



# 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, July 12, 2016

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

[16-1091](#) Minutes from June 21, 2016

**Attachments:** [Minutes from June 21, 2016.pdf](#)

#### 4. Public Hearings/Apearances

[16-1082](#) Presentation of Downtown Mobility Study by Amy Canfield (AECOM) and Kevin Luecke (Toole Design Group).

#### 5. Action Items

[16-1083](#) Request from David Brost, 229 N. Rankin Street, for a variance to Municipal Code 19-91(f)(5) to extend his driveway 10 feet into the front yard, contingent upon property owner paying WE Energies any relocation costs to move the power pole.

**Attachments:** [229 N Rankin St.pdf](#)

[16-1084](#) Request from Holton Brothers for a Street Occupancy Permit to place scaffolding in the College Avenue right-of-way for repairs to the City Center Building from July 5, 2016 through September 16, 2016.

**Attachments:** [Holton Brothers.pdf](#)

[16-1086](#) Approve Amendment #3 to OMNNI Associates, Inc. for survey staking for the CTH JJ/Lightning Drive Project in the amount of \$4,300 for a revised not to exceed amount of \$174,790.60.

**Attachments:** [CTH JJ-Lightning Drive.pdf](#)

- [16-1087](#) Approve Inter-Governmental Agreement with Outagamie County for the Northland Avenue (Mason Street to Richmond Street) Project.

**Attachments:** [Inter-Governmental Agreement.pdf](#)

- [16-1088](#) Award of 2016 Structural Condition Analysis of City Parking Ramps to GRAEF, in an amount not to exceed \$20,000.00.

**Attachments:** [Structural Condition Analysis of City Parking Rams.pdf](#)

- [16-1089](#) Request from Appleton Downtown Inc. to purchase up to 18 parking stalls on September 16, 2016 for annual Park(ing) Day.

**Attachments:** [ADI request for parking stalls.pdf](#)

- [16-1004](#) Adopt City of Appleton Complete Streets Policy.

**Attachments:** [Adopt City of Appleton Complete Streets Policy.pdf](#)

**Legislative History**

|         |                              |  |
|---------|------------------------------|--|
| 6/21/16 | Municipal Services Committee | recommended for approval                     |
| 7/6/16  | Common Council               | referred to the Municipal Services Committee |

*Aldersperson Reed referred this item back to the Municipal Services Committee.*

- [16-1102](#) Replace YIELD signs with STOP signs on Alexander Street at Lindbergh Street.

**Attachments:** [Alexander Street & Lindbergh Street.pdf](#)

- [16-1103](#) Replace YIELD signs with STOP signs on Edgewood Avenue at Grant Street.

**Attachments:** [Edgewood Avenue & Grant St.pdf](#)

- [16-1104](#) Replace YIELD signs with STOP signs on Outagamie Street at Franklin Street.

**Attachments:** [Franklin Street & Outagamie St.pdf](#)

- [16-1105](#) Approve request for new Memorial Park Ground Sign to be installed within the Witzke Boulevard right-of-way contingent upon placement at least 11 feet from back of island curb.

**Attachments:** [Memorial Park Ground Sign.pdf](#)

## 6. Information Items

[16-1090](#) Inspection Division Permit Summary Comparison Report for June, 2016.

**Attachments:** [Inspection Division Permit Summary Comparison Report for June, 2016.pdf](#)

[16-1106](#) Recycling Division Rate for June, 2016.

**Attachments:** [Recycling Division Rate for June, 2016.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. Please contact Paula Vandehey at 920-832-6474 if you have any questions.*



# City of Appleton

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## Meeting Minutes - Final Municipal Services Committee

---

Tuesday, June 21, 2016

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

Present: 5 - Croatt, Coenen, Konetzke, Martin and Mann

3. Approval of minutes from previous meeting

[16-997](#) Minutes from June 15, 2016.

Attachments: [Minutes from June 15, 2016.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Mann

4. Public Hearings/Appearances

5. Action Items

[16-996](#) Request from Jim Ackerman to appeal his \$50 Weed Administration  
Fee for 131 W. Winrowe Drive.

Attachments: [131 W. Winrowe Drive.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Mann

[16-1003](#) Approve Red Ramp Pedestrian Access Agreement with SOMA Corp.

Attachments: [Red Ramp Pedestrian Access Agreement.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Mann



[16-1004](#)

Adopt City of Appleton Complete Streets Policy.

**Attachments:**     [Adopt City of Appleton Complete Streets Policy.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Mann

[16-1008](#)

Preliminary Resolution 4-P-16 for Sidewalk Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate.

**Attachments:**     [Resolution #4-P-16.pdf](#)

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Mann

[16-1023](#)

Anticipated award for P-16 Epoxy Contract.

**Attachments:**     [Unit P-16.pdf](#)

*Amend 16-1023. Award P-16 Epoxy Contract to Brickline, Inc. in an amount not to exceed \$49,000.*

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

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Mann

## 6. Information Items

[16-1005](#)

Railroad Quiet Zone. Discuss which option to pursue for property owner notification.

[16-1006](#)

Alderperson Martins Resolution #6-R-16 to create a new Bike & Pedestrian Coordinator Position in the 2017 Budget.

**Attachments:**     [Resolution #6-R-16.pdf](#)

[16-1007](#)

Vote with your Butt and CARE collaboration.

**Attachments:**     [Vote with your Butt and CARE collaboration.pdf](#)

## 7. Adjournment

Konetzke moved, seconded by Coenen, that the meeting be adjourned. Roll

Call. Motion carried by the following vote:

Aye: 5 - Croatt, Coenen, Konetzke, Martin and Mann

June 28, 2016

Kurt W. Craanen  
Inspection Supervisor  
City of Appleton

Dear Mr. Craanen:

This letter concerns our request for a variance regarding the replacement and modification of our concrete driveway.

**The variance:** By extending our driveway straight out from the northwest corner of the house towards the street, the triangular area of additional concrete is wider than the 4 feet allowed. Please note that there is a similar situation with the two homes directly across Franklin St.

We have several objectives for this project which we believe will all be positive improvements to a very bad situation that exists at present.

**Drainage:** The existing driveway slopes from the street towards the garage and house. Any rain is funneled towards the southwest corner of the house between the house and garage. We had the garage lifted and a new slab poured about 18 months ago. We have concerns about water attacking that slab and the house foundation as well. In addition a heavy rainfall causes a torrent which runs through our back yard/garden towards the neighbor's house at 225 N. Rankin St. (one house to the south). Our plan would pitch the proposed driveway from the garage towards the street, with a secondary pitch to keep water away from the house. Added green space in the plan would help with water absorption.

**Greenspace:** The greenspace included in the plan would offset any additional concrete in the plan. Additional concrete in the driveway totals 67.5 ft<sup>2</sup>. Proposed greenspace totals 136 ft<sup>2</sup>, for a net loss of impervious surface of 68.5 ft<sup>2</sup>. We are at 41.5% lot coverage, the code allows 75%.

**Poor condition, Safety:** The existing driveway is severely cracked, and pieced together due to years of wear and tear and piecemeal repair. Separate sections differentiate as much 2 inches vertically during the winter, causing trip hazards and difficulty clearing snow.

**Vehicular Safety:** The strange angle and configuration cause a driver to maneuver excessively while backing out in order to avoid hitting the power pole, which should never have been placed in such a position.

**Convenience:** Ease parking and snow removal.

**Conjoined Driveways:** Presently, the various driveway sections are not well defined and in some areas overlap the lot line of the house at 839 E. Franklin St. Our goal is to define these two properties, both with the new slab we pour and the green space in between. We will be doing a saw cut on the lot line to achieve this. We will be leaving a "horse-shoe" shaped area at the end of the greenspace in order to make driving in and out of the neighbor's easier.

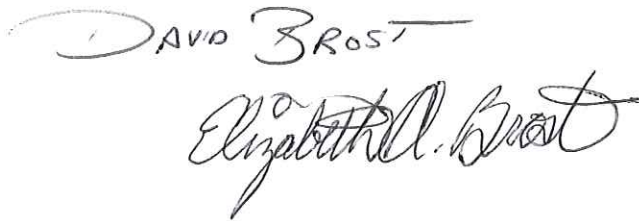
**Neighborly Relations:** On every project, we take into account how it will affect our neighbors. I have spoken at length with my contractor, and everything about this project will be done to channel water away from neighboring properties, as well as away from our structures. In addition, I hope that the way this is designed will ease any future repairs or improvements that the neighbor at 839 E. Franklin might wish to make to his driveway.

**Health:** My wife, Elizabeth has M.S. We are planning for the future. We will either rent out our upper level at some point in the future to simply generate income to cover her care, or we will have live in help. The additional full parking space that we wish to add would be for that renter or care-giver's vehicle. All those issues of safety and convenience will then play into that situation more so with another individual and their vehicle.

**Utilities:** engineers from WE-Energies have visited the site and have a proposal drawn up for moving the utility pole. They are awaiting our go-ahead. In addition we have confirmation from the Mike, the City Forester, that a small tree adjacent to the pole will be removed to facilitate that aspect.

**Summary:** In essence, what we wish to achieve is simply a standard double width driveway; repair existing poor concrete, improve drainage, and improve safety and convenience for anyone using the driveway.

Thank you for your time and attention,

The image shows two handwritten signatures. The first signature is "DAVID BROST" in a stylized, cursive script. The second signature is "Elizabeth A. Brost" in a similar cursive script, positioned below the first.

David and Elizabeth Brost  
229 N. Rankin St.  
Appleton, WI 54911

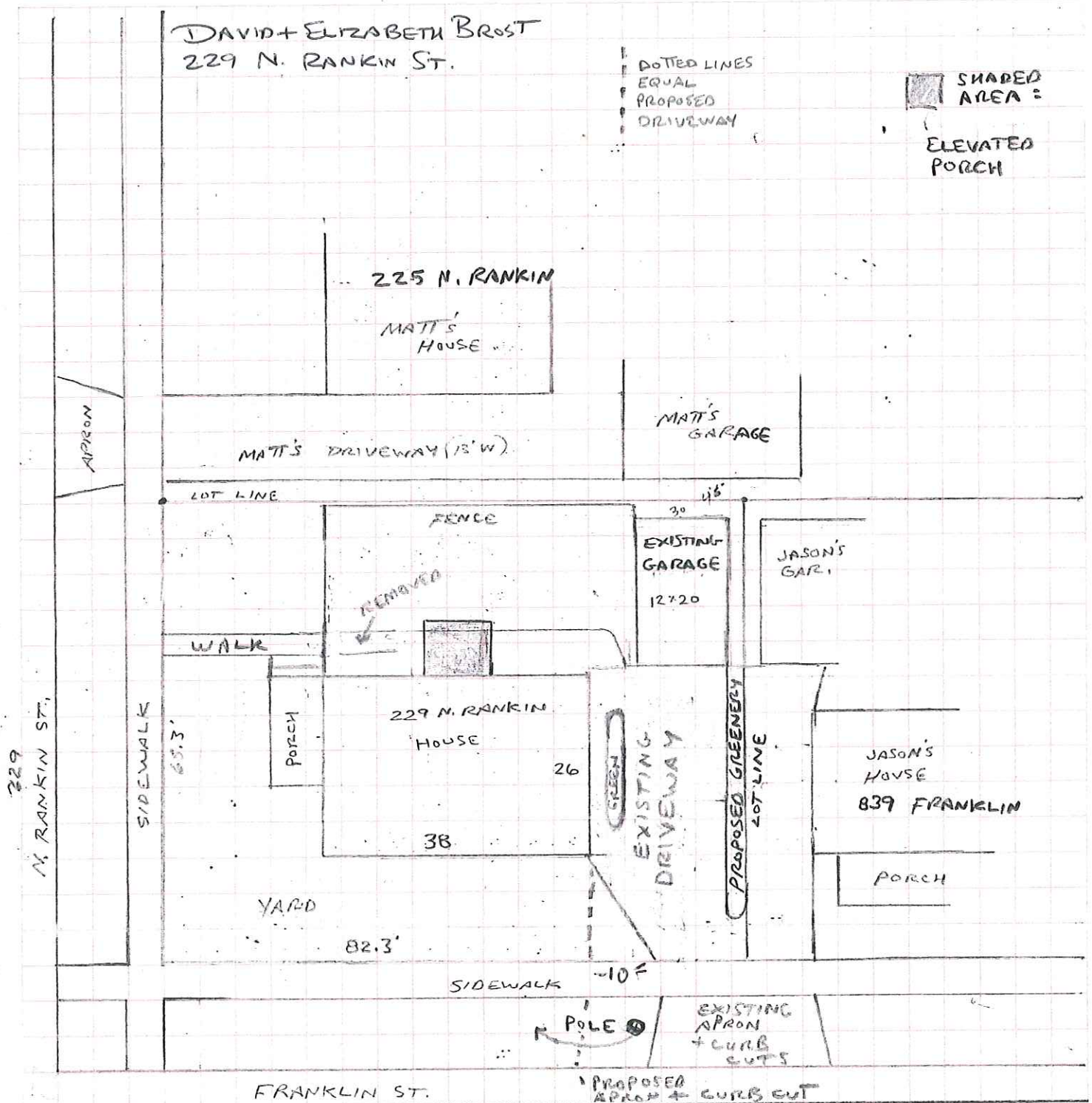
920-882-0887  
920-358-3227 (David's Cell)

enc: site map  
project plan  
Google map image  
impervious surface calculations



1. All lines must be drawn with a straightedge. Free hand drawings cannot be accepted
2. All lot lines and all buildings must be shown and dimensioned. Partial plot plans cannot be accepted.
3. Driveway(s) and curb cuts must be shown and labeled "proposed" or "existing".
4. Irregular shaped lots must be drawn to scale.

5 Foot Grid



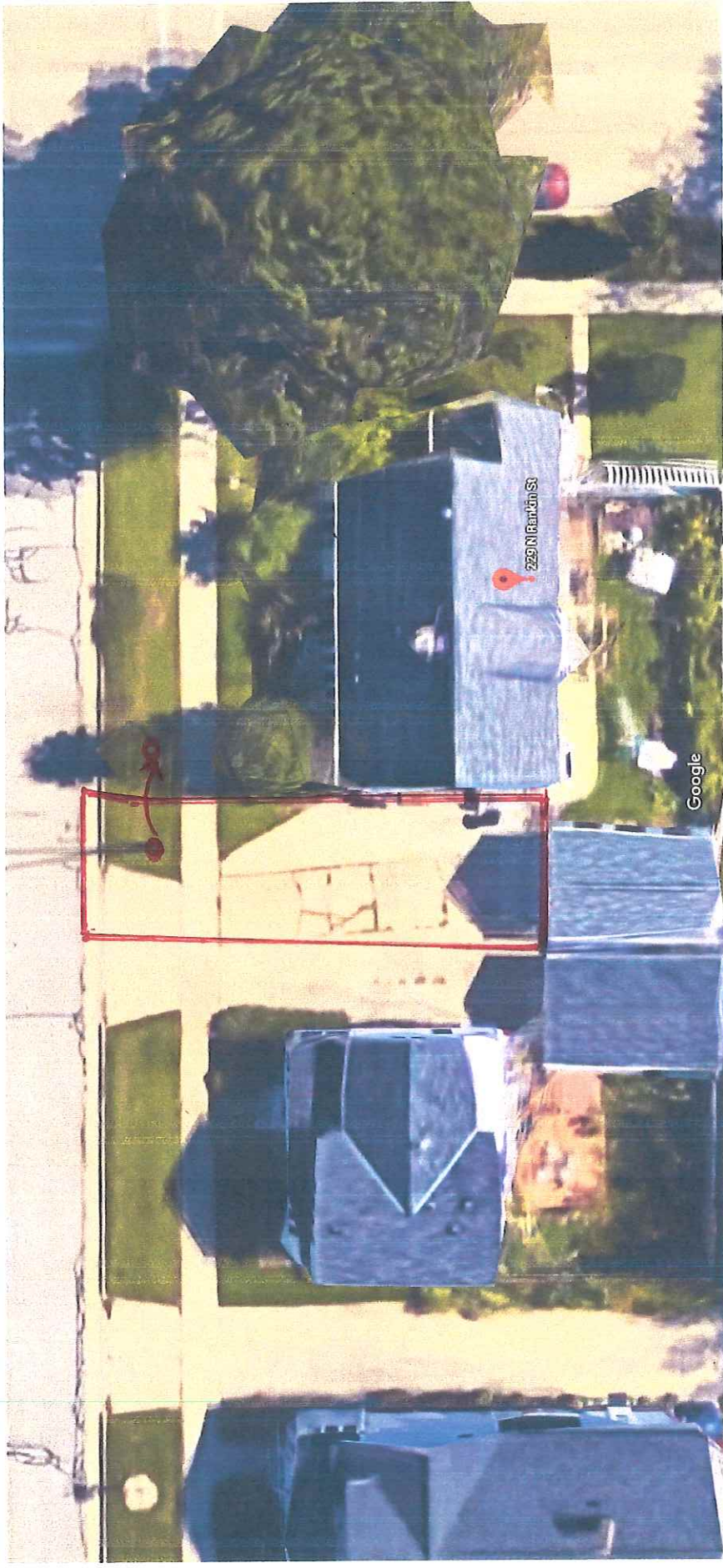
PLOT PLAN

Project: REMOVE OLD DRIVE WAY + REPOUR

Scale: 1" = \_\_\_\_ Ft.

Address: 229 N. RANKIN ST.

Google Maps 229 N Rankin St



Imagery ©2016 Google, Map data ©2016 Google 10 ft



229 N Rankin St  
Appleton, WI 54911



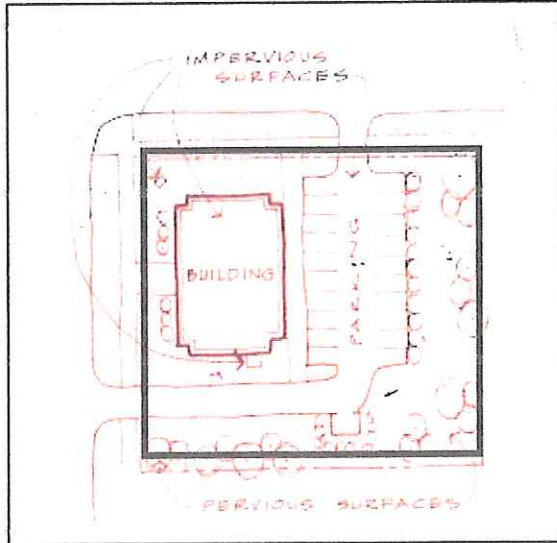
6-28-2016

DAVID + ELIZABETH BROS  
229 N. RANKIN ST.

# Foundation Note

An accessory building of greater area than 100 square feet must have a concrete slab foundation.

## Calculation: Impervious surface ratio.



**Impervious surface** means an area that releases, as runoff, all or a large portion of the precipitation that falls on it, except for frozen soil. Rooftops, sidewalks, driveways and parking lots are examples of surfaces that are typically impervious. Surfaces in the public right-of-way, such as a street, driveway apron or public sidewalk, are not counted in this calculation—only areas on your property.

**Impervious surface ratio** means the measure of intensity of land use, determined by dividing the total of all impervious surfaces on a site by the gross area of the site.

**Required for new buildings** of any kind, additions, porches, patios, driveways, and walks—anything impervious to water.

**MAXIMUM LOT COVERAGE: R1A 40%, R1B 50%, R1C 75%, R2 60%**

| Component  | Area (square feet) |
|--|--------------------|
| 1. House (including porches, patios, attached garage)              | 1086 Sq. ft        |
| 2. New Detached Garage   | — Sq. ft           |
| 3. <del>Storage shed</del> EXISTING GARAGE                         | 240 Sq. ft         |
| 4. Driveway  | 681 Sq. ft         |
| 5. Sidewalks (private)   | 224 Sq. ft         |
| 6. Total of all impervious surfaces on the site (sum of lines 1-5) | 2231 Sq. ft        |
| 7. Gross area of the site (lot area)                               | 5374 Sq. ft        |
| Impervious surface ratio (line 6 ÷ line 7 X 100 = %)               | 41.5 %             |

Example: If #6 is 4,000 and #7 is 10,000 the ratio would be  $4,000 \div 10,000 \times 100 = 40\%$

-----Original Message-----

From: Matt Lempke [mailto:matt@holtonbrothers.com]

Sent: Wednesday, June 29, 2016 3:15 PM

To: Corinne Pigeon <Corinne.Pigeon@Appleton.org>

Subject: Picture of City Center Plaza

Hi Corinne,

As requested, here is a photo which shows the front of the City Center Plaza building that we will be making repairs to starting on July 11th. We are looking to mobilize a scaffolding canopy on the sidewalk for pedestrian safety starting on Wednesday, July 6th. There are multiple tradesmen that will be working on the plaza facade. We are doing everything from cleaning the awnings to caulking, masonry repairs, window replacement and painting of the facade.

We anticipate this work will take approximately 2 months, give or take a week depending on how Mother Nature treats us. I would like to have the sidewalk occupancy permit issued starting July 6th.

I would also like to get parking meter hoods for meters CAW102 and CAW110 to start with. I would also like to have these issued for July 6th so the scaffold company can utilize these spots to stage their equipment. I would like to get the meter bags for a month's time, with the understanding that we may need to move our lift trucks from spot to spot along this particular stretch of wall to make our repairs.

Please advise as to the related costs and when I can return to pay for and sign off on the required permits. My cell phone # is 414-349-2083 and my office # is 414-405-1792 if anyone from the city would need to contact me.

Thanks you very much for all of your help with this!







## Department of Public Works – Engineering Division

### MEMO

**TO:** Municipal Services Committee

**FROM:** Paula Vandehey, Director of Public Works  
Pete Neuberger, Staff Engineer

**DATE:** July 7, 2016

**RE:** Amend Design Contract for CTH JJ/Lightning Drive with OMNNI Associates by an amount not to exceed \$4,300.

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The Department of Public Works requests approval to amend the design contract for CTH JJ/Lightning Drive with OMNNI Associates by an amount not to exceed \$4,300. If the amendment is approved, the total contract amount will be \$174,790.60.

Scope of work for this contract amendment is as follows:

- Stake the proposed right-of-way once with wood lath for appraisals.
- Stake the proposed right-of-way once with wood lath for utility relocations.
- Provide final right-of-way monumentation with rebar.

The proposed changes are per requests by the City's appraisal consultant and the contractor, Outagamie County Highway Department, to facilitate consulting and construction activities.

Therefore, the Department of Public Works requests approval to amend the design contract for CTH JJ/Lightning Drive with OMNNI Associates by an amount not to exceed \$4,300.

**INTER-GOVERNMENTAL AGREEMENT  
FOR HIGHWAY IMPROVEMENT PROJECTS**

Description: Northland Avenue (CTH "OO") from Mason Street to Richmond Street

The City of Appleton, through its undersigned duly authorized officers or officials hereby request Outagamie County to initiate and affect the highway improvements.

**PROPOSED IMPROVEMENTS:**

Reconstruct Northland Avenue (CTH "OO") from Mason Street to Richmond Street (STH 47) to include intersection alignment and traffic signal improvements at the Northland/Mason, Northland/Mall Entrance and Northland/Bennett intersections in 2017.

**TERMS AND CONDITIONS:**

1. The State of Wisconsin Department of Transportation will be the lead agency for this project.
2. All plans and specifications for the improvements will be provided for Outagamie County's review and approval by State of Wisconsin.
3. The City of Appleton will provide the labor and equipment for traffic signal/intersection alignment improvements at the intersections of Northland/Mason St, Northland/West Service Rd and Northland/Bennett St.
4. The project cost in the agreement is an estimate. The County will be invoiced periodically based on actual costs incurred.
5. Operations and maintenance of the facilities built within the project footprint are as follows:

Outagamie County will maintain the following along CTH OO outside of the STH 47 roundabout circle:

- a. Highway surface and roadway base between curbs.
- b. Curb & gutter along the County Trunk Highway.
- c. Typical roadway signing and pavement marking, including overhead sign structures S-44-0134 and S-44-0135.
- d. Median island surface or landscaping.
- e. Retaining wall structure R-44-0022.

City of Appleton will maintain the following:

- a. Pavement and base and landscaping within the STH 47 roundabout circle.
- b. All storm sewer inlets, laterals and main.
- c. Traffic signals at Mason Street, West Service Rd, Bennett Street, including electrical service.
- d. Overhead street lighting.
- e. Signing near the yield line and within the circle, and pedestrian crossing warning signs.
- f. Colored and stamped concrete terrace and pavements adjacent to the roundabout.
- g. Off-road multi-modal facilities and crossings.
- h. Mowing outside of curb.
- i. Maintenance of trees planted in medians.
- j. Street sweeping.


### COST ESTIMATE AND PARTICIPATION

|   | Total Estimated<br>Cost | City of<br>Appleton | Effective<br>% | Outagamie<br>Co.    | Effective<br>% |
|---|-------------------------|---------------------|----------------|---------------------|----------------|
| Left-turn lane alignments                       | \$98,699.50             | \$49,349.75         | 50%            | \$49,349.75         | 50%            |
| City procurement of traffic signal items        | \$196,270.22            | * \$0               | 50%            | * \$0               | 50%            |
| City labor & equipment for traffic signal items | \$60,000                | \$30,000            | 50%            | \$30,000            | 50%            |
| Pavement Marking (County Resurfacing)           | \$22,410                | \$0                 | 0%             | \$22,410            | 100%           |
| <b>TOTALS</b>                                   |                         | <b>\$79,349.75</b>  |                | <b>\$101,759.75</b> |                |

\* City will be reimbursed thru State Municipal Agreement for Total Estimated procurement costs for project 6240-26-00/71 STH 47/CTH OO. If actual costs exceed Total Estimated cost, then 50/50 costs share would apply

This request is subject to the terms and conditions listed above, and is made by the undersigned under proper authority to make such request and upon acceptance by Outagamie County shall constitute agreement between City of Appleton and Outagamie County.

Signed on behalf of  
Outagamie County

  
\_\_\_\_\_  
Dean E. Stemgraber, P.E.  
Highway Commissioner

6/28/16  
\_\_\_\_\_  
Date

Signed on behalf of  
City of Appleton

\_\_\_\_\_  
Mayor Timothy Hanna  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Kami Lynch  
City Clerk  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Anthony Saucerman  
Finance Director  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Walsh  
City Attorney  
\_\_\_\_\_  
Date



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

**DEPARTMENT OF PUBLIC WORKS - Engineering Division**

**MEMO**

TO: Members of the Municipal Services Committee

FROM: Ross Buetow, Deputy Director of Public Works

SUBJECT: Award of Contract: Structural Condition Analyses of City Parking Ramps

DATE: July 6, 2016

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In response to a request for proposals issued by our office, we received 3 responses for structural condition analyses of all four of the City's Parking Ramps. The proposal deadline was Monday, June 27, 2016. Below is a summary of the proposed fees for each firm:

|                                |   |             |
|--------------------------------|---|-------------|
| GRAEF                          | - | \$17,400.00 |
| Walker Restoration Consultants | - | \$29,350.00 |
| R.A. Smith National            | - | \$43,340.00 |

The requested scope of services includes a visual inspection, chain drag survey and/or soundings of all ramp surfaces along with appropriate material sampling and testing to thoroughly assess the current condition and integrity of each of the ramp's structural elements. The selected consultant is also required to provide short-term and long-term repair and maintenance recommendations including methods, materials, and estimated costs of such repairs. All of their findings will be documented in a final report, including an executive summary and plan drawings showing the locations and extents of any defects found. The City will utilize the information contained in the final report to plan and budget for any necessary future maintenance or repair projects in each of the ramps.

All of the responding firms demonstrated the technical ability and previous experience to complete all of the requested services. The base fee listed for Walker includes \$2,160.00 for recommended material testing beyond the initial analysis methods. GRAEF provided unit prices for these same tests but did not include them in their base fee since the scope will be dependent on the initial inspections. R.A. Smith indicated in their proposal that no additional testing of structural elements is recommended at this time. When considering the overall content of the proposals received, including project understanding, relevant experience, project approach, timeline and proposed fee, we recommend award in an amount not to exceed \$20,000.00 to GRAEF. This amount will allow for additional material tests deemed necessary by the City and GRAEF based on the initial analysis. Our approved budget for this project is \$25,000. Thank you for your consideration.



July 5, 2016

To: Municipal Services

From: Appleton Downtown Inc.

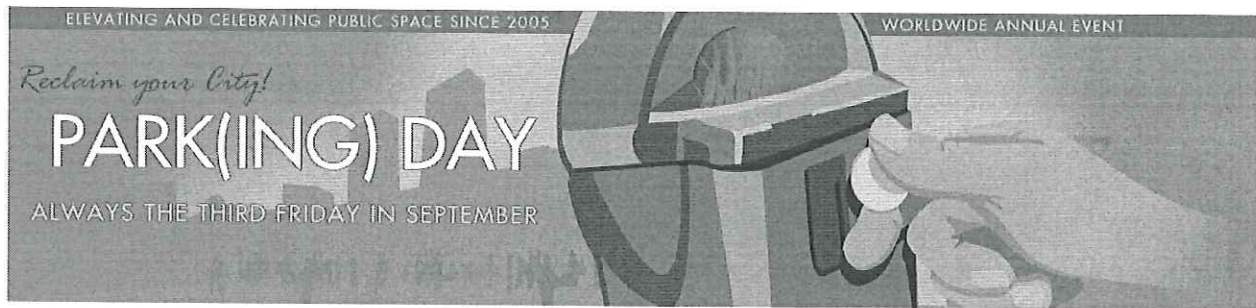
ADI requests permission to purchase up to 18 parking stalls on September 16<sup>th</sup> to participate in Park(ing) Day as a feature of Art on the Town. Parks would be installed beginning at 9am and removed by 11pm. We would reserve one or two stalls per block between Drew St and Memorial St. We are partnering with business owners to create unique urban attractions. We will work with the committee, the Parking utility and Appleton Police to keep the "parks" safe. Last year's event featured 16 "Parks" and we are happy to report there were no incidents.

We request your partnership to bring this creative urban attraction to Downtown Appleton.

Thank you,

Jennifer Stephany





## ABOUT PARK(ING) DAY

**Providing temporary public open space . . . one parking spot at a time.**

### **Q: What is PARK(ing) Day?**

A: PARK(ing) Day is an annual, worldwide event where artists, activists, and citizens independently (but simultaneously) turn metered parking spots into "PARK(ing)" spaces: temporary public parks and other spaces for people to enjoy. PARK(ing) Day is a non-commercial project, intended to promote creativity, civic engagement, critical thinking, unscripted social interactions, generosity and play.

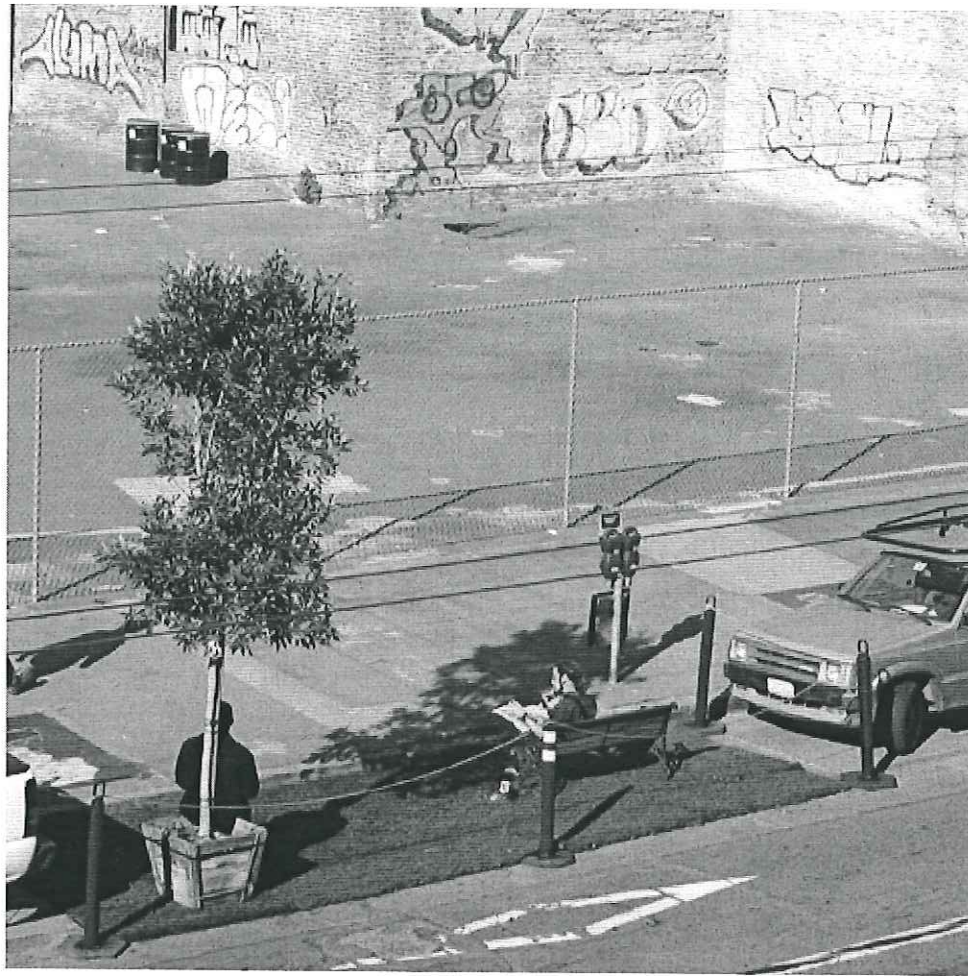
The project began in 2005 when Rebar, a San Francisco art and design studio, converted a single metered parking space into a temporary public park in downtown San Francisco. Since 2005, PARK(ing) Day has evolved into a global movement, with organizations and individuals (operating independently of Rebar but following an established set of guidelines) creating new forms of temporary public space in urban contexts around the world.

### **Q: When is PARK(ing) Day?**

A: PARK(ing) Day is an annual event that occurs on the **third Friday in September. September 18<sup>th</sup>**

### **The Stats:**

975 Parks  
162 Cities  
35 Countries  
6 Continents









*"...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**

Adopted July, 2016

**CITY OF APPLETON  
Complete Streets Policy**

**VISION**

Appleton streets are designed and maintained to be safe, accessible, convenient and comfortable for all transportation modes, ages and abilities at all times.

**INTENT**

Complete Streets will help make Appleton more walkable and bikeable, support investments in transit, foster social engagement and community pride, support the local economy, and improve long-term sustainability of our community.

**POLICY**

This policy will provide the basis for establishing guiding principles and practices to ensure transportation improvements are planned, designed, constructed, operated and maintained for an accessible, safe, reliable, efficient, integrated, convenient and connected multimodal transportation system. The system created will promote active transportation and public health, and accommodate people of all ages and abilities.

**PROJECTS AND PHASES**

The City of Appleton shall approach all transportation projects as an opportunity to create safer, more accessible streets for all users. Complete Streets infrastructure improvements shall be added to the maximum extent practicable to all projects involving construction, reconstruction, expansion within the public right-of-way, retrofit of streets, bridges, or other public portions of the transportation network. This approach shall be used from the inception of the planning and design stages to final approval and implementation.



## **NETWORK**

Under this policy, the City of Appleton will gradually create a network of streets to serve all users. While all modes will not receive the same type of accommodation and space on every street (due to considerations such as terrain, width of public right-of-way, typical use, etc.) these changes will greatly expand overall transportation options for residents traveling between the City of Appleton's various destinations.

## **EXCEPTIONS**

Complete Streets principles and practices will be considered in design, construction, reconstruction, repaving, and rehabilitation projects related to streets, pedestrian walkways, bikeways and bike facilities. Any exceptions to this policy **denied by the Director of Public Works** must be approved by the Municipal Services Committee and City Council. Exceptions may be granted by the Director of Public Works when any of the following conditions apply:

1. Cost of accommodation is determined to be excessively disproportionate to the need or probable use.
2. Project does not fit within the context sensitivity objectives of this policy and there is no apparent current or future need.
3. Specific users are prohibited from the corridor (such as interstate freeways or pedestrian malls).
4. Site conditions render implementation infeasible.

Any exceptions granted ~~under the policy shall be documented.~~ **by the Director of Public Works shall be reported out as an information item to Municipal Services Committee.**

## **CONTEXT SENSITIVITY**

Community context will be an important factor in all transportation decision making. Transportation projects will be planned, designed and constructed in a manner that is sensitive to the existing built environment, while taking into account future anticipated transportation needs. Recognizing that Appleton is one of many communities within the Fox Valley Region, the City will selectively target its limited resources to improve alternative transportation modes which serve the principal purpose of connecting Appleton to contiguous communities and/or to major points of interest or use within the city itself.

## **PERFORMANCE MEASURES**

The City of Appleton shall put into place performance measures that determine the success of this policy. These measures may include, but are not limited to:

- Total miles of on-street bike lanes
- Total miles of trails
- Rate of crashes, injuries and fatalities by mode

- Percent of bus stops that have ADA-compliant sidewalk access from adjacent neighborhoods
- Percent of active transportation mode share

### **IMPLEMENTATION PLAN**

The City of Appleton will view Complete Streets as integral to everyday transportation decision-making practices and processes. To this end:

1. Documents. The City shall review all codes, plans, procedures, regulations, guidelines, etc. to integrate Complete Street principles.
2. Inventory. The City shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will prioritize projects to eliminate gaps in the sidewalk and bikeway network.
3. Funding. The City will actively seek sources of appropriate funding to implement Complete Streets.
4. Training. The City will make training opportunities available and train pertinent City staff on the content of the Complete Streets principles and best practices for implementing the policy. The City will offer training opportunities to community stakeholders and residents to understand the importance of the Complete Streets vision.





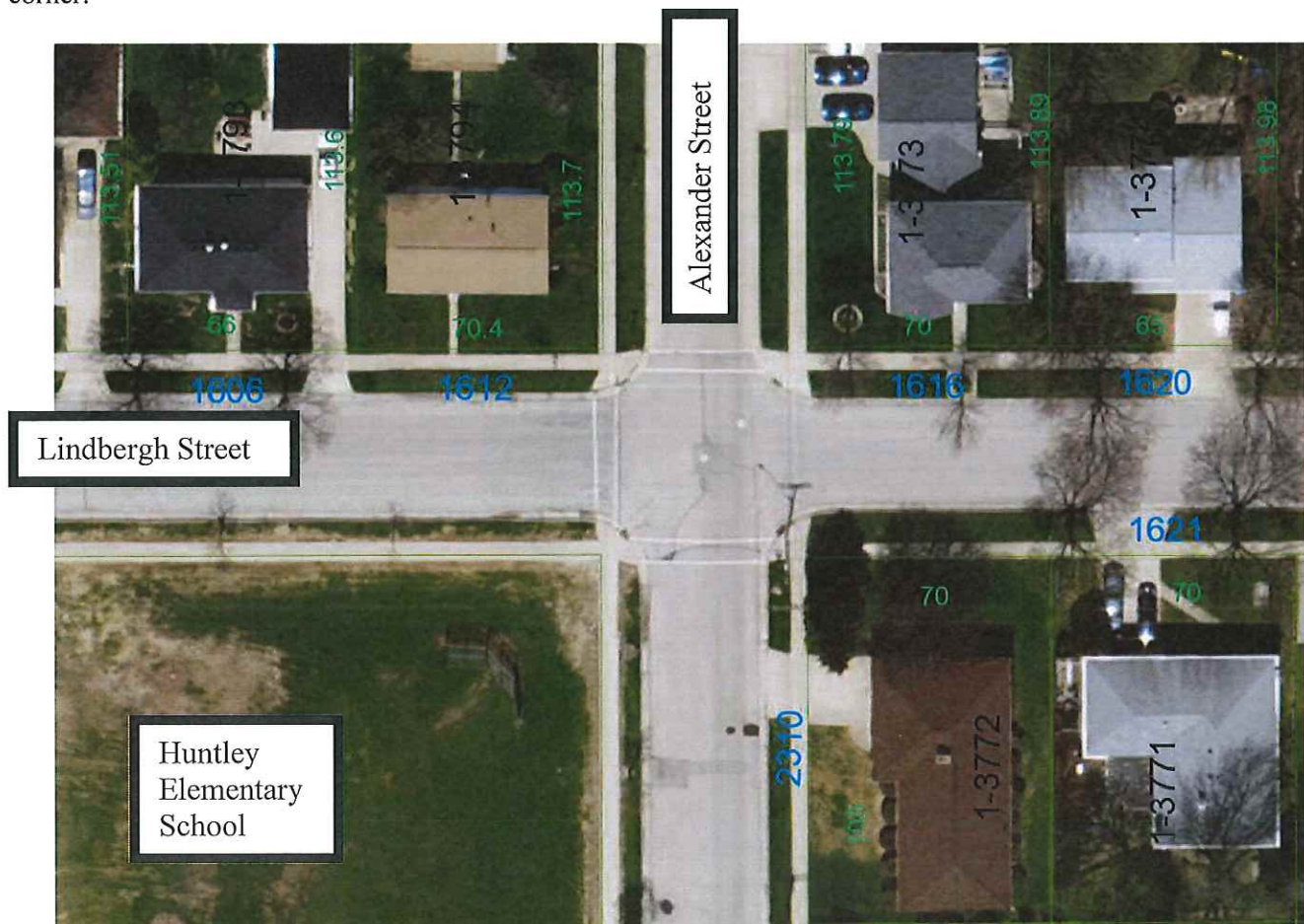
*"... meeting community needs ... enhancing quality of life."*

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:** Michael Hardy, Assistant Traffic Engineer  
**Date:** June 28, 2016  
**Re:** Alexander Street & Lindbergh Street - Intersection Control

At the request of a concerned citizen, the Traffic Section has reviewed the traffic control at the intersection of Alexander Street and Lindbergh Street. This individual had concerns regarding this intersection, specifically that drivers headed south on Alexander Street arriving at the intersection of Lindbergh Street are not yielding as the sign instructs, especially during school arrival times.

This intersection is located at the northeast corner of Huntley Elementary property. The existing control at this intersection has Alexander Street yielding to Lindbergh Street. Both roadways are functionally classified as *Local* at this intersection. The land use in this area is residential, adjacent to Huntley Elementary located in the southeast corner.



The procedure for evaluating *stop* control was applied. Based on City policy, as well as state and federal standards, we consider traffic volumes, crash experience, critical approach speeds, and the functional classification of the roadways when performing a typical intersection control study. Designated *school safe walking routes* are also considered when appropriate.

The City of Appleton policy states that *stop* control *may* be appropriate at a four-legged intersection when:

1. Entering volumes are greater than 3,000 vehicles per day, OR
2. There has been at least one preventable-type crash in the past 12-months, OR
3. The critical approach speed is less than 15 miles per hour, OR
4. If the roadway is intersecting with a roadway which is functionally classified as a *Collector* or *Arterial*.

Historical traffic counts at this intersection revealed estimated volumes of approximately 400 vehicles per day along Lindbergh Street, and over 200 vehicles per day on Alexander Street. These daily counts do not meet the volume criteria for a stop controlled approach.

The most recent five years of crash experience indicates there were two reportable crashes at this intersection in 2012. Of the two crashes, only one would be considered a preventable type.

The *critical approach speed* is the speed that a vehicle may approach the intersection and safely stop if an opposing vehicle is sighted. The critical approach speed for this intersection was measured to be less than 10 miles per hour on the Alexander Street approaches, which is due in large part to the close proximity of houses and landscaping near the corners of the intersection. If *stop* control were implemented, it would create a safer situation.

All intersecting streets are functionally classified as *Local*. With a close proximity to Huntley Elementary, the sidewalks and crossings here are an active part of the safe walking routes to this school. In addition, Huntley Elementary has a student Safety Patrol posted at this intersection during school day arrival and release to assist children with crossing this intersection.

While this intersection does not meet the volume or crash criterion for *stop* control, it *does* meet the critical approach speed criteria based criteria. The presence of a Safety Patrol by Huntley Elementary School also favors *stop* control.

Based on this review, stop control is recommended at this intersection.

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

1. **Create:** "Replace Yield signs with Stop signs on Alexander Street at Lindbergh Street."





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

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

**To:** Municipal Services Committee  
**From:** Michael Hardy, Assistant Traffic Engineer  
**Date:** June 28, 2016  
**Re:** Edgewood Avenue & Grant Street - Intersection Control

In response to being flagged in our 2014 City Annual Crash Overview report, the Traffic Section has reviewed the traffic control at the intersection of Edgewood Avenue and Grant Street. The crash rate at this intersection is 2.09 crashes per million entering vehicles (based on the 5-year crash history from 2010 to 2014). This crash rate ranks in the top five for yield-controlled intersections across the City. The average citywide crash rate for yield-controlled intersections in 2014 was 0.362.

This intersection is located north of Wisconsin Avenue and west of Linwood Street. The existing control at this intersection has Edgewood Avenue yielding to Grant Street. Both roadways are functionally classified as *Local* at this intersection. The land use in this area is residential.



Aerial Photo, Intersection of Edgewood Avenue & Grant Street

The procedure for evaluating *stop* control was applied. Based on City policy, as well as state and federal standards, we consider traffic volumes, crash experience, critical approach speeds, and the functional classification of the roadways when performing a typical intersection control study. Designated *school safe walking routes* are also considered when appropriate.

The City of Appleton policy states that *stop* control *may* be appropriate at a four-legged intersection when:

1. Entering volumes are greater than 3,000 vehicles per day, OR
2. There has been at least one preventable-type crash in the past 12-months, OR
3. The critical approach speed is less than 15 miles per hour, OR
4. If the roadway is intersecting with a roadway which is functionally classified as a *Collector* or *Arterial*.

Historical traffic counts at this intersection revealed approximately 300 vehicles per day along Edgewood Avenue, and approximately 300 vehicles per day on Grant Street. These daily counts do not meet the volume criteria for a stop controlled approach.

The most recent five years of crash experience indicates there were two reportable crashes at this intersection, one in 2012 and the other in 2013. Both crashes would be considered a preventable type.

The *critical approach speed* is the speed that a vehicle may approach the intersection and safely stop if an opposing vehicle is sighted. The critical approach speeds on Edgewood Avenue for this intersection was measured to be approximately 6 miles per hour on the southbound approach, and 10 miles per hour on the northbound approach, which is due in large part to the close proximity of houses and landscaping near the intersection corners. If *stop* control were implemented, it would create a safer situation.

While this intersection does not meet the volume or crash based criteria for *stop* control, it *does* meet the critical approach speed criteria.

Based on this review, stop control is recommended at this intersection.

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

1. **Create:** “Replace Yield signs with Stop signs on Edgewood Avenue at Grant Street.”





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

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Appleton, WI 54911  
TEL (920) 832-5580  
FAX (920) 832-5570

**To:** Municipal Services Committee  
**From:** Michael Hardy, Assistant Traffic Engineer  
**Date:** June 28, 2016  
**Re:** Franklin Street & Outagamie Street - Intersection Control

In response to being flagged in our 2014 City Annual Crash Overview report, the Traffic Section has reviewed the traffic control at the intersection of Franklin Street and Outagamie Street. The crash rate at this intersection is 2.55 crashes per million entering vehicles (based on the 5-year crash history from 2010 to 2014). This crash rate ranks in the top five for yield-controlled intersections across the City. The average citywide crash rate for yield-controlled intersections in 2014 was 0.362.

This intersection is located north of College Avenue and east of Linwood Street. The existing control at this intersection has Outagamie Street yielding to Franklin Street. Both roadways are functionally classified as *Local* at this intersection. The land use in this area is residential.



Aerial Photo, Intersection of Franklin Street & Outagamie Street

The procedure for evaluating *stop* control was applied. Based on City policy, as well as state and federal standards, we consider traffic volumes, crash experience, critical approach speeds, and the functional classification of the roadways when performing a typical intersection control study. Designated *school safe walking routes* are also considered when appropriate.

The City of Appleton policy states that *stop* control *may* be appropriate at a four-legged intersection when:

1. Entering volumes are greater than 3,000 vehicles per day, OR
2. There has been at least one preventable-type crash in the past 12-months, OR
3. The critical approach speed is less than 15 miles per hour, OR
4. If the roadway is intersecting with a roadway which is functionally classified as a *Collector* or *Arterial*.

Historical traffic counts at this intersection revealed estimated volumes of approximately 300 vehicles per day along Outagamie Street, and approximately 300 vehicles per day on Franklin Street. These daily counts do not meet the volume criteria for a stop controlled approach.

The most recent five years of crash experience indicates there were two reportable crashes at this intersection, one in 2013 and the other in 2014. Both would be classified as preventable. Since this analysis used 2014 as the most recent 12-months of crash history, the crash criterion is met.

The *critical approach speed* is the speed that a vehicle may approach the intersection and safely stop if an opposing vehicle is sighted. The critical approach speeds on Outagamie Street for this intersection was measured to be approximately 6 miles per hour on the northbound approach, and 10 miles per hour on the southbound approach, which is due in large part to the close proximity of houses near the intersection corners and large trees in the terraces near the intersection. If *stop* control were implemented, it would create a safer situation.

All intersecting streets are functionally classified as *Local*.

While this intersection does not meet the volume based criteria for *stop* control, it *does* meet the crash and critical approach speed criteria.

Based on this review, stop control is recommended at this intersection.

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

1. **Create:** "Replace Yield signs with Stop signs on Outagamie Street at Franklin Street."



OPTION 1:  
ILLUMINATED PANELS,  
ELECTRONIC MESSAGE CENTER

8'-0" CABINET  
7'-8" V.O.

7'-3" MESSAGE CENTER

2'

D/F ILLUMINATED MONUMENT  
QUANTITY: (1)

FABRICATED ALUMINUM CABINET  
PAINTED SILVER

POLY FACE WITH DIGITALLY PRINTED  
AND CUT VINYL GRAPHICS  
ILLUMINATED WITH WHITE LEDS

ALUMINUM DIVIDER BAR

POLY FACE WITH TRANSLUCENT  
BLUE CUT VINYL GRAPHICS  
AND OPAQUE WHITE VINYL DIVIDERS

FULL COLOR MESSAGE CENTER  
3'-5" H x 7'-3" W x 8" D  
3' H x 7' W VIEWING AREA

11'-0" CABINET  
2'-5" V.O.  
3'-1/2" V.O.  
3'-5" MESSAGE CENTER

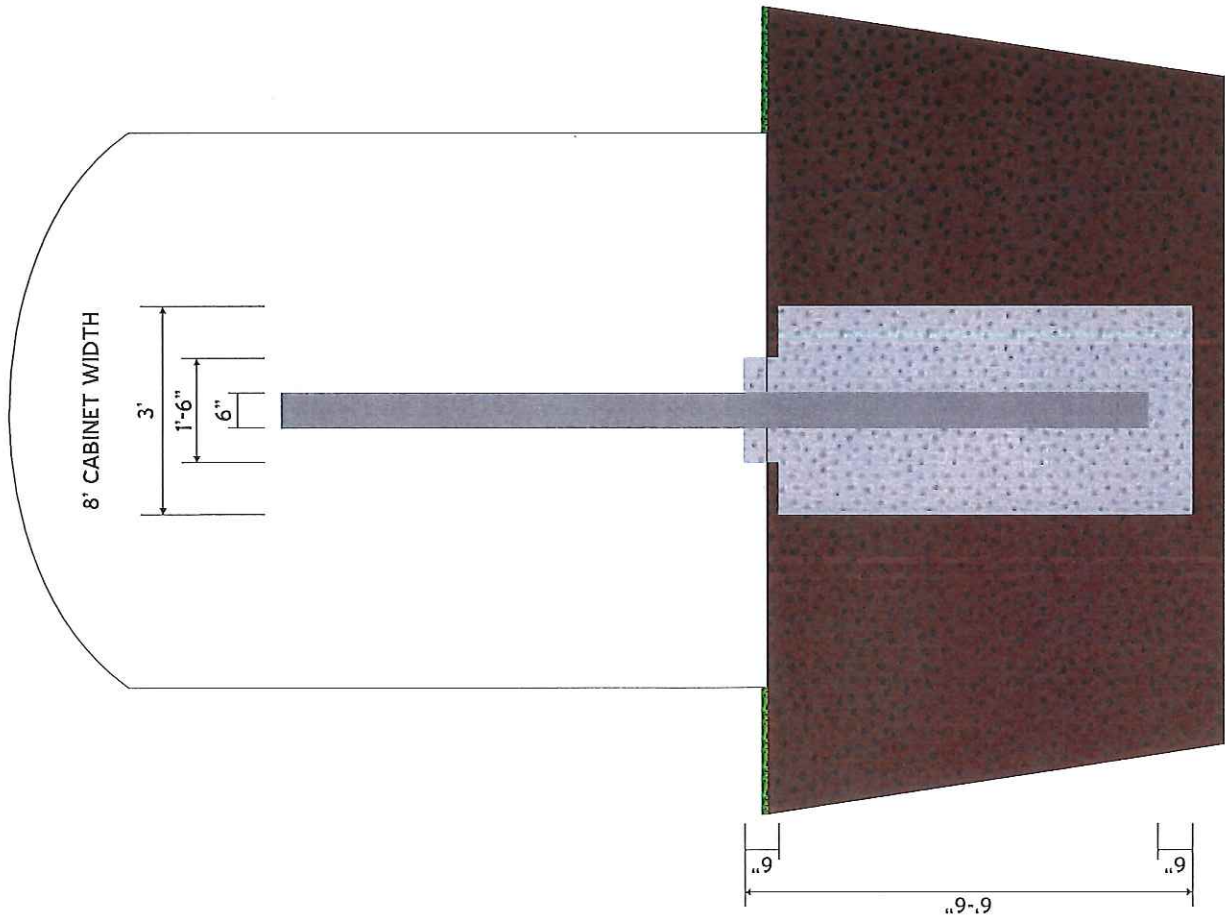


NIGHT VIEW (NOT TO SCALE)

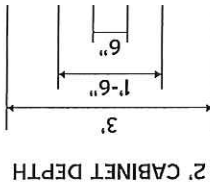
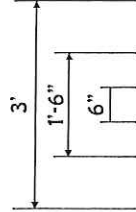
SIDE VIEW

|   |  |                      |  |
|---|--|----------------------|--|
| <p><b>TLC Sign</b><br/>TRUSTED. LOYAL CREATIVE.   A DIVISION OF TIM'S LIGHTING COMPANY, INC.<br/>TLC SIGN.COM</p> | <p><b>CLIENT:</b> CITY OF APPLETON-MEMORIAL PARK<br/><b>ADDRESS:</b> APPLETON, WI<br/><b>DATE:</b> 02.06.12<br/><b>FILE NAME:</b> 12-00121.CDR<br/><b>DESIGNER:</b> KRISTY STACY<br/><b>SCALE:</b> 3/8"=1'-0"<br/><b>REV. DATE:</b> 1.7.16</p> | <p><b>NOTES:</b></p> | <p><b>CUSTOMER SIGNATURE FOR DESIGN APPROVAL</b></p> <p>THIS IS AN ORIGINAL DRAWING CREATED BY TIM'S LIGHTING COMPANY, INC. NO PART OF THIS DOCUMENT MAY BE USED OR REPRODUCED IN ANY FORM WITHOUT WRITTEN PERMISSION FROM TIM'S LIGHTING COMPANY, INC. COLORS SHOWN ON ART MAY VARY DUE TO VARYING SURFACE MATERIALS AND PAINT.</p> |
|---|--|----------------------|--|





8' CABINET WIDTH



2' CABINET DEPTH

TOP VIEW

# DIRECT EMBEDMENT POLE AND CONCRETE FOUNDATION

|   |                    |  |   |                      |  |
|---|--------------------|--|---|----------------------|--|
| <p><b>TLCSIGN</b><br/>         TRUSTED. LOYAL. CREATIVE.   A DIVISION OF TIM'S LIGHTING COMPANY, INC.<br/>         920-657-4113<br/>         920-657-3625</p> | <p><b>Sign</b></p> | <p><b>EASTERN WISCONSIN:</b><br/>         O: 920-733-4113 F: 920-733-3448<br/>         555 EISENHOWER DR.<br/>         KIMBERLY, WI 54136</p> <p><b>CENTRAL WISCONSIN:</b><br/>         N7255 32ND CT.<br/>         WEYBURN, WI 54983<br/>         O: 920-657-4113 F: 920-657-3625</p> | <p><b>CLIENT:</b> CITY OF APPLETON-MEMORIAL PARK PG: 2 OF 2</p> <p><b>ADDRESS:</b> APPLETON, WI</p> <p><b>DATE:</b> 02.06.12</p> <p><b>FILE NAME:</b> 12-00121.CDR</p> <p><b>DESIGNER:</b> DAN LUKASZEWSKI</p> <p><b>SCALE:</b> 3/8"= 1'-0"</p> <p><b>REV. DATE:</b> 3.3.16</p> | <p><b>NOTES:</b></p> | <p><b>CUSTOMER SIGNATURE FOR DESIGN APPROVAL</b></p> <p>THIS IS AN ORIGINAL DRAWING CREATED BY TIM'S LIGHTING COMPANY, INC. NO PART OF THIS DOCUMENT MAY BE USED OR REPRODUCED IN ANY FORM WITHOUT WRITTEN PERMISSION FROM TIM'S LIGHTING COMPANY, INC. COLORS SHOWN ON ART MAY VARY DUE TO VARYING SURFACE MATERIALS AND PAINT.</p> |
|---|--------------------|--|---|----------------------|--|









Witzke Blvd

Ballard Rd (CTH E)



Proposed LED Sign

# Department of Public Works Inspections Division

## Permit Summary Count YTD Comparison

01/01/16 Thru 06/30/16

Report Date: 7/1/2016



| Permit Type  | Year Issued | Permit Count | Total Estimated Cost | Total Receipt Amount |
|--------------|-------------|--------------|----------------------|----------------------|
| BUILDING     | 2015        | 507          | 57,959,036           | 172,035.70           |
|              | 2016        | 467          | 38,447,817           | 170,552.94           |
|              |             | -7.89 %      | -33.66 %             | -0.86 %              |
|              |             |              |                      |                      |
| DISPLAY SIGN | 2015        | 76           | 533,553              | 2,370.00             |
|              | 2016        | 95           | 693,474              | 2,860.00             |
|              |             | 25.00 %      | 29.97 %              | 20.68 %              |
|              |             |              |                      |                      |
| ELECTRICAL   | 2015        | 463          | 5,936,943            | 67,260.35            |
|              | 2016        | 477          | 4,034,397            | 61,091.80            |
|              |             | 3.02 %       | -32.05 %             | -9.17 %              |
|              |             |              |                      |                      |
| EROSION CNTL | 2015        | 22           |                      | 3,100.01             |
|              | 2016        | 24           |                      | 2,760.00             |
|              |             | 9.09 %       | %                    | -10.97 %             |
|              |             |              |                      |                      |
| HEATING      | 2015        | 350          | 10,146,342           | 33,085.15            |
|              | 2016        | 363          | 5,239,790            | 32,073.34            |
|              |             | 3.71 %       | -48.36 %             | -3.06 %              |
|              |             |              |                      |                      |
| PLAN REVIEW  | 2015        | 63           |                      | 21,930.00            |
|              | 2016        | 57           |                      | 16,882.50            |
|              |             | -9.52 %      | %                    | -23.02 %             |
|              |             |              |                      |                      |
| PLUMBING     | 2015        | 262          | 3,644,199            | 26,823.00            |
|              | 2016        | 242          | 2,166,141            | 18,741.00            |
|              |             | -7.63 %      | -40.56 %             | -30.13 %             |
|              |             |              |                      |                      |
| SEWER        | 2015        | 92           | 1,348,575            | 7,939.00             |
|              | 2016        | 98           | 689,390              | 8,615.00             |
|              |             | 6.52 %       | -48.88 %             | 8.51 %               |
|              |             |              |                      |                      |
| WELL         | 2015        | 2            |                      | 60.00                |
|              | 2016        | 1            |                      | 30.00                |
|              |             | -50.00 %     | %                    | -50.00 %             |
|              |             |              |                      |                      |



# Department of Public Works Inspections Division

## Permit Summary Count YTD Comparison

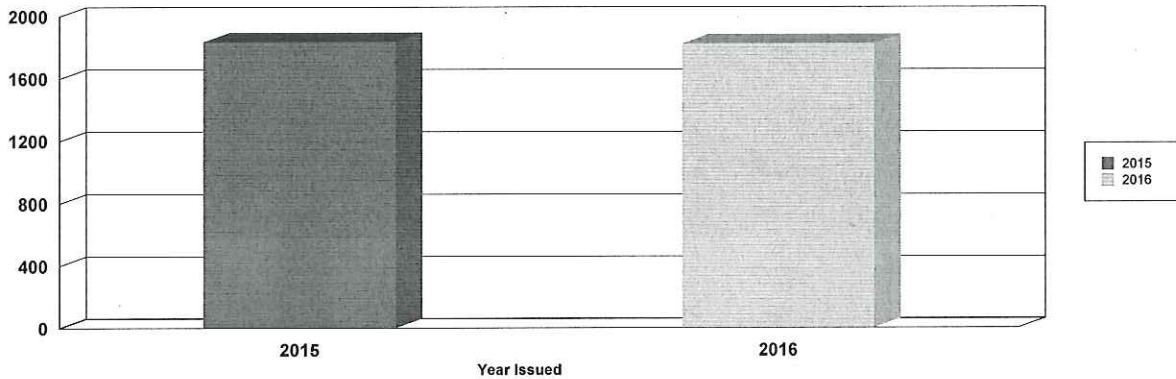
01/01/16 Thru 06/30/16

Report Date: 7/1/2016

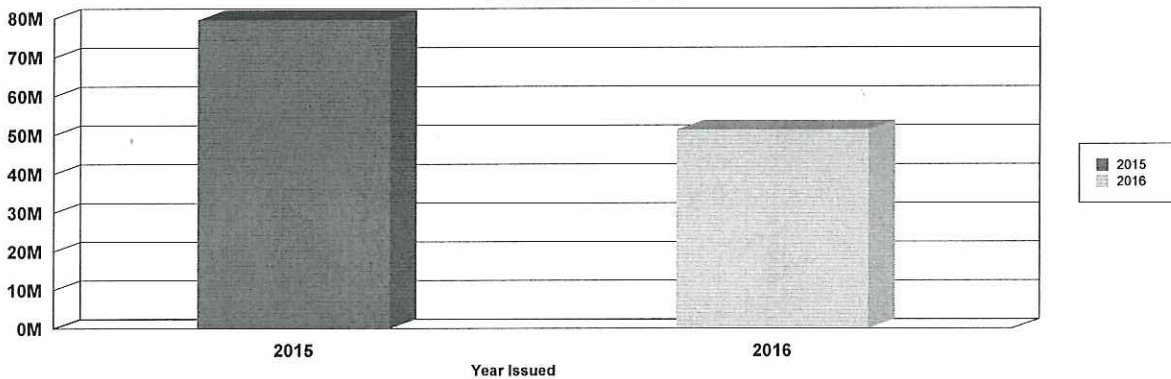


|                       | 2015                 | 2016                 |
|-----------------------|----------------------|----------------------|
| <b>Permits</b>        | <b>1837</b>          | <b>1824</b>          |
| <b>Estimated Cost</b> | <b>79,568,648.00</b> | <b>51,271,009.00</b> |
| <b>Receipt Amount</b> | <b>334,603.21</b>    | <b>313,606.58</b>    |

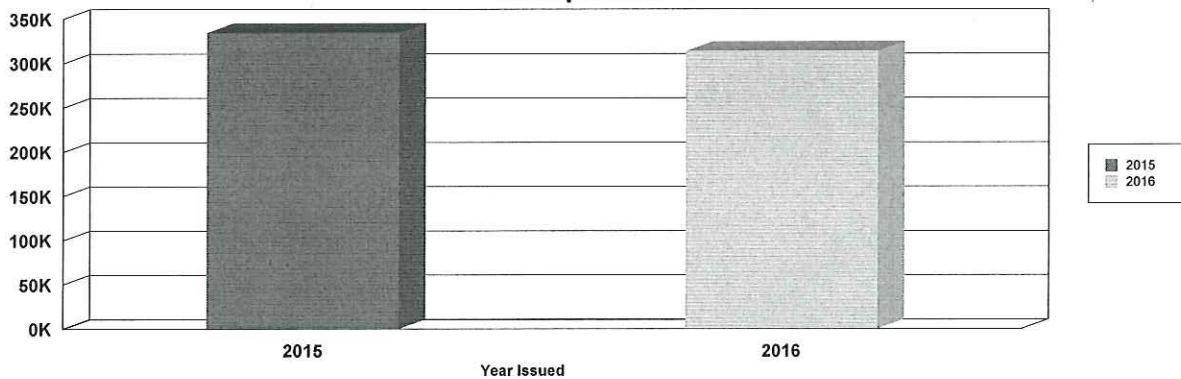
Number of Permits



Estimated Cost



Receipt Amount



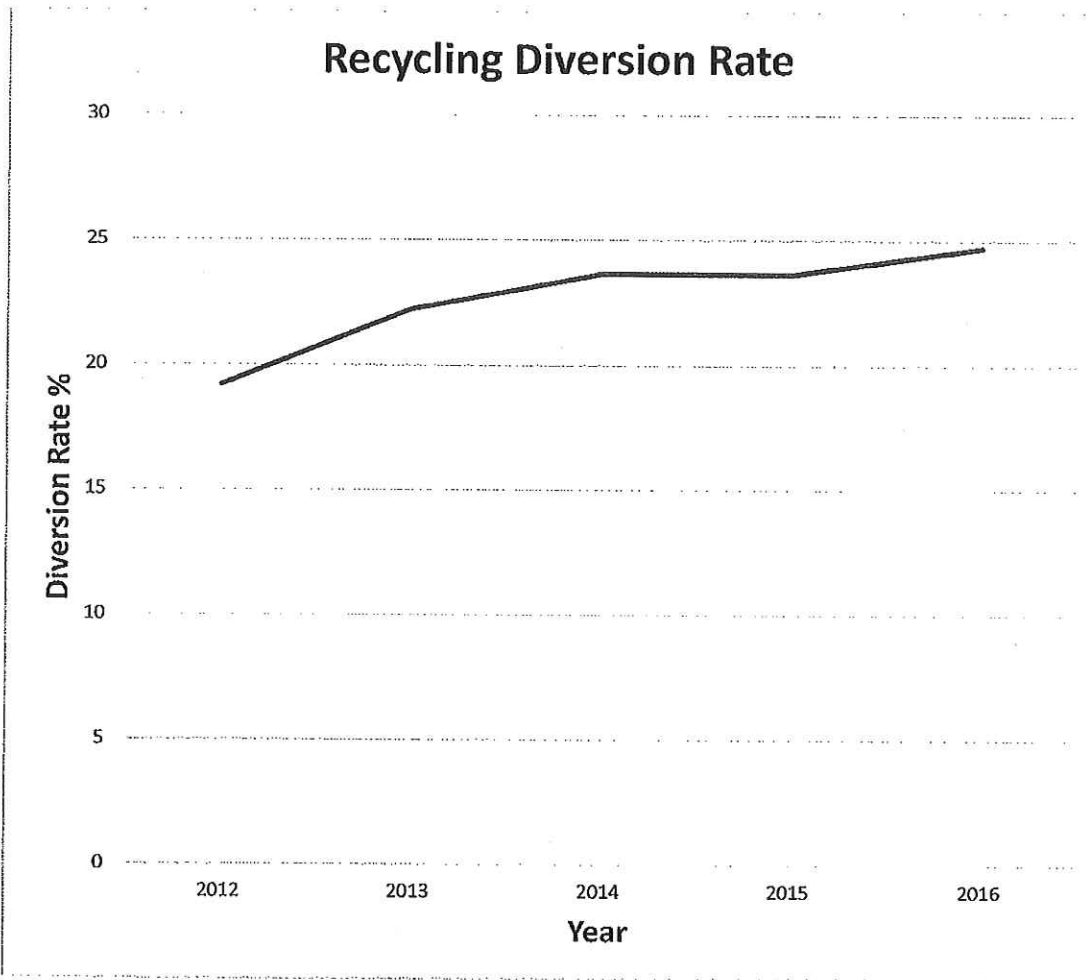
## Recycling & Solid Waste Disposal (Through June 2016)

| <b>Recycling</b>                             |            |
|--|------------|
| 2016 Recycling Tonnage                       | 3,176      |
| 2012 Recycling Tonnage                       | 2,441      |
| Recycling Tonnage Increase/Decrease          | 735        |
| <b>Recycling Tonnage % Increase/Decrease</b> | <b>30%</b> |

| <b>Trash</b>                             |              |
|--|--------------|
| 2016 Trash Tonnage                       | 9,670        |
| 2012 Trash Tonnage                       | 10,268       |
| Trash Tonnage Increase/decrease          | -598         |
| <b>Trash Tonnage % Increase/decrease</b> | <b>-5.8%</b> |

| <b>Recycling Diversion Rate</b>      |               |
|--------------------------------------|---------------|
| <b>2016 Recycling Diversion Rate</b> | <b>24.72%</b> |
| 2012 Recycling Diversion Rate        | 19.21%        |

| <b>Disposal Savings (Compared to 2012)</b> |                     |
|--|---------------------|
| Recycling Tonnage Increase                 | 735                 |
| 2016 Landfill Tipping Fee (per ton)        | \$ 45.00            |
| <b>Tipping Fee Savings YTD</b>             | <b>\$ 33,075.00</b> |



| <u>Year</u> | <u>Diversion Rate</u> |
|-------------|-----------------------|
| 2012        | 19.21                 |
| 2013        | 22.24                 |
| 2014        | 23.66                 |
| 2015        | 23.65                 |
| 2016        | 24.72                 |