



MEMO

TO: Municipal Services Committee

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

DATE: December 8, 2016

SUBJECT: **Request from the Far East Restaurant for a Permanent Street Occupancy Permit (non-revocable) for the existing overhead sign and canopy at 1330 S. Oneida Street**

One of the standard steps of a reconstruction project involving State and Federal Funding is to review all encroachments and recommend either removal of the encroachments or issuance of Revocable Permits. Revocable Permits allow the encroachment to remain unless one of the following circumstances arises:

- Encroachment is damaged to the extent that repair costs would be equal to or greater than 50% of the assessed or estimated value
- City deems it necessary to revoke permit because of a need to expand capacity or improve safety
- City determines encroachment increases the difficulty of highway maintenance, creates conditions adverse to the best interest of the general public or presents a threat to highway safety

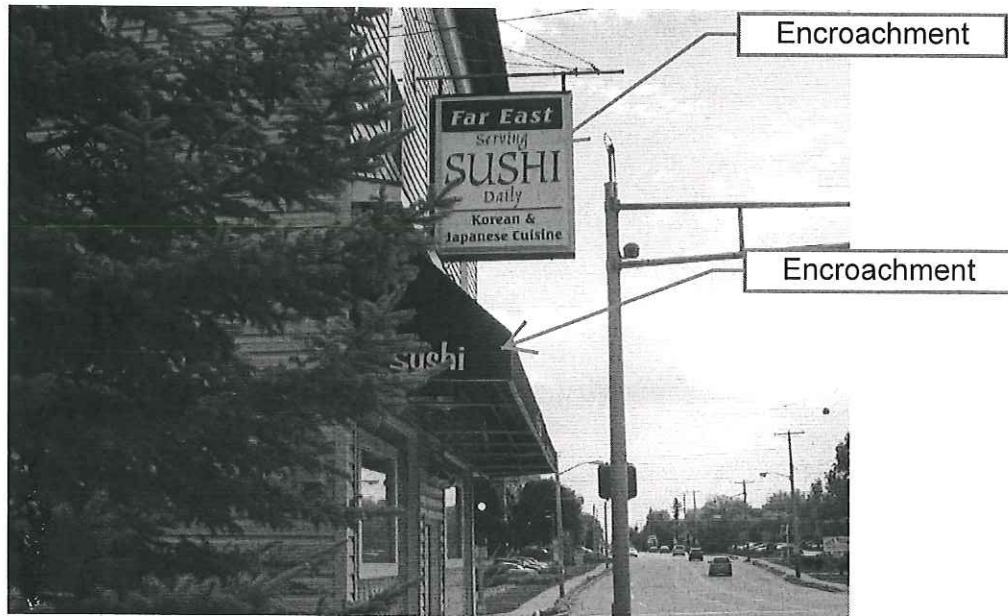
The Far East Restaurant was issued permits in 1980 and 1981 for the existing signs and awnings with the understanding they were 8" into the street right-of-way. The street reconstruction project is expanding the right-of-way so these items will now encroach even further into the right-of-way.

As a compromise, and in acknowledgement of the existing permits, City staff offered the option of the Revocable Permit in-lieu of removal. The property owner is requesting a Non-revocable permit so that they have assurance that the sign can stay no matter what the future may bring to this segment of roadway.

For the S. Oneida Street Project, there are 15 encroachments identified of which a majority of them have plans to remove the items in question or have signed the Revocable Permits.

Attachments

ENCROACHMENT PHOTO LOG



Overhead sign and canopy, looking south



Overhead sign and canopy, looking north

Encroachment Number 14
I.D. 4984-01-73

ENCROACHMENT REPORTING FORM

COUNTY: OUTAGAMIE	DATE: 11/30/2015
PROJECT ID: 4984-01-73	ENCRO NO: 14
TAX KEY NUMBER: 314052800	PARCEL NO: 80
LETTING DATE: 12/11/17	HIGHWAY: S ONEIDA ST & E FREMONT ST
REPORTER: NATHAN VAUGHN	PHONE: 262-317-3280
DOT PROJ ENGINEER: RA SMITH NATIONAL	
LEGAL DESCRIPTION OF ENCROACHMENT and WHAT ENCROACHMENT IS: OVERHEAD SIGN AND CANOPY	

SKETCH OF ENCROACHMENT ATTACHED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO WIDTH OF HIGHWAY ROW FROM R/L AT ENCROACHMENT: 63.0' WIDTH ON FREMONT ST 34.2-34.4' ON ONEIDA ST NO. OF FEET FROM R/L TO ENCROACHMENT: 32.6' CANOPY ON ONEIDA ST 31.2' OVERHEAD SIGN ON ONEIDA ST STATION: 116+42 RT - 116+66 RT CANOPY 116+65 RT SIGN Encroachment is within existing Right of Way by 2.3' CANOPY ON FREMONT ST, 1.7' CANOPY ON ONEIDA ST 3.0' SIGN ON ONEIDA ST	PHOTOS ATTACHED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO NAME & ADDRESS OF OWNER OR RESPONSIBLE PARTY YONG SUK LARSON 812 GREEN ST MENASHA, WI 54952
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RECOMMENDED ACTION: ☐ Revocable Permit ☒ Removal

FOR OFFICE USE ONLY	
RECOMMENDED ACTION	ACTION TAKEN
REMOVAL ORDER DATE: COMMENTS:	REMOVAL ORDER COMPLIANCE FIELD VERIFIED DATE: BY:
ISSUE REVOCABLE OCCUPANCY PERMIT DATE: COMMENTS:	OCCUPANCY PERMIT ISSUED DATE: BY:
POSSIBLE SALE OR LEASE ENCROACHED LANDS COMMENTS:	SALE OR LEASE OF LAND COMPLETED DATE: BY:

SEE PHOTO REVERSE SIDE

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