

Peter A. Bartman

July 28, 2015

218 N. Rankin St.

Appleton, WI 54911

920-738-0473

Dear Ms. Vandehey:

I'm inclosing a letter received from you regarding the planter box on our street terrace. I would like to apply at this time for a street occupancy permit for said planter box. I have enclosed a certificate of insurance from our insurance agent and a check for \$40.00 made out to the city of Appleton. Thank you for your time.

Sincerely,

A handwritten signature in red ink that reads "Peter A. Bartman". The signature is written in a cursive style with a large, stylized 'P' and 'B'.

Peter A. Bartman



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

DEPARTMENT OF PUBLIC WORKS

**Engineering Division
100 North Appleton Street
Appleton, WI 54911
Phone (920) 832-6474
Fax (920) 832-6489**

July 15, 2015

Mr. Peter Bartman
218 N. Rankin Street
Appleton, WI 54911

Dear Mr. Bartman:

It has come to the City's attention that you are constructing a planter box within the Rankin Street terrace area. The structure you are currently constructing requires a street occupancy permit request through the Municipal Services Committee and Common Council. I have attached a copy of the policy for your information. Please submit a letter of request to me so that I may include your request on the August 11, 2015 Municipal Services Committee agenda. A \$40 permit fee and certificate of insurance are also required as part of the Street Terrace Policy.

Please feel free to attend the August 11th Municipal Services Committee meeting. The meeting will be held in Committee Room 6A, Sixth Floor, City Center, at 6:30 pm.

Thank you in advance for your timely attention to this matter.

Sincerely,

Paula Vandehey, P.E.
Director of Public Works

Paula

Just thought I'd include this letter so you
would know what this was about.

Peter

Attachment



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

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Adopted January 1, 2011

CITY OF APPLETON
STREET TERRACE POLICY

The following conditions are **not** acceptable uses of street terraces unless a street occupancy permit request is approved by the Municipal Services Committee and Common Council:

1. Plants in excess of 3 feet in height.
2. Hedges.
3. Traffic hazards such as rocks, railroad ties, etc.
4. Loose stone, mulch or sand surfaces.
5. Vegetable gardens.
6. Trees
7. Plants within 3 feet of a fire hydrant.

All other uses of street terraces are acceptable contingent upon the following:

1. Compliant with Weed Control Ordinance.
2. Elevation flush with sidewalk.
3. City's restoration cost to work in the terrace limited to cost of typical terrace.

All Council approved exceptions to this policy require a certificate of insurance and a \$40 annual street occupancy permit.