



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, June 20, 2022

4:30 PM

Council Chambers, 6th Floor

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

[22-0805](#) Minutes from June 6, 2022

Attachments: [Minutes from June 6, 2022.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[22-0757](#) Request from Appleton Downtown Inc. for a waiver to allow for dumpsters to be placed within city-owned property without the required dumpster enclosure.

Attachments: [ADI-waiver for dumpsters.pdf](#)

[ADI-Waiver to allow dumpsters Memo.pdf](#)

Legislative History

6/6/22 Municipal Services Committee held
Hold until June 20, 2022 meeting.

[22-0806](#) Creation of a Transportation Utility.

Attachments: [Transporation Utility.pdf](#)

[22-0801](#) Request from Park Central/TLC Sign for a permanent street occupancy permit to install a 20' X 6'8" building mounted sign in the College Avenue right-of-way at 318 W. College Avenue.

Attachments: [Park Central-permanent street occ.pdf](#)

[22-0802](#) Request from Appleton Downtown Inc. for a street occupancy permit to host a Sidewalk Sale on Saturday, August 6, 2022 from 10:00 am to 6:00 pm (during Mile of Music) on the College Avenue beautification strip from 600 W. College Avenue to 300 E. College Avenue.

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

[22-0803](#) Approve conversion of one metered stall to a handicap-accessible stall on the 300 block of N. Morrison Street.

Attachments: [300 Block of N. Morrison-handicap stall.pdf](#)

[22-0804](#) Anticipated award of Unit P-22 Pavement Marking Contract (Epoxy). Quotes to be opened Thursday, June 16, 2022.

6. Information Items

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

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

Meeting Minutes - Final-revised Municipal Services Committee

Monday, June 6, 2022

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

3. Approval of minutes from previous meeting

[22-0753](#)

Minutes from May 23, 2022

Attachments: [Meeting Minutes 5-23-22.pdf](#)

Firkus moved, seconded by Van Zeeland, that the Minutes be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

4. **Public Hearings/Apearances**

5. **Action Items**

[22-0756](#)

Approve proposed ordinance changes related to the A-22 Appleton Street Reconstruction Project.

Attachments: [A-22 Appleton Street Project.pdf](#)

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

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

[22-0754](#)

Approve proposed parking changes on S. Driscoll Street (between Charles Street and the railroad tracks). Follow-up to six month trial period.

Attachments: [Parking change on S. Driscoll St.pdf](#)

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

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

[22-0755](#)

Possible 6-Month trial for parking changes on Pacific Street (Drew Street to Lawe Street).

Attachments: [Parking change on Pacific St..pdf](#)
[Emails -Pacific St-Drew St to Lawe St.pdf](#)

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

Nay: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

*Recommendation for approval motion failed.
Recommendation for denial passed.*

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

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

[22-0757](#)

Request from Appleton Downtown Inc. for a waiver to allow for dumpsters to be placed within city-owned property without the required dumpster enclosure.

Attachments: [ADI-waiver for dumpsters.pdf](#)

Hold until June 20, 2022 meeting.

Van Zeeland moved, seconded by Doran, that the Report Action Item be held. Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland

6. Information Items

[22-0724](#)

Discussion regarding creation of Transportation Utility and next steps.

[22-0764](#)

Parking Utility Revenue update through April, 2022.

Attachments: [Parking Utility Revenue April, 2022.pdf](#)

[22-0765](#)

Inspections Division Summary Comparison Report for May, 2022.

Attachments: [Inspection Div Report-May, 2022.pdf](#)

[22-0766](#)

BIRD e-scooter report for May, 2022.

Attachments: [BIRD e-scooter report May, 2022.pdf](#)

7. Adjournment

Van Zeeland moved, seconded by Thyssen, that the meeting be adjourned.

Roll Call. Motion carried by the following vote:

Aye: 5 - Firkus, Doran, Siebers, Thyssen and Van Zeeland



MEMO

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

TO: Municipal Services Committee

FROM: Paula Vandehey, Director of Public Works
Dean Gazza, Director of Parks, Recreation and Facilities Management

DATE: June 1, 2022

SUBJECT: **Request from Appleton Downtown Inc. for a waiver to allow for dumpsters to be placed within city-owned property without the required dumpster enclosure.**

The City of Appleton Parks and Recreation and Public Works Departments do not support the request for a variance to the dumpster enclosure requirements (Municipal Code Section 23-47). It would be very unfair in our professional opinion to waive a requirement that all other businesses are required to do as part of their project and included in their site plan approval process. In addition, the dumpster location requested would cause substantial damage to the asphalt surface. A concrete surface is needed to support the weight of the dumpsters. We instead recommend status quo for 2022 and that we work collaboratively on a long-term plan for 2023.

Attachment

Date: May 31, 2022
From: Appleton Downtown Inc.
Subject: Jones Park garbage and recycling containers

To: Municipal Service Committee

The request below was submitted to Parks and Recreation staff on April 29th and after evaluation with Department of Public Works, was rejected with the following response:

Any dumpster requires screening per City requirements, thus there is no short-term solution that we can suggest for this year. In regards to future years we would suggest that ADI and the City, team on building a dumpster enclosure. The cost of a dumpster enclosure can easily be \$10,000 and possibly more with rising prices. If ADI would like to move forward with this option, I would utilize 2 parking stalls and pay 50% of the total cost.

As we work with the City departments on the potential long-term solution for an enclosure to support Jones Park activities, we are requesting a variance to place a 6 yard waste and a 6 yard recycling container within the Jones Park parking lot area for a duration of June through August 26th. We would look to work with the department personnel on best placement for the containers. Attached is one option.

The containers would be locked and a key provided to the Park and Recreation department for weekly use. Our primary use would be Thursday night concerts and the containers would be emptied each week on Friday morning. We would further coordinate with other event planners to use the containers for their events as well. Making it more efficient and affordable for all.

Last year for the summer concert series we were required to bring containers in and out each week at a \$500 per week cost. Our total cost for garbage service this year will be \$6500. This is a significant expense for a free public event for the community. By allowing this variance our organization will save \$4000 in expense over the course of the series and other events will have an opportunity at a lower fee as well.

As the use of Jones Park is increasing for public community events and whereas these events are known to help create a sense of place and belonging in our community, we are asking for an opportunity to partner with the Park and Recreation Department team and Department of Public Works to make this a win win solution for all using Jones Park this season.

Thank you for your time and consideration.



Jennifer Stephany
Executive Director
Appleton Downtown Inc.



(i) **Prohibited home occupations.** A home occupation shall not include or include similar uses such as the following: barbershops, beauty shops, service, repair, or painting of automobiles, trailers, recreational vehicles, boats, and snowmobiles, paint shops, welding, antique shops, landscaping businesses, medical clinics, retail food or wholesale food establishments requiring a state license, small engine repair, appliance repair or resale, palm reading, nail salon, pet grooming, kennels, hair wrapping, acupuncture, tattoo and body piercing, fitness center, aerobic exercise studios, restaurants or massage therapy. This list is illustrative, not exhaustive of all prohibited uses. (Ord 61-94, §5, 5-18-94; Ord 121-05, §1, 10-25-05; Ord 29-11, §1, 1-25-11)

Sec. 23-46. Outdoor storage and display in non-residential districts.

The following regulations shall apply to outdoor storage or displays in non-residential districts:

(a) The outdoor display of goods including items such as firewood and mulch shall be controlled by the following regulations:

- (1) The outdoor display of merchandise shall not interfere with off-street parking spaces or the safe and unobstructed use of vehicular, emergency, or pedestrian access ways or walkways.
- (2) The outdoor display of merchandise outside of the adjacent building shall not be located in any required setback on the lot.
- (3) Outdoor display of merchandise shall not be displayed at a height greater than seven (7) feet from the surface on which the merchandise is being displayed, except when the outdoor display of merchandise is displayed on a shelving or storage rack system.
- (4) All permitted outdoor display shall be maintained in a neat and orderly fashion.

(b) The outdoor storage of business property, goods, wares or merchandise that is not located in a specific area for customer viewing or immediate sale shall be controlled by the following regulations:

- (1) The outdoor storage areas shall not interfere with off-street parking spaces or the safe and unobstructed use of vehicular, emergency, or pedestrian access ways or walkways.
- (2) Outdoor storage areas shall not be located in any established front yard, required side or rear setback area on the lot. However, in the case of a double frontage lot, outdoor storage may be located in the established front yard opposite the front yard from which the principal structure is addressed.
- (3) Outdoor storage areas shall be required to be screened with an alternating board on board fence, chain link fence with tubular PDS slats or a wall. Such PDS slats or wall shall complement the exterior color of the principal building.
- (4) All permitted outdoor storage shall be maintained in a neat and orderly fashion.



Sec. 23-47. Refuse container and dumpster enclosure standards.

The following standards shall apply to refuse container and dumpster enclosures:

(a) Refuse containers and dumpster enclosures of appropriate size are required for all non-residential and multifamily properties. These are required to be located outside of the street right-of-way and front yard. Refuse containers and dumpster enclosures shall be designed for front end loading trucks.

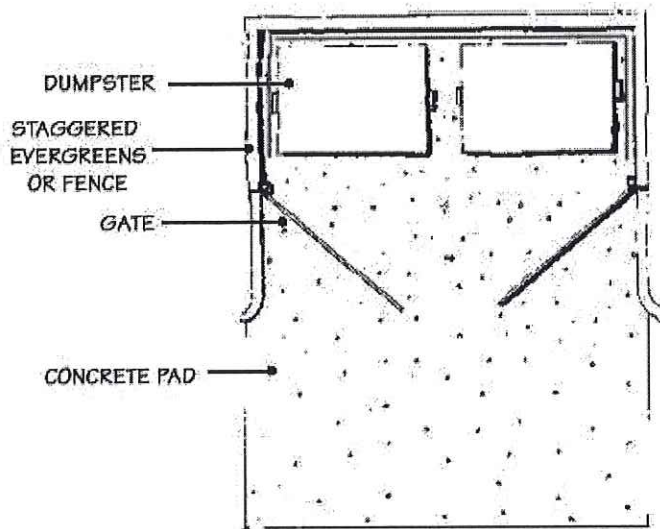
(b) Refuse containers and dumpster enclosures shall be located at the rear or side of the building, screened from public view, and easily accessible for refuse pickup. A dumpster must have at least one (1) foot of separation from another dumpster. This distance must be measured from the outside of the pocket where the forks are inserted for dumpster pickup.

(c) Enclosures shall be designed to the minimum dimensions as follows:

ZONING

- (1) Option 1 – This preferred option does not include a gate and can only be used when the opening is not visible from the public right-of-way or from adjoining residential properties.
- (2) Option 2 – This option includes a gate with a one (1) foot vertical clearance, both gates to have the ability to be latched in the open position, and both gates to have the ability to be opened beyond ninety (90) degrees to at least a 145-degree angle.
- (3) The following is required for both options:
 - a. No overhead obstructions (wires, trees, roof overhangs, etc.) are permitted;
 - b. The height must be sufficient to screen the dumpster;
 - c. Materials used for screening the dumpster shall be alternating board on board fence, chain link fence with PDS slats or staggered evergreens. Such PDS slats shall complement the exterior color of the principal building;
 - d. The depth of the enclosure shall be two (2) feet greater than the size of the dumpster;
 - e. The concrete pad for the dumpster must be the same level as the lot and able to support the weight of a City front load truck; and
 - f. A minimum fifty (50) foot direct front access on the approach to the dumpster is needed.

Dumpster Enclosure Graphic



MEMO

TO: Municipal Services Committee

FROM: Dean Gazza, Director of Parks, Recreation and Facilities Management

DATE: June 15, 2022

SUBJECT: Request from Appleton Downtown, Inc. for a waiver to allow dumpsters to be placed within city-owned property without the required dumpster enclosure.

Many questions were raised during the June 1, 2022, Municipal Services Committee meeting pertaining to the request by ADI for dumpsters in Jones Park. I have also added a couple of other questions to help clarify the placement and usage of dumpsters in parks. Please see questions and answers below:

Why isn't there a dumpster in Jones Park? The park does not generate enough waste to warrant the cost of a dumpster. Not every park in the city has a dumpster. They have been strategically placed throughout limited parks for the parks maintenance staff to pick-up and drop off trash from other parks, as well as trails, etc. It would not be feasible to build a dumpster enclosure and pay for monthly waste removal services at every park. Dumpsters are for City use only and not offered to the public or for special events.

Are special events responsible for their own waste removal? Yes, the Special Events Manual states that dumpsters and recycling bins are not provided by the city and that the event sponsor is responsible for these, including litter control before, during and after the event.

Special events that occur in City Park (Art in the Park & Sole burner), Pierce Park (Car Show), Appleton Memorial Park (Jaycee Fireworks) and Jones Park (Hmong American Day, Juneteenth, Irish Fest & Mile of Music), as well as other events, supply their own dumpsters regardless if a dumpster currently exists within the park.

The request notes that the monies spent by ADI could be used towards other public events. Possibly, but it is important to remember that if the city pays for the dumpster and the monthly services that this is money that could go to other priorities also. The city does not have an opportunity to recover these costs through sales of beverages for example, whereas the event organizer can build this cost into the event as they would for any other costs incurred to hold the event. Taxpayers should not be required to pay for operations costs for event organizers to hold special events.

The request was to place the dumpsters in the parking lot. Is this location supported by Parks, Recreation and Facilities Management? No, when the parking lot was constructed, there was significant concern about limited parking areas. This parking not only serves Jones Park, but also is located along the Hydroelectric Heritage Parkway. Utilizing three parking stalls is a significant reduction in an already small parking lot. With the construction of the Ellen Kort Peace Park trail this year, the Jones parking lot will serve as a trail head also. In addition, dumpsters are dirty and site plan reviews recommend they be in a location that can be well hidden. Despite screening they smell, have liquids running from them, and often result in additional litter around them. This location requested is at the entry to the park which is not an ideal location.

Overall, this request not only would require a variance to the dumpster enclosure requirements (Municipal Code Section 23-47), but also a variance to the Special Events policy. Second, it would require additional budget for the construction as well as the on-going cost for the weekly waste pick-up. We agree it is a convenience issue for ADI, but do not believe it is a need for the park or community.



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DEPARTMENT OF PUBLIC WORKS

Engineering Division
100 North Appleton Street
Appleton, WI 54911
TEL (920) 832-6474
FAX (920) 832-6489

MEMO

TO: Municipal Services Committee

FROM: Ross Buetow, Deputy Director of Public Works
Kelli Rindt, Enterprise Account Manager

SUBJECT: Follow-up information related to the creation of a Transportation Utility

DATE: June 15, 2022

As a follow-up to discussions held at the June 6, 2022 meeting of the Municipal Services Committee, we offer the following information to aid in future discussions:

1. What is the time and cost to program the current billing system to accommodate billing of the Transportation Utility?

The Information Technology and Finance Departments estimate it will take 750 staff hours over a six-month period to complete the programming and testing. The estimated cost for programming is \$45,000. This includes labor and fringe costs for staff and some minor costs for testing with current printing vendor.

2. What is the estimated annual administration cost for the utility fund?

The estimated annual cost is \$85,000-\$90,000. This will include shared billing costs, audit and banking service fees specific to the utility and salary allocation for employees from the Finance and Public Works Departments that will be working with either the billing or administration of the new utility.

3. Will there be any reductions to fees and expenses to other City funds?

Yes, shared costs for billing printing, postage and billing and customer service staff allocations will be reduced slightly to the Water, Wastewater, Stormwater Utility and Sanitation Special Revenue Funds.

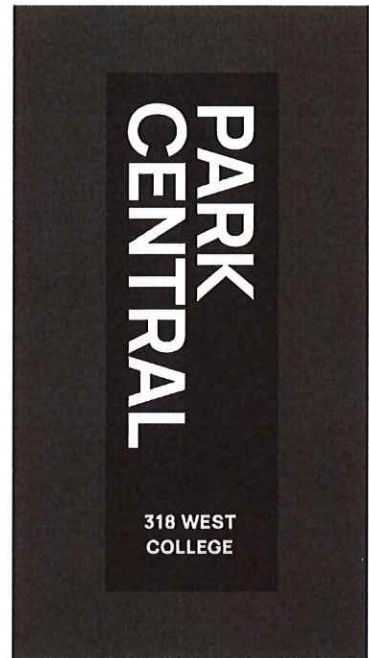
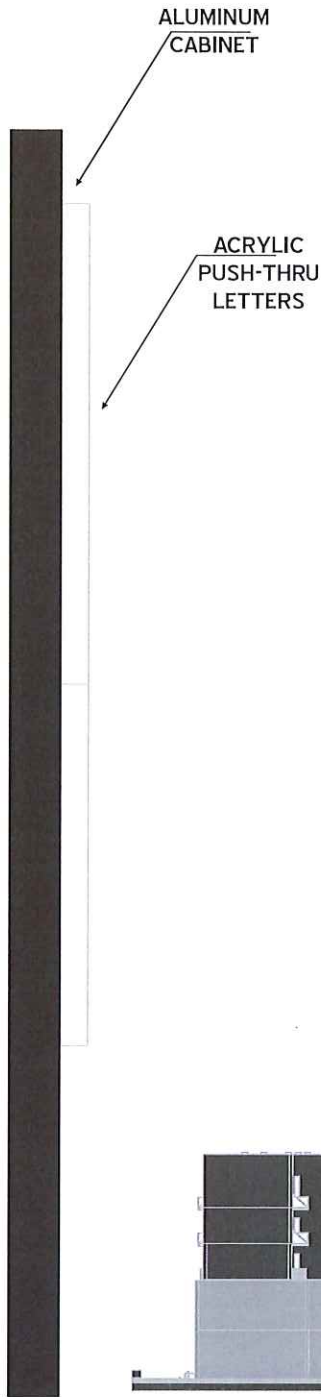
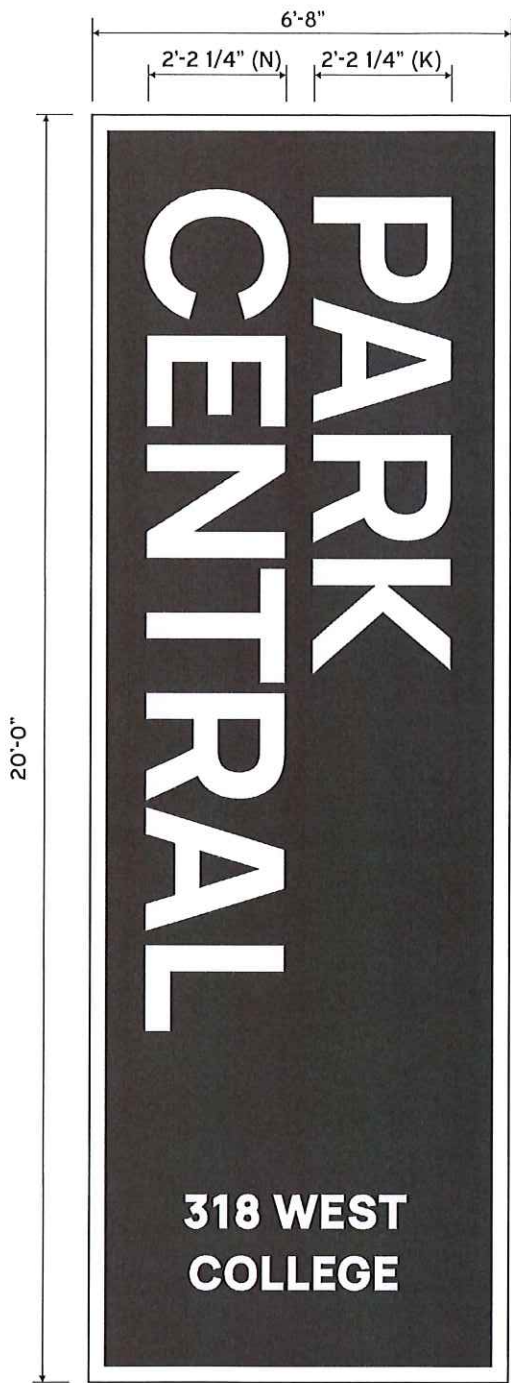
4. What is the earliest implementation date? When would the decision to proceed be needed for implementation?

The earliest implementation of the utility would be January 1, 2024. A decision to proceed would need to be made no later than February 28, 2023, to allow for the needed six months for programming and testing of the billing system and to provide for adequate notice to suspend the billing of the current Wheel Tax.

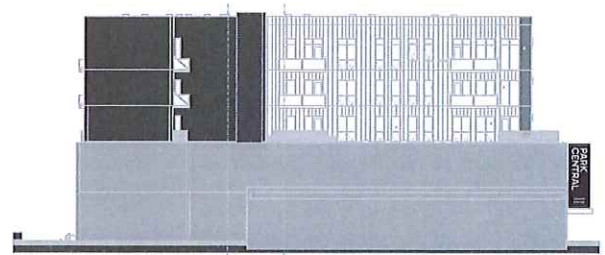
Any implementation of the utility will need to start as of January 1st of the chosen year. This is suggested to allow for equity of the billing of the Wheel Tax to residents. A mid-year implementation would not be advised as the wheel tax began with plate renewals for January of 2015.

Thank you.

MEMO - TRANSPORTATION UTILITY FAQ'S .DOCX



NIGHT VIEW NTS



WEST ELEVATION PROPOSED SIGN LOCATION
SCALE 1:700

OPTION 1: ILLUMINATED BUILDING SIGN QTY: 1
 FABRICATED ALUMINUM CABINET (BLACK)
 WHITE PUSH-THRU LETTERS
 WHITE LED ILLUMINATION

END VIEW

June 14, 2022

Ross Buetow
City Of Appleton – Department of Public Works
100 N. Appleton Street
Appleton, WI 54911

Dear Ms. VandeHey,

At the request of Willems Marketing, Mile of Music and the downtown businesses; Appleton Downtown Inc.; along with Creative Downtown Appleton Inc. would like to host a Sidewalk Sale again this year, during Mile 9, on Saturday, August 6 from 10 a.m. to 6 p.m. The Sidewalk Sale would occur alongside the Downtown Appleton Farm Market.

We are requesting a Sidewalk Occupancy Permit to cover the amenity strip from the 600 W. College Avenue through 300 E. College Avenue.

Stores will set up in the amenity strip beginning at 10 a.m. and will remove goods and supplies shortly after 6 p.m. We will not require any street closures for the Sidewalk Sale.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Meghan Warner". The signature is written in a cursive, flowing style.

Meghan Warner
Community Partnership Director
Appleton Downtown Inc.



"... 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, P.E., City Traffic Engineer
Date: June 10, 2022
Re: Proposed accessible parking stall on the 300 block of N. Morrison Street

The Traffic Section received a request for the creation of an on-street handicapped-accessible (OSHA) stall on the 300 block of N. Morrison Street (the southernmost stall on the west side of the block). The request (copy attached) was reviewed by staff in conformance with the City's *Designated Handicapped Accessible Parking Within City Right-of-Way Policy* (copy attached).

Based on our review, the request meets the requirements set forth in the policy. As such, we are recommending approval. Letters were mailed to adjacent properties to advise them of this agenda item.

To accomplish this, the following ordinance changes are required:

1. ***Create:*** "Parking be restricted to vehicles displaying handicapped license plates or Wisconsin Handicapped permit only on the west side of Morrison Street from Franklin Street to a point 35 feet north of Franklin Street."



APPLICATION FOR ON-STREET HANDICAPPED ACCESSIBLE PARKING SPACE

| | |
|--------------------------------------|---|
| APPLICANT: Megan Normansell | TELEPHONE: [REDACTED] |
| ADDRESS: [REDACTED] | REQUESTED LOCATION OF ACCESSIBLE PARKING SPACE: (i.e., street name and address, front or side of property, etc.) corner of Morrison + Franklin, right in front of 130 E. Franklin St building. |
| CITY: Appleton ZIP: 54911 | |
| VEHICLE LICENSE PLATE NO. [REDACTED] | PARKING PLACARD NO. [REDACTED] |

Please describe your need for on-street handicapped accessible parking: A new business has moved into the building I rent for my office, and parking has become disaster as a result. Myself and another worker who is also disabled can no longer find safe parking in front of our building.

Megan Normansell Applicant's Signature Date 5/23/22

Please answer the following questions to help us determine feasibility of your request:

- Can your driveway/parking lot be used for access by the physically challenged person's vehicle? If not, why?
There is no driveway and no parking lot that I can legally access.
- Can your driveway/parking lot be widened or modified to accommodate the need for an additional parking space? If not, why?
Does not exist.
- Is your request for the on-street handicapped accessible parking stall of a long-term nature?
Yes, I will be working here for many years to come.
- Is there on-street metered parking available in this area. If so, how frequently are these existing stalls currently occupied?
Yes - 90% of the time all of the close stalls are full.
- Is there an existing on-street handicapped accessible parking space in close proximity that you can use? If so, where is it located?
no.



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DEPARTMENT OF PUBLIC WORKS
Engineering Division
100 North Appleton Street
Appleton, WI 54911
(920) 832-6474
FAX (920) 832-6489

July 29, 2004

**CITY OF APPLETON
DESIGNATED HANDICAPPED ACCESSIBLE PARKING
WITHIN CITY RIGHT-OF-WAY POLICY**

The objective of this policy is to accommodate the needs of the community for the installation of on-street handicapped-accessible (OSHA) spaces when no reasonable off-street parking options are available.

Requests for handicapped accessible parking within the public right-of-way within the City of Appleton will be evaluated based on the following:

1. The decision to install an OSHA parking stall shall be based on an evaluation of all other available options and the specific needs of the applicant. Parking for the handicapped shall be located off-street whenever feasible and appropriate.
2. OSHA parking stalls are not intended to reserve a private parking space for the applicant. Instead, OSHA parking stalls are available for use by anyone possessing a valid handicap placard issued by the Wisconsin Department of Transportation.
3. An OSHA parking stall must comply with any/all ADA requirements.
4. OSHA parking stalls shall not be located in such a way as to create a safety hazard or interfere with traffic or necessary sight lines at or near intersections.

PROCEDURE

All request submittals shall be evaluated by the office of the Traffic Engineer. Those requests which appear to meet the requirements set forth herein shall be acted upon by the Municipal Services Committee and the Common Council. Those request submittals which do not, in the opinion of the Traffic Engineer, meet the requirements shall be afforded the opportunity to appeal the decision through the Municipal Services Committee.

SUBMITTAL REQUIREMENTS

For staff analysis of the request, the following information is required to be submitted:

1. A completed application by applicant (individual, business, alderperson, etc.).
2. Proof of a handicapped parking placard from the applicant, (including number) or disabled license plate number.
3. Written justification from the applicant for requesting the installation of an OSHA parking space in-lieu of using the driveway or other off-street parking facilities.

ANNUAL REAPPLICATION

1. For an OSHA parking stall to remain, the applicant will be required to fill out and submit an annual reapplication form to the Traffic Section. This reapplication form will be mailed to all applicants with a previously approved space.
2. If no reapplication form is received within fifteen (15) working days, staff will attempt a second means of contact. This may include a second letter, a phone call, an e-mail or a personal visit by staff to the residence. Should no response be forthcoming from the applicant within a reasonable amount of response time, a service request may be processed for the space markings and sign to be removed.

REQUEST FOR REMOVAL

1. An OSHA parking stall can be removed following the submittal of a written application for removal.
2. If a party other than the person who requested the space installation submits the application for removal, the original applicant is contacted to determine if the space is still being used.