



City of Appleton

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

Meeting Agenda - Final Municipal Services Committee

Monday, May 12, 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

[25-0503](#) Minutes from April 21, 2025

Attachments: [04-21-25 MSC Minutes.pdf](#)

5. Public Hearing/Appearances

6. Action Items

[25-0504](#) Approve Contract Amendment #1 for Thrivent Complete Streets Plan Review contract with Alta Planning + Design by an increase of \$20,220 for a total contact amount not to exceed \$45,100.

Attachments: [Alta Contract Amendment.pdf](#)

[25-0505](#) Approve ordinance changes related to parking on Drew St (1500N) and Circle St (400E). Follow-up to a 6-month evaluation period.

Attachments: [Circle St 400E Post 6-Mo Eval \(NSSP-SD\).pdf](#)

[25-0506](#) Approve ordinance changes related to parking at 700 Block of W Eighth Street. Follow-up to a 6-month evaluation period.

Attachments: [Eighth St 700W \(post 6-Mo eval\).pdf](#)

[25-0507](#) Approve ordinance changes related to parking at 500 Block of W Johnston Street. Follow-up to a 6-month evaluation period.

Attachments: [Johnston St 500W \(post 6-Mo eval\).pdf](#)

[25-0508](#) Approve ordinance changes related to School Route Plan for Sandy Slope Elementary School.

Attachments: [Sandy Slope SRTS Int Control Changes.pdf](#)

[25-0509](#)

Approve ordinance changes related to 100 Block of N. Oneida St - proposed conversion to 2-way traffic.

Attachments: [Oneida 100N 2-way Conversion.pdf](#)

[25-0510](#)

Approve Permanent Occupancy Permit in Johnston Street Alley Public Right-of-Way for ventilated air discharge for Chase Bank Building, 200 W. College Avenue.

Attachments: [Venting of 200 W College Ave bldg at Johnston Street Alley Memo.pdf](#)

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

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Meeting Minutes - Final Municipal Services Committee

Monday, April 21, 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, Stancil-Martin, Meltzer and Firkus

Absent: 1 - Schultz

4. Approval of minutes from previous meeting

[25-0434](#)

Minutes from April 7, 2025

Attachments: [04-07-25 MSC Minutes.pdf](#)

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

Aye: 4 - Fenton, Stancil-Martin, Meltzer and Firkus

Absent: 1 - Schultz

5. Public Hearing/Appearances

6. Action Items

[25-0435](#)

Elect Vice Chair

Ald. Schultz unanimously elected as vice chair.

Present: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0443](#)

Elect CEA Board Member

Ald. Firkus unanimously elected to CEA Board.

[25-0436](#)

Set Meeting Date & Time

Meetings will continue to be held Mondays at 4:30PM following the 1st and 3rd Council Meetings of the month.

[25-0437](#)

Designate Contact Person

Director Jungwirth designated as Contact Person.

[25-0438](#)

Approve Long-Term Temporary Occupancy Permit for Eric Conn in Cherry Court right-of-way at 15 Cherry Court through June 27, 2025.

Attachments: [25-042-T_15 Cherry Ct.pdf](#)

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

Aye: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0439](#)

Approve Long-Term Temporary Occupancy Permit for Blue Sky Contractors in College Avenue right-of-way at 318 W. College Avenue through May 31, 2025.

Attachments: [BLUE SKY CONTRACTORS 5-1 TO 5-31-25.pdf](#)

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

Aye: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz

[25-0440](#)

Approve Contract Amendment #1 with Collins Engineers for Bridge Inspections Services (Unit R-24) in the amount of \$1,139.77, for a new total contract amount not to exceed \$43,139.77.

Attachments: [R-24 Contract Amend 1 Bridge Inspect w Letter.pdf](#)

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

Aye: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz

7. Information Items

8. Adjournment

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

Aye: 5 - Fenton, Stancil-Martin, Meltzer, Firkus and Schultz



CITY OF APPLETON

MEMORANDUM

Date: 5/6/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: Approve Contract Amendment #1 for Thrivent Complete Streets Plan Review contract with Alta Planning + Design by an increase of \$20,220 for a total contact amount not to exceed \$45,100.

The Department of Public Works (DPW) is requesting approval of Contract Amendment #1 for the Thrivent Complete Streets Plan Review contract with Alta Planning + Design by an increase of \$20,220 for a total contact amount not to exceed \$45,100. The full cost of this proposed contract amendment will be reimbursed by the developer's escrow fund.

The Thrivent project is extremely large in physical scope and involves complex complete streets issues, necessitating consulting assistance to ensure state and federal design requirements are met. Additionally, the extended design timeline required for the proposed Thrivent project was not anticipated when the original project scope was developed.

Work under this contract is charged on an hourly basis and is therefore only used as needed. As with all plans, the amount of review required will depend on the quality of the submittals. Staff is requesting this amendment to allow for adequate review of the most recent submittals.



CITY OF APPLETON

MEMORANDUM

Date: 05/5/2025
To: Municipal Services Committee
From: Michael Hardy, P.E., Traffic Engineer
Subject: Proposed parking changes on Drew St (1500N) and Circle St (400E)
Follow-up to a 6-month evaluation period

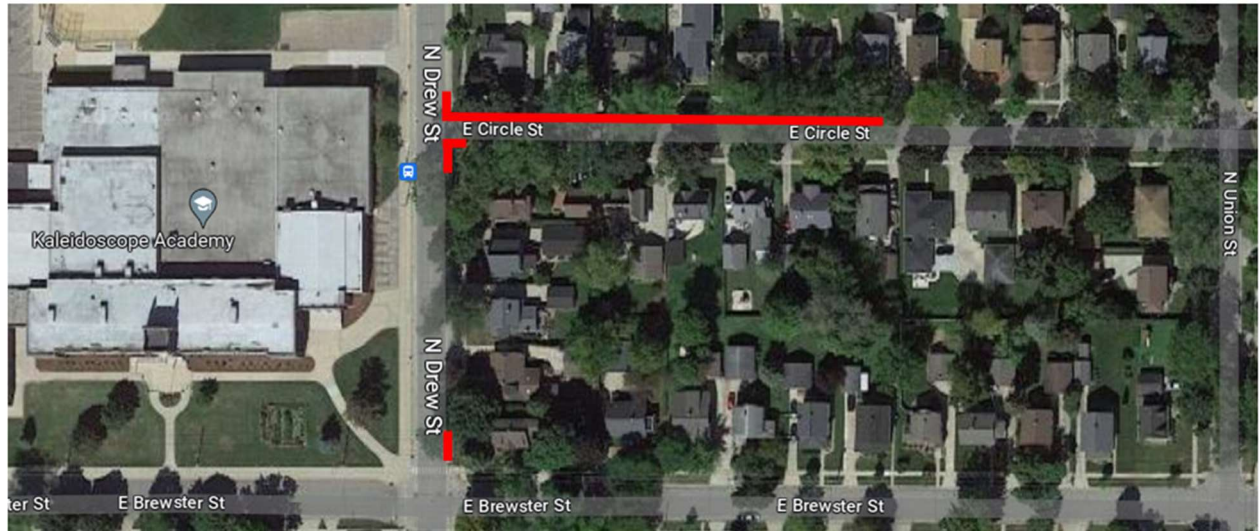
In response to concerns raised by Alderperson Croat and residents, the City's Traffic Section adjusted and expanded parking restrictions on Drew Street and Circle Street by Kaleidoscope Academy. There was an initial evaluation in fall of 2023 at the request of residents in response to Kaleidoscope Academy's building expansion and parking lot reconstruction that displaced all the teacher parking onto the surrounding streets, especially Circle Street. There was a revised evaluation initiated in fall of 2024 at the request of residents to scale back the restrictions once the building expansion was complete and their new parking lot was opened.

The latest evaluation was initiated in October of 2024. Based on correspondence with residents and our observations, we believe the latest parking restriction changes are working well. Based on this, we recommend the changes be made permanent.

To accomplish this, the following ordinance action is required:

1. **Create:** Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the east side of Drew Street from Brewster Street to a point 15 feet north of Brewster Street."
2. **Create:** "Parking be restricted to two hours on school days from 7:00m a.m. to 4:00 p.m. on east side of Drew Street from a point 15 feet north of Brewster Street to a point 37 feet south of Circle Street."
3. **Create:** Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the east side of Drew Street from Circle Street to a point 37 feet south of Circle Street to a point 17 feet north of Circle Street."
4. **Create:** Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the south side of Circle Street from Drew Street to a point 20 feet east of Drew Street."
5. **Create:** Stopping/standing/parking be prohibited on school days from 7:00 a.m. to 4:00 p.m. on the north side of Circle Street from Drew Street to a point 65 feet east of Drew Street."

Figure #1: Initial Trial - Fall 2023 when Kaleidoscope Academy Building Expansion and Parking Lot Closure



— = NO STOPPING, STANDING, or PARKING on School Days 7:00AM – 4:00PM

Figure #2: Revised Trial - Fall 2024 when Kaleidoscope Academy Building Expansion Complete and New Parking Lot Opened.



— = NO STOPPING, STANDING, or PARKING on School Days 7:00AM – 4:00PM



CITY OF APPLETON

MEMORANDUM

Date: 5/6/25
To: Municipal Services Committee
From: Connor Deeg, E.I.T., Traffic Engineer
Subject: Parking changes at 700 Block of W Eighth Street
(follow-up to a 6-month evaluation)

In response to a citizen request, the City's Traffic Section recently assessed the possibility of removing the *Two-Hour Parking* restriction on both sides of Eighth Street between Badger Avenue and Memorial Drive. Based on our initial review, it appeared the restriction may no longer be needed as the parking behaviors and nearby land use have changed since the restriction was enacted in 1967.

We initiated an evaluation period in November of 2024. The evaluation included removing the *Two-Hour Parking 7:00 a.m. to 7:00 p.m.* restriction on both sides of the street for the entire block. 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. **Repeal Ord. 11-67:** "Parking be restricted to two (2) hours on both sides of Eighth Street between Memorial Drive and Badger Avenue."

Figure 1





CITY OF APPLETON

MEMORANDUM

Date: 5/6/25
To: Municipal Services Committee
From: Connor Deeg, E.I.T., Traffic Engineer
Subject: Parking changes at 500 Block of W Johnston Street
(follow-up to a 6-month evaluation)

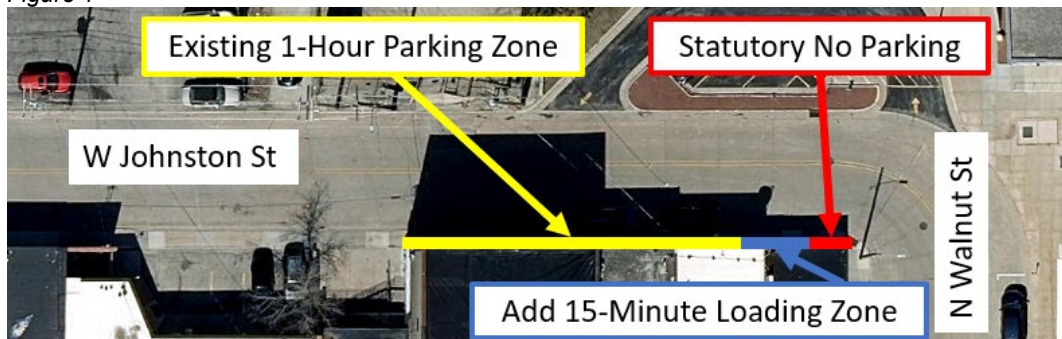
Due to a business owner's request, the City's Traffic Section recently assessed the parking on Johnston Street near where it intersects Walnut Street. Based on our initial review, there was enough space to create a loading zone where there previously was a *No Parking* zone.

We initiated an evaluation period in October of 2024. The evaluation included converting a small area from a *No Parking* zone to *15-Minute Loading* zone. See *Figure 1* below.

This arrangement has had the desired effect, and we have received positive 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:** "Designate a 15-minute Loading Zone on the south side of Johnston Street from a point 15 feet west of Walnut Street to a point 31 feet west of Walnut Street."
2. **Create:** "Designate a One-Hour Parking zone from 9 a.m. to 5 p.m., except Sundays and Holidays, on the south side of Johnston Street from a point 31 feet west of Walnut Street to a point 60 feet west of Walnut Street."

Figure 1





CITY OF APPLETON

MEMORANDUM

Date: 4/15/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: School Route Plan for Sandy Slope Elementary School

The Appleton Area School District's (AASD) new elementary school, Sandy Slope Elementary, will open in the fall of 2025 at the intersection of Lightning Drive and Edgewood Drive. In conjunction with this, staff from City Traffic Engineering, Appleton Police Department, AASD and East Central Regional Wisconsin Planning Commission (ECWRPC) have worked together to develop a *School Route Plan* as a way of providing safe bike and pedestrian access to and from the school.

In accordance with state law, AASD will not be providing busing in the blue shaded area shown on Figure 1. For those areas, the *School Route Plan* includes preferred walking routes that avoid the need for young students to cross busy streets at uncontrolled intersections. As a part of this, the following improvements are proposed (as shown on Figure 1):

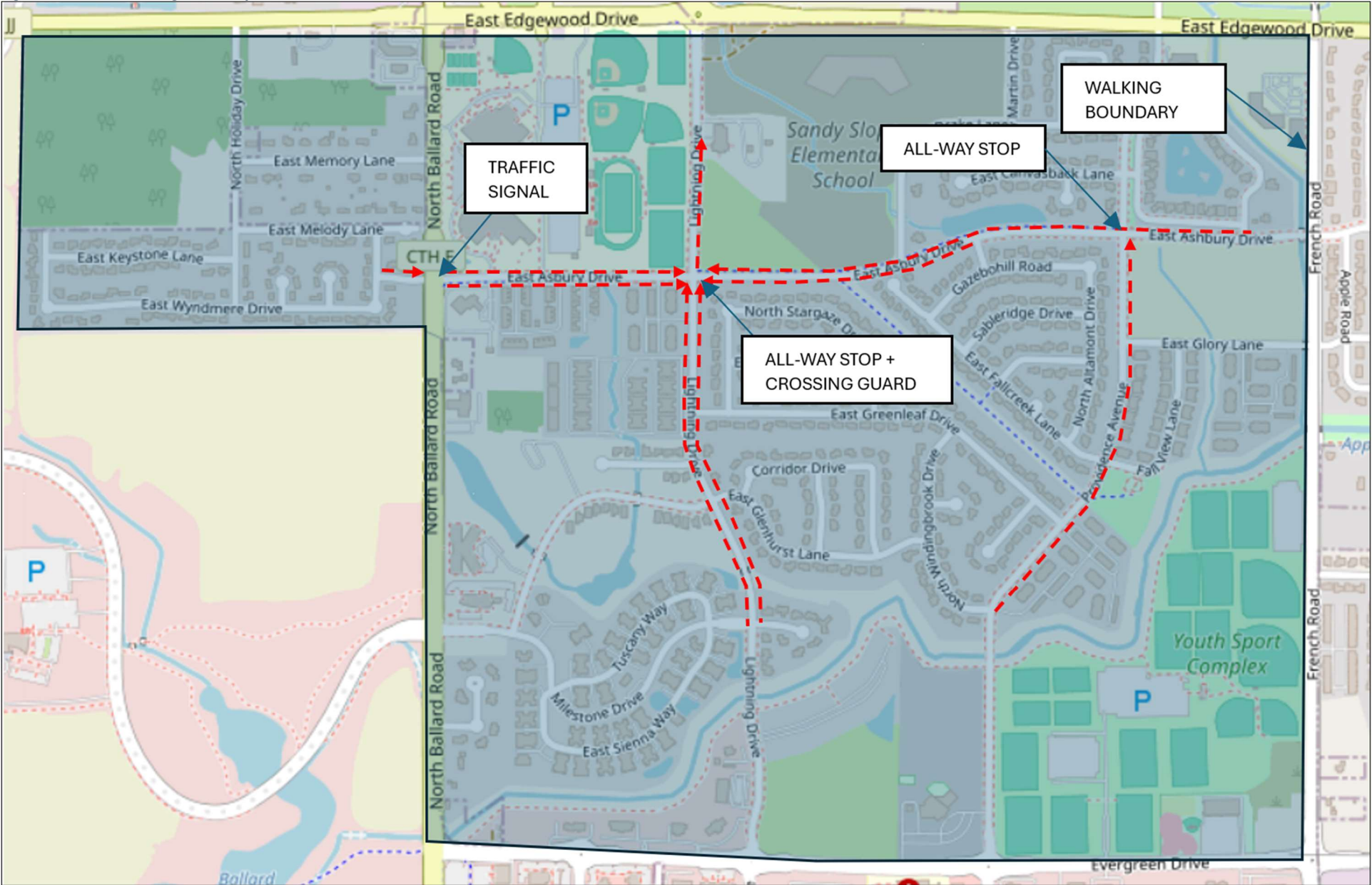
1. Ashbury Dr / Lightning Dr Intersection: Add a crossing guard and convert from two-way stop control to all-way stop control
2. Ashbury Dr / Providence Av: Convert from two-way stop control to all-way stop control

The Federal Highway Administration's *Manual on Uniform Traffic Control Devices (MUTCD)*, which establishes standards and guidelines for intersection control, allows for the use of all-way stop control at these intersections because they: 1) are the intersection of two collector streets, and 2) support the safe passage of pedestrians as a part of a *School Route Plan*.

To accomplish this, the following ordinance action is required:

1. **Create:** "Install all-way stop control at the Ashbury Dr / Lightning Dr intersection."
2. **Create:** "Install all-way stop control at the Ashbury Dr / Providence Av intersection."

Figure 1 - School Walking Boundary and Route Plan





CITY OF APPLETON

MEMORANDUM

Date: 4/30/25
To: Municipal Services Committee
From: Eric Lom, P.E., City Traffic Engineer
Subject: 100N Oneida St - proposed conversion to 2-way traffic

The 100 block of N. Oneida Street is currently configured for one-way traffic (southbound). Since the recent opening of the Mosaic Clinic, there has been an ongoing issue with unfamiliar drivers leaving the clinic and heading north (the wrong way) on Oneida Street, which presents a significant safety hazard.

To mitigate this situation, additional signage was added with little effect. Subsequently, Traffic Engineering staff developed a plan to convert this portion of Oneida Street to a two-way street (see Figure 1 below). This change would greatly improve safety and mobility for Mosaic patients. It can be relatively easily accomplished with pavement markings and signage without losing any parking stalls or loading zone space.

We have met with the project stakeholders, and they have expressed support for the plan.

To accomplish this, the following ordinance action is required:

1. **Make the following change the Official One Way Street Map (Sec. 19-42):**
 - a. Remove: "Oneida Street from Washington Street to City Center Street."
2. **Create:** "Parking be prohibited on the east side of Oneida Street from Washington Street to a point 19 feet south of Washington Street."
3. **Create:** "Metered parking be designated on the east side of Oneida Street from a point 19 feet south of Washington Street to a point 90 feet south of Washington Street."
4. **Create:** "Parking be prohibited on the west side of Oneida Street from Washington Street to a point 30 feet south of Washington Street."
5. **Create:** "15-minute Loading Zone be designated on the west side of Oneida Street from a point 30 feet south of Washington Street to a point 90 feet south of Washington Street."
6. **Create:** "Stopping/Standing/Parking be prohibited on Oneida Street from City Center Street to a point 90 feet south of Washington Street."

[illegible]



CITY OF APPLETON

MEMORANDUM

Date: May 12, 2025

To: Municipal Services Committee

From: Pete Neuberger, P.E., City Engineer/Deputy Director of Public Works
Dan Meissner, AIA, NCARB Commercial Building Inspector/Plans Examiner

Subject: Approve Permanent Occupancy Permit in Johnston Street Alley Public Right-of-Way for ventilated air discharge for Chase Bank Building, 200 W College Avenue.

The owner of the 200 W. College Ave. building is placing a food service establishment with a brewery on the first floor of the existing building. The owner is requesting to run ventilation for exhaust and for make-up intake air for the kitchen hood at the north side of this building, at the public right-of-way for Johnston Street alley. The permanent occupancy permit is requested because the north side of this building is at the right-of-way line, resulting in a direct discharge of ventilated air into the public right-of-way.

