



# 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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Monday, June 12, 2017

4:30 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

[17-849](#) Minutes from May 22, 2017

**Attachments:** [Minutes from May 22, 2017.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

[17-783](#) Recommend award of Unit Q-17 Pavement Marking Contract (Paint) to Crowley Construction Corp. in the amount of \$44,918.45 plus a \$5,000 contingency for a project total not to exceed \$49,918.45.

**Legislative History**

5/22/17      Municipal Services      held  
                 Committee

*Item #17-783 be held until June 12, 2017 meeting.*

[17-850](#) Request from Christensen Heating & Air Conditioning for a Street Occupancy Permit to install a sign that extends up to three (3) feet into the Wisconsin Avenue Street right-of-way with a minimum clearance of 12 feet.

**Attachments:** [Christiansen Heating and Air Conditioning.pdf](#)

[17-851](#) Request from Kevin Pullen, 2600-2602 S. Horizon Drive, for a variance to Municipal Code 19-91 (f)(5) to extend his driveway 4' 9" into the front yard of both sides of the duplex.

**Attachments:** [Kevin Pullen-2600 S Horizon Drive.pdf](#)

[17-858](#) Request from Lawrence University to move a house from 122 N. Union Street to 229 N. Union Street be approved contingent upon an approved moving route.

**Attachments:** [Building permit-122 N Union St to 229 N Union St.pdf](#)

[17-859](#) Request from Jill Gauger to have the \$50 Weed Administration Fee waived for 12 Ramlen Court.

**Attachments:** [12 Ramlen Court weed assessment.pdf](#)

[17-860](#) Install all-way stop control at the Walnut Street/Eighth Street intersection.

**Attachments:** [Intersection traffic at Walnut St. and Eighth Street.pdf](#)

[17-852](#) Approve proposed parking changes near Lincoln Elementary School to create a dedicated parking spot for the crossing guard.

**Attachments:** [Lincoln Elementary.pdf](#)

[17-853](#) Approve proposed parking changes on Oklahoma Street, east of Mason Street.

**Attachments:** [Parking changes Oklahoma Street, east of Mason St.pdf](#)

[17-855](#) Approve proposed parking changes on Capitol Drive near Edna Ferber Elementary School.

**Attachments:** [Ferber Elementary.pdf](#)

[17-856](#) Approve proposed parking restriction on the north side of North Street at Durkee Street.

**Attachments:** [Parking restriction North St. to Durkee St.pdf](#)

## **6. Information Items**

[17-861](#) Contractor meeting held on June 6, 2017 for the STH 47 (Richmond) and CTH OO (Northland) Intersection Project.

**Attachments:** [Intersection project STH 47 and CTH OO.pdf](#)

[17-863](#) Inspection Division Permit Summary Comparison Report for May, 2017.

**Attachments:** [Inspection Permit Summary Comparison Report for May 2017.pdf](#)

[17-882](#) Parking meter pay-by-phone update.

**Attachments:** [Parking meter pay-by-phone update.pdf](#)

[17-866](#) Discussion of proposed change to sidewalk cafe ordinance.

**Attachments:** [Proposed change to sidewalk cafe ordinance.pdf](#)

[17-868](#) Evergreen Drive/Alvin Street upcoming 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 contact Paula Vandehey 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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Monday, May 22, 2017

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 4 - Croatt, Konetzke, Martin and Dannecker

**Excused:** 1 - Coenen

3. Approval of minutes from previous meeting

[17-780](#)

Minutes from May 9, 2017

**Attachments:** [Minutes from May 9, 2017.pdf](#)

Konetzke moved, seconded by Dannecker, that the minutes be approved. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Croatt, Konetzke, Martin and Dannecker

**Excused:** 1 - Coenen

4. Public Hearings/Appearances

5. Action Items

[17-783](#)

Anticipated award to Unit Q-17 Pavement Marking (Paint) Contract.

*Item #17-783 be held until June 12, 2017 meeting.*

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

**Aye:** 4 - Croatt, Konetzke, Martin and Dannecker

**Excused:** 1 - Coenen

[17-684](#)

Request from Mark Morgan to not have terrace trees planted per the City of Appleton's Tree Planting Policy at 2311 E. Highpond Crossing and instead to:

1. Property owner and City Forester to mutually agree on tree species

and locations.

2. Property owner to purchase two trees, City to own and install.
3. City to plant standard trees per Policy in Spring 2018 if no agreement reached by that date.

**Attachments:** [Mark Morgan-2311 E. Highpond Crossing.pdf](#)

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

**Aye:** 4 - Croatt, Konetzke, Martin and Dannecker

**Excused:** 1 - Coenen

**17-786**

**Resolution #11-R-17**

May 17, 2017

*Submitted by: Alderperson Siebers - District 1*

*Referred to: Municipal Services Committee*

Whereas Clark Street is a very narrow residential street,

Whereas there are no terraces on North Clark Street and the sidewalks abut right up to the street,

Whereas there are families with small children living on North Clark Street,

Whereas research has shown that children under 14 are far more likely to be hit by a car on a street with a speed limit for 25 miles per hour or more,

Whereas a common complaint of those living on North Clark Street has been the speed of many cars using North Clark Street,

And Whereas cities across the United States are starting to lower speed limits in residential neighborhoods for safety reasons.

Therefore be it resolved,

That the speed limit ~~in the 500 and 600 block~~ on the entire length of North Clark Street be reduced to 20 mph, if not 15

*Referred to staff to amend entire length of Clark Street. June 26, 2017 meeting.*

Dannecker moved, seconded by Martin, that the Report Action Item be referred

to staff. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Croatt, Konetzke, Martin and Dannecker

**Excused:** 1 - Coenen

## 6. Information Items

[17-787](#)

Appleton receives Bike Friendly Community Silver designation.

**Attachments:** [Bike Friendly Community Silver designation.pdf](#)

[17-788](#)

Street light installation on Vantage Drive and Milis Drive.

**Attachments:** [Street light installation on Vantage Drive and Milis Drive.pdf](#)

## 7. Adjournment

Dannecker moved, seconded by Martin, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

**Aye:** 4 - Croatt, Konetzke, Martin and Dannecker

**Excused:** 1 - Coenen

**From:** Brian Hurst [mailto:brian@foxcitiessign.com]  
**Sent:** Tuesday, May 30, 2017 1:46 PM  
**To:** Kurt Craanen <Kurt.Craanen@Appleton.org>  
**Subject:** Christensen Heating permission to be in the right of way

Hi Kurt,

I am requesting permission on behalf of Christensen Heating and Air Conditioning to have their sign occupy space in the right-of-way on Wisconsin Avenue. The location of the building in relation to the street and the location of the driveways creates a hardship for relocating the sign. The new sign will have the same width as the current sign, and we would not be moving the pole, so we will not be taking any space in the right of way that isn't already being used.

I will still need to determine the right-of way at 1609 W Wisconsin Avenue, and I appreciate your assistance in finding that out and getting this request on the schedule.

Thanks,

Brian

**Brian Hurst**

Business Sales and Service Specialist



Mobile: 920-540-6947

Fax: 920-221-3243

Email: [brian@foxcitiessign.com](mailto:brian@foxcitiessign.com)



W Wisconsin Ave



51



W Wisconsin

N Douglas St

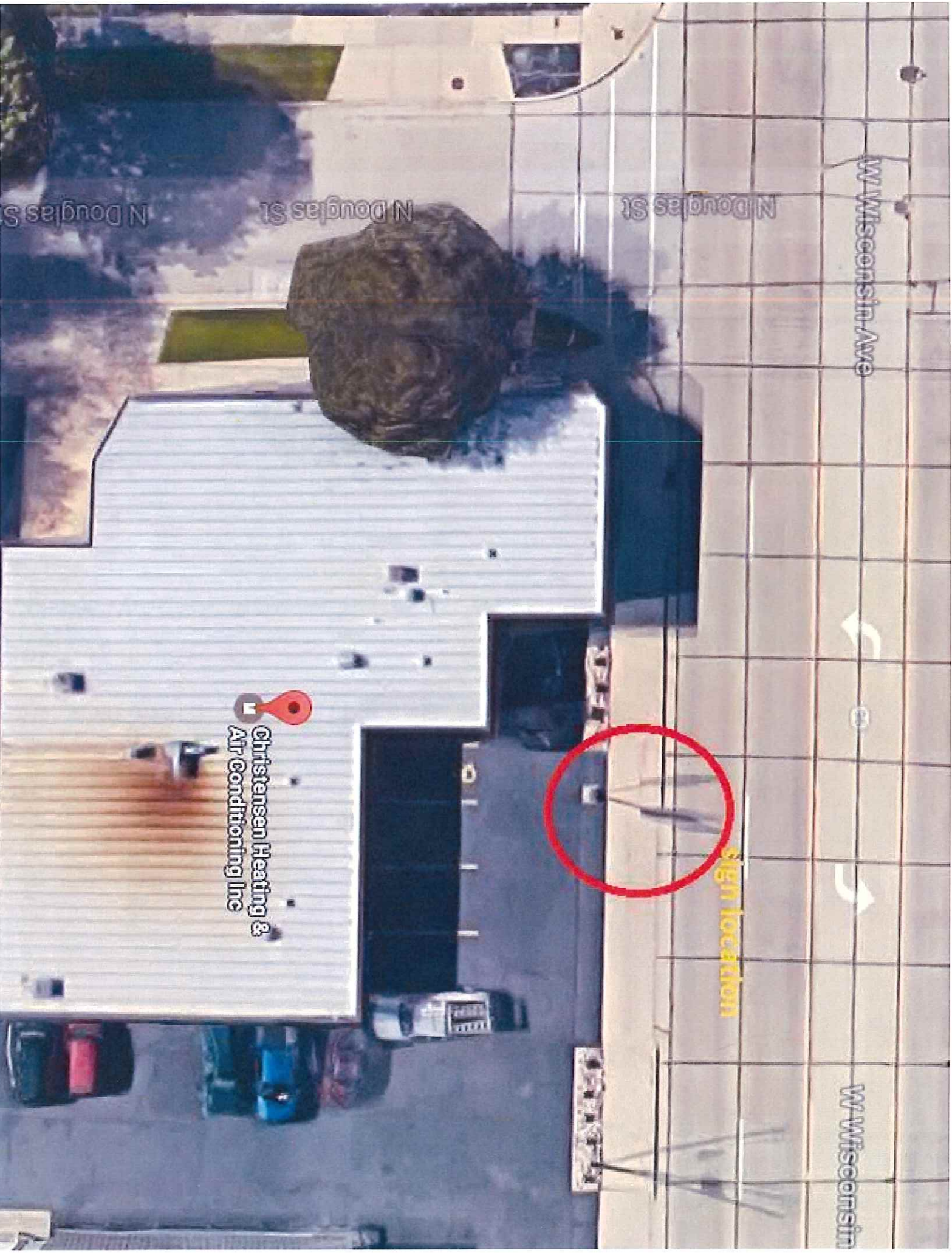
N Douglas St

N Douglas St



sign location

Christensen Heating &  
Air Conditioning Inc







1125D W. Tuckaway Ln.  
Menasha, WI 54952  
T: 920-378-3515  
F: 920-221-3243  
FoxCitiesSign.com  
Sales@FoxCitiesSign.com

DESIGN #: 1594.1bR2  
Client: Christensen H&AC  
Signage: Pylon  
Location: Appleton, WI  
Salesperson: Brian  
Date: 5-8-2017  
Artist: Dana

Quantity: 1, 2-sided  
Material: Pylon & EMC

- Red Monochrome EMC
- Opaque Black
- Cabinet - Black

© 2015 Fox Cities Sign & Lighting Services, LLC  
This drawing is a property of Fox Cities Sign & Lighting Services, LLC. The borrower agrees it shall not be produced, copied, or disposed of directly or indirectly, nor used for any purpose without permission. Failure to comply will result in compensation to Fox Cities Sign & Lighting Services, LLC for design time and effort.

Client Approval:

Date:

WORKING DESIGN ■ FINAL DESIGN



Ask Us About The Latest  
Energy Efficient Options!



NIGHT VIEW

12' Clearance

Repaint Pole



BEFORE

19"d

6'w



Logo Quality Shown  
Will need high resolution  
image for production.



2" Retainer



Red Monochrome

Electronic Message Center

Cabinet Size: 2' 6 5/16"h x 5' 8 1/8"w

Display Area: 2' 1 3/16"h x 5' 3"w

New D/F LED Internally Illuminated Pylon Cabinet & D/F EMC



June 1, 2017

### Request For Driveway Width Variance

To: Members of the Municipal Services Committee

c/o Kurt Craanen

I Kevin Pullen, resident of 2600 S. Horizon Drive would like to offer a proposal for a variance for your consideration. It's my understanding that I am currently able to extend the driveway an additional 4' in with on both sides of the existing driveway at my recently purchased, owner occupied duplex. The existing driveway is only the width of the center, attached garage which has one stall for each side. The depth of the driveway will only accommodate one vehicle. When I purchased the home, I was unaware of the overnight street parking restrictions. I'm not certain if there are ordinances governing parking on the front lawn, but I know it occurs and I think it looks sloppy even though I've been guilty of having to do it myself. It's my intention to request this variance to pour the new concrete 4'9" beyond the existing, bringing it even with the edge of the stoop. While this additional 9" on each side may not seem worthy of this process, it will make the parking of two vehicles side by side for each part of the dwelling much easier. I will be also having an approved contractor add a triangular addition on each side of the apron as part of this project. The existing driveway (per side) is approximately 11'5" X 25' to the sidewalk. The finished project if you accept my proposal for a variance would be 16' 2" wide X 25' long per side or 32'4" X 25' overall.

Thank you for your consideration,

Kevin Pullen

920-915-2959













#### APPLETON CODE

(Code 1965, §10.17(2); Ord 4-93, §1, 1-6-93; Ord 142-93, §1, 9-15-93; Ord 143-93, §1, 9-15-93; Ord 144-93, §1, 9-15-93; Ord 154-93, §1, 9-15-93; Ord 155-93, §1, 9-15-93; Ord 137-95, §1, 12-20-95; Ord 154-01, §1, 9-10-01, Ord 68-05, §1, 5-7-05; Ord 107-05, §1, 1-1-06; Ord 122-05, §1, 1-1-06; Ord 96-10, §1, 6-22-10; Ord 103-10, §1, 1-1-11; Ord 112-12, §1, 10-23-12)

**Cross reference(s)** - Citation for violation of certain ordinances, §1-17; schedule of deposits for citation, §1-18.

#### **Sec. 19-91. Parking in front and side yard in residential district; parking on terraces.**

(a) **Purpose.** The purpose of this section is to clearly define acceptable areas for parking vehicles within the front yard or side yard, as defined in Chapter 23, of private properties in order to address off-street parking issues and maintain the acceptable appearance of City neighborhoods.

(b) **Residential driveway.** Residential driveway means that area leading directly from the street to a garage, carport, or rear yard parking area.

(c) **Front yard.** No person shall park or store any motor vehicle, or recreational vehicle of 26 feet or less, i.e., a "camping trailer", "fifth-wheel trailer", "motor home" or "recreational vehicle" as those terms are defined by §340.01, Stats., as well as boat trailers and boats, utilities trailers, trailered snowmobiles, trailered jet-ski(s) or fishing shanties in the front yard of any residential district except upon a residential driveway and shall be subject to temporary recreational vehicle parking restrictions set forth in §19-92. No recreational vehicle or boat greater than 26 feet in length may be parked or stored in the front yard of any residential district. Any vehicle parked in the front yard, shall be parked within the driveway area in such a manner as to maintain all wheels on the driveway surface, and shall neither obstruct the sidewalk nor extend onto the driveway apron. All driveways on one- (1-) and two- (2-) family residential properties, as well as those properties with three (3) dwelling units, shall be paved with concrete, asphalt, brick or a similar hard surface within one (1) year of construction. Carriage style driveways with a minimum of 2-foot wide strips paved with concrete, asphalt or brick and maintained grass medians in accordance with Sec. 12-59(c)(3) are permitted. Those existing driveways on one- (1-) and two- (2-) family properties, as well as those properties with three (3) dwelling units, that are not currently paved as described for new driveways shall be so paved within one (1) year of notice of non-compliance. (Ord 84-15, §1, 10-27-15)

(d) **Side yard.** No person shall park or store any

Supp. #86

motor vehicle, "camping trailer", "fifth-wheel trailer", "motor home" or "recreational vehicle" as those terms are defined by §340.01, Stats., as well as boat trailers and trailered boats, pick-up camper tops, utilities trailers, trailered snowmobiles, trailered jet-ski(s) or fishing shanties in the side yard of any residential district unless the side yard parking area is no greater than twelve (12) feet wide and extends no farther than the rear plane of the principal structure on the property. Side yard parking areas are required to be hard surfaced and subject to the requirements of this section, including the requirement for a permit for the installation of said hard surface.

(e) **Permits.** The Inspections Supervisor shall issue a driveway extension permit or a side yard parking pad permit upon the filing of a proper application, which shall be on a form furnished by the Director and shall describe the nature of the work, material to be used, measurements, plans and/or specifications of the proposed extension as well as such other information as may be required for inspection. Permits shall be issued prior to the start of the work. Fees for this permit shall be kept on file with the City Clerk.

(f) Extensions to the driveway surface, beyond the area previously described in section (d), are permissible provided all of the following apply:

- (1) The property owner has obtained appropriate driveway extension permit; and,
- (2) Both the extension and driveway are paved as provided in sec. (d) above; and,
- (3) The extension is no greater than twelve (12) feet wide; and,
- (4) The paved area is no longer than the length of the driveway, extending from the edge of the City's right-of-way to a carport, rear yard parking area or garage. For the purpose of creating a parking pad, the paved area may extend along the side of the principal structure on the property and may extend to the rear plane of said structure; and,
- (5) Whenever practicable, the extension shall be located on the side of the driveway such that it extends toward the nearest side lot line. When such a configuration is not possible, the property owner may install an extension no greater than four (4) feet into the greater front yard. Any extension into the greater front yard of the property that is more than four (4) feet wide shall require approval from the



## TRAFFIC AND VEHICLES

### Municipal Services Committee.

- (6) This section shall not apply toward paved circular driveways.
- (7) The paved area shall meet any other requirements of the Municipal Code including, but not limited to, zoning requirements and the Driveway Installation Policy.

(g) Appeals to the requirements of this section shall be filed with the Inspections Supervisor and heard by the Municipal Services Committee. In hearing and deciding appeals, the Committee shall have the power to grant relief from the terms of this section only where there are unusual and practical difficulties or undue hardships due to an irregular shape of the lot, topographical, or other conditions present, as contrasted with merely granting an advantage or convenience. Decisions of the Committee shall be consistent with the purpose and intent of this section.

(h) Relief granted by the Municipal Services Committee, pursuant to (g) above, shall run with the land. (Ord 85-15, §1, 10-27-15)

(i) Any person who shall violate any provision of this chapter shall be subject to a penalty as provided in §1-16 of the Municipal Code.

(Code 1965, §10.04(2); Ord 179-02, §1, 8-27-02, Ord 16-05, §1, 2-22-05; Ord 126-06, §1, 10-10-06; Ord 156-10, §1, 10-26-10; Ord 157-10, §1, 10-26-10; Ord 159-10, §1, 11-9-10, Ord 144-11, §1, 6-7-11)

**Cross reference(s)** - Citation for violation of certain ordinances, §1-17; schedule of deposits for citation, §1-18.

### **Sec. 19-92. Recreational and commercial vehicle parking and storage in residential district.**

(a) **Definitions.** For the purposes of this section, certain terms shall have the meanings ascribed to them in this section, unless the context clearly indicates otherwise.

**Recreational vehicle** means a "camping trailer", "fifth-wheel trailer", "motor home" or "recreational vehicle" as those terms are defined by §340.01, Stats. It also includes trailers and boats, pick-up camper tops, utilities trailers, trailered snowmobiles, trailered jet-ski(s) or fishing shanties.

(b) When associated with residential dwellings:

(1) The outdoor storage of a commercial vehicle or commercial trailer shall be restricted to a vehicle or trailer owned or leased by the occupant(s) of the lot upon which the vehicles are stored.

(2) The enclosed parking or storage of not more than one (1) commercial or service vehicle rated at Class A – D may be permitted within an attached garage, attached carport, detached garage, and/or detached carport, provided that such vehicle is used by the occupant(s) of the lot upon which the vehicle is parked or stored.

(3) The outdoor parking or storage of not more than one (1) commercial or service vehicle rated at Class A – D or school bus, may be permitted, provided that such vehicle is parked or stored in the side yard and/or rear yard only and used by the occupant(s) of the lot upon which the vehicle is parked or stored.

(4) **Recreational vehicle storage.** The outdoor storage of not more than one (1) recreational vehicle in areas other than those addressed in §19-91 may be permitted provided:

- a. Such recreational vehicle is owned or leased by the occupant(s) of the lot upon which the recreational vehicle is stored.
- b. Such recreational vehicle shall not be used for business, living, sleeping, or housekeeping purposes.
- c. Such recreational vehicle shall not be permanently connected to sewer lines, water lines, or electricity.
- d. Such recreational vehicle shall not be used for the storage of goods, materials or equipment not normally a part of or essential to the immediate use in that vehicle or trailer.

(c) **Recreational vehicle parking in front yard.** Unoccupied recreational vehicles of 26 feet in length or less as defined in §19-92 may be parked in a front yard driveway.

(Code 1965, §11.15(3)(c); Ord 32-92, §1, 3-18-92; Ord 174-93, §1, 10-19-93; Ord 131-96, §1, 12-18-96; Ord 145-11, §1, 6-7-11)



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

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**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: Moving Building from 122 N. Union St. to 229 N. Union St.

DATE: June 7, 2017

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On May 17, 2017, our office received an application for a Building Moving Permit. Lawrence University proposes moving the existing structure located at 122 N. Union St. to 229 N. Union St.

Section 4-408 of the Appleton City Code outlines requirements for relocating buildings within the City. The following are some of the specific requirements of that section:

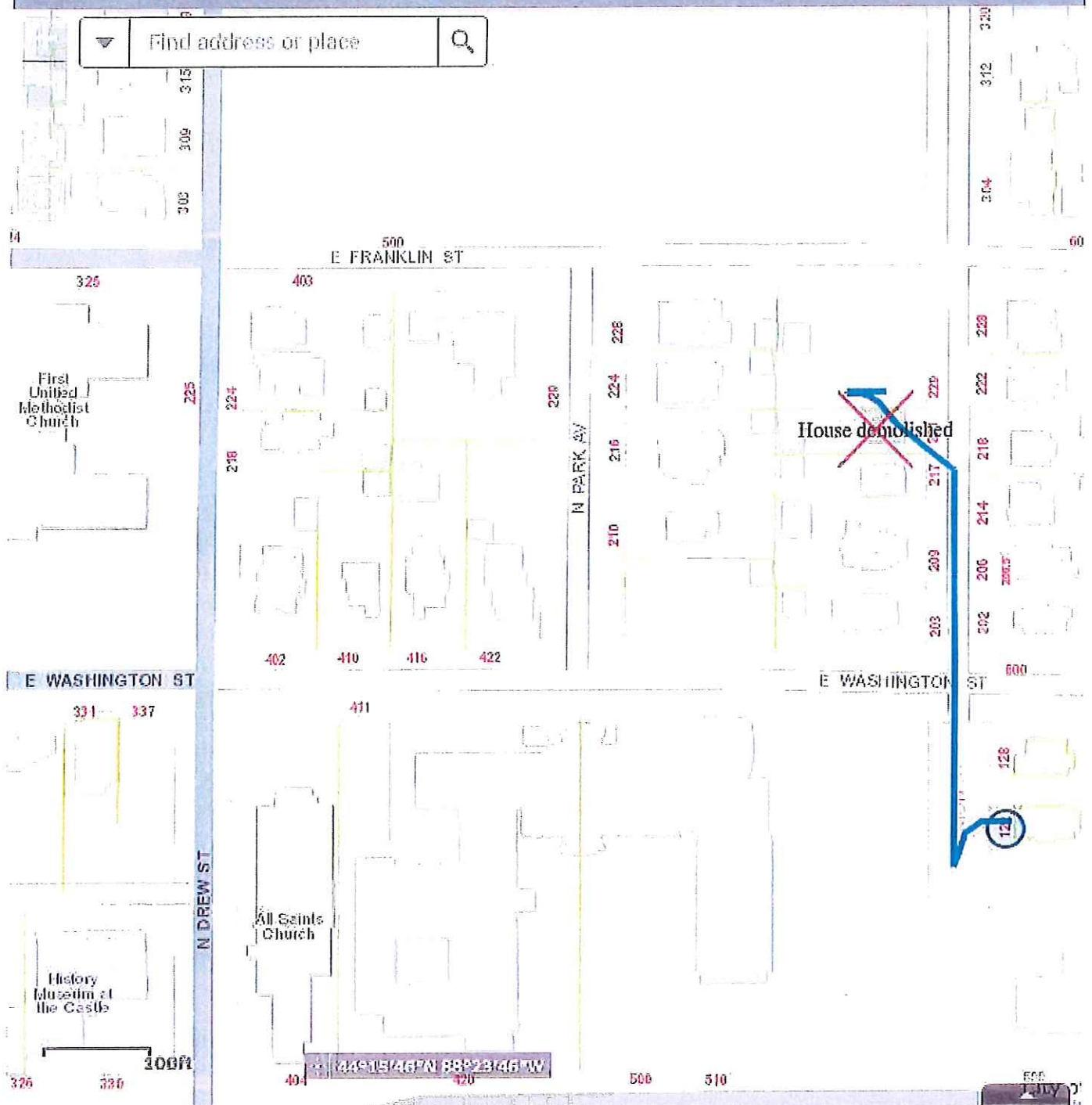
- Section 4-408(b) requires that the Inspection Supervisor shall issue a permit only after it has been approved by the Municipal Services Committee and the Common Council.
- Section 4-408(c) specifies that the alderperson of the ward of the proposed relocation be notified. Alderperson Martin of the 4<sup>th</sup> district has been notified.
- Section 4-408(d) states that if 20% of the owners of property within one hundred (100) feet of the adjacent property protest the relocation, the permit may only be issued with a three-fourths ( $\frac{3}{4}$ ) vote of the Common Council. The owners of the properties in this category have been sent a letter and a copy of this meeting's agenda.

Lawrence University has been notified that once the house is moved to 229 N. Union St it must pass a full housing inspection as if it was a new house.

**The Department of Public Works recommends approval of the Moving Permit Application.**

cc: Amanda Abshire





## **DRAFT**

### **Travel Plan – Relocation of House at 122 N. Union Street to 229 N. Union Street Lawrence University June 2017**

A narrative of the travel plan follows these high-level details:

- Moving the house at 122 N. Union Street (parcel ID #0-0415-3) to the address at 229 N. Union Street (parcel ID #1-0322)
- Proposed Move Date: July 25, 2017
- Contractor: DeVooght House Lifters
- House Dimensions: 39' tall (approx. 44' tall when lifted), 35' wide (approx. 40' on cradle), 75' long
- Weight: Legal weight will be maintained on all wheels
- Move Route: North on Union Street (see attached map)

Lawrence University plans to relocate the historic house, known by a number of names (including the Zoe Cloak House, L.H. Moore House, McCarthy Co-Op), at 122 N. Union Street to the lot at 229 N. Union Street. The house was built in 1901 in the Queen Anne style, and was purchased by the university in 1928. It has served many purposes through the decades, and Attic Theatre was founded in the house. The house is currently used as a student residence. Lawrence plans to complete a top-to-bottom renovation of the house after it is relocated and intends to utilize the structure as a residence for its provost and dean of the faculty.

Early in the process, the university contacted City Forester Mike Michlig to consult on the move route given concern over the impact to trees of any path taken. Forester Michlig assessed the potential options and recommended a direct route north on Union Street. He suggested that many of the trees on the west side of Union Street are in marginal condition and should be removed in any case. Other route options would impact similar numbers of trees, and in every scenario, trees that are in better condition and more desirable. The university has opted to take Forester Michlig's advice and is planning to use this route for the move. Forester Michlig plans to remove the trees in the move route on the west side of North Union Street upon Common Council's approval of the move permit.

Upon lifting the house onto a steel cradle, DeVooght will wheel the house over its existing foundation, turning south on North Union Street to execute the first step in rotating the house the required 180 degrees. The house will be wheeled north on Union Street with the front of the house to the rear. To minimize impact to trees on the east side of the street, DeVooght will run the west-side wheels along the terrace on the west side of the street. The objective is to avoid as much pruning of trees that will remain as possible. The house is wider than Union Street, so running down the middle of the street would also be impractical.

As site work begins for the new foundation at 229 N. Union Street, the university also plans to demolish the house at 221 N. Union Street (parcel ID #1-0319). This house is in poor condition and is not listed as contributing to the historic nature of the City Park Historic District. As it turns out, demolishing this house and cutting down an Ash tree and the large Silver Maple tree at 229 N. Union Street will provide a path for the new house to move northwest over the terrace, leaving two mature Norway Maple trees in the terrace in front of 229 N. Union Street intact. In this final maneuver, the house will be positioned next to its new foundation and will be facing the correct direction.

There are several obstacles in the move path that need to be addressed prior to the move:

- Aforementioned trees, including trees directly in front of the house and in the scope of another project across the 100 block of North Union Street.
- Street light post to the northwest of the house at its current location, which will likely be in the way as DeVooght executes the first turn.
- No Parking sign on the west terrace of the 100 block of North Union Street.
- Overhead utilities running east-west along Washington Street (Note: Lawrence University is consulting with overhead utility owners to develop a plan for the move).
- Overhead power line feeding street light on NE corner of Union and Washington Streets.
- Street light at NE Corner of Union and Washington Streets (fixture only, not pole).
- Street & Stop Sign at the NW corner of Union and Washington Streets.
- Two No Parking Signs on the west side of the 200 block of North Union Street.



## Paula Vandehey

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**From:** Jill F. Gauger <jgauger@fiduciarypartners.com>  
**Sent:** Wednesday, June 07, 2017 3:51 PM  
**To:** Paula Vandehey  
**Subject:** Miscellaneous Special Assessment Bill Appeal

Good Morning Paula:

Marie Michalkiewicz passed away April 14, 2017 and Fiduciary Partners has been recently appointed Personal Representative of her estate. We recently received a notice (notice # 17-00913-1) that a weed administrative fee of \$50.00 was due on her property located at 12 Ramlen Court (parcel # 31-4-1560-00). Upon Fiduciary Partners' appointment in Marie's estate, we have acted promptly in lining up lawn care services for the home and had actually done so before receiving the notice.

I am emailing at this time to appeal the fee charged given the circumstances that this homeowner passed away and there was a slight lag in getting someone appointed in her estate.

Thank you for your attention to this matter and please contact me with any questions or if this appeal will be approved.

Best regards,

Jill Gauger

*Trust & Estate Settlement Officer*  
*Fiduciary Partners, Inc.*  
3913 West Prospect Avenue Ste 201  
Appleton WI 54914-8797  
866.380.9969 Toll-free  
920.380.9961 Fax  
[jgauger@fiduciarypartners.com](mailto:jgauger@fiduciarypartners.com)  
[www.fiduciarypartners.com](http://www.fiduciarypartners.com)

***Beginning May 26<sup>th</sup>, Fiduciary Partners will close at 3:00PM on Fridays for our summer office hours.***

Electronic Privacy Notice: This e-mail, and any attachments, contains information that is, or may be, covered by electronic communications privacy laws, and is also confidential and proprietary in nature. If you are not the intended recipient, please be advised that you are legally prohibited from retaining, using, copying, distributing, or otherwise disclosing this information in any manner. Instead, please reply to the sender that you have received this communication in error, and then immediately delete it. Thank you in advance for your cooperation.





05/25/2017 15:44





05/25/2017 15:44



## 2017 Weed Fee Appeals

[illegible]



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 Lom, Traffic Engineer  
**Date:** February 28, 2017  
**Re:** Intersection traffic control at the Walnut Street / Eighth Street intersection  
*Follow-Up to Six-Month Trial Period*

In response to concerns raised by City staff, the Traffic Section recently reviewed the control at the intersection of Eighth Street and Walnut Street, and subsequently initiated a six-month trial period to change from two-way stop control to all-way stop control. This intersection is located in the Central Business District, adjacent to the Appleton Police Department and the Outagamie County campus.

The concerns that were raised stated that there were inadequate sight lines for Eighth Street drivers, forcing them to make blind entries onto Walnut Street. Our review confirmed the sight distance concerns, and determined that it had been degraded as a result of the angle parking that had recently been installed on Walnut Street. While other options were explored, our judgement was that all-way stop control would be the best long-term solution, and that it would provide the important ancillary benefit of providing a safer environment for pedestrians in this congested area.

During the trial period, it was noted that the all-way stop control adequately addressed the safety issues. Further, all feedback received by my office was positive. Based on this, we recommend making the changes permanent.

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

1. **Create:** “Install all-way stop control at the Walnut Street / Eighth Street intersection.”





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:** June 2, 2017  
**Re:** Request from APD for designation of a dedicated parking spot for crossing guard (Lincoln Elementary)  
*Follow-up to a Six-Month Trial Period*

The Traffic Section recently received a request from the Appleton Police Department to designate an on-street parking area for the crossing guard at Lincoln Elementary. The area in question was already posted *No Parking During School Hours*. The request simply altered the existing restriction to allow for “police-authorized vehicles” (crossing guards). A six-month trial period to test this change was initiated on 1/30/17.

This comes on the heels of the recent implementation of designated crossing guard parking stalls at numerous locations throughout the city in recent years.

While we have not been able to find another City which has gone to this length, we can appreciate the challenges that our crossing guards face at certain locations due to parking congestion. For this reason, we are supportive of their request and recommend making the change permanent.

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

1. **Repeal Ord. 19-12:** “Parking be restricted to two hours from 7:00 a.m. to 4:00 p.m. on school days on Commercial Street from Mason Street to a point 410 feet east of Gillett Street.”
2. **Create:** “Parking be restricted to two hours from 7:00 a.m. to 4:00 p.m. on school days on the north side of Commercial Street from Mason Street to a point 410 feet east of Gillett Street.”
3. **Create:** “Parking be restricted to two hours from 7:00 a.m. to 4:00 p.m. on school days on the south side of Commercial Street from a point 85 feet west Mason Street to a point 410 feet east of Gillett Street.”
4. **Create:** “Stopping, standing or parking be prohibited from 7:30 a.m. to 4:30 p.m. on school days, except for police-authorized vehicles, on the south side of Commercial Street from Mason Street to a point 85 feet west of Mason Street.”



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 Lom, City Traffic Engineer  
**Date:** June 1, 2017  
**Re:** Proposed parking change on Oklahoma Street, east of Mason Street  
*Follow-Up to Six-Month Trial Period*

In response to a request from Alderperson Christine Williams, the City's Traffic Section assessed the possibility of expanding the existing two-hour zone parking zone in the area of Appleton West High School to include a portion of Oklahoma Street that is located east of Mason Street. Alderperson Williams had received a number of complaints that students had been parking on both sides of this block on school days.

Property owners on this block were surveyed by mail and, based on the feedback received, two-hour parking restrictions were posted for a 6-month trial period.

This arrangement appears to have had the desired effect, 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:** "Parking be restricted to two hours from 7:00 a.m. to 4:00 p.m. on school days on Oklahoma Street from a point 90 feet east of Mason Street to a point 335 feet east of Mason Street."



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**To:** Municipal Services Committee  
**From:** Eric Lom, City Traffic Engineer  
**Date:** June 1, 2017  
**Re:** Proposed parking restriction on Capitol Drive near Ferber Elementary School  
*Follow-Up to Six-Month Trial Period*

Late in 2016, my office received numerous concerns about safety issues that were being caused by cars parked on *both* sides of Capitol Drive in the area east of Northbreeze Drive during school drop-off and pick-up times. During these busy times of the day, Capitol Drive traffic was brought to a near standstill due to a combination of heavy traffic, pick-up and drop-off activities, and a roadway that had been narrowed by snowbanks.

In an effort to address this, a *No Stopping/Standing/Parking* zone (from 7:30 a.m. to 4:30 p.m. on school days) restriction was tested on the north side of Capitol Drive, extending from Northbreeze Drive to Meade Street. This essentially extended the existing *No Stopping/Standing/Parking* zone that had previously existed west of Northbreeze Dr.

Additionally, it was identified that pick-up and drop-off activities on the south side of Capitol Drive just east of Northbreeze Dr. were also contributing to the standstill. To address this the existing *No Stopping/Standing/Parking* zone is being extended east past the first driveway. This should also help keep the driveway open and accessible for the property owner.

We believe this change has improved safety in this area. Additionally, we have received no negative feedback from the neighborhood regarding this change. As such we recommend making the changes permanent.

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

1. **Create:** "Stopping/Standing/Parking be prohibited from 7:30 a.m. to 4:30 p.m. on the north side of Capitol Drive from Northbreeze Drive to a point 120 feet west of Meade Street."
2. **Repeal 69-15:** "Stopping, standing and parking be prohibited, on school days from 7:30 a.m. to 4:30 p.m., on the south side of Capitol Drive from a point 20 feet west of Northbreeze Drive to a point 20 feet east of Northbreeze Drive."
3. **Create:** "Stopping, standing and parking be prohibited, on school days from 7:30 a.m. to 4:30 p.m., on the south side of Capitol Drive from a point 20 feet west of Northbreeze Drive to a point 45 feet east of Northbreeze Drive."





**DEPARTMENT OF PUBLIC WORKS**  
**Engineering Division – Traffic Section**  
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FAX (920) 832-5570

**To:** Municipal Services Committee  
**From:** Eric Lom, City Traffic Engineer  
**Date:** May 31, 2017  
**Re:** Proposed parking restriction on North Street at Durkee Street to address safety concerns  
*Follow-Up to Six-Month Trial Period*

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In response to requests from multiple citizens, the City's Traffic Section assessed the possibility of removing on-street parking on the north side of North Street, just east and west of the Durkee Street intersection, as a means of improving sight lines for southbound drivers.

On-street parking is heavily utilized in this area due to its proximity to the Central Business District. Upon inspection, we were able to confirm that sight lines for southbound drivers were extremely poor, resulting in significant safety issues at the intersection. Based on this, we initiated a 6-month trial to remove parking in the vicinity of the intersection.

We believe this change has improved safety at this intersection. Additionally, we have received no negative feedback from the neighborhood regarding this change. As such we recommend making the change permanent.

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

1. **Create:** "Parking be prohibited on the north side of North Street from a point 30 feet west of Durkee Street to a point 50 feet east of Durkee Street."



# NEWS

## Wisconsin Department of Transportation

Northeast Regional Office, 944 Vanderperren Way, Green Bay, WI 54304 Phone: 920/492-5623 FAX: 920/492-5640 [www.wisconsindot.gov](http://www.wisconsindot.gov)

Release Date: June 7, 2017

### For more information, contact:

Mark Kantola, Regional Communications Manager

[Mark.Kantola@dot.wi.gov](mailto:Mark.Kantola@dot.wi.gov), (920) 492-4153

## Governor Walker approves WIS 47/County OO intersection improvements in Outagamie County

*Project begins Monday, June 19*

(Appleton) As part of his efforts to create jobs and make sure Wisconsin is open for business, Governor Scott Walker recently approved \$3 million to improve the WIS 47 (Richmond Street) and County OO (Northland Avenue) intersection in the city of Appleton, Outagamie County. The project is scheduled to start Monday, June 19 and finish by September 1, 2017.

Vinton Construction Company of Manitowoc, Wis. is the prime contractor.

### Project improvements

- Reconstructing the intersection of WIS 47 and County OO to a multi-lane roundabout
- Adding separate, right-turn lanes on Mason Street at the County OO intersection
- Repaving County OO
- Traffic signals upgrades at the County OO intersections with Mason Street, West Service Road and Bennett Street.

### Traffic impacts

- The intersection of WIS 47/County OO in Appleton will be closed for up to 75 days to expedite construction. Local access to adjacent businesses and residents will be provided at all times.
- A signed detour route will be in place to route through traffic around the project.
- Detour route for WIS 47 will be WIS 96 to Ballard Road (County E) to I-41.
- Detour route for County OO will be I-41 to Ballard Road (County E).
- Traffic will be reduced to a single lane at the Mason Street intersection for 40 days.

**Project benefits**

The WIS 47/County OO intersection has a high, injury crash rate and capacity concerns. The city of Appleton identified the intersection as one of the most dangerous intersections in the city. The multilane roundabout is designed to improve both traffic flow and safety by replacing closely spaced traffic signals. The project will also improve safety with upgraded signals at the Mason Street, Bennet Street and West Service Road, and provide improved pavement conditions for motorists along County OO.

For more project information, please see the WIS 47/OO Project webpage:

- <https://projects.511wi.gov/47-oo/>

You can follow this project throughout construction on the Northeast Region Weekly Highway Construction Update website:

- <https://projects.511wi.gov/weeklyupdates-ne/>

For information on how to drive a multi-lane roundabout, please see the WisDOT roundabout website:

- [www.wisconsinroundabouts.gov](http://www.wisconsinroundabouts.gov).

###

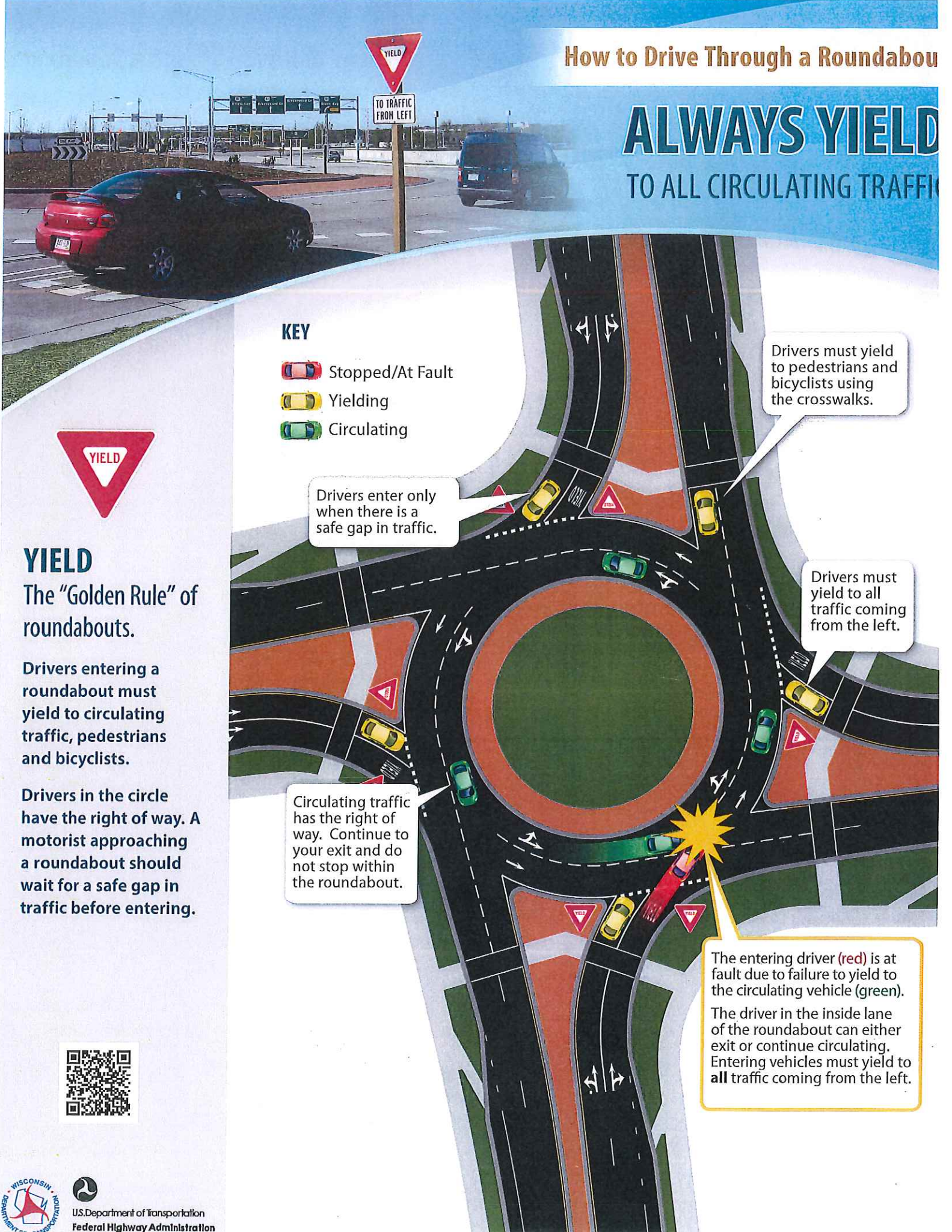
[Outagamie County – all]






## How to Drive Through a Roundabout

# ALWAYS YIELD

TO ALL CIRCULATING TRAFFIC



### KEY

-  Stopped/At Fault
-  Yielding
-  Circulating



## YIELD

The "Golden Rule" of roundabouts.

Drivers entering a roundabout must yield to circulating traffic, pedestrians and bicyclists.

Drivers in the circle have the right of way. A motorist approaching a roundabout should wait for a safe gap in traffic before entering.

Drivers enter only when there is a safe gap in traffic.

Drivers must yield to pedestrians and bicyclists using the crosswalks.

Drivers must yield to all traffic coming from the left.

Circulating traffic has the right of way. Continue to your exit and do not stop within the roundabout.

The entering driver (red) is at fault due to failure to yield to the circulating vehicle (green). The driver in the inside lane of the roundabout can either exit or continue circulating. Entering vehicles must yield to **all** traffic coming from the left.

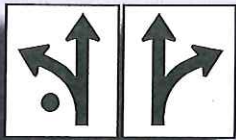




## How to Drive Through a Roundabout

# CHOOSE YOUR LANE

BEFORE ENTERING A  
ROUNDAOUBT



As with any other intersection, the proper lane must be chosen before entering a roundabout.

In advance of the roundabout, signs and pavement markings will always indicate which lanes may be used for the direction you want to go.

Keep left to turn left through the roundabout and keep right to turn right.

**Never change lanes within a roundabout.**



Drivers in the outside (right) lane are not allowed to turn left, they must exit the roundabout. Drivers in the left lane may exit or turn left.

In this type of crash, the driver of the RED car is at fault for failing to obey the lane use signs and choosing the incorrect lane.

Drivers wishing to turn left **must** be in the left (inside) lane before entering the roundabout.

Multiple signs and pavement markings on every approach remind drivers of the need to choose the proper lane. Failure to use the proper lane can result in a ticket or a crash.



U.S. Department of Transportation  
Federal Highway Administration



# Department of Public Works Inspections Division

## Permit Summary Count YTD Comparison

01/01/17 Thru 05/31/17

Report Date: 6/7/2017



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

| Permit Type  | Year Issued | Permit Count | Total Estimated Cost | Total Receipt Amount |
|--------------|-------------|--------------|----------------------|----------------------|
| BUILDING     |             |              |                      |                      |
|              | 2016        | 325          | 34,344,902           | 148,483.44           |
|              | 2017        | 359          | 82,570,253           | 110,539.60           |
|              |             | 10.46 %      | 140.41 %             | -25.55 %             |
| DISPLAY SIGN |             |              |                      |                      |
|              | 2016        | 76           | 564,087              | 2,290.00             |
|              | 2017        | 48           | 365,114              | 1,820.00             |
|              |             | -36.84 %     | -35.27 %             | -20.52 %             |
| ELECTRICAL   |             |              |                      |                      |
|              | 2016        | 360          | 2,808,636            | 42,223.68            |
|              | 2017        | 317          | 4,846,682            | 55,257.85            |
|              |             | -11.94 %     | 72.56 %              | 30.87 %              |
| EROSION CNTL |             |              |                      |                      |
|              | 2016        | 11           |                      | 1,300.00             |
|              | 2017        | 18           |                      | 2,410.00             |
|              |             | 63.64 %      | %                    | 85.38 %              |
| HEATING      |             |              |                      |                      |
|              | 2016        | 288          | 4,806,926            | 27,567.41            |
|              | 2017        | 328          | 8,708,458            | 28,803.13            |
|              |             | 13.89 %      | 81.16 %              | 4.48 %               |
| PLAN REVIEW  |             |              |                      |                      |
|              | 2016        | 43           |                      | 12,920.00            |
|              | 2017        | 56           |                      | 17,143.50            |
|              |             | 30.23 %      | %                    | 32.69 %              |
| PLUMBING     |             |              |                      |                      |
|              | 2016        | 201          | 1,870,477            | 15,620.00            |
|              | 2017        | 244          | 2,332,857            | 19,281.85            |
|              |             | 21.39 %      | 24.72 %              | 23.44 %              |
| SEWER        |             |              |                      |                      |
|              | 2016        | 82           | 595,290              | 7,254.00             |
|              | 2017        | 73           | 1,056,300            | 9,773.61             |
|              |             | -10.98 %     | 77.44 %              | 34.73 %              |
| WELL         |             |              |                      |                      |
|              | 2016        | 1            |                      | 30.00                |
|              | 2017        | 1            |                      | 40.00                |
|              |             | %            | %                    | 33.33 %              |



# Department of Public Works Inspections Division

## Permit Summary Count YTD Comparison

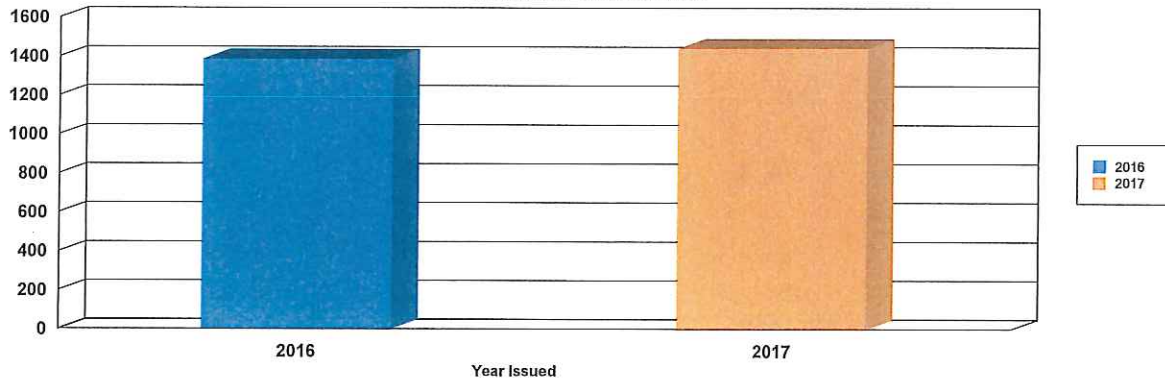
01/01/17 Thru 05/31/17

Report Date: 6/7/2017

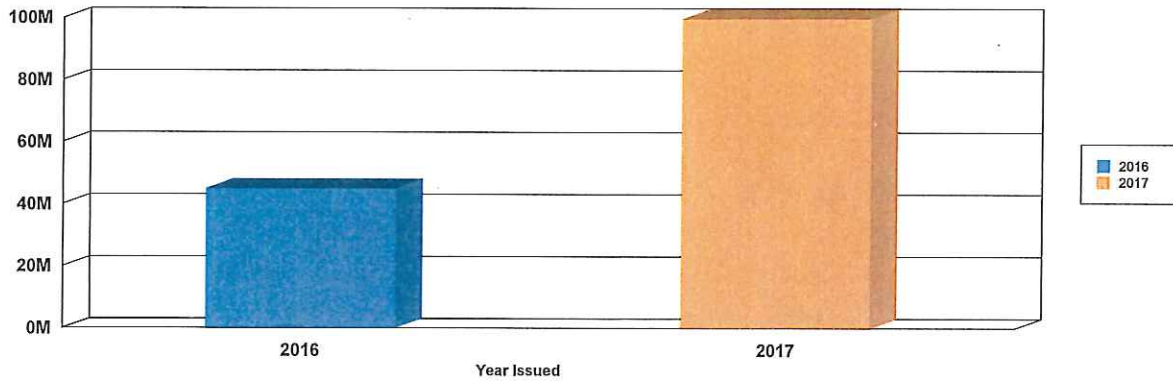


|                       | 2016                 | 2017                 |
|-----------------------|----------------------|----------------------|
| <b>Permits</b>        | <b>1387</b>          | <b>1444</b>          |
| <b>Estimated Cost</b> | <b>44,990,318.00</b> | <b>99,879,664.00</b> |
| <b>Receipt Amount</b> | <b>257,688.53</b>    | <b>245,069.54</b>    |

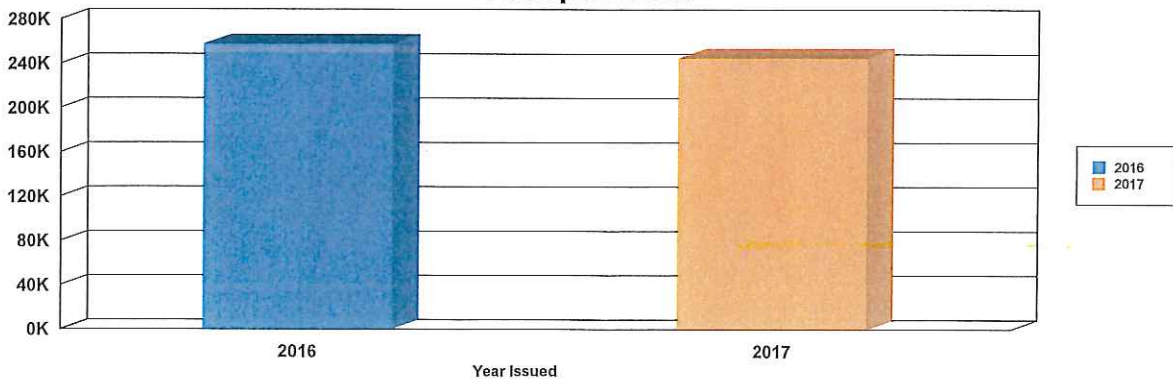
**Number of Permits**



**Estimated Cost**



**Receipt Amount**



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SPACE  
123

## LICENSES, PERMITS AND BUSINESS REGULATIONS

requestor to appear before the Committee. The Municipal Services Committee shall hear any person for or against the granting of the permit and shall report its recommendation to the Common Council, which shall grant or deny the permit.  
(Ord 51-05, §1, 5-24-05)

### 9-261. Restrictions on use of permit.

Street Occupancy Permits issued under this division shall not be valid on the following special event days: Flag Day Parade, License to Cruise, Oktoberfest, Christmas Parade and any day that planned/permitted special event would close the street in front of the sidewalk café for normal use or traffic.  
(Ord 51-05, §1, 5-24-05)

### 9-262. Conduct of business generally.

(a) A permit holder under this division shall be subject to the following:

- (1) The parameters of the sidewalk café shall be limited to the area of the amenity strip located immediately in front of the establishment and shall not extend beyond the width of the establishment's property line.
- (2) No sidewalk café may obstruct the defined pedestrian right-of-way adjacent to the amenity strip, *nor have any items in excess of five (5) feet in height.*
- (3) A permit holder shall keep the parameters of the sidewalk café and the surrounding area in a clean and sanitary condition.
- (4) All food, beverages or other items shall only be served within the sidewalk café by employees of the permit holder and only to patrons who are seated at a table within the sidewalk café. This section shall not apply to establishments that solely offer over the counter service and are not licensed to sell alcoholic beverages.
- (5) During the sidewalk café's operating hours, patrons being served within the sidewalk café shall count towards the premise's established capacity.
- (6) A minimum width of twelve (12) feet between the back of curb and the building face must exist; with a minimum of eight (8) feet available for pedestrian traffic and four (4) feet available for tables and chairs.
- (7) The sidewalk café must be adjacent to the street with marked on-street parking stalls to provide a physical barrier between vehicular traffic and

the café.

(b) If a permit holder is going to serve alcoholic beverages within the parameters of the sidewalk café, the permit holder shall also be subject to the following:

- (1) The permit holder must hold a Class B license.
- (2) The description for the premise on the Class B license must include the parameters of the sidewalk café.
- (3) The permit holder must obtain a Special Use Permit.
- (4) The permit holder can begin serving alcoholic beverages in the sidewalk café at 4:00 p.m. Monday through Friday and 11:00 a.m. on Saturday and Sunday. All alcoholic beverages must be removed from the sidewalk café by 9:30 p.m.
- (5) A licensed operator working for the permit holder must serve the alcoholic beverages in the sidewalk café.
- (6) Customers are not allowed to carry alcoholic beverages outside the sidewalk café.

(c) The Chief of Police or designee may close a sidewalk café at any time the health, safety, welfare or good order of the City is threatened.

(Ord 51-05, §1, 5-24-05; Ord 115-06, §1, 9-26-06; Ord 138-09, §1, 8-11-09; Ord 53-14, §1, 7-8-14)

### 9-263. Revocation, suspension, non-renewal.

(a) *Causes.* A Street Occupancy Permit may be revoked, suspended or not renewed for a violation of any provision of this ordinance, or any other City ordinance or state statute which is substantially related to the permit activity.

#### (b) *Procedure.*

- (1) A complaint shall be made in writing by the Chief of Police or any other person to the Common Council.
- (2) A hearing shall be held before the Municipal Services Committee. The permit holder shall be notified in writing of the hearing date and time and of the charges alleged, not less than three (3) days and not more than ten (10) days prior to the hearing.
- (3) At the hearing, the Chief of Police or designee shall present evidence of the alleged