



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, October 8, 2018

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[18-1460](#) Minutes from September 24, 2018

Attachments: [Minutes from September 24, 2018.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [18-1461](#) **Carpenter Street**, from Taft Avenue to Calumet Street, be reconstructed with concrete pavement and curb and gutter to a width of 37' from back of curb to back of curb, which is the same width as the existing street. Proposed curb bump-outs are to be constructed at the intersections with Murray Avenue and Coolidge Avenue to improve pedestrian safety and calm traffic flow. A dedicated left turn lane will also be incorporated on the south side of the intersection at Carpenter Street and Calumet Street.
- Carpenter Street**, from Calumet Street to Fremont Street, be reconstructed with asphalt pavement and concrete curb & gutter to a width of 33' from back of curb to back of curb, which is the same width as the existing street. This portion of Carpenter Street is proposed to be shifted 1' to the east in an effort to preserve existing terrace trees along the west side of the street. Existing parking provisions within the project limits will remain unchanged. A dedicated left turn lane will also be incorporated on the north side of the intersection at Carpenter Street and Calumet Street.

[18-1462](#)

Morrison Street, from Hancock Street to Wisconsin Avenue, be reconstructed with asphalt pavement and concrete curb & gutter. The dimensions of the Morrison Street reconstruction project are as follows:

Hancock St - Summer St: New asphalt pavement to be constructed to a width of 28' from back of curb to back of curb, which is the same width as the existing street within this portion of the project.

Summer St - Wisconsin Ave: New asphalt pavement to be constructed to a width of 37' from back of curb to back of curb, which is the same width as the existing street within this portion of the project.

Existing parking provisions within the project limits will remain unchanged.

[18-1463](#)

Opechee Street, from Pacific Street to Leminwah Street, be reconstructed with concrete pavement. The dimensions of the Opechee Street reconstruction project are as follows:

Pacific St - 125' east of Pacific St: New concrete pavement to be constructed to a width of 20', which is the same width as the existing street within this portion of the project.

100' west of Leminwah St - Leminwah St: New concrete pavement to be constructed to match the existing widths and configuration.

Existing trail between the 2 segments of Opechee Street to be reconstructed with asphalt pavement to a width of 8 to 10', based on available space.

Existing parking provisions within the project limits will remain unchanged.

[18-1464](#)

Valley Road, from 250' west of Chain Drive to 165' east of Forestview Court, be reconstructed with concrete pavement and concrete curb & gutter to a width of 48' from back of curb to back of curb., which is 23' wider than the existing street.

Valley Road is proposed to be reconstructed with 1 travel lane in each direction, a two-way left turn lane, bike lanes along both sides of the street, and new 5' sidewalk along both sides of street, within the project limits.

On street parking would be restricted along Valley Road.

- [18-1465](#) Approve proposed changes to Municipal Code Section 4-392 related to property owners performing their own electrical work.

Attachments: [Update to Section 4-392 of the Municipal Code.pdf](#)

- [18-1466](#) Approve proposed changes to Municipal Code Sections 4-343 and 4-346 related to enforcement and notification of this Chapter.

Attachments: [Update to Sections 4-343 and 4-346 of the Municipal Code.pdf](#)

- [18-1467](#) Request from Travis Frischmann for a variance to the driveway paving section of Municipal Code 19-91 for a grass driveway. This request is required by Outagamie County staff and supported by City of Appleton staff.

Attachments: [5128 Fugi Ct.pdf](#)

6. Information Items

- [18-1468](#) Inspections Division Permit Summary Comparison Report for September, 2018.

Attachments: [Permit Summary Count YTD-1-1-18 thru 9-30-18 .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.



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Meeting Minutes - Final Municipal Services Committee

Monday, September 24, 2018

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Croatt, Coenen, Konetzke and Williams

Excused: 1 - Martin

3. Approval of minutes from previous meeting

[18-1391](#)

Minutes from September 20, 2018.

Attachments: [Minutes from September 10, 2018.pdf](#)

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

Aye: 4 - Croatt, Coenen, Konetzke and Williams

Excused: 1 - Martin

4. **Public Hearings/Apearances**

[18-1399](#)

Design Hearing for the following streets in the 2020 and 2021 pavement reconstruction program:

- a. Carpenter Street (Fremont Street to Taft Avenue)
- b. Morrison Street (Hancock Street to Wisconsin Avenue)
- c. Valley Road (Chain Drive to Forest View Court)
- d. Opechee Street (Pacific Street to Leminwah Street)

Attachments: [Presentation of September 18, 2018 Public Info Session.pdf](#)

5. **Action Items**

[18-1393](#)

Approve request from Cafe-Atlas Coffee Mill for a Street Occupancy Permit to install a Little Free Library and bench near Jackman Street Parking Lot with the exact locations to be approved by the Department of Public Works.

Attachments: [Cafe-Atlas Coffee Mill to install a Little Free Library and bench.pdf](#)

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

Aye: 4 - Croatt, Coenen, Konetzke and Williams

Excused: 1 - Martin

18-1394

Approve Scenario 1 parking restrictions related to the Lutz Drive multi-use trail adjacent to the Appleton Yacht Club.

Attachments: [Parking restriction changes-Lutz Drive.pdf](#)

Until Oct 22 meeting

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

Aye: 4 - Croatt, Coenen, Konetzke and Williams

Excused: 1 - Martin

18-1395

Approve traffic-related ordinance changes for the Conkey Street/Northland Avenue Signalization Project.

Attachments: [Traffic-related changes-Conkey St-Northland Av.pdf](#)

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

Aye: 4 - Croatt, Coenen, Konetzke and Williams

Excused: 1 - Martin

18-1396

Approve change to pro-rated parking permits to be the full rate prior to the 15th of the month and 0.5 after the 15th of the month.

Attachments: [Change to pro-rated parking permits.pdf](#)

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

Aye: 4 - Croatt, Coenen, Konetzke and Williams

Excused: 1 - Martin

6. Information Items

18-1397

Water Street Prairie Restoration Project.

Attachments: [Water Street Prairie Restoration Project.pdf](#)

[18-1398](#)

Parking Utility Condensed Income Statement for August, 2018.

Attachments: [Parking Utility Condensed Income Statement-August 2018.pdf](#)

7. Adjournment

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

Aye: 4 - Croatt, Coenen, Konetzke and Williams

Excused: 1 - Martin



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

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 *KWC*
Paula Vandehey, Director of Public Works

SUBJECT: Update to Section 4-392 of the Municipal Code

DATE: September 28, 2018

Currently, Section 4-392 of the Municipal Code allows owners of homes to obtain a permit to conduct electrical work, as long as they occupy the home. However, past episodes with homeowners attempting to install the service to the home has caused some unsafe situations that have been time consuming to the City's electrical inspectors.

In order to address this issue, staff recommends the follow changes to the Municipal Code:

Sec. 4-392. Exemptions.

As allowed under §101.862(4)(a), a residential property owner may perform electrical work in his own dwelling which he owns and occupies without a license, with the exception of installing or replacing of service equipment, as long as the work is being conducted in a single family dwelling. Electrical work performed on a residential property which is not a single family owner occupied dwelling will need to be performed by a licensed electrical contractor. The owner of the property must procure a permit prior to starting any electrical work.

The Department of Public Works recommends approval of the changes to Section 4-392 of the Municipal Code of the City of Appleton.

cc: Amanda Abshire



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

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 *KWC*
Paula Vandehey, Director of Public Works

SUBJECT: Update to Sections 4-343 and 4-346 of the Municipal Code

DATE: September 28, 2018

The Inspections Division employs two full-time electrical inspectors. It is common for these inspectors to encounter work done by homeowners or contractors that is unsafe. It is vital that the inspectors are able to address unsafe violations and have the ability to issue citations when warranted. The citation process helps ensure installers are adhering to the established safety requirements.

In order to address safety issues, staff recommends the follow changes to the Municipal Code:

Sec. 4-343. Enforcement generally.

The electrical inspector shall enforce all the ordinances or laws relating to electrical installation, including any lawful orders issued by the Department of Safety and Professional Services or any other agency of the State; there is hereby vested in the electrical inspector the necessary power and authority to properly execute such duties. The electrical inspector may issue a citation for any violation of this chapter at any stage of the construction phase.

Sec. 4-346. Notification for inspection; concealment of wiring.

Upon the completion of the wiring of any building or before any wiring is to be hidden from view, or prior to reconnecting of service drop or reattachment of electric meter, the person doing the wiring shall notify the electrical inspector. The electrical inspector shall inspect within two full business days following the day of notification, excluding weekends and holidays. If, upon inspection, it is found that such installation is fully in compliance with this article and does not constitute a hazard to life or property, the electrical inspector shall approve the installation and authorize concealment of such wiring or connection for electrical service. If the installation is not strictly in accordance with this article, he shall ~~issue orders to~~ require the person installing the wiring to remove all hazards and make the necessary changes or additions as soon as practicable ~~within ten (10) days~~. Concealment of electrical work before inspection or failure to comply with the order of the electrical inspector shall constitute a violation of this article. A contractor or his employee, or an owner doing

his own work as permitted by section 4-392(c) shall be present for the final inspection. Nothing under this section shall prevent enforcement of this section under Sections 4-24, 4-343, or any other applicable section.

The Department of Public Works recommends approval of the changes to Sections 4-343 and 4-346 of the Municipal Code of the City of Appleton.

cc: Amanda Abshire

Paula Vandehey

From: Kurt Craanen
Sent: Friday, September 28, 2018 3:13 PM
To: Paula Vandehey
Subject: FW: Frischmann Driveway

Paula:

I spoke to the owner of 5128 Fugi Ct.

I told him that he should ask for a variance to the driveway paving section of the code (19-91).

Below is his request. I hope this is enough to place this item on the Oct 8th Municipal Services agenda. I can provide maps.

Thanks.

Kurt W. Craanen
Inspections Supervisor
City of Appleton
Appleton, WI 54911
(920) 832-6413

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

From: Travis Frischmann <frischmannt@gmail.com>
Sent: Friday, September 28, 2018 1:19 PM
To: Kurt Craanen <Kurt.Craanen@Appleton.org>
Subject: Frischmann Driveway

Good afternoon

I am the owner of 5128 N Fuji Ct Appleton. I am requesting to be allowed to keep the gravel driveway in my back yard off of county JJ.

Thank you
Travis Frischmann

Sent from my iPhone

Google Maps E Edgewood Dr

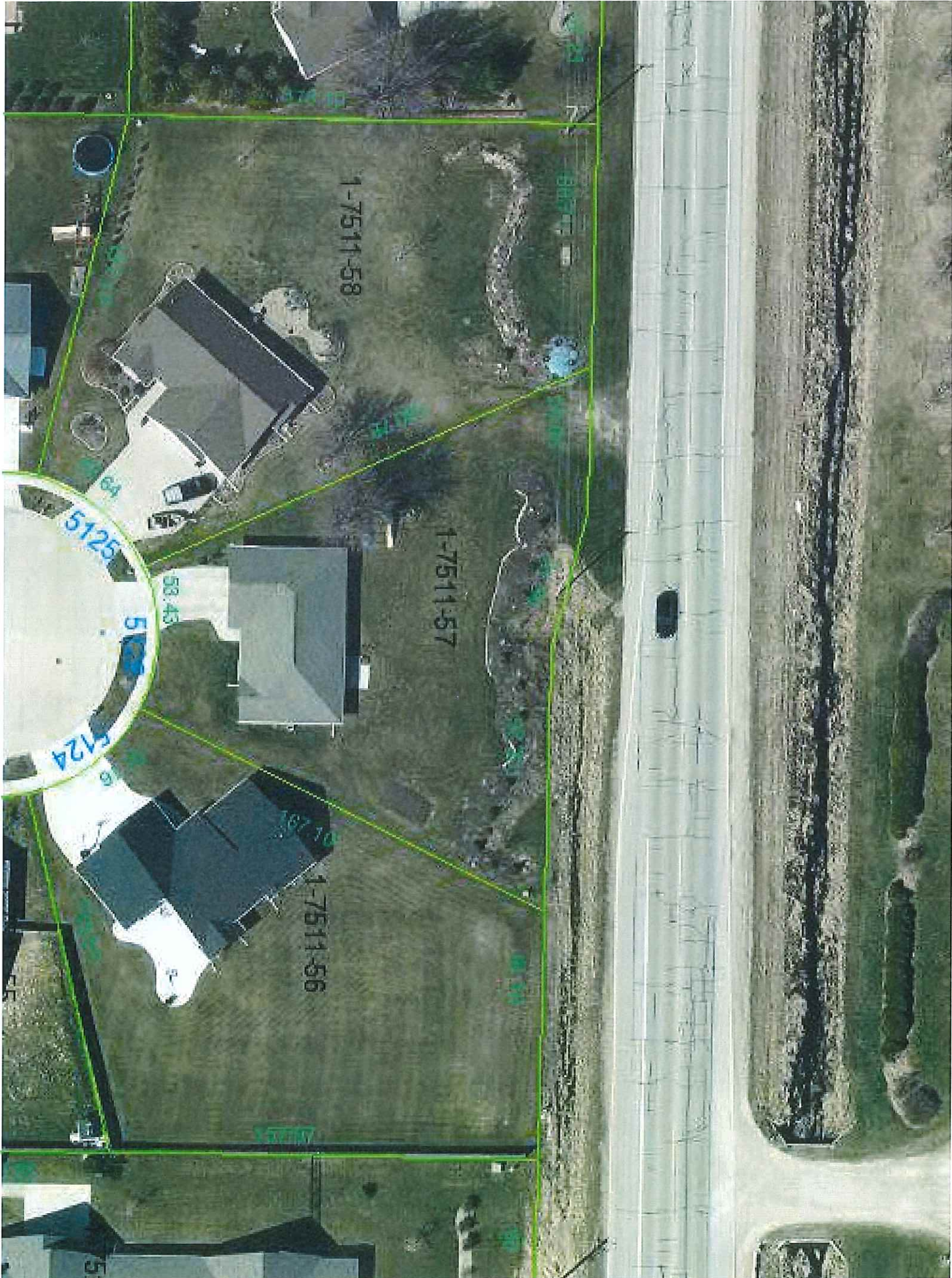


Image capture: Sep 2016 © 2018 Google

Appleton, Wisconsin

Google, Inc.

Street View - Sep 2016



1-7511-58

1-7511-57

1-7511-56

5125
5124
53.43
53.64

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

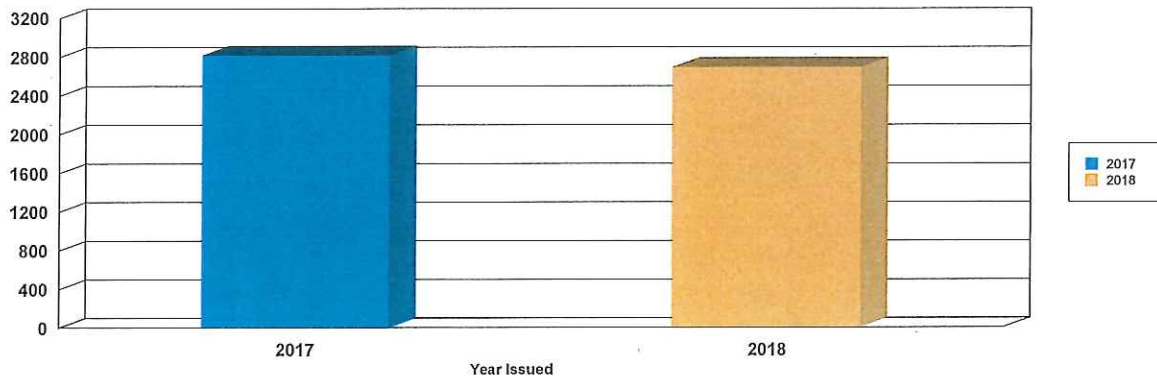
01/01/18 Thru 09/30/18

Report Date: 10/2/2018

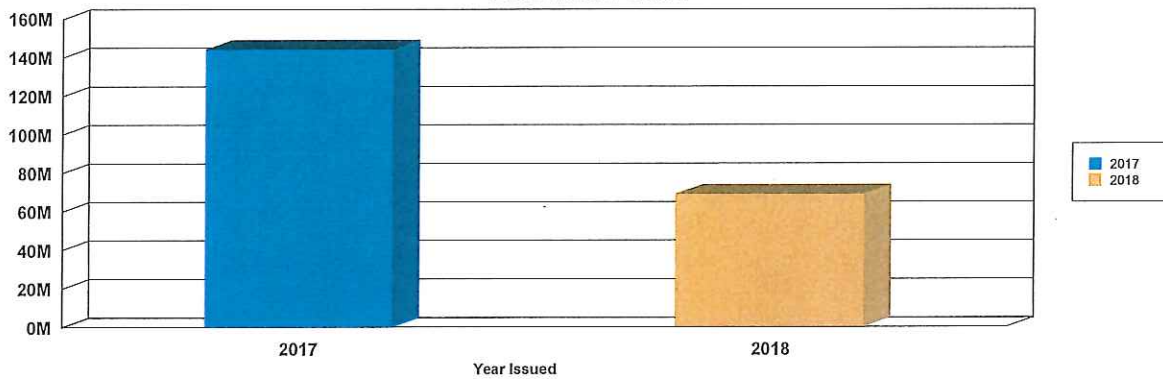


| | 2017 | 2018 |
|----------------|----------------|---------------|
| Permits | 2816 | 2694 |
| Estimated Cost | 144,104,319.00 | 69,037,794.00 |
| Receipt Amount | 518,725.97 | 402,084.02 |

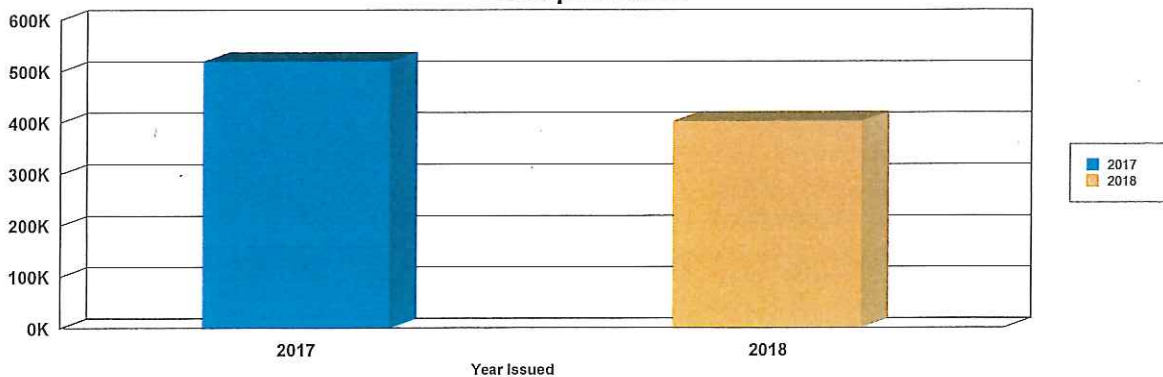
Number of Permits



Estimated Cost



Receipt Amount



Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/18 Thru 09/30/18

Report Date: 10/2/2018



| Permit Type | Year Issued | Permit Count | Total Estimated Cost | Total Receipt Amount |
|--------------|-------------|--------------|----------------------|----------------------|
| BUILDING | 2017 | 777 | 112,029,616 | 255,534.11 |
| | 2018 | 734 | 45,925,380 | 178,165.88 |
| | | -5.53 % | -59.01 % | -30.28 % |
| | | | | |
| DISPLAY SIGN | 2017 | 95 | 562,938 | 4,010.94 |
| | 2018 | 101 | 711,678 | 4,029.08 |
| | | 6.32 % | 26.42 % | 0.45 % |
| | | | | |
| ELECTRICAL | 2017 | 658 | 12,589,041 | 114,236.66 |
| | 2018 | 579 | 6,902,799 | 81,724.06 |
| | | -12.01 % | -45.17 % | -28.46 % |
| | | | | |
| EROSION CNTL | 2017 | 41 | | 5,110.00 |
| | 2018 | 29 | | 3,600.00 |
| | | -29.27 % | % | -29.55 % |
| | | | | |
| HEATING | 2017 | 600 | 11,917,851 | 49,721.60 |
| | 2018 | 660 | 9,261,858 | 56,925.00 |
| | | 10.00 % | -22.29 % | 14.49 % |
| | | | | |
| PLAN REVIEW | 2017 | 93 | | 31,025.50 |
| | 2018 | 74 | | 27,720.00 |
| | | -20.43 % | % | -10.65 % |
| | | | | |
| PLUMBING | 2017 | 405 | 5,276,495 | 41,571.38 |
| | 2018 | 346 | 5,299,946 | 22,847.00 |
| | | -14.57 % | 0.44 % | -45.04 % |
| | | | | |
| SEWER | 2017 | 146 | 1,728,378 | 17,475.78 |
| | 2018 | 156 | 936,133 | 26,473.00 |
| | | 6.85 % | -45.84 % | 51.48 % |
| | | | | |
| WELL | 2017 | 1 | | 40.00 |
| | 2018 | 15 | | 600.00 |
| | | 1,400.00 % | % | 1,400.00 % |
| | | | | |