



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, June 6, 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
[22-0753](#) Minutes from May 23, 2022

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

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](#)

- [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](#)

- [22-0755](#) Possible 6-Month trial for parking changes on Pacific Street (Drew Street to Lawe Street).

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

- [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](#)

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

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.



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Meeting Minutes - Final Municipal Services Committee

Monday, May 23, 2022

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order by Siebers at 4:30 p.m.

2. Roll call of membership

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

3. Approval of minutes from previous meeting

[22-0720](#)

Minutes May 9, 2022

Attachments: [Minutes 5-9-22.pdf](#)

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

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

4. **Public Hearings/Appearances**

[22-0722](#)

Transportation Utility Presentation by Elhers/raSmith

Attachments: [Appleton Transportation Utility Council Presentation 052322.pdf](#)

5. **Action Items**

[22-0721](#)

Approve modifications to Sidewalk Installation Policy.

Attachments: [Sidewalk Installation Policy.pdf](#)

Firkus moved, seconded by Thyssen, 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

[22-0723](#)

Anticipated award for Unit Q-22 Pavement Marking Contract (Paint).
Bids to be opened Monday, May 23, 2022.

Attachments: [Anticipated award for Unit Q-22 Pavement Marking Contract.pdf](#)

Amended: Award Contract to Crowley Construction Corp. in an amount not to exceed \$48,000 (5-0)

Thyssen moved, seconded by Firkus, that the Report Action Item be approved as amended. Roll Call. Motion carried by the following vote:

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

[22-0537](#)

Resolution #6-R-22 "Soldier Square Resolution"

Attachments: [Resolution #6-R-22.pdf](#)
 [Memo #6-R-22.pdf](#)

Thyssen moved, seconded by Firkus, that the report action item be held. Motion failed 1-4.

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

Aye: 4 - Firkus, Doran, Siebers and Van Zeeland

Nay: 1 - Thyssen

6. Information Items

[22-0724](#)

Discussion regarding creation of Transportation Utility and next steps.

7. Adjournment

Van Zeeland moved, seconded by Thyssen, to adjourn the meeting at 5:43 p.m. Roll Call. Motion carried by the following vote:

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



"... 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: May 25, 2022
Re: Ordinance changes related to the A-22 Appleton Street Reconstruction Project

The *Appleton Street Reconstruction Project* (from College Avenue to Atlantic Street) was included in the 2022 budget and is currently under construction, with completion expected in late summer. This memo addresses the parking and traffic restrictions that are necessary to implement the Council-approved project design.

The following ordinance actions related to parking and traffic restrictions are recommended:

- 1) Parking:
 - a) **Create:** "Parking be prohibited on Harris Street from Appleton Street to a point 23 feet east of Harris Street."
- 2) Left Turn Restrictions (Section 19-43 of the Appleton Municipal Code)
 - a) **Remove:** "Northbound Appleton Street at the alley located between College Avenue and Washington Street."
 - b) **Remove:** "Westbound City Center Street at Appleton Street."
 - c) **Remove:** "Eastbound alley (between College Avenue and Washington Street) at Appleton Street."
- 3) One-Way/Two-Way Streets
 - a) **Create:** "Designate the following as a one-way street: Appleton Street from Pacific Street to the Appleton Street/Pacific Street curve (one-way southbound)."
 - b) **Create:** "Designate the following as a two-way street: Oneida Street from Pacific Street to the Oneida Street/Pacific Street curve."
- 4) Intersection Control
 - a) **Create:** "Remove the stop sign for westbound Pacific Street at Appleton Street."
 - b) **Create:** "Replace the yield sign with a stop sign for southbound Appleton Street at the Appleton Street/Pacific Street curve."
 - c) **Create:** "Replace the yield sign with a stop sign for northbound Oneida Street at the Oneida Street/Pacific Street curve."



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TEL (920) 832-5580
FAX (920) 832-5570

To: Municipal Services Committee
From: Eric Lom, City Traffic Engineer
Date: May 25, 2022
Re: Proposed parking change on S. Driscoll St (1300S/1400S/1500S block)
Follow-Up to Six-Month Trial Period

In response to concerns raised by the Department of Public Works (DPW) and residents in the area, the City's Traffic Section recently assessed the possibility of prohibiting parking on one side of the 1300S/1400S/1500S block of Driscoll Street (the segment located between Charles Street and the railroad tracks). The concerns generally related to the ability of the DPW to plow this block safely and efficiently during the winter months, which has gotten significantly more difficult over the past several years as the frequency of on-street parking has increased. To address this, my office proposed removal of parking from the east side of the block during the winter months.

Property owners on this block were surveyed by mail and, based on the feedback received, a parking restriction on the east side (from Dec 1st to Apr 1st) was posted for a 6-month trial period.

This arrangement appears to have had the desired effect, and we have not received any feedback from the community. Based on this, we recommend the changes be made permanent.

To accomplish this, the following ordinance action is required:

1. **Create:** "Parking be prohibited from December 1st to April 1st on the east side of Driscoll Street from Charles Street to a point 725 feet north of Charles Street."



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Appleton, WI 54911
TEL (920) 832-5580
FAX (920) 832-5570

To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Date: May 25, 2022
Re: Possible 6-month trial for parking changes on Pacific St (Drew St to Lawe St)

In response to concerns raised by Alderperson Meltzer, the City’s Traffic Section recently assessed the possibility of allowing unrestricted parking on both sides of Pacific Street between Drew Street and Lawe Street (see Figure 1). Parking is currently restricted to two hours on the north side of this portion of Pacific Street (the south side is unrestricted).

According to City records, parking had been restricted to two hours on *both* sides of the blocks in question for many years prior to 1995. In 1995, the two-hour restriction was removed from the south side at the request of several residents. At that time, the restriction was retained on the north side of the street due to Pacific Street’s narrow width of 28 feet.

Based on feedback received from several constituents, Alderperson Meltzer is proposing a six-month trial to test the removal of the two-hour restriction on the north side of the street as a way of providing additional on-street parking and decreasing the speed of traffic.

As previously noted, this portion of Pacific Street is 28 feet wide. Based on the City’s *Narrow Street Parking Policy*, which generally applies to low-volume residential streets with limited on-street parking usage, 28 feet is just wide enough to allow for parking on both sides (the policy mandates removal of parking on one side at widths of 27 feet or less). On a 28-foot street with parking on both sides, what you essentially have is two 7-foot parking lanes and one 14-foot travel lane. Given that passenger vehicles have mirror-to-mirror widths of 6.5 to 8.5 feet, vehicles traveling in opposing directions will often need to “give way” (see Figure 2) when there are parked vehicles on both sides. While this results in lower overall speeds, it can be uncomfortable and feel unsafe for some drivers.

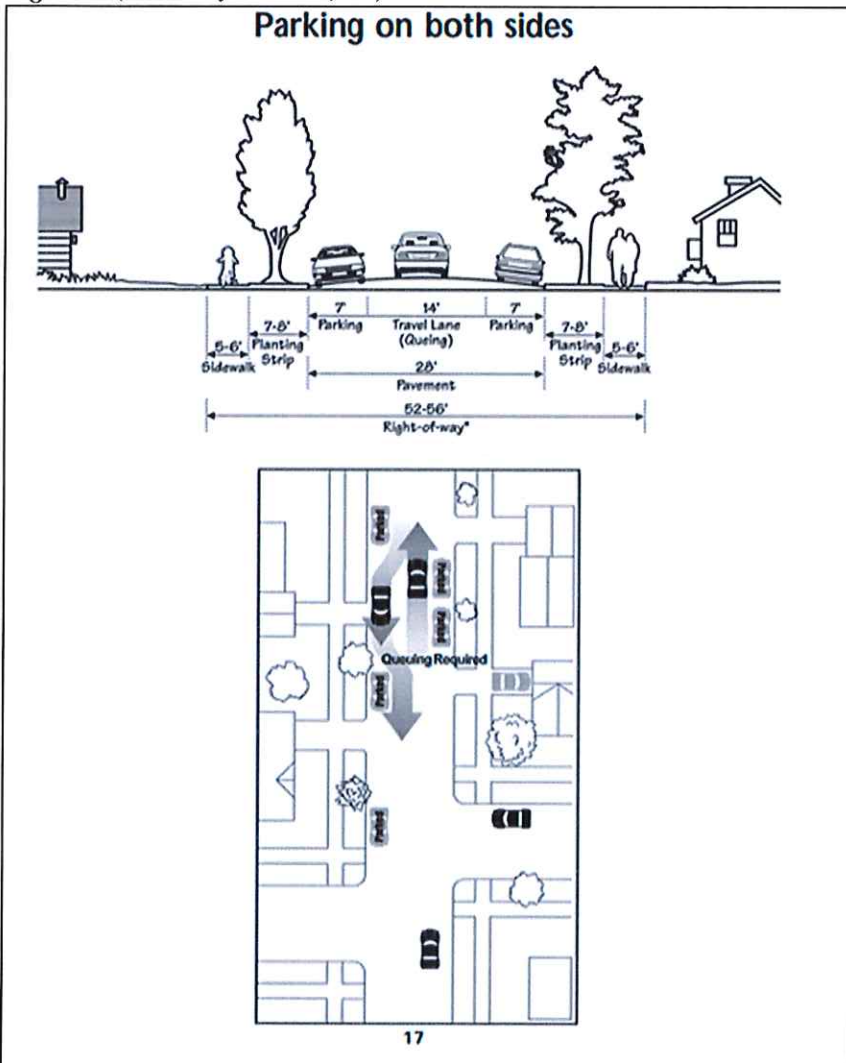
Based on the totality of the information, we are supportive of approving Alderperson Meltzer’s request for a six-month trial to eliminate the two-hour restriction on the north side of the blocks in question during the non-winter months. We recommend the restriction remain in place during the winter months (Dec 1st to Apr 1st) when the effective width of the road is typically reduced by four to five feet due to snowbank “creep.”

Letters were mailed to all affected properties advising them of Alderperson Meltzer’s request and inviting their comments and/or participation in the 6/6/22 Municipal Services Committee meeting.

Figure 1



Figure 2 (Credit: City of Portland, WA)





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.

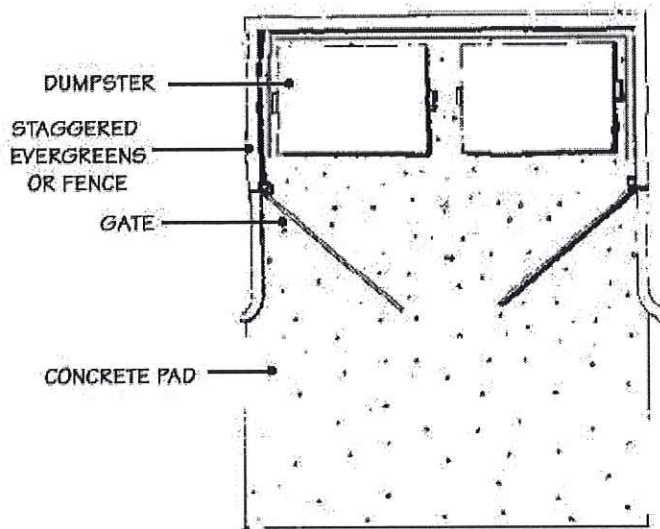
(b) Refuse containers and dumpster enclosures shall be located at the rear or side of the building, screened from public view, and easily accessible for refuse pickup. A dumpster must have at least one (1) foot of separation from another dumpster. This distance must be measured from the outside of the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



Parking Revenue

33%

ORG	ACCOUNT DESCRIPTION	ACTUALS-2021	REV BUD-2022	ACTUALS-2022	VARIANCE-	
5110 Parking Administration						
470500	General Interest	2,931	1,000	-	1,000	
471000	Interest on Investments	12,835	10,000	1,124	8,876	
471500	Gain/Loss on Investment	(5,904)	-	(1,475)	1,475	
471600	Unrealized Gains/Losses	(15,741)	-	(8,289)	8,289	
501000	Miscellaneous Revenue	1	1	1	-	
503500	Other Reimbursements	639	1,000	86	914	
592200	Transfer In - Special Revenue	-	320,375	-	320,375	
		<u>(5,239)</u>	<u>332,376</u>	<u>(8,553)</u>	<u>340,929</u>	-3%
5121 Meter Operations & Maint						
484100	Metered Parking	371,843	400,000	139,664	260,336	
484600	Parking Meter Hood Fees	55,453	25,000	15,172	9,828	
		<u>427,296</u>	<u>425,000</u>	<u>154,836</u>	<u>270,164</u>	36%
5122 Lot Parking & Maint						
484100	Metered Parking	33,860	30,000	13,425	16,575	
		<u>33,860</u>	<u>30,000</u>	<u>13,425</u>	<u>16,575</u>	45%
5123 Ramp Operation & Maint						
485000	Daily Entrance Fees	363,328	570,000	160,589	409,411	
485000 3404	Daily Entrance Fees-Red	178,302	-	88,466	-	
485000 3406	Daily Entrance Fees-Yellow	35,160	-	11,332	-	
485000 3408	Daily Entrance Fees-Green	149,866	-	59,772	-	
485200	Pass Sales	657,780	830,000	326,287	503,713	
485200 3404	Pass Sales-Red	134,753	-	116,326	-	
485200 3406	Pass Sales-Yellow	372,287	-	125,970	-	
485200 3408	Pass Sales-Green	150,740	-	83,991	-	
503000	Damage to City Property	2,267	-	-	-	
508500	Cash Short or Over	747	-	302	(302)	
		<u>1,024,122</u>	<u>1,400,000</u>	<u>487,178</u>	<u>912,822</u>	35%
5130 Ordinance Enforcement						
452000	Parking Violations	249,169	320,000	91,787	228,213	
503500	Other Reimbursements	213	600	200	400	
		<u>249,382</u>	<u>320,600</u>	<u>91,987</u>	<u>228,613</u>	29%
	Parking Revenues	<u>\$ 1,729,421</u>	<u>\$ 2,507,976</u>	<u>\$ 738,873</u>	<u>\$ 1,769,103</u>	29%

↑
 \$ 703,031 in 2021
 so a little ahead
 of last year.

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/22 Thru 05/31/22

Report Date: 6/2/2022



Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2021	516	94,911,796	190,117.25
	2022	461	56,523,878	170,403.06
		-10.66 %	-40.45 %	-10.37 %
DISPLAY SIGN	2021	33	197,607	1,440.00
	2022	66	389,392	2,720.00
		100.00 %	97.05 %	88.89 %
ELECTRICAL	2021	291	12,638,941	81,812.98
	2022	316	6,580,807	62,777.24
		8.59 %	-47.93 %	-23.27 %
EROSION CNTL	2021	28		3,341.00
	2022	17		1,960.00
		-39.29 %	%	-41.33 %
HEATING	2021	403	19,627,488	39,261.18
	2022	441	8,059,088	38,794.76
		9.43 %	-58.94 %	-1.19 %
PLAN REVIEW	2021	53		18,085.00
	2022	53		15,717.50
		%	%	-13.09 %
PLUMBING	2021	242	7,467,165	21,551.00
	2022	318	3,650,613	22,758.00
		31.40 %	-51.11 %	5.60 %
SEWER	2021	105	514,510	10,960.99
	2022	156	1,598,345	17,170.00
		48.57 %	210.65 %	56.65 %
WELL	2021	5		200.00
	2022	2		80.00
		-60.00 %	%	-60.00 %

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/22 Thru 05/31/22

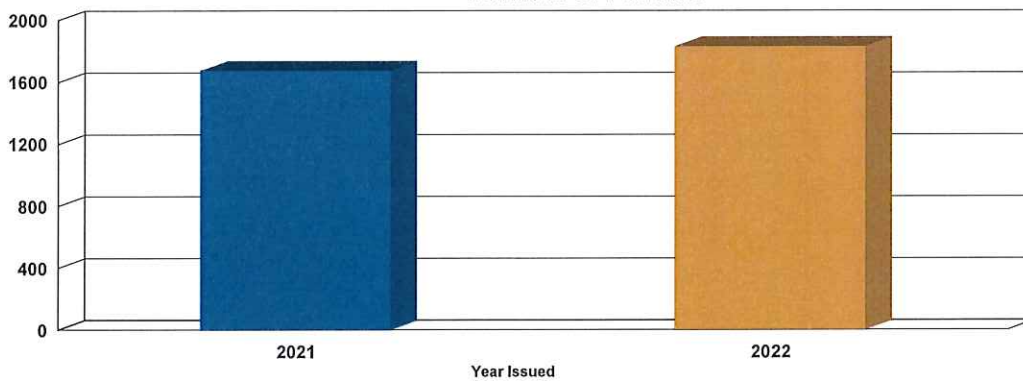
Report Date: 6/2/2022



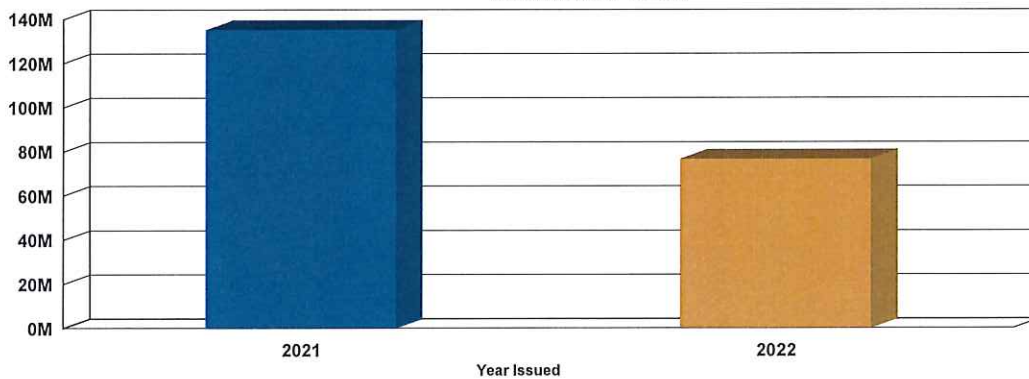
"...meeting community needs...enhancing quality of life."

	2021	2022
Permits	1676	1830
Estimated Cost	135,357,507.00	76,802,123.00
Receipt Amount	366,769.40	332,380.56

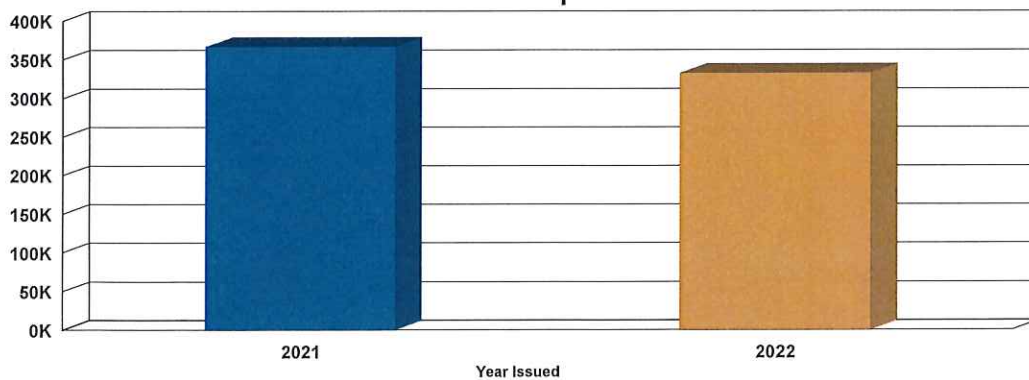
Number of Permits



Estimated Cost



Receipt Amount



City of Appleton

BIRD E-Scooter Pilot Community Feedback

Month of May 2022

COMPLAINTS RECEIVED BY CITY

	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
Improper Parking	2	1							
Improper Street Riding	1	2							
Scooters are Unsafe	2	4							
Scooters are Unsightly	0	0							
Sidewalk Riding on College	3	4							
Other	1	3							
TOTAL	9	17							

REPORTED ACCIDENTS

	APRIL	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOV	DEC
Accidents	1	3							