



City of Appleton

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

Meeting Agenda - Final-revised Municipal Services Committee

Monday, April 12, 2021

4:30 PM

Council Chambers, 6th Floor

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

[21-0395](#) Minutes from March 22, 2021

Attachments: [Minutes from March 22, 2021.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[21-0400](#) Amend 2021 Contract for Operation, Maintenance and Monitoring at the Closed City of Appleton Landfill to SCS Engineers in an amount not to exceed \$8,000.

Attachments: [Contract-Operation, Maintenance and Monitoring-Landfill.pdf](#)

[21-0396](#) Preliminary Resolution 1-P-21 for Concrete Pavement, Driveway Aprons and Sidewalk Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate.

Attachments: [1-P-21 Concrete Pavement.pdf](#)

[21-0397](#) Approve partial street vacation at the intersection of Douglas Street and Prospect Avenue as shown on Exhibit "A".

Attachments: [Partial Street Vacation-Douglas St and Prospect Ave.pdf](#)

[21-0398](#) Request from Robert McInnis for a permanent street occupancy permit to install a sprinkler system within the street right-of-way at 618 S. Theodore Street.

Attachments: [618 S Theodore St.pdf](#)

[21-0399](#) Request from Sarah Powell for a street occupancy permit to place tables and chairs in the College Avenue beautification strip at 823 W. College Avenue.

Attachments: [823 W College Ave-tables & chairs.pdf](#)

[21-0401](#) Request from Appvion for a permanent street occupancy permit for an in-street pedestrian crossing sign at the midblock crossing on the Meade Street side of their complex.

Attachments: [Appvion-Permanent Street Occupancy.pdf](#)

[21-0403](#) Request from Creative Downtown Appleton Inc. for the Downtown Creates "Adopt-A-Planter to Create Garden Art" event from May 21-23, 2021 to be located within the planters along the College Avenue amenity strip, as described in the attached documents and subject to the conditions in the attached staff report.

Attachments: [ADI-Adopt-A-Planter.pdf](#)

[21-0405](#) Request from Creative Downtown Appleton Inc. for the Downtown Creates "Artful Chairs" event from June 18-20, 2021 to be located within the College Avenue amenity strip (Badger Avenue to Drew Street), as described in the attached documents and subject to the conditions in the attached staff report.

Attachments: [ADI-Artful Chairs.pdf](#)

[21-0406](#) Request from Creative Downtown Appleton Inc. for the Downtown Creates "Art Out - Plein Air Art" event on August 20, 2021 to be located within the College Avenue amenity strip (Badger Avenue to Drew Street), as described in the attached documents and subject to the conditions in the attached staff report.

Attachments: [ADI-Art Out-Plein Air Art.pdf](#)

[21-0420](#) Request from Appleton Downtown Inc. for a street occupancy permit for Sidewalk Sales on the College Avenue Beautification Strip from Richmond Street to Drew Street for May 22, June 19, July 17 and August 21, 2021.

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

6. Information Items

[21-0402](#) Inspections Division Permit Summary Comparison Report for March, 2021.

Attachments: [Inspections Division Permit Summary March, 2021.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

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Appleton, WI 54911-4799
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Meeting Minutes - Final Municipal Services Committee

Monday, March 22, 2021

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

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

3. Approval of minutes from previous meeting

[21-0350](#) Minutes from March 8, 2021

Attachments: [Minutes from March 8, 2021.pdf](#)

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

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

4. **Public Hearings/Appearances**

5. **Action Items**

[21-0340](#) Approve State/Municipal Financial Agreement for improvements to the CTH CE eastbound right turn lane as part of the WIS441 Improvement Project.

Attachments: [CTH CE to WIS 441.pdf](#)

Coenen moved, seconded by Wolff, 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

[21-0341](#) Approve Three Party Design Contract with the State of Wisconsin Department of Transportation and EXP US Services, Inc. for the design of the Olde Oneida Street Bridge over the South Mill Race in an amount not to exceed \$259,800 (City shave \$52,960).

Attachments: [Olde Oneida St Bridge-South Mill Race.pdf](#)

Coenen moved, seconded by Wolff, 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

21-0342

Approve Amendment No. 2 to Collins Engineers for Bridge Maintenance Design of the Lawe Street and Pacific Street Bridges in the amount of \$2,826 for a total revised not to exceed contract of \$61,303.80.

Attachments: [Bridge Maint. Design-Lawe St and Pacific St..pdf](#)

Coenen moved, seconded by Wolff, 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

21-0343

Approve parking restriction change on the 100 block of S. Morrison Street(Follow-up to Six-Month Trial Period).

Attachments: [Parking restrictions S. Morrison St.pdf](#)

Coenen moved, seconded by Wolff, 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

21-0344

Approve 15 MPH speed limit designation for the 800 block of W. Washington Street (Story Street to Bennett Street) for a six-month trial period.

Attachments: [800 W. Washington St-15 MPH speed limit.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

21-0345

Approve Intergovernmental Agreement with the Town of Grand Chute for the Apple Creek Court Resurfacing Project.

Attachments: [Town of Grand Chute-Apple Creek Court.pdf](#)

Coenen moved, seconded by Wolff, 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

21-0346

Request from Appleton Downtown Inc. for a street occupancy permit for Garden Art, May 21-23, 2021, in the College Avenue planters between Drew Street and Badger Avenue.

Attachments: [ADI-Garden Art May 21-23, 2021.pdf](#)

Coenen moved, seconded by Wolff, 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

[21-0347](#)

Request from Appleton Downtown Inc. for a street occupancy permit for Artful Chairs, June 18-20, 2021, in the College Avenue beautification strip between Drew Street and Badger Avenue.

Attachments: [ADI-Artful Chairs June 18-20, 2021.pdf](#)

Coenen moved, seconded by Wolff, 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

[21-0348](#)

Request from Appleton Downtown Inc. for a street occupancy permit for Chalk Walk, July 16-18, 2021, in the sidewalk area between Drew Street and Richmond Street.

Coenen moved, seconded by Wolff, 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

[21-0349](#)

Request from Appleton Downtown Inc. for a street occupancy permit for Paint Out, August 20, 2021, in the College Avenue beautification strip between Drew Street and Badger Avenue.

Attachments: [ADI-Paint out August 20, 2021.pdf](#)

Coenen moved, seconded by Wolff, 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

[21-0354](#)

Approve Memorandum of Understanding with Bird Rides, Inc to initiate a Dockless, Stand-up Electric Scooter Pilot Program for 2021.

Attachments: [Bird Ride Inc.pdf](#)

5.4.2 amended to read, "Electric scooters may be operated on the sidewalks on College Avenue between Drew Street and Badger Avenue."5-0

Coenen moved, seconded by Wolff, 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

7. Adjournment

Coenen adjourned the meeting at 5:10 p.m. Roll Call. Motion carried by the following vote:

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



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

TO: Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works
Sue Olson, Staff Engineer

SUBJECT: Amend 2021 Contract for Operation, Maintenance, and Monitoring at the Closed City of Appleton Landfill to SCS Engineers, in an amount not to exceed \$8,000.

DATE: April 5, 2021

The Department of Public Works requests amending the 2021 Contract for Operation, Maintenance, and Monitoring at the Closed City of Appleton Landfill to SCS Engineers in an amount not to exceed \$8,000. If this amendment is approved, the total contract amount will be \$105,447.

Staff had requested a \$19,679 carry-over from 2020 to 2021 to complete a well replacement and continue gas system monitoring, which were delayed due to COVID-19 and questions raised during a November 2020 site inspection by Wisconsin Department of Natural Resources (WDNR). The WDNR questions were related to vegetation and will be reviewed again this spring once the growing season is underway.

The well replacement will be re-budgeted for in 2022. To continue moving toward converting the gas system from active to passive, additional gas monitoring is needed. The requested funds will cover the gas system monitoring that was delayed and additional gas system monitoring requested by the WDNR.

This contract amendment is contingent upon approval of a corresponding budget adjustment request at the April 12, 2021 Finance Committee meeting.

CONCRETE PAVEMENT, DRIVEWAY APRONS, SIDEWALK CONSTRUCTION

RESOLUTION 1-P-21

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2011-2012.

RESOLVED, by the Common Council of the City of Appleton, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following area.

CONCRETE PAVEMENT, SIDEWALK CONSTRUCTION AND DRIVEWAY APRONS

- Downs Ridge (Tiburon Dr to Purdy Pkwy)
- Grinnell Ct (Werner Rd to CDS)
- Thomas Ct (Purdy Pkwy to CDS)
- Trinity Ct (Downs Ridge to CDS)
- Alvin St (Evergreen Dr to CDS)
- Newberry St (Schaefer St to city limits) – sidewalk only

2. The total amount assessed against such property shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power and the amount assessed against each parcel shall be on a cost per front foot, area or unit cost basis.

3. The assessments against any parcel may be paid to the Finance Department on receipt of Special Assessment Notice by one of the following:

- a. In cash, or if entered on the Tax Roll;
- b. One installment, if the assessment is \$1000 or less;
- c. In five equal annual installments, if the assessment is greater than \$1000;

Deferred payments shall bear an interest at the prime rate plus 3% per annum on the unpaid balance.

4. The Finance Committee is directed to prepare a report consisting of:

- a. Preliminary plans and specifications for said improvements.
- b. An estimate of the entire cost of the proposed street improvements.
- c. A schedule of proposed assessments showing the properties that are benefited by the work or improvements.

Upon completing such report, the Finance Committee is directed to file a copy thereof in the office of the City Clerk for public inspection.

5. Upon receiving the report of the Finance Committee, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703 (7) (a), Wisconsin Statutes. The hearing shall be held at the Council Chambers in the City Hall at a time set by the City Clerk in accordance with Section 66.0703 (7) (a), Wisconsin Statutes.

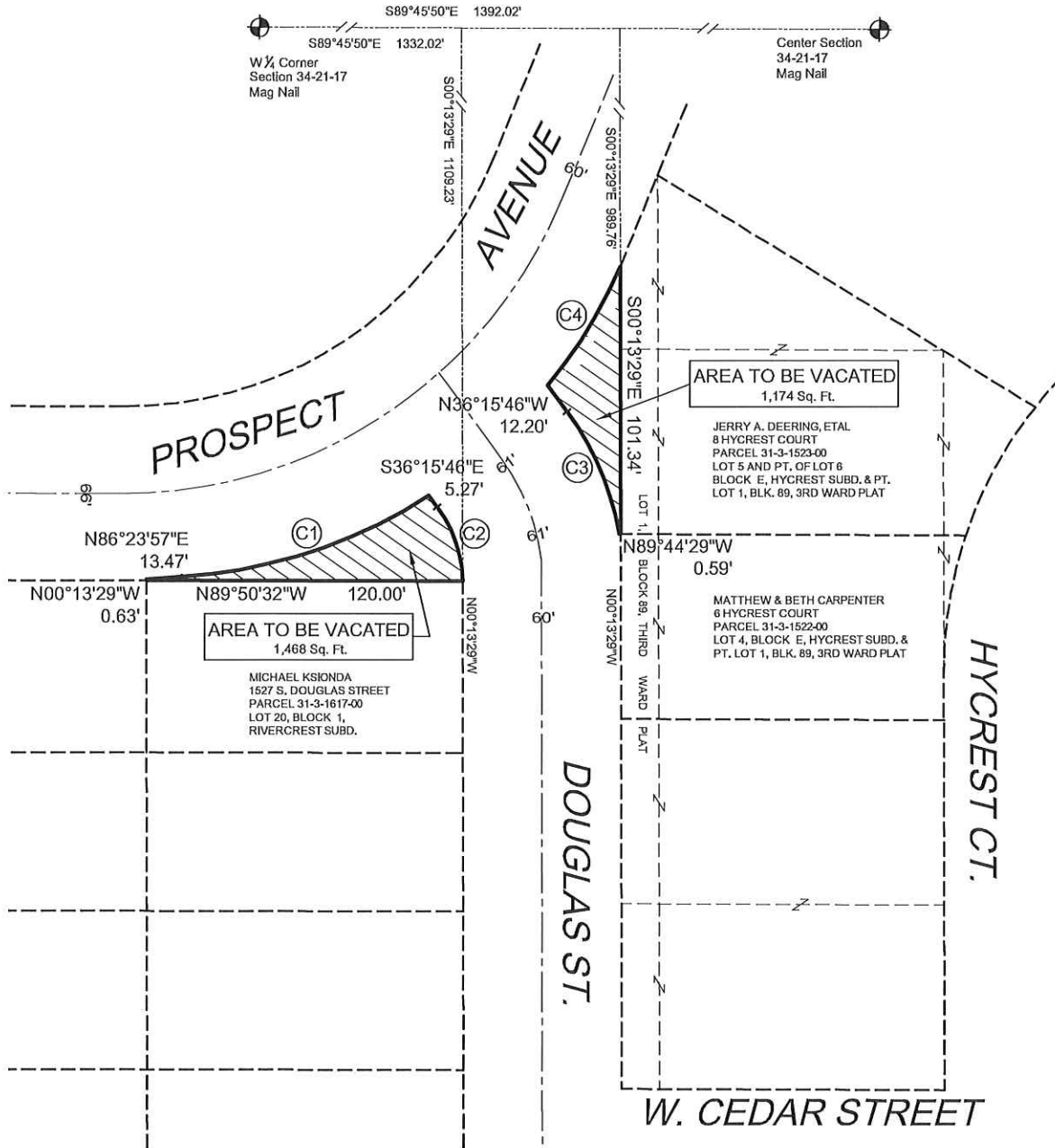
Jake Woodford (Mayor)

Adopted: April 21, 2021

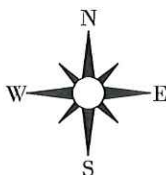
Attest: Kami L. Lynch (City Clerk)

EXHIBIT "A"

A part of Prospect Avenue lying adjacent to Lot Twenty (20), Block One (1), RIVERCREST SUBD. and a part of Douglas Street lying adjacent to a part of Lot One (1), Block Eighty-Nine (89), THIRD WARD PLAT, according to the recorded Assessor's Map, all being located in the Government Lot Three (3) and Government Lot Four (4) of Section Thirty-Four (34), Township Twenty-One (21) North, Range Seventeen (17) East, City of Appleton, Outagamie County, Wisconsin



CURVE DATA TABLE				
CURVE	RADIUS	LENGTH	LC	LCB
C1	197.00'	99.73'	98.67'	N71°53'48"E
C2	50.00'	30.28'	29.82'	S18°54'42"E
C3	111.00'	50.90'	50.46'	N23°07'34"W
C4	189.14'	52.82'	52.65'	N31°11'04"E



BEARINGS ARE REFERENCED TO WISCONSIN COUNTY COORDINATES, OUTAGAMIE COUNTY

CITY OF APPLETON
 DEPT. OF PUBLIC WORKS
 ENGINEERING DIVISION
 100 NORTH APPLETON STREET
 APPLETON, WI 54911
 920-832-6474

DRAFTED BY: T. KROMM

H:\Acad\Vac.and Dedications\2020\ProspectAve_DouglasSt_1030_2020

PROSPECT AVENUE AND DOUGLAS STREET VACATION

LEGAL DESCRIPTION

A part of Douglas Street, being located in the Government Lot Three (3), Fractional Southwest Quarter (SW ¼) of Section Thirty-Four (34), Township Twenty-One (21) North, Range Seventeen (17) East, City of Appleton, Outagamie County, Wisconsin, containing 1,174 Sq. Ft. of land and being further described as follows:
Commencing at the West Quarter corner of said Section 34:
Thence South 89°45'50" East 1392.02 feet coincident with the North line of the Fractional SW ¼ of said Section 34;
Thence South 00°13'29" East 989.76 feet to the Southeast corner of Prospect Avenue and Douglas Street and being the Point of Beginning;
Thence continue South 00°13'29" East 101.34 feet coincident with the East line of Douglas Street;
Thence North 89°44'29" West 0.59 feet;
Thence Northwesterly 50.90 feet along the arc of curve to the left having a radius of 111.00 feet and the chord of which bears North 23°07'34" West 50.46 feet;
Thence North 36°15'46" West 12.20 feet;
Thence Northeasterly 52.82 feet along the arc of a curve to the left having a radius of 189.14 feet and the chord of which bears North 31°11'04" East 52.65 feet to the point of beginning.

And

A part of Prospect Avenue, being located in Government Lot Three (3) and Government Lot Four (4), Fractional Southwest Quarter (SW ¼) of Section Thirty-Four (34), Township Twenty-One (21) North, Range Seventeen (17) East, City of Appleton, Outagamie County, Wisconsin, containing 1,468 Sq. Ft. of land and being further described as follows:
Commencing at the West Quarter corner of said Section 34:
Thence South 89°45'50" East 1332.02 feet coincident with the North line of the Fractional SW ¼ of said Section 34;
Thence South 00°13'29" East 1109.23 feet to the Southwest corner of Prospect Avenue and Douglas Street and also being the Northeast corner of Lot 20, Block 1, Rivercrest Subdivision and being the Point of Beginning;
Thence North 89°50'32" West 120.00 feet coincident with the North line of Lot 20 of said Block 1 to the Northwest corner thereof and also being coincident with the South line of Prospect Avenue;
Thence North 00°13'29" West 0.63 feet;
Thence North 86°23'57" East 13.47 feet;
Thence Northeasterly 99.73 feet along the arc of a curve to the left having a radius of 197.00 feet and the chord of which bears North 71°53'48" East 98.67 feet;
Thence South 36°15'46" East 5.27 feet;
Thence Southeasterly 30.28 feet along the arc of a curve to the right having a radius of 50.00 feet and the chord of which bears South 18°54'42" East 29.82 feet to the point of beginning.

See also attached Exhibit "A" for illustration.

EASEMENTS

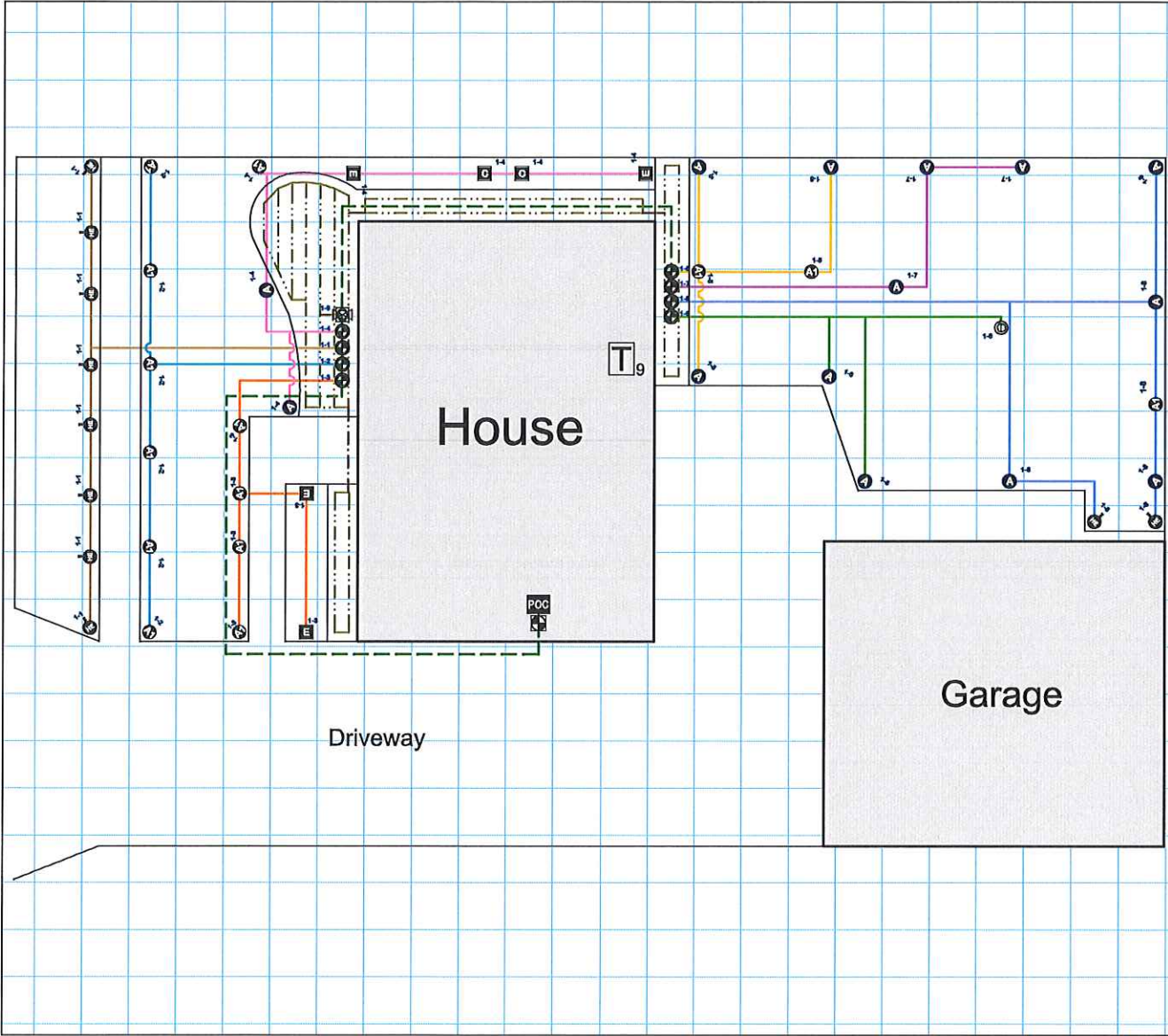
The City of Appleton their heirs, successors and or assigns (Grantee) hereby retain an easement for any and all existing utilities and also any future utilities deemed necessary or desirable by Grantee within the vacated right of way, including but not limited to, storm sewer, drainage, sanitary sewer, watermain, gas, electric, cable and fiber-optic within the entire length and width of the above described right of way.

It is further agreed that this easement shall be a permanent easement.

It is further agreed that Grantee shall have the right to install, regrade, replace, relocate, operate, maintain, resize and repair any and all of these utilities and their associated appurtenances. It is further agreed that after installing, regrading, replacing, relocating, operating, maintaining, resizing or repairing of these utilities and their associated appurtenances Grantee shall restore unimproved surfaces such as grass, gravel and dirt on said property, as closely as possible, to the condition previously existing. Grantee shall not be required to restore or

PROSPECT AVENUE AND DOUGLAS STREET VACATION

compensate for any improvements or improved surfaces such as, but not limited to, curb and gutter, hard pavements, trees, shrubs and landscaping, disturbed as a result of the maintenance activities described herein. Buildings or any other type of permanent structure shall not be placed over Grantees' facilities or in, upon or over said easement area. This easement includes the right to operate any and all equipment deemed necessary by Grantee to perform said activities. Grantee agrees that it shall give timely notice to the Grantor of routine maintenance work. Grantee shall also have the right to build and maintain a public trail in a mutually agreeable location within the vacated street area.



Homeowner to comply with local plumbing codes pertaining to backflow protection and service line connection. The accuracy of your drawing and how well you answer all related questions will determine the accuracy of your custom design.
 RAIN BIRD OFFERS THIS DESIGN ONLY AS A GUIDELINE. NO GUARANTEE OF DESIGN ACCURACY, SYSTEM INSTALLATION OR OPERATION IS IMPLIED.

RAIN BIRD
 SPRINKLER SYSTEM DESIGN
 Registered trademark of Rain Bird Corporation
 © 2009 Rain Bird Corporation

Scale: Square = 5 x 5 ft
 Sheet: Circular/Piping
 Date: 3/18/2021
 Design No. S230116

Custom Designed For:
 Bob McInnis
 616 S Theodore St
 Appleton, WI 54915
 (920) 284-2985

Designed By:
 Rain Bird Design Service
 Questions About Your Design?
 Email to designservice@rainbird.com
 Call 1-800-426-7792

Contact Rain Bird
 for Product Questions

**EXPERT
 ADVICE**
 1-800-RAINBIRD
 www.rainbird.com

TIMER TO BE INSTALLED
INSIDE OR IN A
WATER PROOF CABINET



TIMER

**POLY PIPE SYSTEM
ELEVATION PLAN**

WIRE

1" RAIN BIRD
AUTOMATIC VALVE
WITH FLOW CONTROL
CPF-100



HOUSE

POC

WATER
METER

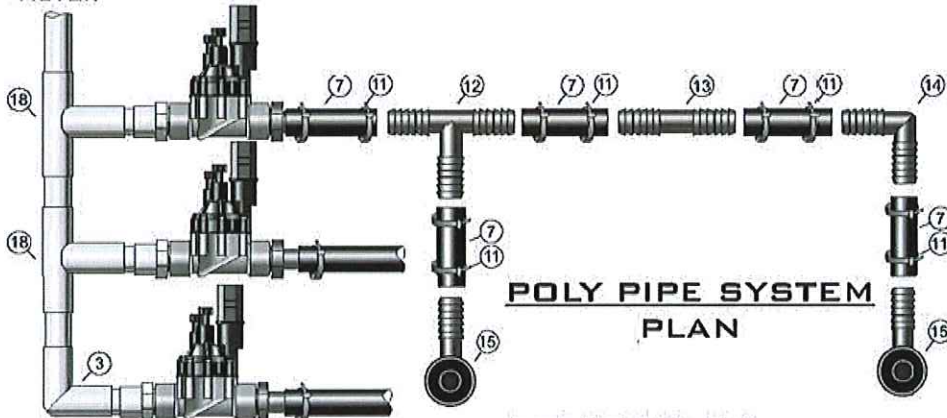
LEGEND:

1. 1" MPT MALE ADAPTER, 1".
2. INSERT X 1" MPT MALE ADAPTER, 1".
3. SLIP X SLIP ELBOW, 1".
4. 1" MASTER SHUTOFF VALVE.
5. 1" FPT COMPRESSION TEE, FOR PVC 1".
6. VALVES, WIRE @ SOLENOID.
7. POLY PIPE 1".
8. INSERT X INSERT X 1/2" FPT TEE, 1".
9. INSERT X 1/2" FPT ELBOW, 1".
10. 1/2" CUTOFF RISER.
11. STAINLESS STEEL CLAMP FOR 1" POLY PIPE.
12. INSERT X INSERT X INSERT TEE, 1".
13. INSERT X INSERT COUPLER, 1".
14. INSERT X INSERT ELBOW, 1".
15. SPRINKLER HEAD.
16. 1/2" PVC SCH. 80 RISER.
17. SHRUB ADAPTER.
18. SLIP X SLIP X SLIP TEE, 1".

NOTES:

1. CHECK WITH YOUR LOCAL CODES THAT A BACKFLOW DEVICE MAY BE REQUIRED.
2. WHEN TOR-50 OR AG-5 ARE SPECIFIED A 3/4" CLOSE NIPPLE WITH INSERT X 3/4" TEE/ELBOW IS TO BE USED. (REFER TO 8, 9 & 10).
3. STAINLESS CLAMPS TO BE USED AT ALL INSERT X INSERT

FROM
WATER
METER



**POLY PIPE SYSTEM
PLAN**

**TYPICAL
POLY PIPE SYSTEM
W/IN-LINE VALVE**

Tables & Chairs
in beautification strip area
(not sidewalk area)



823 W. College Ave.



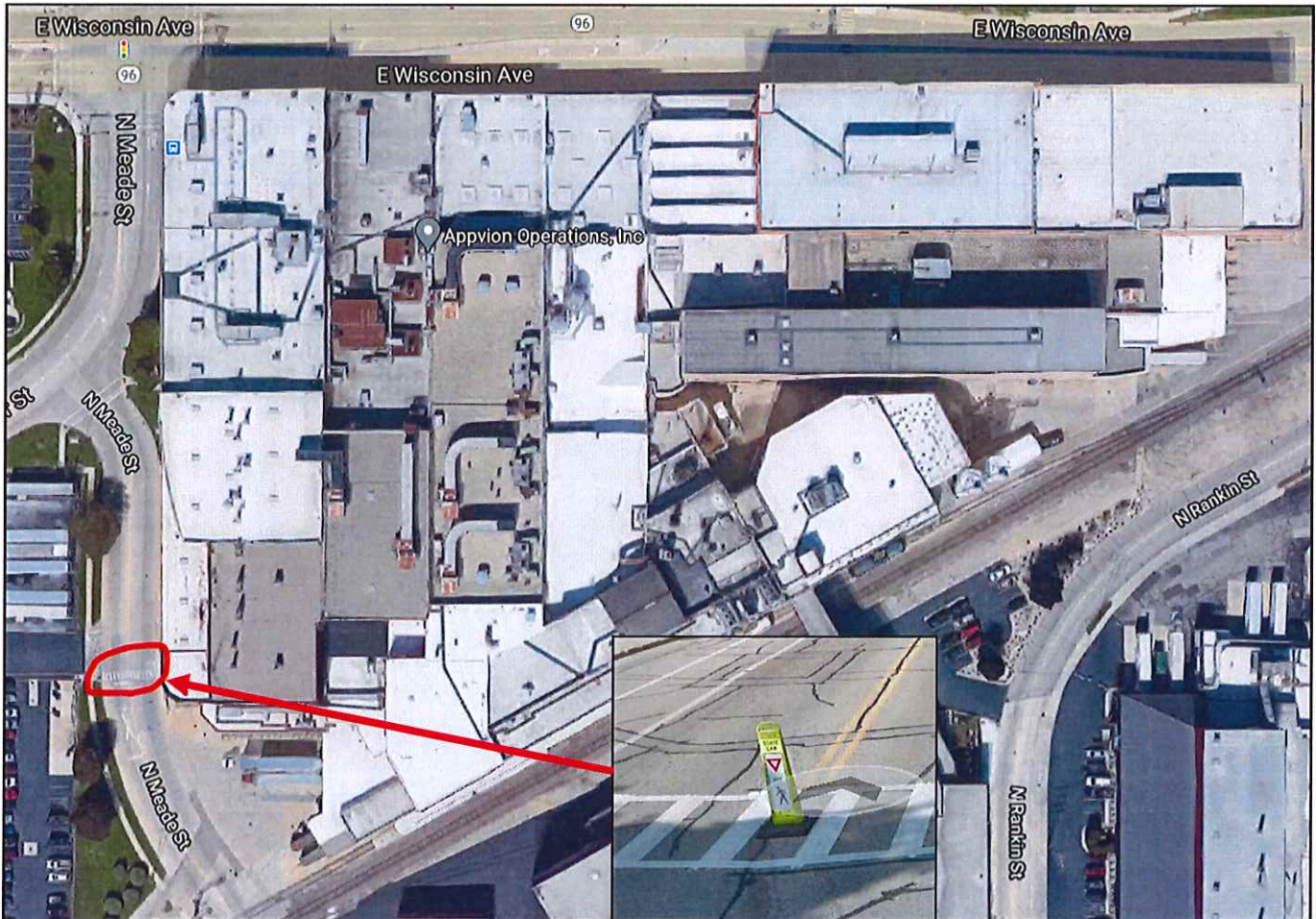
"... meeting community needs ... enhancing quality of life."

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: April 6, 2021
Re: Permanent Street Occupancy Permit for Appvion *In-Street Pedestrian Crossing* Sign

My office has recently been working with Appvion to improve pedestrian safety at their Appleton campus. As a part of that process, Appvion has requested a permit to place an *in-street pedestrian crossing* sign at the mid-block crosswalk on the Meade Street side of their complex (see diagram below). Appvion would be required to purchase and maintain the sign at their cost, and the permit would be revokable if unforeseen problems arise in the future.

We recommend approval of Appvion's request.





MEMORANDUM

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

TO: Paula Vandehey, Director of Public Works

FROM: Jessica Titel, Principal Planner

DATE: April 6, 2021

RE: Request from Creative Downtown Appleton Inc. for the Downtown Creates "Adopt-A-Planter to Create Garden Art" Event

The Appleton Public Arts Committee met on April 6, 2021 and recommended approval of the request from Creative Downtown Appleton Inc. for the Downtown Creates "Adopt-A-Planter to Create Garden Art" event from May 21-23, 2021 to be located within the planters along the College Avenue amenity strip **as described in the attached documents and subject to the following conditions.**

1. Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size.
2. A street occupancy permit is required.
3. The applicant shall provide the Department of Public Works with a final placement map prior to the event.
4. Placement of artwork within the planters will begin no sooner than Friday, May 21, 2021, and all items shall be removed from the planters no later than Sunday, May 23, 2021. Applicant is responsible to collect any remaining items left in or around the planters by the end of the day on Monday, May 24, 2021.

Per the Art in Public Places Policy, the recommendation from the Appleton Public Arts Committee is forwarded to the committee of jurisdiction, in this case, the Municipal Services Committee. Please place this item on the agenda for the April 12, 2021 Municipal Services Committee agenda. Their recommendation would then be forwarded to the Common Council for final consideration on April 21, 2021.

The Staff Report prepared for the Public Art Committee is attached as reference.



REPORT TO PUBLIC ARTS COMMITTEE

Appleton Public Arts Committee Meeting Date: April 6, 2021

Municipal Services Committee Date: April 12, 2021

Common Council Meeting Date: April 21, 2021

Item: Garden Art (Downtown Creates Event Series)

Case Manager: Jessica Titel

GENERAL INFORMATION

Applicant: Creative Downton Appleton Inc., c/o Djuanna Hugdahl

Property Owner: City of Appleton – Public Right-of-Way

Address/Parcel: College Avenue Amenity Strip Planters

Applicant's Request: Applicant is requesting approval to temporarily showcase garden art creations within the planters in the College Avenue amenity strip as part of the Downtown Creates monthly event series.

PROJECT DETAILS

Brief Description of Project and Location: The applicant is proposing to hold an event titled "Garden Art" as part of the Downtown Creates event series. The event will feature garden art creations within the 72 planters in the College Avenue amenity strip. Individuals will register to participate in the event and will be assigned a planter. The artwork will be displayed Friday through Sunday, May 21-23, 2021. The public will be invited to view the artwork. The event will be coordinated by Creative Downtown Appleton, Inc. The applicant has been in contact with the City Forester regarding this proposal and has his support.

Reason for Choosing the Proposed Location: The walkability of downtown makes it accessible to all and allows the artwork to be spaced apart to promote distancing the full mile stretch of College Avenue.

Description of How the Work is Installed/Anchored/Attached: Displays will be mostly freestanding objects and some staked items for stability with placement directly into the dirt. Appleton Downtown, Inc.'s certificate of insurance is on file with the City.

Timeline and Duration of Installation: Set up will begin around 9:00 AM on Friday, May 21, and artists would remove their artwork by 6:00 PM on Sunday, May 23.

Maintenance and Cost: Artists will be made aware that their garden art is submitted at their own risk. Staff and volunteers will walk the Central Business District on Monday, May 24 to assess and remove any items that were left behind.

Associated Signage: Temporary signs (2'W x 1.5' H) will be placed out during the event. Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size.

Appleton Comprehensive Plan 2010-2030: The City of Appleton *Comprehensive Plan 2010-2030* illustrates the importance of the arts community to Appleton and encourages the expansion and promotion of placemaking and arts in the City. The proposed public art project is consistent with the following goals and objectives of the *Comprehensive Plan 2010-2030*.

Chapter 3 – Community Vision #12: Creative place making and public art enhance the public realm and contribute to a vibrant economy.

Chapter 14 – Downtown Plan

- *Strategy 1.4 Install sculpture, murals, and other art in public locations throughout the downtown*
- *Strategy 2.1 Maintain and strengthen the vitality of the arts and entertainment niche*

RECOMMENDATION

Based upon the guidelines outlined in the Art in Public Places Policy, staff recommends that the proposed Garden Art event, located within the College Avenue amenity strip planters, as described in the attached documents, **BE APPROVED** subject to the following conditions:

1. Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size.
2. A street occupancy permit is required.
3. The applicant shall provide the Department of Public Works with a final placement map prior to the event.
4. Placement of artwork within the planters will begin no sooner than Friday, May 21, 2021, and all items shall be removed from the planters no later than Sunday, May 23, 2021. Applicant is responsible to collect any remaining items left in or around the planters by the end of the day on Monday, May 24, 2021.

Month of May – Garden Art:

2020 brought many challenges to our ability to host events and bring people downtown safely. To do so, we embraced the open air and walkability of our downtown, by offering our Downtown Creates series as a walk event only, connecting people and offering a place of artistic expression. With your support, we would like to showcase an exploration of art displays for the community to engage and connect. We often hear how the last twelve months have impacted the mental health of our community. Providing experiences of connection, even with strangers; is valuable and important to our overall well-being.

As you review this application, we look forward to any suggestions or comments from the Public Art Committee, in an effort to make this event the success that we hope it to be.

• Brief description of the proposed artwork

Our May Downtown Creates event will feature “Garden Art” showcasing talents from the community. The “Adopt a Planter” concept will engage families, non-profits and local artists of all ages to create artful displays in the 72 planters on College Avenue. They will be encouraged to incorporate natural materials and inspiration into garden themed works of art.

Community participants will be engaged through a call for artists, Master Gardeners, Marigold Mile, Appleton Area School District, nonprofits, and family groups. Corporate sponsorships will also be made available.

• Photos/sketches of proposed work:

See potential art creation images on attached page. Displays could feature Fairy Gardens, Garden Art, Flowers, Painted Rocks, etc. Each applicant will need to submit a “proposed” thought/sketch for approval, prior to receiving proposed planter location.

• Site plan/location map showing location of proposed work –

College Avenue – Amenity Strip & Beautification Planters. Working closely with DPW, the Garden Art creations will be showcased prior to any planting done in the planters for the Spring/Summer season. A letter of request to occupy the public right of way to Paula VandeHey, Director of Public Works is attached.

A final placement map of art planter locations can be submitted to the committee, once all applicants have applied and sketch/proposed work is approved.

• Reason for choosing the proposed location:

Areas will be spaced well apart to promote social distancing, within the full mile stretch of College Avenue. Offering distance between displays and features will assist with keeping the flow of foot traffic moving throughout the downtown district. Additionally, we would like this to be a full weekend offering, thus eliminating barriers of access to the arts. Free masks and hand sanitizer will be made available to attendees.

• **Description of how the work is installed/anchored/attached**

Displays will be mostly free standing objects and some staked items for stability with placement directly into the dirt of the beautification planters.

• **Installation specifications provided by a structural engineer**

N/A

• **Timeline and duration of installation**

Items would be placed during event timeframe:

Friday, May 21 - Set-up beginning around 9 am

Sunday, May 23 -- Artist Garden Art removal and clean-up finalized by 6 pm

• **How the artwork will be maintained (including any costs associated with the maintenance and who will be responsible for those costs)**

Artists will be made aware that submissions are being placed at own risk. A draft of our submission form is also attached.

Creative Downtown Appleton Inc. will provide volunteers & staff to assist with removal of any items that may have been left behind in or around the planters, on the morning of Monday, May 24.

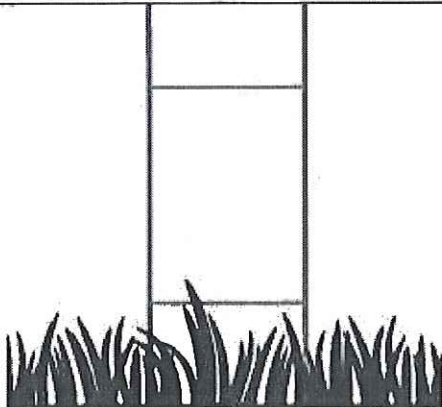
• **Description of any associated signage**

Planned signage consists of similar to image, placed in planters during event only. Signage would look similar with minor updates, (image is from 2020), showcasing event, Creative Downtown Logo and sponsor logos. Dimensions 2' W x 1.5' H

2 feet wide

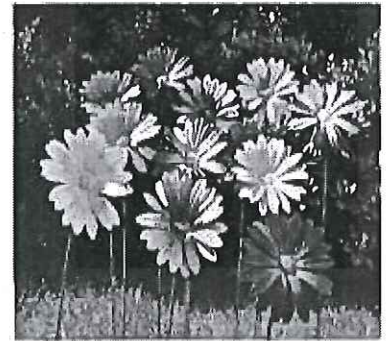
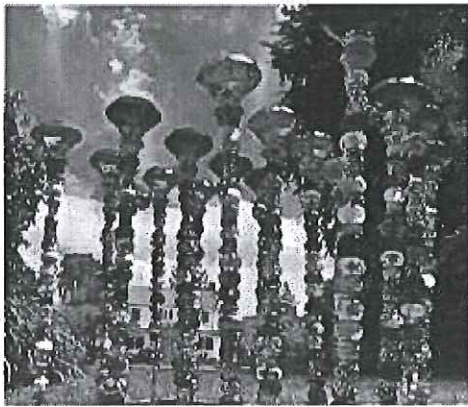
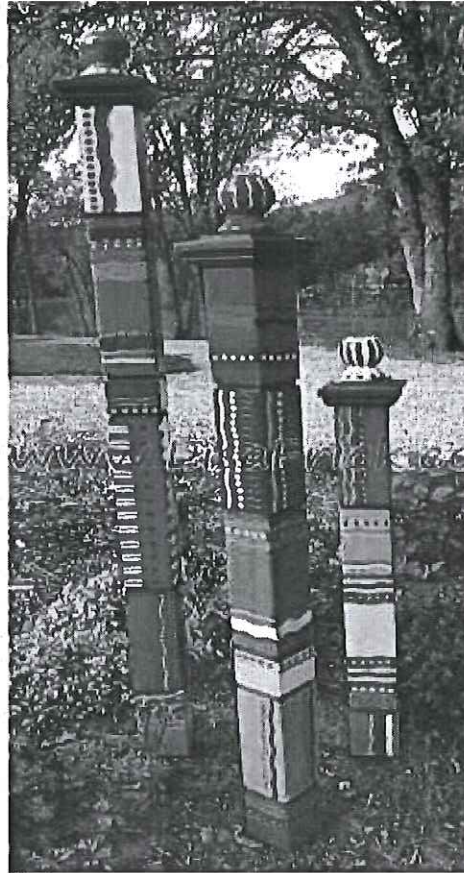


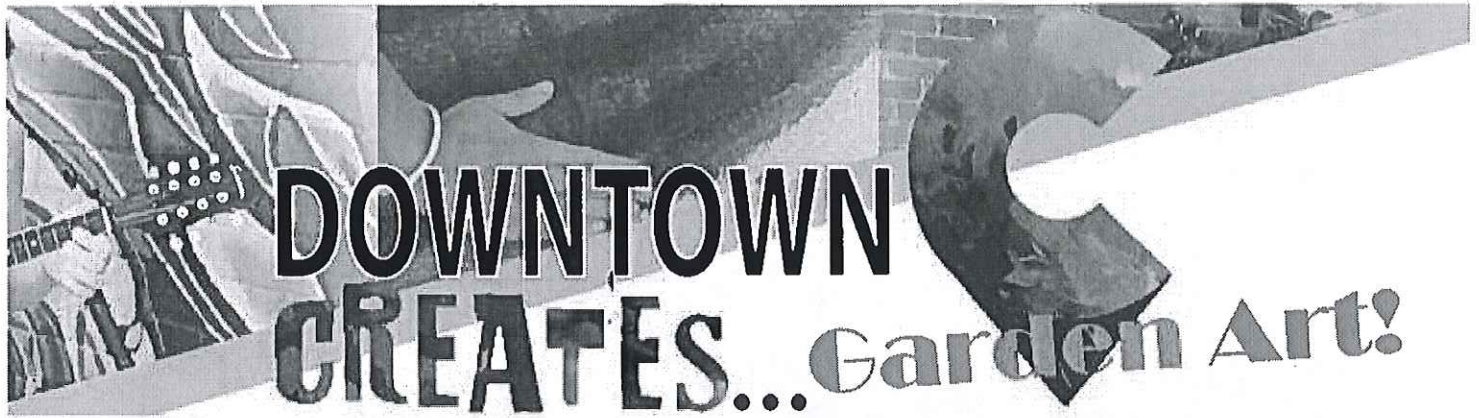
1.5 feet height



DOWNTOWN CREATES...Featuring Garden Art

3rd weekend of June, 18-20, Friday through Sunday – College Avenue





Adopt-A-Planter to Create Garden Art!

DRAFT

May 21 - 23

Want to Adopt-A-Planter and transform it into a temporary art piece? Register to participate in Downtown Creates...Garden Art, hosted Friday May 21 – Sunday, May 23 to create a garden masterpiece in one of the 72 planters along College Avenue. Submit a design/sketch of what your planter design will look like (ie: floral arrangements, fairy gardens, metal garden sculptures, etc.) to be reviewed by our selection committee for approval.

Companies interested in sponsoring a planter with a local artist can contact us direct at email below to coordinate.

Materials:

Items used in your creation should include at least one natural material; such as flowers, wood, rocks, also encouraged are upcycled/found objects, and more.

Size of Planters Available:

Small: enter dimensions here

Large: enter dimensions here

Timeframe of Creation:

DUE WEDNESDAY, APRIL 14: Submit an application with design concept.

WEDNESDAY, APRIL 21: Applications reviewed by committee and approval sent to you (once approved, you can start creating items on your own time to be part of your display in the planter).

FRIDAY, MAY 21: Begin assembling your display in your ASSIGNED planter on College Avenue at 9am. Must be completed by 4pm.

SUNDAY, MAY 23: Take down your display between 4-6pm.

Prize Categories: Four \$200 prizes will be awarded in each of the following categories -

Artist | Non-Profit Organizations | Commercial (For-Profit) | Group (neighbors, teams, families, etc.)

Prizes will be awarded based on creativity, use of space, use of natural elements, etc. by a panel of judges.

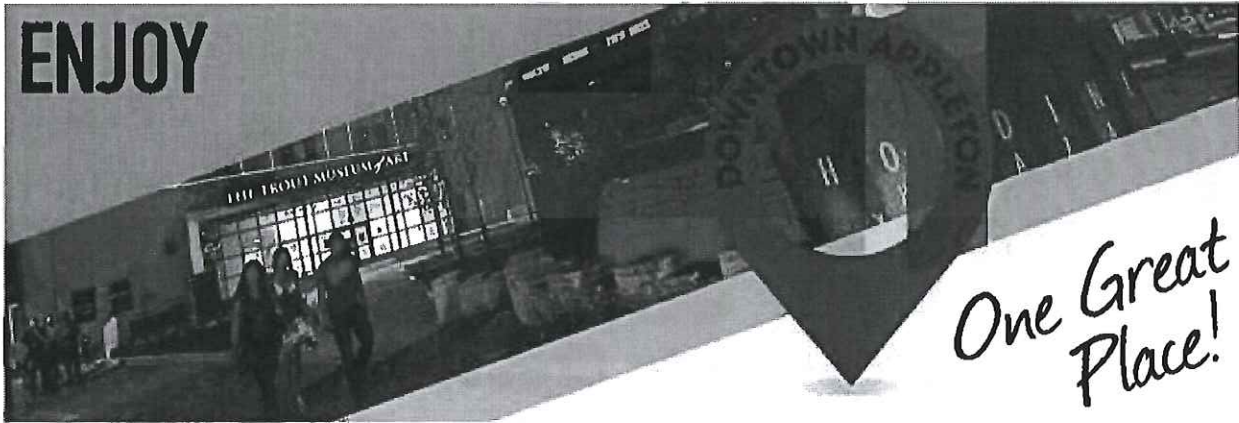
Beginning the week following (May 24-31) pictures of all completed Adopt-A-Planter creations will be posted on Facebook allowing the public to vote ("like") their favorite. The top 2 will receive a \$50 People's Choice Award.

Please note: Your displays will not be secured or closely monitored. Any damage that may occur is at your own risk.

Direct all questions to Meghan@appletondowntown.org or call 920-954-9112.

Please submit your application by April 14 for your chance to Adopt-A-Planter!

[CLICK HERE TO REGISTER NOW](#)



DOWNTOWN CREATES... is an open air, walkable, event series that focuses on smaller outdoor areas and eliminates large group gathering by spreading out activities throughout the mile stretch of the Downtown. The Downtown Creates series is proposed as free community events beginning on the third Friday in April through August, and continuing through the weekend. The events are designed to engage local artists, downtown businesses, nonprofits, attractions, outdoor spaces, alleyways and Houdini Plaza to participate in curating a Creative open-air experience.

Themes:

April 16 – Fiber Rain* - yarn pieces displayed on planters, way-finding signage, poles, etc.

May 21 – Garden Art – natural elements turned into works of art; 3-D sculptures, painted windows, flower displays, upcycled sculptures and more.

June 18 – Upcycled Chairs – upcycled wooden and/or plastic chairs. An empty chair is a sign of welcoming or an invitation.

July 16 – Chalk Art* - invitation to artists to create chalk art for fun, or as part of a competition for prizes.

August 20 – Plein Air Painting – invitation for painters of all abilities to paint throughout the day and join the online auction to sell their painted piece, if they choose. Offering them an opportunity to sell their artwork to the community.

*Public Art application not required due to grandfathered clause.



MEMORANDUM

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

TO: Paula Vandehey, Director of Public Works

FROM: Jessica Titel, Principal Planner

DATE: April 6, 2021

RE: Request from Creative Downtown Appleton Inc. for the Downtown Creates “Artful Chairs” Event

The Appleton Public Arts Committee met on April 6, 2021 and recommended approval of the request from Creative Downtown Appleton Inc. for the Downtown Creates “Artful Chairs” event from June 18-20, 2021 to be located within the College Avenue amenity strip (Badger Avenue to Drew Street) **as described in the attached documents and subject to the following conditions.**

1. Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size.
2. A street occupancy permit is required.
3. Designate who is responsible to replace chairs to assigned areas throughout the weekend.
4. The applicant shall provide the Department of Public Works with a final placement map prior to the event. DPW shall have the ability to modify any locations that are not acceptable.
5. Placement of the chairs shall not impede pedestrian traffic along the sidewalk, and the chairs shall be placed only within the amenity strip.
6. Placement of the chairs will begin no sooner than Friday, June 18, 2021, and all chairs shall be removed from the public right-of-way no later than Sunday, June 20, 2021. Applicant is responsible to collect any remaining items left behind by the end of the day on Monday, June 21, 2021.

Per the Art in Public Places Policy, the recommendation from the Appleton Public Arts Committee is forwarded to the committee of jurisdiction, in this case, the Municipal Services Committee. Please place this item on the agenda for the April 12, 2021 Municipal Services Committee agenda. Their recommendation would then be forwarded to the Common Council for final consideration on April 21, 2021.

The Staff Report prepared for the Public Art Committee is attached as reference.



REPORT TO PUBLIC ARTS COMMITTEE

Appleton Public Arts Committee Meeting Date: April 6, 2021

Municipal Services Committee Date: April 12, 2021

Common Council Meeting Date: April 21, 2021

Item: Artful Chairs (Downtown Creates Event Series)

Case Manager: Jessica Titel

GENERAL INFORMATION

Applicant: Creative Downton Appleton Inc., c/o Djuanna Hugdahl

Property Owner: City of Appleton – Public Right-of-Way

Address/Parcel: College Avenue Amenity Strip - 900 West to 300 East blocks of College Avenue (Badger Avenue to Drew Street)

Applicant's Request: Applicant is requesting approval to use the College Avenue amenity strip for the Artful Chairs event as part of the Downtown Creates monthly event series.

PROJECT DETAILS

Brief Description of Project and Location: The applicant is proposing to hold an event titled "Artful Chairs" as part of the Downtown Creates event series. The event will feature up to 100 chairs repurposed and upcycled to be painted or decorated pieces of art. The chairs will be placed in designated locations within the College Avenue amenity strip. Individuals will register to participate in the event and will be assigned a location for the chair to be displayed Friday through Sunday, June 18-20, 2021. The public will be invited to view, sit on and touch the chairs. The event will be coordinated by Creative Downtown Appleton, Inc.

Reason for Choosing the Proposed Location: The walkability of downtown makes it accessible to all and allows the artwork to be spaced apart to promote distancing the full mile stretch of College Avenue.

Description of How the Work is Installed/Anchored/Attached: The chairs will be free standing on the sidewalk. The business owners would have the option to bring the chairs in each night, if desired. Appleton Downtown, Inc.'s certificate of insurance is on file with the City.

Timeline and Duration of Installation: Chairs will be placed by noon on Friday, June 18, and artists would pick up their chairs by 6:00 PM on Sunday, June 20.

Maintenance and Cost: Artists will be made aware that artful chairs are submitted at their own risk. There is potential to work with the business owners to bring the chairs in each night. Staff and volunteers will walk the Central Business District on Monday, June 21 to assess and remove any items that were left behind.

Associated Signage: Temporary signs (2'W x 1.5' H) will be placed out during the event. Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size.

Appleton Comprehensive Plan 2010-2030: The City of Appleton *Comprehensive Plan 2010-2030* illustrates the importance of the arts community to Appleton and encourages the expansion and promotion of placemaking and arts in the City. The proposed public art project is consistent with the following goals and objectives of the *Comprehensive Plan 2010-2030*.

Chapter 3 – Community Vision #12: Creative place making and public art enhance the public realm and contribute to a vibrant economy.

Chapter 14 – Downtown Plan

- *Strategy 1.4 Install sculpture, murals, and other art in public locations throughout the downtown*
- *Strategy 2.1 Maintain and strengthen the vitality of the arts and entertainment niche*

RECOMMENDATION

Based upon the guidelines outlined in the Art in Public Places Policy, staff recommends that the proposed Artful Chairs event, located within the College Avenue amenity strip (Badger Avenue to Drew Street), as described in the attached documents, **BE APPROVED** subject to the following conditions:

1. Per the Art in Public Places Policy, any artwork signage shall meet the parameters set forth in Zoning Code Section 23-531(e), which allows each artwork one plaque/sign not to exceed nine square feet in size.
2. A street occupancy permit is required.
3. Designate who is responsible to replace chairs to assigned areas throughout the weekend.
4. The applicant shall provide the Department of Public Works with a final placement map prior to the event. DPW shall have the ability to modify any locations that are not acceptable.
5. Placement of the chairs shall not impede pedestrian traffic along the sidewalk, and the chairs shall be placed only within the amenity strip.
6. Placement of the chairs will begin no sooner than Friday, June 18, 2021, and all chairs shall be removed from the public right-of-way no later than Sunday, June 20, 2021. Applicant is responsible to collect any remaining items left behind by the end of the day on Monday, June 21, 2021.

Month of June – Artful Chairs:

With the many challenges of 2020, and our inability to host events and bring people downtown safely; we embraced the open air and walkability of our downtown. Our Downtown Creates series offered the community a walk event that connected people and showcased artistic expression. With your support, we would like to feature art displays for the community, again. The last twelve months have impacted the mental health of our community. Providing experiences of connection, even with strangers; is valuable and important to our overall well-being.

As you review this application, we look forward to any suggestions or comments from the Public Art Committee, in an effort to make this event the success that we hope it to be.

• Brief description of the proposed artwork

The June Downtown Creates event will feature up to 100 wooden chairs repurposed and upcycled to be painted or decorated pieces of art. Each chair will showcase talent from the community and must allow the opportunity to touch and the ability sit on.

In art, the chair implies presence as well as an absence. The chair is a stand-in for people, to occupy an otherwise empty space. The chair can symbolize loss or the hope of a return, a welcome sign or an invitation for one to sit.

We are currently working with the Boys & Girls Club of the Fox Valley to assist with decorating a portion of the chairs. An additional call for participation will reach local artists, Renee Ulman of Appleton Area School District, as well as nonprofits and family groups to participate, all in an effort to engage the community.

• Photos/sketches of proposed work:

Each applicant will need to submit a “proposed” thought/sketch for approval, prior to receiving designated sidewalk location and to be entered for prize consideration. See images of potential artful chair creations on attached page.

• Site plan/location map showing location of proposed work –

College Avenue amenity strip area. The area will consist of the Central Business District of College Ave., 900 West to 300 East blocks, (Badger Ave. to Drew St.).

A letter of request to occupy the public right of way to Paula VandeHey, Director of Public Works is attached.

A final placement map would be submitted to the Public Art Committee, once all applicants have applied and sketch/proposed work is approved. We welcome your participation.

• Reason for choosing the proposed location:

The walkability of the Downtown makes it accessible to all and allows for artwork to be spaced apart to promote social distancing within the full mile stretch of College Avenue. Offering distance between displays and features assists with keeping the flow of foot traffic moving throughout the downtown district. Additionally, we would like this to be a full weekend

offering, thus eliminating barriers of access to the arts. Free masks and hand sanitizer will be made available to attendees.

- **Description of how the work is installed/anchored/attached**

The chairs would not be anchored in and would be free standing with placement directly into the sidewalk amenity strip area. Our goal is to have the chairs displayed outside during the entire weekend.

If permitted, anchoring of the chairs to the planters with zip ties, could be facilitated. There is also potential to work with the business owners to bring the chairs in each night.

- **Installation specifications provided by a structural engineer**

N/A

- **Timeline and duration of installation**

Friday, June 18 - Installation of chair placement by noon.

Sunday, June 20 -Artists pick up of chairs by 6 p.m.

Monday, June 21 – Staff and volunteer team will walk the Central Business District to assess and remove any items that were left behind.

- **How the artwork will be maintained (including any costs associated with the maintenance and who will be responsible for those costs)**

Artists will be made aware that artful chairs are submitted at own risk. There is also potential to work with the business owners to bring the chairs in each night.

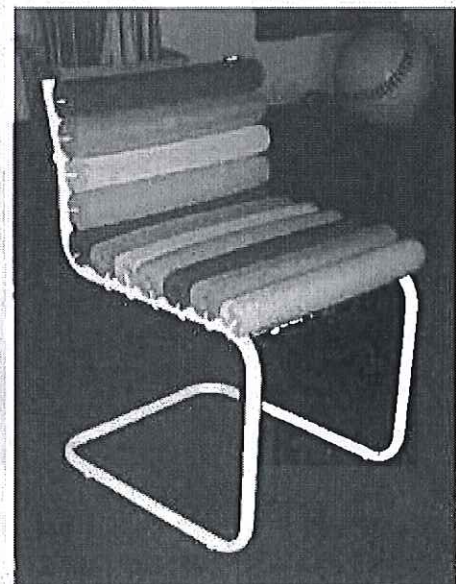
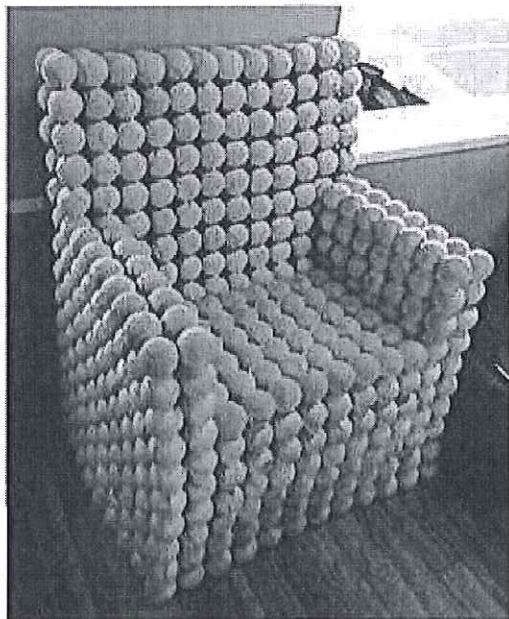
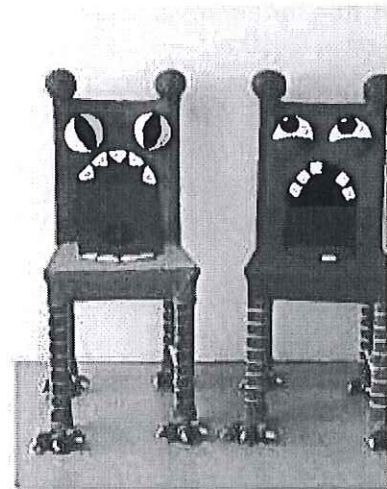
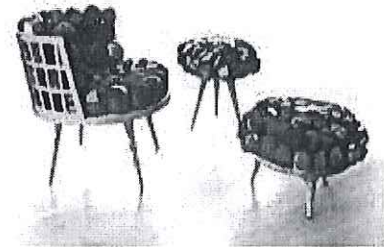
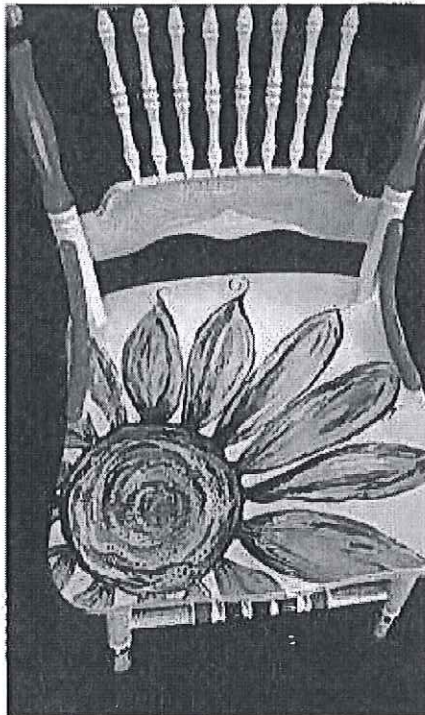
- **Description of any associated signage**

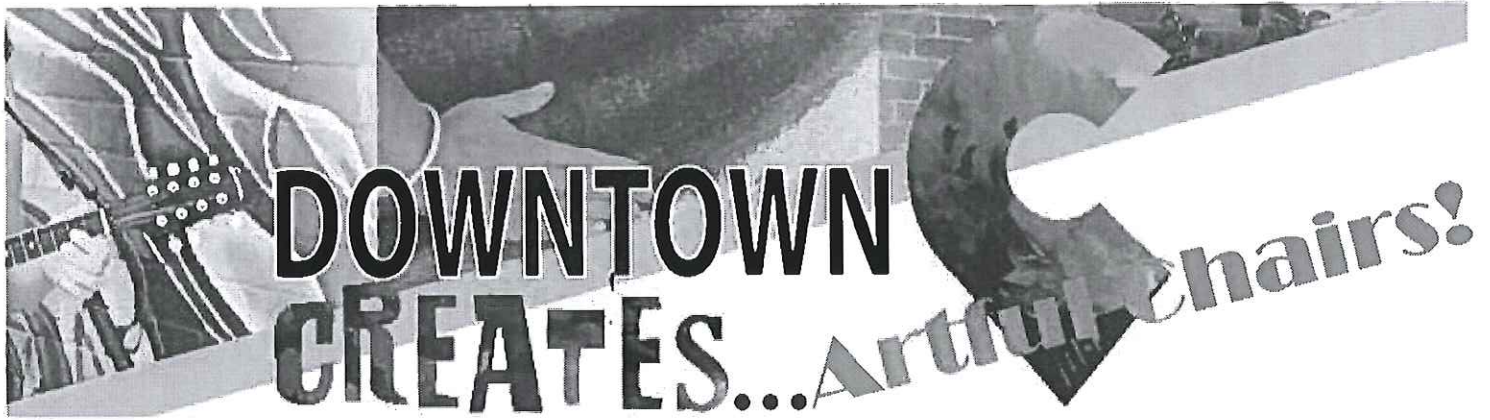
Planned signage consists of similar image, with minor updates (image is from 2020); placed in planters during event only. Signage would showcase event, feature Creative Downtown Logo and those of sponsors; along with listing of upcoming dates for walk events.

Dimensions 2' W x 1.5' H



DOWNTOWN CREATES... Featuring Upcycled Art Chairs
3rd weekend of May, 21-23, Friday through Sunday – College Avenue





DOWNTOWN CREATES...

Artful chairs!

Join us to create an ARTFUL CHAIR

DRAFT

June 18-20

Want to transform a wooden chair into an art piece? Register to participate in Downtown Creates...Artful Chairs, Friday June 18 – Sunday, June 20 to have your recreated artful chair on display along College Avenue. Submit a design/sketch of what your finished chair will look like to be reviewed by our selection committee for approval. Our goal is to feature 100 chairs!

Materials:

You must supply your OWN wooden chair. Chairs must be solid wood but can be any "type of chair" (ie: stools, dining room chair, rocking chair, etc.)

You can decorate, paint, renovate, upcycle, and repurpose your wooden chair using any materials you choose as long as the finished piece is both safe to sit on and touch.

Timeframe of Creation:

DUE WEDNESDAY, MAY 12: Submit an application with design concept.

Submit in one of two categories: Just for Fun! (not part of the judging) or In it to Win It!

WEDNESDAY, MAY 19: Applications reviewed by committee and approval sent to you (once approved, you can begin creating our Artful Chair on your own time).

FRIDAY, JUNE 18: Deliver your completed chair to your ASSIGNED location on College Avenue by noon. (Assigned locations will be shared with you the week of the event).

SUNDAY, JUNE 20: Pick up your chair between 4-6pm.

Prize Categories:

1st Place: \$250 | 2nd Place: \$100 | 3rd Place: \$75

Prizes will be awarded based on creativity, artistic skill/technique, etc. by a panel of judges.

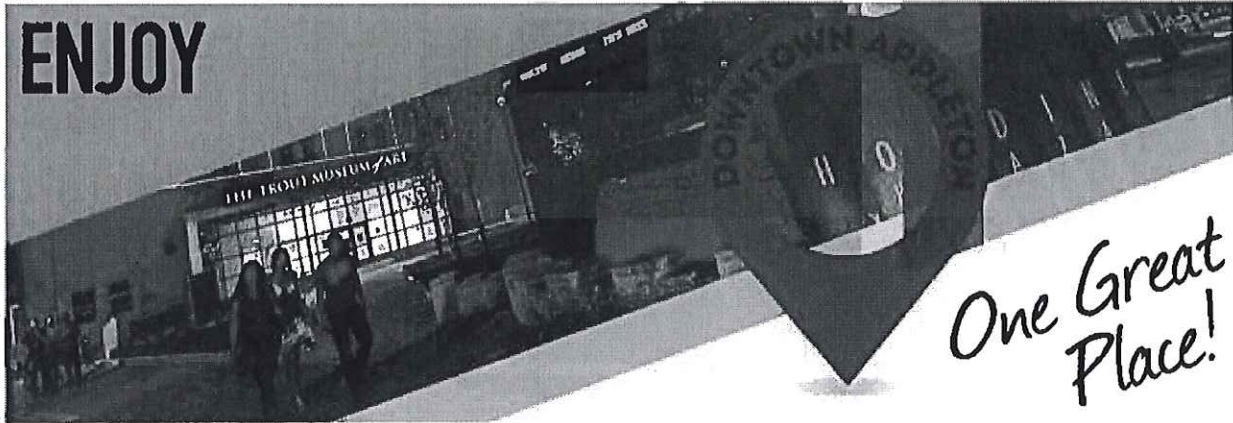
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Please note: Your chairs will not be secured or closely monitored. Any damage that may occur is at your own risk.

Direct all questions to lynn@appletondowntown.org or call 920-954-9112.

Please submit your application by May 12 for your chance to have your Artful Chair on display!

[CLICK HERE TO
REGISTER NOW](#)



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