



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Agenda - Final Municipal Services Committee

Monday, January 20, 2025

4:30 PM

Council Chambers, 6th Floor

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

[25-0015](#) Minutes from January 6, 2025

Attachments: [01-06-25 MSC Minutes.pdf](#)

5. Public Hearing/Apearances

6. Action Items

[25-0016](#) Request to accept Wisconsin Department of Transportation Signals and ITS Standalone Program (SISP) grant in the amount of \$576,000.

Attachments: [SISP Grant Acceptance Request RidgeviewRichmond 01-20-2025.pdf](#)

[25-0017](#) Approve Parking changes on Emmers Dr and Schaefer St by East High School (follow-up to a 6-month evaluation)

Attachments: [East HS Parking Changes on Emmers & Schaefer \(post eval\).pdf](#)

[25-0018](#) Approve Parking changes on Lightning Dr by Fire Station 6 (follow-up to a 6-month evaluation)

Attachments: [Station 6 Parking Changes on Lightning Dr \(post eval\).pdf](#)

[24-1616](#) Approve Hilton Appleton Paper Valley Permanent Occupancy Permit and Sign Permit

Attachments: [Hilton Occupancy Permit Application.pdf](#)

[Hilton Skywalk Parking Signs Application.pdf](#)

[Hilton Occupancy Permit Application-Condition of Approval.pdf](#)

[Hilton Skywalk Parking Signs Application-Condition of Approval.pdf](#)

Legislative History

1/6/25	Municipal Services Committee	held
--------	------------------------------	------

7. Information Items

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, January 6, 2025

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

4. Approval of minutes from previous meeting

[24-1612](#)

Minutes from December 9, 2024

Attachments: [12-09-24 MSC Minutes.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

5. **Public Hearing/Appearances**

6. **Action Items**

[24-1613](#)

Award 2025 Illicit Discharge Detection and Elimination Ongoing Field Screening Services Contract to Westwood Infrastructure, Inc. in an amount not to exceed \$35,000

Attachments: [MSC Award Memo 2025 IDDE Field Screening Services 01-06-2024.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1614](#)

Award M-25 2025 Materials Testing & Contaminated Soils Contract to Westwood Infrastructure, Inc. in an amount not to exceed \$100,000

Attachments: [MSC M-25 Contract Award Memo 01-06-2025.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1615](#)

Approve Long Term Temporary Occupancy Permit to Integrity Environmental Services for dumpster in parking lane of Superior St north of College Ave, from 2/6/2025 through 11/30/2025.

Attachments: [MSC LTT Occupancy Permit Integrity Enviro Superior St Dumpster 01-06-2025.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[24-1616](#)

Approve Hilton Appleton Paper Valley Permanent Occupancy Permit and Sign Permit

Attachments: [Hilton Occupancy Permit Application.pdf](#)
[Hilton Skywalk Parking Signs Application.pdf](#)

Siebers moved, seconded by Firkus, that the Report Action Item be held until the January 20, 2025 Municipal Services Committee Meeting. Roll Call. Motion carried by the following vote:

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

7. Information Items

8. Adjournment

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran



CITY OF APPLETON

MEMORANDUM

Date: 01/20/2025
To: Municipal Services Committee
Finance Committee
From: Mike Hardy, P.E., PTOE, Traffic Engineer
Subject: Grant acceptance request for new traffic signal at the Richmond Street (STH 47) / Ridgeview Drive intersection

Grant Acceptance Request

At the August 26, 2024, Municipal Services Committee (MSC) meeting, approval was given to apply for grant funds through the Wisconsin Department of Transportation (WisDOT) Signals and ITS Standalone Program (SISP). We received notice on December 17, 2024, that our application was approved. We are now requesting approval to accept the grant funds and proceed with the project.

Our grant application is to install a new permanent traffic signal (and related improvements) at the intersection of State Trunk Highway (STH) 47 (Richmond Street) and Ridgeview Drive in 2026. The total estimated project cost is \$640,000, of which the local cost share would be 10% (\$64,000). Any real estate acquisition would be the City's responsibility, separate from the SISP program (\$25,000).

The City will be the project lead and pay for all upfront costs of the estimated \$640,000, with up to 90% (\$576,000) being eligible for reimbursement. The net balance of cost to the City would be 10% (\$64,000) plus any real estate acquisition. Reimbursements from WisDOT are eligible after July 1, 2026, with a reimbursement deadline of December 1, 2026.

The City will enter into an agreement with the Town of Grand Chute to split evenly the net balance and any real estate acquisition costs through a separate agreement.

There is \$75,000 in the approved 2025 DPW budget for design and real estate. Construction-related costs will be included in the 2026 DPW budget. Construction would be in summer 2026, concurrent with the WisDOT Interstate-41 & Richmond interchange reconstruction.

Project Background

Based on ongoing complaints, the Traffic Section reviewed the operations of the Richmond Street (STH 47) / Ridgeview Drive intersection. The complaints include the prevalence of crashes, long waits on Ridgeview Drive, difficult sight lines for northbound/southbound left turns, and challenges crossing Richmond Street for bicyclists and pedestrians.

Our review determined the traffic volumes are approaching the warrant thresholds, and the crash threshold was met in 2021. The recent development in the Town to the east is a contributing factor. Once the remaining green space in that area is developed, we anticipate the volume threshold will be met.

The scope of the proposed project will include a new permanent traffic signal, geometric improvements to sidewalks to achieve compliance with standards, and aligned left turn lanes for optimal visibility and safety.

Perhaps more pressing, WisDOT will be implementing a temporary traffic signal (with overhead span wire) at this intersection in April 2025 to mitigate traffic rerouting for the I-41 & Ballard Road interchange closure. We feel the temporary traffic signal will establish a precedent and expectation by the public that traffic signal control should remain. We also feel this temporary signal will induce additional traffic on Ridgeview Drive, resulting in additional signal warrants being met. WisDOT has agreed to keep their temporary signal in operation through the summer of 2026 to allow for construction of this new, permanent signal.

REQUEST TO APPLY FOR/ACCEPT GRANT FUNDS



PART #1: Request to Apply for Grant Funds

(complete before submission of grant application; email to grants@appleton.org)

APPLICANT DEPARTMENT: DPW

DATE: 08/14/2024

APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE: Mike Hardy/Traffic Engineer

COMMITTEE OF JURISDICTION: Municipal Services Committee

NAME OF GRANT/FUNDING SOURCE: SISP / Wisconsin DOT

AMOUNT OF GRANT REQUEST: \$ 640,000

LOCAL MATCH REQUIREMENT: \$ 64,000

SOURCE OF MATCH: General Fund Non-General Fund Not Applicable

TIMEFRAME OF GRANT: 07/01/2025 through 06/30/2026

TYPE OF GRANT REQUEST: Monetary Other (explain under 'purpose of grant')

PURPOSE OF GRANT (summary): New permanent traffic signal control at State Hwy 47 & Ridgeview Drive

How does the grant meet City/Department/Program goals? Safe and reliable transportation

What are the personnel requirements (include both existing and new staff) of the grant? 0.5 FTE

DEPARTMENT HEAD SIGNATURE: _____

PART #2: Request to Accept Grant Funds

(complete after notification of grant award; email to grants@appleton.org)

AMOUNT OF GRANT AWARD: \$ 640,000

FEDERAL/STATE ID #: 3700-30-71

LOCAL MATCH REQUIREMENT: \$ 64,000

Please describe the source of match, if applicable: 2025 & 2026 DPW CIP Budget

Please describe any major changes in proposed grant-funded activities: Up to 90% Reimbursement with proof of payment

Reimbursements are eligible after July 1, 2025, with a reimbursement deadline of December 01, 2026



**Original
STATE/MUNICIPAL FINANCIAL
AGREEMENT FOR A SIGNALS &
ITS STANDALONE PROGRAM
PROJECT**

Date: December 17, 2024
 I.D.: 3700-30-71
 Road Name: STH 47 & Ridgeview Rd
 Title: City of Appleton
 Limits: STH 47
 County: Outagamie
 Roadway Length: 0.1 mile

The signatory **city of Appleton**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: No current traffic signal exist.

Proposed Improvement - Nature of work: Install a new signal with monotubes (signal per lane and FYA), TS2 cabinet, Iteris NEXT detection system, Cobalt controller, and fiber communications at the following intersection: State Highway 47 (Richmond Street) and Ridgeview Drive. Geometric changes are necessary for sidewalks to achieve ADA and MUTCD compliance, along with increasing the NB/SB left turn lane storage necessary for permanent traffic signal control. Additional geometric changes involve tapering the Highway 47 median angle of the left turn lanes for optimal visibility and safety.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
ID 3700-30-71	\$ 640,000	\$ 576,000	90%	\$ 64,000	10%
Total Cost Distribution	\$ 640,000	\$ 576,000	90%	\$ 64,000	10%

*Construction **ID 3700-30-71** state funding is limited to \$576,000 (State fiscal year 2026)

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 2 – 4); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State, and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the city of Appleton (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the State (please sign in blue ink)	
Name	Title
Signature	Date

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality’s foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State’s Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.

- (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
- (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (d) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
 - (e) Conditioning, if required, and maintenance of detour routes.
 - (f) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
 - (g) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the state and shall make ample provision for such maintenance each year.
 - (h) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.
4. State Disbursements:
- (a) Payment by the State to the Municipality shall be made on a regular basis upon presentation of vouchers for expenditures incurred during prior periods of the project duration subject to the allowable maximum payment. Exceptions to this schedule will be made as appropriate. In general, State reimbursements will be made after sufficient proof of payment is sent to the State.
 - (b) A final adjustment of state payments will be made upon completion of the State's audit of the project. If the State's audit establishes that the State paid more than its share of the eligible project costs, the Municipality shall refund to the State upon demand a sum equal to the overpayment.
5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
6. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
7. Basis for local participation:
- (a) Construction: Cost for construction are 90% Federal/State and 10% Municipal up to a maximum of \$640,000. Any overages shall be funded by the Municipality.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.



CITY OF APPLETON

MEMORANDUM

Date: 1/20/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Parking changes on Emmers Dr and Schaefer St by East High School
(follow-up to a 6-month evaluation)

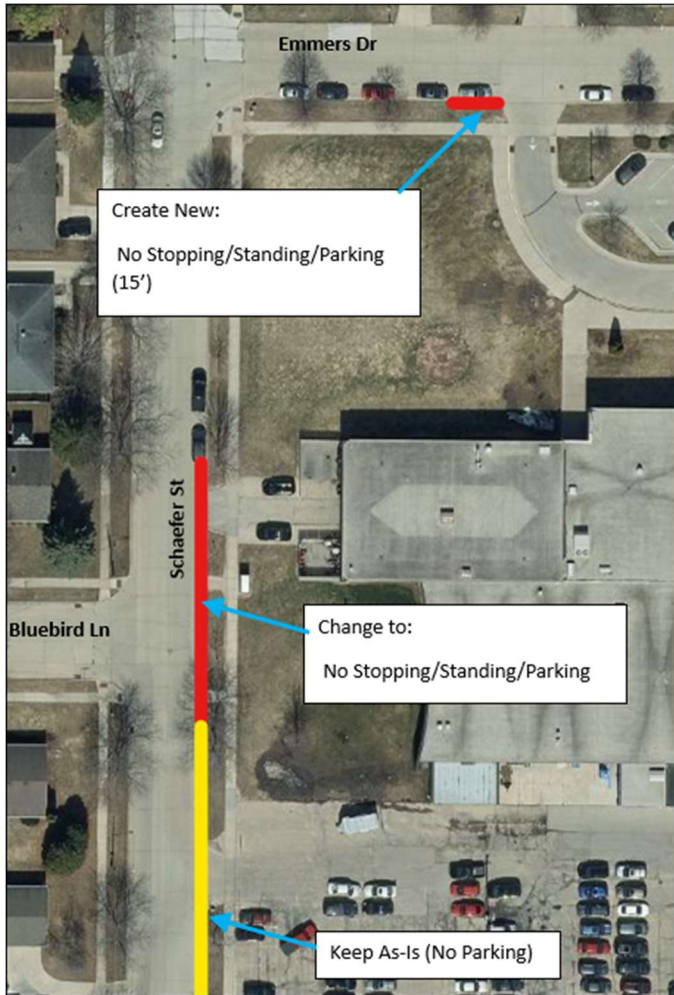
At the request of the AASD, the City's Traffic Section recently assessed the possibility of making two minor changes on Emmers Street and Schaefer Street, adjacent to East High School, as a means of improving traffic safety and operations. Based on our evaluation, we initiated an evaluation period in March of 2024.

The evaluation generally included adding a small *No Parking* zone near a driveway (to ensure buses could safely enter) and adding a small *No Stopping* zone at the Schaefer/Bluebird intersection (to facilitate safe bus loading). See *Figure 1* below.

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. **Create:** "Stopping/standing/parking be prohibited on the east side of Schaefer Street from Bluebird Lane to a point 50 feet north of Bluebird Lane."
2. **Create:** "Parking be prohibited on the south side of Emmers Drive a point 105 feet east of Schaefer Street to a point 122 feet north of Bluebird Lane."

Figure 1





CITY OF APPLETON

MEMORANDUM

Date: 1/20/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Parking changes on Lightning Dr by Fire Station 6
(follow-up to a 6-month evaluation)

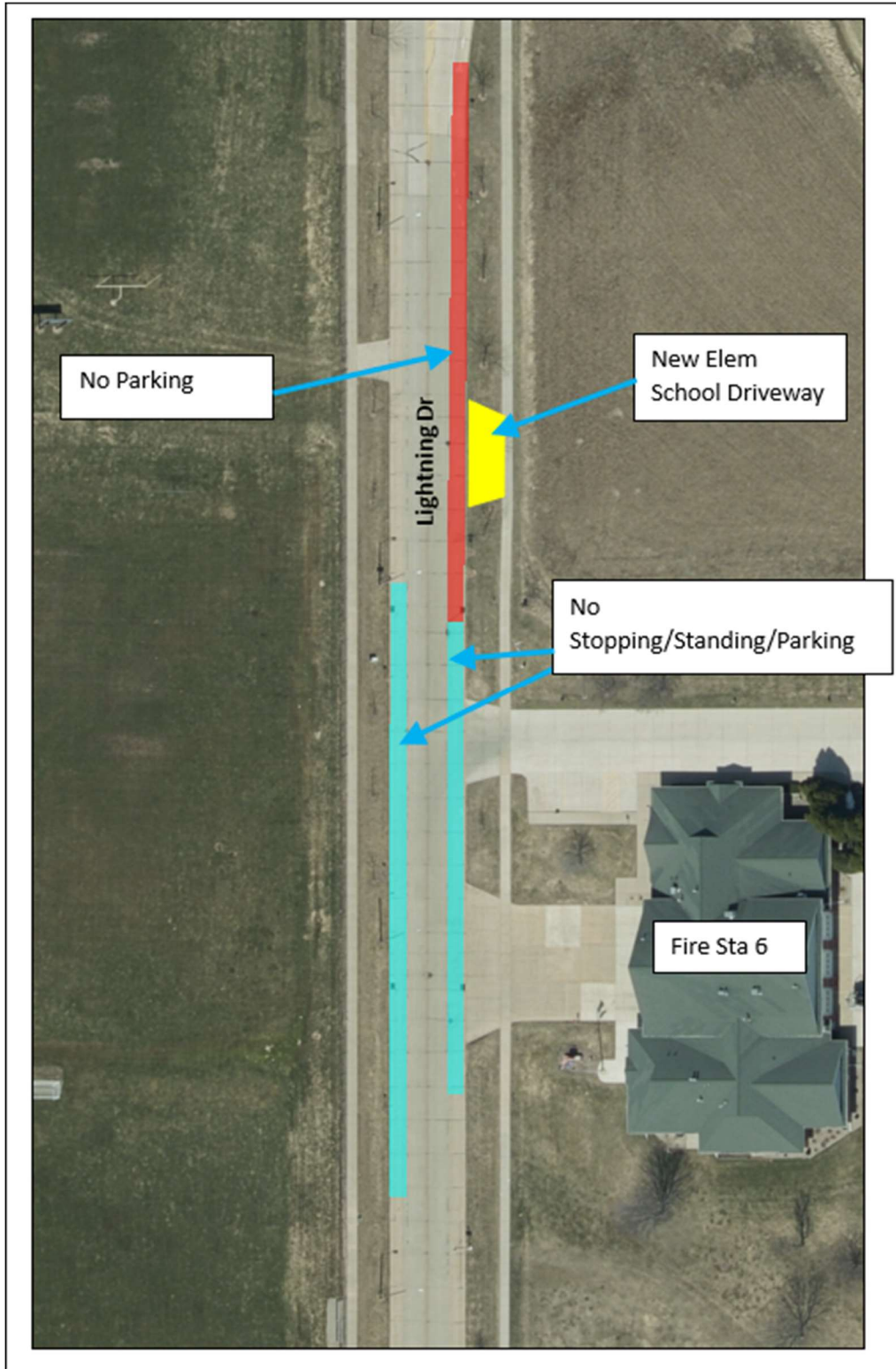
At the request of the AFD, the City's Traffic Section recently assessed the possibility of adding additional parking restrictions on Lightning Dr, adjacent to Fire Station 6. On-street parking demand in the area greatly increased after the opening of the nearby park, which raised concerns about Fire Department vehicles being able to safely pass through the area. Based on our evaluation, we initiated an evaluation period in July of 2024.

Parking restriction changes generally included adding *No Stopping* zones near Fire Station 6's driveway. See *Figure 1* below.

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. **Create:** "Stopping/standing/parking be prohibited on the east side of Lightning Drive from a point 777 feet north of Ashbury Drive to a point 1004 feet north of Ashbury Drive."
2. **Create:** "Parking be prohibited on the east side of Lightning Drive from Edgewood Drive (CTH JJ) to a point 1004 feet north of Ashbury."
3. **Create:** "Stopping/standing/parking be prohibited on the west side of Lightning Drive from a point 722 feet north of Ashbury Drive to a point 1022 feet north of Ashbury Drive."

Figure 1





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): Linda Garvey Company: Hilton Appleton Paper Valley Address: 333 W.College Ave Telephone: 920-733-8000 x 1660 Applicant Signature: Linda Garvey Date: 12-11-24

Occupancy Information

General Description/Reason: Directional Signage on Superior St. skywalk pointing to public parking and hotel entrance Street Address: Superior St. side of 333 W. College Ave Sidewalk/roadway obstruction requested Y or N Date(s) From: 2/1/25 To: 35 days or < 35 days or >

(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 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.

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.

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)

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

Permit No.:	_____
Key No.:	_____
Receipt No.:	_____
Date:	_____

SIGN PERMIT

A separate permit is required for each proposed sign.

Permit Fee:	<input type="checkbox"/> Penalty Fee
Estimated Cost:	\$2,350

Site Address: 333 W. College Ave.
 Business Name: Hilton Paper Valley Hotel

- Single Tenant
 Multi- Tenant

Type of Sign		
<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Awning Sign	<input type="checkbox"/> Changeable Copy Sign (No animation)
<input checked="" type="checkbox"/> Wall Mounted Sign (2)	<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 type="checkbox"/> CBD- Central Business District

Dimensions/Other Information	
Width of Sign: 96	Height of Sign: 48
Height Above Normal Grade:	Underclearance:
Projecting into ROW:	Distance to Side Lot Line (5' Min):
Setback from R-O-W:	Setback from Driveway:
Design Exception (Sec. 23-529):	Material: ACM Panels

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	96 X 48	32	X	64sqft ish	370sqft
Wall East	X		X		
Wall West	X		X		
Wall South	96 X 48	32	X	64sqft ish	370sqft

Electrical Information of Sign N/A			
<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
Fastsigns of Appleton	135 S. Casaloma Dr.	920.954.9778	ariele.mcgin@fastsigns.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. Permit fee is nonrefundable.

Name of Applicant: Ariele McGinn	Phone: 920.954.9778
Address: 135 S. Casaloma Dr.	Inspector Approval:

white- office

yellow- applicant

Quantity

1

SKYWALK PANEL SIGN

Client:	HILTON
Contact:	Linda Garvey
Date:	3.21.23
Sales:	Ariele McGinn
Designer:	Becky Knuth
File:	150428 Hilton Parking
Revision:	5

JOB SPECIFICATIONS

POLYMETAL SIGN

- Digital Print
- IJ40C Standard Gloss Vinyl
- 8520 Premium Matte Laminate
- 3mil polymetal

Job Spot Colors:

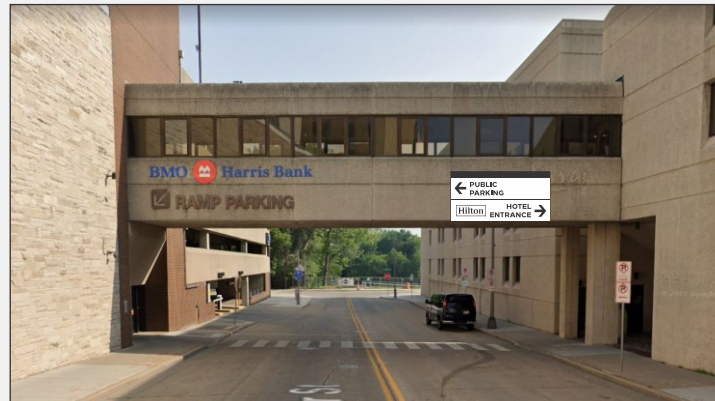
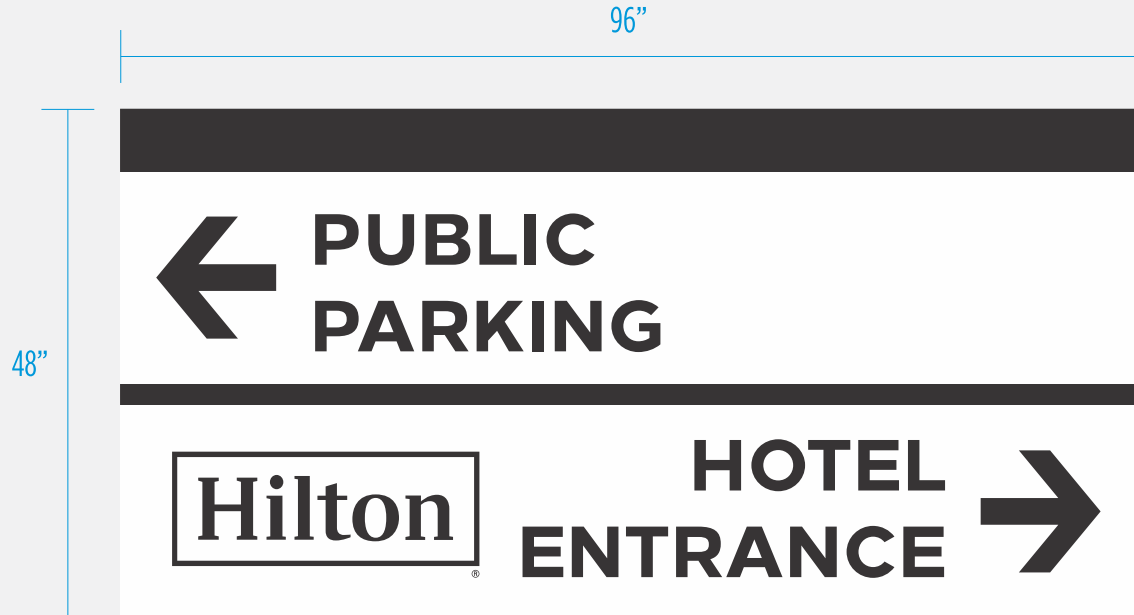
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS

Other requirements: [Installation](#)

Square Footage:

This rendering is the property of Fastsigns® International, Inc. The borrower agrees it shall not be reproduced, copied or disposed of directly or indirectly, nor used for any purpose without permission from Fastsigns® International, Inc.

This rendering is private & confidential.



COLORS SHOWN ON THIS DOCUMENT ARE A CONCEPTUAL REPRESENTATION ONLY. IF YOU NEED TO SEE A SAMPLE OF THE ACTUAL COLOR BEFORE APPROVING THE PROOF, PLEASE REQUEST A PHYSICAL COLOR SAMPLE FROM YOUR SALES REPRESENTATIVE.

Client signature for approval: **X** _____ Date: ____/____/____

By signing this release, you are approving production of the work as specified on this document. Please examine all proofs carefully for accuracy.

Quantity

1

SKYWALK PANEL SIGN

Client:	HILTON
Contact:	Linda Garvey
Date:	3.21.23
Sales:	Ariele McGinn
Designer:	Becky Knuth
File:	150428 Hilton Parking
Revision:	5

JOB SPECIFICATIONS

POLYMETAL SIGN

- Digital Print
- IJ40C Standard Gloss Vinyl
- 8520 Premium Matte Laminate
- 3mil polymetal

Job Spot Colors:

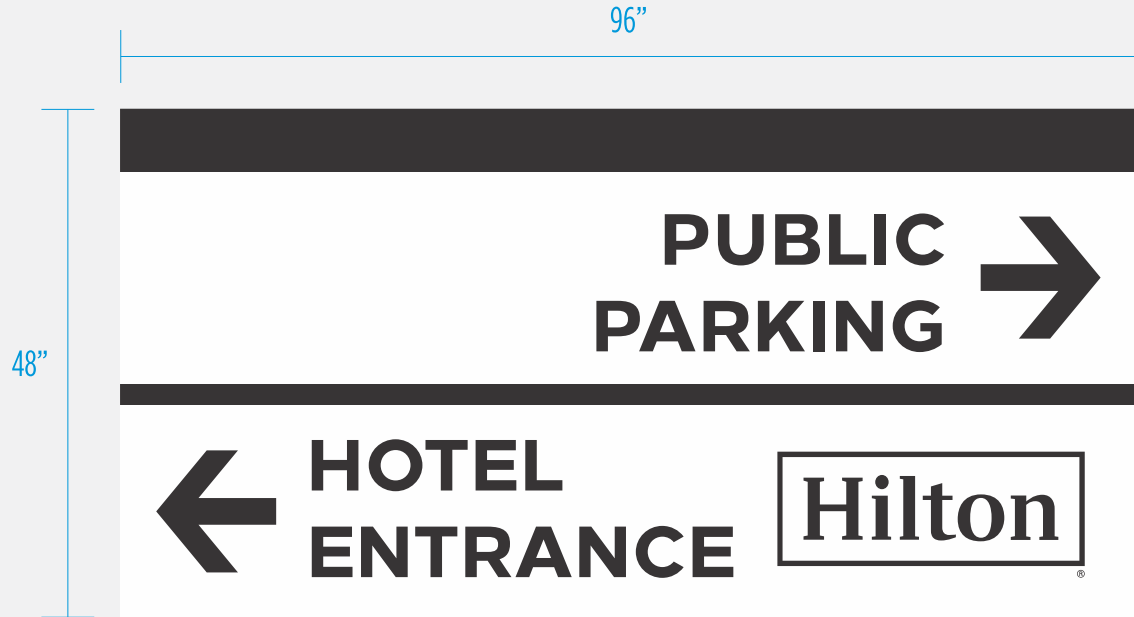
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS

Other requirements: [Installation](#)

Square Footage:

This rendering is the property of Fastsigns® International, Inc. The borrower agrees it shall not be reproduced, copied or disposed of directly or indirectly, nor used for any purpose without permission from Fastsigns® International, Inc.

This rendering is private & confidential.



COLORS SHOWN ON THIS DOCUMENT ARE A CONCEPTUAL REPRESENTATION ONLY. IF YOU NEED TO SEE A SAMPLE OF THE ACTUAL COLOR BEFORE APPROVING THE PROOF, PLEASE REQUEST A PHYSICAL COLOR SAMPLE FROM YOUR SALES REPRESENTATIVE.

Client signature for approval: X Date: / /

By signing this release, you are approving production of the work as specified on this document. Please examine all proofs carefully for accuracy.



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): Linda Garvey Company: Hilton Appleton Paper Valley
Address: 333 W.College Ave Telephone: 920-733-8000 x 1660
Appleton, WI 54956 E-mail: lgarvey@appletonpvh.com
Applicant Signature: Linda Garvey Date: 12-11-24

Occupancy Information

General Description/Reason: Directional Signage on Superior St. skywalk pointing to public parking and hotel entrance
Street Address: Superior St. side of 333 W. College Ave Sidewalk/roadway obstruction requested Y or N
Date(s) From: 2/1/25 To: 35 days or < 35 days or > (Requires Committee and Council Approval)

(Department use only)

Table with columns: Occupancy Type, Sub-Type, Location. Includes options like Permanent - Obstruction, Awning, Sandwich Board, etc.

Additional Requirements

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

Traffic Control Requirements

Type of Street: Proposed Traffic Control: Contact Traffic Division (920-832-2379) 1 business day prior to any lane 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...

The Grantee shall guarantee at their expense, the repair or replacement of pavement, sidewalk and any other facilities within the public right-of-way damaged or destroyed by the Grantee or any sub-contractor working for them.

APPROVED BY: (Department of Public Works) DATE:

*Condition of approval: Reconsideration of the Street Occupancy and Sign Permits shall be made upon completion of the Parking Utility Wayfinding, Marketing and Strategic Planning study and may result in possible revocation of the Sign and Street Occupancy Permits and removal of the sign.

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

Permit No.:	_____
Key No.:	_____
Receipt No.:	_____
Date:	_____

SIGN PERMIT

A separate permit is required for each proposed sign.

Permit Fee:	<input type="checkbox"/> Penalty Fee
Estimated Cost:	\$2,350

Site Address: 333 W. College Ave.

Single Tenant

Business Name: Hilton Paper Valley Hotel

Multi- Tenant

Type of Sign		
<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Awning Sign	<input type="checkbox"/> Changeable Copy Sign (No animation)
<input checked="" type="checkbox"/> Wall Mounted Sign (2)	<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 type="checkbox"/> CBD- Central Business District

Dimensions/Other Information	
Width of Sign: 96	Height of Sign: 48
Height Above Normal Grade:	Underclearance:
Projecting into ROW:	Distance to Side Lot Line (5' Min):
Setback from R-O-W:	Setback from Driveway:
Design Exception (Sec. 23-529):	Material: ACM Panels

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	96 X 48	32	X	64sqft ish	370sqft
Wall East	X		X		
Wall West	X		X		
Wall South	96 X 48	32	X	64sqft ish	370sqft

Electrical Information of Sign N/A			
<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
Fastsigns of Appleton	135 S. Casaloma Dr.	920.954.9778	ariele.mcgin@fastsigns.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. Permit fee is nonrefundable.

Name of Applicant: Ariele McGinn	Phone: 920.954.9778
Address: 135 S. Casaloma Dr.	Inspector Approval*:

***Condition of approval: Reconsideration of the Street Occupancy and Sign Permits shall be made upon completion of the Parking Utility Wayfinding, Marketing and Strategic Planning study and may result in possible revocation of the Sign and Street Occupancy Permits and removal of the sign.**

Quantity

1

SKYWALK PANEL SIGN

Client:	HILTON
Contact:	Linda Garvey
Date:	3.21.23
Sales:	Ariele McGinn
Designer:	Becky Knuth
File:	150428 Hilton Parking
Revision:	5

JOB SPECIFICATIONS

POLYMETAL SIGN

- Digital Print
- IJ40C Standard Gloss Vinyl
- 8520 Premium Matte Laminate
- 3mil polymetal

Job Spot Colors:

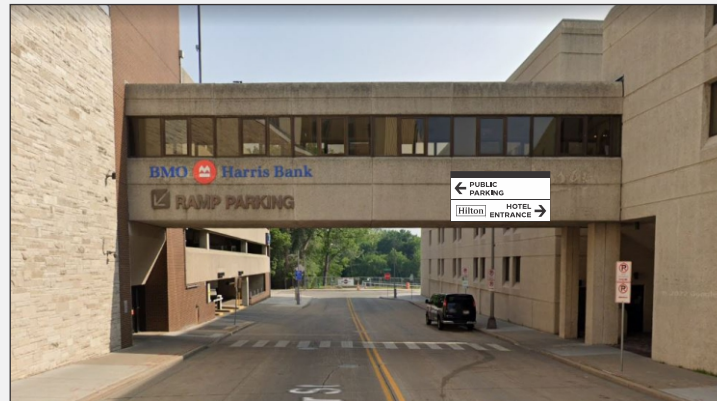
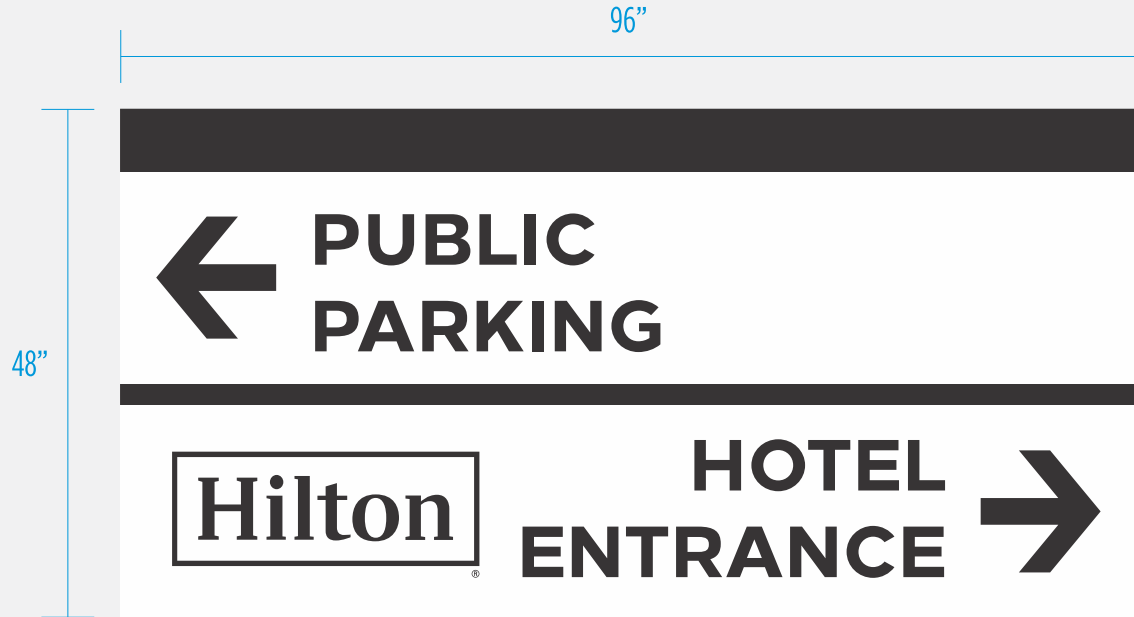
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS

Other requirements: [Installation](#)

Square Footage:

This rendering is the property of Fastsigns® International, Inc. The borrower agrees it shall not be reproduced, copied or disposed of directly or indirectly, nor used for any purpose without permission from Fastsigns® International, Inc.

This rendering is private & confidential.



COLORS SHOWN ON THIS DOCUMENT ARE A CONCEPTUAL REPRESENTATION ONLY. IF YOU NEED TO SEE A SAMPLE OF THE ACTUAL COLOR BEFORE APPROVING THE PROOF, PLEASE REQUEST A PHYSICAL COLOR SAMPLE FROM YOUR SALES REPRESENTATIVE.

Client signature for approval: **X** _____ Date: ____/____/____
 By signing this release, you are approving production of the work as specified on this document. Please examine all proofs carefully for accuracy.

Quantity

1

SKYWALK PANEL SIGN

Client: **HILTON**

Contact: **Linda Garvey**

Date: **3.21.23**

Sales: **Ariele McGinn**

Designer: **Becky Knuth**

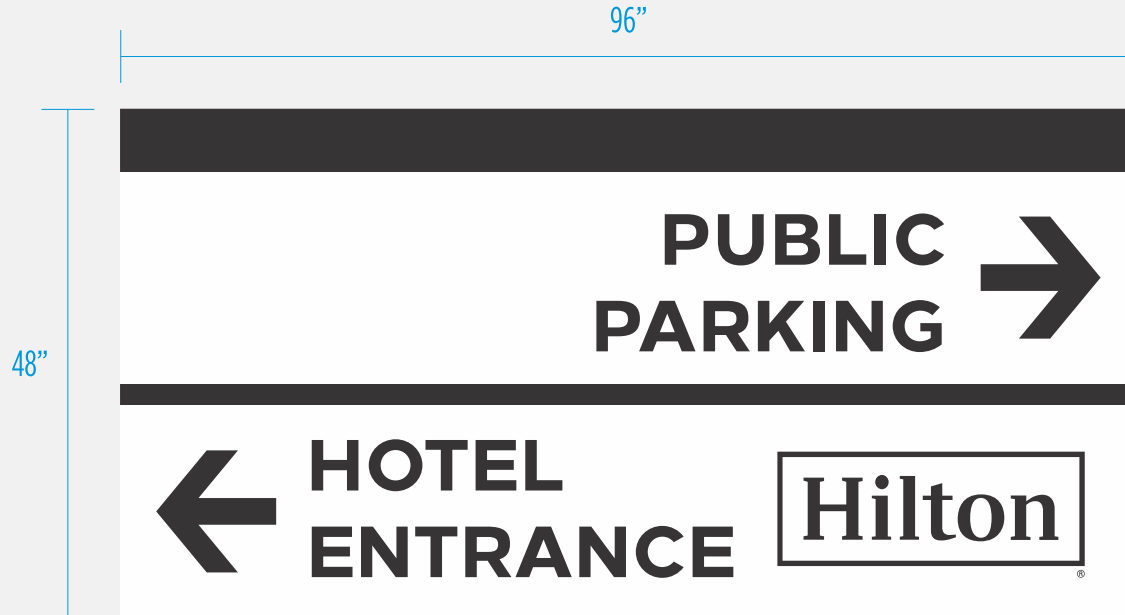
File: **150428 Hilton Parking**

Revision: **5**

JOB SPECIFICATIONS

POLYMETAL SIGN

- Digital Print
- IJ40C Standard Gloss Vinyl
- 8520 Premium Matte Laminate
- 3mil polymetal



Job Spot Colors:

<input type="checkbox"/> PMS	<input type="checkbox"/> PMS
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS
<input type="checkbox"/> PMS	<input type="checkbox"/> PMS

Other requirements: **Installation**

Square Footage:

This rendering is the property of Fastsigns® International, Inc. The borrower agrees it shall not be reproduced, copied or disposed of directly or indirectly, nor used for any purpose without permission from Fastsigns® International, Inc.

This rendering is private & confidential.

COLORS SHOWN ON THIS DOCUMENT ARE A CONCEPTUAL REPRESENTATION ONLY. IF YOU NEED TO SEE A SAMPLE OF THE ACTUAL COLOR BEFORE APPROVING THE PROOF, PLEASE REQUEST A PHYSICAL COLOR SAMPLE FROM YOUR SALES REPRESENTATIVE.

Client signature for approval: **X**

By signing this release, you are approving production of the work as specified on this document. Please examine all proofs carefully for accuracy.

Date: / /