



# City of Appleton

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

## Meeting Agenda - Final Municipal Services Committee

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Monday, April 11, 2022

4:30 PM

Council Chambers, 6th Floor

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

[22-0422](#) Minutes from March 21, 2022

**Attachments:** [Minutes from March 21, 2022.pdf](#)

#### 4. Public Hearings/Apearances

#### 5. Action Items

[22-0423](#) Request from All Tied up for a street occupancy permit to place tables and chairs in the College Avenue beautification strip at 324 E. College Avenue.

**Attachments:** [All Tied Up Floral Cafe.pdf](#)

[22-0424](#) Request from Hilton Appleton Paper Valley Hotel to extend their street occupancy permit for dumpsters on College Avenue (Meters CAW 301, 303 & 305) through April 30, 2022.

**Attachments:** [Hilton Appleton Paper Valley-dumpsters.pdf](#)

[22-0425](#) Request from Hilton Appleton Paper Valley Hotel for a street occupancy permit for a construction container on the Superior Street side of 333 W. College Avenue through May 31, 2022.

**Attachments:** [Hilton Appleton Paper Valley-storage container.pdf](#)

[22-0426](#) Approve Inter Governmental Agreement with Outagamie County for the CTH JJ (Lightning Drive to Cherryvale Avenue) Reconstruction Project.

**Attachments:** [CTH JJ-Lightning Dr to Cherryvale Ave.pdf](#)

- [22-0427](#) Approve Inter Governmental Agreement with Outagamie County for the CTH E & EE (CTH JJ to Applehill Boulevard) Reconstruction Project.
- Attachments:** [CTH E & EE.pdf](#)
- [22-0428](#) Approve designation of 9 parking stalls in the Red Ramp for the Hilton Hotel.
- [22-0455](#) Approve parking restriction change on the 400 block of W. College Avenue. Follow-up to Six-Month Trial Period.
- Attachments:** [400 block of W College Ave.pdf](#)
- [22-0456](#) Approve parking restriction change on the 300/400 block of N. Division Street. Follow-Up to Six-Month Trial Period.
- Attachments:** [300-400 block of N Division St.pdf](#)
- [22-0457](#) Approve request from Creative Downtown Appleton Inc. to install a parklet on the west side of N. State Street at parking stalls #178 and #179 per the On-Street Parklet Policy.
- Attachments:** [Parklet-N State St.pdf](#)

## 6. Information Items

- [22-0210](#) Review Crosswalk Installation Evaluation Guidance Flowchart.
- Attachments:** [Crosswalk Installation Evaluation .pdf](#)
- [22-0429](#) Review three Soldier Square options and schedule date for public hearing once project is within the Capitol Improvement Plan.
- Attachments:** [Soldier Square.pdf](#)
- [22-0430](#) 2021 Tree City USA.
- Attachments:** [Arbor Day Foundation.pdf](#)
- [22-0431](#) Inspection Division Permit Summary Comparison Report for March, 2022.
- Attachments:** [Inspection Div Report 3-31-22.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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## Meeting Minutes - Final Municipal Services Committee

---

Monday, March 21, 2022

4:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

2. Roll call of membership

**Present:** 5 - Firkus, Prohaska, Doran, Fenton and Siebers

3. Approval of minutes from previous meeting

[22-0408](#)

Minutes from 3-7-22

**Attachments:** [Minutes May 7, 2022.pdf](#)

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

**Aye:** 5 - Firkus, Prohaska, Doran, Fenton and Siebers

4. **Public Hearings/Appealances**

5. **Action Items**

[22-0304](#)

Approve Parking restriction change on the 1300 block of W. Harris Street (west of Mason Street). Follow-Up to Six-Month Trial Period

**Attachments:** [1300 block of W. Harris Street.pdf](#)

Siebers moved, seconded by Fenton, that the Report Action Item be recommended for approval. Roll Call. Motion failed by the following vote:

**Nay:** 5 - Firkus, Prohaska, Doran, Fenton and Siebers

Siebers moved, seconded by Fenton, that the Report Action Item be recommended for denial. Roll Call. Motion carried by the following vote:

**Aye:** 5 - Firkus, Prohaska, Doran, Fenton and Siebers

[22-0397](#)

Request from Brett Pawloski, 818 W Marquette Street, to have his sidewalk snow removal assessment of \$75 waived.

**Attachments:** [818 W Marquette St.pdf](#)

Siebers moved, seconded by Fenton, that the Report Action Item be recommended for denial. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

[22-0398](#)

Approve proposed change to Municipal Code 19-112, non-metered off-street parking.

**Attachments:** [Municipal Code 19-112.pdf](#)

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

[22-0399](#)

Approve change to intersection control at the Amelia Street/Wayne Street intersection. Follow-up to Sixth-Month Trial Period.

**Attachments:** [Amelia St-Wayne St.pdf](#)

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

[22-0400](#)

Approve change to intersection control at the Bedford Lane/Chestnut Lane/Plank Road intersection. Follow-up to Sixth-Month Trial Period.

**Attachments:** [Bedford La-Chestnut La-Plank Road.pdf](#)

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

[22-0401](#)

Approve change to intersection control at the Osprey Drive/Ridgehaven Lane intersection. Follow-up to Sixth Month Trial Period.

**Attachments:** [Osprey Dr-Ridgehaven La.pdf](#)

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

[22-0402](#)

Approve installation of Yield signs on Zion Lane/Zion Court at Sequoia Drive.

**Attachments:** [Zion La-Zion Ct at Sequoia Dr.pdf](#)

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

[22-0404](#)

Request from the Community Blood Center to waive the \$9/day/parking meter fee for five (5) stalls on College Avenue on April 27th, August 31st, October 26th and December 28th.

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

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers

## 6. Information Items

[22-0292](#)

City of Appleton Parking Utility 2021 Annual Report.

*Attachments:* [Parking Utility 2021 Annual Report.pdf](#)

[22-0204](#)

Discussion of desired process for possible redesign of Soldier Square per Resolution #5-R-19.

*Attachments:* [Resolution #5-R-19.pdf](#)

[22-0210](#)

Review Crosswalk Installation Evaluation Guidance Flowchart.

*Attachments:* [Crosswalk Installation Evaluation .pdf](#)

[22-0309](#)

Inspections Division Permit Summary Comparison Report for February 28, 2022.

*Attachments:* [Inspection Divison Comparison Report-Feb 2022.pdf](#)

[22-0405](#)

Large item curbside collection educational documents.

*Attachments:* [Large item curbside collection documents.pdf](#)

[22-0406](#)

Proposed modification to the Department of Public Works Table of Organization-Purchasing.

*Attachments:* [Proposed Modification-Purchasing.pdf](#)

## 7. Adjournment

Prohaska moved, seconded by Doran, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Prohaska, Doran, Fenton and Siebers



# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: \_\_\_\_\_  
 Effective Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Paid (yes or no): \_\_\_\_\_

Rev. 04-10-15

### Applicant Information

Name (print): Aaron Phillipson Company: All Tied Up Floral Cafe LLC  
 Address: 10 Hycroft Ct. Appleton WI 54914 Telephone: 920-257-4067 FAX: \_\_\_\_\_  
 Applicant Signature: [Signature] e-mail: aaron@alltiedupappleton.com Date: 3/23/2022

### Occupancy Information

General Description: looking to have bistro tables for customers on color pavement to have coffee/food.  
 Street Address: 324 E. College Ave. Tax Key No.: \_\_\_\_\_  
 - or -  
 Street: College Ave. From: \_\_\_\_\_ To: \_\_\_\_\_  
 Multiple Streets: \_\_\_\_\_

(Department use only)

Occupancy Type	Sub-Type	Location
<input type="checkbox"/> Permanent (\$40)	<input type="checkbox"/> Sandwich Board	<input type="checkbox"/> Sidewalk
<input type="checkbox"/> Temporary - max. 35 days (\$40)	<input type="checkbox"/> Tables / Chairs	<input type="checkbox"/> Terrace
<input type="checkbox"/> Amenity/Annual (\$40)	<input type="checkbox"/> Dumpster	<input type="checkbox"/> Roadway
<input type="checkbox"/> Blanket/Annual (\$250)	<input type="checkbox"/> POD / Container	
<input type="checkbox"/> Block Party (\$15)	<input type="checkbox"/> Obstruction / Other	

### Additional Requirements

Plan/Sketch  Certificate of Insurance  Bond  
 Other: \_\_\_\_\_

### Traffic Control Requirements

N/A  Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.  
 Type of Street: \_\_\_\_\_ Proposed Traffic Control: \_\_\_\_\_  
 Arterial/CBD  City Manual Page(s)  
 Collector  State Manual Page(s)  
 Local  Other (attach plan)  
 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 Granlee 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 Granlee or any sub-contractor working for them. The Granlee 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: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Department of Public Works)





PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: Effective Date: Expiration Date: Fee: Paid (yes or no):

Rev. 04-10-15

Applicant Information

Name (print): Linda Garvey Company: Hilton Appleton Paper Valley
Address: 333 W College Ave Telephone: 920-733-8000 FAX:
Appleton WI 54911 e-mail: lgarvey@Appletonpw.com
Applicant Signature: Linda Garvey Date: 3-23-22

Occupancy Information

General Description: TWO DUMPSTERS FOR CONSTRUCTION MATERIAL
Street Address: 333 W. College Ave Appleton Tax Key No.:
Street: From: 11-1-22 To: 4-30-22
Multiple Streets:

(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 x 2
POD / Container
Obstruction / Other

Location

- Sidewalk
Terrace
Roadway

Additional Requirements

- Plan/Sketch Certificate of Insurance Bond
Other:

Traffic Control Requirements

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:

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.

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.

APPROVED BY:

(Department of Public Works)

DATE:



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: Effective Date: Expiration Date: Fee: Paid (yes or no):

Rev. 04-10-15

Applicant Information

Name (print): Linda Garvey Company: Hilton Appleton Paper Valley
Address: 333 W. College Ave Appleton, WI 54911 Telephone: 920-733-8000 FAX:
Applicant Signature: Linda Garvey e-mail: lgarvey@appletonprh.com Date: 3-28-22

Occupancy Information

General Description: 40 yd. F+ Storage Containers Superior Street next to hotel
Street Address: Tax Key No.:
Street: Superior St. From: 3/26/22 To: 5/31/22
Multiple Streets:

(Department use only)

Table with 3 columns: Occupancy Type, Sub-Type, Location. Includes checkboxes for Permanent, Temporary, Amenity/Annual, Blanket/Annual, Block Party, Sandwich Board, Tables/Chairs, Dumpster, POD/Container, Obstruction/Other, Sidewalk, Terrace, Roadway.

Additional Requirements

Plan/Sketch Certificate of Insurance Bond Other:

Traffic Control Requirements

Type of Street: Proposed Traffic Control: Contact Traffic Division (832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.
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.

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.

APPROVED BY: DATE: (Department of Public Works)

## OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

### COUNTY / MUNICIPAL AGREEMENT

For an Urban County Trunk Highway Improvement Project

DATE:	<u>3/2022 BIL Application</u>
PROJECT:	<u>CTH JJ Reconstruction</u>
HIGHWAY:	<u>CTH "JJ" / E. Edgewood Drive</u>
LIMITS:	<u>Lightning Drive to Cherryvale Avenue</u>
MUNICIPALITY:	<u>City of Appleton</u>

The signatory municipality **City of Appleton**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the County of Outagamie, through its Highway Department, hereinafter called the County, to initiate and effect the highway or street improvement hereinafter described.

**PROJECT DESCRIPTION:**

This agreement is for the engineering design, right-of-way acquisition, and reconstruction of CTH "JJ" from Lightning Drive to Cherryvale Drive / east city limit. The 1.1-mile highway corridor is in need of reconstruction to meet future traffic capacity and development needs. The highway is anticipated to be reconstructed to a 2-lane urban cross section with on-street bicycle accommodations provided on both sides of the roadway. A 5-ft sidewalk and multimodal trail are anticipated to be provided along the north and south sides of the roadway, respectively. The existing intersection at French Road is anticipated to be reconstructed to add capacity and improve safety and operations. Stormwater treatment facilitie(s) are anticipated to accommodate stormwater from the urbanized roadway. Local utilities (i.e. sanitary sewer, watermain, etc) extended, replaced, and/or adjusted with this project will be the responsibility of the Municipality. Outagamie County may receive funding through the WisDOT Local Program to offset a portion of qualifying design and construction costs.

COST ESTIMATE AND PARTICIPATION							
PHASE	***** ESTIMATED COSTS *****						
	Total Estimated Cost	WisDOT STP Funds #		Outagamie County		City of Appleton	
		Cost	Cost	%	Cost	%	Cost
<b>ENGINEERING: *</b>							
CTH JJ Roadway	\$200,000	\$0	80%	\$20,000	10%	\$20,000	10%
French Road Intersection	\$100,000	\$0	80%	\$10,000	10%	\$10,000	10%
Utility Design	TBD	\$0	0%	\$0	0%	TBD	100%
<b>TOTAL ENGINEERING</b>	<b>\$300,000</b>	<b>\$0</b>		<b>\$30,000</b>		<b>\$30,000</b>	
<b>RIGHT OF WAY:</b>	<b>\$200,000</b>	<b>\$0</b>	<b>0%</b>	<b>\$200,000</b>	<b>100%</b>	<b>\$0</b>	<b>0%</b>
<b>CONSTRUCTION: *</b>							
CTH JJ Roadway	\$4,200,000	\$3,360,000	80%	\$420,000	10%	\$420,000	10%
French Road Intersection	\$800,000	\$640,000	80%	\$80,000	10%	\$80,000	10%
Local Utilities	TBD	\$0	0%	\$0	0%	TBD	100%
<b>TOTAL CONSTRUCTION</b>	<b>\$5,000,000</b>	<b>\$4,000,000</b>		<b>\$500,000</b>		<b>\$500,000</b>	
<b>TOTAL PROJECT COST</b>	<b>\$5,500,000</b>	<b>\$4,000,000</b>		<b>\$730,000</b>		<b>\$530,000</b>	

\* Includes assumed oversight (WisDOT, County) costs.

# Subject to change based on terms of executed State/Municipal Agreement (SMA)

This request for the programming, engineering design and construction of an urban highway improvement is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such requests for the designated Municipality and upon acceptance by the Highway Commissioner shall constitute an agreement between the County and the Municipality unless specifically modified or amended by supplemental written agreement between the County and the Municipality.

## TERMS & CONDITIONS

1. When Federal Funds are involved, the improvement will be subject to the applicable Federal Aid Highway Acts and Regulations of the Federal Highway Administration, U.S. Department of Transportation.
2. This is a joint agreement between the County and the Municipality. The Municipality will be kept informed on the project status and will have input regarding the project. This project will be administered under the County Administrative Rule 10-02.
3. If the Municipality should withdraw the project, it will pay to the County any cost(s) that has been incurred by the County on behalf of the project.
4. **The project costs shown in the agreement are an estimate.** The Municipality will be invoiced periodically, and agrees to pay based on actual costs incurred plus a fixed administration fee. Such costs may be greater or less than the estimated amount(s), however, the Municipality acknowledges that costs between the time this agreement is executed and the actual time of construction may vary.
5. The County's obligation to perform under this contract shall be subject to County Board appropriation of funds sufficient to fund the County's obligations herein.
6. The County and Municipality agree and understand that the Municipality is reserving its rights to assess any and all costs incurred by the Municipality for this project. The Municipality and County hereby further agree that the Municipality has the right to assess any of its costs upon terms deemed acceptable by the Municipality subject to the following: In the event county property is assessed or subject to assessment, the County reserves the right to object to the propriety and / or correctness of the assessment formula or methodology, however, such right to object does not extend to the Municipality's ability to assess. The County's right to object includes the ability to challenge the assessment methodology or formula in circuit court and to pursue appeals of circuit court decisions.
7. Operations and Maintenance responsibilities of facilities built with this project will be determined during design.

Outagamie County will typically maintain the following items:

- a. Roadway pavement surface and roadway base bounded by flangelines of curb and gutter and terminating at the end of the radius along connecting streets.
- b. Curb & gutter along the County Trunk Highway terminating at the end of the radius along connecting streets
- c. Roadway and/or mainline driveway culverts that are independent of the storm sewer system.
- d. Roadway signing and pavement markings necessary for safe operation & control of vehicular traffic.
- e. Street lighting required for the safety & operation of an intersection.
- f. Median island surfacing, if present.
- g. Typical County mowing and brush clearing within the right-of-way.
- h. Maintain records of the highway, right-of-way, and approved utility and access permits.

The Municipality will typically maintain the following items:

- a. Roadway pavement and curb & gutter located along connecting side streets beyond termini defined above.
- b. Storm sewer drainage pipes, structures, & ancillary stormwater treatment features.
- c. Off-road sidewalks, multimodal facilities, and pedestrian crossings.
- d. Signing and pavement markings necessary for sidewalks, trail crossings, or multi-modal facilities.
- e. Street lighting not required for the safety & operation of an intersection.
- f. Aesthetic mowing and care of trees, shrubs, and/or landscaping features located within the Highway right-of-way.
- g. Maintenance of connecting side streets terminating at the end of curb radii or crosswalk, whichever is farther from the County highway centerline.
- h. Local utility mains and/or service lines including sanitary sewers, water mains, etc.
- i. Public utility appurtenances located on the right-of-way including manholes, water valves, hand holes, etc.
- j. Additional amenities requested by the Municipality.

**APPROVALS & CONCURRENCE**

BY:

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Dean E. Steingraber, P.E.                      Outagamie County                      Date  
Highway Commissioner

BY:

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Signed for and on behalf of:                      City of Appleton                      Date  
Title:

BY:

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Signed for and on behalf of:                      City of Appleton                      Date  
Title:

## OUTAGAMIE COUNTY HIGHWAY DEPARTMENT

**COUNTY / MUNICIPAL AGREEMENT**

For an Urban County Trunk Highway Improvement Project

DATE:	<u>3/2022 BIL Application</u>
PROJECT:	<u>CTH E Reconstruction</u>
HIGHWAY:	<u>CTH "E" &amp; "EE" / N. Ballard Road</u>
LIMITS:	<u>CTH JJ to Apple Hill Blvd</u>
MUNICIPALITY:	<u>City of Appleton</u>

The signatory municipality **City of Appleton**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the County of Outagamie, through its Highway Department, hereinafter called the County, to initiate and effect the highway or street improvement hereinafter described.

**PROJECT DESCRIPTION:**

This agreement is for the engineering design, right-of-way acquisition, and reconstruction of CTH "E" from CTH JJ to CTH E and CTH "EE" from CTH E to Apple Hill Blvd. The 1.1-mile highway corridor is in need of reconstruction to meet future traffic capacity and development needs. The highway is anticipated to be expanded to a 3-lane or 4-lane urban cross section with on-street bicycle accommodations. Off-street accommodations are anticipated in the form of a 5-ft sidewalk and 10-ft multimodal trail. The existing intersections at CTH JJ (Edgewood Drive) and CTH E (Apple Creek Road) are anticipated to be reconstructed to add capacity and improve safety and operations. Stormwater treatment facilitie(s) are anticipated to accommodate stormwater from the urbanized roadway. Local utilities (i.e. sanitary sewer, watermain, etc.) extended, replaced, and/or adjusted with this project will be the responsibility of the Municipality. Outagamie County may receive funding through the WisDOT Local Program to offset a portion of qualifying design and construction costs.

COST ESTIMATE AND PARTICIPATION							
PHASE	***** ESTIMATED COSTS *****						
	Total Estimated Cost	WisDOT STP Funds #		Outagamie County		City of Appleton	
		Cost	Cost	%	Cost	%	Cost
<b>ENGINEERING: *</b>							
CTH E (South segment)	\$150,000	\$120,000	80%	\$15,000	10%	\$15,000	10%
CTH EE (North segment)	\$150,000	\$120,000	80%	\$15,000	10%	\$15,000	10%
CTH E & EE Intersection	\$100,000	\$80,000	80%	\$10,000	10%	\$10,000	10%
Utility Design	\$100,000	\$0	0%	\$0	0%	\$100,000	100%
<b>TOTAL ENGINEERING</b>	<b>\$500,000</b>	<b>\$320,000</b>		<b>\$40,000</b>		<b>\$140,000</b>	
<b>RIGHT OF WAY:</b>	<b>\$500,000</b>	<b>\$0</b>	<b>0%</b>	<b>\$500,000</b>	<b>100%</b>	<b>\$0</b>	<b>0%</b>
<b>CONSTRUCTION: *</b>							
CTH E (South segment)	\$4,000,000	\$3,200,000	80%	\$400,000	10%	\$400,000	10%
CTH EE (North segment)	\$2,000,000	\$1,600,000	80%	\$200,000	10%	\$200,000	10%
CTH E & EE Intersection	\$2,000,000	\$1,600,000	80%	\$200,000	10%	\$200,000	10%
Local Utilities	TBD	\$0	0%	\$0	0%	TBD	100%
<b>TOTAL CONSTRUCTION</b>	<b>\$8,000,000</b>	<b>\$6,400,000</b>		<b>\$800,000</b>		<b>\$800,000</b>	
<b>TOTAL PROJECT COST</b>	<b>\$9,000,000</b>	<b>\$6,720,000</b>		<b>\$1,340,000</b>		<b>\$940,000</b>	

\* Includes assumed oversight (WisDOT, County) costs.

# Subject to change based on terms of executed State/Municipal Agreement (SMA)

This request for the programming, engineering design and construction of an urban highway improvement is subject to the terms and conditions that follow and is made by the undersigned under proper authority to make such requests for the designated Municipality and upon acceptance by the Highway Commissioner shall constitute an agreement between the County and the Municipality unless specifically modified or amended by supplemental written agreement between the County and the Municipality.

#### **TERMS & CONDITIONS**

1. When Federal Funds are involved, the improvement will be subject to the applicable Federal Aid Highway Acts and Regulations of the Federal Highway Administration, U.S. Department of Transportation.
2. This is a joint agreement between the County and the Municipality. The Municipality will be kept informed on the project status and will have input regarding the project. This project will be administered under the County Administrative Rule 10-02.
3. If the Municipality should withdraw the project, it will pay to the County any cost(s) that has been incurred by the County on behalf of the project.
4. **The project costs shown in the agreement are an estimate.** The Municipality will be invoiced periodically, and agrees to pay based on actual costs incurred plus an administration fee. Such costs may be greater or less than the estimated amount(s), however, the Municipality acknowledges that costs between the time this agreement is executed and the actual time of construction may vary.
5. The County's obligation to perform under this contract shall be subject to County Board appropriation of funds sufficient to fund the County's obligations herein.
6. The County and Municipality agree and understand that the Municipality is reserving its rights to assess any and all costs incurred by the Municipality for this project. The Municipality and County hereby further agree that the Municipality has the right to assess any of its costs upon terms deemed acceptable by the Municipality subject to the following: In the event county property is assessed or subject to assessment, the County reserves the right to object to the propriety and / or correctness of the assessment formula or methodology, however, such right to object does not extend to the Municipality's ability to assess. The County's right to object includes the ability to challenge the assessment methodology or formula in circuit court and to pursue appeals of circuit court decisions.
7. Operations and Maintenance responsibilities of facilities built with this project will be finalized during design.

Outagamie County will typically maintain the following items:

- a. Roadway pavement surface and roadway base bounded by flangelines of curb and gutter and terminating at the end of the radius along connecting streets.
- b. Curb & gutter along the County Trunk Highway terminating at the end of the radius along connecting streets
- c. Roadway and/or mainline driveway culverts that are independent of the storm sewer system.
- d. Roadway signing and pavement markings necessary for safe operation & control of vehicular traffic.
- e. Street lighting required for the safety & operation of an intersection.
- f. Median island surfacing, if present.
- g. Typical County mowing and brush clearing within the right-of-way.
- h. Maintain records of the highway, right-of-way, and approved utility and access permits.

The Municipality will typically maintain the following items:

- a. Roadway pavement and curb & gutter located along connecting side streets beyond termini defined above.
- b. Storm sewer drainage pipes, structures, & ancillary stormwater treatment features.
- c. Off-road sidewalks, multimodal facilities, and pedestrian crossings.
- d. Signing and pavement markings necessary for sidewalks, trail crossings, or multi-modal facilities.
- e. Street lighting not required for the safety & operation of an intersection.
- f. Aesthetic mowing and care of trees, shrubs, and/or landscaping features located within the Highway right-of-way.
- g. Maintenance of connecting side streets terminating at the end of curb radii or crosswalk, whichever is farther

- from the County highway centerline.
- h. Local utility mains and/or service lines including sanitary sewers, water mains, etc.
- i. Public utility appurtenances located on the right-of-way including manholes, water valves, hand holes, etc.
- j. Additional amenities requested by the Municipality.

**APPROVALS & CONCURRENCE**

BY: \_\_\_\_\_  
 Dean E. Steingraber, P.E.                      Outagamie County                      Date  
 Highway Commissioner

BY: \_\_\_\_\_  
 Signed for and on behalf of:                      City of Appleton                      Date  
 Title:

BY: \_\_\_\_\_  
 Signed for and on behalf of:                      City of Appleton                      Date  
 Title:





"... 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 Lom, City Traffic Engineer  
**Date:** April 6, 2022  
**Re:** Parking restriction change on the 400 block of W. College Avenue  
*Follow-Up to Six-Month Trial Period*

At the request of the Appleton Police Department, the Traffic Section recently reviewed the existing parking restrictions on the north side of the 400 block of W. College Avenue. Based on APD's experience, the existing restrictions (*5-minute Loading Zone* from 5 p.m. to 11 p.m. and *Taxi Loading Zone* from 11 p.m. to 3 a.m.) were no longer appropriate based on the actual demand. For example, very few taxis were using it, while a large number of rideshare vehicles looking for a place to legally stand as they load and unload passengers.

Based on the various considerations, a six-month trial was proposed to remove the existing restrictions and replace them with a "standard" *15-minute Loading Zone* (5 p.m. to 3 a.m.). This trial was approved by the Common Council on 8/4/21 and the signage was changed shortly thereafter.

We believe the changes accomplished the goal of addressing the original issue. We did not receive any feedback or complaints from the public during the six-month trial period. Based on this, we recommend making the changes permanent.



**To accomplish this, the following ordinance action is required:**

1. **Repeal Ord. 122-04:** "Designate a loading/unloading zone for Taxi's Only from 11:00 p.m. to 3:00 a.m. on the north side of College Avenue from Walnut Street to Division Street. Tow Zone."
2. **Repeal Ord. 121-04:** "Designate a 5-minute loading/unloading zone from 5:00 p.m. to 11:00 p.m. on the north side of College Avenue from Walnut Street to Division Street. Tow Zone."
3. **Create:** "Designate a 15-minute loading/unloading zone from 5:00 p.m. to 3:00 a.m. on the north side of College Avenue from a point 35 feet east of Walnut Street to a point 80 feet west of Division Street. Tow Zone."



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**To:** Municipal Services Committee  
**From:** Eric Lom, City Traffic Engineer  
**Date:** April 6, 2022  
**Re:** Parking restriction change on the 300/400 block of N. Division Street  
*Follow-Up to Six-Month Trial Period*

At the request of the *Pillars Adult & Family Shelter* (located at 400 N. Division Street), the Traffic Section recently reviewed the existing parking restrictions on the east side of the 300/400 block of N. Division Street. The representative from Pillars (Marth Baldwin, Crisis Housing Director) raised concerns about the existing 90-minute parking zone being unnecessarily restrictive for her clients. She requested the zone be changed to a 2-hour parking zone.

After a review of our historical records, it was unclear why the zone was designated with a 90-minute limit, especially considering the vast majority of our time-limited zones are designated with a 2-hour limit.

Based on the various considerations, we felt the change to a 2-hour time limit would help standardize the zone and would assist Pillars' clients in conducting their business. No negative impacts were anticipated. A six-month trial was initiated on 10/5/21 to test the changes.

We believe the changes accomplished the goal of addressing the original issue. We did not receive any feedback or complaints from the public during the six-month trial period. Based on this, we recommend making the changes permanent.

**To accomplish this, the following ordinance action is required:**

1. **Create:** "Parking be restricted to two hours from 9:00 a.m. to 6:00 p.m., except Sundays and Holidays, on the east side of Division Street from a point 95 feet north of Franklin Street to a point 180 feet north of Franklin Street."
2. **Create:** Parking be prohibited on the east side of Division Street from a point 180 feet north of Franklin Street to a point 295 feet north of Franklin Street."
3. **Create:** "Parking be restricted to two hours from 9:00 a.m. to 6:00 p.m., except Sundays and Holidays, on the east side of Division Street from Packard Street to a point 250 feet south of Packard Street."
4. **Create:** Parking be prohibited on the east side of Division Street from Franklin Street to a point 95 feet north of Franklin Street."

April 5, 2022

Submitted to: Municipal Services and Director of Public Works: Paula Vandehey  
From: Creative Downtown Appleton Inc. (CDA) and Appleton Downtown Inc.

**Public parklet proposal:**

Creative Downtown Appleton Inc. (CDA) and Appleton Downtown Inc. are requesting approval to place an on street modular parklet for the duration of May 1<sup>st</sup> through October 31<sup>st</sup> 2022. The parklet would be located in 2 parking stalls State St. Stall # 178 & 179 across the street from the Mile of Music mural. Images are attached.

**The features of the proposed Public Parklet include:**

- The parklet is a prefabricated Street Deck unit by Archatrak. Images and the installation manual are attached with unit specifications.
- The size of the unit would be 6 feet wide by 32 feet long. It is a steel frame on raised support pedestals. The decking is low maintenance porcelain pavers. The fence panels and planters are powder coated galvanized steel.
- **Access:** the unit is an ADA compliant design. The elevated adjustable steel frame allows for curb level entry and free flowing street drainage.
- **Safety:** LED lighting and reflective tape along the top railing would be added. The steel fence and planters add additional safety while still providing visual sight into the unit as shown in the attached images.
- **Comfort:** the unit would be furnished with powder coated commercial grade tables and chairs.
- **Artful elements:** The eight steel planters are wrapped with mural vinyl images of world instruments.

**Additional features:**

- The fence planters will be planted with eatable fragrant herbs. With signs inviting the public to enjoy.
- We would like to add a pet waste station and leash hooks to welcome our furry friends.
- Signage on the unit includes sponsor recognition and a sign stating *no alcohol allowed*. As shown in attached image

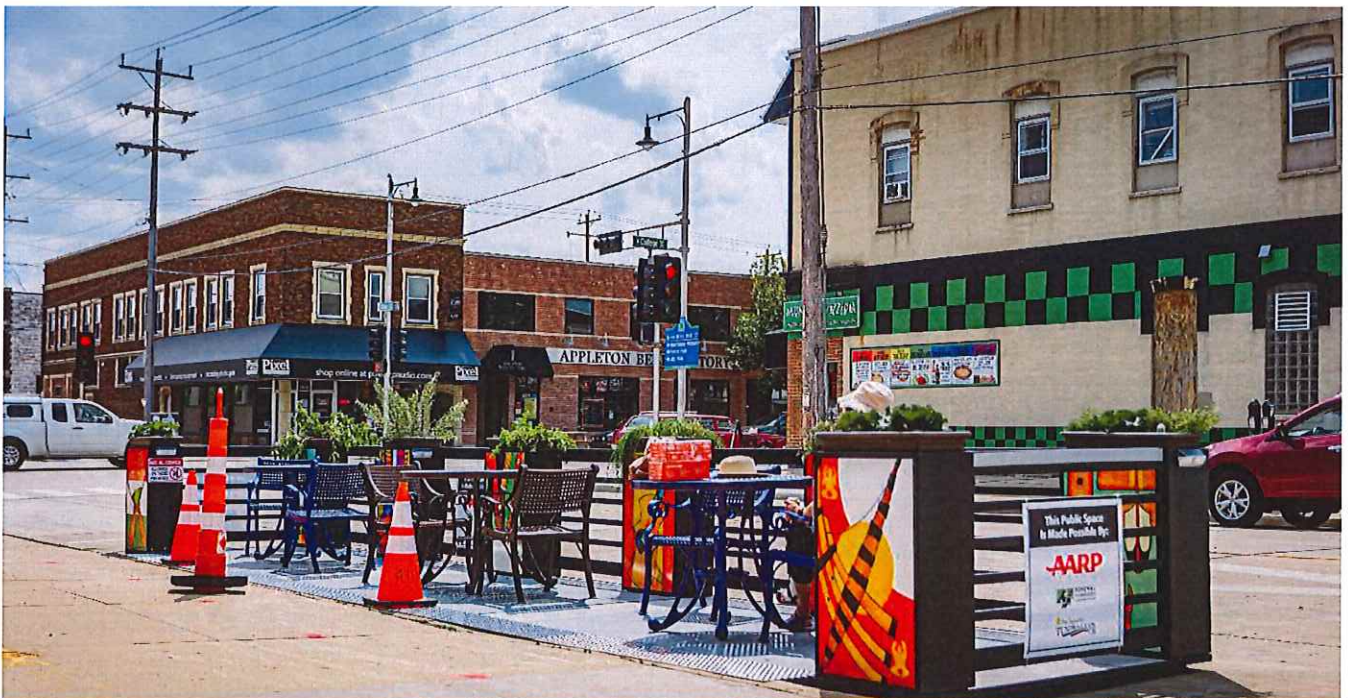
**Installation:** CDA/ADI will coordinate installation of the unit. We will source a team to complete the install. We would ask for the City to provide an inspection of the unit.

**Maintenance:** ADI will be responsible for daily cleaning of the parklet and any related maintenance or repair of the unit. A garbage can will be added to the unit this year.

**Drainage:** The unit is constructed with a pedestal and frame design to allow for adequate drainage. Please see attached image.

**Ownership and Insurance:** the parklet unit will be owned by CDA and included within our liability insurance policy. We will work with the City on requirements to provided needed certificate of insurance listing City of Appleton as additionally insured.

**Expenses:** CDA will cover all expenses related to the purchase, install and maintenance of the parklet unit, features and furniture as well as fees related to lost parking revenue.







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January 2022

## CITY OF APPLETON ON-STREET PARKLET POLICY

The objective of this policy is to establish the guidelines in which on-street parking spaces may be reallocated to provide amenities and green space for the general public to sit and enjoy.

### PROCEDURE

All requests for on-street parklets shall be submitted by a not-for-profit organization representing businesses to the Department of Public Works to be reviewed against the criteria set forth in this policy. Requests not meeting the criteria shall be denied administratively. Requests meeting the criteria shall be forwarded to the Municipal Services Committee and Common Council for consideration.

All written submittals shall contain the following information:

1. Name of sponsoring organization.
2. Location of requested parklet.
3. Number of parking stalls to be reallocated for parklet.
4. Dimensioned site plan including all details of parklet such as load bearing and railing force rating specifications, finishes, plant species, furniture, parklet covering(s), etc.
5. Maintenance plan including responsible party and how drainage will be provided along existing street gutter.
6. Documentation of support from immediately adjacent property/business owners.

### APPROVAL CRITERIA

1. On-street parklets shall be permitted from May 1<sup>st</sup> through October 31<sup>st</sup>, unless they need to be removed for pre-determined special events.
2. On-street parklets shall be located at least one parking spot in from a corner or protected by bollards, sidewalk bump-out, or other city approved barrier.
3. Street has an existing parking lane.
4. Street is a two-lane roadway with a posted speed limit of 25 MPH or slower.
5. On-street parklets shall be required to provide a minimum of one square foot of city-approved reflective tape or other similar reflective material on each of the two corners that are adjacent to traffic.
6. On-street parklets shall include a minimum of one city-approved reflective soft hit post and one wheel stop on each end.
7. On-street parklets shall not be allowed in front of a fire hydrant, a maintenance hole, or public utility valve cover, or otherwise obstruct access to city infrastructure.
8. On-street parklets shall not extend more than 7 feet into the roadway.
9. On-street parklet deck must be flush with the curb and may not have more than a ½" gap from the curb.
10. On-street parklets shall not be allowed immediately adjacent to a sidewalk café.

11. On-street parklet must be ADA accessible with a minimum 36" ADA accessible entryway.
12. Platform of the on-street parklet may not impede street drainage and should have a 6" gap maintained between the body of the deck and the curb to facilitate the movement of water.
13. The perimeter of the parklet shall be enclosed utilizing planters, railings or cables. The enclosure system shall be visually permeable. If cables are used, vertical spacing between cables may not exceed 6".
14. All on-street parklet rails must be capable of withstanding a 200-pound horizontal force.
15. On-street parklet platform shall not exceed a 2% cross slope.
16. All furniture must be contained within the parklet.

#### PURCHASED PARKING FEE

1. A daily fee equal to that charged to bag a parking meter per purchased stall will be charged Monday through Saturday, for the duration of the parklet.
2. This fee will be billed to the sponsoring organization upon approval by the Common Council and is non-refundable.
3. Rates are subject to change by the Common Council.

#### PERMIT ISSUANCE

On-Street Parklet Permit shall be issued upon receipt of the following:

1. Common Council approval.
2. Purchased Parking Fee and Street Occupancy Permit Fee.
3. All other approvals and permits must be in place, including a Special Use Permit for alcohol consumption in city right-of-way.
4. Applicant shall provide a certificate of insurance to the City. The certificate of insurance shall name the "City of Appleton, its officers, council members, agents, employees and authorized volunteers" as additional insureds under applicant's commercial general liability insurance coverage. Applicant's commercial general liability policy must contain the following minimum coverages and limits:
  - a. Bodily Injury and Property Damage Liability, Each Occurrence Limit - \$1,000,000
  - b. Personal and Advertising Injury Limit - \$1,000,000
  - c. General Aggregate Limit - \$2,000,000
  - d. Product Liability (if food or drink will be sold by the applicant), each occurrence limit - \$1,000,000
  - e. Products Completed/Operations Aggregate - \$2,000,000
  - f. Medical Expense Limit (any one person) - \$5,000

If applicant will be permitting, selling, or serving alcoholic beverages in relation to the parklet use, applicant must carry liquor liability insurance with a minimum limit of \$1,000,00 each occurrence / \$1,000,000 aggregate limit.

Applicant agrees to maintain these minimum insurance coverages and limits for the duration of their permit.



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FAX (920) 832-5570

Approved by Council on 2/1/2017

**CROSSWALK MARKING/ENHANCEMENT POLICY**  
**for**  
**UNCONTROLLED CROSSINGS AT INTERSECTIONS**

It shall be the standard practice of the City of Appleton to evaluate the appropriateness of marked crosswalks (and associated treatments) at intersections based on the guidance set forth herein and on the attached, utilizing the most current research conducted by the Federal Highway Administration (FHWA) and the National Cooperative Highway Research Program (NCHRP).

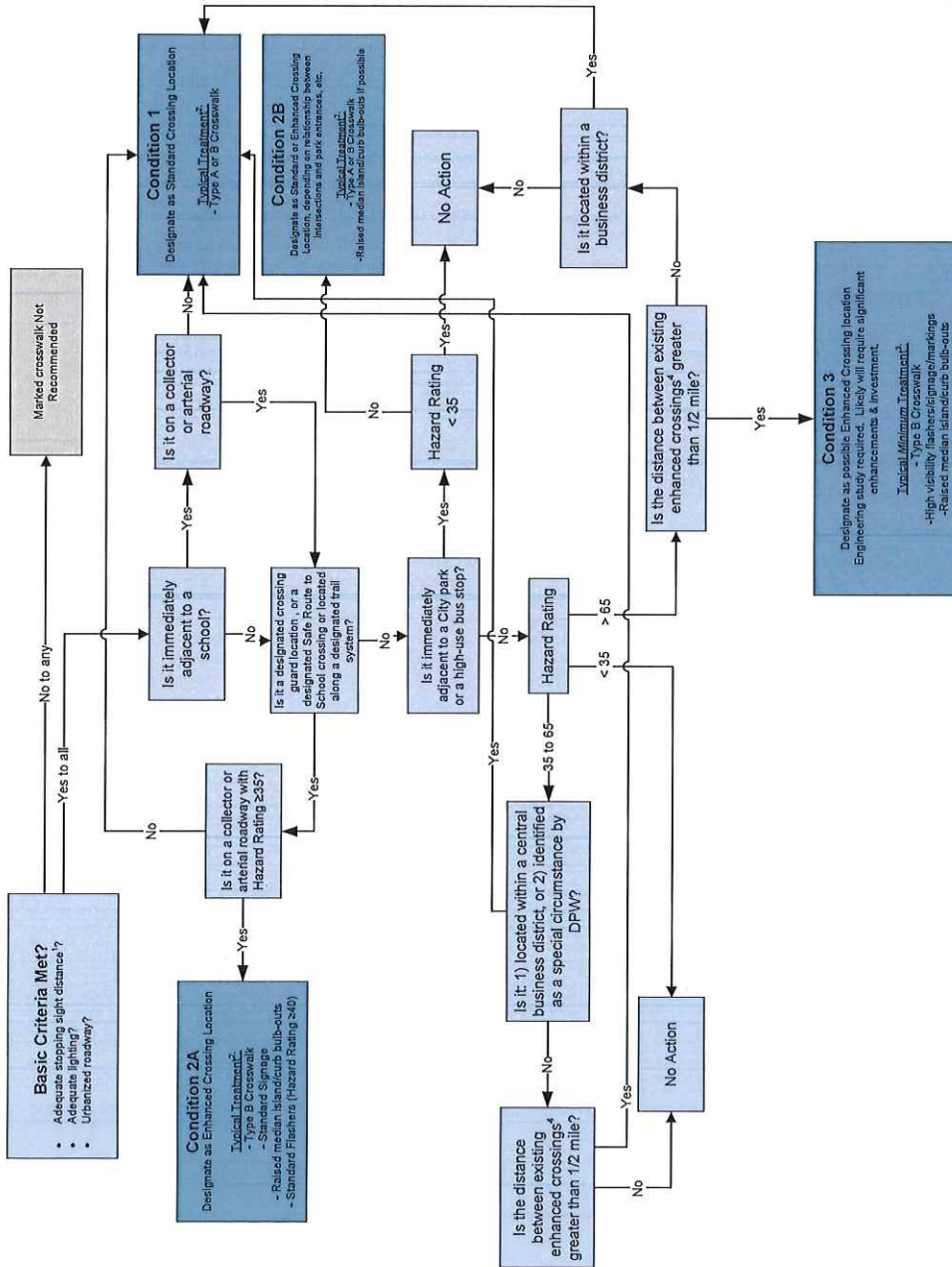
All requests to mark an intersection crosswalk will be reviewed by the Traffic Section. Any requests that are administratively denied may appeal the decision to the Common Council through the Municipal Services Committee. In all cases, intersection crosswalks shall be signed and marked in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) and the Wisconsin Supplement to the MUTCD.







# Crosswalk Installation Evaluation Guidance for Uncontrolled crossings at Intersections



**GENERAL:**  
This document is intended to provide guidance only. Each intersection under evaluation shall be reviewed by the Traffic Section on case-by-case basis to ensure context sensitivity and compliance with applicable regulations and design standards. Additionally:

- All crosswalks installed shall conform to the Wisconsin Manual on Uniform Traffic Devices (MUTCD)
- All marked crosswalks shall lead from one safe landing zone to another. A safe landing zone is considered as an area where a pedestrian is safe from vehicle conflict while waiting to cross or when finished crossing. This may include curb and gutter modifications and a concrete ramp installation meeting Proposed Right of Way Accessibility Guidelines (PROWAG) requirements.
- Crosswalks shall be placed in areas where there is sufficient stopping sight distance for the posted speed limit and be lighted for nighttime use on higher functional classification streets.

**NOTES**

- As defined by AASHTO
- Actual treatments to be determined by the Traffic Section on a case-by-case basis.
- Represents minimum treatments. Actual treatments to be determined by the Traffic Section on a case-by-case basis.
- Examples of "enhanced crossings" include: traffic signal, pedestrian hybrid beacon, pedestrian-actuated RRFB systems, and other substantial treatments, or combination of treatments.



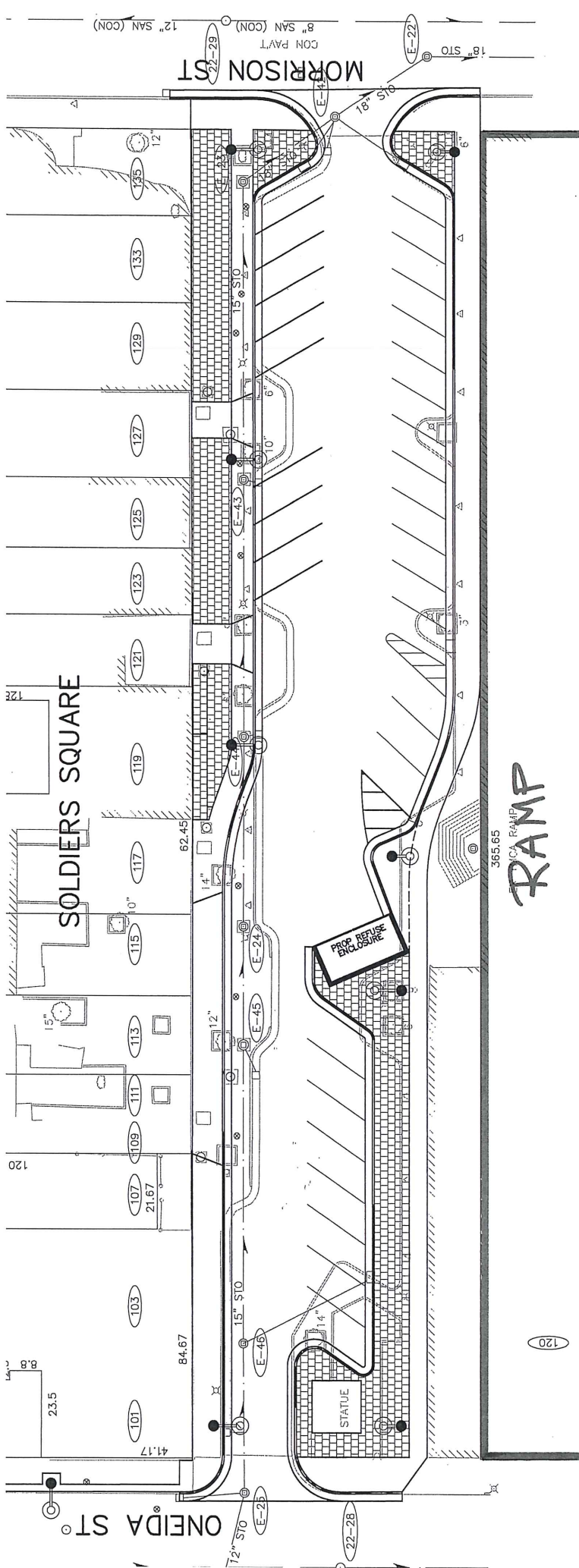
Crosswalk Evaluation Hazard Ratings

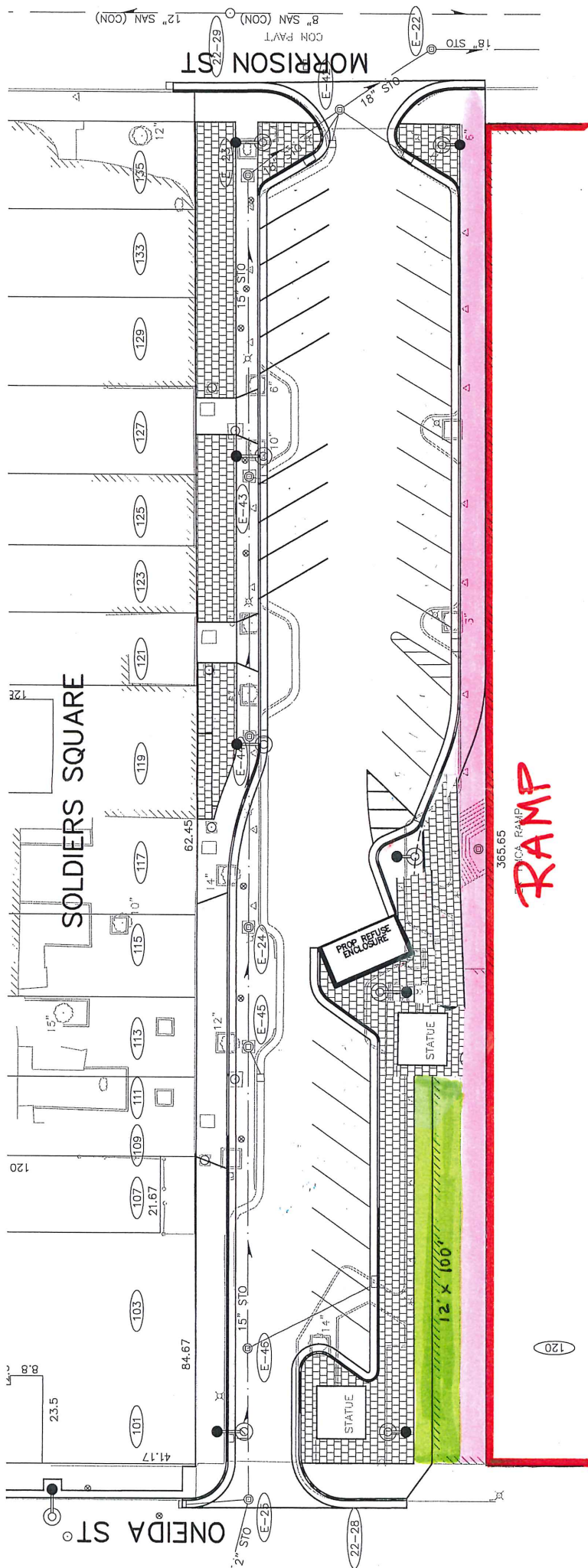
Crossing	At	AADT		# of Auto Lanes		Crossing Width		Pedestrians/day (est)		Speed Limit		Other Points	Hazard Rating
		#	Points	#	Points	Feet	Points	#	Points	MPH	Points		
Wisconsin	Appvion	7,800	12.0	4	15	58	18.6	500	62.5	25	5	10	121.1
College	Lawrence University	15,500	23.8	4	15	48	13.7	500	62.5	25	5	0	120.1
Northland	Memorial Park	16,000	27.7	4	15	50	14.3	100	12.5	45	25	15	109.3
French	Apple Creek Trail (projected ADT)	15,500	23.8	2	5	40	11.4	150	18.8	35	15	10	84.0
Memorial	River	22,000	33.8	4	15	48	13.7	50	6.3	30	15	0	83.8
Memorial	Chain	19,600	30.2	5	20	50	14.3	25	3.1	35	15	0	82.6
Badger	Winnebago	6,900	10.6	2	5	36	10.3	330	41.3	30	10	5	82.2
Richmond	Ridgeview	17,000	26.2	5	20	60	17.1	30	3.8	35	15	0	82.0
Wisconsin	Bennett	16,500	25.4	5	20	58	16.6	75	9.4	30	10	0	81.3
Ballard	Milestone	15,600	24.0	5	20	60	17.1	25	3.1	35	15	0	79.3
Richmond	Winnebago	17,600	27.1	5	20	55	15.7	50	6.3	30	10	0	79.0
Midway	Whip-Poor-Will (projected ADT)	18,000	27.7	4	15	50	14.3	50	6.3	30	10	5	78.2
Midway	Henrick (projected ADT)	18,000	27.7	4	15	50	14.3	50	6.3	30	10	5	78.2
Midway	Kerman (projected ADT)	18,000	27.7	4	15	50	14.3	50	6.3	30	10	5	78.2
College	Alton	18,700	28.8	4	15	48	13.7	75	9.4	30	10	5	76.9
College	Alton	18,700	28.8	4	15	48	13.7	75	9.4	30	10	5	76.2
Calumet	Matthias	15,000	23.1	4	15	48	13.7	75	9.4	30	10	5	75.1
College	Matthias	15,000	23.1	4	15	50	14.3	62	7.8	30	10	5	74.7
Richmond	Parkway	18,800	28.9	4	15	51	14.6	50	6.3	30	10	0	74.7
Oneida	Foster	14,400	22.2	4	15	50	14.3	61	7.6	30	10	5	74.1
Meade	Florida	13,000	20.0	4	15	55	15.7	50	6.3	30	10	5	72.0
Calumet	Kerman	11,000	16.9	4	15	50	14.3	75	9.4	30	10	5	70.8
Meade	Apple Creek Trail Crossing	6,000	9.2	4	15	48	13.7	50	6.3	35	15	10	69.2
Meade	Grant	11,800	18.2	4	15	46	13.1	75	9.4	30	10	0	65.7
Providence	Apple Creek Trail	2,200	3.4	2	5	36	10.3	250	31.3	25	5	10	64.9
John	Emmers	7,800	11.7	3	10	48	13.7	75	9.4	30	10	10	64.8
Edgewood	Kwik Trip	4,000	6.2	3	10	37	11.1	100	12.5	35	15	0	62.8
Wisconsin	Owaissa	6,900	10.6	4	15	51	14.6	50	6.3	35	15	0	61.4
Meade	Evergreen	6,000	9.2	4	15	50	14.3	50	6.3	35	15	0	59.8
Plank	Time Warner	6,000	9.2	2	5	44	12.6	50	6.3	35	15	10	58.1
Badger	Schneider	6,900	10.6	2	5	36	10.3	125	15.6	30	10	5	56.6
Kensington	Rail	6,500	10.0	4	15	48	13.7	50	6.3	25	5	5	55.0
Lawe	North	6,600	10.2	2	5	33	9.4	78	9.8	25	5	10	49.3
Franklin	Superior	4,500	6.9	3	10	48	13.7	100	12.5	25	5	0	48.1
Stroh	Walnut	5,500	8.5	2	5	38	10.9	150	18.8	25	5	0	48.1
Washington	Park	1,600	2.5	2	5	36	10.3	200	25.0	25	5	0	47.7
Taft	Clover	2,400	3.7	2	5	37	10.6	140	17.5	25	5	5	46.8
Glendale	Drew	3,900	6.0	2	5	39	11.1	113	14.1	25	5	5	46.3
Oneida	Marquette	7,800	12.0	2	5	37	10.6	66	8.3	25	5	5	45.8
Mason	Glendale	7,200	11.1	2	5	39	11.1	68	8.5	25	5	5	45.7
French	Ashbury	3,880	6.0	3	10	36	10.3	25	3.1	35	15	0	44.4
Valley	Schindler (E)	4,400	6.8	4	15	48	13.7	25	3.1	25	5	0	43.6
Prospect	Rodgers	7,126	11.0	2	5	36	10.3	57	7.1	25	5	5	43.4
Rankin	Eldorado	2,215	3.4	2	5	31	8.9	125	15.6	25	5	5	42.9
Prospect	Pierce	8,900	13.1	2	5	36	10.3	25	3.1	25	5	5	41.5
Walnut	Eighth	2,600	4.0	2	5	30	8.6	150	18.8	25	5	0	41.3
Glendale	Rennar	2,900	3.5	2	5	40	11.4	50	6.3	35	15	0	41.2
Drew	Harris	3,900	6.0	2	5	38	10.3	75	9.4	25	5	5	40.7
Lawe	Pacific	6,250	9.6	2	5	33	9.4	50	6.3	25	5	5	40.3
Franklin	Parkway	3,400	5.2	2	5	36	10.3	75	9.4	25	5	5	39.9
Schaefer	Horizon	1,380	2.1	2	5	32	9.1	109	13.6	25	5	5	39.9
Taft	Carpenter	2,730	4.2	2	5	38	10.9	75	9.4	25	5	5	39.4
Carpenter	Coolidge	1,970	3.0	2	5	41	11.7	75	9.4	25	5	5	39.1
Spencer	Outagamie	3,000	4.6	2	5	45	12.9	50	6.3	25	5	5	38.7
Capitol	Witzke	4,500	6.9	2	5	36	10.3	50	6.3	25	5	5	38.5
Lawe	Vulkan St	4,500	6.9	2	5	36	10.3	50	6.3	25	5	5	38.5
Brewster	Mason	5,700	8.8	2	5	36	10.3	75	9.4	25	5	0	38.4
North	Bateman	2,900	3.5	2	5	36	10.3	75	9.4	25	5	5	38.2
Forest	Kensington	6,500	10.0	2	5	35	10.0	25	3.1	25	5	5	38.1
Prospect	Carver (Xavier)	6,300	9.7	2	5	36	10.3	25	3.1	25	5	5	38.1
Newberry	Teklah	4,800	7.4	2	5	41	11.7	25	3.1	25	5	5	37.2
South River	West	3,540	5.4	2	5	36	10.3	50	6.3	25	5	5	37.0
Pacific	Vine	2,515	3.9	2	5	41	11.7	50	6.3	25	5	5	36.8
Fremont	Madison	3,700	5.7	2	5	40	11.4	75	9.4	25	5	0	36.5
Telulah	Roeland	4,300	6.6	2	5	40	11.4	25	3.1	25	5	5	36.2
Washington	Linwood	4,850	7.5	2	5	37	10.6	25	3.1	25	5	5	36.2
Linwood	Packard	2,000	3.1	2	5	39	11.1	50	6.3	25	5	5	35.5
Florida	Durkee	1,900	2.9	2	5	38	10.9	50	6.3	25	5	5	35.0
Forest	Buchanan	2,200	3.4	2	5	36	10.3	50	6.3	25	5	5	34.9
Roeland	Jackson	2,200	3.4	2	5	36	10.3	50	6.3	25	5	5	34.8
Morrison	Parkway	1,000	1.5	2	5	42	12.0	50	6.3	25	5	5	34.8
Drew	Parkway	1,900	2.9	2	5	36	10.3	50	6.3	25	5	5	34.5
Oneida	Brewster	6,600	10.2	2	5	36	10.3	30	3.8	25	5	0	34.2
Mason	Grant	7,000	10.8	2	5	36	10.3	25	3.1	25	5	0	34.2
Oneida	Glendale	7,000	10.8	2	5	36	10.3	25	3.1	25	5	0	34.2
Lawe	Washington	6,900	10.6	2	5	36	10.3	25	3.1	25	5	0	34.0
Prospect	Ein	4,000	6.2	2	5	28	8.0	35	4.4	25	5	5	33.5
Glendale	Racine	6,400	9.8	2	5	36	10.3	25	3.1	25	5	0	33.3
Ashbury	Sourapple	1,100	1.7	2	5	36	10.3	50	6.3	25	5	5	33.2
Packard	Douglas	1,100	1.7	2	5	36	10.3	50	6.3	25	5	5	33.2
Providence	FaCreek	1,000	1.5	2	5	36	10.3	50	6.3	25	5	5	33.1
Meade	Atlantic	4,800	7.4	2	5	33	9.4	50	6.3	25	5	0	33.1
Cedar	Outagamie	975	1.5	2	5	34	9.7	50	6.3	25	5	5	32.5
Haymeadow	Arrowhead	1,300	2.0	2	5	32	9.1	50	6.3	25	5	5	32.4
Lindbergh	Lisa	715	1.1	2	5	33	9.4	50	6.3	25	5	5	31.8
Schaefer	Eric	1,380	2.1	2	5	36	10.3	25	3.1	25	5	5	30.5
Marquette	Eugene	715	1.1	2	5	39	11.1	25	3.1	25	5	5	30.4
Schaefer	Schaefer	1,120	1.7	2	5	36	10.3	25	3.1	25	5	5	30.1
Glendale	Elmor	1,500	2.3	2	5	32	9.1	25	3.1	25	5	5	29.6
Olde Oneida	Edison	4,000	6.2	2	5	36	10.3	25	3.1	25	5	5	29.6
Drew	Atlantic	3,400	5.2	2	5	32	9.1	25	3.1	25	5	0	27.5
Typical	Residential	500	0.8	2	5	33	9.4	25	3.1	25	5	0	23.3
Linwood	Winnebago	300	0.5	2	5	32	9.1	5	0.6	25	5	0	20.2

Category	Points
AADT	Count<650
# Auto Lanes	Points
3	15
4	20
5	25
Crossing Width	Feet<3.5
Pedestrians/day	Count<8
Speed Limit	Points
30 mph	10
35 mph	15
25 mph	5
40 mph	20
45 mph	25
Other Points	Points
School crossing	5
School crossing	5
Park	5
Sight Distance Limitations	5
Special Circumstances	1-10
Ped Crash History	1-10



EXISTING

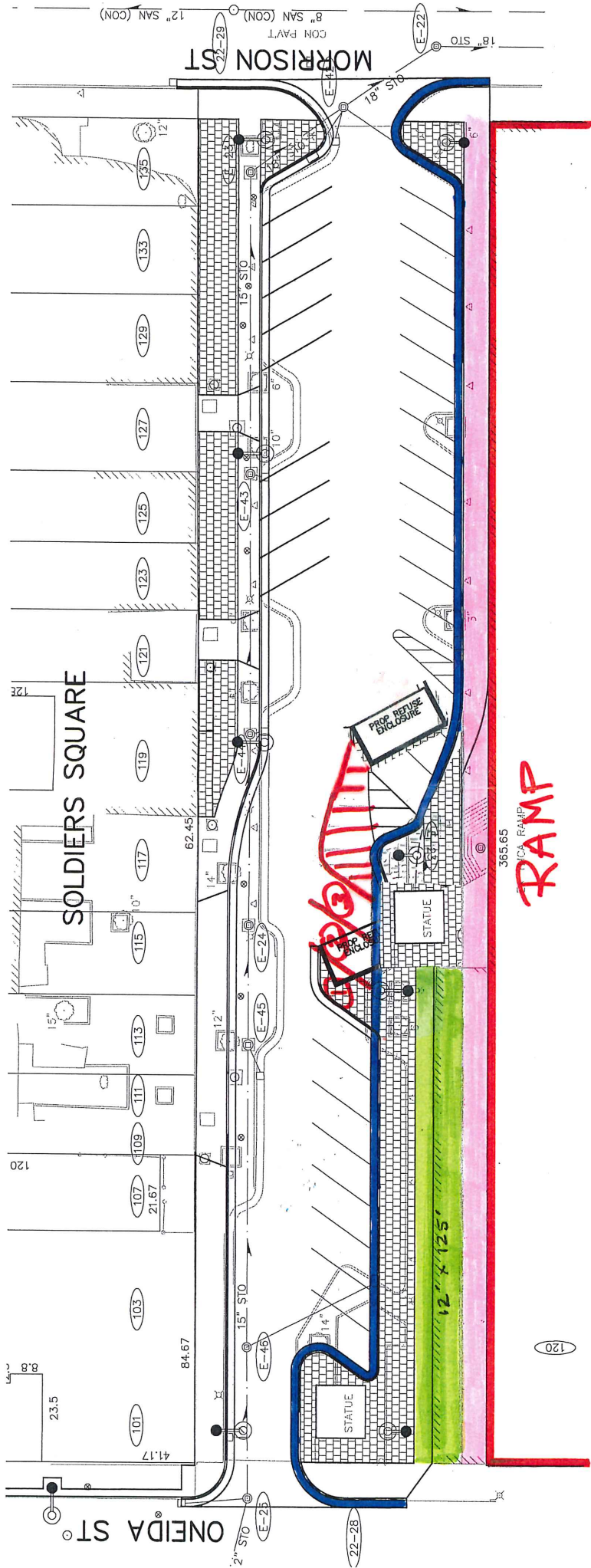




Currently  
32 stalls

Option 1 (0 lost stalls)

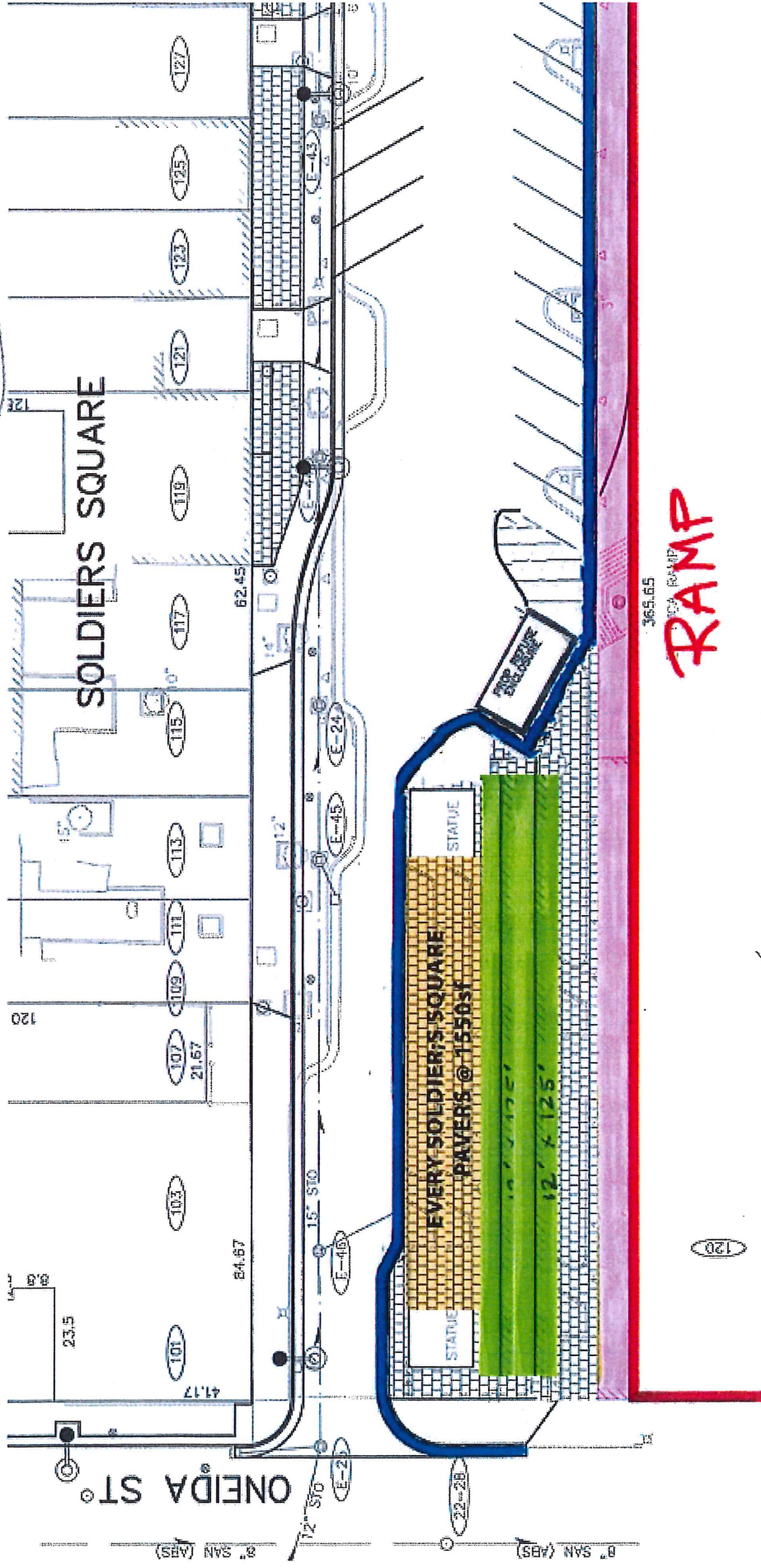
Currently  
32 stalls



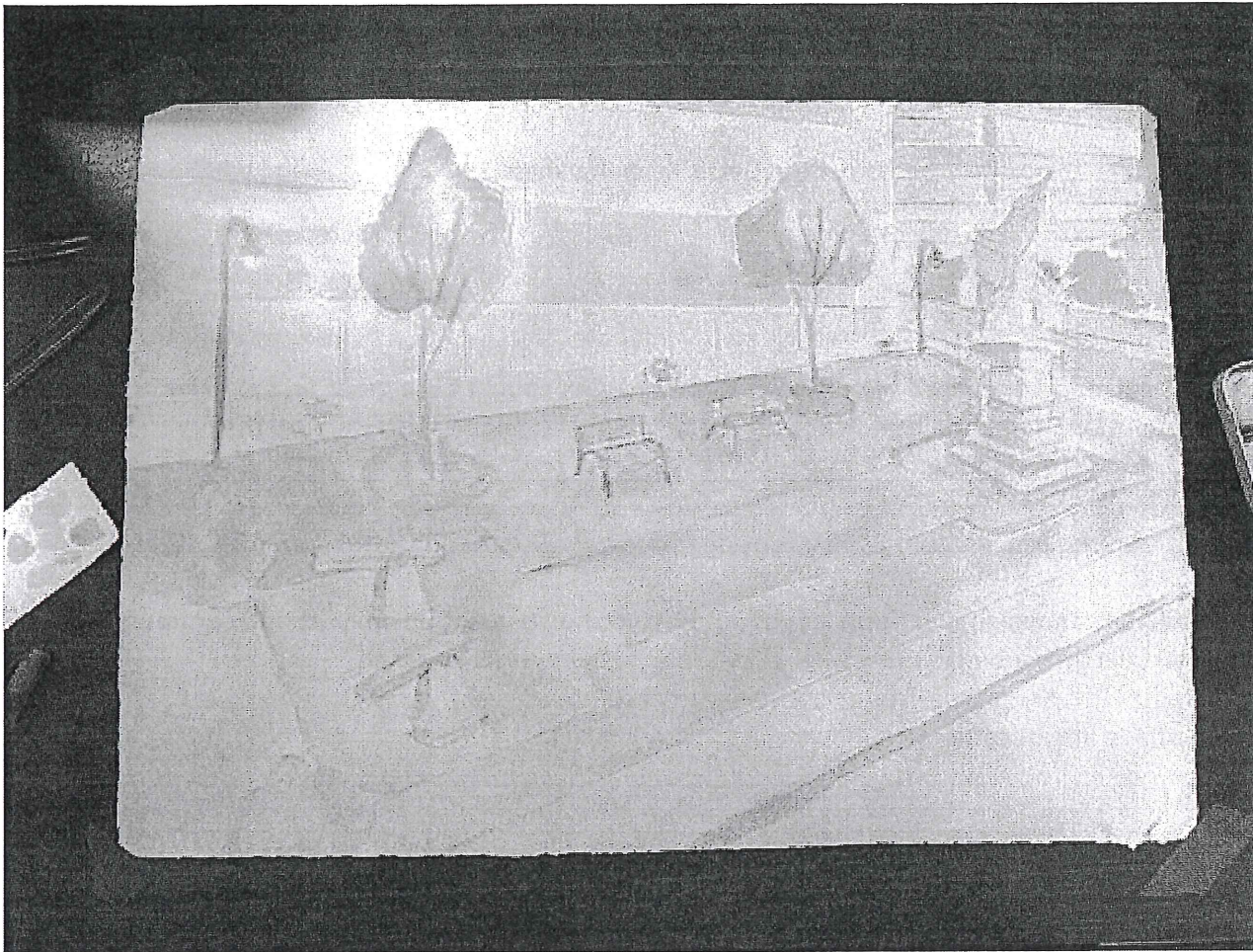
Option 2 (0 lost stalls)



currently  
32 stalls



Option 3 (11 lost stalls)



On Feb 1, 2022, at 10:31 AM, Jake Woodford <[Jake.Woodford@appleton.org](mailto:Jake.Woodford@appleton.org)> wrote:

Hi Alex,

Thank you for sharing your draft with the team ahead of time. There is a lot to chew on here and I would appreciate the opportunity to allow staff to dig in a little further and clarify a few points before proceeding. Does that work for you?

Jake

---

**From:** alex schultz <[seldom.seen.schultz@gmail.com](mailto:seldom.seen.schultz@gmail.com)>

**Sent:** Monday, January 31, 2022 2:07 PM

**To:** Paula Vandehey <[Paula.Vandehey@Appleton.org](mailto:Paula.Vandehey@Appleton.org)>; Dean Gazza <[Dean.Gazza@Appleton.org](mailto:Dean.Gazza@Appleton.org)>; Mayor <[Mayor@Appleton.org](mailto:Mayor@Appleton.org)>

**Subject:** First Draft

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hey guys,



RECEIVED

MAR 29 2022

OFFICE OF THE MAYOR

Mayor Jake Woodford  
100 N. Appleton St.  
Appleton, WI 54911

Dear Tree City USA Community Member,

On behalf of the Arbor Day Foundation, I congratulate Appleton on earning recognition as a 2021 Tree City USA. We are so thrilled that Appleton takes pride in creating a community that places unique value on the planting and caring of trees.

Appleton is part of an incredible network of more than 3,600 Tree City USA's, with a combined total population of 155 million. The Tree City USA program is one of the Arbor Day Foundation's earliest programs. We are proud to partner with the U.S. Forest Service and the National Association of State Foresters to maintain this community.

Over the last few years, it has become increasingly clear of the value and importance that trees hold for our future. Cities and towns across the globe are facing challenges when it comes to air quality, water resources, personal health and well-being, and energy use. Appleton shows its residents and peers that they are forward-thinking and eager to combat these issues. By showing your dedication to urban forestry, you demonstrate a commitment to a brighter, greener future.

We hope you are as excited as we are to share this accomplishment with your local media and your residents. Enclosed in this packet is a press release for you to distribute at your convenience.

State foresters will receive the Tree City USA recognition materials and coordinate on how to distribute them. We will forward information about your awards to your state forester's office to facilitate the presentation. Your community's Arbor Day ceremony would be the best time to mention the Tree City USA award.

Again, we are excited to celebrate your commitment to the people and trees of Appleton and thank you for helping us plant, nurture and celebrate trees.

Best Regards,

A handwritten signature in black ink, appearing to read 'DLambe'.

Dan Lambe  
Arbor Day Foundation Chief Executive



FOR IMMEDIATE RELEASE

Contact:

Arbor Day Foundation

Lauren Weyers

[lweyers@arborday.org](mailto:lweyers@arborday.org)

**Arbor Day Foundation Recognizes Appleton as a Tree City USA®**  
*Appleton earns the Tree City USA recognition for their commitment to urban forestry*

LINCOLN, Nebraska (3/4/2022) – Appleton was named a 2021 Tree City USA by the Arbor Day Foundation to honor its commitment to effective urban forest management.

Appleton achieved Tree City USA recognition by meeting the program's four requirements: forming a tree board or department, creating a tree-care ordinance, having an annual community forestry budget of at least \$2 per capita, and an Arbor Day observance and proclamation. The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

"Tree City USA communities benefit from the positive effects that an urban tree canopy has year after year," said Dan Lambe, chief executive of the Arbor Day Foundation. "The trees being planted and cared for by Appleton ensure that generations to come will enjoy a better quality of life. Additionally, participation in this program helps cultivate a sense of stewardship and pride for the trees the community plants and cares for."

Planting trees in an urban space comes with a myriad of benefits past the recognition of this program. Urban tree plantings help reduce energy consumption by up to 25%, which will reduce general energy costs and help with the overall cooling of the city as well. In addition, members of the community benefit from properly placed trees as they increase property values from 7–20%. Trees also positively affect the local ecosystem by helping to clean water and create animal habitats to encourage biodiversity.

More information on the program is available at [arborday.org/TreeCityUSA](http://arborday.org/TreeCityUSA).

**About the Arbor Day Foundation**

Founded in 1972, the Arbor Day Foundation has grown to become the largest nonprofit membership organization dedicated to planting trees, with more than one million members, supporters and valued partners. Since 1972, almost 500 million Arbor Day Foundation trees have been planted in neighborhoods, communities, cities and forests throughout the world. Our vision is to lead toward a world where trees are used to solve issues critical to survival.

As one of the world's largest operating conservation foundations, the Arbor Day Foundation, through its members, partners and programs, educates and engages stakeholders and communities across the globe to involve themselves in its mission of planting, nurturing and celebrating trees. More information is available at [arborday.org](http://arborday.org).

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/22 Thru 03/31/22

Report Date: 4/1/2022



Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2021	200	74,603,175	109,372.27
	2022	192	34,811,034	119,870.28
		<b>-4.00 %</b>	<b>-53.34 %</b>	<b>9.60 %</b>
DISPLAY SIGN	2021	14	66,892	720.00
	2022	39	194,515	1,640.00
		<b>178.57 %</b>	<b>190.79 %</b>	<b>127.78 %</b>
ELECTRICAL	2021	159	10,384,328	59,228.67
	2022	199	3,857,173	40,283.78
		<b>25.16 %</b>	<b>-62.86 %</b>	<b>-31.99 %</b>
EROSION CNTL	2021	16		2,100.00
	2022	10		1,010.00
		<b>-37.50 %</b>	<b>%</b>	<b>-51.90 %</b>
HEATING	2021	210	2,068,700	18,464.68
	2022	253	3,959,582	21,772.71
		<b>20.48 %</b>	<b>91.40 %</b>	<b>17.92 %</b>
PLAN REVIEW	2021	28		9,605.00
	2022	27		7,977.50
		<b>-3.57 %</b>	<b>%</b>	<b>-16.94 %</b>
PLUMBING	2021	132	840,081	8,277.00
	2022	184	2,302,838	13,678.00
		<b>39.39 %</b>	<b>174.12 %</b>	<b>65.25 %</b>
SEWER	2021	57	222,305	6,136.00
	2022	82	623,549	9,775.00
		<b>43.86 %</b>	<b>180.49 %</b>	<b>59.31 %</b>
WELL	2021	2		80.00
	2022	1		40.00
		<b>-50.00 %</b>	<b>%</b>	<b>-50.00 %</b>

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/22 Thru 03/31/22

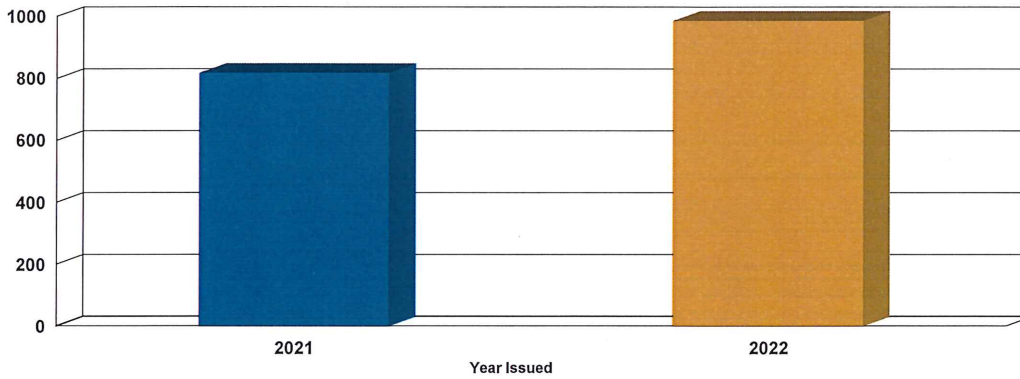
Report Date: 4/1/2022



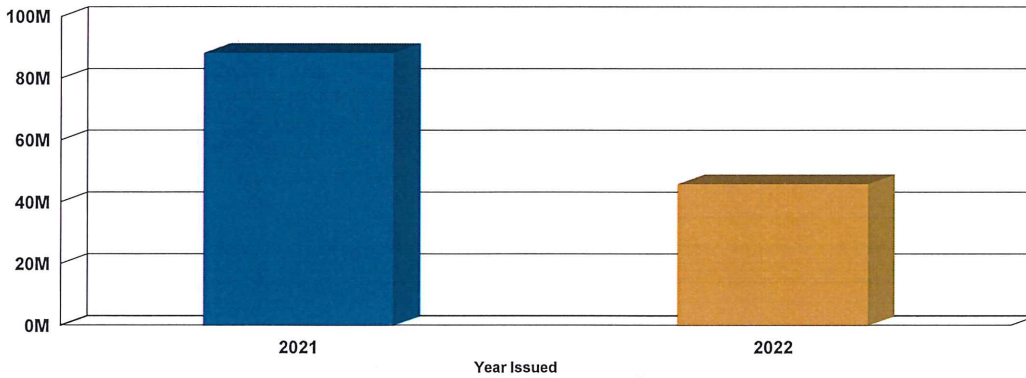
"...meeting community needs...enhancing quality of life."

	2021	2022
Permits	818	987
Estimated Cost	88,185,481.00	45,748,691.00
Receipt Amount	213,983.62	216,047.27

Number of Permits



Estimated Cost



Receipt Amount

