving work in order to allow for trench settlement.
- Worked with a company to exchange our wood chips for their labor and equipment to screen our pile of stump grinding material providing a nice top soil type material for use on city projects.
- Purchased hands free Bluetooth headsets for employees to use while driving City equipment to help reduce distractions and improve safety while driving.
- Created a CDL training route map for new operators to help expose them to various driving situations.
- Worked with Inland Services to modify their truck arms to prevent damage to City recycling carts.
- Designed and attached longer-lasting decals to the College Avenue garbage and recycling cans to help identify the containers.
- Worked with ADI to purchase LED bulbs for the Christmas decorations which will result in electrical savings every year they are used.
- Modified the DPW Operations Table of Organization to help improve customer service, meet succession planning objectives and operate more efficiently.
- Created "CEA Maintenance and Repair Notification Form" to help communicate status of equipment repairs to the customer/driver of the vehicle.
- Purchased new style of plow that costs less to purchase and requires much less maintenance.
- Worked with various agencies to dispose/sell leaves, mulch and wood chips.

- Purchased new style garbage truck chassis that costs less to purchase and is more fuel efficient.
- Worked with GIS and IT to develop new garbage and recycling container maintenance application to make this process more efficient.
- Attached large decals on City Sanitation trucks and parking sweeper to advertise our City Website.
- Implemented an automatic idle reduction program for all heavy trucks (class 7 & 8) to improve fuel economy and reduce the carbon footprint.
- Installed battery disconnect devices on all heavy trucks (class 7 & 8) to reduce the risk of vehicle fires and battery drain when not in use.
- Expanded GIS mapping to include flood reported locations.
- Modified the DPW/Engineering Table of Organization related to our Engineering Technicians and Utility Locators to help improve project coverage and better match our seasonal workloads.
- Completed pilot project to retrofit existing High Pressure Sodium Light fixtures with energy efficient LED lights in a portion of the Green Parking Ramp while utilizing existing light housings to reduce installation costs.
- Expanded Point-n-Pay system to allow credit card/on-line payments for Street Excavation and Street Occupancy Permits as a means to improve customer service.
- Implemented a credit card payment option for parking customers at three of the City's Parking Ramps and at the LUKE pay stations.
- Worked with GIS staff to create and implement a new map-based "Work Zone Tracker" application which greatly simplifies the data entry process as well as the quality and clarity of information provided to users.