



City of Appleton

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

Meeting Agenda - Final-revised Municipal Services Committee

Monday, September 12, 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
[22-1146](#) Minutes from August 22, 2022

Attachments: [Minutes 8-22-22.pdf](#)

4. Public Hearings/Apearances

5. Action Items

- [22-0954](#) R/B-Request from Michael Rumans, 725 W. Packard Street, for a variance to Municipal Code Section 19-91 (f) for a driveway widened more than 4 feet into the front yard.

Attachments: [725 W Packard St-variance.pdf](#)

Legislative History

7/25/22	Municipal Services Committee	held
	<i>Item #22-0954 be held until August 8th meeting</i>	
8/8/22	Municipal Services Committee	recommended for denial
8/17/22	Common Council	referred to the Municipal Services Committee
8/22/22	Municipal Services Committee	held
	<i>Held until September 12, 2022</i>	

- [22-1078](#) R/B-Approve modifications to the City of Appleton Street Terrace Policy.

Attachments: [Street Terrace Policy Update.pdf](#)
[Resolution 7-R-22-Street Terrace Policy \(1\).pdf](#)

Legislative History

8/22/22	Municipal Services Committee	recommended for approval
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9/7/22 Common Council referred to the Municipal Services Committee

[22-1147](#)

Request from Mark Van Grinsven, 1610 W. Glendale Avenue, for a variance to Municipal Code Section 19-91(f) for a driveway widened more than 4 feet into the front yard.

Attachments: [Driveway X.jpg](#)
[Driveway Extension.pdf](#)

[22-1148](#)

Approve modifications to the City of Appleton Downtown Parking Policy for City Employees and Map.

Attachments: [Downtown Parking Policy for City Employees-9-22 draft for approval.pdf](#)

22-1160

Request from Kush Kafe' for a Street Occupancy Permit to place tables and chairs in the beautification strip at 219 E College Avenue.

6. Information Items

[22-1150](#)

Inspection Division Permit Summary Comparison Report for August 2022

Attachments: [Inspection Div. Report August 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.



City of Appleton

100 North Appleton Street
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Meeting Minutes - Final Municipal Services Committee

Monday, August 22, 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

[22-1080](#)

Minutes from August 8, 2022

Attachments: [Minutes from August 8, 2022.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**

5. **Action Items**

[22-0954](#)

R/B-Request from Michael Rumans, 725 W. Packard Street, for a variance to Municipal Code Section 19-91 (f) for a driveway widened more than 4 feet into the front yard.

Attachments: [725 W Packard St-variance.pdf](#)

Held until September 12, 2022

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

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

[22-1081](#)

Request from Appleton Downtown Inc. for a street occupancy permit to install permanent Edison bulb style LED light strands at the College Avenue intersections of Superior, Appleton, Oneida and Morrison.

Attachments: [Light request letter.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

[22-1077](#)

Request from Ryan Morse, 828 N. Badger Avenue, to waive the administrative fee for high weeds.

Attachments: [828 N Badger Ave-Weed Assessment.pdf](#)

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

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

[22-1076](#)

Approve Six Month Trial Period to Remove the Existing Two-Hour Parking Restriction (7 a.m. to 5 p.m. except Sat/Sun/Hol) on both sides of Arnold Street (from Lawe Street to Meade Street).

Attachments: [Approve 6 month trial Arnold St.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

[22-1078](#)

Approve modifications to the City of Appleton Street Terrace Policy.

Attachments: [Street Terrace Policy Update.pdf](#)
[Resolution 7-R-22-Street Terrace Policy \(1\).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

6. Information Items

[22-1079](#)

Parking Utility Monthly Revenue update for July 2022.

Attachments: [7-22 Monthly Financial Analysis - Parking.pdf](#)

7. Adjournment

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

Roll Call. Motion carried by the following vote:

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

CITY OF APPLETON
INSPECTION DEPARTMENT
NOTICE OF NONCOMPLIANCE

TAX KEY: 31-5-0657-00 725 W PACKARD ST

PAGE: 1

FILE NO: 2022.0344 BUILDING NOTICE DATE: 7/13/22
COMPLIANCE DATE BY: July 27, 2022 INSPECTOR: KURT CRAANEN

SENT TO: MICHAEL RUMANS COPIES TO:
725 W PACKARD ST
APPLETON WI 54914

<u>ORDER#</u>	<u>CODE SECTION</u>	
1.0	Municipal Code Section 19-91(e)	Correction: Obtain a permit for a driveway extension.
2.0	Municipal Code Section 19-91(f)	Correction: A driveway may not be widened more than four (4) feet into the front yard. Either remove the extension or apply for a variance through the Municipal Services Committee.

CITY OF APPLETON
INSPECTION DEPARTMENT
NOTICE OF NONCOMPLIANCE

TAX KEY: 31-5-0657-00 725 W PACKARD ST

PAGE: 2

FILE NO: 2022.0344

BUILDING

NOTICE DATE: 7/13/22

COMPLIANCE DATE BY: July 27, 2022

INSPECTOR: KURT CRAANEN

SENT TO: MICHAEL RUMANS
725 W PACKARD ST
APPLETON WI

54914

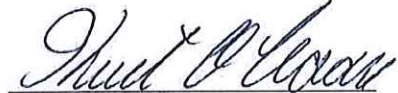
COPIES TO:

All cited violations shall be corrected by July 27, 2022 unless an extension of time is granted in writing by the Inspector. Each day that the violation continues after the date for compliance shall constitute a separate offense subject to remedies and penalties by the authority having jurisdiction.

AVOID DELAY.

REPORT CORRECTIONS TO THE INSPECTION DIVISION AS SOON AS COMPLETED.

Inspector:

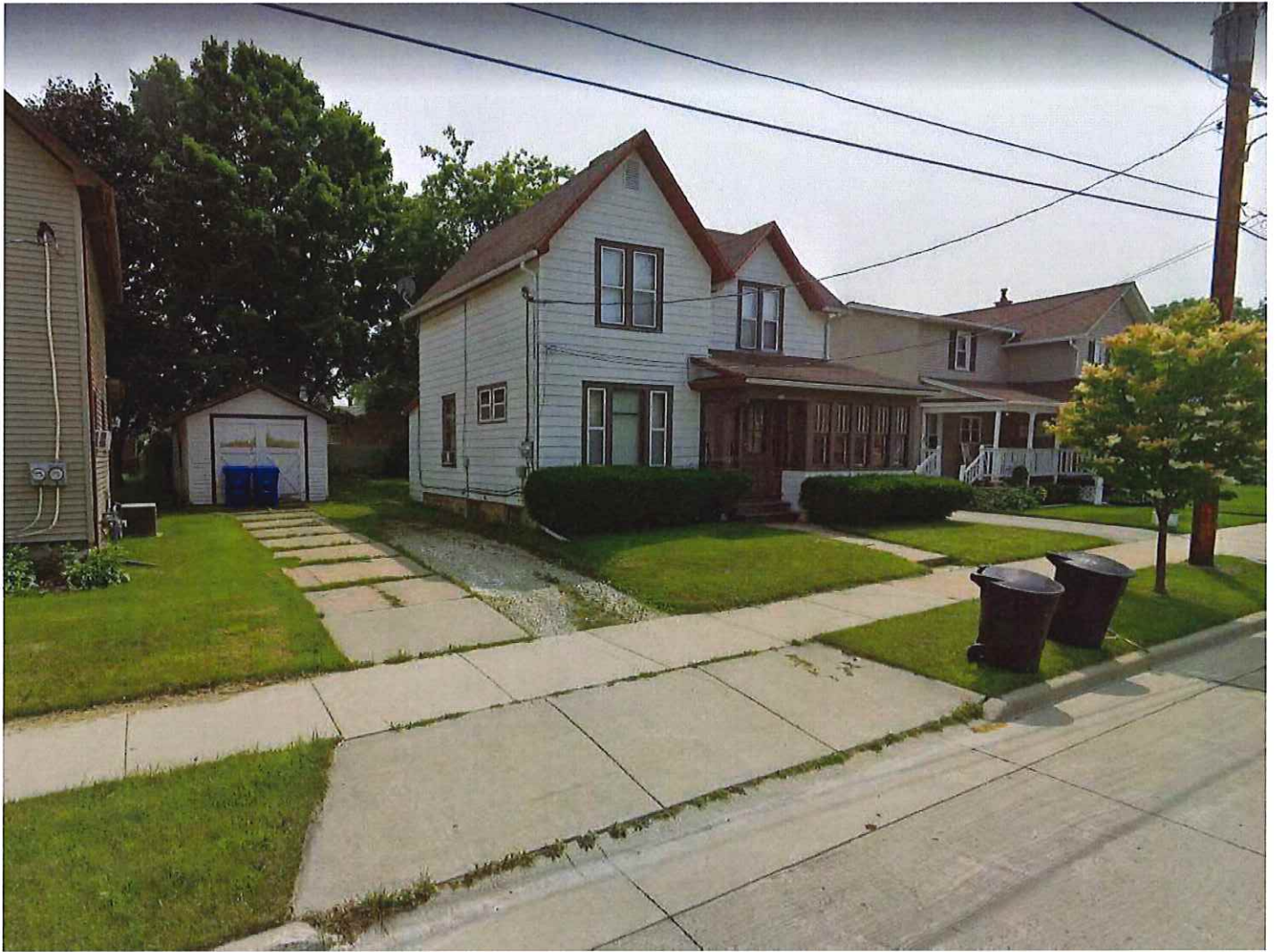


KURT CRAANEN
Inspection Department
100 N. Appleton St.
Appleton, WI 54911-4799
Telephone: (920) 832-6411

OFFICE USE ONLY

Date of Distribution: 7/13/22

Date of Completion: _____







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

DEPARTMENT OF PUBLIC WORKS

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

DRAFT For Committee approval 8/22/22

CITY OF APPLETON
STREET TERRACE POLICY

The following conditions are **not** acceptable uses of street terraces **unless a terrace occupancy permit request is approved** by the Municipal Services Committee and Common Council:

1. Plants in excess of 3 feet in height.
2. Hedges or woody plantings.
3. Traffic hazards such as rocks, railroad ties, fencing, etc.
4. Loose stone, ~~mulch~~, or sand surfaces.
5. Non-native or invasive species of vegetation with the exception of home vegetable gardens.
6. Private trees
7. Plants within 3 feet of a fire hydrant or other city/private utility surface infrastructure.

All Council approved exceptions to this policy require a certificate of insurance and a \$40 annual terrace occupancy permit which shall be valid until December 31st of the year of it is issued.

~~All~~ Other uses of street terraces are acceptable contingent upon the following and, when necessary, subject to the review and discretion of the Public Works Director:

1. Compliant with Weed Control Ordinance.
2. Ground elevation flush with sidewalk.
3. City's restoration cost to work in the terrace limited to cost of typical terrace.
4. Any private plantings or mulch in the terrace shall be fully confined within the terrace area without the aid of structural supports or fencing.
5. All private plantings shall be cut down to ground level and removed from the terrace prior to October 5th, to accommodate the City's fall leaf collection process.
6. Each property shall maintain sufficient unobstructed terrace area to accommodate fall leaf storage/collection and placement of refuse/recycling containers.



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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

SUBJECT: Status Update – Resolution #7-R-22 – Modifications to Street Terrace Policy

DATE: June 29, 2022

Department of Public Works staff is currently reviewing and discussing various elements included in Resolution #7-R-22 submitted by Alderperson Del Toro, District 4.

As part of our review, we will explore the potential benefits as well as any possible unintended consequences of the proposed changes. Part of our review will also include any potential safety or maintenance concerns or conflicts with City use of, and operations within the terrace area. We will also include other appropriate City departments in our review process.

We also want to provide Director of Public Works Danielle Block an opportunity to participate in the process upon her arrival to the City.

We will report out at a future meeting with our findings and recommendations.

Thank you.

#7-R-22
Street Terrace Policy Modifications

Submitted By: Alderperson Del Toro, District 4

Date: June 15, 2022

Referred To: Department of Public Works

Whereas the city's current Street Terrace Policy prohibits planting: Plants in excess of 3 ft, Hedges, Vegetable gardens, plants within three feet of a hydrant, traffic hazards like loose stone, railroad ties, mulch and sand surfaces; and

Whereas the city's current Street Terrace Policy requires, that property owners comply with the city's weed ordinance, maintain an elevation flush with the sidewalk and that the city's restoration cost to the terrace is limited to the cost of a typical terrace; and

Whereas the city's current Street Terrace Policy requires, a \$40 annual permit and proof of insurance. And;

Whereas Street Terraces are currently occupied throughout the city without requesting formal permission, and;

Whereas Appleton's street terraces provide opportunities for communities to build gardens, beautify our streets, provide fresh food to homes in need, help control and reduce storm water runoff and provide good environmental resources for our city's biodiversity.

Therefore be it resolved that home owners who wish to develop these terraces may do so by registering the use of their terrace free of charge with the municipal department on a yearly basis. And must still be adhering to safety standards which include:

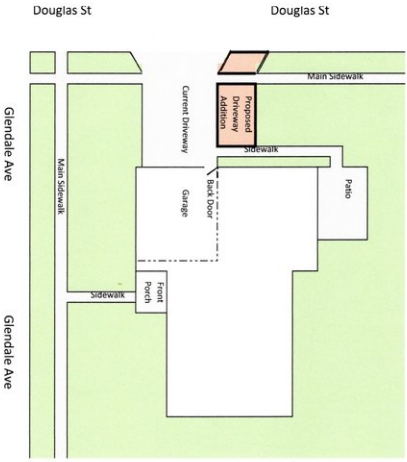
- Prohibiting planting any vegetation in excess of 48 inches in non-corner lots and 36 inches in corner lots,
- Prohibiting plants within three feet of fire hydrants
- Prohibiting traffic hazards like loose stone, or railroad ties.
- Prohibiting the planting of trees not approved by the Forestry Department,
- Prohibiting the planting of invasive and non-native species
- If terraces remain unoccupied they must continue to adhere to the city's weed ordinance and registration is not required.

Acceptable uses of terrace include the use of these spaces for

- vegetable gardens,
- the use of mulch to maintain weeds in control,
- planting native flora

Failure to register the occupied terrace may result in a city fine. The city will first issue a warning to any reported terraces that are delinquent and the property manager will have 2

weeks from the date of issue of the notice to resolve or appeal. Fines will be strictly enforced every two weeks until the problem terrace is restored to acceptable conditions. Fines will be \$40 every two weeks until the problem is resolved. If the terrace is not remediated within 6 weeks the city will mow the terrace and restore it at the expense of the property owner.



- Proposed driveway extension for 1610 W Glendale Ave
- 12' north of current driveway, 20' east/west from main sidewalk to sidewalk by house
- 11' north of current driveway apron

09/05/2022

Mr. Craanen,

This is in reference to a driveway extension at my residence at 1610 W. Glendale Ave. in Appleton. We have a total of 5 adults, consisting of my 2 adult children, Marcus and Matt, Matt's significant other Kayla, my wife Jean and I. We all drive on a regular basis and need to have 5 vehicles. We currently have room for 2 vehicles in the garage, and 2 more vehicles in the driveway. The fifth vehicle is being parked in the apron between the main sidewalk and the street. This is not ideal, even in the best of conditions. Winter is soon approaching, leaving the vehicle parked in the apron buried in snow and in a position to be damaged by the plow or the snow and ice as it gets packed in.

The best solution is to extend the driveway to the side and make room for the fifth vehicle. As per the accompanying drawing, I would like to extend the driveway 12 feet to the north on Douglas Street into my side yard. However, I am being told by the city that I would have to extend to the south, which my front yard.

Your assistance is greatly appreciated in receiving a variance and or whatever is needed to get the proper permit(s) needed to have my driveway extended for use before winter.

Thank you!

Mark Van Grinsven

1610 W. Glendale Ave.

Appleton WI. 54914

920-733-4738

mvangr@yahoo.com

CC: Nate Wolf, Matt Van Grinsven, Mark Van Grinsven



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Effective Date: ~~December 2018~~ September 2022

CITY OF APPLETON DOWNTOWN PARKING POLICY FOR CITY EMPLOYEES AND MAP

A. CITY-OWNED VEHICLES

1. There shall be no on-street parking at the 100 blocks of E. and W. Washington St., 100 block N. Oneida St. and 100 blocks of E. and W. College Ave. City-owned vehicles are allowed to park for up to two (2) hours free at allowable/approved on-street meters. ~~(except red meters and meters adjacent to City Center unless prior approval from Supervisor)~~
2. City-owned vehicles shall not park at red allowable/approved meters without paying. Vehicles at expired red meters will be cited at driver's expense.
3. Parking for more than two (2) hours shall be in the ~~south end of the Library Plaza Lot~~ Yellow Ramp in any non-3 hour parking stall.
4. Overnight parking shall be in the secured basement of the Yellow Ramp.
5. Vehicles violating any of these policies will be cited at driver's expense.

B. CITY-OWNED LARGE VEHICLES




1. There shall be no on-street parking at the 100 block of E. and W. Washington St., 100 block N. Oneida St. and 100 blocks of E. and W. College Ave. Large vehicles are allowed to park for up to two (2) hours free at allowable/approved on-street meters. ~~(except at red meters and meters adjacent to City Center unless prior approval from Supervisor)~~.
2. ~~Large vehicles shall not park at red meters (except in an emergency).~~
3. Parking for more than two (2) hours shall be in the ~~south end of the Library Plaza Lot~~ at the 12-hour meters located north of Washington Street.

C. EMPLOYEE-OWNED VEHICLES

1. City employees who work at City Center have the option of a Yellow or Green Ramp permit. Employees must observe all posted parking restriction signs in both ramps. No personal vehicles shall be parked in the secured basement of the Yellow Ramp.
2. City employees who work at other sites or use their personal vehicle in-lieu of a city vehicle will be issued a special "Official Business" permit upon request and approval of the appropriate department head. A personal vehicle displaying this permit must follow the above guidelines for city-owned vehicles.

It should be noted that Ordinance Number 19-107 (d) prohibits the deposit of additional money to extend parking time beyond the limit of the meter. This ordinance will be enforced on all City vehicles. It should also be noted that City vehicles must follow all other City Ordinances and State Statutes relating to parking.

City Staff Street Metered Parking

-  No parking at anytime
-  30 min meter - \$.50/30 minutes Payment Required
-  Parking Available



Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

01/01/22 Thru 08/31/22

Report Date: 9/1/2022



Permit Type	Year Issued	Permit Count	Total Estimated Cost	Total Receipt Amount
BUILDING	2021	870	116,389,567	248,404.11
	2022	805	112,526,538	431,197.41
		-7.47 %	-3.32 %	73.59 %
DISPLAY SIGN	2021	62	455,267	2,600.00
	2022	100	789,866	4,080.00
		61.29 %	73.50 %	56.92 %
ELECTRICAL	2021	514	17,098,514	137,938.15
	2022	644	9,031,625	93,398.76
		25.29 %	-47.18 %	-32.29 %
EROSION CNTL	2021	35		4,141.00
	2022	34		4,460.00
		-2.86 %	%	7.70 %
HEATING	2021	741	24,930,074	69,011.27
	2022	733	11,028,772	65,281.58
		-1.08 %	-55.76 %	-5.40 %
PLAN REVIEW	2021	82		27,700.00
	2022	88		29,252.50
		7.32 %	%	5.60 %
PLUMBING	2021	412	9,325,811	38,720.00
	2022	642	6,336,043	34,432.00
		55.83 %	-32.06 %	-11.07 %
SEWER	2021	178	978,774	18,690.99
	2022	248	2,939,597	27,509.00
		39.33 %	200.33 %	47.18 %
WELL	2021	5		200.00
	2022	2		80.00
		-60.00 %	%	-60.00 %

Department of Public Works Inspections Division

Permit Summary Count YTD Comparison

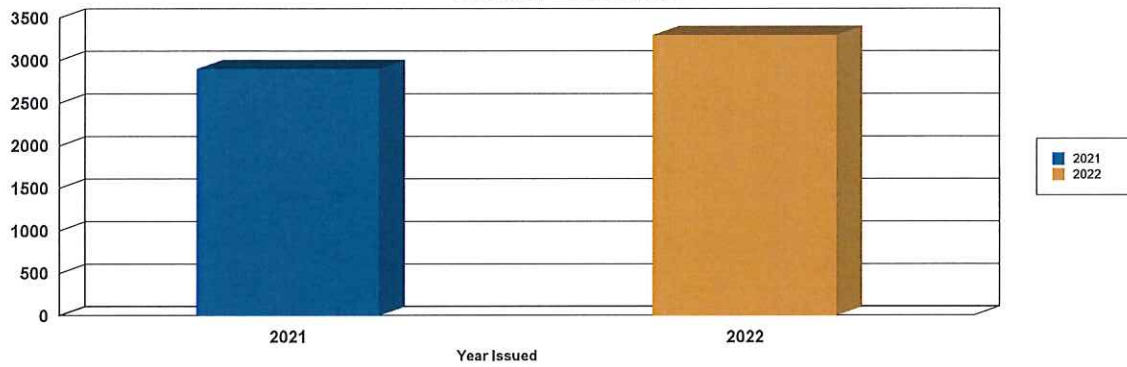
01/01/22 Thru 08/31/22

Report Date: 9/1/2022

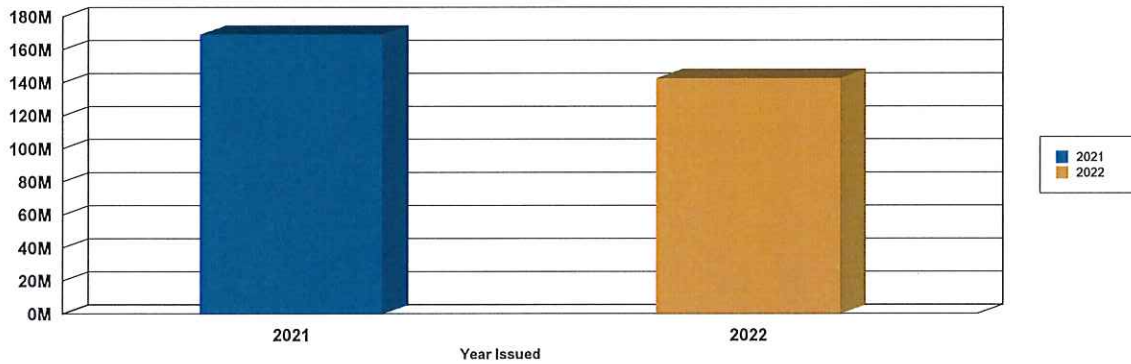


	2021	2022
Permits	2899	3296
Estimated Cost	169,178,007.00	142,652,441.00
Receipt Amount	547,405.52	689,691.25

Number of Permits



Estimated Cost



Receipt Amount

