



# 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, August 12, 2024

4:30 PM

Council Chambers, 6th Floor

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

[24-1035](#) Minutes from July 22, 2024

**Attachments:** [07-22-2024 MSC Minutes.pdf](#)

### 5. Public Hearing/Appealances

### 6. Action Items

[24-1036](#) Approve Boldt Permanent Street Occupancy Permit and Sign Permit for 5 Awnings in College Avenue Right-of-Way Associated with the Fox Commons Project

**Attachments:** [Location 1 Awning Applications.pdf](#)

[Location 2 Awning Applications.pdf](#)

[Location 3 Awning Applications.pdf](#)

[Location 4 Awning Applications.pdf](#)

[Main Entrance Awning Applications.pdf](#)

[24-1037](#) Approve Findorff Long Term Temporary Street Occupancy Permit in Oneida Street and City Center Street for Fox Commons Construction

**Attachments:** [J.H Findorff - City Center St - long term permit 9-6-24.pdf](#)

[24-1038](#) Approve RODAC Long Term Temporary Street Occupancy Permit for dumpster within Morrison Street parking lane north of College Ave through 11/15/2024

**Attachments:** [RODAC - long-term occupancy permit 9-14-24.pdf](#)

- [24-1039](#) Award of Contract for Land Acquisition Services for Lawe Street reconstruction to Moss & Associates, in an amount not to exceed \$217,000  
**Attachments:** [MSC Memo Land Acquisition services Lawe St 08-12-2024.pdf](#)
- [24-1040](#) Approve ordinance change to Install a stop sign on Catherine Street at North Street  
**Attachments:** [Catherine-North \(Yield to Stop\).pdf](#)
- [24-1041](#) Approve ordinance change to Install a stop sign on the north leg of Mary Street at North Street (for southbound traffic)  
**Attachments:** [Mary-North \(north leg\) \(Uncontrolled to Stop\).pdf](#)
- [24-1042](#) Approve ordinance change to Install a stop sign on the south leg of Mary Street at North Street (for northbound traffic)  
**Attachments:** [Mary-North \(south leg\) \(Uncontrolled to Stop\).pdf](#)
- [24-1044](#) Approve ordinance changes for Parking changes on Mason St by Jefferson ES (follow-up to a 6-month evaluation)  
**Attachments:** [Mason St 1000S - Jefferson ES Parking Changes.pdf](#)
- [24-1045](#) Approve ordinance changes to Install a stop sign on Tonka Street at North Street  
**Attachments:** [North-Tonka \(Uncontrolled to Stop\).pdf](#)
- [24-1046](#) Approve street vacation for a 50' x 70' area of Sampson Street south of E. Winnebago Street  
**Attachments:** [Sampson Vacation Combined.pdf](#)
- [24-1050](#) Amendment Request - Service Contract for Traffic Signal Control and Management Software  
**Attachments:** [SISP Contract Award Amendment Memo.pdf](#)
- [24-1051](#) Variance Request for Driveway Extension - 3039 N. Ballard Rd  
**Attachments:** [3039 N Ballard Rd Drive Extension Variance Request Memo.pdf](#)

## 7. Information Items

- [24-1047](#) Coop Rd/Midway Rd (CTH AP) intersection control (proposed all-way stop) per Calumet County  
**Attachments:** [Coop-Midway All-Way Stop Info Memo.pdf](#)

8. 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 Municipal Services Committee

---

Monday, July 22, 2024

4:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

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

4. Approval of minutes from previous meeting

[24-0945](#)

Minutes from June 24, 2024

**Attachments:** [06-24-2024 MSC Minutes.pdf](#)

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

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

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0946](#)

Approve the request from The 513 Appleton, LLC for a permanent street occupancy permit at 513 W. College Avenue for five exterior sconce lights to extend into the College Avenue right-of-way approximately 5 inches at a height of approximately 11 feet and greater.

**Attachments:** [The 513 Appleton LLC - Permanent Occupancy Permit App College Ave MSC 07-22-2024.pdf](#)

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

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

[24-0947](#)

Approve Utility Easement Release of Rights for I-41 Project Water Main Relocation

**Attachments:** [I-41 Ballard Ease Release MSC Memo w Attachments 07-22-2024.pdf](#)

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

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

[24-0948](#)

Approve State/Municipal Agreement for the design and construction of the Lawe Street Bridge over the Navigational Canal.

**Attachments:** [4984-24-76 77 C APPLETON, LAWE STREET, STATE MUNICIPAL AGREEMENT P-44-0719.pdf](#)

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

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

[24-0949](#)

Approve ordinance changes related to the B-24 Summit St Reconstruction Project (Packard St to Elsie St).

**Attachments:** [Summit \(Packard to Elsie\) B-24 Parking Changes.pdf](#)

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

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

[24-0950](#)

Approve ordinance changes related to the B-24 Summit St Reconstruction Project (Prospect Av to Fourth St)

**Attachments:** [Summit \(Prospect to Fourth\) B-24 Parking Changes.pdf](#)

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

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

## 7. Information Items

## 8. Adjournment

**Siebers moved, seconded by Meltzer, that the meeting be adjourned. Roll Call. Motion carried by the following vote:**

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

**City of Appleton**  
**100 North Appleton Street, Appleton WI 54911**  
**Phone: (920) 832-6411 Fax: (920) 832-6464**

Permit No.: \_\_\_\_\_  
 Key No.: 31-2-0290-01  
 Receipt No.: 159922620  
 Date: \_\_\_\_\_

## SIGN PERMIT

A separate permit is required for each proposed sign.

Permit Fee: \$100.00  Penalty Fee

Site Address: 10 E College Ave Location #1  
 Business Name: Fox Common Properties, LLC

Single Tenant  
 Multi- Tenant      Estimated Cost: **\$4,000.00**

### Type of Sign

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Ground Sign       | <input checked="" type="checkbox"/> Awning Sign          | <input type="checkbox"/> Changeable Copy Sign (No animation) |
| <input type="checkbox"/> Wall Mounted Sign | <input type="checkbox"/> Temporary Sign (Sandwich, Etc.) | <input type="checkbox"/> Painted Wall Sign                   |
| <input type="checkbox"/> Projecting Sign   | <input type="checkbox"/> Canopy Sign                     | <input type="checkbox"/> Other _____                         |
| <input type="checkbox"/> Window Sign       | <input type="checkbox"/> Portable Sign                   |  |

### Zoning District

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> C2- General Commercial | <input type="checkbox"/> M1- Industrial Park    | <input type="checkbox"/> PI- Public Institution                    |
| <input type="checkbox"/> CO- Commercial Office  | <input type="checkbox"/> M2- General Industrial | <input type="checkbox"/> P- Park District                          |
| <input type="checkbox"/> AG- Agriculture        |   | <input checked="" type="checkbox"/> CBD- Central Business District |

### Dimensions/Other Information

Width of Sign: 28'6"	Height of Sign: 12"
Height Above Normal Grade: 10'-2"	<b>Underclearance: 10'-2"</b>
<b>Projecting into ROW: 5'</b>	Distance to Side Lot Line (5' Min): 8'
Setback from R-O-W:	Setback from Driveway: N/A
Design Exception (Sec. 23-529):	Material: Aluminum & Steel

### Wall Sign Details (Wall/Painted Signs Only)

	Proposed Size Width x Height (ft)	Proposed Area of Sign (sq. ft.)	Existing Size Width x Height (ft)	Existing Area of Sign (sq. ft.)	Area of Entire Wall
Wall North	X		X		
Wall East	X		X		
Wall West	X		X		
Wall South	X		X		

### Electrical Information of Sign

- |                                   |                                       |                                     |   |
|-----------------------------------|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Internal | <input type="checkbox"/> Florescent   | <input type="checkbox"/> LED        | <input type="checkbox"/> Message Center |
| <input type="checkbox"/> External | <input type="checkbox"/> Incandescent | <input type="checkbox"/> Electronic | <input type="checkbox"/> Neon           |

**UL Design No:** N/A, this is a canopy with no lights      **Electrical Contractor:** \_\_\_\_\_

### Office Information

BZA Variance Date: \_\_\_\_\_ Street Occupancy Permit No.: \_\_\_\_\_

Sign Contractor	Contractor Address	Contractor Phone	Contractor Email
Cole	10 E College Ave	920-213-0823	cole@darkhorsedevelopment.com

Applicant hereby agrees to comply with all laws and regulations of the State of Wisconsin and of the Ordinances of the City of Appleton. Applicant further agrees in consideration of the issuance of the permit to save the City of Appleton harmless for any injury or damage caused by reason of the erection or maintenance of the sign or signboard. If any sign erected pursuant to the permit occupies public street right-of-way, it is subject to all of the provisions of Wis. State. 60.045, but without charge or bond. This permit as applied for is granted subject to revocation when any law or regulation of the State of Wisconsin or the Ordinance of the City of Appleton is violated or when inspection reveals that the sign or signboard creates a hazard.

Name of Applicant: <b>Chris Buday</b>	Phone: <b>414-305-4930</b>
Address: 301 W Wisconsin Ave Suite 310, Milwaukee, WI 53203	Inspector Approval: _____

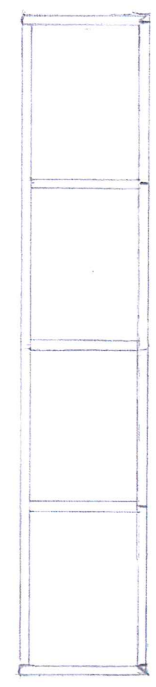
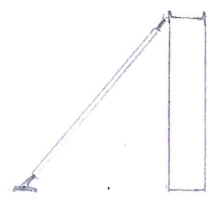
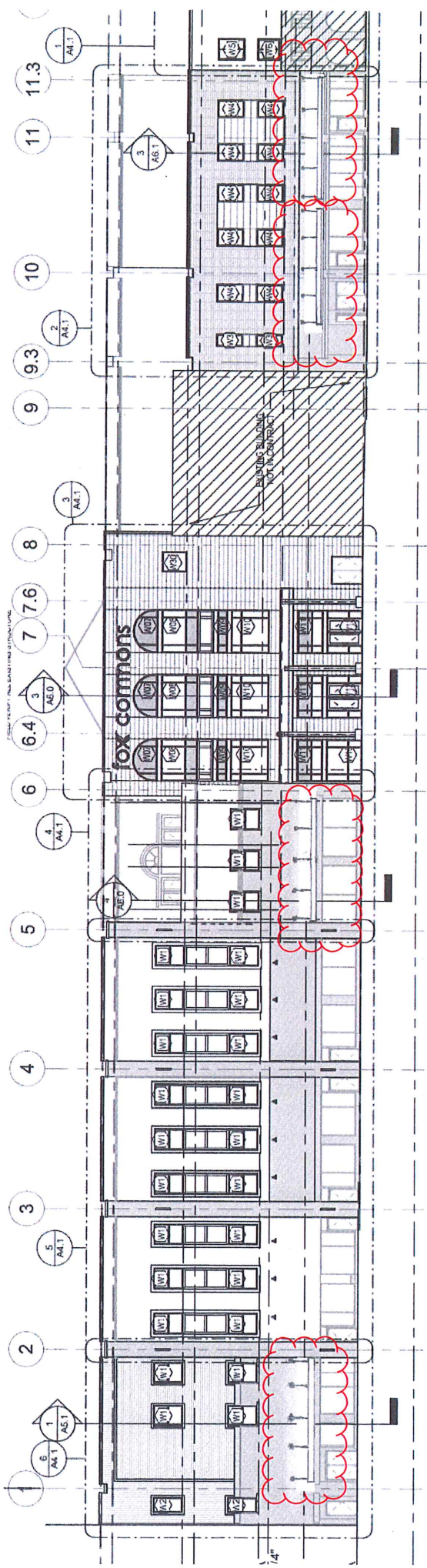
By checking this box, I confirm this as signature and have owner's permission. I also agree that this permit is not valid until an approved permit is e-mailed back to me.

Location #1

Location #2

Location #3

Location #4

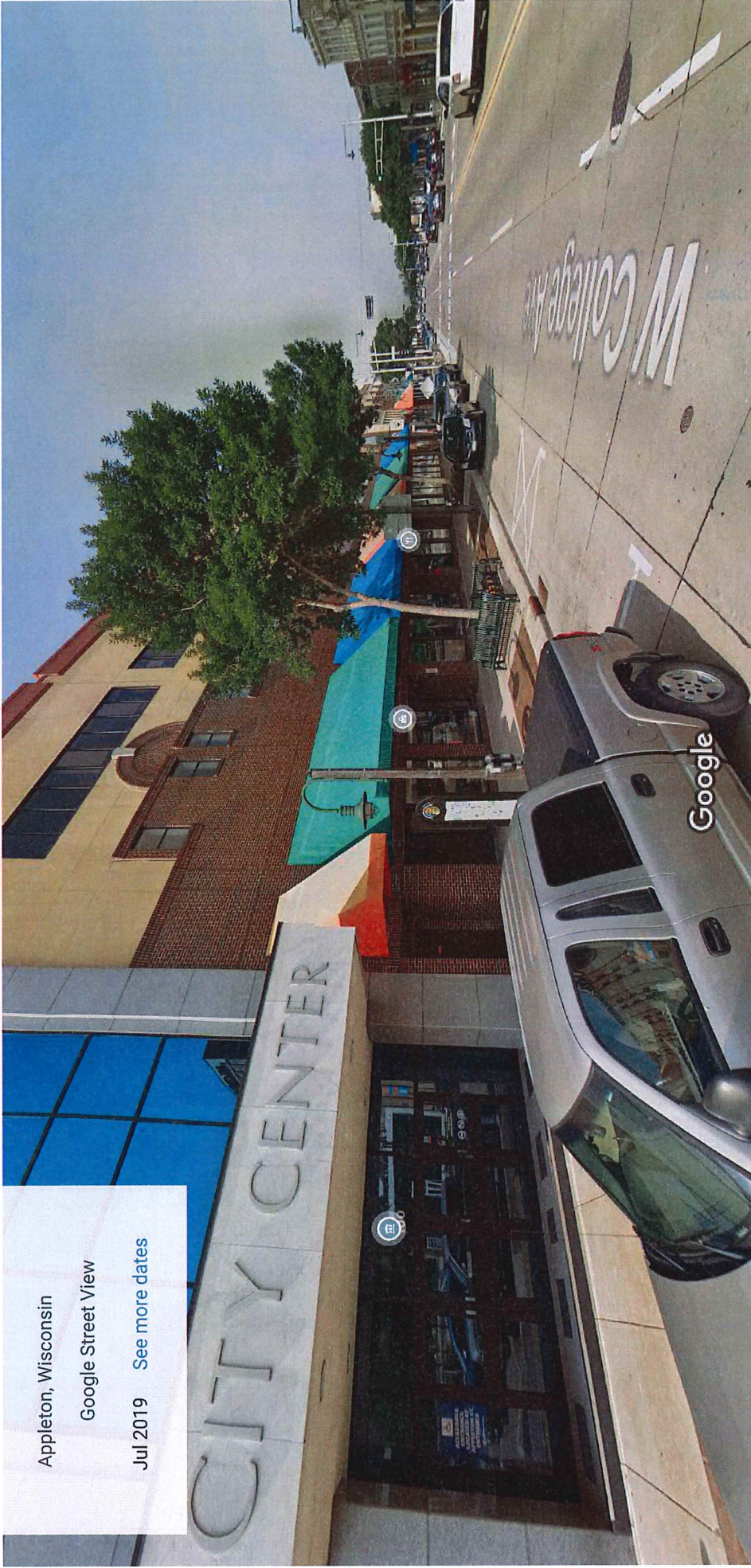


PREVIOUS  
DESIGN  
2/16/24

I → C FACES  
EAST  
ON  
INTERMEDIATES

Google Maps 121 W College Ave

LOC 1



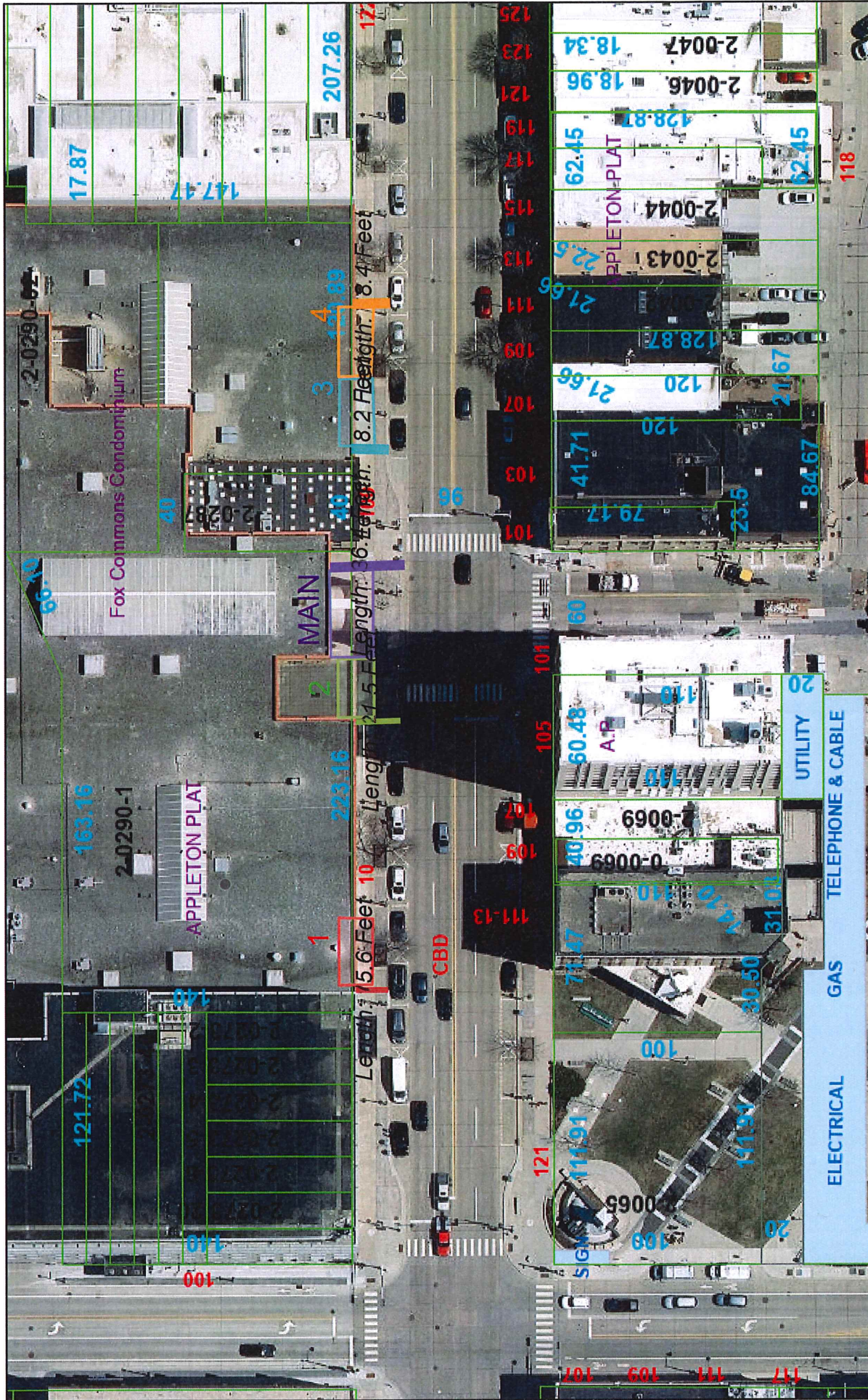
Appleton, Wisconsin  
 Google Street View  
 Jul 2019 See more dates

Image capture: Jul 2019 © 2024 Google





# ArcGIS Web Map



7/30/2024, 3:46:22 PM

- Lines**
- █ Override 4
  - █ Override 2
  - █ Override 5
  - █ Override 1
  - █ Override 3
  - █ Override 4
  - █ Override 1
- Parcels**
- Parcels
  - City Parcels
  - Parcels
  - Parcels
  - Parcels
- Other**
- Closed ROW
  - Easements

Length: FACE OF BUILDING  
TO SIDEWALK

SIGN CODE 23-527 (b)(2) requires aft  
from street curb line.  
5ft projections would comply. - V.DREHMEL



# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : \_\_\_\_\_  
Effective Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Non-Refundable Fee: Included WITH SIGN  
Paid (yes or no): 159922620

Rev. 05-2024

### Applicant Information

Name (print): Chris Buday - Owners Agent Company: Fox Commons Properties, LLC  
Address: 301 W Wisconsin Ave, Suite 310 Telephone: 414-305-4930  
Milwaukee, WI 53203 E-mail: chris.buday@boldt.com  
Applicant Signature: Chris Buday Date: \_\_\_\_\_

\*Digitally signed by Chris Buday  
DN: cn=Chris Buday, o=Fox Commons Properties, LLC, ou=Fox Commons  
Date: 2024.07.26 15:16:24-0507

### Occupancy Information

General Description/Reason: Building exterior canopy within ROW on College Ave LOC. 1  Y or  N  
Street Address: 10 E College Ave, Appleton, WI 54911 Sidewalk/roadway obstruction requested  Y or  N  
Multiple Streets: \_\_\_\_\_  
Date(s) From: 7/26/24 To: \_\_\_\_\_ 35 days or <  35 days or >   
(Requires Committee and Council Approval)

(Department use only)

### Occupancy Type

- Permanent - Obstruction (\$40)
- Temporary - Obstruction (\$40)
- Amenity/Annual (\$40)
- Blanket/Annual (\$250)
- Block Party (\$15)

### Sub-Type

- Awning
- Dumpster
- Sign
- Obstruction / Other
- POD / Container

- Sandwich Board
- Tables/Chairs

### Location

- Sidewalk
- Terrace
- Roadway

### Additional Requirements

Plan/Sketch  Certificate of Insurance  Bond Committee and Council Approval  
Other : \_\_\_\_\_ Date: \_\_\_\_\_

### Traffic Control Requirements

Type of Street:  Arterial/CBD  Collector  Local  
Proposed Traffic Control:  City Manual Page(s) \_\_\_\_\_  
 State Manual Page(s) \_\_\_\_\_  
 Other (attach plan) \_\_\_\_\_

N/A  Contact Traffic Division (920-832-2379) 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. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 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 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. The Grantee 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)

# Statement of Insurance Coverage

**Insurance Coverage:**

Insurance Carrier: Secura Insurance Company

Insurance Agent Name and Phone Number: Family Insurance Center LLC, 920-439-1777

Policy Number: CP3376246

Policy Period: 11/15/23-11/15/24

**Bond Coverage:**

\* Bond Carrier: \_\_\_\_\_

\* Bond Agent Name and Phone Number: \_\_\_\_\_

\* Bond Number: \_\_\_\_\_

\* Bond Period: \_\_\_\_\_

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

I have reviewed and understand the insurance and bonding requirements of the City of Appleton. I hereby certify that I, or the company I represent have insurance and a bond in the amounts required to obtain this permit/license. I have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance and bond carriers, the policy numbers and policy periods above.

Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify against any and all liability, loss, damage and expenses and costs including attorneys' fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right of way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Company Name: Appleton Awning Shop Inc

Print Name: Vinson Buman

Signature: 

Date: 7/12/24

- \* Bonds are required for the following types of work only:*
- Plumbing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-265)
  - Demolition of Buildings: \$5,000.00 Permit Bond (Code Section 4-188(a)(2))
  - Sewer lateral sealing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-188(c))
  - Moving of Buildings: \$5,000.00 Permit Bond (Code Section 4-207(5))
  - Cement Finisher's License: \$5,000.00 License Bond (Municipal Code Section 9-33)
  - Excavation or place facilities in the public right-of-way: \$5,000.00 Permit Bond (Code Section 16-110)

**City of Appleton**  
**100 North Appleton Street, Appleton WI 54911**  
**Phone: (920) 832-6411 Fax: (920) 832-6464**

Permit No.: \_\_\_\_\_  
 Key No.: 31-2-0290-01  
 Receipt No.: 159922930  
 Date: \_\_\_\_\_

## SIGN PERMIT

A separate permit is required for each proposed sign.

Permit Fee: \$100.00  Penalty Fee

Site Address: 10 E College Ave Location #2  
 Business Name: Fox Common Properties, LLC

Single Tenant  
 Multi- Tenant      Estimated Cost: **\$4,000.00**

### Type of Sign

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Ground Sign       | <input checked="" type="checkbox"/> Awning Sign          | <input type="checkbox"/> Changeable Copy Sign (No animation) |
| <input type="checkbox"/> Wall Mounted Sign | <input type="checkbox"/> Temporary Sign (Sandwich, Etc.) | <input type="checkbox"/> Painted Wall Sign                   |
| <input type="checkbox"/> Projecting Sign   | <input type="checkbox"/> Canopy Sign                     | <input type="checkbox"/> Other _____                         |
| <input type="checkbox"/> Window Sign       | <input type="checkbox"/> Portable Sign                   |  |

### Zoning District

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> C2- General Commercial | <input type="checkbox"/> M1- Industrial Park    | <input type="checkbox"/> PI- Public Institution                    |
| <input type="checkbox"/> CO- Commercial Office  | <input type="checkbox"/> M2- General Industrial | <input type="checkbox"/> P- Park District                          |
| <input type="checkbox"/> AG- Agriculture        |   | <input checked="" type="checkbox"/> CBD- Central Business District |

### Dimensions/Other Information

Width of Sign: 28'6"	Height of Sign: 12"
Height Above Normal Grade: 10'-2"	<b>Underclearance: 10'-2"</b>
<b>Projecting into ROW: 5'</b>	Distance to Side Lot Line (5' Min): 80'
Setback from R-O-W:	Setback from Driveway: N/A
Design Exception (Sec. 23-529):	Material: Aluminum & Steel

### Wall Sign Details (Wall/Painted Signs Only)

	Proposed Size Width x Height (ft)	Proposed Area of Sign (sq. ft.)	Existing Size Width x Height (ft)	Existing Area of Sign (sq. ft.)	Area of Entire Wall
Wall North	X		X		
Wall East	X		X		
Wall West	X		X		
Wall South	X		X		

### Electrical Information of Sign

- |                                   |                                       |                                     |   |
|-----------------------------------|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Internal | <input type="checkbox"/> Florescent   | <input type="checkbox"/> LED        | <input type="checkbox"/> Message Center |
| <input type="checkbox"/> External | <input type="checkbox"/> Incandescent | <input type="checkbox"/> Electronic | <input type="checkbox"/> Neon           |

**UL Design No:** N/A, this is a canopy with no lights      **Electrical Contractor:** \_\_\_\_\_

### Office Information

BZA Variance Date: \_\_\_\_\_      Street Occupancy Permit No.: \_\_\_\_\_

Sign Contractor	Contractor Address	Contractor Phone	Contractor Email
Cole	10 E College Ave	920-213-0823	cole@darkhorsedevelopment.com

Applicant hereby agrees to comply with all laws and regulations of the State of Wisconsin and of the Ordinances of the City of Appleton. Applicant further agrees in consideration of the issuance of the permit to save the City of Appleton harmless for any injury or damage caused by reason of the erection or maintenance of the sign or signboard. If any sign erected pursuant to the permit occupies public street right-of-way, it is subject to all of the provisions of Wis. State. 60.045, but without charge or bond. This permit as applied for is granted subject to revocation when any law or regulation of the State of Wisconsin or the Ordinance of the City of Appleton is violated or when inspection reveals that the sign or signboard creates a hazard.

Name of Applicant: <b>Chris Buday</b>	Phone: <b>414-305-4930</b>
Address: 301 W Wisconsin Ave Suite 310, Milwaukee, WI 53203	Inspector Approval: _____

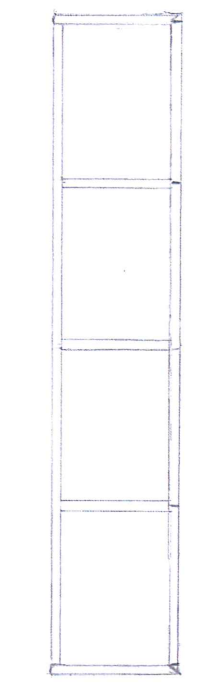
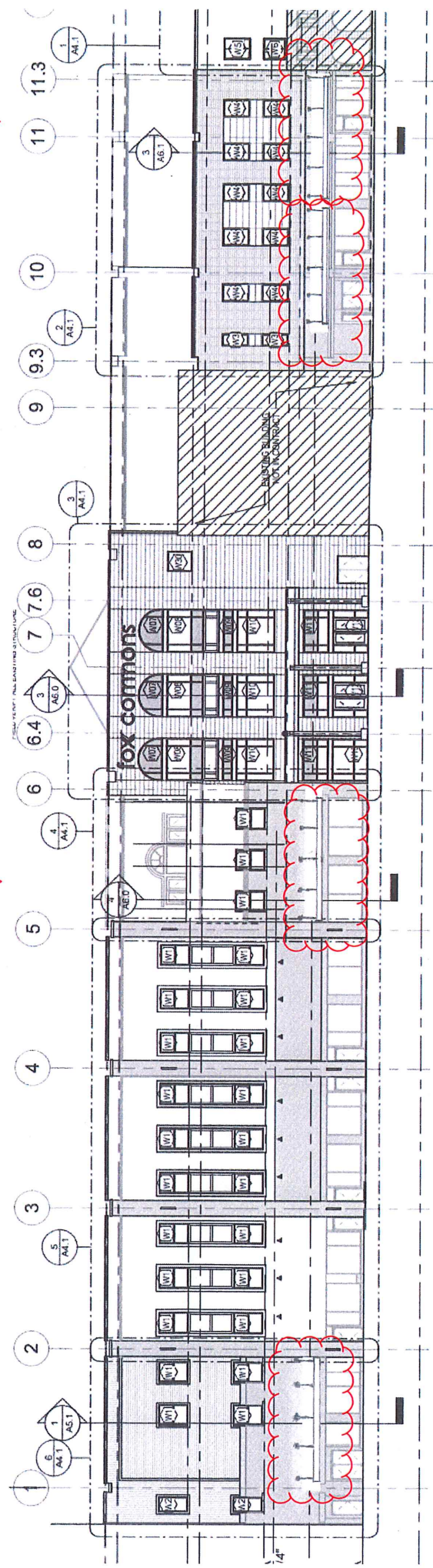
By checking this box, I confirm this as signature and have owner's permission. I also agree that this permit is not valid until an approved permit is e-mailed back to me.

Location #1

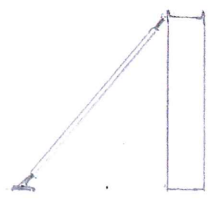
Location #2

Location #3

Location #4



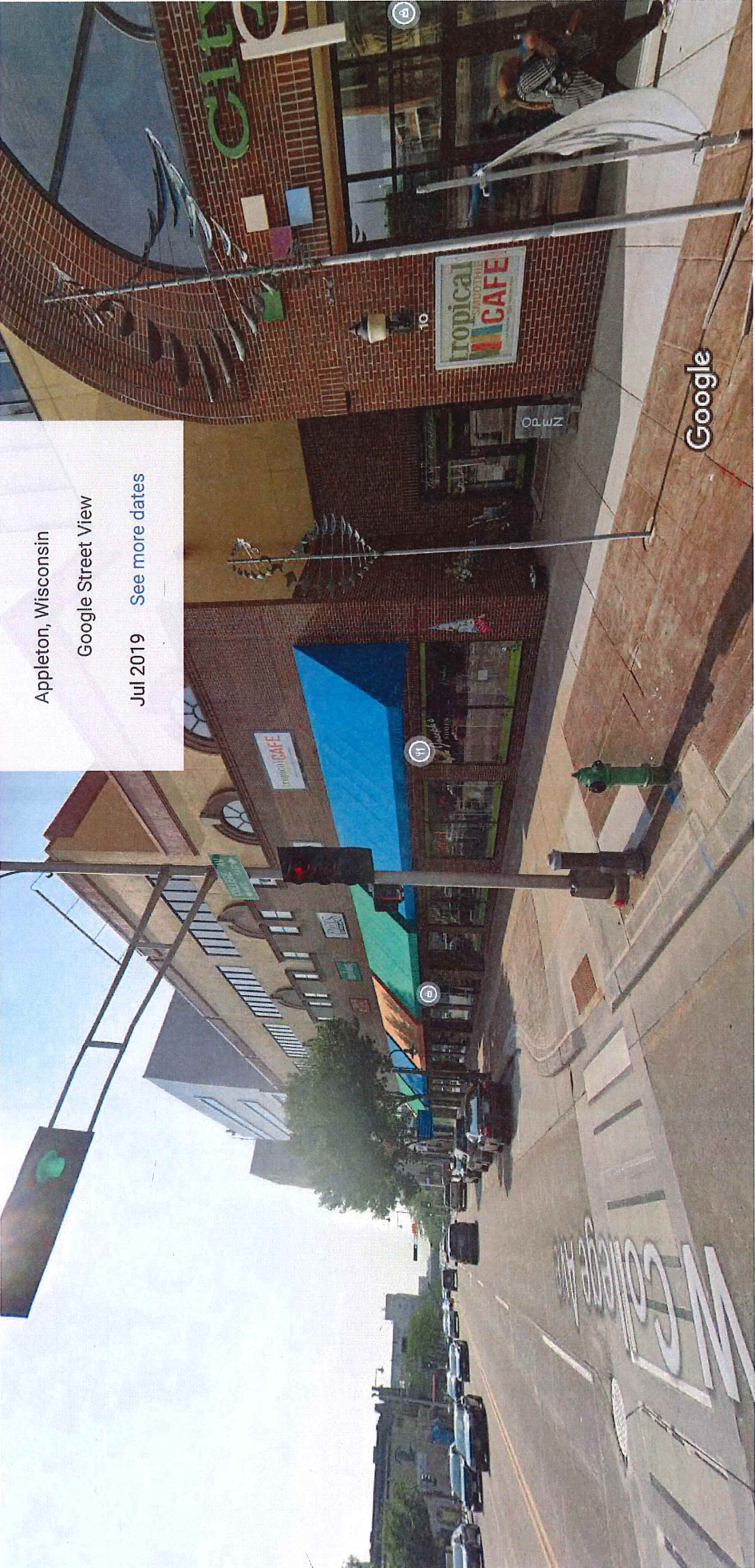
[ ] → C FACES  
 EAST  
 ON  
 INTERMEDIATES



PREVIOUS  
 DESIGN  
 2/16/24

Google Maps 10 W College Ave

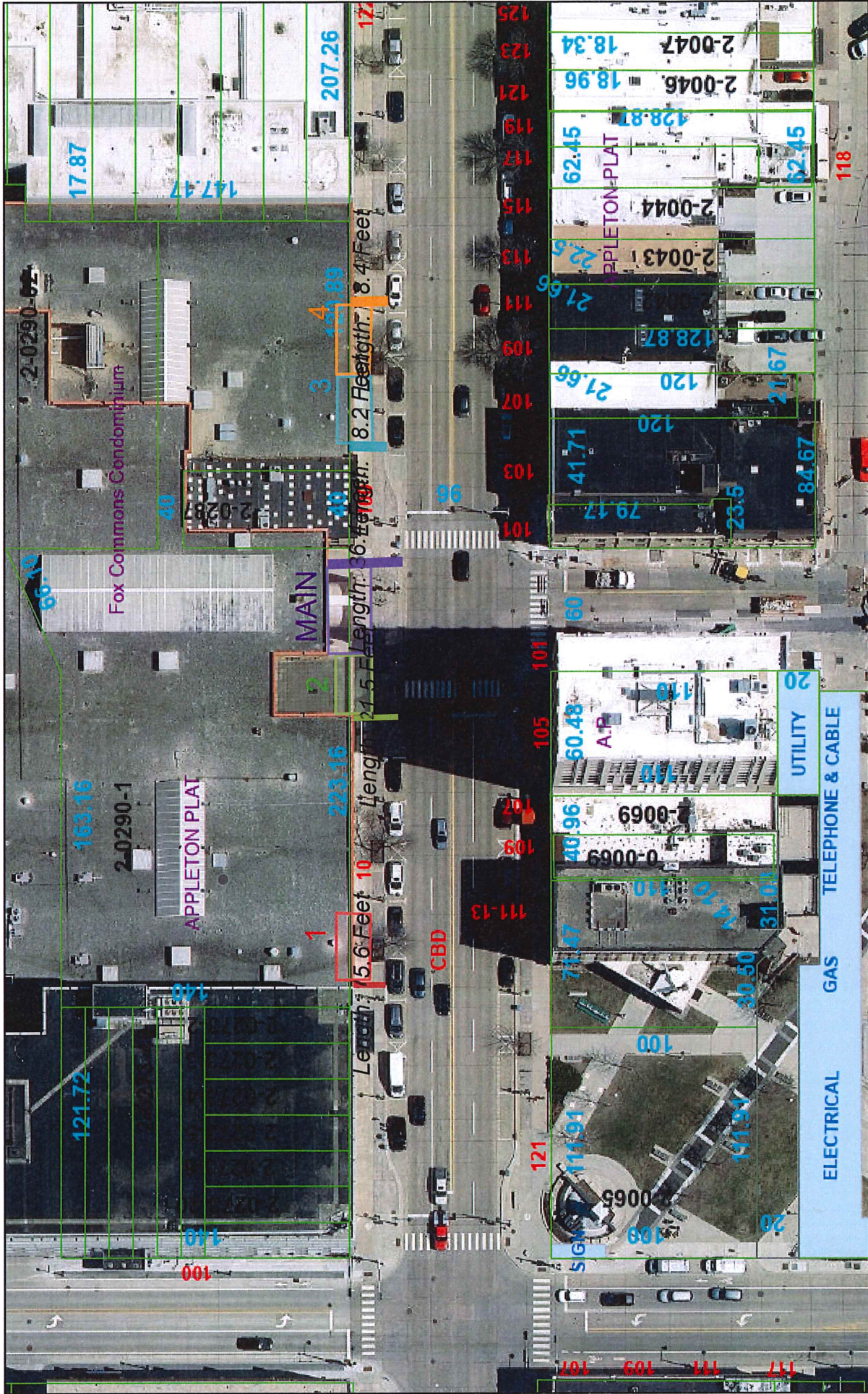
LOC 2



Appleton, Wisconsin  
 Google Street View  
 Jul 2019 See more dates

Image capture: Jul 2019 © 2024 Google

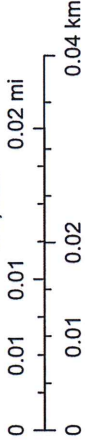
# ArcGIS Web Map



7/30/2024, 3:46:22 PM

- Lines
- █ Override 1
  - █ Override 2
  - █ Override 3
  - █ Override 4
  - █ Override 5
  - █ Override 5
  - █ City Parcels
  - █ Areas
  - █ Override 1
  - █ Override 2
  - █ Override 3
  - █ Override 4
  - █ Override 5
  - █ Parcels
  - █ Closed ROW
  - █ Easements
  - █ Parcels

1:1,128



Length: FACE OF BUILDING  
TO SIDEWALK

SIGN CODE 23-527 (b)(2) requires aft  
from street curb line.  
5ft projections would comply. - V.DREHMEL



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: Effective Date: Expiration Date: Non-Refundable Fee: INCL. WITH SIGN Paid (yes) or no: 159922930

Rev. 05-2024

Applicant Information

Name (print): Chris Buday - Owners Agent Company: Fox Commons Properties, LLC Address: 301 W Wisconsin Ave, Suite 310 Telephone: 414-305-4930 Milwaukee, WI 53203 E-mail: chris.buday@boldt.com Applicant Signature: Chris Buday Date:

Occupancy Information

General Description/Reason: Building exterior canopy within ROW on College Ave loc. 2 Street Address: 10 E College Ave, Appleton, WI 54911 Sidewalk/roadway obstruction requested Y or N Date(s) From: 7/26/24 To: 35 days or < 35 days or >

(Department use only) Occupancy Type

Sub-Type Location Permanent - Obstruction (\$40) Temporary - Obstruction (\$40) Amenity/Annual (\$40) Blanket/Annual (\$250) Block Party (\$15) Awning Dumpster Sign Obstruction / Other POD / Container Sandwich Board Tables/Chairs Sidewalk Terrace Roadway

Additional Requirements

Plan/Sketch Certificate of Insurance Bond Committee and Council Approval Other: Date:

Traffic Control Requirements

Type of Street: Proposed Traffic Control: Arterial/CBD Collector Local City Manual Page(s) State Manual Page(s) Other (attach plan) Contact Traffic Division (920-832-2379) 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. Dumpsters/PODs/Containers shall be located within 12" of face of curb. 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)



# Statement of Insurance Coverage

## Insurance Coverage:

Insurance Carrier: Secura Insurance Company

Insurance Agent Name and Phone Number: Family Insurance Center LLC, 920-439-1777

Policy Number: CP3376246

Policy Period: 11/15/23-11/15/24

## Bond Coverage:

\* Bond Carrier: \_\_\_\_\_

\* Bond Agent Name and Phone Number: \_\_\_\_\_

\* Bond Number: \_\_\_\_\_

\* Bond Period: \_\_\_\_\_

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

I have reviewed and understand the insurance and bonding requirements of the City of Appleton. I hereby certify that I, or the company I represent have insurance and a bond in the amounts required to obtain this permit/license. I have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance and bond carriers, the policy numbers and policy periods above.

Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify against any and all liability, loss, damage and expenses and costs including attorneys' fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right of way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Company Name: Appleton Awning Shop Inc

Print Name: Vinson Buman

Signature: 

Date: 7/12/24

- \* Bonds are required for the following types of work only:*
- *Plumbing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-265)*
  - *Demolition of Buildings: \$5,000.00 Permit Bond (Code Section 4-188(a)(2))*
  - *Sewer lateral sealing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-188(c))*
  - *Moving of Buildings: \$5,000.00 Permit Bond (Code Section 4-207(5))*
  - *Cement Finisher's License: \$5,000.00 License Bond (Municipal Code Section 9-33)*
  - *Excavation or place facilities in the public right-of-way: \$5,000.00 Permit Bond (Code Section 16-110)*

**City of Appleton**  
**100 North Appleton Street, Appleton WI 54911**  
**Phone: (920) 832-6411 Fax: (920) 832-6464**

Permit No.: \_\_\_\_\_  
 Key No.: 31-2-0290-01  
 Receipt No.: 159923166  
 Date: \_\_\_\_\_

## SIGN PERMIT

A separate permit is required for each proposed sign.

Permit Fee: \$100.00  Penalty Fee

Site Address: 10 E College Ave Location #3

Single Tenant

Business Name: Fox Common Properties, LLC

Multi- Tenant

Estimated Cost: \$4,000.00

### Type of Sign

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Ground Sign       | <input checked="" type="checkbox"/> Awning Sign          | <input type="checkbox"/> Changeable Copy Sign (No animation) |
| <input type="checkbox"/> Wall Mounted Sign | <input type="checkbox"/> Temporary Sign (Sandwich, Etc.) | <input type="checkbox"/> Painted Wall Sign                   |
| <input type="checkbox"/> Projecting Sign   | <input type="checkbox"/> Canopy Sign                     | <input type="checkbox"/> Other _____                         |
| <input type="checkbox"/> Window Sign       | <input type="checkbox"/> Portable Sign                   |  |

### Zoning District

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> C2- General Commercial | <input type="checkbox"/> M1- Industrial Park    | <input type="checkbox"/> PI- Public Institution                    |
| <input type="checkbox"/> CO- Commercial Office  | <input type="checkbox"/> M2- General Industrial | <input type="checkbox"/> P- Park District                          |
| <input type="checkbox"/> AG- Agriculture        |   | <input checked="" type="checkbox"/> CBD- Central Business District |

### Dimensions/Other Information

Width of Sign: 25'-11"	Height of Sign: 12"
Height Above Normal Grade: 10'-2"	<b>Underclearance: 10'-2"</b>
<b>Projecting into ROW: 5'</b>	Distance to Side Lot Line (5' Min): 100'
Setback from R-O-W:	Setback from Driveway: N/A
Design Exception (Sec. 23-529):	Material: Aluminum & Steel

### Wall Sign Details (Wall/Painted Signs Only)

	Proposed Size Width x Height (ft)	Proposed Area of Sign (sq. ft.)	Existing Size Width x Height (ft)	Existing Area of Sign (sq. ft.)	Area of Entire Wall
Wall North	X		X		
Wall East	X		X		
Wall West	X		X		
Wall South	X		X		

### Electrical Information of Sign

- |                                   |                                       |                                     |   |
|-----------------------------------|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Internal | <input type="checkbox"/> Florescent   | <input type="checkbox"/> LED        | <input type="checkbox"/> Message Center |
| <input type="checkbox"/> External | <input type="checkbox"/> Incandescent | <input type="checkbox"/> Electronic | <input type="checkbox"/> Neon           |

**UL Design No:** N/A, this is a canopy with no lights **Electrical Contractor:**

### Office Information

BZA Variance Date: \_\_\_\_\_ Street Occupancy Permit No.: \_\_\_\_\_

Sign Contractor	Contractor Address	Contractor Phone	Contractor Email
Cole	10 E College Ave	920-213-0823	cole@darkhorsedevelopment.com

Applicant hereby agrees to comply with all laws and regulations of the State of Wisconsin and of the Ordinances of the City of Appleton. Applicant further agrees in consideration of the issuance of the permit to save the City of Appleton harmless for any injury or damage caused by reason of the erection or maintenance of the sign or signboard. If any sign erected pursuant to the permit occupies public street right-of-way, it is subject to all of the provisions of Wis. State. 60.045, but without charge or bond. This permit as applied for is granted subject to revocation when any law or regulation of the State of Wisconsin or the Ordinance of the City of Appleton is violated or when inspection reveals that the sign or signboard creates a hazard.

Name of Applicant: Chris Buday	Phone: 414-305-4930
Address: 301 W Wisconsin Ave Suite 310, Milwaukee, WI 53203	Inspector Approval:

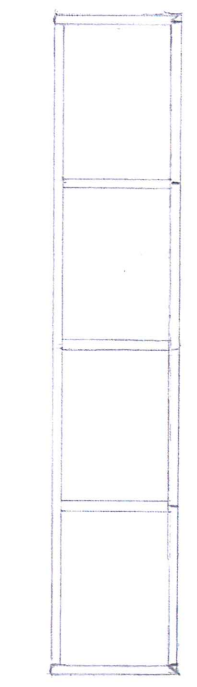
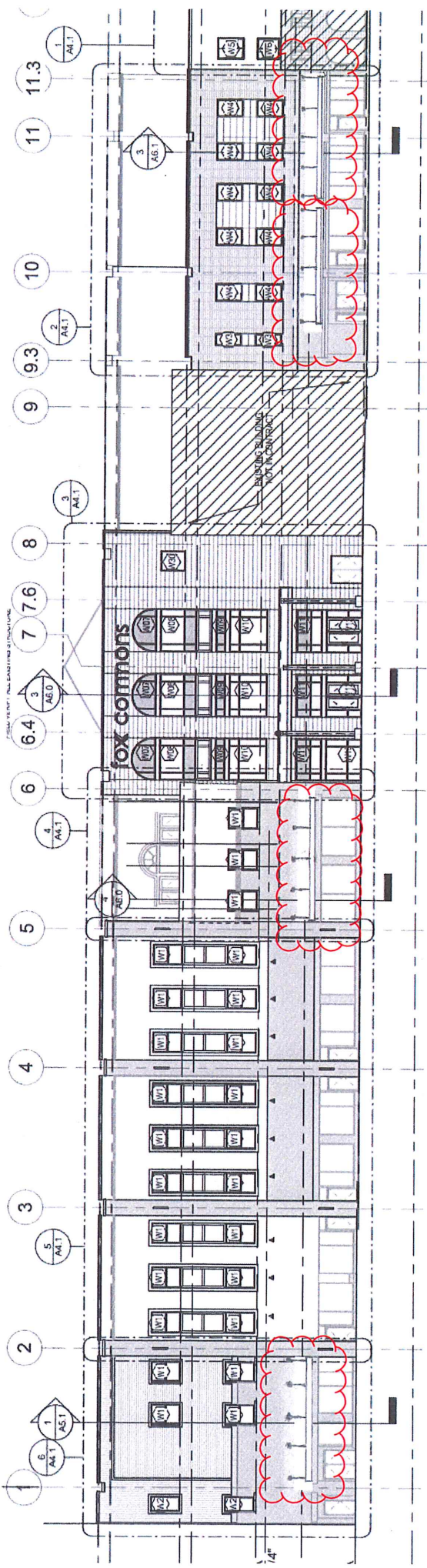
By checking this box, I confirm this as signature and have owner's permission. I also agree that this permit is not valid until an approved permit is e-mailed back to me.

Location #1

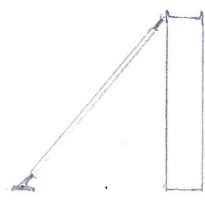
Location #2

Location #3

Location #4



[ ] → C FACES  
 EAST  
 ON  
 INTERMEDIATES



PREVIOUS  
 DESIGN  
 2/16/24

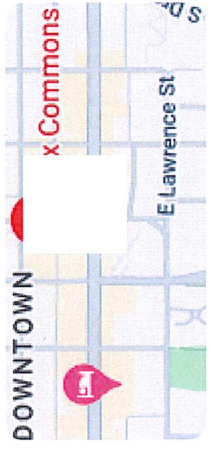
Google Maps 103 E College Ave

Appleton, Wisconsin  
 Google Street View  
 Jul 2019 See more dates

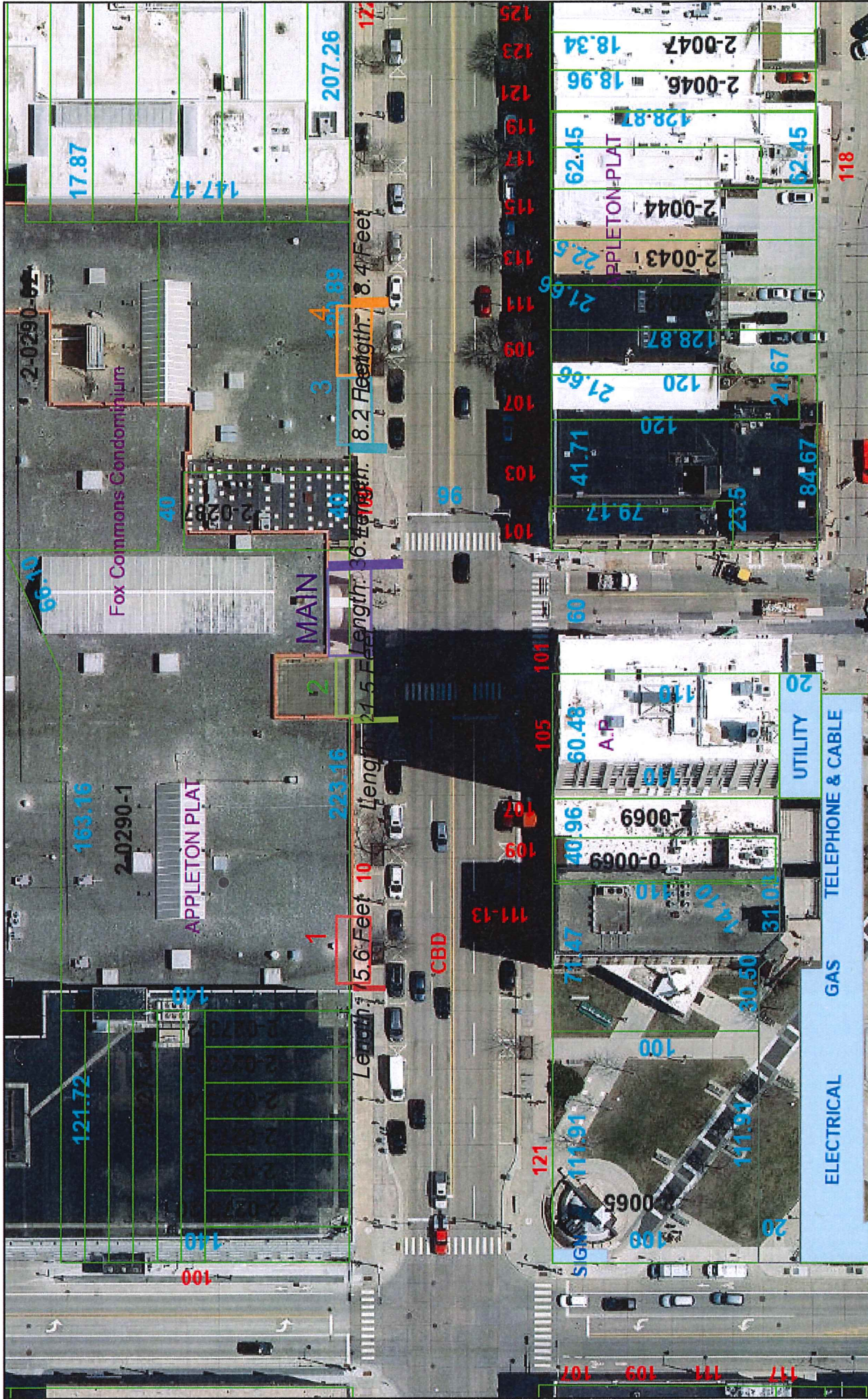
LOC 3 LOC 4



Image capture: Jul 2019 © 2024 Google



# ArcGIS Web Map

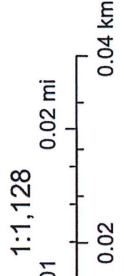


7/30/2024, 3:46:22 PM

- Lines
- █ Override 4
  - █ Override 2
  - █ Override 5
  - █ Override 1
  - █ Override 3
  - █ Override 4
  - █ Override 5
  - █ Override 3
  - █ Override 1
- Parcels
- City Parcels
  - Parcels
  - Parcels
  - Parcels
  - Parcels
  - Parcels
  - Closed ROW
  - Easements

Length: FACE OF BUILDING  
TO SIDEWALK

SIGN CODE 23-527 (b)(2) requires 2ft  
from street curb line.  
5ft projections would comply. - V.DREHMEL





PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

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

Rev. 05-2024

Applicant Information: Name (print): Chris Buday - Owners Agent, Company: Fox Commons Properties, LLC, Address: 301 W Wisconsin Ave, Suite 310, Milwaukee, WI 53203, Telephone: 414-305-4930, E-mail: chris.buday@boldt.com, Applicant Signature: Chris Buday, Date:

Occupancy Information: General Description/Reason: Building exterior canopy within ROW on College Ave Loc 3, Street Address: 10 E College Ave, Appleton, WI 54911, Sidewalk/roadway obstruction requested: N, Date(s) From: 7/26/24 To: 35 days or < 35 days or >

(Department use only) Occupancy Type: Permanent - Obstruction (\$40), Sub-Type: Awning, Location: Sidewalk

Additional Requirements: Certificate of Insurance, Bond, Committee and Council Approval

Traffic Control Requirements: Type of Street: Local, Proposed Traffic Control: Other (attach plan), Contact Traffic Division (920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure.

- 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. Dumpsters/PODs/Containers shall be located within 12" of face of curb. 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.

APPROVED BY: (Department of Public Works) DATE:

# Statement of Insurance Coverage

## Insurance Coverage:

Insurance Carrier: Secura Insurance Company

Insurance Agent Name and Phone Number: Family Insurance Center LLC, 920-439-1777

Policy Number: CP3376246

Policy Period: 11/15/23-11/15/24

## Bond Coverage:

\* Bond Carrier: \_\_\_\_\_

\* Bond Agent Name and Phone Number: \_\_\_\_\_

\* Bond Number: \_\_\_\_\_

\* Bond Period: \_\_\_\_\_

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

I have reviewed and understand the insurance and bonding requirements of the City of Appleton. I hereby certify that I, or the company I represent have insurance and a bond in the amounts required to obtain this permit/license. I have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance and bond carriers, the policy numbers and policy periods above.

Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify against any and all liability, loss, damage and expenses and costs including attorneys' fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right of way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Company Name: Appleton Awning Shop Inc

Print Name: Vinson Buman

Signature: 

Date: 7/12/24

*\* Bonds are required for the following types of work only:*

- Plumbing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-265)
- Demolition of Buildings: \$5,000.00 Permit Bond (Code Section 4-188(a)(2))
- Sewer lateral sealing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-188(c))
- Moving of Buildings: \$5,000.00 Permit Bond (Code Section 4-207(5))
- Cement Finisher's License: \$5,000.00 License Bond (Municipal Code Section 9-33)
- Excavation or place facilities in the public right-of-way: \$5,000.00 Permit Bond (Code Section 16-110)

**City of Appleton**  
**100 North Appleton Street, Appleton WI 54911**  
**Phone: (920) 832-6411 Fax: (920) 832-6464**

Permit No.: \_\_\_\_\_  
 Key No.: 31-2-0290-01  
 Receipt No.: 159923359  
 Date: \_\_\_\_\_

## SIGN PERMIT

A separate permit is required for each proposed sign.

Permit Fee: \$100.00  Penalty Fee

Site Address: 10 E College Ave Location #4

Single Tenant

Business Name: Fox Common Properties, LLC

Multi- Tenant

Estimated Cost: \$4,000.00

### Type of Sign

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Ground Sign       | <input checked="" type="checkbox"/> Awning Sign          | <input type="checkbox"/> Changeable Copy Sign (No animation) |
| <input type="checkbox"/> Wall Mounted Sign | <input type="checkbox"/> Temporary Sign (Sandwich, Etc.) | <input type="checkbox"/> Painted Wall Sign                   |
| <input type="checkbox"/> Projecting Sign   | <input type="checkbox"/> Canopy Sign                     | <input type="checkbox"/> Other _____                         |
| <input type="checkbox"/> Window Sign       | <input type="checkbox"/> Portable Sign                   |  |

### Zoning District

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> C2- General Commercial | <input type="checkbox"/> M1- Industrial Park    | <input type="checkbox"/> PI- Public Institution                    |
| <input type="checkbox"/> CO- Commercial Office  | <input type="checkbox"/> M2- General Industrial | <input type="checkbox"/> P- Park District                          |
| <input type="checkbox"/> AG- Agriculture        |   | <input checked="" type="checkbox"/> CBD- Central Business District |

### Dimensions/Other Information

Width of Sign: 29'-0"	Height of Sign: 12"
Height Above Normal Grade: 10'-2"	Underclearance: 10'-2"
Projecting into ROW: 5'	Distance to Side Lot Line (5' Min): 60'
Setback from R-O-W:	Setback from Driveway: N/A
Design Exception (Sec. 23-529):	Material: Aluminum & Steel

### Wall Sign Details (Wall/Painted Signs Only)

	Proposed Size Width x Height (ft)	Proposed Area of Sign (sq. ft.)	Existing Size Width x Height (ft)	Existing Area of Sign (sq. ft.)	Area of Entire Wall
Wall North	X		X		
Wall East	X		X		
Wall West	X		X		
Wall South	X		X		

### Electrical Information of Sign

- |                                   |                                       |                                     |   |
|-----------------------------------|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Internal | <input type="checkbox"/> Florescent   | <input type="checkbox"/> LED        | <input type="checkbox"/> Message Center |
| <input type="checkbox"/> External | <input type="checkbox"/> Incandescent | <input type="checkbox"/> Electronic | <input type="checkbox"/> Neon           |

UL Design No: N/A, this is a canopy with no lights      Electrical Contractor: \_\_\_\_\_

### Office Information

BZA Variance Date: \_\_\_\_\_ Street Occupancy Permit No.: \_\_\_\_\_

Sign Contractor	Contractor Address	Contractor Phone	Contractor Email
Cole	10 E College Ave	920-213-0823	cole@darkhorsedevelopment.com

Applicant hereby agrees to comply with all laws and regulations of the State of Wisconsin and of the Ordinances of the City of Appleton. Applicant further agrees in consideration of the issuance of the permit to save the City of Appleton harmless for any injury or damage caused by reason of the erection or maintenance of the sign or signboard. If any sign erected pursuant to the permit occupies public street right-of-way, it is subject to all of the provisions of Wis. State. 60.045, but without charge or bond. This permit as applied for is granted subject to revocation when any law or regulation of the State of Wisconsin or the Ordinance of the City of Appleton is violated or when inspection reveals that the sign or signboard creates a hazard.

Name of Applicant: Chris Buday	Phone: 414-305-4930
Address: 301 W Wisconsin Ave Suite 310, Milwaukee, WI 53203	Inspector Approval: _____

By checking this box, I confirm this as signature and have owner's permission. I also agree that this permit is not valid until an approved permit is e-mailed back to me.

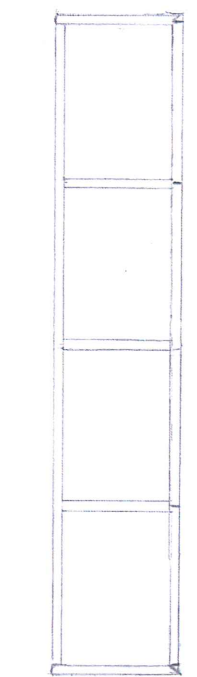
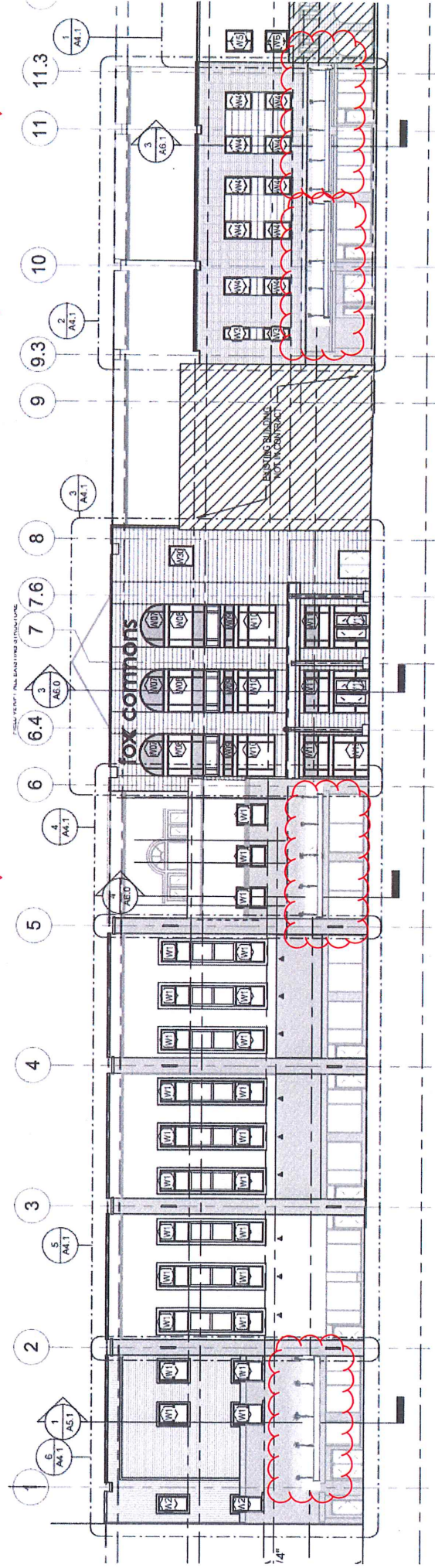


Location #1

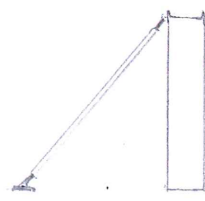
Location #2

Location #3

Location #4



[ → C FACES  
 EAST  
 ON  
 INTERMEDIATES



PREVIOUS  
 DESIGN  
 2/16/24

Google Maps 103 E College Ave

Appleton, Wisconsin  
 Google Street View  
 Jul 2019 See more dates

LOC 3 LOC 4

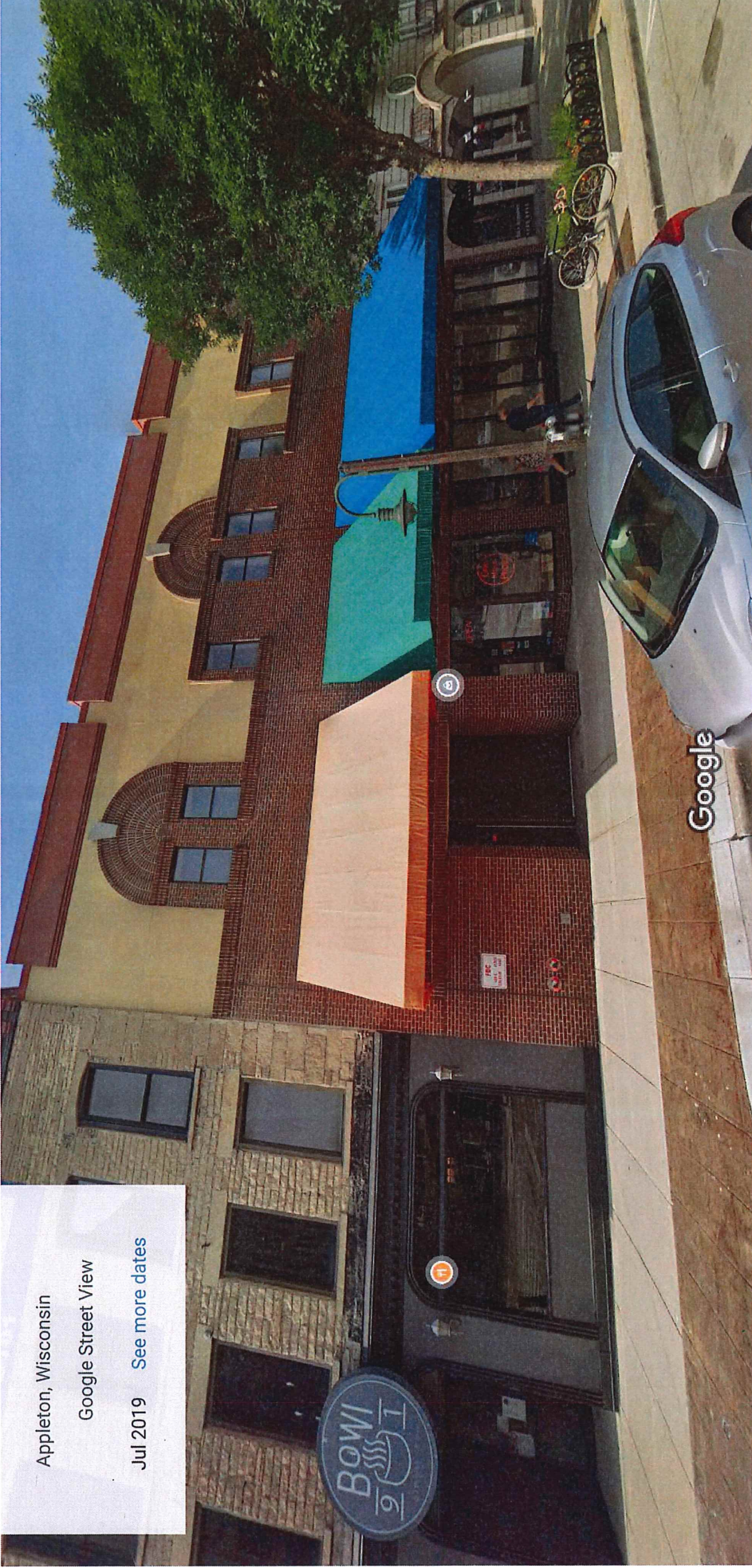
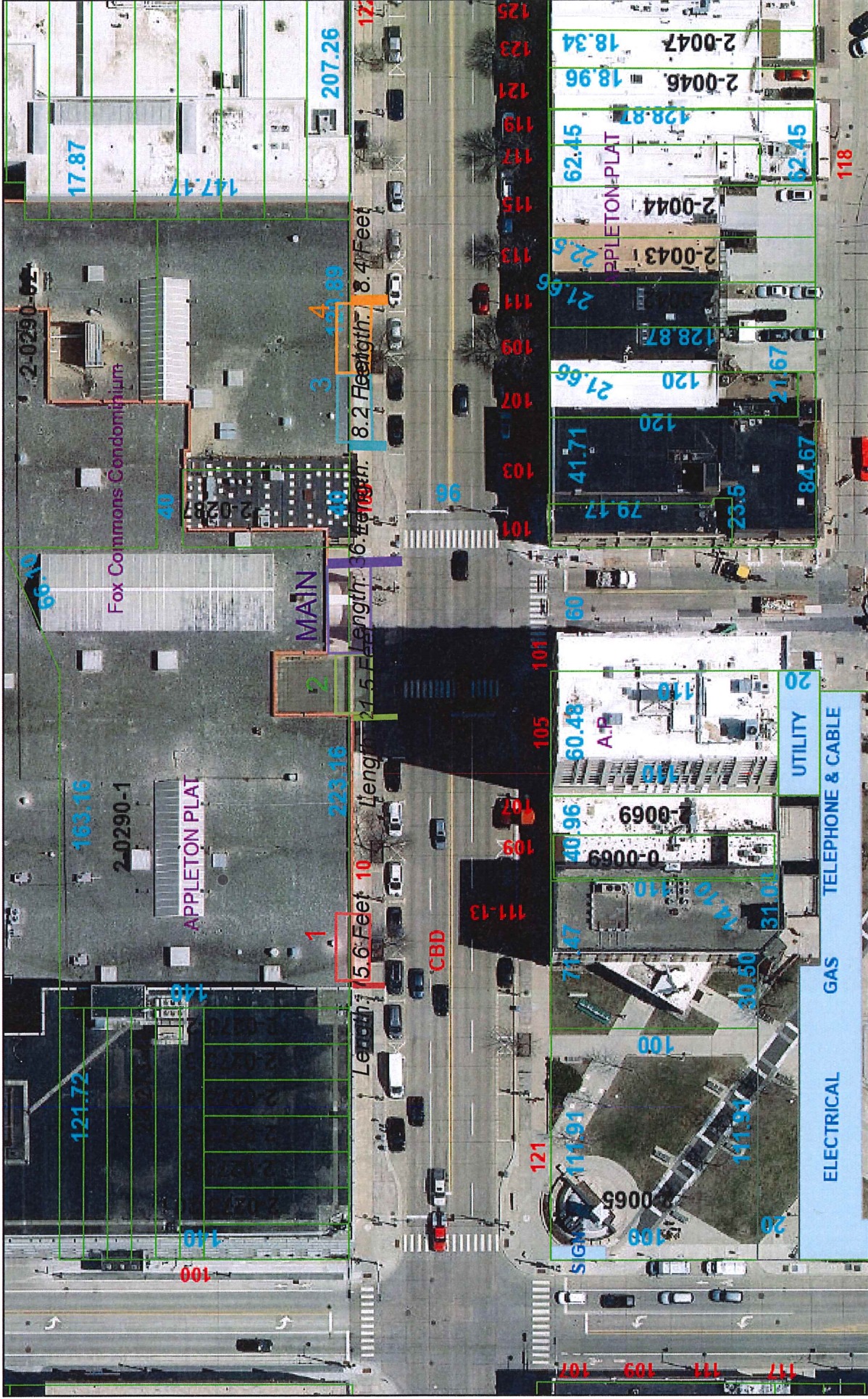


Image capture: Jul 2019 © 2024 Google



# ArcGIS Web Map

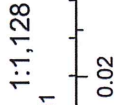


7/30/2024, 3:46:22 PM

- Lines
- Override 1
  - Override 2 Areas
  - Override 3
  - Override 4
  - Override 5
  - Override 5
  - City Parcels
  - Parcels
  - Parcels
  - Parcels
  - Parcels
  - Parcels
  - Parcels
  - Parcels
  - Parcels
  - Parcels

Length: FACE OF BUILDING TO SIDEWALK

Length: 8.2 Height  
 8.4 Feet  
 Length: 36.4 Feet  
 Length: 15.6 Feet  
 Length: 21.5 Feet  
 Length: 223.16  
 Length: 15.6 Feet  
 Length: 8.4 Feet





# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : \_\_\_\_\_  
 Effective Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Non-Refundable Fee: Incl. WITH SIGN  
 Paid (yes) or no: 1599 23359

Rev. 05-2024

### Applicant Information

Name (print): Chris Buday - Owners Agent Company: Fox Commons Properties, LLC  
 Address: 301 W Wisconsin Ave, Suite 310 Telephone: 414-305-4930  
Milwaukee, WI 53203 E-mail: chris.buday@boldt.com  
 Applicant Signature: Chris Buday Date: \_\_\_\_\_

\*Digitally signed by Chris Buday  
 DN: cn=Chris Buday, o=Fox Commons Properties, LLC, ou=Fox Commons  
 Date: 2024.07.26 15:18:24 -0500

### Occupancy Information

General Description/Reason: Building exterior canopy within ROW on College Ave LOC 4 +  
 Street Address: 10 E College Ave, Appleton, WI 54911 Sidewalk/roadway obstruction requested  Y or  N  
 - or -  
 Multiple Streets: \_\_\_\_\_  
 Date(s) From: 7/26/24 To: \_\_\_\_\_ 35 days or <  35 days or >   
 (Requires Committee and Council Approval)

#### (Department use only)

#### Occupancy Type

- Permanent - Obstruction (\$40)
- Temporary - Obstruction (\$40)
- Amenity/Annual (\$40)
- Blanket/Annual (\$250)
- Block Party (\$15)

#### Sub-Type

- Awning
- Dumpster
- Sign
- Obstruction / Other
- POD / Container

#### Location

- Sidewalk
- Terrace
- Roadway

### Additional Requirements

Plan/Sketch  Certificate of Insurance  Bond  Committee and Council Approval  
 Other : \_\_\_\_\_ Date: \_\_\_\_\_

### Traffic Control Requirements

N/A  
 Type of Street: \_\_\_\_\_ Proposed Traffic Control: \_\_\_\_\_  
 Arterial/CBD  City Manual Page(s) \_\_\_\_\_  
 Collector  State Manual Page(s) \_\_\_\_\_  
 Local  Other (attach plan) \_\_\_\_\_

Contact Traffic Division (920-832-2379) 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. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 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 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. The Grantee 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)

# Statement of Insurance Coverage

**Insurance Coverage:**

Insurance Carrier: Secura Insurance Company

Insurance Agent Name and Phone Number: Family Insurance Center LLC, 920-439-1777

Policy Number: CP3376246

Policy Period: 11/15/23-11/15/24

**Bond Coverage:**

\* Bond Carrier: \_\_\_\_\_

\* Bond Agent Name and Phone Number: \_\_\_\_\_

\* Bond Number: \_\_\_\_\_

\* Bond Period: \_\_\_\_\_

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

I have reviewed and understand the insurance and bonding requirements of the City of Appleton. I hereby certify that I, or the company I represent have insurance and a bond in the amounts required to obtain this permit/license. I have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance and bond carriers, the policy numbers and policy periods above.

Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify against any and all liability, loss, damage and expenses and costs including attorneys' fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right of way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Company Name: Appleton Awning Shop Inc

Print Name: Vinson Buman

Signature: 

Date: 7/12/24

*\* Bonds are required for the following types of work only:*

- Plumbing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-265)
- Demolition of Buildings: \$5,000.00 Permit Bond (Code Section 4-188(a)(2))
- Sewer lateral sealing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-188(c))
- Moving of Buildings: \$5,000.00 Permit Bond (Code Section 4-207(5))
- Cement Finisher's License: \$5,000.00 License Bond (Municipal Code Section 9-33)
- Excavation or place facilities in the public right-of-way: \$5,000.00 Permit Bond (Code Section 16-110)

**City of Appleton**  
**100 North Appleton Street, Appleton WI 54911**  
**Phone: (920) 832-6411 Fax: (920) 832-6464**

Permit No.: \_\_\_\_\_  
 Key No.: 31-2-0290-01  
 Receipt No.: 159945480  
 Date: \_\_\_\_\_

## SIGN PERMIT

A separate permit is required for each proposed sign.

Permit Fee: \$100.00  Penalty Fee

Site Address: 10 E College Ave - MAIN ENTRANCE  Single Tenant

Business Name: Fox Commons Properties, LLC  Multi-Tenant

Estimated Cost: \$10,000.00

### Type of Sign

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Ground Sign       | <input checked="" type="checkbox"/> Awning Sign          | <input type="checkbox"/> Changeable Copy Sign (No animation) |
| <input type="checkbox"/> Wall Mounted Sign | <input type="checkbox"/> Temporary Sign (Sandwich, Etc.) | <input type="checkbox"/> Painted Wall Sign                   |
| <input type="checkbox"/> Projecting Sign   | <input type="checkbox"/> Canopy Sign                     | <input type="checkbox"/> Other _____                         |
| <input type="checkbox"/> Window Sign       | <input type="checkbox"/> Portable Sign                   |  |

### Zoning District

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> C2- General Commercial | <input type="checkbox"/> M1- Industrial Park    | <input type="checkbox"/> PI- Public Institution                    |
| <input type="checkbox"/> CO- Commercial Office  | <input type="checkbox"/> M2- General Industrial | <input type="checkbox"/> P- Park District                          |
| <input type="checkbox"/> AG- Agriculture        |   | <input checked="" type="checkbox"/> CBD- Central Business District |

### Dimensions/Other Information

Width of Sign: 44'-6"	Height of Sign: 19'
Height Above Normal Grade: 17'-2"	<b>Underclearance: 17'-2"</b>
<b>Projecting into ROW: 4'-4.25"</b>	Distance to Side Lot Line (5' Min): 100'
Setback from R-O-W:	Setback from Driveway:
Design Exception (Sec. 23-529):	Material: Steel

### Wall Sign Details (Wall/Painted Signs Only)

	Proposed Size Width x Height (ft)	Proposed Area of Sign (sq. ft.)	Existing Size Width x Height (ft)	Existing Area of Sign (sq. ft.)	Area of Entire Wall
Wall North	X		X		
Wall East	X		X		
Wall West	X		X		
Wall South	X		X		

### Electrical Information of Sign

- |                                   |                                       |                                     |   |
|-----------------------------------|---------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Internal | <input type="checkbox"/> Florescent   | <input type="checkbox"/> LED        | <input type="checkbox"/> Message Center |
| <input type="checkbox"/> External | <input type="checkbox"/> Incandescent | <input type="checkbox"/> Electronic | <input type="checkbox"/> Neon           |

UL Design No: \_\_\_\_\_ Electrical Contractor: \_\_\_\_\_

### Office Information

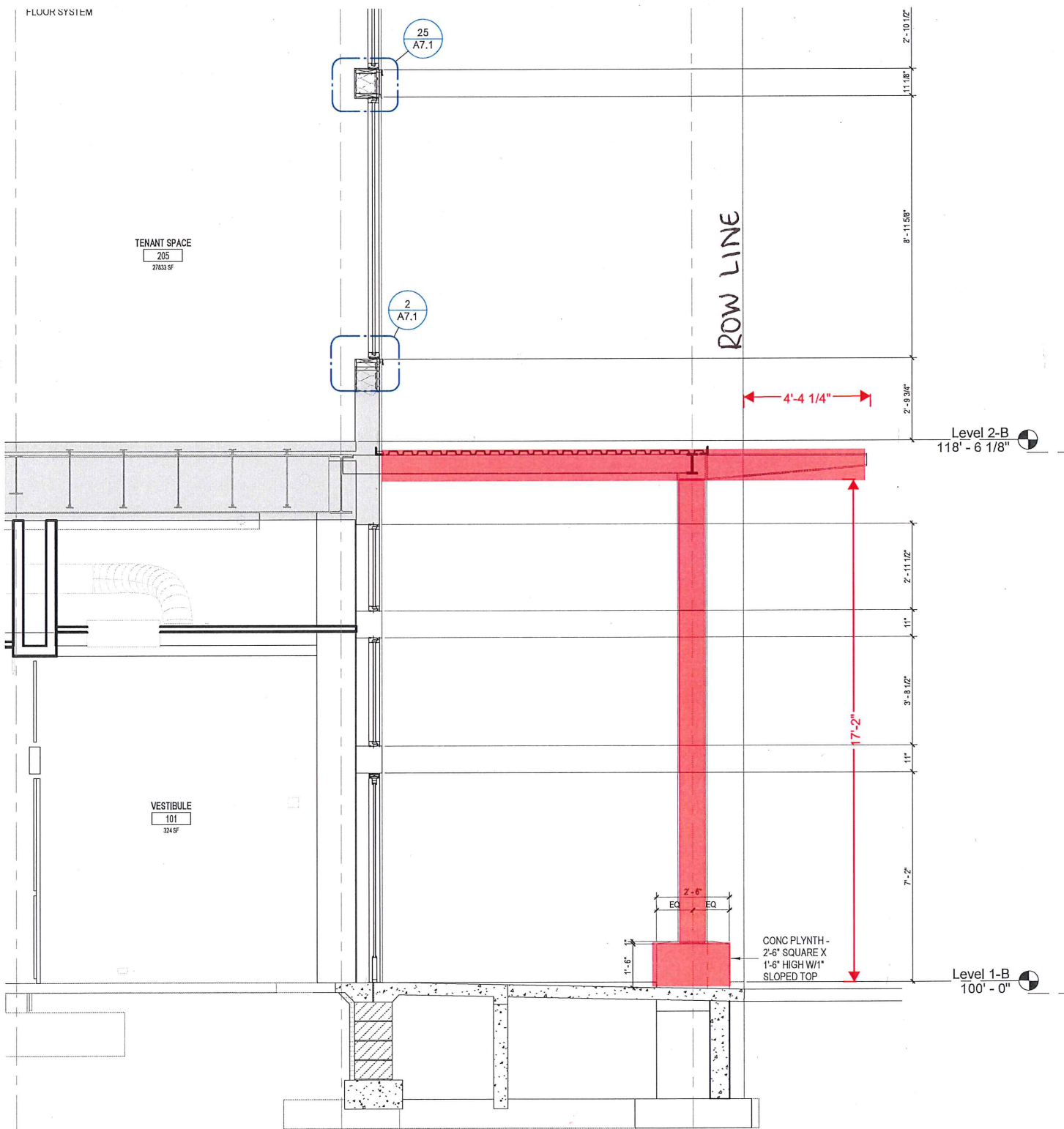
BZA Variance Date: \_\_\_\_\_ Street Occupancy Permit No.: \_\_\_\_\_

Sign Contractor	Contractor Address	Contractor Phone	Contractor Email
Chris Buday	301 W Wisconsin Ave, Suite 310, Milwaukee, WI 53203	414-305-4930	chris.buday@boldt.com

Applicant hereby agrees to comply with all laws and regulations of the State of Wisconsin and of the Ordinances of the City of Appleton. Applicant further agrees in consideration of the issuance of the permit to save the City of Appleton harmless for any injury or damage caused by reason of the erection or maintenance of the sign or signboard. If any sign erected pursuant to the permit occupies public street right-of-way, it is subject to all of the provisions of Wis. State. 60.045, but without charge or bond. This permit as applied for is granted subject to revocation when any law or regulation of the State of Wisconsin or the Ordinance of the City of Appleton is violated or when inspection reveals that the sign or signboard creates a hazard.

Name of Applicant: Chris Buday	Phone: 414-305-4930
Address: 301 W Wisconsin Ave, Suite 310, Milwaukee, WI 53203	Inspector Approval: _____

By checking this box, I confirm this as signature and have owner's permission. I also agree that this permit is not valid until an approved permit is e-mailed back to me.



TENANT SPACE  
205  
27830 SF

VESTIBULE  
101  
324 SF

25  
A7.1

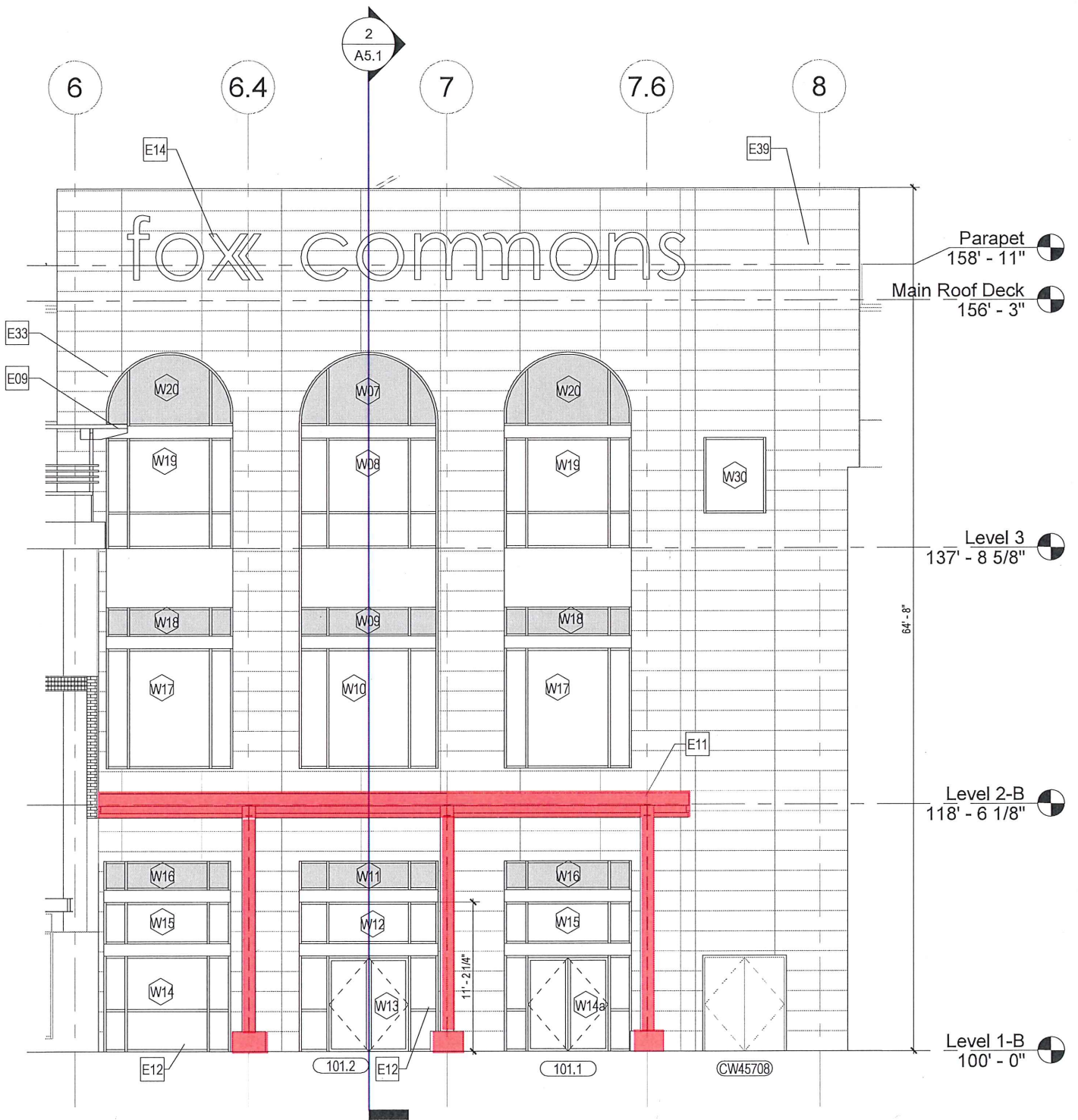
2  
A7.1

ROW LINE

Level 2-B  
118' - 6 1/8"

Level 1-B  
100' - 0"

**3** NEW CANOPY ENTRANCE AT RECESSED WALL  
3/8" = 1'-0"

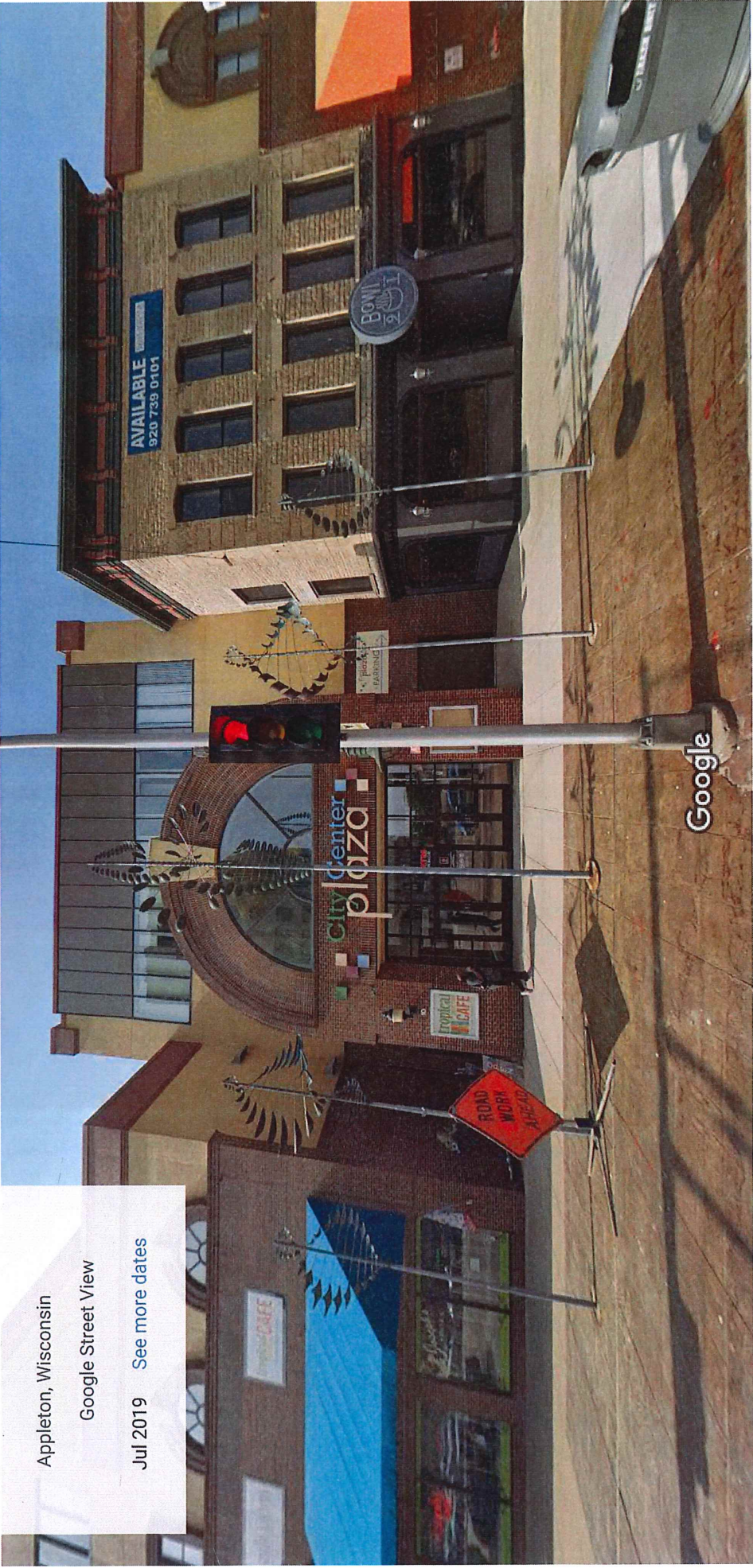


**3** South Elevation - Callout 5  
 1/8" = 1'-0"



# Google Maps 101 E College Ave

MAIN AWNING

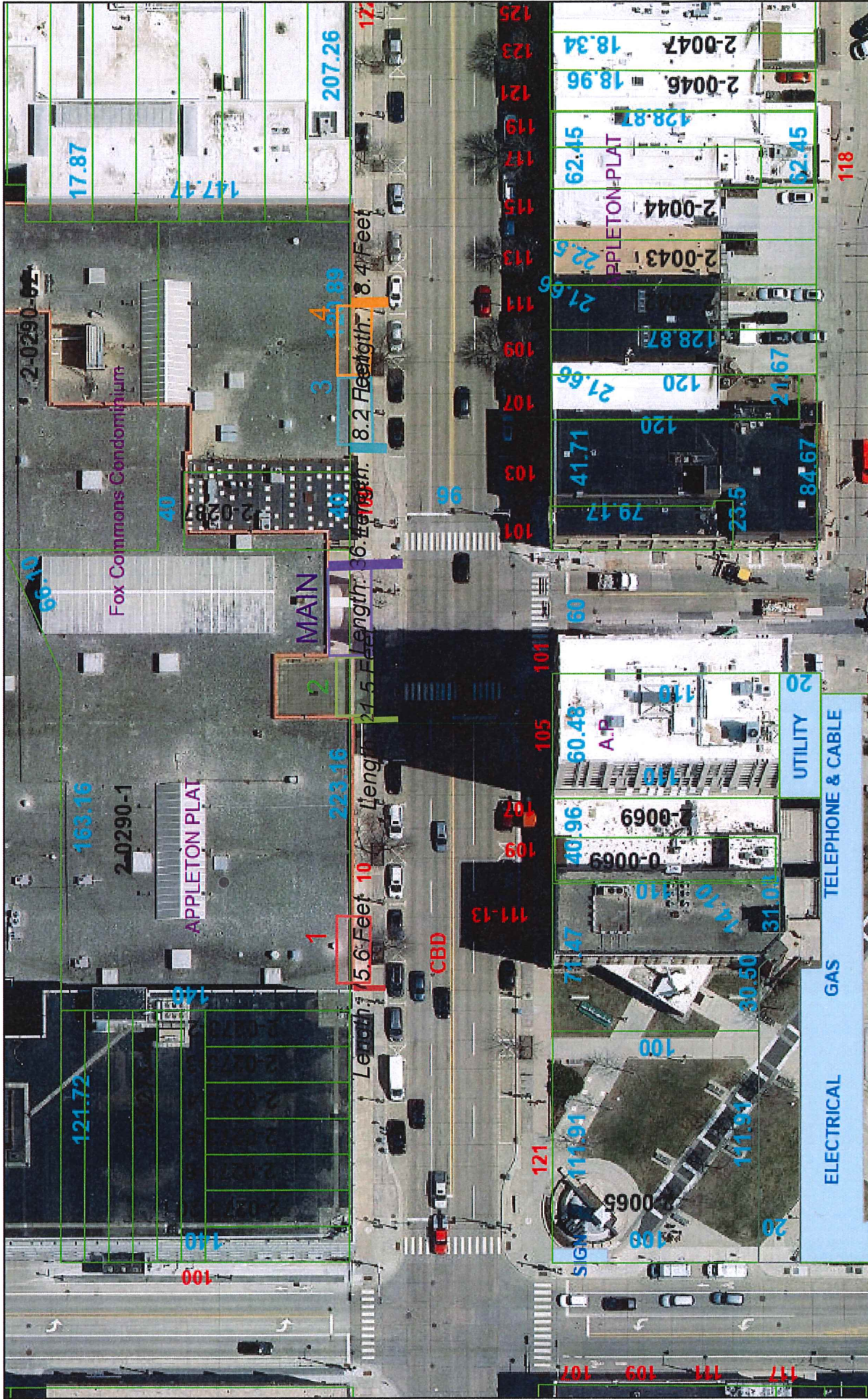


Appleton, Wisconsin  
 Google Street View  
 Jul 2019 See more dates

Image capture: Jul 2019 © 2024 Google

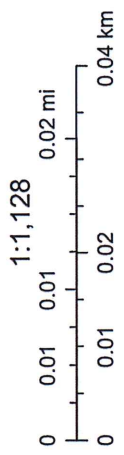


# ArcGIS Web Map



7/30/2024, 3:46:22 PM

- Lines
- █ Override 1
  - █ Override 2
  - █ Override 3
  - █ Override 4
  - █ Override 5
  - █ Override 5
  - █ City Parcels
  - █ Areas
  - █ Override 1
  - █ Override 2
  - █ Override 3
  - █ Override 4
  - █ Override 5
  - █ Parcels
  - █ Parcels
  - █ Parcels
  - █ Closed ROW
  - █ Easements
  - █ Parcels



Length: FACE OF BUILDING  
TO SIDEWALK

SIGN CODE 23-527 (b)(2) requires 2ft from street curb line.  
5ft projections would comply. - V.DREHMEL



PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit #: Effective Date: 07/29/2024 Expiration Date: PERMANENT Non-Refundable Fee: INC. WITH SIGN Paid (yes or no): 159945480

Rev. 05-2024 MAIN AWNING #5

Applicant Information

Name (print): Chris Buday - Owners Agent Company: Fox Commons Properties, LLC Address: 301 W Wisconsin Ave, Suite 310 Telephone: 414-305-4930 Milwaukee, WI 53203 E-mail: chris.buday@boldt.com Applicant Signature: Chris Buday Date:

Occupancy Information

General Description/Reason: Building exterior canopy within ROW on College Ave Street Address: 10 E College Ave, Appleton, WI 54911 Sidewalk/roadway obstruction requested Y or N Date(s) From: 7/26/24 To: 35 days or < 35 days or >

(Department use only)

Occupancy Type

Sub-Type

Location

- Permanent - Obstruction (\$40) Temporary - Obstruction (\$40) Amenity/Annual (\$40) Blanket/Annual (\$250) Block Party (\$15) Awning Dumpster Sign Obstruction / Other POD / Container Sandwich Board Tables/Chairs Sidewalk Terrace Roadway

Additional Requirements

Plan/Sketch Certificate of Insurance Bond Committee and Council Approval Date:

Traffic Control Requirements

Type of Street: Arterial/CBD Collector Local Proposed Traffic Control: City Manual Page(s) State Manual Page(s) Other (attach plan)

Contact Traffic Division (920-832-2379) 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. Dumpsters/PODs/Containers shall be located within 12" of face of curb. 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)

# Statement of Insurance Coverage

## Insurance Coverage:

Insurance Carrier: Secura Insurance Company

Insurance Agent Name and Phone Number: Family Insurance Center LLC, 920-439-1777

Policy Number: CP3376246

Policy Period: 11/15/23-11/15/24

## Bond Coverage:

\* Bond Carrier: \_\_\_\_\_

\* Bond Agent Name and Phone Number: \_\_\_\_\_

\* Bond Number: \_\_\_\_\_

\* Bond Period: \_\_\_\_\_

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

I have reviewed and understand the insurance and bonding requirements of the City of Appleton. I hereby certify that I, or the company I represent have insurance and a bond in the amounts required to obtain this permit/license. I have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance and bond carriers, the policy numbers and policy periods above.

Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify against any and all liability, loss, damage and expenses and costs including attorneys' fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right of way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Company Name: Appleton Awning Shop Inc

Print Name: Vinson Buman

Signature: 

Date: 7/12/24

*\* Bonds are required for the following types of work only:*

- *Plumbing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-265)*
- *Demolition of Buildings: \$5,000.00 Permit Bond (Code Section 4-188(a)(2))*
- *Sewer lateral sealing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-188(c))*
- *Moving of Buildings: \$5,000.00 Permit Bond (Code Section 4-207(5))*
- *Cement Finisher's License: \$5,000.00 License Bond (Municipal Code Section 9-33)*
- *Excavation or place facilities in the public right-of-way: \$5,000.00 Permit Bond (Code Section 16-110)*



# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

Permit # : \_\_\_\_\_  
 Effective Date: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Non-Refundable Fee: \$40.00  
 Paid (yes or no): yes/160179551

Rev. 10-05-2023

### Applicant Information

Name (print): Ethan Buechel Company: J.H. Findorff & Son Inc  
 Address: 226890 Harrier Avenue Telephone: 715-323-3337  
Wausau, WI, 54401 E-mail: ebuechel@findorff.com

Applicant Signature: Ethan Buechel Digitally signed by Ethan Buechel  
DN: cn=US, email=ebuechel@findorff.com, o=J.H. Findorff & Son Inc, ou=Ethan Buechel  
Date: 2024.07.29 11:37:41-0800' Date: 7/29/2024

### Occupancy Information

General Description: Closing Oneida Street and City Center Street for Fox Commons construction

Street Address: 10E College Ave Sidewalk/roadway obstruction requested  Y or  N

- or -  
Multiple Streets: \_\_\_\_\_

Date(s) From: 8/1/2024 To: 12/8/2024 35 days or <  35 days or >   
 (Requires Committee and Council Approval)

*(Department use only)*

#### Occupancy Type

- Permanent - Obstruction (\$40)
- Temporary - Obstruction (\$40)
- Amenity/Annual (\$40)
- Blanket/Annual (\$250)
- Block Party (\$15)

#### Sub-Type

- Awning
- Dumpster
- Sign
- Obstruction / Other
- POD / Container

#### Location

- Sidewalk
- Terrace
- Roadway

### Additional Requirements

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

### Traffic Control Requirements

N/A  
 Type of Street: \_\_\_\_\_ Proposed Traffic Control: \_\_\_\_\_  
 Arterial/CBD  City Manual Page(s) \_\_\_\_\_  
 Collector  State Manual Page(s) \_\_\_\_\_  
 Local  Other (attach plan)

Contact Traffic Division 920-832-2379) 1 business day prior to any lane closure, or 2 business days prior to a full road closure. Additional Requirements:

Additional notes for Permit:  
 • Signs and Barricades may reside on the existing fence/gate until such time they are removed. They will need to transition to convention barricade stands when fence is removed. Please review the existing barricade rails and signs on the fence for compliance.  
 • City will invoice Findorff for our sign fabrication and installation noted on Appleton Street at City Center Exit, page 3.  
 • The parking meters on the west side of Oneida Street will be reinstalled on or before Oneida Street opens, tentatively December 8th.

Approved by: MICHAEL HARAY Date: 7/30/24

#### 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 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. The Grantee 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)

**DEPARTMENT OF PUBLIC WORKS**  
**METER BAG APPLICATION**

Fee is \$9.00 per day plus tax or any part thereof.

**THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED**  
(excluding Sundays and City Observed Holidays).

**NOTE:** Meter bags shall not be used on red meters. If a red meter is found bagged, the bag will be removed and the vehicle will be ticketed.

Company Name **J.H FINDORFF & SON INC**  
Agent **ETHAN BUECHEL**  
Company Address **226890 Harrier Ave | Wausau, Wisconsin 54401**  
Phone Number | Email **Direct: 715.803.2226 | Cell: 715.323.3337**  
Reason **FOX COMMONS**  
Location **Alley/N Oneida St**

**\*Required\***  
Meter Zone & Space# **Zone 9201 - 205,206,207,208, and 102,104,106**  
Date(s) **8/17 to 10/31/24 (\$2,126.88(50%)) and 11/1 to 12/8/24(\$1,993.95(11/1 to 12/8))**

---

**(Department use only)**  
Amount Due **\$4,120.83 (-July credit \$1,993.95) = \$2,126.88/160213725**  
(\$9.00 per bag per day plus tax)  
Approved by **PETE NEUBERGER/ds**  
Department of Public Works Representative  
Today's Date **7/31/24**

**STREET VIEW OF  
ROADWAY CLOSED  
TO TRAFFIC FOR  
DRIVE-THRU**

**CLOSURE TO START  
AUGUST 1ST  
THROUGH DECEMBER  
8TH, 2024**



Owner **CITY OF APPLETON**

Project Name City Center Plaza Project Number N/A

Prime Contractor Findorff Traffic Control Contractor Warning Lites of Appleton, Inc.






Phone 920-725-0757 Sheet Number 1 Date 07/29/2024

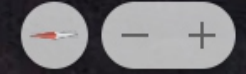
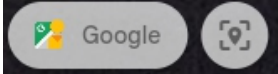
Prepared By Lance G Mauel



START DATE & TIME  
  
DURATION:

**GENERAL NOTES:**  
THIS TRAFFIC CONTROL PLAN IS FOR INFORMATIONAL PURPOSES ONLY. TRAFFIC CONTROL PLAN IS NOT TO SCALE. WARNING LITES OF APPLETON, INC. ASSUMES NO LIABILITY FOR LAYOUT & SETUP OF ACCEPTED TRAFFIC CONTROL PLAN. THE CITY OF APPLETON DECIDES FINAL APPROVAL OF TRAFFIC CONTROL PLAN. ADVANCED WARNING SIGNS WILL BE MOUNTED ON PORTABLE SUPPORTS. THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES. SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.

**LEGEND**  
 SIGN SYMBOL  
 CHANNELIZER DRUM  
 TYPE III BARRICADE  
 DIRECTION OF TRAFFIC  
 42" DELINEATOR CONE



**STREET VIEW OF ALLEY  
CLOSURE. BARRICADES  
FACING WEST**

Owner		<b>CITY OF APPLETON</b>	
Project Name	City Center Plaza	Project Number	N/A
Prime Contractor	Findorff	Traffic Control Contractor	Warning Lites of Appleton, Inc.
Phone	920-725-0757	Sheet Number	2
		Date	07/29/2024
Prepared By	Lance G Mauel		

**Warning Lites**  
Of Appleton, Inc.  
TRAFFIC SAFETY & SUPPLY  
1-920-725-0757  
"Safety Is Our Business"  
920-725-0757 www.warningliteswi.com

START DATE & TIME

---

DURATION:

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**LEGEND**

- SIGN SYMBOL
- 42" DELINEATOR CONE
- CHANNELIZER DRUM
- TYPE III BARRICADE
- DIRECTION OF TRAFFIC





# SIDEWALK CLOSURE AT ALLEY EXIT



START DATE & TIME

---

DURATION:

**GENERAL NOTES:**  
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**LEGEND**

SIGN SYMBOL	42" DELINEATOR CONE
CHANNELIZER DRUM	
TYPE III BARRICADE	
DIRECTION OF TRAFFIC	

Owner		<b>CITY OF APPLETON</b>
Project Name	City Center Plaza	Project Number N/A
Prime Contractor	Findorff	Traffic Control Contractor Warning Lites of Appleton, Inc.
Phone	920-725-0757	Sheet Number 3
Prepared By	Lance G Mauel	
		Date 07/29/2024



## ARIAL VIEW WHEN ALLEY IS CLOSED








START DATE & TIME

DURATION:

### GENERAL NOTES:

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### LEGEND

-  SIGN SYMBOL
-  CHANNELIZER DRUM
-  TYPE III BARRICADE
-  DIRECTION OF TRAFFIC
-  42" DELINEATOR CONE

Owner	CITY OF APPLETON		
Project Name	City Center Plaza	Project Number	N/A
Prime Contractor	Findorff	Traffic Control Contractor	Warning Lites of Appleton, Inc.
Phone	920-725-0757	Sheet Number	4
Prepared By	Lance G Mauel	Date	07/29/2024

**ROAD TO REMAIN  
OPEN FROM  
DECEMBER 9TH OR  
SOONER THROUGH  
JANUARY 31ST 2025**

**WHEN ROAD IS OPEN, PROVIDE  
SIGN INDICATING "ROAD OPEN TO  
DRIVE UP WINDOW". VERIFY  
MESSAGE WITH CITY FINANCE  
DEPARTMENT**

**SIDEWALK  
CLOSED**

**SIDEWALK  
CLOSED**

**City Center  
plaza**  
BUSINESS ♦ COMMUNITY ♦ RETAIL

Owner **CITY OF APPLETON**

Project Name City Center Plaza Project Number N/A

Prime Contractor Findorff Traffic Control Contractor Warning Lites of Appleton, Inc.

Phone 920-725-0757 Sheet Number 5 Date 07/29/2024

Prepared By Lance G Mauel






START DATE & TIME

DURATION:

**GENERAL NOTES:**

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**LEGEND**

-  SIGN SYMBOL
-  42" DELINEATOR CONE
-  CHANNELIZER DRUM
-  TYPE III BARRICADE
-  DIRECTION OF TRAFFIC





# ARIAL VIEW WHEN ALLEY IS OPEN



START DATE & TIME

DURATION:

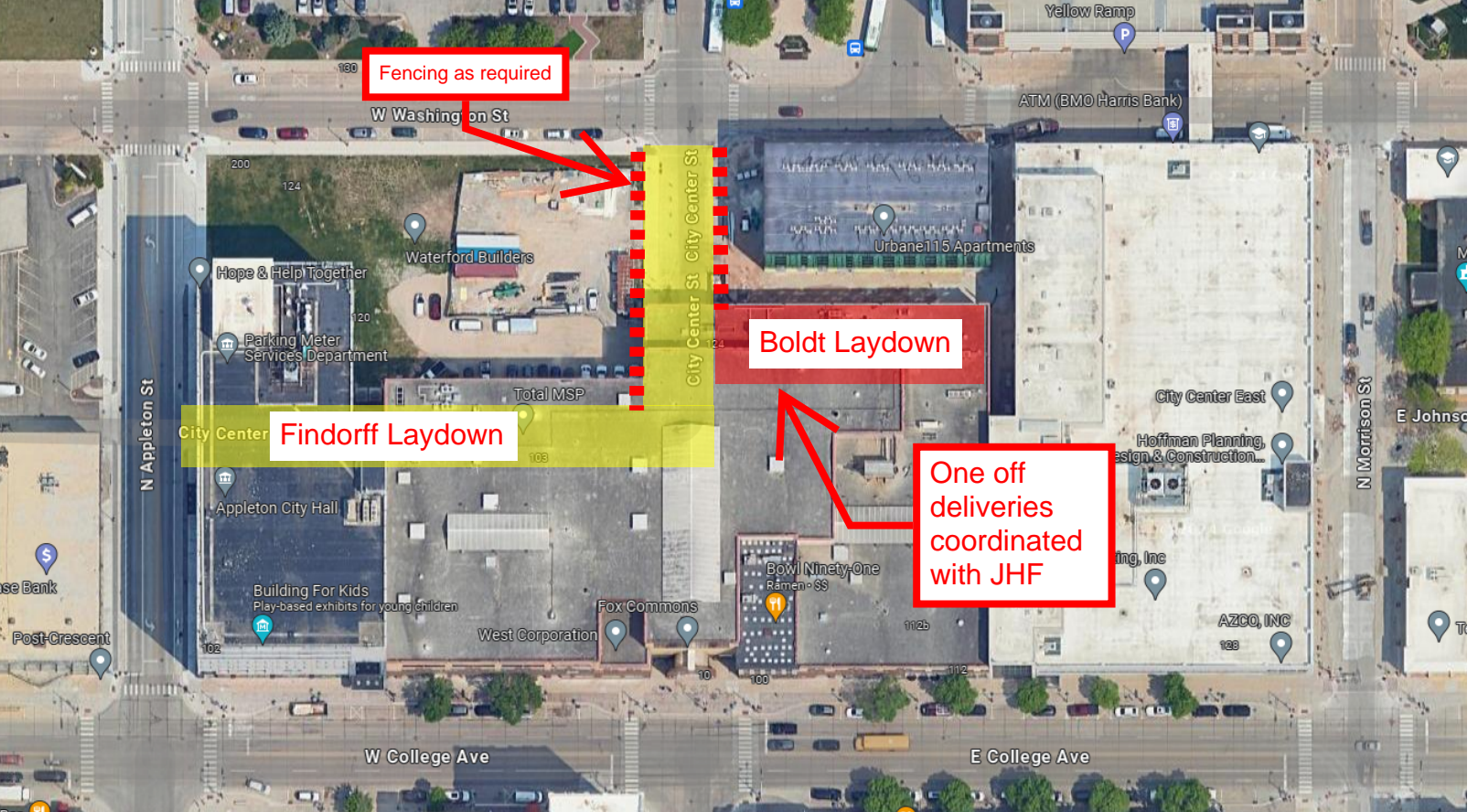
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- LEGEND**
- SIGN SYMBOL
  - CHANNELIZER DRUM
  - TYPE III BARRICADE
  - DIRECTION OF TRAFFIC
  - 42" DELINEATOR CONE

Owner	CITY OF APPLETON		
Project Name	City Center Plaza	Project Number	N/A
Prime Contractor	Findorff	Traffic Control Contractor	Warning Lites of Appleton, Inc.
Phone	920-725-0757	Sheet Number	6
Prepared By	Lance G Mauel	Date	07/29/2024



August 1 - October 31, 2024 - Permit paid for by Findorff, Meter bagged paid for by Findorff and Boldt (50/50 split) TCP paid and managed by Boldt



November 2024 Permit paid for by Findorff, Meter bagged paid for by Findorff, TCP paid for and managed by Findorff

# Findorff and Boldt - Alley/Oneida St - Meter Bags

8/17/24 to 10/31/24

TOTAL BAG DAYS =

448

Rate = \$9.00/day + tax

\$ 4,253.76

DATE	DAY	Alley/Oneida St						
		ZONE 9201 - ONN205	ZONE 9201 - ONN206	ZONE 9201 - ONN207	ZONE 9201 - ONN208	ZONE 9201 - ONN102	ZONE 9201 - ONN104	ZONE 9201 - ONN106
8/17/24	Saturday	Y	Y	Y	Y	Y	Y	Y
8/18/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
8/19/24	Monday	Y	Y	Y	Y	Y	Y	Y
8/20/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
8/21/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
8/22/24	Thursday	Y	Y	Y	Y	Y	Y	Y
8/23/24	Friday	Y	Y	Y	Y	Y	Y	Y
8/24/24	Saturday	Y	Y	Y	Y	Y	Y	Y
8/25/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
8/26/24	Monday	Y	Y	Y	Y	Y	Y	Y
8/27/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
8/28/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
8/29/24	Thursday	Y	Y	Y	Y	Y	Y	Y
8/30/24	Friday	Y	Y	Y	Y	Y	Y	Y
8/31/24	Saturday	Y	Y	Y	Y	Y	Y	Y
9/1/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
9/2/24	Monday	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
9/3/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
9/4/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
9/5/24	Thursday	Y	Y	Y	Y	Y	Y	Y
9/6/24	Friday	Y	Y	Y	Y	Y	Y	Y
9/7/24	Saturday	Y	Y	Y	Y	Y	Y	Y
9/8/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
9/9/24	Monday	Y	Y	Y	Y	Y	Y	Y
9/10/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
9/11/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
9/12/24	Thursday	Y	Y	Y	Y	Y	Y	Y
9/13/24	Friday	Y	Y	Y	Y	Y	Y	Y
9/14/24	Saturday	Y	Y	Y	Y	Y	Y	Y
9/15/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
9/16/24	Monday	Y	Y	Y	Y	Y	Y	Y
9/17/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
9/18/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
9/19/24	Thursday	Y	Y	Y	Y	Y	Y	Y
9/20/24	Friday	Y	Y	Y	Y	Y	Y	Y
9/21/24	Saturday	Y	Y	Y	Y	Y	Y	Y
9/22/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
9/23/24	Monday	Y	Y	Y	Y	Y	Y	Y
9/24/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
9/25/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
9/26/24	Thursday	Y	Y	Y	Y	Y	Y	Y
9/27/24	Friday	Y	Y	Y	Y	Y	Y	Y
9/28/24	Saturday	Y	Y	Y	Y	Y	Y	Y
9/29/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
9/30/24	Monday	Y	Y	Y	Y	Y	Y	Y
10/1/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
10/2/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
10/3/24	Thursday	Y	Y	Y	Y	Y	Y	Y
10/4/24	Friday	Y	Y	Y	Y	Y	Y	Y
10/5/24	Saturday	Y	Y	Y	Y	Y	Y	Y
10/6/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
10/7/24	Monday	Y	Y	Y	Y	Y	Y	Y

10/8/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
10/9/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
10/10/24	Thursday	Y	Y	Y	Y	Y	Y	Y
10/11/24	Friday	Y	Y	Y	Y	Y	Y	Y
10/12/24	Saturday	Y	Y	Y	Y	Y	Y	Y
10/13/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
10/14/24	Monday	Y	Y	Y	Y	Y	Y	Y
10/15/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
10/16/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
10/17/24	Thursday	Y	Y	Y	Y	Y	Y	Y
10/18/24	Friday	Y	Y	Y	Y	Y	Y	Y
10/19/24	Saturday	Y	Y	Y	Y	Y	Y	Y
10/20/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
10/21/24	Monday	Y	Y	Y	Y	Y	Y	Y
10/22/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
10/23/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
10/24/24	Thursday	Y	Y	Y	Y	Y	Y	Y
10/25/24	Friday	Y	Y	Y	Y	Y	Y	Y
10/26/24	Saturday	Y	Y	Y	Y	Y	Y	Y
10/27/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
10/28/24	Monday	Y	Y	Y	Y	Y	Y	Y
10/29/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
10/30/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
10/31/24	Thursday	Y	Y	Y	Y	Y	Y	Y
		64	64	64	64	64	64	64

**TOTAL BAG DAYS =**  
**Rate = \$9.00/dav + tax**

**448**  
**\$ 4,253.76**

# Findorff and Boldt - Alley/Oneida St - Meter Bags

11/1 to 12/8/24

TOTAL BAG DAYS =

210

Rate = \$9.00/day + tax

\$ 1,993.95

DATE	DAY	Alley/Oneida St						
		ZONE 9201 - ONN205	ZONE 9201 - ONN206	ZONE 9201 - ONN207	ZONE 9201 - ONN208	ZONE 9201 - ONN102	ZONE 9201 - ONN104	ZONE 9201 - ONN106
11/1/24	Friday	Y	Y	Y	Y	Y	Y	Y
11/2/24	Saturday	Y	Y	Y	Y	Y	Y	Y
11/3/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
11/4/24	Monday	Y	Y	Y	Y	Y	Y	Y
11/5/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
11/6/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
11/7/24	Thursday	Y	Y	Y	Y	Y	Y	Y
11/8/24	Friday	Y	Y	Y	Y	Y	Y	Y
11/9/24	Saturday	Y	Y	Y	Y	Y	Y	Y
11/10/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
11/11/24	Monday	Y	Y	Y	Y	Y	Y	Y
11/12/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
11/13/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
11/14/24	Thursday	Y	Y	Y	Y	Y	Y	Y
11/15/24	Friday	Y	Y	Y	Y	Y	Y	Y
11/16/24	Saturday	Y	Y	Y	Y	Y	Y	Y
11/17/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
11/18/24	Monday	Y	Y	Y	Y	Y	Y	Y
11/19/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
11/20/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
11/21/24	Thursday	Y	Y	Y	Y	Y	Y	Y
11/22/24	Friday	Y	Y	Y	Y	Y	Y	Y
11/23/24	Saturday	Y	Y	Y	Y	Y	Y	Y
11/24/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
11/25/24	Monday	Y	Y	Y	Y	Y	Y	Y
11/26/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
11/27/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
11/28/24	Thursday	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
11/29/24	Friday	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY	HOLIDAY
11/30/24	Saturday	Y	Y	Y	Y	Y	Y	Y
12/1/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
12/2/24	Monday	Y	Y	Y	Y	Y	Y	Y
12/3/24	Tuesday	Y	Y	Y	Y	Y	Y	Y
12/4/24	Wednesday	Y	Y	Y	Y	Y	Y	Y
12/5/24	Thursday	Y	Y	Y	Y	Y	Y	Y
12/6/24	Friday	Y	Y	Y	Y	Y	Y	Y
12/7/24	Saturday	Y	Y	Y	Y	Y	Y	Y
12/8/24	Sunday	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY	SUNDAY
		30	30	30	30	30	30	30

TOTAL BAG DAYS =

210

Rate = \$9.00/day + tax

\$ 1,993.95



# Statement of Insurance Coverage

## Insurance Coverage:

Insurance Carrier: Phoenix Insurance Company  
Insurance Agent Name and Phone Number: Willis Tower Watson Midwest, Inc. (952) 842-7000  
Policy Number: VTC2N-CO-7W348078-PHX-23  
Policy Period: 10/1/23-10/1/24

## Bond Coverage:


\* Bond Carrier: N/A  
\* Bond Agent Name and Phone Number: N/A  
\* Bond Number: NA  
\* Bond Period: NA

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

I have reviewed and understand the insurance and bonding requirements of the City of Appleton. I hereby certify that I, or the company I represent have insurance and a bond in the amounts required to obtain this permit/license. I have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance and bond carriers, the policy numbers and policy periods above.

Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify against any and all liability, loss, damage and expenses and costs including attorneys' fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right of way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Company Name: J.H. Findorff & Son, Inc.  
Print Name: Katie Bader  
Signature:   
Date: 2/21/24

*\* Bonds are required for the following types of work only:*

- Plumbing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-265)*
- Demolition of Buildings: \$5,000.00 Permit Bond (Code Section 4-188(a)(2))*
- Sewer lateral sealing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-188(c))*
- Moving of Buildings: \$5,000.00 Permit Bond (Code Section 4-207(5))*
- Cement Finisher's License: \$5,000.00 License Bond (Municipal Code Section 9-33)*
- Excavation or place facilities in the public right-of-way: \$5,000.00 Permit Bond (Code Section 16-110)*



# PERMIT TO OCCUPY THE PUBLIC RIGHT-OF-WAY

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

Rev. 05-2024

## Applicant Information

Name (print): \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_  
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Occupancy Information

General Description/Reason: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Sidewalk/roadway obstruction requested Y or N  
- or -  
Multiple Streets: \_\_\_\_\_  
Date(s) From: \_\_\_\_\_ To: \_\_\_\_\_ 35 days or < 35 days or >  
(Requires Committee and Council Approval)

**(Department use only)**

<u>Occupancy Type</u>	<u>Sub-Type</u>	<u>Location</u>
Permanent - Obstruction (\$40)	Awning	Sandwich Board Sidewalk
Temporary - Obstruction (\$40)	Dumpster	Tables/Chairs Terrace
Amenity/Annual (\$40)	Sign	Roadway
Blanket/Annual (\$250)	Obstruction / Other	
Block Party (\$15)	POD / Container	

## Additional Requirements

Plan/Sketch Certificate of Insurance Bond Committee and Council Approval  
 Other : \_\_\_\_\_ Date: \_\_\_\_\_

## 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 (920-832-2379) 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. **Dumpsters/PODs/Containers shall be located within 12" of face of curb.**
- 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 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. The Grantee 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)

**DEPARTMENT OF PUBLIC WORKS**  
**METER BAG APPLICATION**

Fee is \$9.00 per day plus tax or any part thereof.

**THIS FEE WILL BE CHARGED FOR EVERY DAY THE METER BAG IS RESERVED**  
(excluding Sundays and City Observed Holidays).

**NOTE:** Meter bags shall not be used on red meters. If a red meter is found bagged, the bag will be removed and the vehicle will be ticketed.

Company Name .....

Agent.....

Company Address.....

Phone Number | Email .....

Reason .....

Location .....

**\*Required\***

Meter Zone & Space#.....

Date(s).....

**(Department use only)**

Amount Due.....  
(\$9.00 per bag per day plus tax)

Approved by .....  
Department of Public Works Representative

Today's Date.....

# Statement of Insurance Coverage

## Insurance Coverage:

Insurance Carrier: \_\_\_\_\_

Insurance Agent Name and Phone Number: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Period: \_\_\_\_\_

## Bond Coverage:

\* Bond Carrier: \_\_\_\_\_

\* Bond Agent Name and Phone Number: \_\_\_\_\_

\* Bond Number: \_\_\_\_\_

\* Bond Period: \_\_\_\_\_

I confirm that I have the authority to sign and certify the information contained herein as the permittee/licensee or duly authorized representative of the entity obtaining this permit/license.

I have reviewed and understand the insurance and bonding requirements of the City of Appleton. I hereby certify that I, or the company I represent have insurance and a bond in the amounts required to obtain this permit/license. I have named the City of Appleton as an additional insured for purposes of this permit/license and have provided the name of my insurance and bond carriers, the policy numbers and policy periods above.

Further, I agree to maintain appropriate insurance coverage for the duration of this permit/license and to indemnify against any and all liability, loss, damage and expenses and costs including attorneys' fees arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant, anyone directly or indirectly employed by any of them, which may arise from the use of city right of way or property under this permit or license.

I certify that this application, and all information and documentation provided therein, is true and accurate.

Company Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\* Bonds are required for the following types of work only:*

- Plumbing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-265)*
- Demolition of Buildings: \$5,000.00 Permit Bond (Code Section 4-188(a)(2))*
- Sewer lateral sealing in the public right-of-way: \$5,000.00 Permit Bond (Code Section 4-188(c))*
- Moving of Buildings: \$5,000.00 Permit Bond (Code Section 4-207(5))*
- Cement Finisher's License: \$5,000.00 License Bond (Municipal Code Section 9-33)*
- Excavation or place facilities in the public right-of-way: \$5,000.00 Permit Bond (Code Section 16-110)*



DEPARTMENT OF  
**PUBLIC  
WORKS**

**MEMORANDUM**

**Date:** August 12, 2024

**To:** Municipal Services Committee

**From:** Mark Lahay, Assistant City Engineer

**Subject:** Award of Contract for Land Acquisition Services for Lawe Street Reconstruction to Moss & Associates, in an amount not to exceed \$217,000.

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The Department of Public Works requests approval to contract with Moss & Associates, in an amount not to exceed \$217,000 to provide Land Acquisition Services for the Lawe Street reconstruction project scheduled for construction in 2026. The Wisconsin Department of Transportation requires that the City obtain all right-of-way prior to the PS&E date for this construction project. This contract will authorize Moss & Associates to provide services enabling the City to meet this requirement.

The Department of Public Works issued Requests for Proposals to six qualified firms. The only proposal received was from Moss & Associates. Moss & Associates demonstrated the personnel necessary and a good understanding of the project to complete the required tasks. The not-to-exceed cost of \$217,000 provides for appraisals for all 66 parcels along the project limits. Based on future design refinements, some of these parcels may not require an appraisal, and the scope of work and associated costs would be reduced accordingly.



# CITY OF APPLETON

## MEMORANDUM

**Date:** 8/5/24  
**To:** Municipal Services Committee  
**From:** Eric Lom, P.E., City Traffic Engineer  
**Subject:** Catherine Street / North Street intersection control (proposed 1-way stop)

---

Based on a request from Alderperson Smith, the Traffic Section recently reviewed the traffic control at the yield-controlled intersection of Catherine Street / North Street. This three-legged "T" intersection is located two block-equivalents east of Rankin Street and one block south of Pacific Street. The land use in this area is primarily residential. Both streets are functionally classified as *Local*.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the entering volume of this intersection is relatively low (less than 1000 vehicles per day). A review of crash records indicated zero reportable crashes for the past five years. The critical approach speed for the intersection was found to be approximately 9 mph, which is primarily due to buildings and vegetation located in the SE and SW quadrants, resulting in poor sight lines.

While this intersection does not meet the traffic volume or the crash frequency thresholds for stop control, the critical approach speed is below the standard for yield control. As such, we recommend implementing one-way stop control. To accomplish this, the following ordinance action is required:

1. **Create:** "Install a stop sign on Catherine Street at North Street."



# CITY OF APPLETON

## MEMORANDUM

**Date:** 8/5/24  
**To:** Municipal Services Committee  
**From:** Eric Lom, P.E., City Traffic Engineer  
**Subject:** Mary St / North Street (north leg) intersection control (proposed 1-way stop)

---

Based on a request from Alderperson Smith, the Traffic Section recently reviewed the traffic control at the uncontrolled intersection of Mary Street / North Street (north leg). This three-legged "T" intersection is located three block-equivalents east of Rankin Street and one block south of Pacific Street. The land use in this area is primarily residential. Both streets are functionally classified as *Local*.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the entering volume of this intersection is relatively low (less than 1000 vehicles per day). A review of crash records indicated zero reportable crashes for the past five years. The critical approach speed for the intersection was found to be approximately 6 mph, which is primarily due to homes and vegetation located in the NW and NE quadrants.

While this intersection does not meet the traffic volume or crash frequency thresholds for stop control, the critical approach speed is below the standard for no control/yield control. As such, we recommend implementing one-way stop control. To accomplish this, the following ordinance action is required:

1. **Create:** "Install a stop sign on the north leg of Mary Street at North Street (for southbound traffic)."



# CITY OF APPLETON

## MEMORANDUM

**Date:** 7/26/24  
**To:** Municipal Services Committee  
**From:** Eric Lom, P.E., City Traffic Engineer  
**Subject:** Mary St / North Street (south leg) intersection control (proposed 1-way stop)

---

Based on a citizen complaint, the Traffic Section recently reviewed the traffic control at the uncontrolled intersection of Mary Street / North Street (south leg). This three-legged “T” intersection is located three block-equivalents east of Rankin Street and one block south of Pacific Street. The land use in this area is primarily residential. Both streets are functionally classified as *Local*.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the entering volume of this intersection is relatively low (less than 1000 vehicles per day). A review of crash records indicated zero reportable crashes for the past five years. The critical approach speed for the intersection was found to be approximately 10 mph, which is primarily due to homes located in the SW and SE quadrants.

While this intersection does not meet the traffic volume or crash frequency thresholds for stop control, the critical approach speed is below the standard for no control/yield control. As such, we recommend implementing one-way stop control. To accomplish this, the following ordinance action is required:

1. **Create:** “Install a stop sign on the south leg of Mary Street at North Street (for northbound traffic).”





# CITY OF APPLETON

## MEMORANDUM

**Date:** 7/17/24  
**To:** Municipal Services Committee  
**From:** Eric Lom, P.E., City Traffic Engineer  
**Subject:** Parking changes on Mason St by Jefferson ES  
(follow-up to a 6-month evaluation)

---

At the request of the Principal at Jefferson Elementary School, the City's Traffic Section recently assessed the possibility of making numerous changes to the on-street parking along the east side of Mason Street, adjacent to the school, as a means of improving traffic safety and operations. Based on our evaluation, we initiated an evaluation period to coincide with the 2023-2024 school year. The evaluation generally included the following:

1. Removed the existing *4-Hour Parking* zone (7:30 a.m. to 4:30 p.m. on school days)
2. Created a small *15-minute Parking* zone (7:30 a.m. to 4:30 p.m. on school days)
3. Created one handicapped accessible stall
4. Created a small *Passenger Loading Zone* south of their south driveway (7:30 a.m. to 4:30 p.m. on school days)
5. Created a small *No Stopping* zone adjacent to small parking lot at the south end of their property (7:30 a.m. to 4:30 p.m. on school days)

This arrangement has 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 changes are necessary:

1. **Repeal Ord. 97-52:** "Parking be restricted to four hours during school hours on the east side of Mason Street from the south right-of-way line of Prospect Avenue to a point 415 feet south."
2. **Repeal Ord. 97-52:** "Stopping, standing, or parking be prohibited, except for bus loading, during school hours, on the east side of Mason Street from a point 415 feet south of the south right-of-way line of Prospect Avenue extending 50 feet south."

3. **Create:** “Designate a 15-minute parking zone from 7:30 a.m. to 4:30 p.m. on school days on the east side of Mason Street from a point 286 feet south of Prospect Avenue to a point 348 feet south of Prospect Avenue.”
4. **Create:** “Parking be restricted to vehicles displaying handicapped license plates or Wisconsin handicapped permit only on the east side of Mason Street from a point 348 feet south of Prospect Avenue to a point 373 feet south of Prospect Avenue.”
5. **Create:** “Stopping, standing and parking be prohibited, except for buses, from 7:30 a.m. to 4:30 p.m. on school days on the east side of Mason Street from a point 420 feet south of Prospect Avenue to a point 470 feet south of Prospect Avenue.”
6. **Create:** “No Parking/Passenger Loading Zone (driver must remain behind wheel/pull forward when possible) 7:30 a.m. to 4:30 p.m. on school days on the east side of Mason Street from a point 470 feet south of Prospect Avenue to a point 550 feet south of Prospect Avenue.”
7. **Create:** “Stopping, standing and parking be prohibited from 7:30 a.m. to 4:30 p.m. on school days on the east side of Mason Street from a point 550 feet south of Prospect Avenue to a point 615 feet south of Prospect Avenue.”



# CITY OF APPLETON

## MEMORANDUM

**Date:** 7/26/24  
**To:** Municipal Services Committee  
**From:** Eric Lom, P.E., City Traffic Engineer  
**Subject:** North Street /Tonka Street intersection control (proposed 1-way stop)

---

Based on a citizen complaint, the Traffic Section recently reviewed the traffic control at the uncontrolled intersection of North Street / Tonka Street. This three-legged “T” intersection is located two block-equivalents east of Rankin Street and one block south of Pacific Street. The land use in this area is primarily residential. Both streets are functionally classified as *Local*.

In a typical intersection control study, we consider traffic volumes, crash history, safe approach speeds, etc. In this case, the entering volume of this intersection is relatively low (less than 1000 vehicles per day). A review of crash records indicated zero reportable crashes for the past five years. The critical approach speed for the intersection was found to be approximately 2 mph, which is primarily due to building located in the NW quadrants, causing *extremely* poor sight lines.

While this intersection does not meet the traffic volume or the crash frequency thresholds for stop control, the critical approach speed is well below the standard for no control/yield control. As such, we recommend implementing one-way stop control. To accomplish this, the following ordinance action is required:

1. **Create:** “Install a stop sign on Tonka Street at North Street.”



**APPLICATION FOR STREET VACATION**

Community Development Department  
 100 N. Appleton St. PH: 920-832-6468  
 Appleton, WI 54911 FAX: 920-832-5994

**Received**  
**7/17/2024**  
 Stamp date received

APPLICANT		STREET VACATION INITIATED BY	
Name	<b>Tom Kromm</b>	<input type="checkbox"/> Citizen Requested/Initiated	<input type="checkbox"/> Aldermanic Resolution
		<input checked="" type="checkbox"/> City Staff Initiated	
Mailing Address	<b>100 N. Appleton Street, Appleton, WI 54956</b>		
Phone	920-832-6480		
E-mail	tom.kromm@appleton.org		

STREET INFORMATION	
Name of Street(s) to be Vacated:	Sampson Street
Location:	50'X70' of Sampson Street south of E. Winnebago Street
Legal Description of Proposed Street Vacation <b>*Please submit an electronic copy of the legal description in Microsoft Word format.</b>	
Current Zoning:	R-1C
Proposed Zoning:	R-1C
Current Uses:	Driveway for 937 E. Winnebago Street

PLEASE STATE THE REASON(S) FOR STREET VACATION REQUEST
<b>*Please attach a location map of the property or portion of the property in question and facts to support the request.</b>
<small>The Department of Public Works has determined based on topography of the area and lack of need for an additional street in this location, the City is initiating to vacation Sampson Street right-of-way. Additionally, the Department of Public Works has determined that retaining an easement within</small>

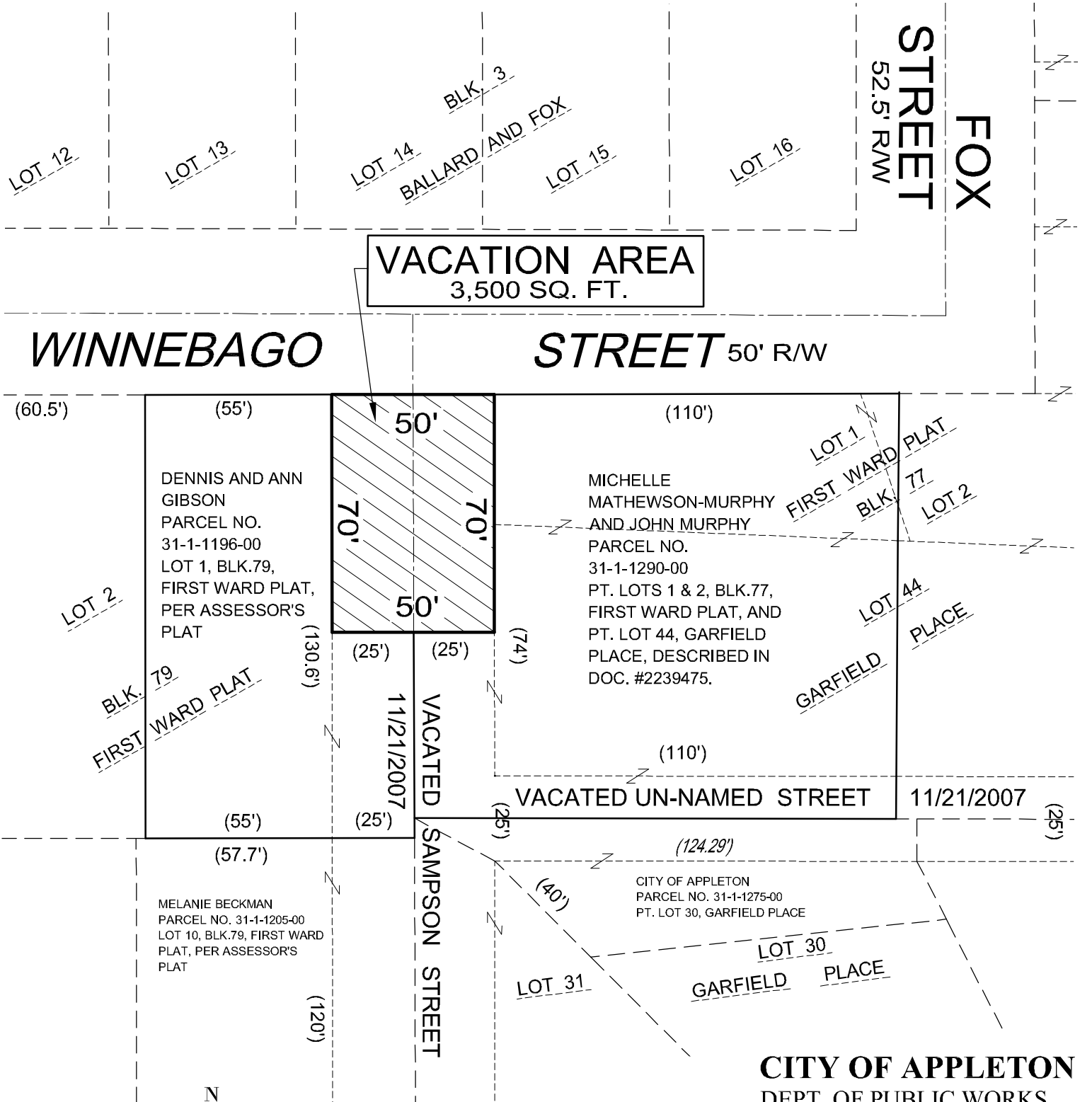
Date	Applicant Signature
------	---------------------

OFFICE USE ONLY			
Application Complete	<i>Lindsey Smith</i>	7/17/2024	Date Filed _____
<del>Fee for Citizen Requested or Initiated: \$200.00 Acct #PWZNIG Receipt # _____ Date Paid _____</del>			

# EXHIBIT "A"

## SAMPSON STREET VACATION

The North 70 feet of Sampson Street, bounded on the North by the South line of Winnebago Street, on the West by Block 79 of the 1st Ward Plat, and on the East by Block 77 of the 1st Ward Plat and also Lot 44 of the Garfield Place Plat, all according to the recorded Assessor's Plat of the City of Appleton, being located in the NW ¼ of Section 25, T.21N., R.17E., City of Appleton, Outagamie County, Wisconsin.



**CITY OF APPLETON**

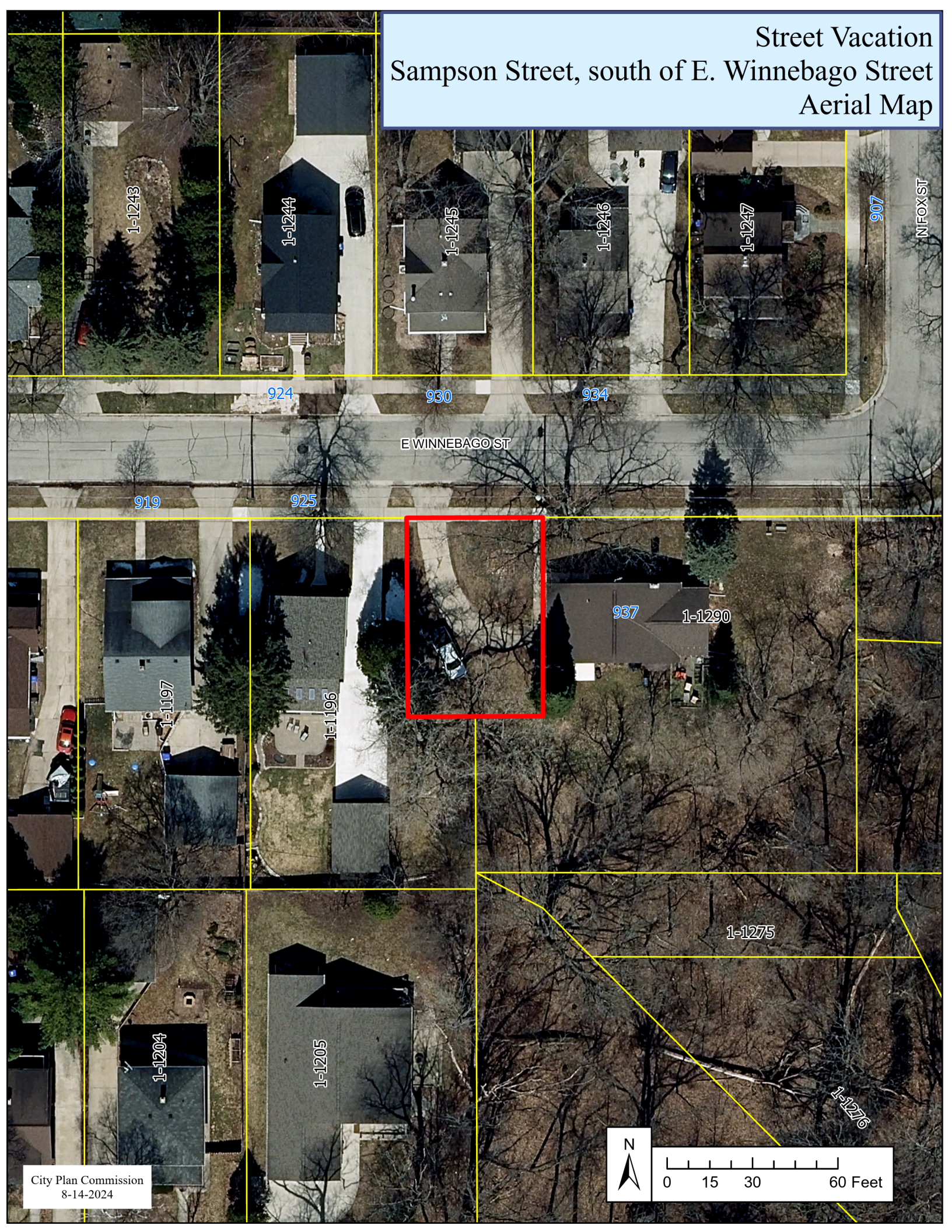
DEPT. OF PUBLIC WORKS  
ENGINEERING DIVISION  
100 NORTH APPLETON STREET  
APPLETON, WI 54911

920-832-6474

DRAFTED BY: T. KROMM

Acad\Vacation\2024\Sampson\_0717\_2024

# Street Vacation Sampson Street, south of E. Winnebago Street Aerial Map



1-1243

1-1244

1-1245

1-1246

1-1247

907

N FOX ST

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930

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E WINNEBAGO ST

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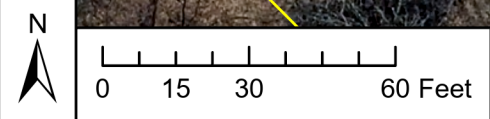
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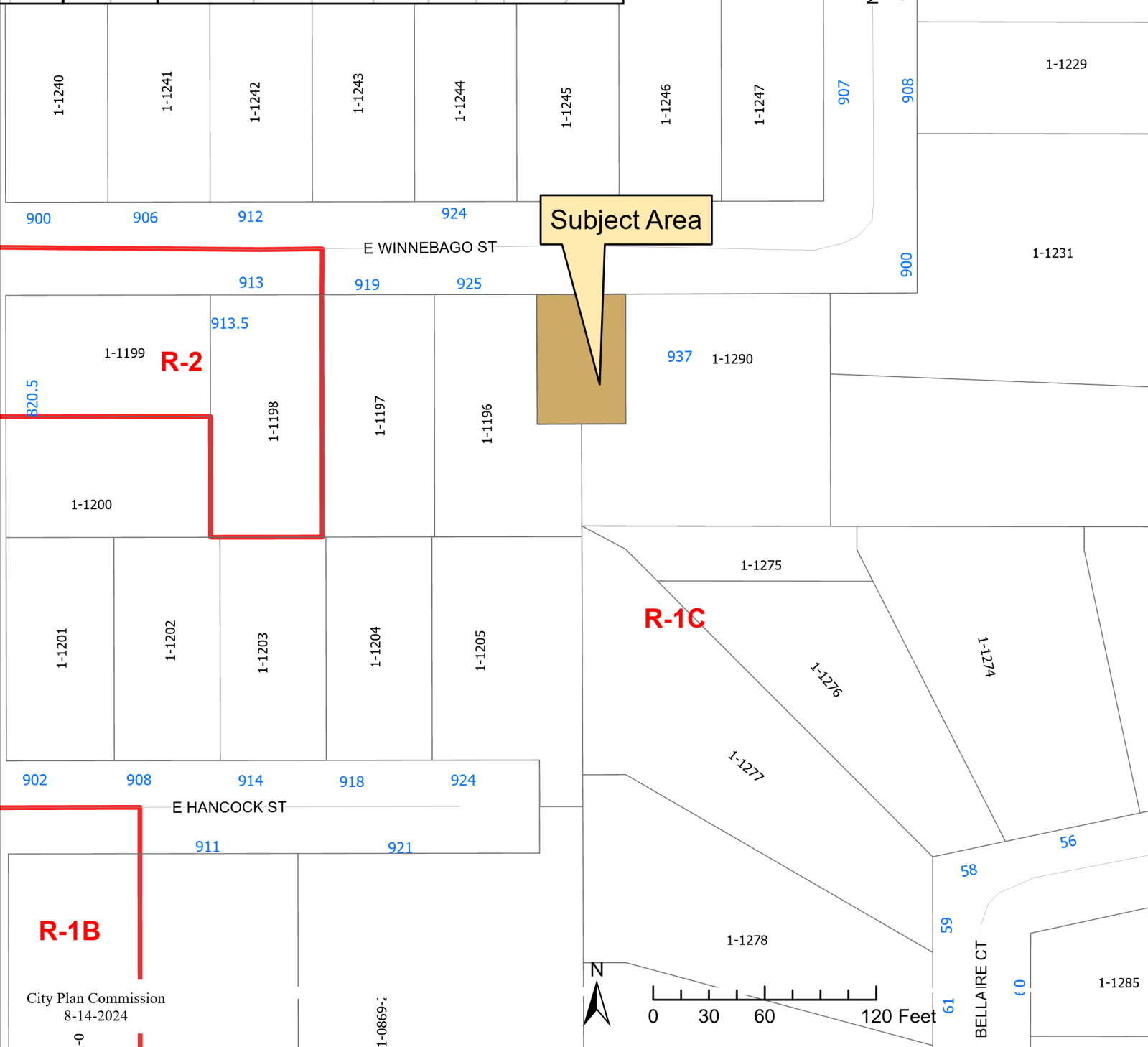
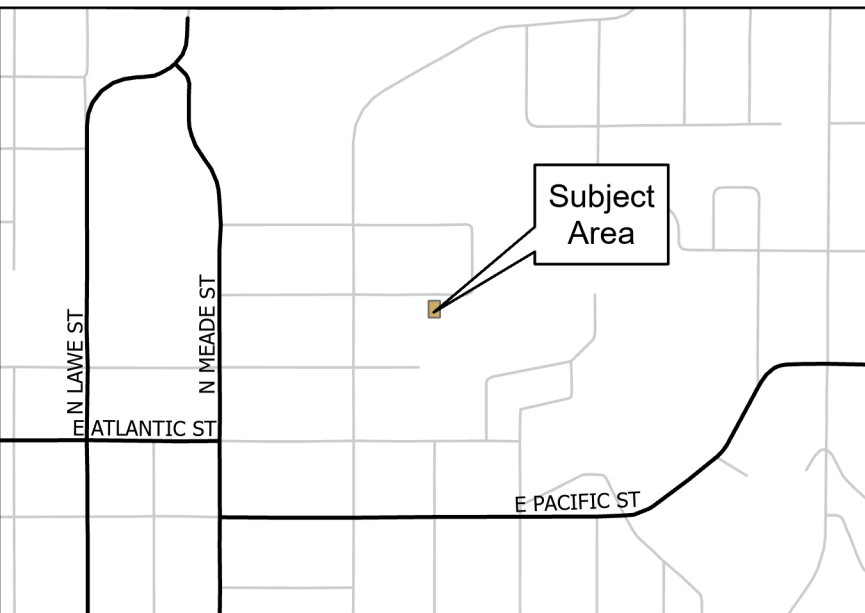
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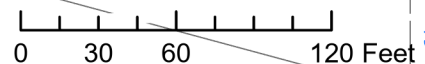


Street Vacation  
Sampson Street,  
south of E. Winnebago Street



Subject Area

Subject Area



City Plan Commission  
8-14-2024

1-0869;

1-0



# CITY OF APPLETON

## MEMORANDUM

**Date:** 08/07/2024  
**To:** Municipal Services Committee  
**From:** Michael Hardy, P.E., Traffic Engineer  
**Subject:** Amendment Request - Service Contract for Traffic Signal Control and Management Software

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Department of Public Works recommends for approval an amendment to the current service contract for new Econolite brand traffic signal control and management software. The current service contract with Traffic Control Corporation was approved at the June 10, 2024 meeting of the Municipal Service Committee. The original service contract was approved for \$103,400.00, plus a contingency of \$5,000 only to be utilized as needed. The new amount would be \$132,510.00, an increase of \$29,110.00.

This recommendation is a result of; 1) switching from an on-premise software and server application to a cloud-based System as a Software (SaaS) service as requested by Information Technology Department, and 2) Permission by Wisconsin Department of Transportation (WisDOT) to use all remaining authorized grant funds for advanced purchase of future SaaS annual subscriptions (through 2032). The Information Technology Department will budget for annual subscriptions once the prepayment term ends.

Twenty-one new intersection controllers were separately purchased from Wisconsin Department of Transportation (WisDOT) procurement contract #510465. The total amount of that purchase order was \$86,343.00.

This is related to the *WisDOT Signals and ITS Standalone Program (SISP)* grant that the Municipal Services Committee and Finance Committee approved for acceptance on March 25, 2024. The City's local match of the \$220,750.00 grant award is 10% (\$22,075.00).

The combined cost of the revised service contract and purchase order would be \$219,675.00, which remains within budget. The procurement of the Econolite brand software has been detailed throughout the grant process. Written approval for sole source procurement of Econolite software was formally received from WisDOT on March 13, 2024.



**DEPARTMENT OF COMMUNITY DEVELOPMENT**

100 North Appleton Street  
Appleton, WI 54911  
Phone (920) 832-6411

TO: Municipal Services Committee

FROM: Kurt W. Craanen, Inspections Supervisor

SUBJECT: Variance Request for Driveway Extension – 3039 N. Ballard Rd.

DATE: August 12, 2024

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On August 1, 2024, Inspections Division of Community Development Department received a complaint about pavement installed in the front yard of a residential property at 3039 N. Ballard Rd. The City responded and found that a 15' x 15' slab was installed, three (3) feet from the sidewalk.

Section 19-91(f)(3) of the Municipal Code requires a permit for driveway extension and limits driveway extensions into the front yard to four (4) feet. This installation is in violation of this section of the Municipal Code.

Contact was made with the owner, Micheal Strege, who stated that this slab was not a parking space, but a “turn around” so he and his wife do not need to back onto Ballard Road.

Section 19-91(g) of the Municipal Code states that appeals shall be filed with the Inspection Supervisor and heard by the Municipal Services Committee.

**The Department of Community Development recommends to deny the appeal to allow a driveway extension 15' into the front yard.**

**From:** michael strege <[mb\\_strege@yahoo.com](mailto:mb_strege@yahoo.com)>

**Sent:** Wednesday, August 7, 2024 11:01 AM

**To:** Kurt Craanen <[Kurt.Craanen@Appleton.org](mailto:Kurt.Craanen@Appleton.org)>

**Subject:** Driveway Extension /Request for Variance

This request for the extension is for usage as a turnaround only to Ballard Rd. When we lived in Tennessee my wife was involved in a car accident causing her fear/ anxiety when backing out of our driveway. This is my soul purpose for this turnaround, safety for my wife and grandchildren of driving age. Dimensions from turnaround to sidewalk taper 3ft. 3in. , 6ft. slab to sidewalk. Full Size of Slab 15x15 I have noticed on Ballard Rd. south an apartment complex with parking close to the sidewalk and roadway. Also other businesses on Ballard with the same parking features, that are close to the road. Of course with an apartment complex, vehicles are parked at all times of the day and night.

Michael B. Strege





# CITY OF APPLETON

## MEMORANDUM

**Date:** 7/23/24

**To:** Municipal Services Committee

**From:** Eric Lom, P.E., City Traffic Engineer

**Subject:** Information Item: Coop Rd/Midway Rd (CTH AP) intersection control  
(proposed all-way stop)

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In response to recent crash history and increases in peak hour queuing, City Traffic Engineering staff recently met with representatives of the Calumet County Highway Department and the Village of Harrison to discuss the Coop Road / Midway Road (CTH AP) intersection. A decision was made to conduct a traffic study to determine if all-way stop control would be advisable.

This two-way stop-controlled intersection is located 1.0 miles south of Calumet Street (CTH KK) and 0.25 miles east of Eisenhower Drive (northbound and southbound stops). The land use in the area is a mixture of undeveloped lands, industrial, single family residential and multi-family residential, with an elementary/intermediate school located about 0.5 miles to the south. Development in the area is occurring at a rapid pace.

### Jurisdiction

The intersection itself is located at the municipal boundary and has split jurisdiction, with the City having jurisdiction over the southbound approach lane, the Village of Harrison having jurisdiction over the northbound approach lane, and the Calumet County Highway Department having jurisdiction over the eastbound and westbound approach lanes. Since the City's jurisdiction is limited to the southbound approach lane, the decision to add stop signs for eastbound and westbound traffic (thereby creating an all-way stop condition) falls exclusively under the jurisdiction of the Calumet County Highway Department.

### Study Results

Generally, the study (summary memo attached) showed that all-way stop thresholds are met, or extremely close to being met, for the busiest eight hours of the day, with large increases in traffic volumes expected in coming years. As such, the study recommended all-way stop control as an interim measure until such time as more robust changes, such as a single-lane roundabout or a traffic signal, can be implemented.

### Actions

The Calumet County Traffic Safety Commission voted to approve the transition to all-way stop control at their 7/16/24 meeting. The related ordinance change will be considered by the Calumet County Board in August. Implementation of all-way stop control is currently planned for September or October. No action is required by the City, since no control changes are proposed for the southbound approach.



# CITY OF APPLETON

## MEMORANDUM

**Date:** 4/25/24

**To:** File

**From:** Eric Lom, P.E., City Traffic Engineer

**Subject:** Intersection control evaluation: Midway Rd (CTH AP) / Coop Road

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### Overview

Based on crash history and complaints received, the City was approached by the Village of Harrison and the Calumet County Highway Department to evaluate whether all-way stop control (AWSC) would be advisable at the intersection Midway Rd (CTH AP) / Coop Road. The subject intersection falls under the jurisdiction of all three agencies.

### AWSC Evaluation

The City of Appleton Traffic Section conducted an AWSC warrant analysis based on the methodologies outlined in the Federal Highway Administration's *Manual on Uniform Traffic Control Devices (MUTCD)*, 2009 Edition (Revision 3, July 2022). A summary of the warrant analysis is attached. Traffic count data was collected during a 13-hour period (6 a.m. to 7 p.m.) on Tuesday, March 26, 2024, utilizing Miovision equipment. School was verified to have been in session on this date.

MUTCD guidance states the following criteria should be considered:

1. Vehicle and pedestrian traffic counts: When 85<sup>th</sup> percentile operating speeds exceed 40 mph (as is assumed to be the case on Midway Road), the following volumes should be met or exceeded for the same eight hours:
  - a. Major road: 210 vehicles per hour
  - b. Minor road: 140 vehicles per hour for the same hours

These thresholds were met or exceeded for seven of the needed eight hours. The eighth highest hour missed the threshold by only three vehicles. Given the inherent daily variability of traffic, it is reasonable to say this criterion is effectively met.

2. Crash history: This criterion considers the number of reportable crashes that have occurred during the past five years, and the potential correctability of the crashes with AWSC.
  - a. Number of correctable crashes in any 36-month period (minimum of six): Seven such crashes were reported at the subject intersection. This criterion is met.
  - b. Number of correctable crashes in any 12-month period (minimum of five): Four such crashes were reported at the subject intersection. This criterion falls just short of the minimum.

Overall, the crash criterion is met. However, it is notable that correctable crash frequency has declined in recent years (2018=3, 2019=3, 2020=0, 2021=2, 2022=1, 2023=0, 2024=1).

### **Other Concerns**

The Wisconsin Department of Transportation states that for AWSC, it is highly desirable for the intersecting roadways to have closely balanced ADTs on at least three approaches. Closely balanced ADTs would be considered as the volume of at least one of the minor roadway approaches (stop controlled on a 2-way stop) being not less than 70% of the higher volume of the two approaches on the major roadway. In the case of the Coop/Midway intersection, this criterion is only met for four hours (6 a.m. to 10 a.m.). There are several hours in the afternoon where the traffic is unbalanced, with the higher major approach carrying more than double the volume of one of the minor approaches. For this reason, and in an effort to fully understand the implications of the traffic imbalance, the intersection peak-hour operation was analyzed using SimTraffic microsimulation software. The model predicted a maximum peak-hour 95<sup>th</sup> percentile queue of five vehicles on Midway Rd, which should not cause any operational concerns.

### **Conclusion**

Based on the observed traffic volumes, crash history, microsimulation results, and anticipated future traffic growth, AWSC control is recommended at the subject intersection, and would likely reduce crash frequency if properly implemented. In consideration of the anticipated future traffic growth, it is highly advised that planning for a traffic signal or a future roundabout be undertaken in the near future.

If all agencies elect to move forward with AWSC, we recommend the following strategies to minimize the likelihood of safety issues associated with the conversion:

1. At a minimum, install two 36" stop signs *per approach* (near left and near right) for eastbound and westbound traffic. However, we recommended utilizing flashing stop signs (beacon style or perimeter LED style) for the eastbound and westbound near-right signs due to the observed speeds and the associated potential safety concerns.
2. Install a 36" stop ahead sign (W3-1) for the eastbound and westbound approaches.
3. Add fluorescent orange flags to all signs.
4. Mark stop lines for all four approaches.
5. Mark at least 200 cl-ft of double yellow markings on the westbound approach.