



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, October 22, 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

[18-1536](#) Minutes from October 8, 2018.

Attachments: [Minutes from October 8, 2018.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[18-1537](#) Approve Scenario 1 parking restrictions related to the Lutz Drive multi-use trail adjacent to the Appleton Yacht Club.

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

[18-1538](#) Request from Appleton Area School District for a Street Occupancy Permit to install a sign that extends into the Washington Street right-of-way at 200 E. Washington Street, be approved with a minimum clearance of 12 feet.

Attachments: [AASD-Street Occupancy Permit.pdf](#)

[18-1539](#) Approve installation of STOP signs on Pierce Avenue at Fourth Street (follow-up to six-month trial period).

Attachments: [Intersection Control-Fourth St-Pierce Ave.pdf](#)

[18-1540](#) Approve installation of ALL-WAY STOP control at the John Street/Meade Street intersection (follow-up to six-month trial period).

Attachments: [Intersection Control-John St.-Meade St.pdf](#)

[18-1541](#) Approve parking changes on Meade Street near Edison Elementary School (follow-up to six-month trial period).

Attachments: [Parking change-Meade St by Edison Elementary School.pdf](#)

- [18-1542](#) Approve parking changes on Washington Street east and west of Park Avenue (follow-up to six-month trial period).

Attachments: [Parking restriction change-Washington St.pdf](#)

- [18-1543](#) Request from Fox Valley Technical College for a reduced rate of \$2 for Special Event Parking (\$5).

Attachments: [Fox Valley Technical College reduced rate.pdf](#)

- [18-1544](#) Request from Appleton Downtown Inc. for free ramp and meter parking on Small Business Saturday, November 24, 2018.

Attachments: [ADI-Small Business Saturday.pdf](#)

- [18-1578](#) Request from the City Clerk's Office to purchase one day hang tags at a rate of \$3 per day (for half-day passes). The Council approved rate is \$5 per day.

Attachments: [City Clerk's Office reduced hang tags.pdf](#)

- [18-1579](#) Request to not plant a tree at 1629 W. Reeve St. as part of the 2018 Fall Tree Planting Program.

Attachments: [1629 W. Reeve St-tree planting.pdf](#)

6. Information Items

- [18-1545](#) Parking Utility Condensed Income Statement for September, 2018.

Attachments: [Parking Utility Condensed Income Statement for Spetember 2018.pdf](#)

- [18-1546](#) Discussion of 2018 Executive Budgets (Public Works, Sanitation, Capital Projects, Parking and CEA).

- [18-1547](#) City of Appleton Trail Development Requirements.

Attachments: [City of Appleton Trail Development Requirements.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible. Please contact Paula Vandehey at 832-6474 if you have any questions.



City of Appleton

100 North Appleton Street
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Meeting Minutes - 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

Present: 4 - Croatt, Coenen, Konetzke and Williams

Excused: 1 - Martin

3. Approval of minutes from previous meeting

[18-1460](#)

Minutes from September 24, 2018

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

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

Aye: 4 - Croatt, Coenen, Konetzke and Williams

Excused: 1 - Martin

4. **Public Hearings/Appearances**

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.

Konetzke moved, seconded by Coenen, 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

18-1462

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.

Coenen 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

18-1463

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.

Coenen 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

18-1464

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~~ (**prohibited**) along Valley Road.

Coenen moved, seconded by Konetzke, 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

18-1465

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](#)

Coenen 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

18-1466

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](#)

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

[18-1467](#)

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 Fuji Ct.pdf](#)

Coenen moved, seconded by Konetzke, 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

[18-1468](#)

Inspections Division Permit Summary Comparison Report for September, 2018.

Attachments: [Permit Summary Count YTD-1-1-18 thru 9-30-18 .pdf](#)

7. Adjournment

Konetzke moved, seconded by Coenen, that the meeting be adjourned. Roll Call. Motion carried by the following vote: Meeting adjourned at 4:57 p.m.

Aye: 4 - Croatt, Coenen, Konetzke and Williams

Excused: 1 - Martin



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

DEPARTMENT OF PUBLIC WORKS

Engineering Division – Traffic Section

2625 E. Glendale Avenue

Appleton, WI 54911

TEL (920) 832-5580

FAX (920) 832-5570

To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: October 17, 2018
Re: Parking restriction changes on Lutz Dr related to multi-use trail construction
REVISED

The construction of the Lutz Drive multi-use trail was completed earlier this year. This trail segment, which extends from Pierce Court, past the Appleton Yacht Club, to the Lutz Park parking lot, is part of a larger planned regional trail network that will eventually extend from Alecia Park to the Newberry trail and beyond.

For safety reasons, the American Association of State Highway and Transportation Officials (AASHTO) recommends that multi-use trails be separated from an adjacent roadway by a terrace with a minimum width of five feet. However, in this case, the combination of Wisconsin DNR requirements and utility conflicts did not allow for this. Instead, the trail was constructed at the back of the roadway curb with *no* terrace (see Figure 1 below). While this configuration is less than desirable based on applicable design standards, it was staff's belief that it could still function safely for bicyclists if parking were removed adjacent to the trail. The removal of parking would virtually eliminate the possibility of bicyclists being "doored," which is a type of bicycle crash caused by motorists opening the doors of their parked vehicles into the paths of oncoming cyclists. This type of crash is of particular concern because studies show that about 80% of bicyclists that are involved in a "dooring" crash are injured. While the removal of parking adjacent to the trail was initiated in an effort to provide an acceptable level of safety for trail users, it also raised concerns from the Appleton Yacht Club which were centered around the loss of on-street parking and loading areas, as well as perceived concerns about their members needing to cross Lutz Drive when parking on the west side of the street.



Figure 1 - Lutz Park Multi-Use Trail (as constructed)

Discussion and Recommendations

Based on the information discussed above, as well as the feedback received from the Appleton Yacht Club (AYC), staff has developed three scenarios for consideration.

Scenario 1 – Parking Restriction along the Trail Remains (Cost: Minimal)

In this scenario, the parking restriction that is currently in place along the length of trail would remain in place. This scenario would provide a reasonable level of safety for trail users, given the fact there is no terrace between the trail and the roadway. In this scenario, we would propose to cut back the vegetation in the terrace area along the west side of Lutz Drive to allow passengers to more easily exit vehicle parking on that side of the street. We would also propose to extend the existing *No Parking* zone on the west side of Lutz Drive by 50 feet to help ensure adequate sight lines for drivers and pedestrians. In this scenario, a total of approximately 106 on-street parking stalls would be available on Lutz Drive. It is also worth noting that it would be legal for AYC members to load/unload passengers and materials in the *No Parking* zone adjacent to the trail.

Concerns were raised about how AYC members could safely park and exit their vehicles on the west side of Lutz Drive during winter months, due to the lack of a sidewalk on the west side. Given that no sidewalks existed on either side of Lutz Drive in that area prior to the construction of the trail, AYC members that parked on either side of Lutz Drive, north of the clubhouse, would likely have needed to walk in the roadway to get to the clubhouse driveway. Under Scenario 1, the need to walk in/along the roadway to get to the clubhouse driveway would be eliminated, as people could simply cross the street and walk along the trail to get to the driveway.

Scenario 2 – Allow Parking on the East Side & Create Buffer Area Using Pavement Markings (Cost: ~\$5,000)

This scenario was developed in an attempt to maximize trail safety *and* satisfy AYC concerns about on-street parking proximity. It would allow parking on the trail side of Lutz Drive (and prohibit it on the west side) utilizing pavement markings to create a “buffer area” between the parked cars and the trail, thereby theoretically eliminating the issue of “dooring.” (see Figure 2). In this scenario, a total of approximately 110 on-street parking stalls would be available on Lutz Drive. While, on the surface, this scenario would seem to be a “win-win” solution, staff presents it with several important reservations:

- Because the plan would require drivers to park in a very unusual manner - several feet away from the curb - we believe it would be very difficult to get consistent compliance, even with special signage, etc. We believe drivers would simply park at the curb like they normally would. While focused enforcement could help improve this, staff believes this would be an ongoing struggle fraught with public relations issues and disproportionate enforcement efforts.
- The cost to implement this scenario is high, estimated to be about \$5,000 up front. Additionally, the pavement markings would need to be replaced every 5-10 years at a cost of an additional ~\$5000.
- If this scenario were implemented, and subsequently deemed to be unsuccessful, the cost to remove the markings would be \$6,000 to \$7,000, and would leave the roadway scarred due to the removal process.

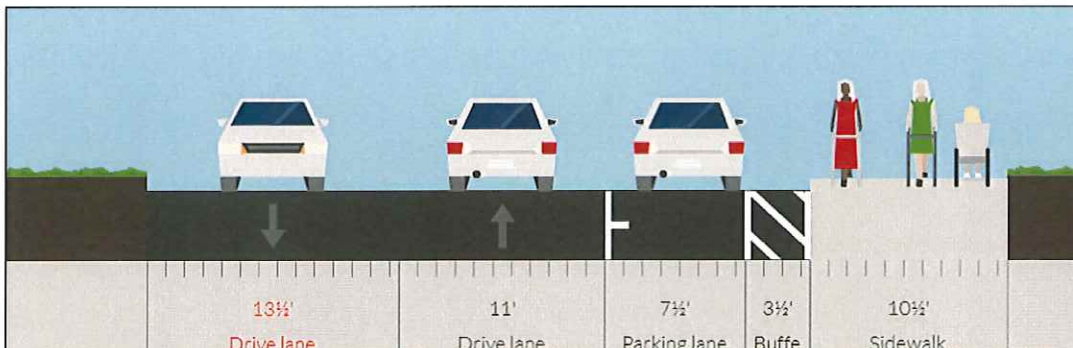


Figure 2- Typical Cross Section for Scenario 2

Scenario 3 – Allow Parking Adjacent to the Trail at Certain Times

At the Committee's request, the AYC was contacted in an attempt to find a solution that would allow parking along the trail during certain times of the day/week/year in an attempt to balance AYC's desires with the Department's desire to maximize trail safety (our email exchange with AYC leadership is attached for reference). AYC has been clear that they would prefer parking be allowed adjacent to the trail whenever the club is open. This includes 5:00 p.m. to 8:00 p.m. on weeknights (year round), as well as all weekend days and evenings. Unfortunately, the majority of times they are open are the times when the trail would be most heavily used, and the parking would present the largest hazard to bicyclists. We believe a compromise could allow for parking during winter months (say, November 1st to April 1st), but should not allow for parking during the remainder of the year, when the trail will see its highest usage.

RECOMMENDATION: Based on the totality of the information presented above, staff recommends implementation of Scenario 1. We believe Scenario 2 comes with a potential cost-benefit ratio that is too high, especially given our budgetary limitations, and we believe Scenario 3 would unnecessarily compromise safety.

Supporting Information:

During the last Municipal Services Committee meeting (on September 10th), several issues were raised. Below are staff's responses and discussion about those topics:

Safety concerns about Yacht Club members crossing Lutz Drive

Lutz Drive is a relatively minor street with a speed limit of 25 miles per hour. Our records show it carries about 870 vehicles per day during the summer months. This equates to approximately 70 cars per hour during the peak traffic hour, or just over one car per minute. During off-peak times, traffic volumes are much lower. That said, the topography and roadside vegetation in the area of the Pierce/Lutz intersection severely limits the sight lines that would allow drivers to see and react to pedestrians crossing in that immediate area. For this reason, parking is not allowed on the west side of Lutz Drive in the vicinity of the Pierce/Lutz intersection. While staff does not believe that pedestrian crossings across Lutz Drive are *inherently* dangerous (based on low traffic volumes and speeds), we do recommend extending the existing No Parking zone on the west side of the street a bit further as a means of giving drivers a better opportunity to react to pedestrians that may be crossing (See Figure 4 below).

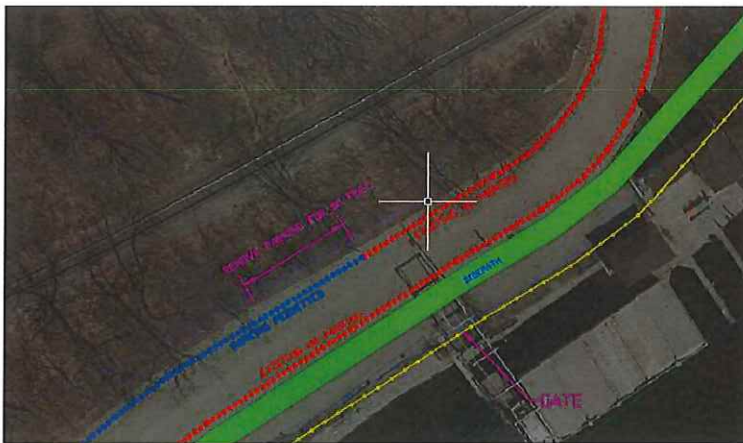


Figure 3- Additional Parking Restriction on West side

Possibly stripe the trail (so parking could remain on the east side, adjacent to the trail)

The question was asked as to whether the trail could be striped in a way such that pedestrians use the side of the trail closest to the curb and bicyclists use the portion away from the curb (it was stated that this is done in Minneapolis). In fact, the Minneapolis Parks and Recreation Board has numerous trails that are configured to separate bicyclists and pedestrians (see Figure 3 below). However, their current design guidance requires that when pedestrians are separated from bicyclists on a multi-use trail, two bicycle lanes should be striped (one for each direction), each at a *minimum* width of five feet. In other words, the total width of the trail would need to be 15 feet, rather than the trail's actual width of 10 feet. Staff does not recommend this option.

Eric Lom

From: mzelinski@new.rr.com
Sent: Friday, October 12, 2018 8:41 AM
To: Eric Lom; jimk_1@yahoo.com; smaves@pcitrucks.com
Cc: Paula Vandehey; Tom Flick
Subject: Re: Lutz Dr Parking

Follow Up Flag: Follow up
Flag Status: Flagged

Eric:

I apologize for the delay in our response. There was a bit of confusion regarding who was going to handle this question in our all volunteer organization.
Here is the info you need.

Time of Day / Day of Week / Time of Year:

If the Committee were to consider a scenario where parking would be prohibited along the trail only during certain times of the day and/or times of the year, it is important for us to clearly understand when the AYC has events that require more parking stalls than can be accommodated in the AYC lot. Could you please clarify when this typically occurs, and how often?

- Time of day?
- Day of week?
- Time of year?

The Club is open, generally, from 4PM to Close (10PM-Midnight) during the week. The Club is open on weekends, generally from Noon to Close.

In general, our busiest times year round are from approximately 5:00 PM - 8:00 PM during the week. We are very busy Friday nights, consistently.

We do get very busy on weekend days and evenings when we have events (parties, weddings, events, boating events, etc.) We are busier during boating season, generally (May-September), but we have worked hard to stay busy year round.

We have been successful in cash flowing this business year round ... this has not always been the case.

Also, when boating is busy, any overflow from guests to the Club or the Trail end up in Lutz Park parking, which fills up pretty quickly.

So, in general, we feel we need the parking requested during those hours we are open. It's a bit impractical, and bad for business, for guests that remain after the busy hours (i.e. 5PM-8PM on a Friday night, to have to move their car if parking were restricted in narrow windows).

We hope you find a solution to parking on the river side of Lutz Drive. It would be helpful to both our Club and visitors to both the Trail and the Park.

Thank you!

Mark Zelinski
AYC Director

Mark S. Zelinski
mzelinski@new.rr.com
920-621-1456

Gentlemen,

As you know, the City's Municipal Services Committee discussed the status of on-street parking on Lutz Dr, in the vicinity of the Appleton Yacht Club, at their last meeting (on 9/24). For reference:

* A video recording of that meeting can be found
here<http://cityofappleton.granicus.com/MediaPlayer.php?view_id=3&clip_id=2496&meta_id=191462>

* The meeting agenda can be found
here<<https://cityofappleton.legistar.com/View.ashx?M=A&ID=639934&GUID=EC6D63FF-01F4-4635-BEBA-FBCDC0AC6CA7>>

* The memo that was prepared by staff can be found
here<<http://cityofappleton.legistar.com/gateway.aspx?M=F&ID=1241babe-1a84-4bf9-a4f6-ee6508ba7230.pdf>>

During the meeting, the Committee had considerable discussion about the two scenarios that were brought forth by City staff. These scenarios are described in detail in the staff memo linked above. As a byproduct of those discussions, the Committee has asked that staff develop a 3rd option that would be more palatable to all involved. To that end, I have a couple clarifications to offer, and several questions I'm hoping AYC can answer.

Loading and Unloading

As I mentioned during the meeting, loading and unloading of people and/or materials is permitted in a No Parking zone by state law (340.01(42m)). As such, it is currently legal for drivers to use the section of Lutz Dr that is located along the trail for loading and unloading, despite the No Parking signs that are in place.

Parking during winter months

At the 9/24 meeting, concerns were raised about the ability of AYC members to safely cross Lutz Drive during the winter months if parking would continue to be prohibited along the trail. Additionally, concerns were raised about how AYC members could safely park and exit their vehicles on the west side of Lutz Drive during the winter months, given the lack of a sidewalk on the west side. Given that no sidewalks existed on either side of Lutz Drive in that area prior to the construction of the trail, can you clarify how AYC members traditionally navigated from their parked vehicles to the AYC entrance during the winter months?

Time of Day / Day of Week / Time of Year If the Committee were to consider a scenario where parking would be prohibited along the trail only during certain times of the day and/or times of the year, it is important for us to clearly understand when the AYC has events that require more parking stalls than can be accommodated in the AYC lot. Could you please clarify when this typically occurs, and how often?

* Time of day?

* Day of week?

* Time of year?

I appreciate your thoughts and feedback on this issue. I will plan to share your feedback with the Committee at their October 22nd meeting (4:30 p.m. in the Council Chambers). Feel free to call or email with any questions in the meantime.

Eric

Eric S. Lom, P.E.
City Traffic Engineer
City of Appleton | DPW Traffic Section
920.832.5580

CLIENT: APPLETON AREA SCHOOL DISTRICT
STREET ADDRESS: 172 E COLLEGE AVE. STE 1A
CITY / STATE: APPLETON, WI
SCOPE: 11167-1
DATE: 09/10/18
SALES: ROD FREDRICKSON
DESIGNER: COURTNEY MILLER
GENERAL SPECIFICATIONS
VOLTAGE:
POWER DRAW:
SQUARE FOOTAGE: 10. APPROX.
COLOR SCHEME
1 PAINTED METALLIC SILVER (BRUSHED ALUMINUM)
2 DIGITALLY PRINTED GRAPHIC
REQUIRED ITEMS
CLEAN ART? ☐
FIELD SURVEY? ☒
COLORS:
MISC. ITEMS?
REVISION SCHEDULE
10/18/18 DESIGN CHANGE

PLEASE SIGN BELOW STATING THAT THIS DESIGN IS APPROVED
X Joseph R. Berglund
IN SIGNING THIS DOCUMENT, YOU ARE AGREEING TO ALL SPECIFICATIONS OF WORK DESCRIBED IN THE DRAWING & THE PHYSICAL MOUNTING OF THE SIGN. IF PRODUCTION OF THIS PROJECT WILL NOT BE ALLOWED WITHOUT A SIGNATURE.
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NOT TO BE USED FOR PRODUCTION



ALUMINUM FORMED CABINET, 2" RETAINER, INTERNALLY LIT WITH LEDS - PAINTED ONE COLOR WHITE CLEAR FACES W/ FULL COLOR DUAL LAYER DIGITALLY PRINTED GRAPHICS MOUNTED TO UNDER SIDE OF CABINET WITH 2" TUBES AND PLATES TAPCON FASTENERS SCREWED DIRECTLY INTO SPANCRETE UNDER CANOPY

SCALE: 1/2" = 1' 0"



13.83 ft from sidewalk to underside of canopy
12.16 ft to bottom of sign. 10' clearance is met.

FABRICATE AND INSTALL QTY ONE (1) D/F LIT BLADE SIGN UNDER CURRENT CANOPY. NOTE: SURVEY REQUIRED TO DETERMINE FINAL MOUNTING METHOD. POWER TO SIGN BY OTHERS.

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OPT. #1



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

To: Municipal Services Committee
From: Eric Lom, Traffic Engineer
Date: October 16, 2018
Re: Intersection traffic control at the Fourth Street / Pierce Avenue intersection
Follow-Up to Six-Month Trial Period

As a follow-up to a citizen concern, the Traffic Section recently reviewed the traffic control at the intersection of Fourth Street and Pierce Avenue, and subsequently initiated a six-month trial period to change from yield control to two-way stop control. This intersection is located two blocks west of Memorial Drive and two blocks north of Prospect Avenue. The land use in this area is primarily residential.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the estimated entering volume of this intersection is fairly low, at approximately 700 vehicles per day. A review of crash records indicated one crash for the recent five-year period of 2014 through 2018. The critical approach speed for the intersection was found to be approximately 10 mph due to a home, fence and vegetation located in the northwest quadrant of the intersection (but outside the legal vision corner). Both streets are classified as *local*.

While this intersection does not meet the volume or crash thresholds for stop control, the critical approach speed is below standard.. As such, we recommend maintaining the two-way stop control that was implemented for the trial period.

To accomplish this, the following ordinance action is required:

1. **Create:** "Install Stop signs on Pierce Avenue at Fourth Street."



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

To: Municipal Services Committee
From: Eric Lom, Traffic Engineer
Date: October 16, 2018
Re: Intersection traffic control at the John Street/Meade Street intersection
Follow-Up to Six-Month Trial Period

In response to ongoing concerns about traffic and pedestrian safety, the Traffic Section recently reviewed the control at the intersection of John Street and Meade Street, and subsequently initiated a six-month trial period to change from three-way stop control to all-way stop control. This intersection is located in the Lawrence University area south of College Avenue and east of Lawe Street.

The Meade/John intersection is a four-legged intersection, with one of the legs being a private street (Boldt Way) that provides access into the heart of the Lawrence University campus area. Historically, three of the legs were stop controlled, with the fourth leg (westbound) being uncontrolled. This configuration was a byproduct of the trucking that used to take place in this area and the slight uphill approach to the intersection in the westbound direction. While this configuration worked well for trucking, it had proven to be confusing for motorists and pedestrians alike.

Since the trucking is no longer taking place, the conversion of this intersection to an all-way stop was tested as a way of clearing up confusion and offering a safer environment for the very large number of pedestrians that traverse the intersection daily.

During the trial period, it was noted the all-way stop control functioned as expected, reducing confusion and increasing safety for drivers and pedestrians. 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 John Street / Meade 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: Michael Hardy, Assistant City Traffic Engineer
Date: October 17, 2018
Re: Parking Change on Meade St by Edison Elementary School
Follow-Up to Six-Month Trial Period

The Traffic Section was contacted by the principal of Edison Elementary School on Meade Street, requesting a small change the existing bus loading zone along the school, just south of North Street. The request was to move the existing bus zone south to better align with the paved terrace at the school entrance.

Based on a review of situation, we believed the change would have little to no negative impact, as the change would only displace two vehicles in a designated passenger loading zone. Based on this information, we instituted a 6-month trial to test the changes.

Edison Elementary is happy with the change, and 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:** “No stopping, standing or parking on school days from 7:30 a.m. to 4:30 p.m. on the east side of Meade Street from North Street to a point 50 feet south of North Street.”
2. **Create:** “No stopping, standing or parking on school days, except for buses, from 7:30 a.m. to 4:30 p.m. on the east side of Meade Street from a point 50 feet south of North Street to a point 145 feet south of North Street.”
3. **Create:** “No parking/passenger loading zone, on school days, from 7:30 a.m. to 4:30 p.m. on the east side of Meade Street from a point 145 feet south of North Street to a point 15 feet north of Eldorado Street.”
4. **Create:** “No stopping, standing or parking, on the east side of Meade Street from a point 15 feet north of Eldorado Street to a point 15 feet south of Eldorado Street.”
5. **Create:** “No parking/passenger loading zone, on school days, from 7:30 a.m. to 4:30 p.m. on the east side of Meade Street from a point 15 feet south of Eldorado Street to Franklin 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: October 16, 2018
Re: Parking restriction change on Washington Street, east & west of Park Avenue (N side)
Follow-Up to Six-Month Trial Period

The Traffic Section was recently contacted by a representative from Lawrence University regarding sight line issues for drivers and pedestrians at the intersection of Washington Street and Park Avenue, a “T” intersection located north of College Avenue and east of Drew Street.

Vehicles are generally parked bumper to bumper in this area during the school year. In addition, they often park too close to the crosswalks at Park Avenue (state law prohibits parking within 15 feet of a marked or unmarked crosswalk), making it extremely difficult for southbound drivers to see to the east and west when attempting to turn onto Washington Street. This also makes it difficult for pedestrians and drivers to see each other at the intersection.

Based on the traffic and pedestrian volumes at this intersection, we initiated a 6-month trial to prohibit parking to the east and west of the intersection’s north side. We believe this has increased safety and 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 Washington Street from a point 30 feet west of Park Avenue to a point 40 feet east of Park Avenue.”



Dr. Susan A. May, President

1825 N. Bluemound Drive, P.O. Box 2277 • Appleton, WI 54912-2277
Phone 920-735-5600 • Toll-free 1-800-735-FVTC (3882)
TTY 920-735-2569 • FAX 920-735-2582 • www.fvtc.edu

October 9, 2018

Paula Vandehey, Director
Department of Public Works
City of Appleton
100 N. Appleton Street
Appleton, WI 54911

Dear Ms. Vandehey:

Fox Valley Technical College has been holding our winter commencement ceremony at the Fox Cities Performing Arts Center for many years. Prior to the "pay as you exit" parking, FVTC worked out an agreement with the city that resulted in the College paying \$2.00 per car for anyone entering during a specified timeframe. Since the "pay as you exit" parking (\$5 per car) has been in place, parking has been a significantly higher concern for us. The city staff have been great at helping us determine the best parking options and have provided wonderful service in the past.

The biggest hurdle for our students and their families is the cost of parking. Our students are a little different than the typical PAC goers or downtown shoppers – approximately half of them live at or near poverty. Graduating from college is a huge deal for them, yet unfortunately, some of them cannot afford the required cap and gown for the ceremony. Most of our graduates and their families have never been to the PAC and to have such an awesome venue for their commencement is an honor.

I am writing this letter to ask if you would consider a reduced event parking pass for our students and guests. Our Winter Commencement Ceremony is scheduled for Saturday, December 15, 2018, at the Fox Cities Performing Arts Center. The ceremony is approximately 2 hours in length starting at 1:00 pm ending at 3:00 pm. Our guests will begin arriving around 12:00 pm.

Thank you for your consideration.

Sincerely,

Patti Jorgensen
Vice President of Student and Community Development
Fox Valley Technical College
jorgensp@fvtc.edu
(920) 735-5649

October 12, 2018

Dear Municipal Service Committee,

On behalf of the small businesses that remain a vital component of our thriving downtown, we respectfully submit this request for free ramp and meter parking on Small Business Saturday on November 24, 2018. Please consider removing the paid parking requirement throughout the central business district for Saturday, Nov. 24th in support of Small Business Saturday.

Small Business Saturday was launched in 2010 by American Express to encourage people to Shop Small and bring more holiday shopping to small businesses. In 2011, the Senate unanimously passed a resolution in support of the day. In 2017, an estimated 108 million consumers reported shopping or dining at local independently-owned businesses on Small Business Saturday – generating roughly \$12 billion in reported spending. Today more than 7200 Neighborhood Champions like Appleton Downtown Inc. want to do our part to support Shopping Small!

We are proud to partner with ANBA and the City of Appleton Community Development Department to cooperatively promote Small Business Saturday in the Fox Cities. Additionally, we are grateful for the support of our corporate partners, the Appleton International Airport, Fox Communities Credit Union, Tundraland, and our media partners.

By including the partnership of the City of Appleton Public Works Department through this demonstration of support we are able to provide a more welcoming environment for the Small Business Saturday shopper. We ask for your assistance in support of small businesses Downtown by providing a "Park Free" shopping experience void of the pressure of monitoring expiring time on this one special day of the year.

ADI will work with the business owners to ensure on street parking be reserved for shoppers and not occupied by employees. We greatly appreciate your consideration. Please let us know when this request will be placed on the agenda.

Sincerely,



Jennifer Stephany
Executive Director
Appleton Downtown Inc.



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

LEGAL SERVICES DEPARTMENT

Office of the City Clerk

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6443

Fax: 920/832-5823

MEMORANDUM

October 18, 2018

To: Christopher Croatt, Chair of Municipal Services Committee, Municipal Services Committee Members

From: Kami Lynch, City Clerk

Re: Request for \$3 Half-Day Parking Passes for Election Inspectors during In-Person Absentee Voting October 22nd – October 26th & October 29th – November 2nd

To best serve and accommodate large numbers of voters during 'early' in-person absentee voting election inspectors assist with absentee voting and related procedures. Adequate staffing for each day of in-person absentee voting consists of the help of 8 election inspectors per 4-hour shift totaling 16 election inspectors per day.

We are very grateful for the willingness of election inspectors to assist with in-person absentee voting and feel it is important to provide parking options for these individuals. Therefore, each person receives a parking pass for the attached blue ramp for each day they work. As day passes for the blue ramp cost \$5 per day, we would end up spending approximately \$600 in parking passes for those working in-person absentee voting.

I am requesting that the clerk's office may provide half-day parking passes at a reduced rate of \$3 per hang tag to these election workers. The attached table provides detail of the number of passes needed for each day based upon the 4-hour shift.

If there are any questions regarding this request, please do not hesitate to contact me for further information.

Thank you for your consideration.
Respectfully,

Kami Lynch
City Clerk

Early In-Person Absentee Voting Parking Passes

DATE	AM 7:45 a.m. – 12:00 p.m. # of Passes	PM 12:00 p.m. – 5:00 p.m. # of Passes	Total Passes Per Day
Monday 10/22/18	6	5	11
Tuesday 10/23/18	8	4	12
Wednesday 10/24/18	7	5	12
Thursday 10/25/18	7	4	11
Friday 10/26/18	6	4	10
Monday 10/29/18	6	7	13
Tuesday 10/30/18	8	7	15
Wednesday 10/31/18	4	5	9
		Nov 1 & 2 12 p.m. – 5:30 p.m.	
Thursday 11/1/18	3	5	8
Friday 11/2/18	6	5	11

Paula Vandehey

From: Christine Williams
Sent: Thursday, October 18, 2018 2:33 PM
To: Paula Vandehey
Subject: 1629 w reeve

HI,

Dan Subering received a letter that he would be getting a Japanese lilac tree in front of his house.

He doesn't want, citing how messy the tree is and that he hasn't had a tree in the 40 years he lived there.

Please put on agenda Monday. He said he would make the meeting.

Thanks,

Christine

Sent from my Verizon, Samsung Galaxy smartphone



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

DEPARTMENT OF PUBLIC WORKS

Engineering Division

100 North Appleton Street

Appleton, WI 54911

(920) 832-6474

FAX (920) 832-6489

**CITY OF APPLETON
TREE PLANTING POLICY**

Trees are planted on new street construction and street reconstruction projects during the planting season following the completion of construction. Trees are also planted on request and as replacement for trees that are removed if space allows.

Species selection is based on the site and its limitations. A wide variety of species are available. Planting of new streets and reconstruction is done on a block by block basis with one species on each block.

Spacing Requirements:

1. 40 – 60' lateral spacing
2. 60' from approach side of intersections
3. 30' from exit side of intersection
4. 10' from driveway aprons
5. 10' from water shut off valves
6. 10' from gas line T's
7. 20' minimum from street lights
8. Appropriate spacing from existing landscaping

Guarantee:

All trees carry a full guarantee unless damage or neglected by the homeowner.

City of Appleton
Parking Utility
Condensed Income Statement
For the Nine Months Ending September 30, 20181
10/08/18
14:01:24

September Current Year	September Prior Year	Change From Prior Year	Description	Prior Year YTD Actual	Current Year YTD Actual	Full Year Amended Budget	(Over) Under Budget
25,052	29,163	4,111-	Revenues				
15,258	45,077	29,819-	Fines & Forfeitures	299,065	292,207	425,000	132,793
26,212	76,056	49,844-	Street Meters	363,138	352,996	518,000	165,004
51,962	64,215	12,253-	Short-Term Parking	583,865	505,033	691,000	185,967
378	1,055	677-	Permit Parking	921,296	887,962	945,000	57,038
0	0	0	Meter Hoods	15,199	15,753	15,350	403-
139	22	117	Other Charges for Service	0	0	0	0
			Other Revenues	1,087	1,079	601	478-
119,001	215,588	96,587-	Total Revenues	2,183,650	2,055,030	2,594,951	539,921
63,722	62,082	1,640	Expenditures				
1,950	3,968	2,018-	Labor & Benefits	493,505	564,211	805,709	241,498
44,775	25,792	18,983	Supplies & Expenses	52,371	59,815	118,770	58,955
6,720	5,791	929	Purchased Services	283,658	347,311	675,072	327,761
45,095	45,020	75	Fixed Charges	55,513	56,979	74,640	17,661
			Miscellaneous Expense	405,180	405,855	555,000	149,145
162,262	142,653	19,609	Total Operating Expense	1,290,227	1,434,171	2,229,191	795,020
43,261-	72,935	116,196-	Operating Income(Loss)	893,423	620,859	365,760	255,099-
0	2,720-	2,720	Other Revenues				
			Interest Income	14,248	7,324	20,000	12,676
0	2,720-	2,720	Total Other Revenues	14,248	7,324	20,000	12,676
3,815	2,095	1,720	Other Expenses				
775	1,200,775	1,200,000-	Capital Expenditures	46,975	25,377	305,000	279,623
			Other Financing Uses	1,206,975	1,006,975	1,209,300	202,325
4,590	1,202,870	1,198,280-	Total Other Expense	1,253,950	1,032,352	1,514,300	481,948
47,851-	1,132,655-	1,084,804	Change in Fund Equity	346,279-	404,169-	1,128,540-	724,371-



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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Parks & Recreation Committee

FROM: Dean R. Gazza

DATE: 10-22-18

RE: Informational: City of Appleton Trail Development Requirements

The City of Appleton, when possible, is proactive in ensuring our riverfront is preserved for general public access and enjoyment. In addition, when a development occurs the City of Appleton requires that the Development Agreement include terms requiring the developer to provide a public trail along the riverfront with a permanent easement at the developer's expense.

To provide the developers with a consistent set of standards and to ensure that trails are constructed to standards as outlined in our Trails Master Plan, we have developed City Trail Development Requirements. Please refer to the attached City Trail Development Requirements document. Departments involved in this process were the Department of Public Works, Community & Economic Development, Legal Services Office, Mayor's Office and Parks, Recreation and Facilities Management. These standards are those that will be utilized for all trails constructed either by the City of Appleton or developers.

Recent trails include those constructed at the River Heath and Eagle Point developments. These trail segments allow the City of Appleton to continue the loop of trails outlined in the Trail Master Plan.

Please feel free to contact me at 832-5572 or at dean.gazza@appleton.org with any questions.

City Trail Development Requirements

Trail Construction

Per the City of Appleton Trails Master Plan – January 2017 all trails are to conform to the guidelines as indicated in the Trail Design Best Practices. It is the intent of the City of Appleton to provide trails for multi-modal transportation that is safe and enjoyable for all users. These guidelines follow the AASHTO Standards. The Developer will provide and pay to implement these requirements prior to occupancy permit being issued.

Construction:

- a. The Trail will be constructed in either asphalt or concrete. Depending on the development and the adjoining trails/walk-ways it is the intent to maintain similar hard surfaces.
- b. The thickness of the asphalt or concrete and the depth of the trail base will be determined prior to construction by a qualified engineering firm whom will perform soils tests and which will conform to trail design best practices. The surface and base need to be constructed to support vehicles and equipment required for trail maintenance and access to other amenities requiring access via the trail. Vehicle sizes are typical pick-up trucks, but in special circumstances may need to accommodate larger vehicle sizes such as fire trucks. The cost of such analysis will be paid for by the Owner.
- c. The minimum width of the base must be fourteen (14) feet. Narrower widths may be accepted by the Parks, Recreation and Facilities Management Department (PRFMD) depending on the construction constraints. Clearances on sides of the trail must follow AASHTO Standards. Clearances are for items such as signage, benches, fences, lighting, etc.
- d. Width of the paved/poured trail must be a minimum of twelve (12) feet which is considered a standard for public trails. Narrower widths may be accepted by the PRFMD based on reasons outlined by AASHTO Standards.
- e. Lighting will be installed along the trail including separate metering. Owner shall pay utility costs for lighting. Lighting shall be provided utilizing bollards and/or light poles as determined by the PRFMD. Please contact PRFMD early in the process to provide guidance on lighting needs. Lighting needs may vary depending on the specific location and consider light trespass, security, aesthetics and other considerations. Final spacing and heights will be determined based on testing light levels based on the fixtures approved by the PRFMD. The Owner will be responsible for hiring an electrical engineer and provide photometric readings to determine appropriate lighting levels as required per the specific environment as determined by the PRFMD.
- f. Wayfinding signage and traffic/regulatory signage will be incorporated. City will provide requirements after reviewing proposed trail location.
- g. Fixtures, such as waste containers, benches, shade structures, artwork, etc. will also be utilized along the trail system as determined by the PRFMD to maximize the potential of the trail for users of all types. City will provide requirements after reviewing proposed trail location.
- h. The owner agrees to provide all necessary easements for the above and compliance with the Trail Maintenance Plan.
- i. Upon construction of the trail, if the PRFMD determines the trail was not constructed per the site plans, the owner will reconstruct the trail per plans at their own cost.