



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, June 22, 2020

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[20-0761](#) Minutes from June 8, 2020.

Attachments: [Minutes from June 8, 2020.pdf](#)

4. Public Hearings/Apearances

[20-0762](#) Israel Del Toro reporting on No Mow May.

Attachments: [Israel Del Toro reporting on No Mow May.pdf](#)

5. Action Items

[20-0763](#) Approve Resolution No. 2020-03, Petition for the Alteration of an At-Grade Crossing, for the proposed Locust Street Railroad Grade Crossing Modifications.

Attachments: [Locust Street Railroad Grade Crossing.pdf](#)

[20-0760](#) Approve the installation of YIELD signs on Elinor Street at Brewster Street.

Attachments: [Brewster Street-Elinor Street intersection.pdf](#)

[20-0764](#) Approve the installation of STOP signs on Commercial Street at Summit Street.

Attachments: [Commercial Street-Summit Street intersection.pdf](#)

[20-0765](#) Approve the installation of STOP signs on Taylor Street at Gillett Street.

Attachments: [Gillett Street-Taylor Street intersection.pdf](#)

[20-0766](#) Approve the installation of STOP signs on Lorain Street at Story Street.

Attachments: [Lorain Street-Story Street intersection.pdf](#)

[20-0767](#) Approve the installation of STOP signs on Marquette Street at McDonald Street.

Attachments: [Marquette Street-McDonald Street intersection.pdf](#)

[20-0768](#) Approve the installation of STOP signs on Nicholas Street at Pershing Street.

Attachments: [Nicholas Street-Pershing Street intersection.pdf](#)

[20-0769](#) Approve the installation of STOP signs on Tigerlily Drive at Wayfarer Lane.

Attachments: [Tigerlily Drive-Wayfarer Lane intersection.pdf](#)

[20-0770](#) Approve the installation of STOP signs on Woodridge Drive at Wayfarer Lane.

Attachments: [Wayfarer Lane-Woodridge Drive intersection.pdf](#)

[20-0771](#) Request for a Street Occupancy Permit to place dumpster, job trailer, portajohn and fencing in the Morrison Street and Alley right-of-way for the Nicolet Bank at Gabriel Lofts construction (201 E. College Avenue) be approved through November 1, 2020.

Attachments: [Nicolet Bank at Gabriel Lofts Street Occupancy Permanent.pdf](#)

[20-0774](#) Request from Appleton Downtown Inc. for a street occupancy permit to host a Sidewalk Sale from Wednesday, June 24, 2020 through Saturday, June 27, 2020 from 10:00 am to 9:00 pm on the College Avenue beautification strip from 600 W. College Avenue to 300 E. College Avenue.

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

[20-0775](#) Request from Appleton Downtown Inc. for street occupancy permits for College Avenue (600 W. College Avenue to 300 E. College Avenue) as follows:

- a. Friday, July 17, 2020-Chalk on the Town in the sidewalk area only (noon to 9:00 pm.)
- b. Friday, August 21, 2020-Entertainment and space for retailers to display merchandise in the beautification strip area only (noon to 9:00 pm).

Attachments: [ADI Downtown Creates.pdf](#)

6. Information Items

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.



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Meeting Minutes - Final Municipal Services Committee

Monday, June 8, 2020

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Aldersperson Firkus called the meeting to order at 4:30 p.m.

2. Roll call of membership

Present: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

3. Approval of minutes from previous meeting

4. **Public Hearings/Appealances**

5. **Action Items**

[20-0648](#)

Elect a Vice-Chair for the Municipal Services Committee

Corey Otis - unanimous vote

[20-0649](#)

Appointment to Board of Building Inspections

Patti Coenen - unanimous vote

[20-0650](#)

Appointment to Board of Heating Examiners

Patti Coenen - unanimous vote

[20-0652](#)

Appointment to CEA Review Committee

Brad Firkus - unanimous vote

[20-0653](#)

Designate a "contact person"

Director Vandehey

[20-0654](#)

Set a Meeting Date and Time for the Municipal Services Committee to meet.

Mondays at 4:30 - unanimously approved

[20-0657](#)

Request from Green Gecko Grocer for a street occupancy permit to place tables and chairs in the College Avenue beautification strip at 222 E College Avenue.

Attachments: [222 E College Ave-street occupancy permit.pdf](#)

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

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

[20-0659](#)

Approve parking restriction change on Windward Lane, north of Capitol Drive. (Follow-up to parking trial period)

Attachments: [Parking Restriction change on Windward Lane.pdf](#)

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

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

[20-0682](#)

Resolution #11-R-20 Outdoor Alcohol Service

Attachments: [Resolution #11-R-20 Outdoor Alcohol Service.pdf](#)

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

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff

6. Information Items

[20-0662](#)

Discuss WE Energies LED Street Lighting Policy Change.

[20-0663](#)

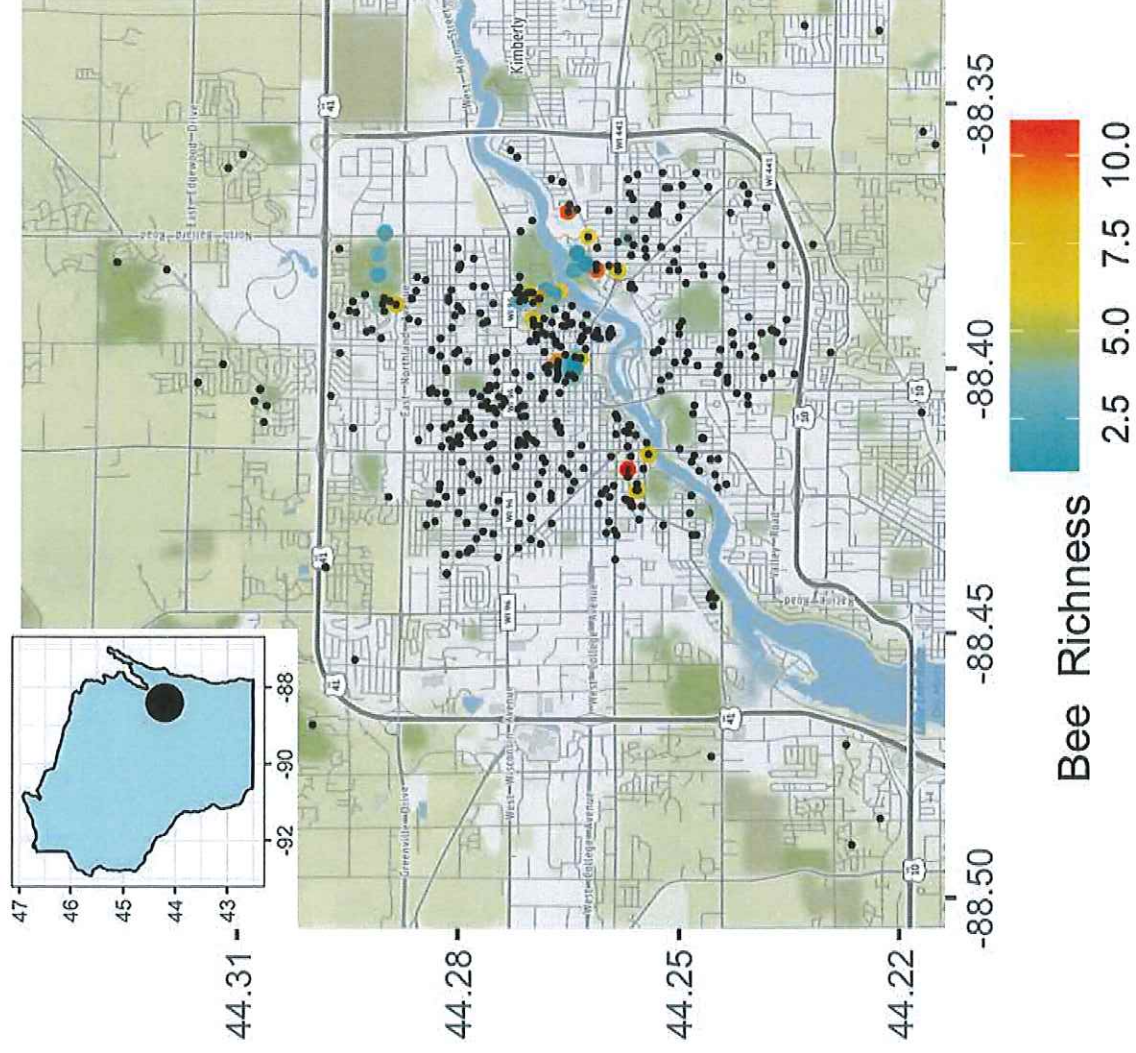
Inspections Division Permit Summary Comparison Report for May, 2020.

Attachments: [Inspections Div Permit Summary Comp-May, 2020.pdf](#)

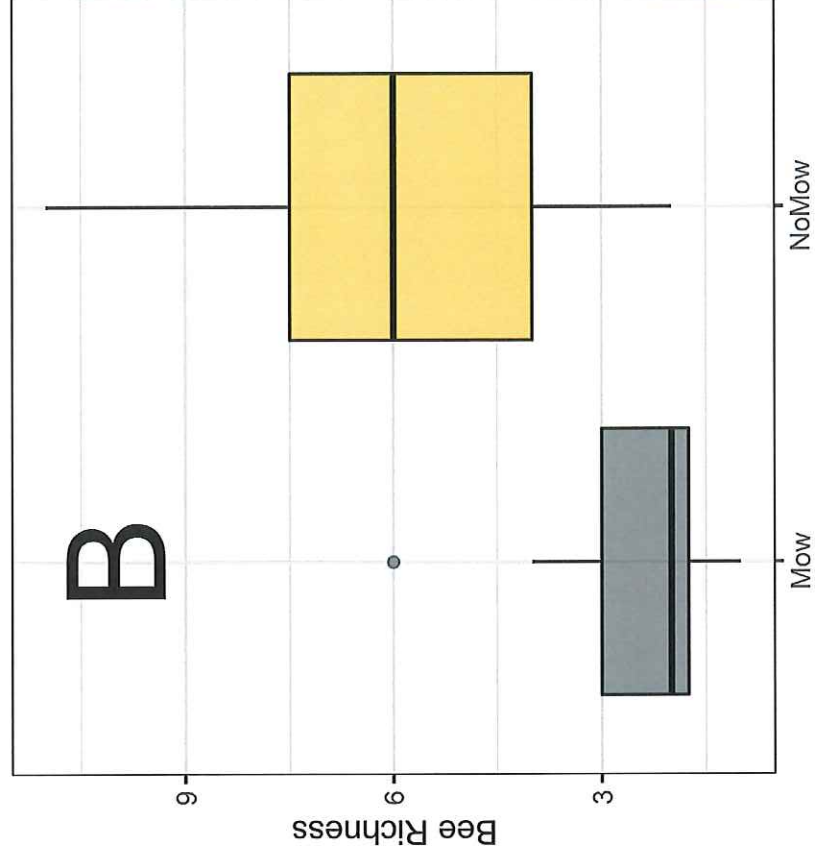
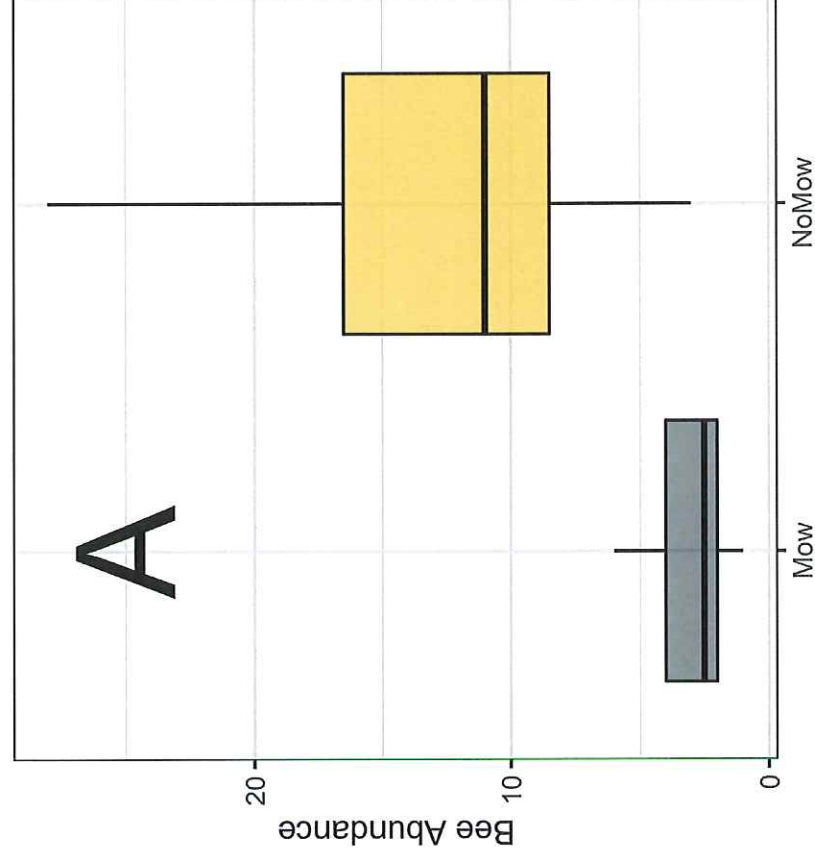
7. Adjournment

Coenen moved, seconded by Wolff, that the meeting be adjourned at 4:47 p.m. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Coenen, Otis, Prohaska and Wolff



5X higher abundances & 3X higher diversity





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

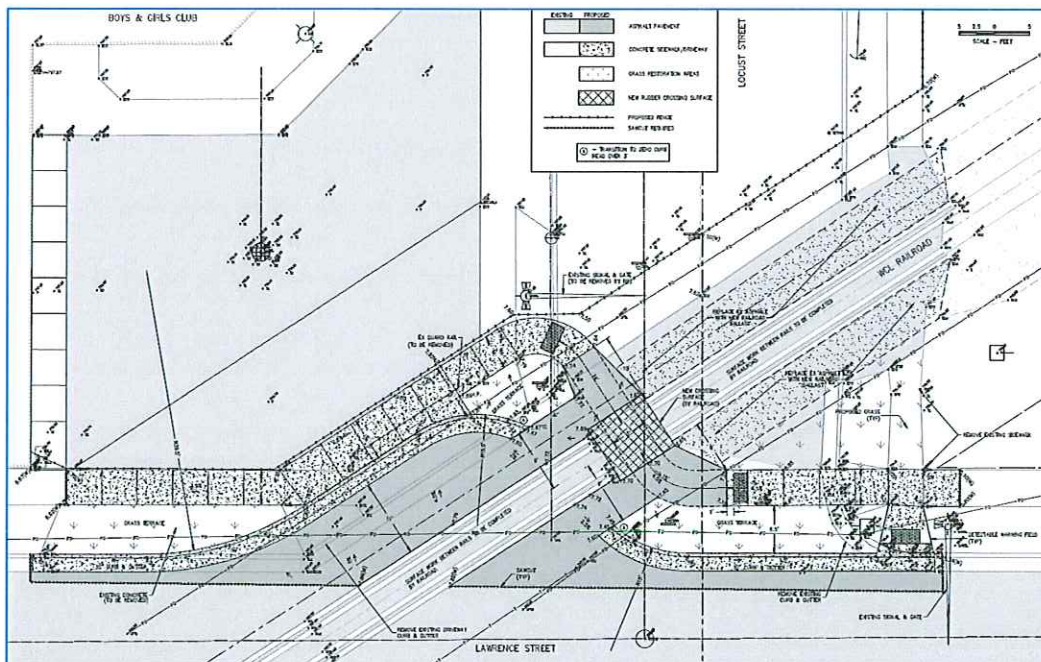
To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: June 17, 2020
Re: Proposed Locust Street Railroad Grade Crossing Modifications

The City recently closed the Locust Street railroad grade crossing and vacated the Locust Street right-of-way between Lawrence Street and the alley south of College Avenue. The closure of the rail crossing was accomplished using temporary concrete barriers, since the ultimate design for the area was unknown at the time since the design process for the expansion of the adjacent Boys & Girls club was ongoing.

As a part of that design process, the stakeholders identified an opportunity to improve the safety of the crossing for bicyclists and pedestrians (The existing crossing is challenging for bicyclists and pedestrians due to the acute angle of the crossing, which can easily catch tires). Working with the designer for the Boys & Girls Club, we agreed on a “bulb-out” design that would allow bicyclists and pedestrians to cross the tracks at a 90-degree angle, which would improve safety. The incremental cost (above and beyond the “base” cost to simply connect sidewalks and curb lines in a traditional way) would be covered by the Boys & Girls club.

Because this is a railroad grade crossing, any proposed changes to it need to be reviewed and approved by the Wisconsin Office of the Commissioner of Railroads (OCR). As such, we have been working with them to understand the process they will require. Among other things, they require that a resolution be adopted by the local agency that indicates their support for the project.

The required resolution is attached. We request that the committee approve this resolution as a first step toward gaining approval from the OCR.



Resolution No. 2020-03

**CITY OF APPLETON
PETITION FOR THE ALTERATION OF AN AT-GRADE CROSSING**

WHEREAS, the City of Appleton proposes to alter the at-grade crossing of Locust Street, a public street crossing the tracks of the Canadian National Railroad, and

WHEREAS, the alteration of the crossing is necessary to promote public safety and convenience by providing a 90-degree track crossing for pedestrians and bicyclists, and

WHEREAS, Section 195.29 Wisconsin Statutes authorizes the Office of the Commissioner of Railroads to determine whether the alteration of the crossing is necessary to promote public safety and convenience, to determine the necessary warning devices for the new crossing, and to apportion all costs for the crossing, including the costs of any automatic warning devices, and

NOW, THEREFORE, BE IT RESOLVED, that the City of Appleton hereby directs the City of Appleton staff to take all necessary steps to petition the Office of the Commissioner of Railroads for an investigation and order to approve the alteration of the crossing, to determine the necessary warning devices, and to apportion the costs for the crossing of Locust Street with the tracks of the Canadian National Railroad in the City of Appleton, Outagamie County.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City of Appleton staff shall comply with Chapter 195, Wisconsin Statutes and RR 1.025, Wisconsin Administrative Code in the filing of the petition.

Adopted this _____ day of _____, 2020

Jacob A. Woodford, Mayor

Attest: Kami Lynch, City Clerk



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

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To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: June 17, 2020
Re: Intersection traffic control at the Brewster Street / Elinor Street intersection
Follow-up to a Six-Month Trial Period

Based on our annual crash records analysis, the Traffic Section reviewed the traffic control at the intersection of Brewster Street and Elinor Street and subsequently initiated a six-month trial period to change from uncontrolled to yield control. This is a four-legged intersection that is located one block west of Mason Street, and two blocks north of Wisconsin Avenue. The land use in the area of this intersection is a mix of commercial and 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 low, at approximately 950 vehicles per day. A review of crash records indicated zero crashes for the recent five-year period of 2015 through 2019. The critical approach speed for the intersection was found to be approximately 11 mph. Both streets are classified as *local*.

More relevant, however, is that the *Manual on Uniform Traffic Control Devices*, for the sake of consistency, states that intersection control should be installed at uncontrolled intersections which are located in predominantly controlled areas (stops, yields, signals). We have interpreted this to mean that if more than 75% of the four-legged intersections in a particular area (whose boundaries are typically defined by collector or arterial roadways) are controlled, the remaining uncontrolled four-legged intersections should have an appropriate form of control added. The subject intersection is the only four-legged intersection in this area that had remained uncontrolled.

Based on the above, we recommend maintaining the yield control that was implemented for the trial period.

To accomplish this, the following ordinance action is required:

1. **Create:** "Install yield signs on Elinor Street at Brewster Street."



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To: Municipal Services Committee
From: Eric Lom, Traffic Engineer
Date: June 17, 2020
Re: Intersection traffic control at the Commercial Street / Summit Street intersection
Follow-Up to Six-Month Trial Period

Based on our annual crash records analysis, the Traffic Section recently reviewed the traffic control at the intersection of Commercial Street and Summit Street, and subsequently initiated a six-month trial period to change from yield control to two-way stop control. This intersection is located three blocks south of Wisconsin Avenue and one block east of Mason Street. The land use in this area is 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 low, at approximately 560 vehicles per day. A review of crash records indicated three crashes for the recent five-year period of 2015 through 2019, resulting in a crash rate that was in the top five worst for yield-controlled intersections in Appleton. The critical approach speed for the intersection was found to be approximately 8 mph due primarily to the home located in the northeast quadrant of the intersection. Both streets are classified as *local*.

While this intersection does not meet the volume threshold for stop control, the critical approach speed is below the standard and the crash history is above the standard for yield control. 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 Commercial Street at Summit Street."



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To: Municipal Services Committee
From: Eric Lom, Traffic Engineer
Date: June 17, 2020
Re: Intersection traffic control at the Gillett Street / Taylor Street intersection
Follow-Up to Six-Month Trial Period

Based on our annual crash records analysis, the Traffic Section recently reviewed the traffic control at the intersection of Gillette Street and Taylor Street, and subsequently initiated a six-month trial period to change from yield control to two-way stop control. This intersection is located three blocks west of Mason Street and one block south of Glendale Avenue. The land use in this area is 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 low, at approximately 440 vehicles per day. A review of crash records indicated two crashes for the recent five-year period of 2015 through 2019, resulting in a crash rate that was in the top five worst for yield-controlled intersections in Appleton. The critical approach speed for the intersection was found to be approximately 5 mph due primarily to fence located in the northeast quadrant of the intersection (outside the legally-defined vision corner). Both streets are classified as *local*.

While this intersection does not meet the volume threshold for stop control, the critical approach speed is below the standard and the crash rate is above the standard for yield control. 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 Taylor Street at Gillette Street."



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To: Municipal Services Committee
From: Eric Lom, Traffic Engineer
Date: June 17, 2020
Re: Intersection traffic control at the Lorain Street / Story Street intersection
Follow-Up to Six-Month Trial Period

Based on our annual crash records analysis, the Traffic Section recently reviewed the traffic control at the intersection of Lorain Street and Story Street, and subsequently initiated a six-month trial period to change from yield control to two-way stop control. This intersection is located three blocks west of Richmond Street and one block north of Packard Street. The land use in this area is 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 low to moderate, at approximately 1800 vehicles per day. A review of crash records indicated three crashes for the recent five-year period of 2015 through 2019. The critical approach speed for the intersection was found to be approximately 8 mph due primarily to vegetation and the home located in the southeast quadrant of the intersection. 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 Lorain Street at Story Street."



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To: Municipal Services Committee
From: Eric Lom, Traffic Engineer
Date: June 17, 2020
Re: Intersection traffic control at the Marquette Street / McDonald Street intersection
Follow-Up to Six-Month Trial Period

Based on our annual crash records analysis, the Traffic Section recently reviewed the traffic control at the intersection of Marquette Street and McDonald Street, and subsequently initiated a six-month trial period to change from yield control to two-way stop control. This intersection is located five blocks east of Meade Street and two blocks north of Glendale Avenue. The land use in this area is 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 low, at approximately 590 vehicles per day. A review of crash records indicated three crashes for the recent five-year period of 2015 through 2019, resulting in a crash rate that was in the top five worst for yield-controlled intersections in Appleton. The critical approach speed for the intersection was found to be approximately 9 mph due primarily to vegetation and the home located in the northeast quadrant of the intersection. Both streets are classified as *local*.

While this intersection does not meet the volume threshold for stop control, the critical approach speed is below the standard and the crash rate is above the standard for yield control. 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 Marquette Street at McDonald Street."



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To: Municipal Services Committee
From: Eric Lom, Traffic Engineer
Date: June 17, 2020
Re: Intersection traffic control at the Nicholas Street / Pershing Street intersection
Follow-Up to Six-Month Trial Period

Based on our annual crash records analysis, the Traffic Section recently reviewed the traffic control at the intersection of Nicholas Street and Pershing Street, and subsequently initiated a six-month trial period to change from yield control to two-way stop control. This intersection is located four block equivalents west of Mason Street and three blocks north of Glendale Avenue. The land use in this area is a mix of institutional and residential (it abuts Kiwanis Park).

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 low, at approximately 500 vehicles per day. A review of crash records indicated four crashes for the recent five-year period of 2015 through 2019, resulting in a crash rate that was in the top five worst for yield-controlled intersections in Appleton. The critical approach speed for the intersection was found to be approximately 8 mph due primarily to vegetation located in the northeast quadrant of the intersection (outside the legally-defined vision corner). Both streets are classified as *local*.

While this intersection does not meet the volume threshold for stop control, the critical approach speed is below the standard and the crash history is above the standard for yield control. 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 Nicholas Street at Pershing Street."



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To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: June 17, 2020
Re: Intersection traffic control at the Tigerlily Drive / Wayfarer Lane intersection
Follow-up to a Six-Month Trial Period

Based on our annual crash records analysis, the Traffic Section reviewed the traffic control at the intersection of Tigerlily Drive and Wayfarer Lane and subsequently initiated a six-month trial period to change from uncontrolled to two-way stop control. This is a four-legged intersection that is located two blocks north of Evergreen Drive, and approximately four blocks east of Richmond Street. The land use in the area of this intersection is 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 low, at approximately 500 vehicles per day (estimated). A review of crash records indicated one crash for the recent five-year period of 2015 through 2019. The critical approach speed for the intersection was found to be approximately 7 mph due primarily to a large evergreen tree located in the northeast quadrant of the intersection (inside the legally-defined vision corner). Both streets are classified as *local*.

More relevant, however, is that the *Manual on Uniform Traffic Control Devices*, for the sake of consistency, states that intersection control should be installed at uncontrolled intersections which are located in predominantly controlled areas (stops, yields, signals). We have interpreted this to mean that if more than 75% of the four-legged intersections in a particular area (whose boundaries are typically defined by collector or arterial roadways) are controlled, the remaining uncontrolled four-legged intersections should have an appropriate form of control added. While there are several uncontrolled T-intersections in the vicinity, the subject intersection is one of only two four-legged intersection in this area that had remained uncontrolled.

Based on the above, 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 Tigerlily Drive at Wayfarer Lane.”



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FAX (920) 832-5570

To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: June 17, 2020
Re: Intersection traffic control at the Wayfarer Lane / Woodridge Drive intersection
Follow-up to a Six-Month Trial Period

Based on our annual crash records analysis, the Traffic Section reviewed the traffic control at the intersection of Wayfarer Lane and Woodridge Drive and subsequently initiated a six-month trial period to change from uncontrolled to two-way stop control. This is a four-legged intersection that is located two blocks north of Evergreen Drive, and approximately three blocks east of Richmond Street. The land use in the area of this intersection is 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 low, at approximately 500 vehicles per day (estimated). A review of crash records indicated one crash for the recent five-year period of 2015 through 2019. The critical approach speed for the intersection was found to be approximately 8 mph due primarily to a combination of vegetation, parked vehicles and homes. Both streets are classified as *local*.

More relevant, however, is that the *Manual on Uniform Traffic Control Devices*, for the sake of consistency, states that intersection control should be installed at uncontrolled intersections which are located in predominantly controlled areas (stops, yields, signals). We have interpreted this to mean that if more than 75% of the four-legged intersections in a particular area (whose boundaries are typically defined by collector or arterial roadways) are controlled, the remaining uncontrolled four-legged intersections should have an appropriate form of control added. While there are several uncontrolled T-intersections in the vicinity, the subject intersection is one of only two four-legged intersection in this area that had remained uncontrolled.

Based on the above, 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 Woodridge Drive at Wayfarer Lane."



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: 20-056-T
Effective Date: 6/10/20
Expiration Date: 10/30/20
Fee: 4749.52
Paid (yes or no): _____

Rev. 04-10-15

Applicant Information

Name (print): DILLON VILLACREZ Company: MIRON CONSTRUCTION
Address: 1471 McMAHON DRIVE Telephone: (920) 328-1847 FAX: _____
NEENAH, WI, 54956 e-mail: dillon.villacrez@miron-construction.com
Applicant Signature: Dillon Villacrez Date: 06/02/2020

Occupancy Information

General Description: TEMPORARY FENCING WITH A DUMPSTER, PORTAJOHNS, AND SMALL OFFICE TRAILER INSIDE.
BLOCKING EAST SIDE OF MORRISON STREET'S SIDE WALK AND PARKING METERS
Street Address: 201 E. COLLEGE AVE, APPLETON, WI, 54911 Tax Key No.: _____
- or -
Street: _____ From: JUNE 10TH, 2020 To: OCTOBER 30TH, 2020
Multiple Streets: ON EAST SIDE MORRISON, BUILDING ADDRESS ABOVE

(Department use only)

Occupancy Type

- ☐ Permanent (\$40)
☐ Temporary - max. 35 days (\$40)
☐ Amenity/Annual (\$40)
☐ Blanket/Annual (\$250)
☐ Block Party (\$15)

Sub-Type

- ☐ Sandwich Board
☐ Tables / Chairs
☒ Dumpster
☐ POD / Container
☐ Obstruction / Other

Location

- ☒ Sidewalk
☐ Terrace
☐ Roadway

Additional Requirements

- ☐ Plan/Sketch ☒ Certificate of Insurance ☐ Bond
☐ Other: _____

Traffic Control Requirements

☐ N/A

Type of Street:

Proposed Traffic Control:

- ☐ Arterial/CBD ☐ City Manual Page(s) _____
☐ Collector ☐ State Manual Page(s) _____
☐ Local ☐ Other (attach plan) _____

☐ Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.

Additional Requirements:

See attached

Approved by: _____

Date: _____

This permit approval is subject to the following conditions:

1. Permittee is responsible to obtain any further permits that may be required as part of this occupancy.
2. Permittee shall adhere to any plan(s) that were submitted to the City of Appleton as part of this application.
3. This permit is subject to IMMEDIATE REVOCATION and/or issuance of a MUNICIPAL CITATION if conditions of the permit are not met.
4. This permit is subject to IMMEDIATE REVOCATION if unfavorable traffic conditions develop during the period the occupancy is permitted.
- 5.
- 6.

This permit is issued to the applicant upon payment of the permit fee and is expressly limited to the location and type described herein. The applicant, in exchange for receiving this permit, warrants that all street occupancies will be performed in conformity to City ordinances, standards and policies, be properly barricaded and lighted, and be performed in a safe manner. By applying for and accepting this permit, the applicant assumes full liability and/or any costs incurred by the City for corrective work required to bring the subject area into compliance with said ordinances, standards, policies and permit conditions. No occupancy shall occur prior to approval of this permit by the Department of Public Works.

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them. The Grantee shall assume complete and full liability and responsibility, in accordance with existing ordinances and policies, in the event of injury or damage to persons or property resulting from their facilities within the public right-of-way.

APPROVED BY: _____

(Department of Public Works)

DATE: 6/9/20



333 W. College Ave., Suite 100 • P.O. Box 2272 • Appleton, WI 54912-2272 • 920-954-9112 • Fax: 920-954-0219

June 17, 2020

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

Re: Downtown Sidewalk Sale

Dear Ms. VandeHey:

As a special feature of Downtown Shopping; Creative Downtown Appleton Inc. would like to offer the retail businesses an additional area to utilize the colored concrete/amenity strip; for shoppers to browse product in an open air environment.

We are requesting a Sidewalk Occupancy Permit to cover the sidewalk area from 600 W. College Avenue through 300 E. College Avenue in Downtown Appleton from Wednesday, June 24 through Saturday, June 27 with a timeframe no longer than 10 am -9 pm

Thank you for your consideration,

A handwritten signature in black ink that reads "Djuanna Hugdahl".

Djuanna Hugdahl
Community Partnership Director
Appleton Downtown Inc.
djuanna@appletondowntown.org



"...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
COLLEGE AVENUE SIDEWALK SALE PERMIT POLICY**

This policy has been developed to provide opportunities for downtown retailers to sell merchandise within the College Avenue beautification strip.

Requirements for College Avenue Sidewalk Sale Permit

1. Approval of the temporary street occupancy permit is required by the Municipal Services Committee and the City Common Council.
2. All merchandise must be within the beautification strip in front of the business selling merchandise (but not allowed within the bump out area).
3. No merchandise can be within the sidewalk area.
4. Permit shall be approved for specified dates, not exceeding 20 per year.
5. Permit is not valid on any "Special Event Days" listed in City Code.
6. Merchandise and racks must be removed by the end of each business day.
7. Temporary Street Occupancy Permit must be renewed annually with an annual fee of \$40.
8. Property owner must annually provide Certificate of Insurance.

June 17, 2020

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

Dear Ms. VandeHey:

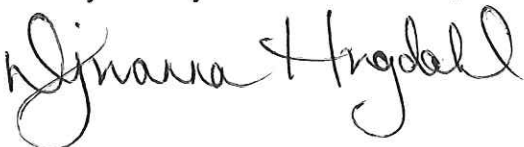
As a special feature of "Downtown Creates", formerly known as Art on the Town; Creative Downtown Appleton Inc. would like to again; offer the following different themes, and are requesting a Sidewalk Occupancy Permit to cover the sidewalk area amenity strip. The Friday dates that we would like to utilize the space would be July 17 and August 21.

For the July date, we will continue with our traditional "Chalk on the Town" theme; where businesses and individuals reserve a square or two of sidewalk to chalk their design. Chalking will begin at 1 p.m. and end by 9 p.m. Businesses will have first right to sidewalk in front of their building.

For August, we're hoping to add a single entertainer at the outdoor dining café venues, if restrictions allow, and to offer the additional space for retailers to utilize, as needed for shoppers to browse product in an open air environment.

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
Community Partnership Director
Appleton Downtown Inc.
djuanna@appletondowntown.org