



# City of Appleton

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

## Meeting Agenda - Final-revised Municipal Services Committee

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Monday, May 21, 2018

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

[18-0748](#) Minutes from May 7, 2018.

**Attachments:** [Minutes from May 7, 2018.pdf](#)

### 4. Public Hearings/Apearances

### 5. Action Items

[18-0749](#) Design Hearing for the following streets in the 2020 pavement reconstruction program:

- a. Prospect Avenue (Seminole Dr-Haskell St)
- b. Erb Street (Michigan St-130' n/o Michigan St)
- c. Harriet Street (Walter Ave-Telulah Ave)
- d. Henry Street (Warner St-Telulah Ave)
- e. Warner Street (College Ave-Henry St)

18-0750

Request from Appleton Downtown Inc. for street occupancy permits for College Avenue (600 W. College Avenue to 300 E. College Avenue) as follows:

- a. June 15, 2018-Hidden Textures in the beautification strip area only (noon to 9:00 p.m.)
- b. July 20, 2018-Chalk on the Town in the sidewalk area only (noon to 9:00 p.m.)
- c. August 17, 2018-Paint on the Town in the beautification strip area only (noon to 9:00 p.m.)
- d. September 21, 2018 -Parking Day in the beautification strip area only (noon to 9:00 p.m.)

**Attachments:** [Art on the Town.pdf](#)

18-0751

Request from Appleton Downtown Inc. for a street occupancy permit to host a Sidewalk Sale on Saturday, August 4, 2018 from 10:00 a.m. to 6:00 p.m. (during Mile of Music) on the beautification strip from 600 W. College Avenue to 300 E. College Avenue.

**Attachments:** [ADI-Sidewalk Sale.pdf](#)

18-0752

Request from Appleton Downtown Inc. for a street occupancy permit for International Make Music Day on Thursday, June 21, 2018 in the beautification strip area only (noon to 9:00 p.m.) from 600 W. College Avenue to 300 E. College Avenue.

**Attachments:** [Make Music Day.pdf](#)

18-0753

Request from Appleton Downtown Inc. for a street occupancy permit for Street Music Week, June 11-15, 2018 in the beautification strip area only (noon-1:00 p.m.) from 600 W. College Avenue to 300 E. College Avenue.

**Attachments:** [Street Music Day.pdf](#)

18-0755

Request from Mr. Paul Hess for a variance to Municipal Code Section 19-92 (c) to park his RV Camper (longer than 26 feet) in the front yard at 3621 N. Meadowsweet Lane.

**Attachments:** [Paul Hess variance.pdf](#)

- [18-0764](#) Request from Creative Sign Company for a permanent street occupancy permit to install two signs that extend 6 feet in College Avenue and Appleton Street right-of-way at 100 W. College Avenue be approved with a minimum clearance of 10 feet.

**Attachments:** [Creative Sign Company-100 W. College Ave.pdf](#)

**18-0788 Resolution #7-R-18 Snow Emergencies**

Submitted by: William Siebers, District 1

Date: May 16, 2018

Referred to: Municipal Services Committee

**Whereas**, there are only 218 days left until winter, And

**Whereas**, the best time to deal with a problem is before circumstances force our hand, And

**Whereas**, with all winters we will once again need to deal with winter storms, which includes calling snow emergencies, And

**Whereas**, snow emergencies are exactly that, emergencies, And

**Whereas**, these emergencies are called to promote the most efficient removal of snow from our streets, and also to promote safety, And

**Whereas**, as common as it is to have snow storms in the winter it is also common for people to ignore the parking ban during the snow emergency, And

**Whereas**, the fine for parking on the street during the snow emergency is the same as a normal parking ticket and not likely a deterrent as we would hope,

**Therefore**, the fine for parking on the street during a snow emergency be more reflective of the seriousness of the situation and be increased.

**6. Information Items**

- [18-0758](#) Wisconsin Active Together-recognition award.

**Attachments:** [Wisconsin Active Together.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 call Paula Vandehey at 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 7, 2018

4:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

2. Roll call of membership

**Present:** 5 - Croatt, Coenen, Konetzke, Martin and Williams

3. Approval of minutes from previous meeting

[18-0689](#)

Minutes from April 23, 2018.

**Attachments:** [Minutes from April 23, 2018.pdf](#)

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

**Aye:** 5 - Croatt, Coenen, Konetzke, Martin and Williams

4. **Public Hearings/Apearances**

5. **Action Items**

[18-0680](#)

Request from Appleton Downtown Inc. to install a second Pet Waste Station (first one located adjacent to Houdini Plaza) in the flower planter by C.U. Saloon at 409 W. College Avenue.

**Attachments:** [Pet Waste Station.pdf](#)

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

**Aye:** 5 - Croatt, Coenen, Konetzke, Martin and Williams

[18-0684](#)

Approve intersection control change at Marshall Heights Avenue/Crossing Meadows Lane (follow up to a 6-month trial)

**Attachments:** [Marshall Heights Ave-Crossing Meadows Ln.pdf](#)

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

**Aye:** 5 - Croatt, Coenen, Konetzke, Martin and Williams

[18-0685](#)

Approve parking changes on Commercial Street and Spring Street by Lincoln Elementary School (follow-up to a 6-month trial).

**Attachments:**     [Commercial & Spring St -Lincoln Elementary.pdf](#)

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

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

[18-0606](#)

R/B-Approve parking changes associated with the railroad quiet zone project.

**Attachments:**     [Parking restrictions-Railroad Quiet Zone.pdf](#)  
                              [Railroad quiet zone \(revised\).pdf](#)

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 Williams

[18-0687](#)

Approve parking changes on Winnebago Street east of Gillett Street by Appleton West High School (follow-up to a 6-month trial).

**Attachments:**     [Winnebago St-Appleton West High School.pdf](#)

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

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

[18-0688](#)

Award P-18 Pavement contract to Brickline, Inc. in an amount not to exceed \$139,000.

**Attachments:**     [Unit P-18 Pavement Marking Maintenance.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 Williams

[18-0690](#)

**Resolution #5-R-18 Bike Corral College Ave & Appleton St**

Submitted by: Joe Martin, District 4

Date: May 2, 2018

Referred to: Municipal Services Committee

**Whereas**, Appleton has been recognized as a Silver Award recipient from The League of American Bicyclists, And

**Whereas**, Appleton has made a commitment, building biking and

pedestrian infrastructure throughout our downtown, And

**Whereas**, Appleton has currently, 17.6 centerline-miles of bike lanes and are planning to add an additional 8.5 miles over the next five years.

And

**Whereas**, Appleton St. design plans add bike lanes in both direction with no parking, And

**Whereas**, we are planning to add in the next 1-3 years: The Trolley Trestle Trail from Atlas Mill to Pullmans and the Lawe Street Trestle.

**Now, Therefore, Be It Resolved** that Appleton Municipal Services review location and consider relocating the bike corral to the first red meter stall, NW corner of College and Appleton. The added security feature is a traffic camera will capture this location regularly.

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

**Aye:** 5 - Croatt, Coenen, Konetzke, Martin and Williams

## 6. Information Items

## 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 Williams

May 3, 2018

Ms. Paula VandeHey  
Director of Public Works - City Of Appleton  
100 N. Appleton St.  
Appleton, WI 54911

Dear Ms. VandeHey:

As a special feature of "Art on the Town", Creative Downtown Appleton Inc. would like to again; offer the following different themes, and are requesting a Sidewalk Occupancy Permit to cover the sidewalk area. Listed below are the different Friday dates and themes for 2018:

May 19 – "Celebrate Culture" – nothing scheduled on sidewalk at this time

June 15 – "Hidden Textures"

July 20 – "Chalk on the Town" – Businesses and individuals reserve a square or two of sidewalk, chalking begins at 1 p.m. and ends by 9 p.m. Businesses will have the first rights to sidewalk in front of their building.

August 17 - "Paint on the Town" – Businesses and individuals will paint on easels outside of participating venues, encouraging community involvement to add to the painting.

September 21 – "Park-ing Day" – We plan to work with the Food Truck Rally again and possibly offering some additional seating that night.

We are requesting a Sidewalk Occupancy Permit to cover the sidewalk area from 600 W. College Avenue through 300 E. College Avenue in downtown, from noon-9 p.m.

Thank you for your consideration,



Djuanna Hugdahl  
Event Coordinator  
Appleton Downtown Inc.  
[djuanna@appleondowntown.org](mailto:djuanna@appleondowntown.org)



May 7, 2018

Paula VandeHey, Director  
City Of Appleton – Department of Public Works  
100 N. Appleton Street  
Appleton, WI 54911

Dear Ms. VandeHey,

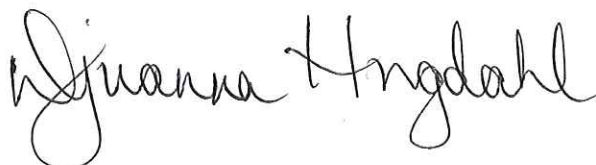
At the request of Willems Marketing, Mile of Music and the downtown businesses; Appleton Downtown Inc.; along with Creative Downtown Appleton Inc. would like to host a Sidewalk Sale again this year, during Mile 6, on Saturday, August 4 from 10 a.m. to 6 p.m. The Sidewalk Sale would occur alongside the Downtown Appleton Farm Market.

We are requesting a Sidewalk Occupancy Permit to cover the amenity strip from the 600 W. College Avenue through 300 E. College Avenue.

Stores will set up in the amenity strip beginning at 10 a.m. and will remove goods and supplies shortly after 6 p.m. We will not require any street closures for the Sidewalk Sale.

Thank you for your consideration.

Sincerely,



Djuanna Hugdahl  
Event Coordinator  
Appleton Downtown Inc.

May 3, 2018

Paula VandeHey, Director  
City Of Appleton – Department of Public Works  
100 N. Appleton Street  
Appleton, WI 54911

Dear Ms. VandeHey,

At the request of Mile of Music, Heid Music, and Appleton Downtown Inc.; we would like to request a Sidewalk Occupancy Permit for International ***Make Music Day*** to be held on Thursday, June 21; coinciding with the Lunchtime Live and Summer Concert.

An International event, Make Music Day is hosted in over 800 cities across 120 countries, it is a day designed around celebrating community involvement. Our intent is to offer busking and sing-alongs; encouraging the general public to participate and assist in making music.

Again, after reviewing the “busking” policy set forth by the City of Appleton, I am not sure if I need to request the permit, but due to previous requests, I rather err on the side of caution.

Thank you for your consideration.

Sincerely,



Djuanna Hugdahl  
Event Coordinator  
Appleton Downtown Inc.

May 3, 2018

Paula VandeHey, Director  
City Of Appleton – Department of Public Works  
100 N. Appleton Street  
Appleton, WI 54911

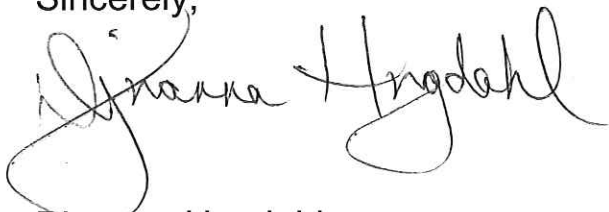
Dear Ms. VandeHey,

At the request of Heid Music, the downtown businesses, and Appleton Downtown Inc.; along with Creative Downtown Appleton Inc. we would like to request a Sidewalk Occupancy Permit for the 6<sup>th</sup> Annual Downtown Appleton "Street Music Week", June 11-15. The permit would allow for musicians to perform up and down College Avenue from noon to 1 p.m., in support of raising funds for Feeding America of Eastern Wisconsin.

After reviewing the "busking" policy set forth by the City of Appleton, I am not sure if I need to request the permit, but due to previous requests, I rather err on the side of caution.

Thank you for your consideration.

Sincerely,



Djuanna Hugdahl  
Event Coordinator  
Appleton Downtown Inc.

54911

**Phone Number:**

(920) 738-0892

**Fax Number:**

Not answered

**Comments/Questions:**

Dear Mr. Craanen,

In response to our phone conversation, I am submitting a formal request for a variance for parking our camper at Meadowsweet Lane. Due to physical disabilities, keeping the camper on the premises is a safer option for access.

Thank you for your consideration in this matter.

Sincerely,

Paul C. Hess

Home phone: 920-738-0892

Thank you,  
Appleton, WI

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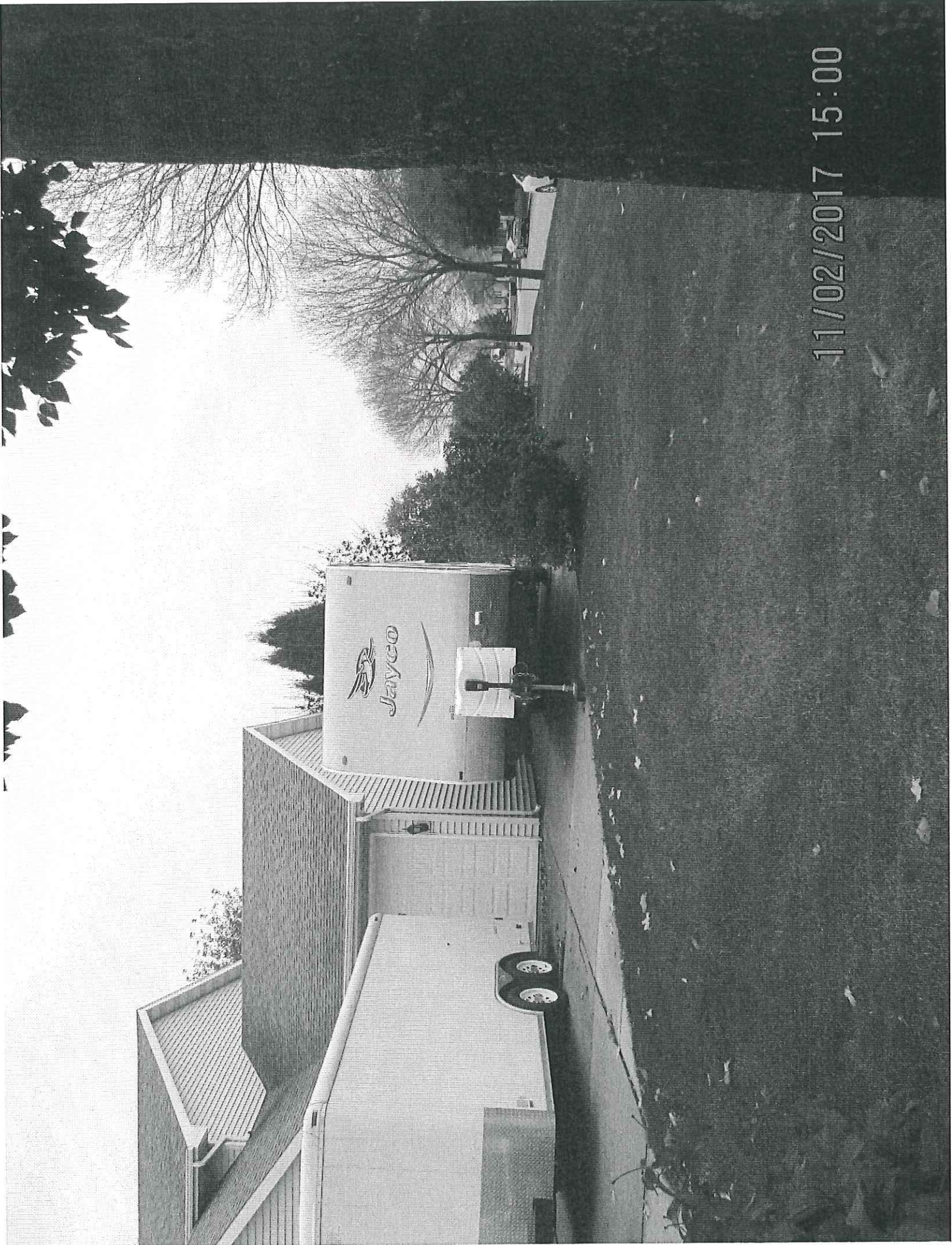
**This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.**





11/02/2017 15:00





11/02/2017 15:00



## 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)

\*



CLIENT: PFEFFERLE MANAGEMENT

LOCATION: 100 W. COLLEGE AVE., APPLETON

DRAWN BY: NICOLE P

SALESPERSON: KELLI L

DATE: 05/16/2018

DESIGN #: D12712

PAGE: 1

REVISION LOG:	INTL	DATE	DESCRIPTION
	---	00/00/0000	DESCRIPTION

FLAGMOUNT

QUANTITY: 2

SIDES: D/F

TENANT CAB

LIGHTING: ILLUMINATED LED (WHITE)

CABINET: FABRICATED ALUM (12")

FACES: .125" ALUM ROUTED & BACKED W/ LEXAN

REVEAL: 1"

FONT: GOTHAM MEDIUM

ID CABINET

CABINET: FABRICATED ALUM (6")

LETTERS: 1.5" HDU BACKLIT WHITE LED MOUNTED  
OFFSET 1.5"

FONT: GOTHAM MEDIUM

POLES: 4" SQ

MOUNTING: FLAGMOUNT WITH MOUNTING PLATE  
FLUSH TO BUILDING

INSTRUCTION: REMOVE EXISTING EMC.  
PRODUCE & INSTALL NEW FLAGMOUNTS.

COLORS:

P-1 MP00425 MILKY TURQUOISE (PER APPROVAL)

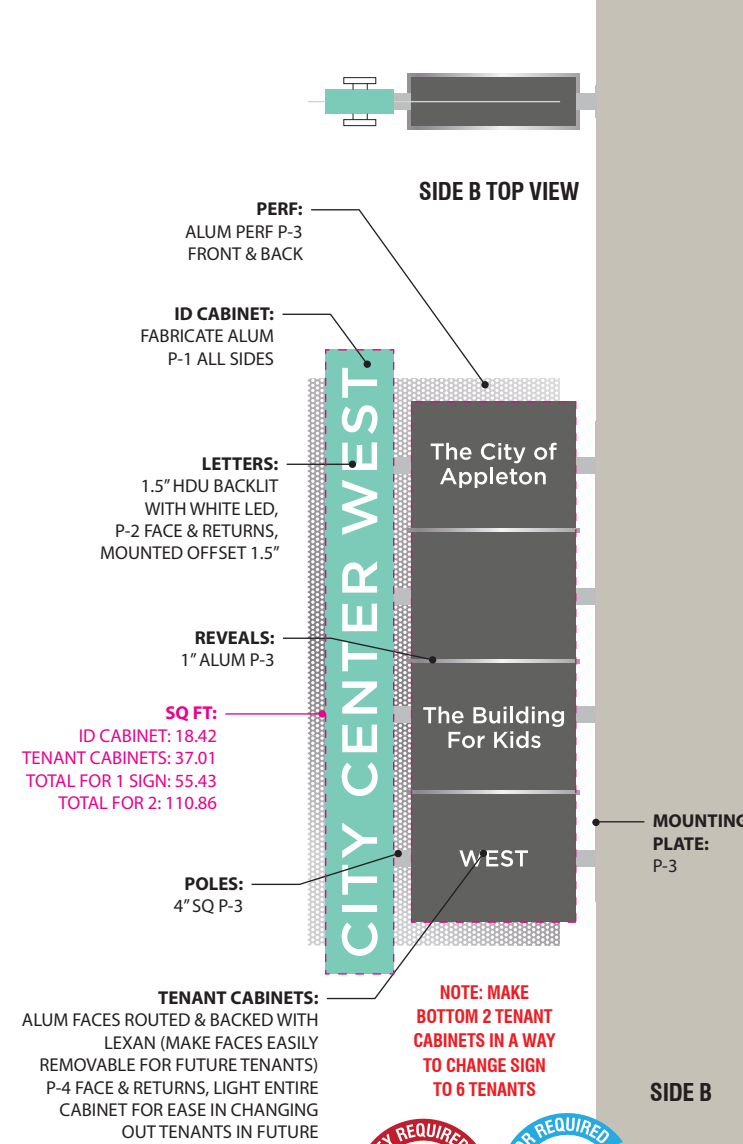
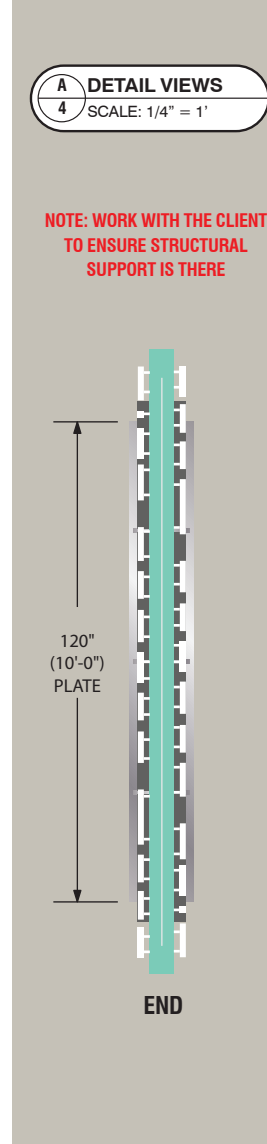
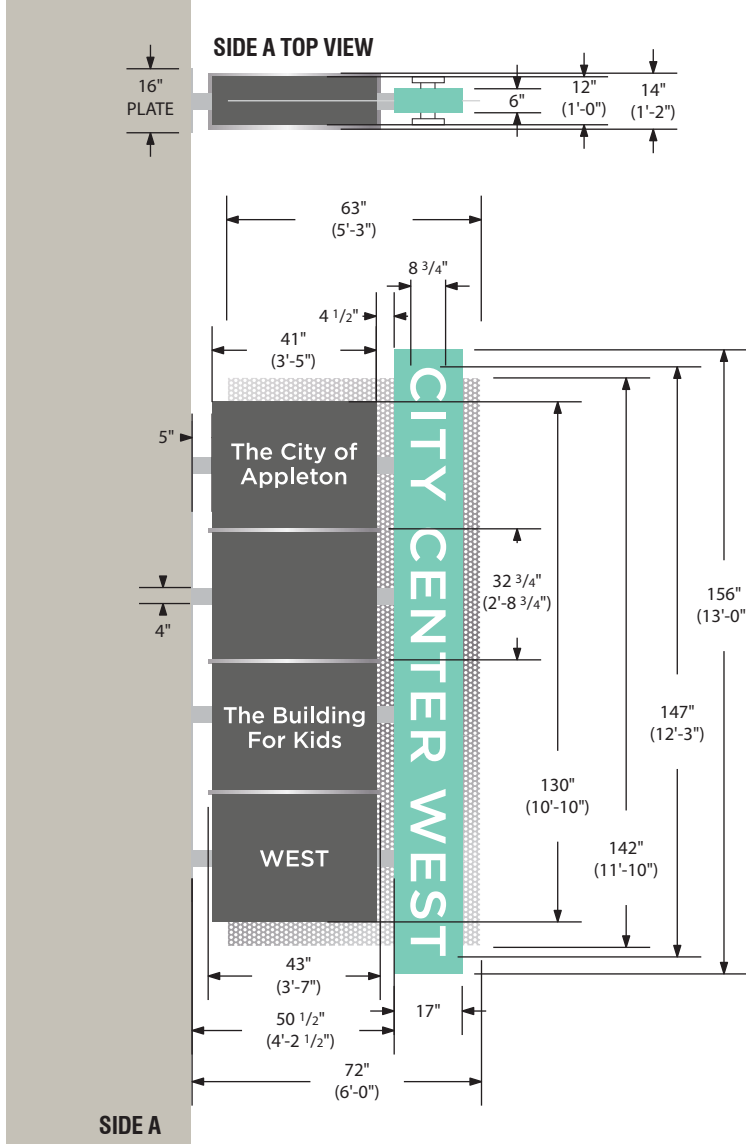
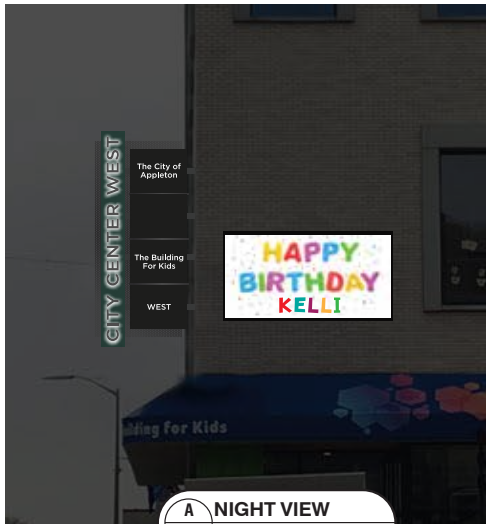
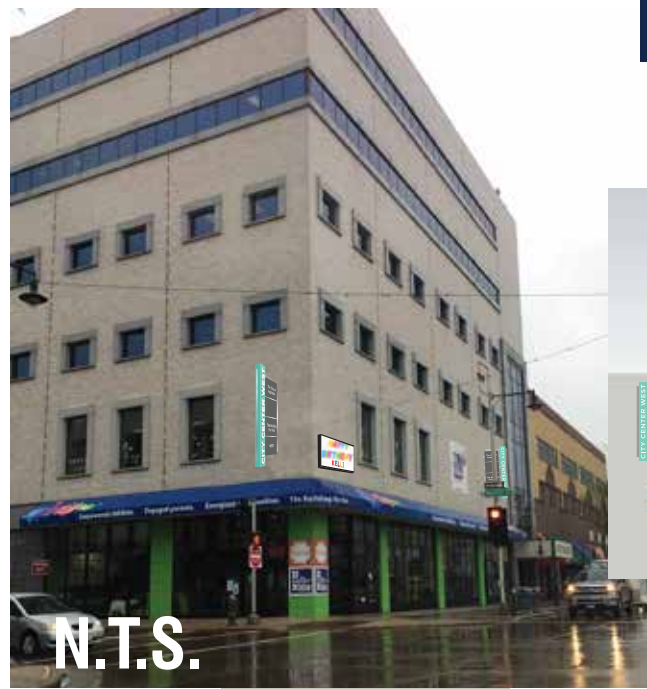
P-2 WHITE

P-3 STANDARD SILVER METALLIC (MP 41 342SP)

P-4 MP 00561 LIGNITE (PER APPROVAL)

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

DATE



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OKAY COLORS  
CHOSEN



CLIENT: PFEFFERLE MANAGEMENT

LOCATION: 100 W. COLLEGE AVE., APPLETON

DRAWN BY: NICOLE P

SALESPERSON: KELLI L

DATE: 05/16/2018

DESIGN #: D12712

PAGE: 2

REVISION LOG:	INTL	DATE	DESCRIPTION
	---	00/00/0000	DESCRIPTION

MESSAGE CENTER

QUANTITY: 1

SIDES: S/F

MESS CENTER: 19MM WATCHFIRE (COLOR)

COMMUNICATIONS: BROADBAND

TEMP PROBE: YES

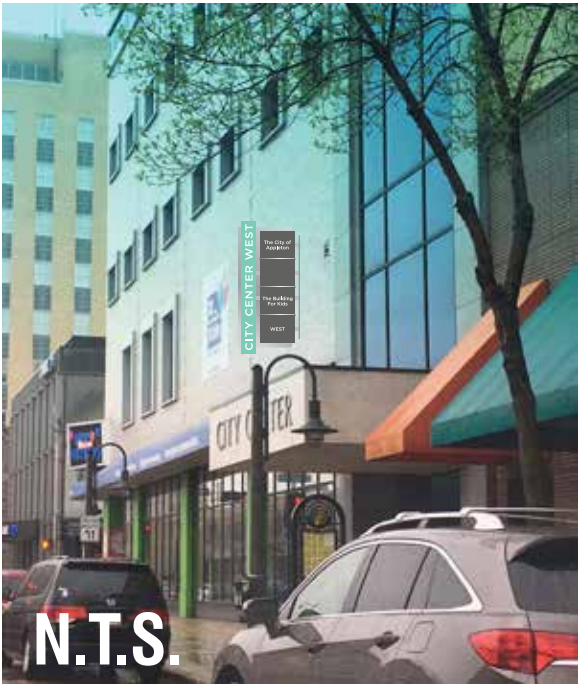
MOUNTING: FLUSH TO BUILDING

INSTRUCTION: REMOVE EXISTING EMC.  
PRODUCE & INSTALL NEW  
AS SHOWN.

COLORS:

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

DATE

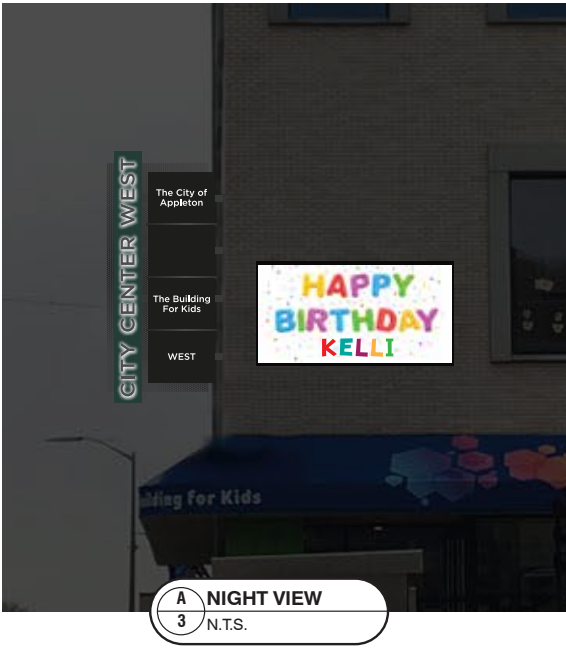
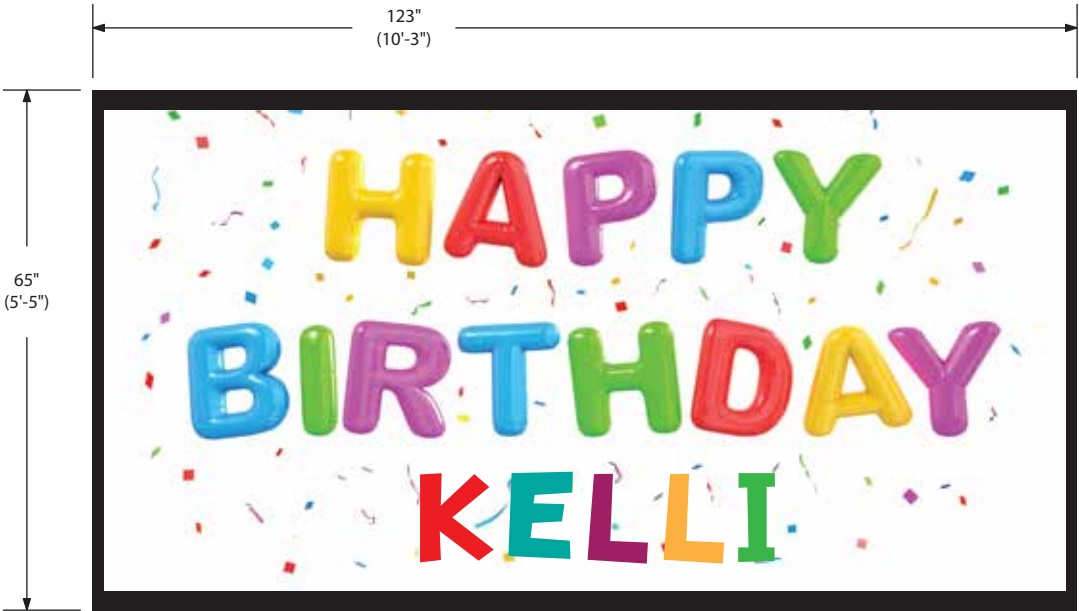


REMOVE



A 4 DETAIL VIEWS  
SCALE: 1/2" = 1'

SQ FT: 50



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CLIENT: PFEFFERLE MANAGEMENT

LOCATION: 100 W. COLLEGE AVE., APPLETON

DRAWN BY: NICOLE P

SALESPERSON: KELLI L

DATE: 05/16/2018

DESIGN #: D12712

PAGE: 3

REVISION LOG:	INTL	DATE	DESCRIPTION
	---	00/00/0000	DESCRIPTION

SITE MAP

COLORS:

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

DATE

TOTAL SQ FT: 160.86

FLAGMOUNT 1

EMC

FLAGMOUNT 2

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Ms. Paula Vandehey  
City of Appleton  
100 N Appleton Street  
Appleton, WI 54911

May 15, 2018

Dear Ms. Vandehey:

Thank you for completing an application with the Wisconsin Active Together initiative in February, 2018. **It is my pleasure to announce that the Appleton Municipal Services Committee has received a Wisconsin Active Together recognition award** as a result of your partnership-based work to make the City of Appleton a better place to walk, bike and be active!

Your recognition award celebrates a commitment to making continual progress and integrating policy and equity approaches into your local work. Your dedication and persistence is critical, because we know it takes years to transform policies, systems and environments so that healthy choices are the default in communities. Wisconsin Active Together was created and is supported by healthTIDE's multidisciplinary Active Communities Team, to lift up communities whose persistence and creativity inspires other communities and state-wide partners. By celebrating examples of local success like yours, and bringing our collective energy together in a broader state-local network, we believe we can build a stronger movement to advance active communities across Wisconsin. We are honored to have your community as a part of this effort and look forward to continuing to work with you on this shared journey!

As a Wisconsin Active Together recognition award recipient, you will gain the following benefits:

- An individual profile page on the Wisconsin Active Together website that highlights the great work that you are already doing to create a local culture where more people can walk, bike and be active (<https://www.wiactivetogether.org/appleton>);
- Use of the Wisconsin Active Together logo for your organization and collaborative partners;



- Connections to resources, training, peer and other experts working on similar issues. To do so, we will add you and any other partners you request to the healthTIDE and Wisconsin Active Communities Alliance email list;
- Inspiration for local residents and leaders to better understand and support coalition efforts, through connections to the broader movement;

Wisconsin Active Together is proudly endorsed by the following statewide organizations, with a growing list of supporters:

Wisconsin Department of Health Services  
Wisconsin Economic Development Corporation  
Wisconsin Department of Natural Resources  
Wisconsin Active Communities Alliance  
Wisconsin Bicycle Federation  
Main Street Wisconsin  
American Planning Association - Wisconsin Chapter  
1000 Friends of Wisconsin  
Wisconsin Alliance of YMCAs  
Rural Wisconsin Health Cooperative  
League of Wisconsin Municipalities

Your Wisconsin Active Together recognition award will be valid through May 15, 2021, provided you participate in a brief annual check-in in 2019 and 2020. You will need to check in annually and re-apply in 2021 to maintain your status as a recognized community.

Thank you for all that you do to make your community a better place to walk, bike and be active. Again, sincere congratulations on earning this recognition award! Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer G. Walker". The signature is fluid and cursive, with the first name "Jennifer" being more prominent and the last name "Walker" following in a similar style.

Jennifer G. Walker  
healthTIDE Active Communities Coordinator