



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, February 11, 2019

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[19-0114](#) Minutes from February 6, 2019

Attachments: [Minutes from February 6, 2019.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [19-0115](#) Request from Bob Phillips, 1737 N. Mason Street, to have his sidewalk snow removal bill of \$75 waived.

Attachments: [1737 N Main-Bob Phillips.pdf](#)

- [19-0116](#) Request from Colin Cassady at Alexander Company for a variance to the City of Appleton's Building Addressing Policy to number each apartment unit with separate addresses instead of one address per principal building.

Attachments: [Alexander Company variance request.pdf](#)
[Memo from Colin Cassady at Alexander Company.pdf](#)

- [19-0117](#) Approve Pacific Street Vacation east of Owaissa Street.

Attachments: [Pacific St Vacation east of Owaissa St.pdf](#)

- [19-0118](#) Approve updates to Municipal Code Section 4-141 pertaining to garages and accessory buildings.

Attachments: [Update to Municipal Code Section 4-141.pdf](#)

[19-0120](#) Request from Appleton Downtown Inc. for a street occupancy permit to host a Sidewalk Sale on Saturday, August 3, 2019 from 10:00 am to 6:00 pm (during Mile of Music) on the College Avenue beautification strip from 600 W. College Avenue to 300 E. College Avenue.

Attachments: [Appleton Downtown Inc-Sidewalk Sale.pdf](#)

[19-0121](#) Request from Appleton Downtown Inc. for a street occupancy permit for Street Music Week, June 10-14, 2019 in the beautification strip only (noon-1:00 pm) from 600 W. College Avenue to 300 E. College Avenue.

Attachments: [Appleton Downtown Inc-Street Music Week.pdf](#)

[19-0122](#) Request from Appleton Downtown Inc. for street occupancy permits for College Avenue (600 W. College Avenue to 300 E. College Avenue) as follows:

- a. May 17, 2019-Celebrating Student Art in the beautification strip area only (noon to 9:00 pm)
- b. June 21, 2019-Make Music in the beautification strip area only (noon to 9:00 pm)
- c. July 19, 2019-Chalk on the Town in the sidewalk area only (noon to 9:00 pm)
- d. August 16, 2019-Plein Air Painting in the beautification strip area only (noon to 9:00 pm)
- e. September 20, 2019-Parking Day in the beautification strip and designated parking stalls only (noon to 9:00 pm)

Attachments: [Appleton Downtown Inc-Art on the Town.pdf](#)

[19-0123](#) Award City Hall 5th Floor DPW Renovation Project to Chet Wesenberg Architect, LLC in the amount of \$39,090.00 with a 15% contingency of \$6,000.00 for a project total not to exceed \$45,090.00.

Attachments: [City Hall 5th floor DPW Renovation Project.pdf](#)

[19-0124](#) Award Unit L-19 Bridge Deck Sealing to Min Con, Inc. in an amount not to exceed \$85,000.

Attachments: [Unit L-19 Bridge Deck Sealing.pdf](#)

[19-0167](#) Approve parking restriction changes on Morrison/Glendale/Roosevelt (near Erb Pool). Follow-up to Six-Month Trial Period.

Attachments: [Parking restriction changes-Morrison-Glendale-Roosevelt.pdf](#)

[19-0168](#) Approve parking restriction changes on Banta Court. Follow-up to Six-Month Trial Period.

Attachments: [Parking restriction changes on Banta Ct.pdf](#)

[19-0170](#) Approve functional classification of streets and intersection traffic control within the Apple Ridge Estates Subdivision (Phase 1).

Attachments: [Apple Ridge Estates Subdivision \(Phase 1\).pdf](#)

[19-0173](#) Approve functional classification of streets and intersection traffic control within the North Edgewood Estates Subdivision.

Attachments: [North Edgewood Estates Subdivision.pdf](#)

[19-0178](#) Approve parking restriction changes in the area of Outagamie County's downtown complex.

Attachments: [Parking restriction changes-Outagamie County's downtown complex.pdf](#)

[19-0179](#) Approve parking restriction changes on 400 W. Lawrence Street. Follow-up to Six-Month Trial Period.

Attachments: [Parking restriction changes on 400 W Lawrence St.pdf](#)

[19-0180](#) Approve parking restriction changes on Kamps Avenue, west of Douglas Street. Follow-up to Six-Month Trial Period.

Attachments: [Parking restriction change on Kamps Avenue.pdf](#)

[19-0187](#) Approve Amendment No. 5 to Patrick Engineering for the Oneida Street Bridge Project in the amount of \$27,169.00 for a total revised not to exceed contract of \$635,010.

Attachments: [Amendment No. 5 to Patrick Engineering Oneida Street Bridge Proj.pdf](#)

6. Information Items

[19-0125](#) Inspection Division Permit Summary Comparison Report for January, 2019.

Attachments: [Inspection Division Permit Summary January 2019.pdf](#)

[19-0126](#) Green Ramp bicycle and motorcycle plan.

Attachments: [Green Ramp bicycle and motorcycle plan.pdf](#)

[19-0188](#) Discuss proposed changes to the Sidewalk Maintenance Policy.

Attachments: [Proposed changes-Sidewalk Maintenance Policy.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.



City of Appleton

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

Meeting Minutes - Final Municipal Services Committee

Wednesday, February 6, 2019

6:30 PM

Council Chambers, 6th Floor

SPECIAL MEETING

1. Call meeting to order

Alderperson Croatt called meeting to order at 6:30 p.m.

2. Roll call of membership

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

3. Approval of minutes from previous meeting

[19-0090](#) Minutes from January 7, 2019

Attachments: [Minutes from January 7, 2019.pdf](#)

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

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

4. Public Hearings/Appearances

5. Action Items

[19-0091](#) Approve proposed 1-year extension of the Bicycle and Pedestrian Engineering on-call Consulting Services Contract with Alta Planning and Design in an amount not to exceed \$12,000.

Attachments: [1 year extension of the Bicycle and Pedestrian Engineering on-call Contract.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

6. Information Items

[19-0092](#) 2019 Sidewalk Poetry Program

Attachments: [2019 Sidewalk Poetry Program.pdf](#)

7. Adjournment

Konetzke moved, seconded by Coenen, to adjourn the meeting at 6:33 p.m..
Roll Call. Motion carried by the following vote:

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



12-06-18 10:36:01

180835-After



12-06-18 10:32:15

180835-Before

1737 N. Mason Street

2017/2018 Sidewalk Snow Removal Appeals

ADDRESS	Official End of Storm	36 Hour Time	Cleared and/or salted	Fee
1400 E. Amelia Street	1/31/2017 @ 9:00 AM	2/1/2017 @ 9:00 PM	2/6/2017	\$ 75.00
49-51 Valerie Drive	1/31/2017 @ 9:00 AM	2/1/2017 @ 9:00 PM	2/6/2017	\$ 75.00
703 E. Goodall Street	1/31/2017 @ 9:00 AM	2/1/2017 @ 9:00 PM	2/3/2017	\$ 75.00
1315 W. Rogers Avenue	4/16/2018 @ 11:00 AM	4/17/2018 @ 11:00 PM	4/22/2018	\$ 75.00
1737 N. Mason Street	12/2/2018 @ 11:00 PM	12/4/2018 @ 11:00 AM	12/6/2018	\$ 75.00



MEMO

TO: Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: February 1, 2019

SUBJECT: Request from the Alexander Company for a variance to the City of Appleton's Building Addressing Policy for Pelican's Nest.

Alexander Company is constructing two buildings for a development called Pelican's Nest that will each contain 5 apartments, per the attached plan. The Department of Public Works does not support the request to address each unit with a different building number because we believe that consistent addressing is crucial from an emergency service response perspective. The following attached documents support this consistent approach:

- Appleton Police Department and Fire Department support this consistent approach.
- The City of Appleton's Building Address Policy from 1995 states: *"The department will allow only one official address per parcel. Buildings may use a Unit 1, 2, 3 or A, B, C type designation for distinguishing individual residential or business mailing addresses."*
- The Building Inspections memo from 2003 clarifying addressing states: *"Buildings not divided as condominiums that are multi-family buildings (on multiple-building parcels) are allowed one address per principal building."*
- Outagamie County Ordinance Article III Division 2 Section 50-221(2)(b) states: *"Each principal building shall bear the number assigned to the frontage on which the primary driveway is located. When the principal building is a duplex or similar structure, each shall bear a separate number. Apartment buildings or similar multiunit structures shall have one address assigned to the entire structure with unit numbers assigned to the individual spaces. The County is not responsible for numbering the individual spaces."*
- The Town of Grand Chute's Ordinance Chapter 224-3(A)(3) states: *"Apartment building or other similar multiunit residential structure: each principal structure shall be assigned a separate number; the parcel owner shall be responsible for numbering the individual unit spaces within each principal structure in a manner approved by the Coordinator."*

In order to remain consistent with addressing within our own community and the surrounding communities, we recommend this variance request be denied.

Attachments

Paula Vandehey

From: Gregory Ryan
Sent: Tuesday, January 29, 2019 11:19 AM
To: Kurt Craanen
Subject: RE: Address issue at Pelican's Nest

In the interest of public safety, APD's position would be the same as AFD and DPW. Address assignments should be consistent with current policy.

Sgt. Greg Ryan #9210
Community Liaison Officer
Appleton Police Dept. (920) 832-5544



From: Kurt Craanen
Sent: Tuesday, January 29, 2019 11:12 AM
To: Gregory Ryan <Gregory.Ryan@Appleton.org>
Subject: FW: Address issue at Pelican's Nest

fyi

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

From: Steve Patterson
Sent: Tuesday, January 29, 2019 11:11 AM
To: Kurt Craanen <Kurt.Craanen@Appleton.org>
Subject: RE: Address issue at Pelican's Nest

On behalf of the Fire Department, my reply is:
Our position is the same as DPW; current policy should be followed.

Steve Patterson
City of Appleton
Fire Protection Engineer
Wisc. Id #242541

February 3, 1994
7-6-94 (Council adopted amended policy)
9-6-95 (council adopted policy amendment)

CITY OF APPLETON
DEPARTMENT OF COMMUNITY DEVELOPMENT

BUILDING ADDRESSING POLICY

INTENT AND PURPOSE OF POLICY

The intent of this policy is to document the established procedure within the Department of Community Development, Inspection Division for building addressing.

POLICY STATEMENT

DEFINING THE STREET NUMBERING GRID BASELINES:

The existing street addressing system is based on Appleton's grid street pattern. This grid system uses Oneida Street as the east/west division and College Avenue as the north/south division. In this addressing system, the intersection of Oneida Street and College Avenue is the center point of a grid matrix numbering system which begins with the 100 block and grows progressively in the four (4) primary geographic bearings (Ref. Section 16-36, "Street naming system").

ASSIGNING BUILDING ADDRESSES:

It shall be the policy of the City of Appleton, as administered by the Department of Community Development, to assign all new building addresses in accordance with the grid addressing system established in Sections 4-3 and 16-36 of the Municipal Code. The hundred block grid designation shall be applied to all new platted subdivisions when the final plat or CSM is approved and recorded. Pre-addresses (2 pre-addresses for a corner lot) will be designated on the official address map at this time. The ultimate address will be decided by the location of the principal entryway to the structure and/or based on applicable deed restrictions or covenants.

Addresses will be officially assigned when a building permit is requested for a new home or building. These building numbers will be kept and maintained in the Inspections Division office.

One and two family residences are allowed one or two addresses, respectively. Multi-family and commercial buildings (including condominiums of 3 or more units) are permitted one address per principal building (except as provided in "AMENDMENTS" section below). Unit designations, on multi-family and commercial buildings, such as 1, 2, 3 or A, B, C, are permitted. The city-wide grid numbering system is used whenever possible.

If existing homes or principal buildings exist on lands annexed into the City, a new building address consistent with this City policy will be assigned to those properties when the annexation is adopted and published. In an annexation circumstance where two numbering systems would be in use on the same street and be a concern for public safety, this change may be delayed.

Assigned house numbers shall be displayed in a manner and location as specified in the Municipal Code, Section 4.3 "Building Numbering".

FURTHER ADDRESSING PARAMETERS:

- * In the case of a corner lot, the individual building address will be assigned to the street which faces the side of the building considered to be the principal access. Only one address will be assigned to a building facing more than one street.
- * The department will allow only one official address per parcel. Buildings may use a Unit 1, 2, or 3 or A, B, C type designation for distinguishing individual residential or business mailing addresses.
- * Accessory buildings will not be allowed to have distinct official addresses.
- * Storage facilities on a separate parcel of land may be given a separate address.
- * There will be no exceptions to the grid system for establishing the hundred block designation. For example, freestanding numbering systems for addressing buildings such as 1, 2, 3, 4, 5 based on the name of a cul-de-sac or short court will not be allowed, except for unique and unusual conditions determined by the Director of Community Development.

- * If a street layout follows a gentle meandering pattern, the building addressing designation shall correspond to the principal axis orientation of the majority of the street. The same principle will apply to establishing a north/south or east/west designation for street names.
- * This policy is not intended to retroactively change any established street names or addresses.

RELEVANT STREET NAMING PARAMETERS:

- * If a street layout changes direction by 90 degrees more or less, it shall be given a name designation distinct from the original name designation.
- * If a new street in a proposed subdivision is aligned with an established street or shares a common intersection opposite that street, the new street shall carry on the same street name designation.

ENFORCEMENT:

Upon complaint or Department referral, specific cases will be investigated and a determination made.

AMENDMENTS:

(1) HOUSE NUMBERS FOR CONDOMINIUMS - The "policy regarding the assignment of separate house numbers be expanded to include properties which fall into the following parameters:

- a. A condominium-type ownership situation exists.
- b. There are no more than eight (8) condominium units in the building.
- c. The units are arranged in a townhouse style or are single story attached units.
- d. Each unit has a separate entrance and a joint or separate driveway which faces a publicly dedicated street.
- e. All units have separate tax key numbers."

"In addition, all such units on any public street must be numbered, or renumbered, in the same way, and in the case of renumbering, the City must have agreement in writing from at least 75% of the residences affected."

"In cases where the use of the City grid numbering system is not practical, numbering or renumbering of these types of units will be at the discretion of the Director of Community Development."

(2) ADDRESSING OFF OF PRIVATE STREETS - The policy is changed "to acknowledge the existence of private streets when such streets are identified on a CSM or plat, enter private street names on all City maps, and have the option of addressing future structures utilizing these private streets."

INTERPRETATION OR APPEALS OF THIS POLICY

Any questions regarding the application and interpretation of this policy shall be referred to the Director of Community Development for determinations.

Memo

To: Building Inspectors
From: Jim Dallman *JWD*
Date: 06/03/03
Re: Number of addresses that can be assigned to a parcel.

References: City Ordinance Sections 4-3 and 16-36

Building Addressing Policy Adopted by Council 7/6/94, Amended 9/6/95

The purpose of this memo is to clarify the above referenced policy as to the number of addresses that can be assigned to a parcel.

NUMBER OF ADDRESSES: Except as permitted below, the department will assign only one official address per parcel. Buildings may use a Unit 1, 2, 3 or A, B, C designation to distinguish individual units. Such unit designations will be assigned and maintained by the building owner or designee.

1. Buildings not divided as condominiums

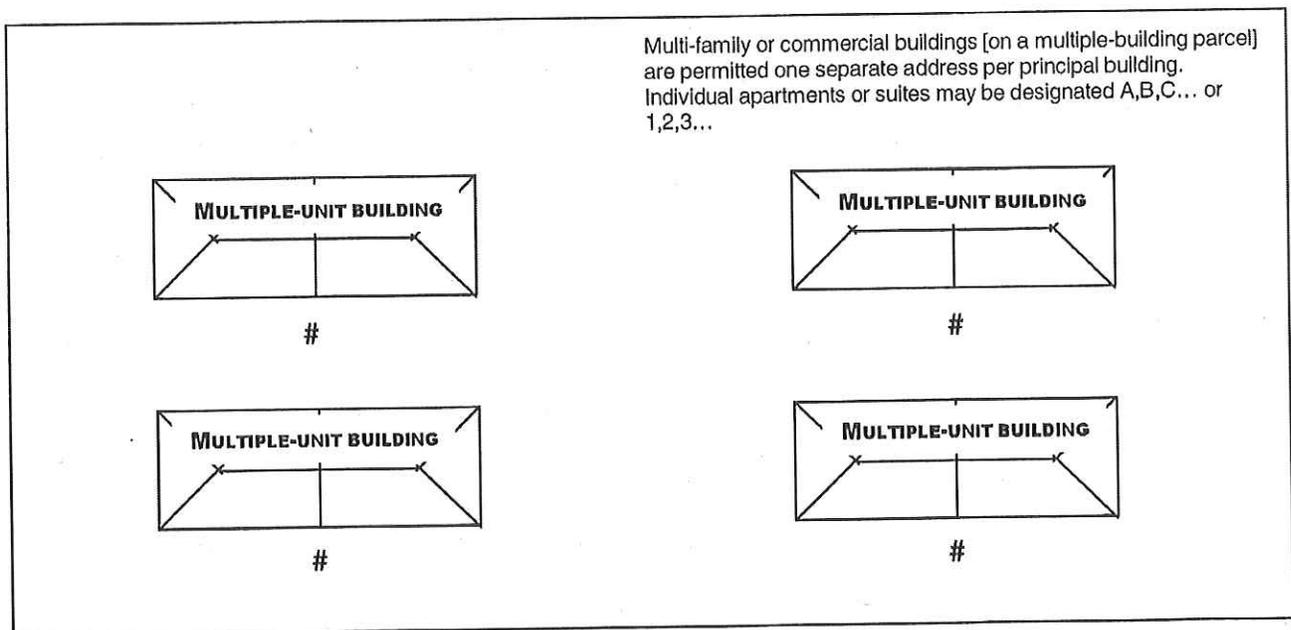
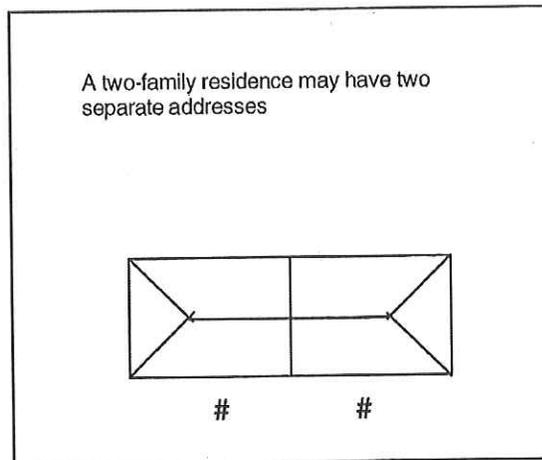
- 1.1. A two family residence is allowed *two separate addresses*.
- 1.2. Multi-family buildings [on multiple-building parcels] are allowed one address per *principal building*
- 1.3. Commercial buildings [on multiple-building parcels] are allowed one address per *principal building*.

2. Buildings divided as condominiums. Separate official addresses may be issued to individual condominium units if ALL the following conditions are met:

- 2.1. Condominium ownership is confirmed by the City Assessor
- 2.2. There are no more than eight (8) units in the building
- 2.3. Each unit has a separate building entrance that faces a public or private street. (No common entrances)
- 2.4. All units have separate tax key numbers.

3. Interpretations and appeals

- 3.1. All parcels shall be numbered according to this policy. No numbering scheme varying from this policy shall be accepted or confirmed unless a written variation is granted by the inspection supervisor according to para.3.2 below
- 3.2. If a property owner wishes a variation from the policy, he/she may appeal in writing to the Inspection Supervisor. The appeal shall contain sufficient drawings, photos or other materials to describe what is proposed. If the variation is granted, a change of address letter or written variation will be issued.



- **ARTICLE III. - STREETS, HIGHWAYS AND RIGHTS-OF-WAY**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTION](#)

- **DIVISION 1. - GENERALLY**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTION](#)

- **Secs. 50-190—50-216. - Reserved.**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTION](#)

- **DIVISION 2. - UNIFORM PROPERTY NUMBERING SYSTEM**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTION](#)

- **Sec. 50-217. - Purpose and intent.**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTION](#)

This article is adopted to provide for a uniform countywide addressing system that will serve the following purposes:

(1)
To aid in the timely location of citizens in need of emergency services and efficient delivery of civil defense, fire protection, and other emergency services to the citizens of the county via the E911 system.

(2)
To eliminate road naming and addressing duplication which causes confusion for the public and private sector, citizens of the county, and persons traveling on county roadways.

(3)
To assist public and private enterprise in the timely and efficient delivery of goods and services to the citizens of the county; for example, mail delivery, home services and repair businesses.

(Ord. No. J-2003-2004, § 8.08(1), 4-23-2004)

- **Sec. 50-218. - Applicability.**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONSEMAIL SECTION](#)

This article shall be applicable as follows:

(1)
Addressing of all unincorporated areas of the county, except for the Town of Grand Chute. This article also applies in the villages of Shiocton and Nichols.

(2)
Street naming in all municipalities in the county.
(Ord. No. J-2003-2004, § 8.08(2), 4-23-2004)

- **Sec. 50-219. - Abrogation and greater restrictions.**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONSEMAIL SECTION](#)

Hereinafter where this article imposes greater restrictions than any local ordinances, the provisions of this article shall apply.

(Ord. No. J-2003-2004, § 8.08(3), 4-23-2004)

- **Sec. 50-220. - Background.**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONSEMAIL SECTION](#)

In 1990, the county implemented a countywide enhanced emergency telephone system (E-911) to better serve residents. This more sophisticated E-911 system required the county to change from the former system of rural routes to a more logical grid system that is currently in use.

(Ord. No. J-2003-2004, § 8.08(5)(a), 4-23-2004)

- **Sec. 50-221. - Address provisions.**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONSEMAIL SECTION](#)

(a)
All properties east and north of a roadway shall be even, and all properties west and south of a roadway shall be odd. All addresses shall contain a prefix of either N (on roads running north/south) or W (on roads running east/west).

(1)

A street does not have to be perfectly straight to fit this standard; only a general but clear pattern should be visible.

(2)

One road name shall not switch between addresses containing N and addresses containing W, even when the road changes direction.

(b)

Each principal building shall bear the number assigned to the frontage on which the primary driveway is located. When the principal building is a duplex or similar structure, each shall bear a separate number. Apartment buildings or other similar multiunit structures shall have one address assigned to the entire structure with unit numbers assigned to the individual spaces. The county is not responsible for numbering the individual unit spaces.

(c)

Numerals indicating the official numbers for each principal building or each driveway entrance to the building shall be posted in a manner so as to be visible from the road on which the property is located. Those buildings more than 60 feet from the roadway shall have numbers mounted on a post visible from the roadway and to the left of the driveway when facing the front of the principal building.

(d)

Address posting material shall be of a consistent color and size among each municipality that participates in the county addressing. Posting shall be of a reflective finish and be visible from the road way at all times of the year. It is the responsibility of the municipality to acquire posting materials in a timely manner upon assignment of an address by the county.

(Ord. No. J-2003-2004, § 8.08(5)(a)1—3, 4-23-2004; Ord. No. N-2013-14, 2-25-2014)

- **Sec. 50-222. - Street name guidelines.**

[SHARE LINK TO SECTION](#)
[PRINT SECTION](#)
[DOWNLOAD \(DOCX\) OF SECTION](#)
[EMAIL SECTION](#)

(a)

Street names shall only change at intersections whenever possible.

(b)

The only time a street name shall change between intersections is if the adherence to these standards becomes difficult or impossible and a change in street name would alleviate the problem.

(c)

Street names shall only change at intersections whenever possible.

(d)

Curvilinear roads may be exempt from these standards for short stretches provided the addresses are in compliance with respect to the primary direction of the street throughout its length. When compliance with this standard is difficult or impossible, it shall warrant a change in the street name at the point where its direction changes.

(e)

Chapter 224 Buildings, Numbering of

[HISTORY: Adopted by the Town Board of the Town of Grand Chute 9-21-2010 by Ord. No. 2010-15 (§ 7.27 of the 1997 Code). Amendments noted where applicable.]

GENERAL REFERENCES

Building construction — See Ch. 220.

Streets and sidewalks — See Ch. 468.

§ 224-1 Purpose and intent.

This chapter is established to ensure clarity and consistency in the assignment and display of address numbers within the Town in order to provide for:

- A. The effective and efficient delivery of police, fire, and other emergency services;
- B. The coordination of addresses with Outagamie County and adjacent local jurisdictions; and
- C. Clear navigation for citizens, visitors, and organizations engaged in the delivery of goods and services.

§ 224-2 Town Address Coordinator.

The Town Address Coordinator, hereafter referred to as "Coordinator," shall be the GIS Technician in the Department of Community Development.

§ 224-3 Assigning address numbers.

- A. The Coordinator shall issue address numbers to all principal structures within the Town, following these provisions:
 - (1) Single-family residential structure: each principal structure shall be assigned a separate number.
 - (2) Duplex or similar residential structure: each dwelling unit shall be assigned a separate number.
 - (3) Apartment building or other similar multiunit residential structure: each principal structure shall be assigned a separate number; the parcel owner shall be responsible for numbering the individual unit spaces within each principal structure in a manner approved by the Coordinator.
 - (4) Nonresidential structure: each principal structure shall be assigned a separate number. For structures divided into individual unit spaces available for rent or purchase, each unit with a ground floor entrance shall be assigned a separate number; numbers shall generally increase at a rate of one odd or even number per 20 feet of frontage.
- B. Address numbers shall be consistent with the Outagamie County grid system. All properties east and north of a roadway shall be even numbers, while properties west and south of a roadway shall be odd numbers.
 - (1) For streets that are not perfectly straight, a general but clear pattern of address numbers shall be visible.
 - (2) A cul-de-sac shall be numbered as other roads, except that an even and an odd number shall abut at a point along the turning circle.
 - (3) Roads that loop or circle shall be numbered in a manner that keeps even numbers on one side and odd numbers on the other to avoid a mid-block change.
- C. In unique situations where numbering will not conform, in practicality, with the specifications of this chapter, the Coordinator shall coordinate the addressing in a manner that maintains the intent and purpose of this chapter.

§ 224-4 Changing address numbers.

- A. The Coordinator shall have the authority to change an address number of a structure if it is out of sequence, does not run consecutively with adjacent structures, or otherwise conflicts with the Outagamie County grid system.
- B. The Coordinator shall have the authority to change an address number of a structure adjoining a public right-of-way where a new road is constructed or an existing easement is named and the most appropriate address number is on the newly named road.
- C. The Coordinator shall notify, in writing, the resident or property owner of a structure that must change its address number.
- D. After a resident or property owner has changed the address number of a structure, the Coordinator shall inform the appropriate parties of the new address number.

§ 224-5 Displaying address numbers.

- A. Each principal building shall display its assigned number along the street frontage on which the address is assigned.
 - (1) When a duplex or similar residential structure is located on a corner lot, each dwelling unit shall display its assigned number along the frontage on which the primary driveway or entrance is located.
 - (2) For nonresidential structures divided into individual unit spaces available for rent or purchase, each unit with a ground floor entrance shall also display its address numbers on at least one rear or accessory service entrance.
- B. All address numbers shall be designed and posted in a manner so as to be clearly legible from the street to which the address is assigned. All numbers shall be:
 - (1) Arabic numerals no less than four inches in height.
 - (2) Composed of a permanent and conspicuous color that contrasts to the background color of the structure to which they are attached.
- C. When a structure with an assigned address number is located more than 100 feet from the center line of the road on which it is located, or if the view of the structure is obstructed by trees, shrubs, fences, or other structures, the address number shall be displayed on a freestanding post, mailbox, or other structure on the property as close as possible to the public right-of-way.

§ 224-6 Administration and enforcement.

- A. Should any resident or property owner violate the provisions of this chapter, the Coordinator shall notify said resident or property owner in writing, either by certified mail or hand delivery to a competent adult currently residing on the property. The notice shall indicate the nature of the violation and the action necessary to correct it.
- B. A resident or property owner notified of a violation shall have 90 days from receipt of written notice to correct such violation.
- C. A resident or property owner notified of a violation may submit an appeal, in writing, of such violation solely to the Town Board.
- D. Any person who shall violate any provision of this chapter shall, upon due conviction thereof, forfeit an amount as prescribed in the Uniform Forfeiture and Bond Schedules for each such offense, together with the costs of prosecution, and in default of the payment of such forfeiture and costs shall be imprisoned in the county jail until said forfeiture and costs of prosecution are paid, but not to exceed 30 days.^[1]
 - [1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- E. In addition to imposition of a fee for services constituting a special charge against the real estate imposed under this chapter, the Town may pursue injunctive relief against the owner in the Circuit Court for Outagamie County. All legal costs and attorney fees incurred by the Town for enforcement of this chapter, pursuant to any remedy available, shall be payable to the Town by the owner of the premises. Judgment for such obligations may be obtained by the Town in either the Small Claims Court or Circuit Court for Outagamie County.

Karen,

The plan is that these will be apartments so we can leverage the main building amenities, etc. I think they are just more valuable as apartments. That said, other than timing and the extra cost, there is no reason we couldn't drop a condo plat on them so they would be condo units but would be rented out. If for whatever reason the apartment concept doesn't work converting to condos would be an alternate exit strategy.

As far as my thinking of why the individual numbers are important:

- 1) Perception. Numbering the building as proposed, with one main address and then sub-units, gives the buildings a definite apartment feel and honestly makes it feel cheap. We are really trying to create a feeling of home.
- 2) Wayfinding. The way we designed the buildings, the front door of each unit isn't visible from the drive. We were using the unit address in large numbers on the garage near the sidewalk that leads to the entrance to each unit to help direct people to that unit. If there is a main address somewhere on the building and then subunits, I don't think we are going to display a giant #1 or "A" in the same way. It would just look silly.
- 3) Clarity. This ties into the wayfinding thing but with our design with individual unit addresses, anyone from visitors to emergency responders can easily tell from the end of John Street where they are going. Under the suggested plan there would be a unit #1 or "A" in each building – which one are you going to? You need to not only identify the correct building but then the unit. Just more confusing.

I am actually very surprised that the City would prefer their approved numbering method. I can produce all sorts of examples from other areas where municipalities have different addresses for each main entry. I would guess if we asked your police and fire folks they would prefer our proposed solution. I honestly can't think of a single advantage, other than it is policy, to number the buildings as the City has suggested.

I know this probably seems silly but I did a bit of crowd sourcing and people pretty much overwhelmingly agreed that the City's proposed numbering gives the buildings a less homey feel and vastly preferred our proposed design.

Feel free to give me a call to chat.

Colin



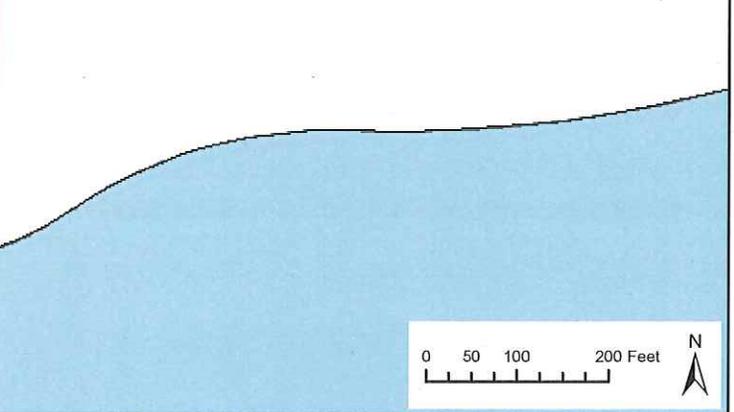
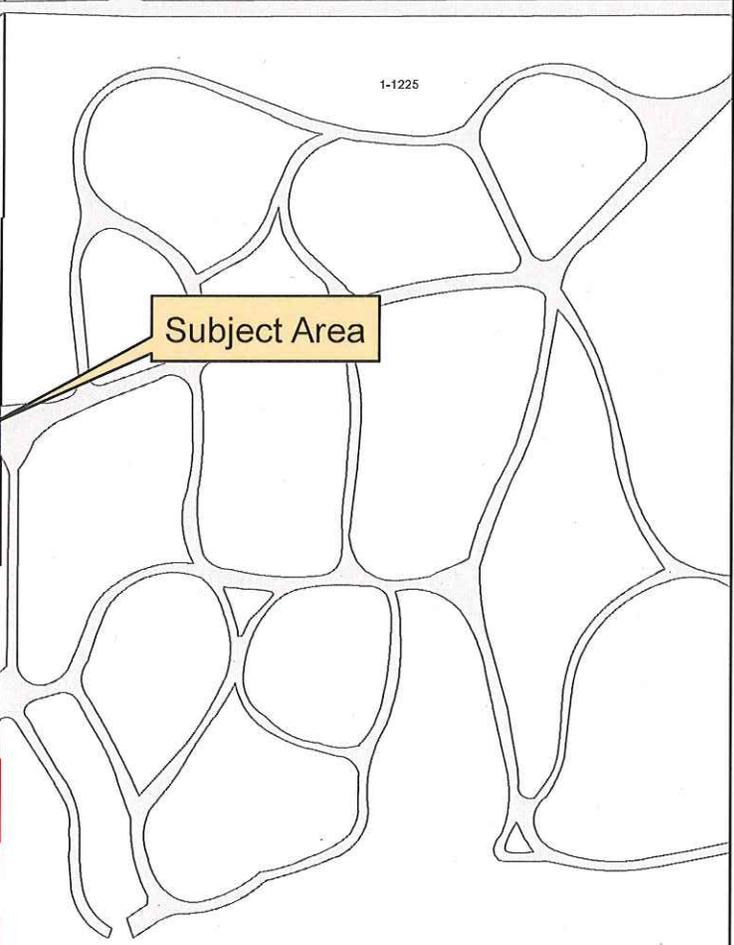
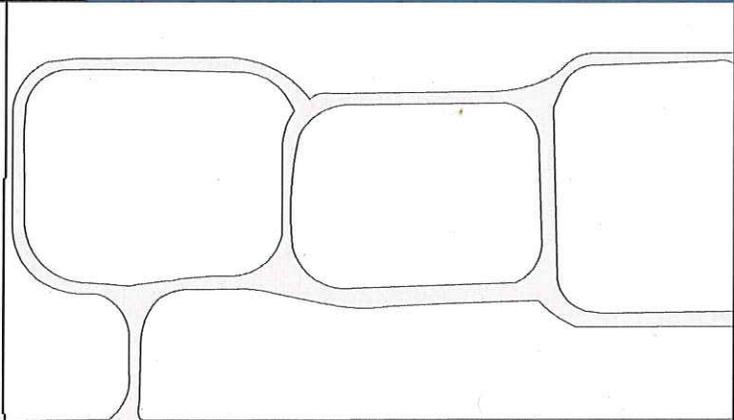
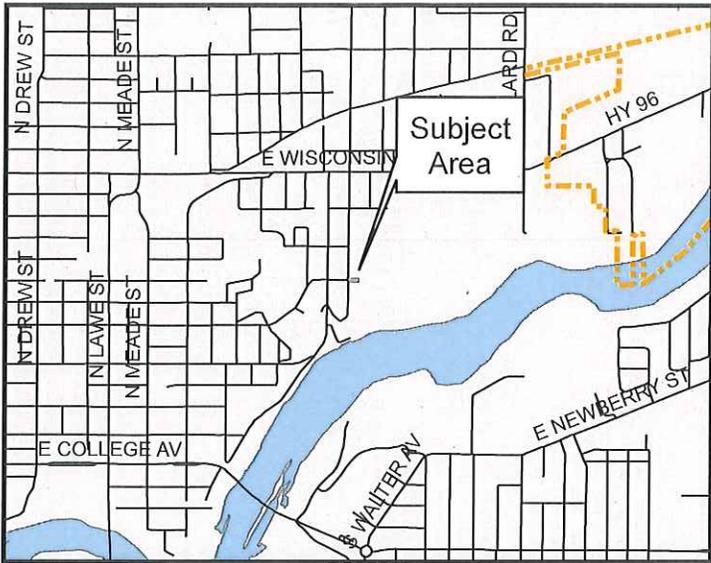
630

630

630

CA

Pacific Street (East of Owaissa Street)
Street Vacation
Zoning map



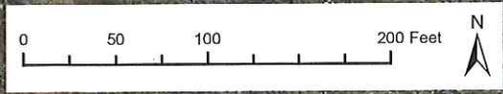
Pacific Street (East of Owaissa Street)
Street Vacation
Aerial Map

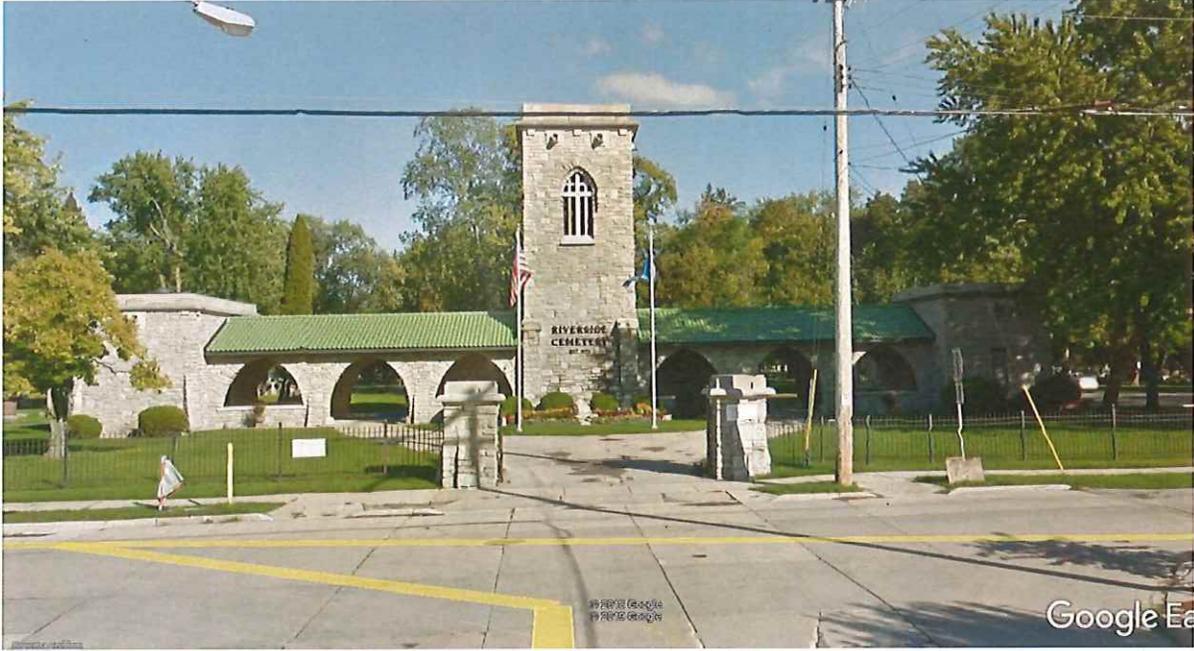


Subject Area



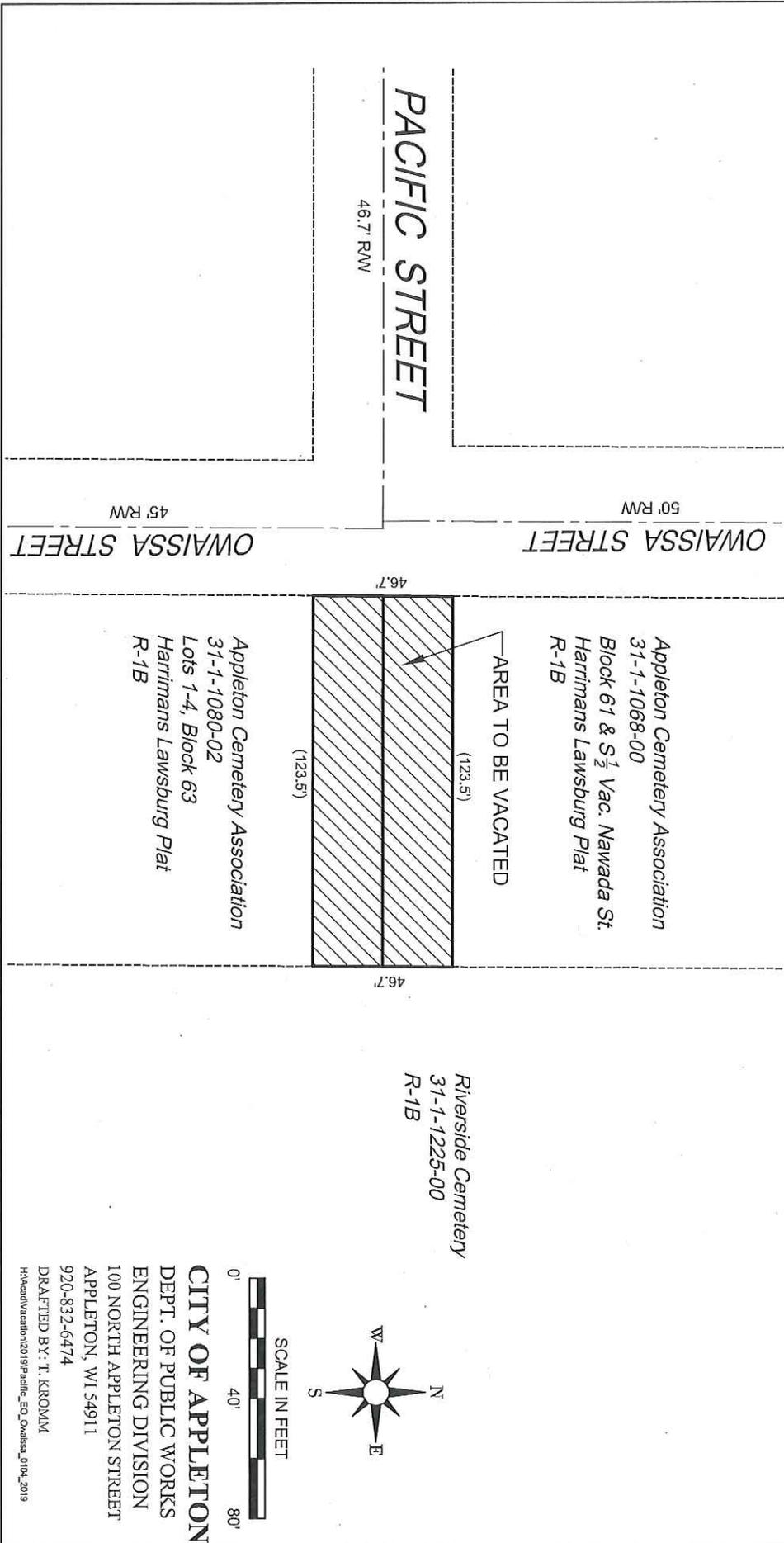
City Plan Commission
2-12-19





EXHIBIT

ALL THAT PART OF PACIFIC STREET (FKA BRUKE STREET) DESCRIBED AS FOLLOWS: A STRIP OF LAND 46.7 FEET IN WIDTH AND 123.5 FEET MORE OR LESS IN LENGTH, CONTAINING 5,767 SQUARE FEET OF LAND MORE OR LESS, BOUNDED ON THE WEST BY THE EAST LINE OF OWAISSA STREET, BOUNDED ON THE EAST BY RIVERSIDE CEMETERY, BOUNDED ON THE NORTH BY BLOCK 61 OF HARRIMAN'S LAWSBURG PLAT AND BOUNDED ON THE SOUTH BY BLOCK 63 OF HARRIMAN'S LAWSBURG PLAT. ALL ACCORDING TO THE RECORDED ASSESSORS MAP OF THE CITY OF APPLETON, BEING LOCATED IN GOVERNMENT LOT 2 LYING NORTH OF THE FOX RIVER, SECTION 25, TOWNSHIP 21 NORTH, RANGE 17 EAST, CITY OF APPLETON, OUTAGAMIE COUNTY, WISCONSIN.



PACIFIC STREET VACATION

DESCRIPTION OF AREA TO BE VACATED

All that part of Pacific Street (fka Bruke Street) described as follows: A strip of land 46.7 feet in width and 123.5 feet more or less in length, containing 5,767 square feet of land more or less, bounded on the West by the East line of Owaissa Street, bounded on the East by Riverside Cemetery, bounded on the North by Block 61 of **HARRIMAN'S LAWSBURG PLAT** and bounded on the South by Block 63 of **HARRIMAN'S LAWSBURG PLAT**, all according to the recorded Assessors Map of the City of Appleton, being located in Government Lot 2 lying North of the Fox River, Section 25, Township 21 North, Range 17 East, City of Appleton, Outagamie County, Wisconsin.

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: Update to Section 4-141 of the Municipal Code

DATE: February 11, 2019

The City of Appleton has traditionally required permit applications for new detached accessory buildings (garages) to include wall brace plans and that the garages are built to the same code standards as new homes, which must meet the minimum requirements of the Uniform Dwelling Code (UDC). However, recently a legal opinion from the State Department of Safety and Professional Services stated that detached accessory buildings are not part of the scope of the UDC.

In order to ensure that garages are built to a code standard, it is recommended that specific portions of the UDC be adopted for new-detached accessory buildings, to provide the Inspections Division with the authority to require wall brace plans and that accessory buildings are built in accordance with UDC construction standards.

Sec. 4-141. Garages and accessory buildings.

(a) **Unattached.** Unattached one- or 2-family garages and accessory buildings shall be constructed on concrete slabs as provided and shall conform to current UDC and American Concrete Institute (ACI) standards. in the uniform dwelling code adopted in 54-140; provided, however, that No concrete slab shall be required for unattached storage accessory buildings where the structure does not exceed one hundred (100) square feet in area and the structure building is securely anchored. Accessory buildings less than fifty (50) square feet are exempt from permits, however must comply with all zoning ordinance standards. Unattached accessory buildings shall maintain a fire separation distance that meets UDC standards. All one- or 2-family unattached buildings with overhead doors shall have at least one exit door that is a minimum of 32" in width. The overhead door shall not be used as an exit door. Unattached garages and accessory buildings may be framed with members spaced two (2) feet on center. All other general requirements of the uniform dwelling code shall be complied with. Accessory buildings that are 150 square feet. ft. or larger are considered a garage for the purposes of this section.

(b) **Wall brace plans.** Wall brace plans are required for accessory buildings greater in width or length than twelve (12) feet. Wall brace plans must meet UDC standards. Exterior walls and roofs shall meet UDC standards as far as for design, structural requirements and covering. Stairs or stairways, handrails, guardrails

or elevated areas inside and outside of the accessory building shall meet UDC standards.

~~(b)~~(c) **Attached.** Attached garages, carports and shelters that are connected to a residence shall have footings and foundations to the established frost line. Attached garages with exterior siding shall be framed to meet all general requirements. Floor drains in garages shall not connect to the foundation drain tile or a clear water sump. Attached carports and unheated shelters that are designed to compensate for movement or flexing and meet all other general requirements may be erected or installed on concrete slabs without frost walls and footings, provided that detailed drawings of design and method of construction are submitted with the permit application.

~~(e)~~ (d) **Construction time frame.** Unattached garages or accessory buildings must be completed within one (1) year from the date that the building permit is issued. Failure to complete the construction of garages and accessory buildings will require a new permit. The permit fee for additional permits will be double the original permit fee.

~~(d)~~ (e) **Garage door required.** All attached and detached garages, excluding carports, must have an operating garage door.

The Department of Public Works recommends approval of the changes to Section 4-141 of the Municipal Code of the City of Appleton.

cc: Amanda Abshire



To the Delegated Municipalities,

After recent inquiries regarding a municipality's ability to adopt an ordinance requiring accessory buildings to comply with the Uniform Dwelling Code, the Department of Safety & Professional Service is providing the following FAQ:

Question:

I am asking whether municipalities may require accessory buildings comply with the Uniform Dwelling Code?

Answer:

Accessory buildings, including detached garages, are exempted from the Uniform Dwelling Code. Wis. Admin. Code § SPS 320.05(4). An accessory building is defined as "a detached building, not used as a dwelling unit but is incidental to that of the main building and which is located on the same lot." Wis. Admin. Code § SPS 320.07(1).

Wis. Admin. Code ch. SPS 320 to 325 Appendix A does provide a model ordinance that contains the option for a municipality to apply the Uniform Dwelling Code to detached garages. This provision is incorrect, and the Department of Safety and Professional Services is working to remove that provision.

Wis. Admin. Code § SPS 320.09(9)(a)3. states that dwelling contractor credentials are only required when a permit for work covered under Wis. Admin. Code chs. SPS 321 and 322 is required. As accessory buildings are exempted from the Uniform Dwelling Code, municipalities cannot require dwelling contractor or dwelling contractor qualifier credentials for the construction, addition, alteration or repair of accessory buildings.

The electrical code applies to all installations in private buildings, under Wis. Admin. Code § SPS 316.002(1)(a), and the plumbing code is intended to be uniform in application to all types of buildings, per Wis. Stat. § 145.02(2)(a). Accordingly, all rules and licensing requirements for electrical and plumbing apply to accessory buildings.

A municipality is able to adopt other regulations or portions of the Uniform Dwelling Code for accessory buildings.

This FAQ is meant to provide clarification on a specific question and should not be broadly construed to apply to other matters. Should you still have questions regarding the above FAQ please submit your questions to Laura Varriale, at DSPSDISLegal@wisconsin.gov.

January 14, 2019

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 7, on Saturday, August 3 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.

January 14, 2019

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

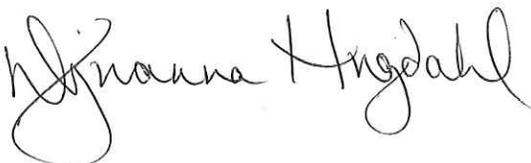
Dear Ms. VandeHey,

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 7th Annual Downtown Appleton “Street Music Week”, June 10-14. 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.

January 14, 2019

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 amenity strip. Listed below are the different Friday dates and themes for 2019:

May 17 – "Celebrating Student Art"

June 21 – "Make Music"

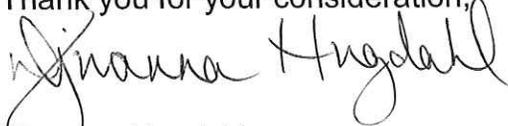
July 19 – "Chalk on the Town" – Businesses and individuals reserve a square or two of sidewalk, chalking begins at 1 p.m. and ends by 9 p.m. Businesses will have the first rights to sidewalk in front of their building.

August 16 - "Plein Air" Painting – Artists with easels painting up and down College Avenue

September 20 – "Park-ing Day"

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@appletondowntown.org



“...meeting community needs...enhancing quality of life.”

DEPARTMENT OF PUBLIC WORKS - Engineering Division

MEMO

TO: Municipal Services Committee
FROM: Ross Buetow, Deputy Director of Public Works
SUBJECT: Award of Contract – City Hall 5th Floor DPW Renovation Project
DATE: February 1, 2019

In response to a Request for Proposals issued by PRFMD staff, we received two proposals for Architectural and Engineering Services for the City Hall 5th Floor DPW Renovation Project. The proposals were opened on Monday, January 7, 2019. Below is a listing of the proposed fees for each of the bidders:

<u>Bidder</u>	<u>Total Bid</u>
Chet Wesenberg Architect, LLC	\$ 39,090.00
Performa Architects/Engineers	\$ 80,760.00

The scope of services for this contract includes detailed design including 30%, 60%, 90% and final construction documents, a security analysis, construction cost estimates, assistance with project bidding, project management and construction administration.

City staff from the Engineering and Facilities Management Divisions evaluated the proposals and found that both firms demonstrated a thorough understanding of the project and the ability to provide all of the required services. Based on this evaluation we feel Chet Wesenberg Architect, LLC provides the most cost-effective solution for this renovation project.

Therefore, we recommend award of this contract to Chet Wesenberg Architect, LLC in the amount of \$39,090.00 with a 15% contingency of \$6,000.00 for a project total not to exceed \$45,090.00. Funding for this contract is included in the overall project budget of \$505,000.00. The remaining elements of work to complete the overall renovations will be bid later in 2019.

Thank you for your consideration.

CITY OF APPLETON
Department of Public Works
MEMORANDUM

TO: Finance Committee
 Municipal Services Committee
 Utilities Committee

cc: City Clerk
Contract File

SUBJECT: Anticipated award and/or Award of Contract

ANTICIPATED AWARD

The Department of Public Works is planning to award Unit _____

on _____ (Council Date).

Committee Date: _____

***** AND / OR *****

AWARD OF CONTRACT

The Department of Public Works recommends that Unit L-19

Bridge Deck Sealing

be awarded to: Name MinCon, Inc.

Address W2346 Hwy 10

Forest Junction, WI 54123

in the amount of _____ with a contingency of _____

** OR ** in the amount Not To Exceed \$ 85,000.00.

Budget: \$ 95,000.00

Estimate: \$ 82,500.00

Committee Date: 2/11/2019

Council Date: 2/20/2019

Bridge Deck Sealing
Unit L-19
January 28, 2019

BID TABULATION

ITEM	DESCRIPTION	Quantity	Units	MinCon, Inc.		Farmer Asphalt Sealers, LLC		Norcon Corporation	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
1.	Traffic Control - Olde Oneida Street Bridges (2, 3 & 7c)	1	lump sum	\$300.00	\$300.00	\$5,552.00	\$5,552.00	\$6,050.00	\$6,050.00
2.	Traffic Control - Olde Oneida over Navigational Canal (5)	1	lump sum	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,700.00	\$1,700.00
3.	Traffic Control - Lawe Street over Fox River (8)	1	lump sum	\$200.00	\$200.00	\$1,380.00	\$1,380.00	\$1,900.00	\$1,900.00
4.	Traffic Control - Lawe Street over Navigational Canal (9 & 10)	1	lump sum	\$400.00	\$400.00	\$1,455.00	\$1,455.00	\$1,800.00	\$1,800.00
5.	Traffic Control - Banta Court (11)	1	lump sum	\$200.00	\$200.00	\$1,100.00	\$1,100.00	\$1,000.00	\$1,000.00
6.	Traffic Control - College Avenue (12)	1	lump sum	\$1,825.00	\$1,825.00	\$4,186.00	\$4,186.00	\$5,100.00	\$5,100.00
7.	Traffic Control - Pacific Street (13)	1	lump sum	\$500.00	\$500.00	\$683.00	\$683.00	\$700.00	\$700.00
8.	Traffic Control - Prospect Avenue over Jackman Street (14)	1	lump sum	\$200.00	\$200.00	\$650.00	\$650.00	\$1,050.00	\$1,050.00
9.	Traffic Control - French Road (21)	1	lump sum	\$200.00	\$200.00	\$890.00	\$890.00	\$700.00	\$700.00
10.	Traffic Control - Glory Lane (24)	1	lump sum	\$200.00	\$200.00	\$825.00	\$825.00	\$700.00	\$700.00
11.	Traffic Control - Glenhurst Lane (28 & 29)	1	lump sum	\$300.00	\$300.00	\$1,050.00	\$1,050.00	\$1,300.00	\$1,300.00
12.	Traffic Control - Lighting Drive (30)	1	lump sum	\$375.00	\$375.00	\$655.00	\$655.00	\$700.00	\$700.00
13.	Traffic Control - Cherryvale Avenue (31)	1	lump sum	\$200.00	\$200.00	\$595.00	\$595.00	\$700.00	\$700.00
14.	Traffic Control - Ashbury Drive (32)	1	lump sum	\$375.00	\$375.00	\$628.00	\$628.00	\$700.00	\$700.00
15.	Traffic Control - Providence Avenue (35)	1	lump sum	\$200.00	\$200.00	\$903.00	\$903.00	\$700.00	\$700.00
16.	Traffic Control - French Road (36)	1	lump sum	\$200.00	\$200.00	\$883.00	\$883.00	\$700.00	\$700.00
17.	Traffic Control - Memorial Drive (1)	1	lump sum	\$800.00	\$800.00	\$1,440.00	\$1,440.00	\$5,000.00	\$5,000.00
18.	Crack Grinding	1,370	lin. ft.	\$3.00	\$4,110.00	\$2.38	\$3,260.60	\$3.25	\$4,452.50
19.	Furnish & Install Crack Filler	11	gal.	\$102.00	\$1,122.00	\$138.00	\$1,518.00	\$135.00	\$1,485.00
20.	Furnish & Install Joint Sealer	18	gal.	\$47.00	\$846.00	\$124.80	\$2,246.40	\$152.00	\$2,736.00
21.	Furnish & Install Protective Surface Treatment	30,230	sq. yd.	\$2.08	\$62,878.40	\$1.78	\$53,809.40	\$1.75	\$52,902.50
22.	Furnish & Install Formliner Sealer	486	sq. ft.	\$1.50	\$729.00	\$4.00	\$1,944.00	\$4.75	\$2,308.50
				\$75,660.40		\$86,653.40		\$94,384.50	



"... 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

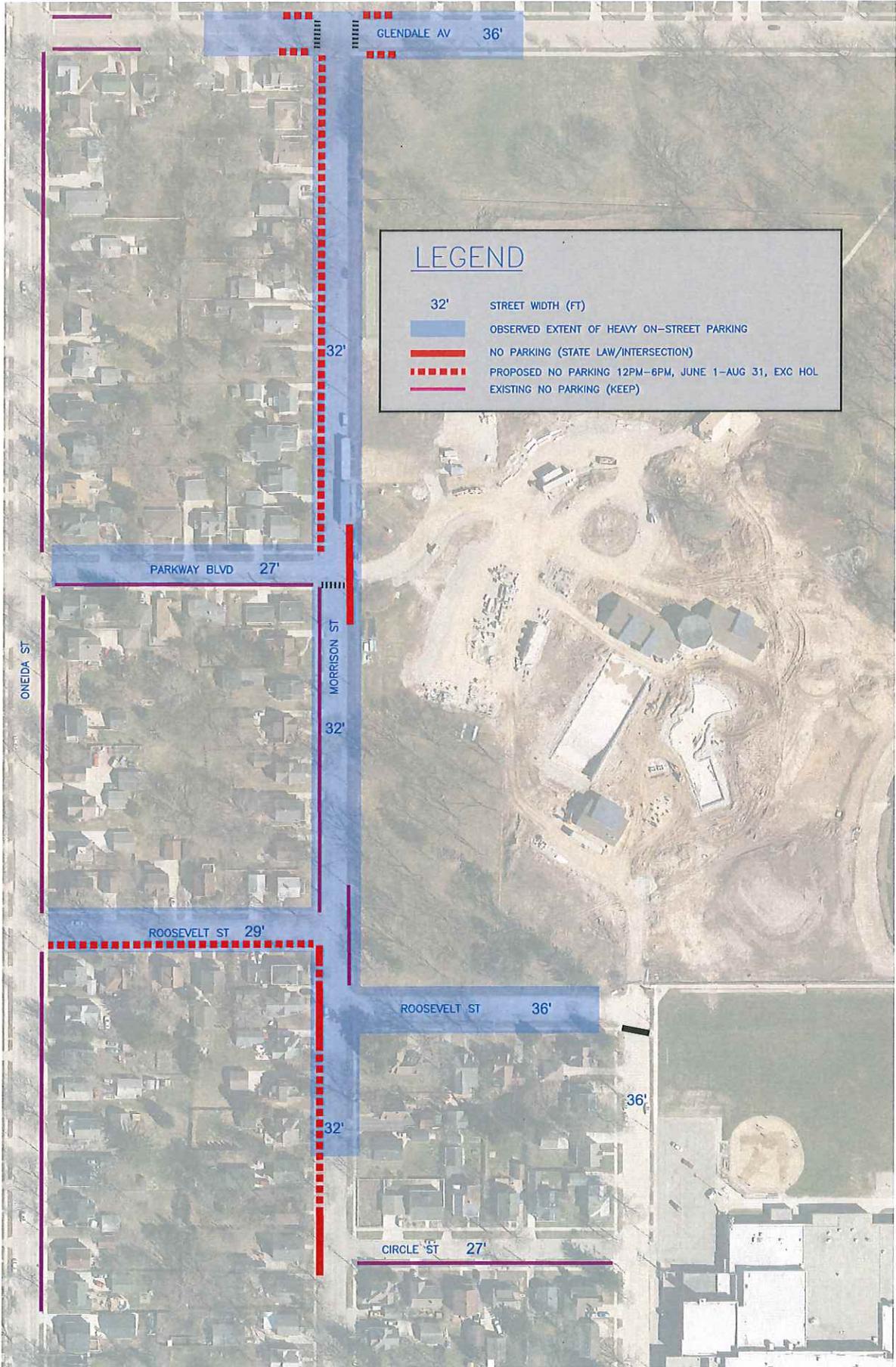
To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: January 7, 2019
Re: Parking restriction changes on Morrison/Glendale/Roosevelt (near Erb Park Pool)
Follow-Up to Six-Month Trial Period

Shortly after the opening of the new Erb Park Pool in the summer of 2017, my office was contacted by numerous citizens and City staffers regarding parking and traffic safety issues. Based on our initial assessment at that time, it was immediately clear that the combination of the increased traffic and bumper-to-bumper on-street parking on both sides of some of the streets in this area was making two-way traffic difficult, and some blocks were almost impassable for city buses and larger emergency vehicles.

Upon review, a plan was devised that was intended to represent the best blend of safety and convenience for the neighborhood, and a 6-month trial was instituted to test the changes (see attached map). All the feedback we received regarding the changes was positive. As such, we recommend making the changes permanent.

To accomplish this, the following ordinance action is required:

1. **Create:** "Parking be prohibited on Glendale Avenue from a point 45 feet west of Morrison Street to a point 50 feet east of Morrison Street."
2. **Create:** "Parking be prohibited on the east side of Morrison Street from a point 55 feet north of Parkway Boulevard to a point 60 feet south of Parkway Boulevard."
3. **Create:** "Parking be prohibited from 12:00 p.m. to 6 p.m., June 1st to August 31st, except holidays, on the south side of Roosevelt Street from Oneida Street to Morrison Street."
4. **Create:** "Parking be prohibited from 12:00 p.m. to 6 p.m., June 1st to August 31st, except holidays, on the west side of Morrison Street from Glendale Avenue to Parkway Boulevard."
5. **Create:** "Parking be prohibited from 12:00 p.m. to 6 p.m., June 1st to August 31st, except holidays, on the west side of Morrison Street from Roosevelt Street to Circle Street."



LEGEND

- 32' STREET WIDTH (FT)
- [Blue shaded area] OBSERVED EXTENT OF HEAVY ON-STREET PARKING
- [Solid red line] NO PARKING (STATE LAW/INTERSECTION)
- [Dashed red line] PROPOSED NO PARKING 12PM-6PM, JUNE 1-AUG 31, EXC HOL
- [Thin solid red line] EXISTING NO PARKING (KEEP)

GLENDAL AV 36'

PARKWAY BLVD 27'

ROOSEVELT ST 29'

ROOSEVELT ST 36'

CIRCLE ST 27'

ONEIDA ST

MORRISON ST

32'

32'

32'

36'



"... 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: January 8, 2019
Re: Parking restriction changes on Banta Court
Follow-Up to Six-Month Trial Period

During the summer of 2018, the Traffic Section was contacted by a representative from the Appleton Fire Department (AFD) regarding a parking issue on Banta Court. They had been experiencing serious problems accessing the Riverheath Way area during times of heavy on-street parking in the area. This was typically occurring during large events, such as live music concerts and football games. A memo from the AFD detailing the concerns is attached.

Banta Court is constructed at a width of 32 feet face-to-face, which is a typical width for a low-volume residential roadway with relatively low on-street parking usage. This width is not adequate for a collector-type street with bumper-to-bumper parking on both sides. It is further compounded by the fact that Banta Court serves as one of only two accesses to the Riverheath area. It is also noteworthy that the traffic and parking pressure will only continue to increase as additional development occurs in the Riverheath area.

Based on a review of the situation, we concurred that the proposed parking removal would be necessary to ensure safe passage of two-way traffic and emergency access to the Riverheath area. Based on this information, we proposed a 6-month trial to test the changes indicated in the AFD memo. The trial period was approved by the Municipal Services Committee and the appropriate signage was installed shortly thereafter.

All the feedback we have received regarding the changes has been positive. As such, we recommend making the changes permanent.

To accomplish this, the following ordinance action is required:

1. **Create:** "Parking be prohibited on the north side of Banta Court from the cul-de-sac to John Street."
2. **Create:** "Parking be prohibited on the south side of Banta Court from the cul-de-sac to a point 50 feet west of Riverheath Way."



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

**APPLETON FIRE DEPARTMENT
700 N. DREW STREET
APPLETON, WI 54911**

MEMORANDUM

To: Eric Lom, Traffic Engineer
From: Joseph Strauss, Battalion Chief
Date: June 28, 2018
Re: Parking issues on Banta Court

With the continued development of the Banta Court/Riverheath Way, we have experienced increased difficulties with our emergency response to the area when special events (i.e. concerts, sporting events, etc.) occur and both sides of the roadway are parked with vehicles. When the Banta Bowl is in use and the complexes on Riverheath Way have had events/concerts, our emergency response has been severely hampered due to the narrowness of the roadway.

Banta Court is a 32' wide street, which would typically be located in a residential area. When special events occur and both sides of Banta Court are parked with vehicles, the street narrows to less than 16'. The typical width of a fire engine is approximately 10' (mirror to mirror) and the typical width of a ladder truck is approximately 12' (mirror to mirror). Our problems are further complicated on Banta Court due to the curves in the roadway near John Street and vehicles are unable to park parallel to the curb.

When vehicles are parked on both sides of Banta Court, the available roadway is extremely narrow, requiring our apparatus to slow to a near crawl to safely navigate the roadway. If our apparatus is met by a vehicle approaching from the opposite direction, it is impossible for either vehicle pass. In those instances, there is no location for either vehicle to move over to allow the other to pass. We have included sample pictures of the difficulties we face when travelling on Banta Court. Additionally, there are fire hydrants along Banta Court that are encroached upon by parked vehicles potentially making it difficult for firefighting operations.

Thus, it is our recommendation that the north side of Banta Court (westbound traffic) be posted as "NO PARKING - THIS SIDE OF THE STREET" from the John Street entrance to the intersection of Riverheath Way. Further, we recommend that the northern one-half of the cul du sac area beneath the College Avenue Bridge on Banta Court also be posted as "NO PARKING - THIS SIDE OF THE STREET".

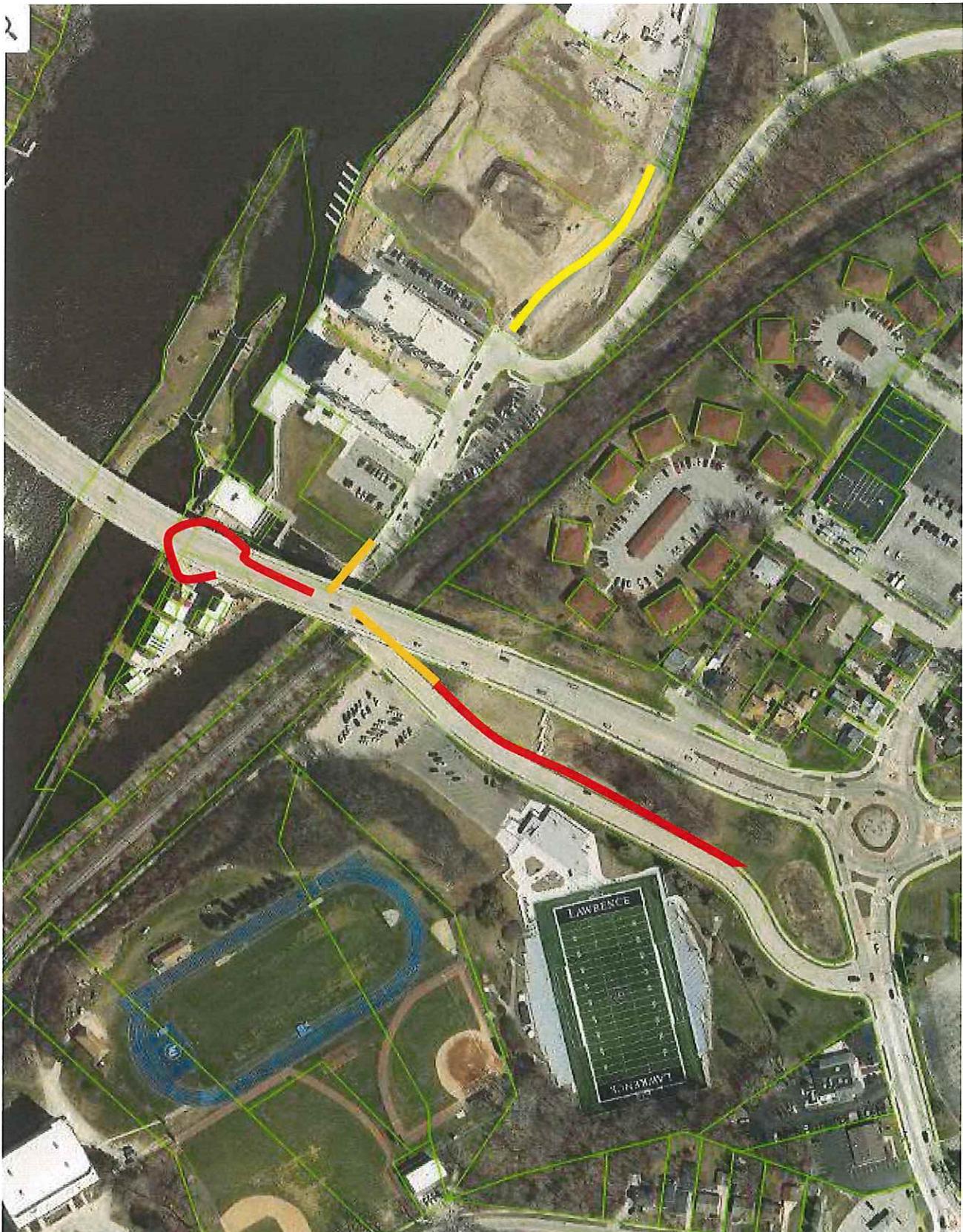
We understand that parking is at a premium near the Banta Bowl. Currently, no parking is posted on the north side of Banta Court from John Street to a point along the curve as one travels west. No

"Appleton Fire Department....serving with P.R.I.D.E."

parking is also posted on the north side of Banta Court near the intersection of Banta Court and Riverheath Way. Also, a fire hydrant is located along the north side of the Banta Court which should be respected by those parking on the roadway. We feel that the loss of the parking beyond those areas that are currently restricted can be more than made up by individuals parking in the surface lot adjacent to Mead Pool. The majority of the issues we see occur in the Fall during football games when the pool is closed. However, we have seen increased activity from concerts sponsored by Mr. Brews Taphouse at 201 Riverheath Way. Concert goers could just as easily park at the Mead Pool lot, or in the surface lots on Riverheath Way, or finally in the marked stalls directly on Riverheath Way.

The safe response by our emergency vehicles, as well as the Appleton Police Department and Gold Cross Ambulance, should be considered in making the decision to restrict parking on the north side of Riverheath Way.

Thus, it is the recommendation of the Appleton Fire Department that the north side of Banta Court from John Street to and through the cul de sac be posted as "NO PARKING".



Yellow = Private (hotel), No Parking (they put up temporary "No Parking" signs)

Orange = already no parking based on distance to intersection, DPW posting signs

Red = Requesting making "No Parking"



This photo shows how larger vehicles (busses for football games) park along one side of the street, with smaller vehicles parking on both sides.

This allows only one lane of traffic for an emergency vehicle to travel.





This image shows how when opposing traffic comes together there is no way for vehicles to pass, or get thru the parked traffic.

When traffic is parked on both sides, there is nowhere for vehicles to move out of the way of emergency vehicles.



"... 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 S. Lom, City Traffic Engineer
Date: February 6, 2019
Re: Apple Ridge Estates Subdivision (Phase 1) functional classification & traffic control

The North Edgewood Estates Subdivision is currently being developed. Outlined below are the recommended traffic-related ordinance changes associated with these added roadways.

FUNCTIONAL CLASSIFICATION

Within this subdivision is Peregrine Boulevard and a portion of Baldeagle Drive, which will eventually function together as an east/west *collector* roadway servicing the area bounded by Ballard Road (CTH E), Apple Creek Road (CTH E), future Lightning Drive, and Edgewood Drive (CTH JJ). As such, it is appropriate to functionally classify these roadways as *Collector* roadways and *Through Streets*. To accomplish this, the following ordinance action is required:

The following streets be designated as a *Through Streets* as defined in Chapter 19 of the Municipal Code and be designated as *Collectors* on the official *Arterial/Collector Street Map*.

1. "Peregrine Boulevard from Apple Creek Road (CTH E) to Baldeagle Drive."
2. "Baldeagle Drive from Peregrine Boulevard to future Lightning Drive."

INTERSECTION CONTROL

Based on their recommended functional classification as *Collector/Through Street*, all streets intersecting with Baldeagle Drive must be controlled with Stop signs as required in Section 19-41 of the Municipal Code. Additionally, Peregrine Boulevard must be stop controlled at its intersection with County Trunk Highway E (Apple Creek Road). To accomplish this, the following ordinance action is required:

1. **Create:** "Install a stop sign on Osprey Drive at Baldeagle Drive."
2. **Create:** "Install a stop sign on Peregrine Boulevard at Apple Creek Road (CTH E)."



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: February 6, 2019
Re: North Edgewood Estates Subdivision functional classification & traffic control

The North Edgewood Estates Subdivision is currently being developed. Outlined below are the recommended traffic-related ordinance changes associated with these added roadways.

FUNCTIONAL CLASSIFICATION

Within this subdivision is a portion of Rubyred Drive, which will eventually function as an east/west *collector* roadway servicing the area bounded by French Rd (on the west) and Edgewood Drive/CTH JJ (on the south). As such, it is appropriate to functionally classify this section of Rubyred Drive as a *Collector* roadway and a *Through Street*. To accomplish this, the following ordinance action is required:

The following streets be designated as a *Through Streets* as defined in Chapter 19 of the Municipal Code and be designated as *Collectors* on the official *Arterial/Collector Street Map*.

1. "Rubyred Drive from French Road to the east City limits."

INTERSECTION CONTROL

Based on its recommended functional classification as a *Collector/Through Street*, all streets intersecting with Rubyred Drive must be controlled with Stop signs as required in Section 19-41 of the Municipal Code. To accomplish this, the following ordinance action is required:

1. **Create:** "Install stop signs on Denali Drive at Rubyred Drive."



“... 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: January 8, 2019
Re: Parking restriction changes in the area of Outagamie County’s downtown complex

When the City purchased the property for Fox Cities Exposition Center from Outagamie County, the purchase agreement included provisions stipulating that on-street parking in certain areas surrounding the Outagamie County complex would be restricted for the exclusive use of their employees/visitors during certain times of the days/week. The Traffic Section has worked closely with Outagamie County during the past several years to implement these changes and subsequently made alterations to the plan to accommodate their building additions and site access changes in 2018.

This memo is a summary of the ordinance changes necessary to codify the signed restrictions that are currently in place.

The following ordinance action is required:

1. **Create:** “Parking be limited to Outagamie County Employees Only from 5:00 a.m. to 5:00 p.m., Monday through Friday, on Eighth Street from Walnut Street to Elm Street (Permit Required).”
2. **Create:** “Parking be limited to Outagamie County Employees Only from 5:00 a.m. to 5:00 p.m., Monday through Friday, on the east side of Walnut Street from Eighth Street to a point 17 feet south of Eighth Street (Permit Required).”
3. **Create:** “Parking be prohibited on the east side of Walnut Street from a point 17 feet south of Eighth Street to a point 125 feet south of Eighth Street.”
4. **Create:** “Parking be limited to Outagamie County Employees Only from 5:00 a.m. to 5:00 p.m., Monday through Friday, on the east side of Walnut Street from a point 125 feet south of Eighth Street to a point 40 feet north of Sixth Street (Permit Required).”
5. **Create:** “Parking be prohibited on the east side of Walnut Street from Sixth Street to a point 40 feet north of Sixth Street.”
6. **Create:** “Parking be prohibited on the north side of Sixth Street from Walnut Street to a point 100 feet east of Walnut Street.”
7. **Create:** “Parking be limited to Outagamie County Employees Only from 5:00 a.m. to 5:00 p.m., Monday through Friday, on the north side of Sixth Street from Elm Street to a point 100 feet east of Walnut Street (Permit Required).”
8. **Create:** “Parking be prohibited on the west side of Elm Street from Sixth Street to a point 35 feet north of Sixth Street.”
9. **Create:** “Parking be limited to Outagamie County Blue Permit holders on the west side of Elm Street from a point 35 feet north of Elm Street to a point 220 feet north of Elm Street (Permit Required).”
10. **Create:** “Parking be limited to Outagamie County Employees Only from 5:00 a.m. to 5:00 p.m., Monday through Friday, on the east side of Elm Street from Seventh Street to a point 70 feet south of Seventh Street (Permit Required).”
11. **Create:** “Parking be prohibited on the east side of Elm Street from Sixth Street to a point 160 feet north of Sixth Street.”



"... 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: January 7, 2019
Re: Parking restriction changes on 400W Lawrence Street
Follow-Up to Six-Month Trial Period

The Traffic Section was contacted last summer by Alderperson Martin regarding a possible change to on-street parking restrictions on the north side of Lawrence Street, just west of Elm Street. Alderperson Martin asked that we review the existing loading zone at that location and consider the possibility of converting it to metered stalls. Based on our review, it was determined that this loading zone was originally requested by the adjacent St. Joseph Catholic Church. Additionally, it was noted that this area was rarely used as a loading zone.

Upon review, we felt that the area in question would be better utilized as a metered parking zone, given the totality of the circumstances. As such, a 6-month trial was instituted to test the changes. All the feedback we received regarding the changes was positive. As such, we recommend making the changes permanent.

To accomplish this, the following ordinance action is required:

1. **Create:** "Parking be limited to two hours from 9:00 a.m. to 6:00 p.m., Monday through Saturday, except holidays on the north side of Lawrence Street from a point 170 feet east of Walnut Street to a point 15 feet west of Elm Street (metered)."



"... 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: February 6, 2019
Re: Parking restriction change on Kamps Avenue, west of Douglas Street
Follow-Up to Six-Month Trial Period

In conjunction with a recent roadway reconstruction project, and as a follow-up to a request from a resident, the Traffic Section recently evaluated the possibility of moving the *No Parking* restriction on this portion of Kamps Avenue from the south side of the street to the north side of the street.

Based on our review, we felt the alteration would have no adverse effect on safety. As such, we initiated a six-month trial. 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 Kamps Avenue from Douglas Street to a point 155 feet west of Douglas Street."



February 6, 2019

Mr. Chad Weyenberg, P.E.
Project Manager
City of Appleton DPW
100 North Appleton Street
Appleton, WI 54911-4799

Subject: Amendment No. 5 to Oneida Street Bridge Over Jones Park Agreement
Proposal for Project Scope Changes

Dear Mr. Weyenberg:

Patrick Engineering Inc. (Patrick) is pleased to submit this proposal to the City of Appleton (City) for amended services to the Oneida Street Bridge over Jones Park agreement. This proposal is submitted in accordance with the City's request, and is based on meetings and conversations held between the City and Patrick.

AMENDED SCOPE OF SERVICES

Patrick proposes the following Scope of Services for the Amendment to this Project.

Storm Sewer Design Changes

There are three proposed changes to be made to the as-bid storm sewer design.

1. Proposed site grades for the Bluff Site located on the north side of Rocky Bleier Run eliminate the need for temporary sheet piling and approximately 104 feet of retaining wall RW33. Storm manhole LL-37 will be relocated at least 104 feet west and the storm sewer from LL-37 will be redesigned to connect into the storm sewer trunk line at a new location.
2. The Bluff Site proposes to have a storm sewer connection to the Rocky Bleier Run storm sewer system near LL28B. Design coordination and storm sewer redesign will be required to accommodate the storm sewer from the Bluff Site.
3. It is proposed to reconfigure the storm sewer at the intersection of Rocky Bleier Run and Water Street so that all inlets lead to and discharge from LL23. Storm sewer from the inlet on the south side of Water Street leading to E218, E218A, etc will be rerun to flow into LL28.

Patrick will re-design and update plan sheets due to the changes described here. Drawings C3.01, C3.13R, C3.14R, C3.15, C3.16, C4.06R, and C4.07R will be updated with the new storm sewer configurations. No stormwater management updates are included as part of these revised scope of services.

Soil Management Coordination

Patrick staff has been involved in soil management coordination, discussions, display preparations, volume and quantity calculations, and meetings with the City, the City's Soil Management Consultant, and the contractor to review, plan for, and coordinate tracking and disposal of excavated soils as required by regulatory agencies and permits.



Construction Services Changes

The original agreement for construction engineering services included a 2% annual fee escalation factor. Services were scheduled to be completed in 2017. No construction services were performed in 2017 or 2018, therefore a fee escalation factor is included with this amendment for 2019 services.

SCHEDULE

All services included in this amendment will begin immediately upon approval and there shall be no change to the completion date of the project.

FEE SUMMARY

Patrick proposes to perform the design and construction engineering services detailed above for Amendment No. 5 for an Actual Cost Not to Exceed of \$27,169.00.

Thank you for this opportunity to provide additional engineering services to the City. If you would like to discuss this proposal in further detail, please feel free to contact me at (920) 321-2350.

Sincerely,

PATRICK ENGINEERING INC.

A handwritten signature in black ink that reads "Rowland Hoslet".

Rowland Hoslet, PE
Director of Engineering Services

**Proposal To Provide Professional Engineering Services
Oneida Street Bridge Over Jones Park Improvements
Amendment No. 5**

Project Budget

Classification	Project Manager		Project Engineer		Surveyor / CAD Tech		Construction Manager		Total Direct Labor	
	\$190.00		\$110.00		\$100.00		\$165.00			
Avg. Hourly Wage										
Task	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Design Services										
Storm Sewer Redesign and Reconfiguration	6	\$1,140.00	16	\$1,760.00	24	\$2,400.00			46	\$5,300.00
Soil Management Coordination	7	\$1,330.00	9	\$990.00			5	\$825.00	21	\$3,145.00
Other Services As Authorized by City (Future Design Changes for Bluff)										\$10,000.00
DESIGN SERVICES LUMP SUM TOTAL:	13	\$2,470.00	25	\$2,750.00	24	\$2,400.00	5	\$825.00	67	\$18,445.00
Construction Services										
2018 and 2019 Price Escalation of 2% of \$152,701.00										\$6,169.00
2019 Price Escalation of 2% of \$127,750.00										\$2,555.00
CONSTRUCTION SERVICES COST ESTIMATE TOTAL:										\$8,724.00

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/19 Thru 01/31/19

Report Date: 1/31/2019



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

Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2018	27	5,209,028	16,922.00
	2019	37	4,032,187	33,666.00
		37.04 %	-22.59 %	98.95 %
DISPLAY SIGN	2018	16	250,823	640.00
	2019	7	43,798	280.00
		-56.25 %	-82.54 %	-56.25 %
ELECTRICAL	2018	59	998,621	10,033.90
	2019	57	781,831	9,478.08
		-3.39 %	-21.71 %	-5.54 %
HEATING	2018	83	1,078,797	7,116.35
	2019	63	487,176	4,881.47
		-24.10 %	-54.84 %	-31.40 %
PLAN REVIEW	2018	5		1,575.00
	2019	12		3,005.00
		140.00 %	%	90.79 %
PLUMBING	2018	35	191,883	1,814.00
	2019	40	473,454	3,033.00
		14.29 %	146.74 %	67.20 %
SEWER	2018	11	116,250	1,968.00
	2019	7	30,450	690.00
		-36.36 %	-73.81 %	-64.94 %
WELL	2018	1		40.00
		%	%	%

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/19 Thru 01/31/19

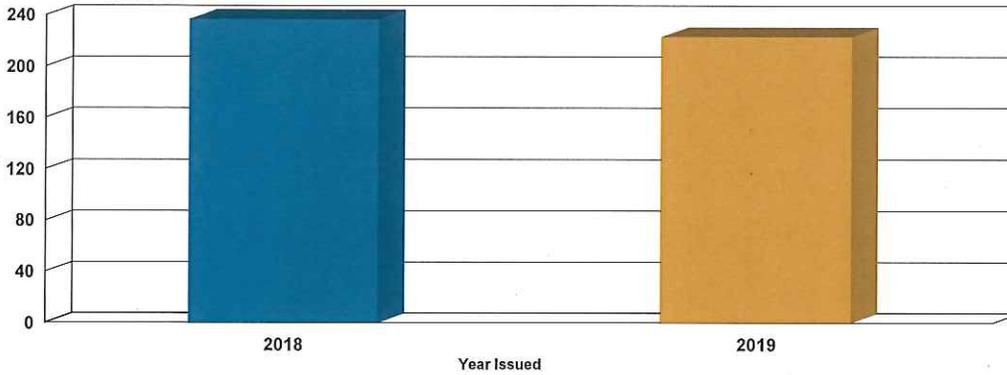
Report Date: 1/31/2019



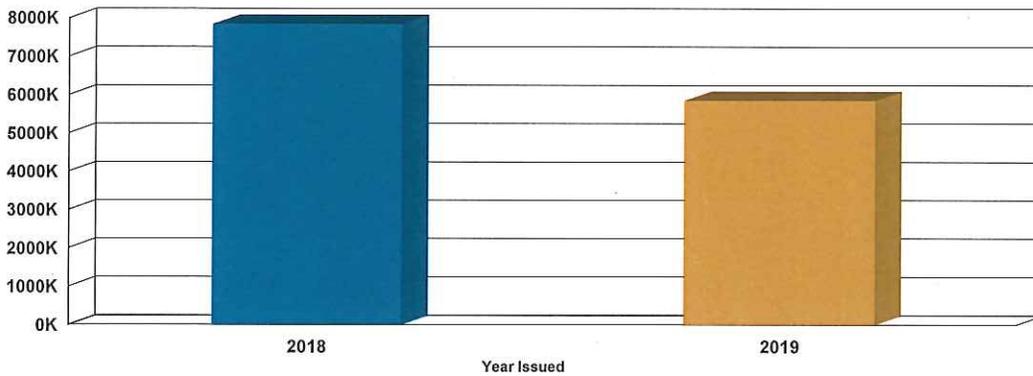
"...meeting community needs...enhancing quality of life."

	2018	2019
Permits	237	223
Estimated Cost	7,845,402.00	5,848,896.00
Receipt Amount	40,109.25	55,033.55

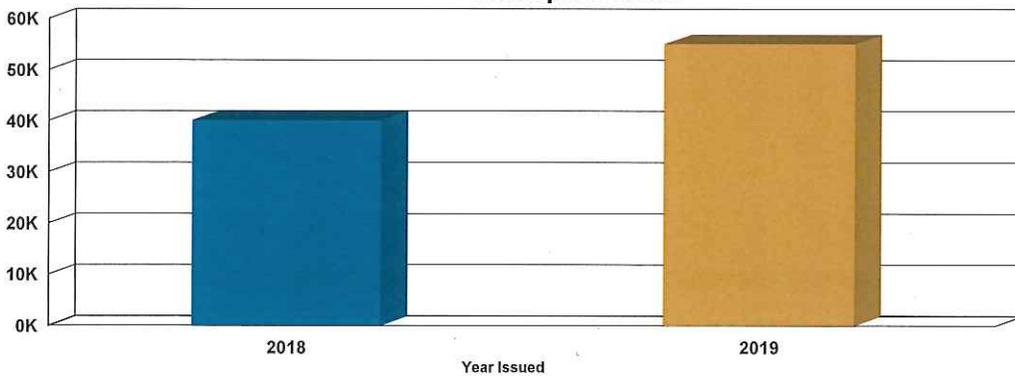
Number of Permits

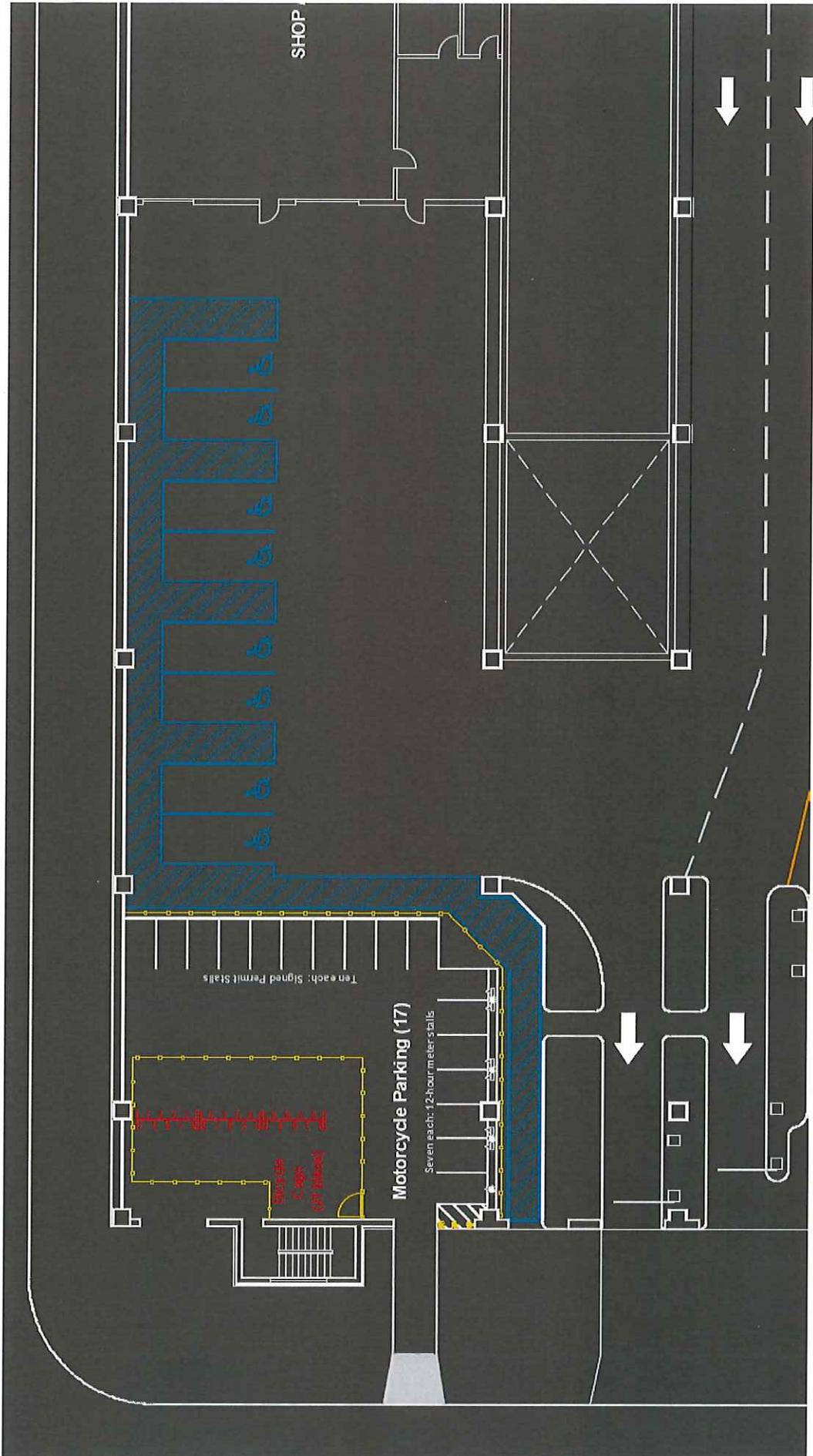


Estimated Cost



Receipt Amount









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

Adopted March 6, 2002

CITY OF APPLETON SIDEWALK MAINTENANCE POLICY

INTRODUCTION

The Department of Public Works is charged with maintenance of the existing sidewalk network within city street right-of-way. This charge is met through the "Green Dot" Program, Street Reconstruction Programs and general notification of damaged sidewalk.

INSPECTION CYCLE

The "Green Dot" Program is intended to provide for the on-going **periodic** inspection of the City's sidewalk network. Areas within the network will be inspected on a rotating basis, with the area size and frequency of inspection being ~~maximized based upon available budgeted funds~~ **determined by the Department of Public Works based upon available budgeted funds and similar resources.**

The downtown core area as designated on Exhibit "A" will be inspected annually.

Citizens are encouraged to report conditions that may qualify for repair or replacement to the Department of Public Works.

REPAIR / REPLACEMENT CRITERIA

In order to sustain the safety of sidewalks in the City and avoid the development of unsafe conditions, sidewalks that meet any of the following criteria during an inspection will be subject to repair or replacement:

1. $\frac{3}{4}$ " vertical differential between or within sidewalk sections
- ~~2. settled out of vertical alignment (more than 1" per foot from normal grade)~~
- 3.2. crack width of $\frac{1}{2}$ " between or within sidewalk sections
- ~~4. sidewalk sections which are out of conformance with design grade to a degree that water ponds~~
- 5.3. broken corners greater than 3 inches in any direction

RESPONSE TIME

All general notification of damaged sidewalk will be inspected and repaired, if necessary, within a reasonable amount of time.

ASSESSMENTS

Effective upon completion of the first cycle of the "Green Dot" Program in 1999, all damaged sidewalk meeting the above criteria will be replaced at City cost. **Sidewalk meeting the replacement criteria above will be replaced at City cost. Sidewalk sections which are out of conformance with design grade to a degree that water ponds, shall be replaced at City cost when part of a Total Street Reconstruction Program. Alternatively, property owners may elect to replace sections of sidewalk which are out of conformance with design grades to a degree that water ponds at their sole expense and with an approved City permit.**