

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

July 13, 2015

«Owner_First_Name» «Owner_Middle_Init» «Owner_Last_Name»
«Owner_Address»
«Owner_CityState» «Owner_Zipcode»

Dear Property Owner,

In response to safety concerns raised by parents and staff at Huntley Elementary School, and many neighbors living on the surrounding streets, the city is considering testing some on-street parking changes in your neighborhood at the start of the upcoming school year. The proposed test (referred to as a *trial period*) will be discussed by the city's Municipal Services Committee at its next meeting. You have the opportunity to come to this meeting to voice your comments or concerns. Please be assured your opinion is valuable in this process and strongly considered. The details are as follows:

What: Municipal Services Committee Meeting
When: Tuesday, July 21st, at 6:30 p.m.
Where: Room 6A/B, City Center Building, 100 N. Appleton Street

Working closely with your Alderperson and school representatives, we observed traffic patterns during the school's pick-up and drop-off times on a number of different days during the winter months. Based on these observations, as well as other considerations, we created a list of recommendations and potential improvements that are enclosed with this letter.

It is important to note that these changes are proposed to be tested for a **six-month trial period** that would be scheduled to run from the start of the school year through the end of February of next year. Through experience, we have found this approach is often the best way to determine the effectiveness of parking/safety improvements and to address unintended problems that may arise as a result of the temporary changes.

Please look over the enclosed materials and feel free to share your comments or concerns by contacting your alderperson (Kyle Lobner, district13@appleton.org, 574-2092) or me (eric.lom@appleton.org, 832-5580).

Thank you in advance for your help and your input.

Sincerely,

Eric S. Lom, P.E.
City Traffic Engineer



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

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Huntley Elementary School Parking/Safety Improvements Proposed 6-month Trial Period

IMPORTANT

The recommendations below are referenced on the attached map.
(i.e. Item "A" in the list below corresponds with the **A** on the attached drawing).

- A. Proposal: No Stopping (7:30 a.m. to 4:00 p.m. on school days December 1st to April 1st)
Long-term parking and passenger loading/unloading is currently taking place on both sides of this narrow block. This block is simply too narrow to safely handle two-way traffic if vehicles are stopped/parked on both sides during winter months. This restriction would keep one side of the street clear during those times of the year when the roadway is normally narrowed by snowbanks.
- B. Proposal: No Stopping (7:30 a.m. to 4:00 p.m. on school days)
This zone is intended to improve student safety by providing adequate sight lines between drivers and students at this intersection.
- C. Proposal: ELIMINATE No Stopping (7:30 a.m. to 4:00 p.m. on school days)
The existing *No Stopping* zones would be reduced in size in an effort to minimize the areas affected by parking restrictions.
- D. Proposal: No Stopping Except Buses (7:30 a.m. to 10:45 a.m. & 2:30 p.m. to 4:00 p.m. on school days)
This zone is intended to provide a designated bus loading zone. As proposed, the zone's time enforcement hours have been reduced to more closely mimic those hours when bus loading actually takes place. This would make these areas available for parent pick-up and drop-offs during other hours.
- E. Proposal: KEEP No Stopping (7:30 a.m. to 4:00 p.m. on school days)

