

**CITY OF STURGEON BAY
PARKING & TRAFFIC COMMITTEE AGENDA
TUESDAY, MAY 26, 2020
IMMEDIATELY FOLLOWING FINANCE/PURCHASING & BUILDING COMMITTEE
WHICH BEGINS AT 4:00 P.M.
COUNCIL CHAMBERS, CITY HALL
421 MICHIGAN STREET**

1. Roll call.
2. Adoption of agenda.
3. Approval of minutes from 1/27/2020
4. Public comment.
5. Discussion of: Agenda items from January meeting
6. Consideration of: Parklet Pilot Program
7. Consideration of: Street closure for 3rd Ave. from Michigan St. to Jefferson St.
8. Consideration of: On street handicapped parking space for Nicolet Bank and Martin Park
9. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Notice is hereby given that a majority of the Common Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of the Common Council does attend, this may constitute a meeting of the Common Council and is noticed as such, although the Common Council will not take any formal action at this meeting.

5/22/2020
11:45 a.m.
ckd

Committee Members: Kirsten Reeths, Chr.
Gary Nault, Vice Chr.
Spencer Gustafson

PARKING & TRAFFIC COMMITTEE

January 27, 2020

A meeting of the Parking & Traffic Committee was called to order at 4:30 p.m. by Chairperson Avenson in Council Chambers, City Hall, 421 Michigan Street.

Members Kelly Avenson, Kirsten Reeths and Gary Nault were present. Also present: Police Chief Arleigh Porter, Municipal Services Director Mike Barker, City Administrator Josh VanLieshout and Municipal Services Assistant Colleen DeGrave.

Moved by Ald. Nault, seconded by Ald. Reeths to adopt the following agenda:

1. Roll call.
2. Adoption of agenda.
3. Approval of amended minutes from 11/25/2020.
4. Public comment.
5. Discussion of: Winter Parking Permits.
6. Discussion of: Review of handicapped parking spaces.
7. Consideration of: Overnight parking restrictions on W. Larch St.
8. Adjourn.

All in favor. Carried.

Moved by Ald. Reeths, seconded by Ald. Nault, to approve the amended minutes from 11/25/2020.
Carried.

Public comment.

No public comment.

Discussion of: Winter Parking Permits.

Municipal Services Director Mike Barker explained that currently the City of Sturgeon Bay issues permits but does not charge for parking in City parking lots, and that plowing operations are made difficult with cars parked there. He suggested having a particular area in a lot for everyone with a permit. He stated currently there are a few businesses that are receiving guest permits at no charge, and felt that there should be a charge for that as it is inconvenient for snow plowing operations. He also suggested a \$5 rewrite fee if a permit is lost and needs to be replaced. Discussion on the winter parking permit ordinance also took place.

Discussion of: Review of handicapped parking spaces.

Ald. Reeths questioned whether there were enough handicapped spaces on the east and west sides of Sturgeon Bay. Discussion took place on current spaces available. Discussion tabled.

Consideration of: Overnight parking restrictions on W. Larch St.

Mike Barker stated removing parking from the south side of W. Larch St. between N. Lansing Ave. and N. Madison Ave. would allow proper snow clearing during significant snow events. On two separate occasions this winter, it was noted that snow plows were not able to clear this section of W. Larch St. leaving it unplowed.

Moved by Ald. Avenson, seconded by Ald. Nault to recommend installing "No Overnight Parking" signs on the south side of W. Larch St. between N. Lansing Ave. and N. Madison Ave. during the winter months.
All in favor. Carried.

Meeting adjourned at 5:13 p.m.

Respectfully Submitted,



Colleen DeGrave
Municipal Services Assistant

Resolution No. _____

A Resolution Establishing a Parklet Pilot Program for the City of Sturgeon Bay

WHEREAS, the City of Sturgeon Bay seeks to provide support for local retail and dining establishments affected by limitations and / or guidelines set forth by regional and state health agencies with regard to the 2020 Covid-19 Pandemic, and

WHEREAS, the City of Sturgeon Bay's goals and objectives in the 2010 Comprehensive Plan identify the need for continued enhancement and improvement to the quality of life for citizens through the provisions of quality community facilities and services; achieve economic prosperity by maintaining and enhancing the diversity of commercial and tourism related uses; and

WHEREAS, parklets are the temporary conversion of on-street parking spaces to provide retail, dining, pedestrian and passive park uses; and

WHEREAS, parklets have been identified as a good opportunity to enhance the downtown business districts within the City of Sturgeon Bay; and

WHEREAS, parklets are a means of differentiating Sturgeon Bay from other peninsula communities by providing a unique and new experience; and

WHEREAS, section 8.06(2) of the Sturgeon Bay Municipal Code authorizes the city council to permit encroachments into streets and sidewalks; and

WHEREAS, standards for a parklet pilot program has been created that specify, among other things, standards for the location, design, maintenance, and application procedures for parklets.

THEREFORE, BE IT RESOLVED by the Common Council of the City of Sturgeon Bay, that the City of Sturgeon Bay Parklet Pilot Program is approved; and

BE IT FURTHER RESOLVED that the establishment of parklets that comply with the standards and procedures of the City of Sturgeon Bay Parklet Pilot Program is an exception to the prohibition of obstructions and encroachments of streets and sidewalks under s. 8.06(2)(d) and (e); and

BE IT FURTHER RESOLVED that this resolution shall expire on October 15, 2020.

Sturgeon Bay – Parklet Pilot Program

The Sturgeon Bay parklet pilot program provides an opportunity for businesses in the downtown area to expand their operations into the public right-of-way by temporarily converting on-street parking spaces into seating areas, merchandise display areas, and similar uses. Alternatively, the program allows the parking spaces to be converted to walkway so that the original sidewalk in that specific area can be used for business use. This concept has been successfully used in other communities in Wisconsin and across the country. The facilities within the on-street spaces are commonly called parklets. The parklets are to be designed and constructed to ensure the safety of users, prevent disruption of vehicular traffic, and maintain the proper flow of storm water. Specific standards are provided in this manual.

Applicable Area:	<p>Parklets under this program are permitted along the following streets:</p> <ul style="list-style-type: none">• 3rd Ave between Oregon Street and Jefferson Street• Louisiana Street between 2nd Ave and 4th Ave• Kentucky Street between 2nd Ave and 4th Ave• Madison Ave between Maple Street and Pine Street• Maple Street between Lansing Ave and Neenah Ave• Oak Street between Lansing Ave and Neenah Ave.
Eligibility:	<p>Property owners and tenants having frontage on the streets identified in the applicability section are eligible to install parklets.</p>
Duration:	<p>June 15 through Oct 15. All parklets shall be removed by October 15th.</p>
Location of Parklets:	<p>Along streets with on-street parking spaces designated by painted lines, a business or property owner may only create a parklet within an on-street parking space that is wholly or partially within the business's or property owner's street frontage. Along streets without defined on-street parking spaces, the parklet shall be located entirely within the legal on-street parking area along the street frontage directly adjacent to the business or property owner.</p>
Number Permitted:	<p>A business may establish one parklet on each street abutting that business.</p>
Size of parklets:	<p>Along streets with on-street parking spaces designated by painted lines, each parklet shall be confined to either one on-street parking space or two consecutive parking spaces. Along streets without defined on-street parking spaces, the length of the parklet shall not exceed 32 feet.</p>
Support of Neighbors:	<p>If the parklet extends beyond the business's frontage, then written support from the other property owner(s) that directly abut the parking space is required. If the parklet consists of two consecutive on-street parking spaces, then written support from 51% of the fronting properties on the block is required.</p>

Allowed Uses: The parklet may be used for accessory retail or dining uses as well as public leisure uses such as benches. Use of the parklet and/or adjoining sidewalk area shall comply with the Sturgeon Bay sidewalk cafe policy. Smoking? Parklet must remain available to the public with not in use by the business and outside normal business hours.

Maintenance: The applicant is responsible for keeping the parklets and surround area clean whether the business is opened or closed. Removal of garbage and recyclables is also the responsibility of the applicant. The parklet must be maintained in good repair.

Parklet Design: The following specific standards shall be met:

1. Along streets with parking spaces designated by painted lines, parklets shall be set back at least 2 feet from side of the parking space adjoining the travel lane. Along streets without defined on-street parking spaces, the parklet shall not extend more than 6 feet beyond the curb.
2. On streets with parking spaces designated by paint lines, parklets shall be set back at least 3 feet from the edge of another adjoining parking space.
3. The parklet must be set back at least 15 feet from intersecting streets, driveways, and alleys unless protected by a sidewalk bump-out.
4. The parklet shall be located at least 15 feet from a fire hydrant.
5. The parklet platform shall be flush with the top of curb and have a gap no greater than 1/2" between the curb and parklet.
6. Parklets shall be required to have reflective tape, soft hit posts, and depending on the proposed location, may also require edging such as planters, railing or cables. Any edging shall be visually permeable above a height of 3 feet from the street surface. If cables are used, vertical spacing between cables may not exceed 6".
7. Wheel stops or other barriers shall be placed along both ends of the parklet on the parking space lines perpendicular to the curb with the parklet setback at least 3 feet from the wheel stops.
8. A gap of 6" shall be maintained between the body of the parklet and the road [curb face?] to facilitate the movement of water. Curbside drainage may not be impeded. Additional requirements may be required by the City Engineer.
9. Parklets shall not be allowed where on-street parking is not allowed or in parking spaces for people with disabilities unless approved by the City Parking and Traffic Committee.
10. Parklets shall not block access to manholes, water valves, [fire connections on buildings – term for that?], or other emergency equipment and utilities as determined by the City Engineer and Fire Chief.

11. The parklet must be ADA (Americans with Disability Act) compliant and building code compliant as determined by the City Building Inspector.
12. The parklet shall be designed to be easily removed with little or no disassembly required in order to facilitate fast removal in an emergency.
13. Applicants are encouraged to design the parklet to shift the pedestrian walkway onto the parklet such that the existing sidewalk can be used for seating and display.

Signage: There shall be no signs within a parklet except for an identification sign not exceeding one square foot in size.

Removal: The City reserves the right to remove a parklet for public safety emergencies with little or no notice. Once a parklet is removed a new permit may be required prior to reinstallation.

Permit Revocability: The applicant is responsible meeting all conditions of a parklet permit. Parklet permits can be revoked by the Chief of Police or his designee where necessary to protect the public health, safety, or welfare; to prevent a nuisance from developing or continuing; in an emergency situation; or due to noncompliance with the conditions of the permit.

Application Procedures:

1. Application Requirement: The applicant shall submit a completed application form to the City Clerk's Office accompanied by the following:
 - a. Fee as set by the Common Council
 - b. Support letters from adjoining property owners (if applicable)
 - c. Site Plan including street side property lines sidewalks, on-street parking stalls, and all obstructions
 - d. Building Plans including all items required by the City
 - e. ~~Certificate of Insurance including the City of Sturgeon Bay as additionally insured and a general liability for not less than \$1 million.~~
 - f. Hold Harmless Agreement
2. Application Review and Approval
 - a. The City Clerk shall oversee the review process and issuance of parklet permits.
 - b. The application shall be reviewed within 10 business days and provide necessary feedback / approval conditions from various City departments.
 - c. ~~The application shall be reviewed and approved by the Common Council before a parklet permit is issued.~~
 - d. After notification of approval, the applicant shall provide the City with a Certificate of Insurance with the City of Sturgeon Bay listed as an additional insured with general liability coverage of not less than \$1 million.
 - e. ~~Pay the permit fee pursuant to the Parklet Permit Application.~~
3. Construction
 - a. The applicant shall contact the Municipal Services Department prior to the proposed installation date for an onsite review.

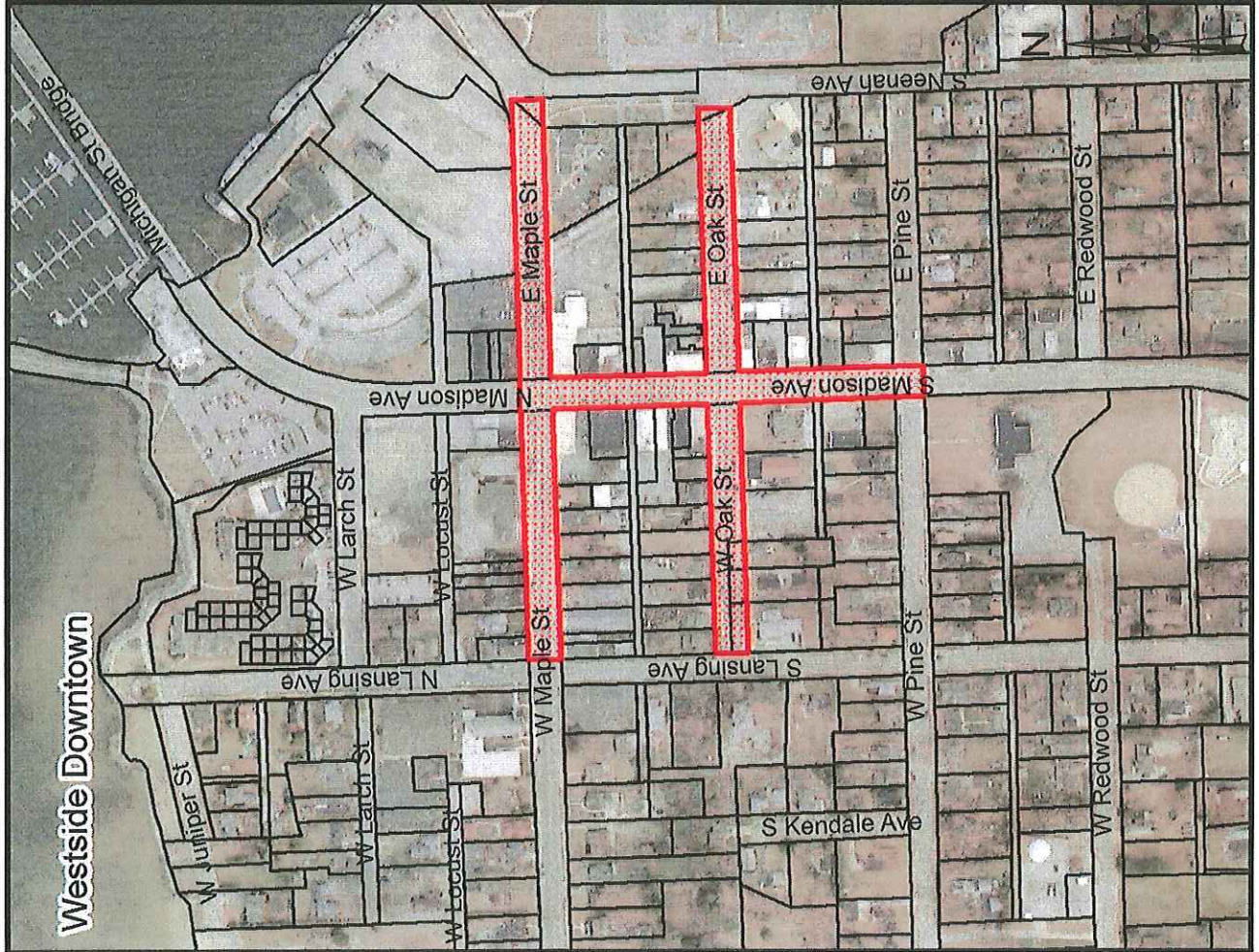
- b. Municipal Services Department installs no parking identifiers on the site.
- c. ~~The applicant complete installation within 30 day of the date of approval.~~
- d. The applicant shall contact the Municipal Services Department when installation has been completed. After inspection by pertinent City officials, a certificate of occupancy may be granted if all requirements are satisfied.

4. Maintenance and Removal

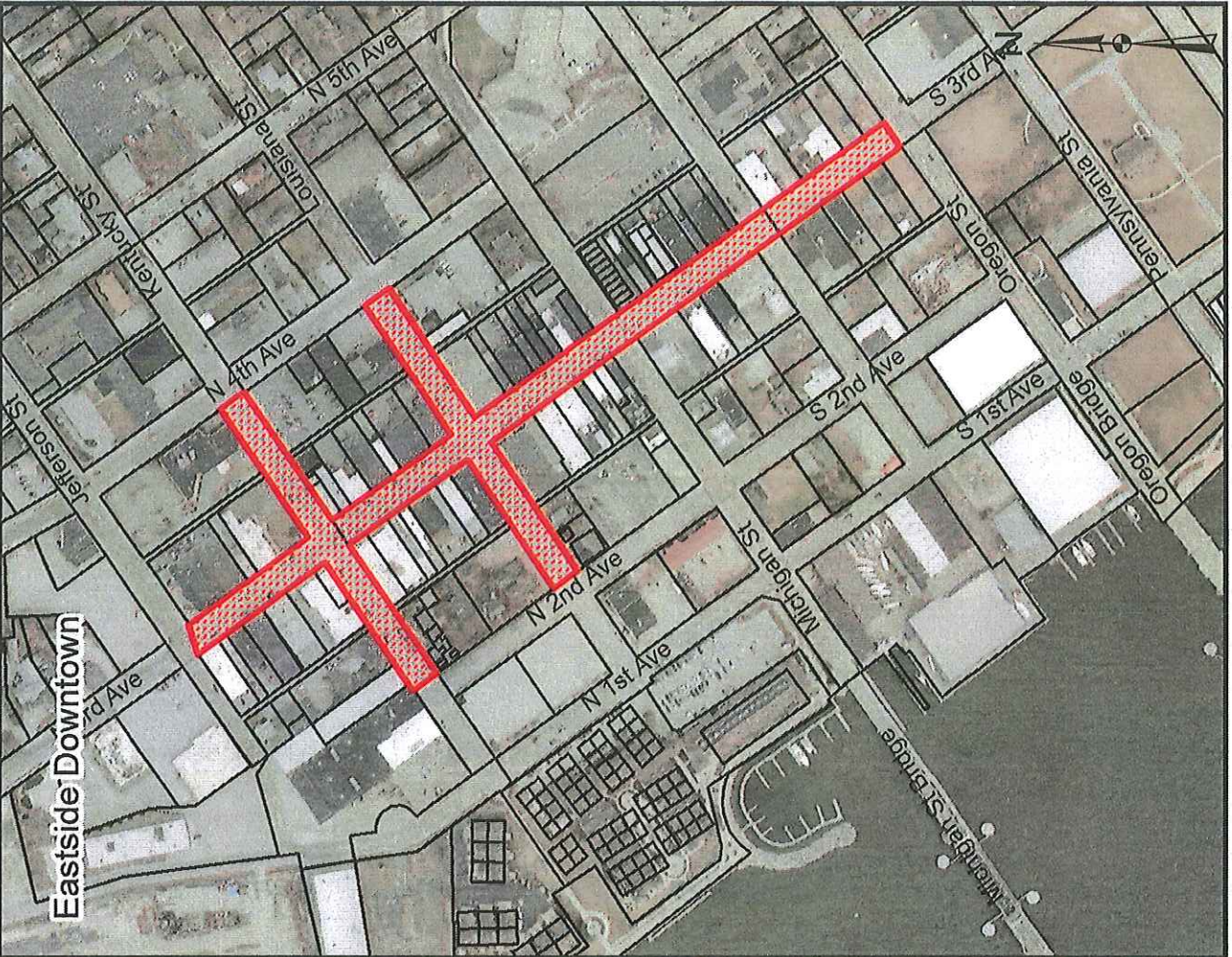
- a. The applicant is responsible for addressing any issues or written directives from the City to the satisfaction of the City within 72 hours of receipt.
- b. The parklet must be removed by October 15th or as directed by the City.
- c. The applicant shall contact the Municipal Services Department for final inspection of the cleared site.

Parklet Boundary Area

 Boundary_Area

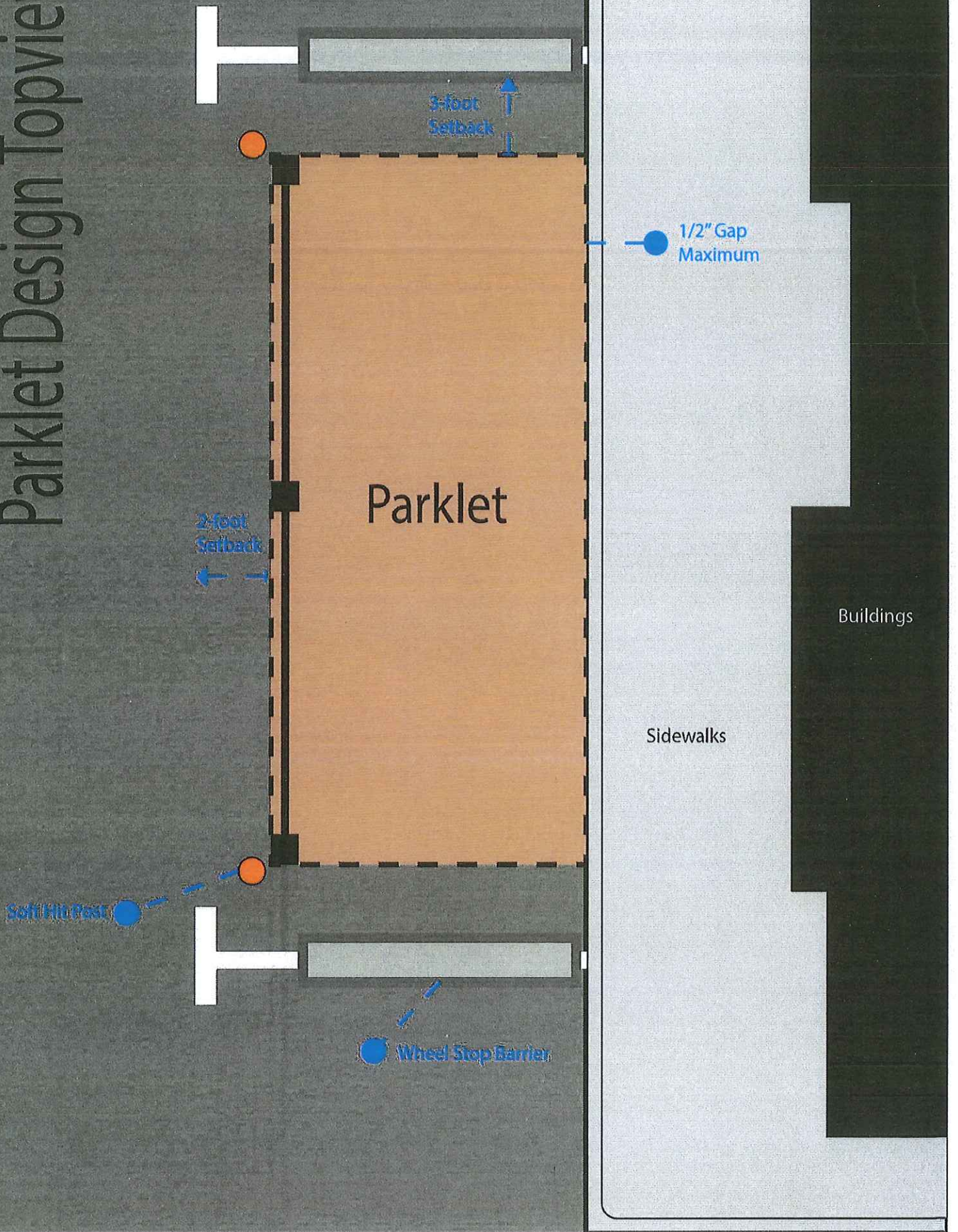


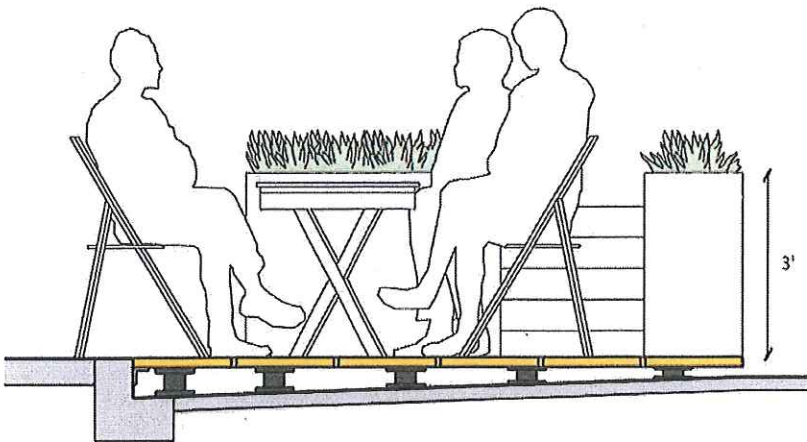
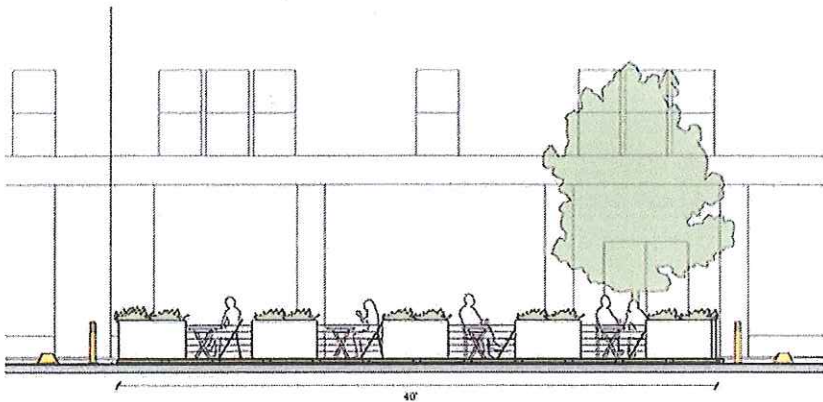
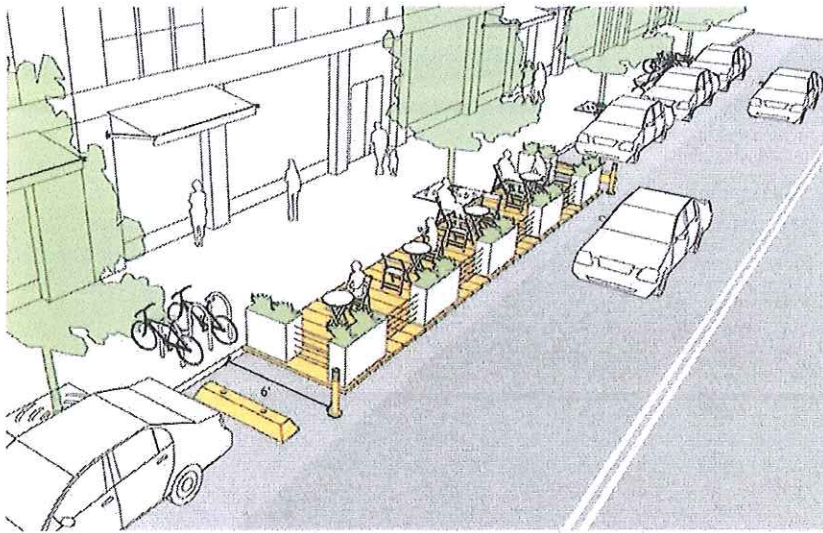
Westside Downtown



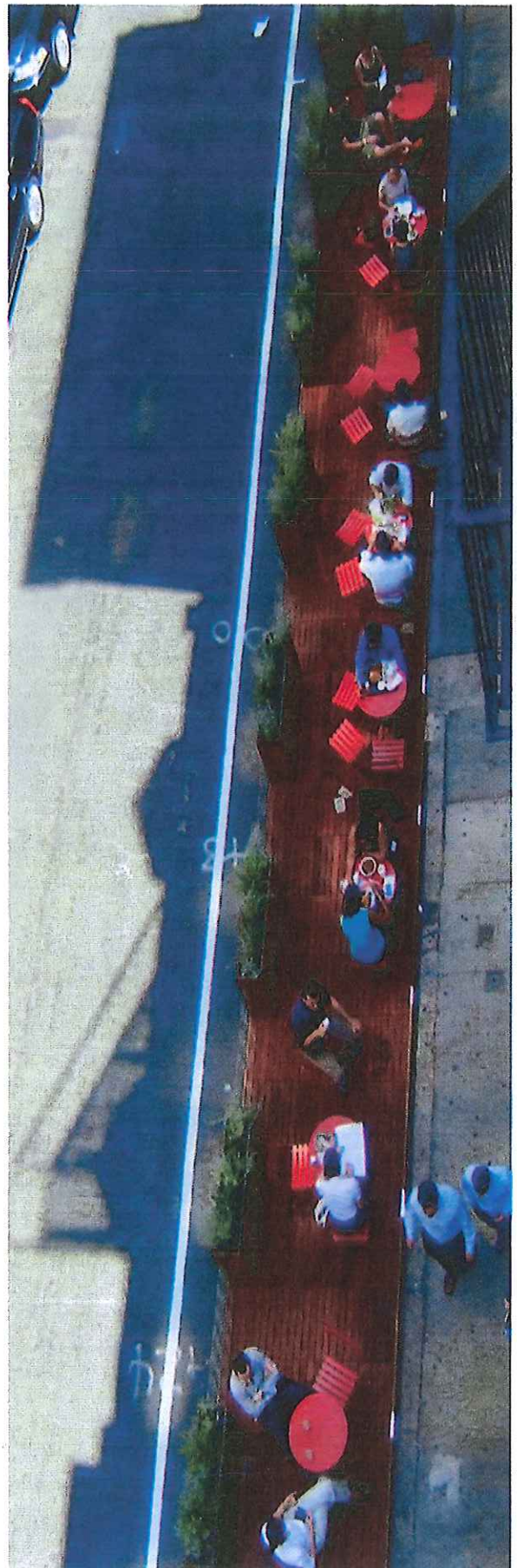
Eastside Downtown

Parklet Design Topview





Parklet Example



PARKLET EXAMPLE



PARKLET EXAMPLE



Executive Summary
3rd Avenue Street Closure


Background: This is a concept presented by Destination Sturgeon Bay to close a portion of North 3rd Avenue, from Michigan Street to Jefferson Street, to vehicular traffic every Saturday and Sunday during the tourist season. This is all a part of the effort of creating more public spaces within the downtown area where there are less parks and leisure spaces.

Pro's	Con's
<ul style="list-style-type: none">- Creates a plaza / leisure space downtown.	<ul style="list-style-type: none">- Makes parking along 3rd Ave not accessible during Saturdays and Sundays.
<ul style="list-style-type: none">- Encourages more pedestrian traffic downtown.	<ul style="list-style-type: none">- Additional labor and materials required from the Municipal Services Department.
<ul style="list-style-type: none">- Reduces vehicle related nuisance issues to downtown businesses.	<ul style="list-style-type: none">- Accessibility issues for the Fire Department and Emergency Service.
<ul style="list-style-type: none">- Enhances the downtown atmosphere and aesthetics.	<ul style="list-style-type: none">- Additional police monitoring.
<ul style="list-style-type: none">- More utilization of off-street parking.	

Closing 3rd Avenue would require additional labor activity from the Municipal Services Department to place and remove barricades every weekend. Additionally, this requires more maintenance within the downtown area.

There are potential concerns about increased pedestrian/vehicular conflicts at the intersections of the side streets with 3rd Avenue. There is also expected to be additional vehicle traffic on Michigan Street and 4th Avenue. Accessibility during emergency situations could be an issue due to delays from having to remove barriers. This may require some modifications to how the Police Department monitors this area.

Options: The options range from no change to complete closure of Third Avenue throughout the season. There are several intermediate options such as just certain days or a more limited part of the season. The specific blocks to be closed could also be increased or reduced.

Prepared By: 
Christopher Sullivan-Robinson
Planner / Zoning Administrator

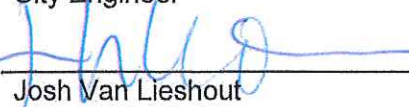
5-21-20
Date

Reviewed By: 
Marty Olejniczak
Community Development Director

5/21/2020
Date

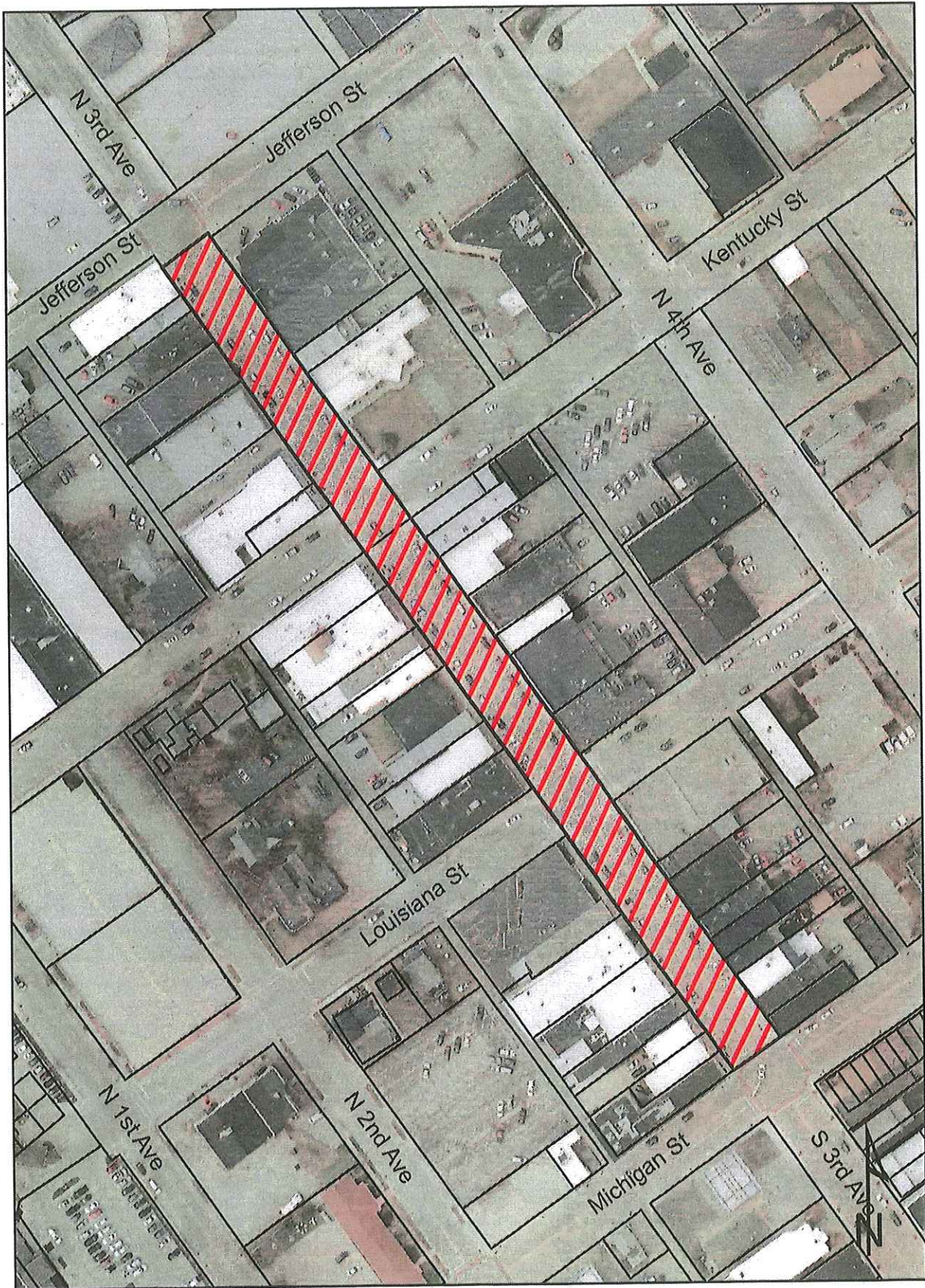
Reviewed By: _____
Chad Shefchik
City Engineer

Date

Reviewed By: 
Josh Van Lieshout
City Administrator

5/21/20
Date

3rd Ave Street Closure



Street_Closure_Boundary_Area

Christopher Sullivan-Robinson
Planner/Zoning Administrator
421 Michigan Street
Sturgeon Bay, WI 54235



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Website: www.sturgeonbaywi.org

MEMO

To: Parking and Traffic Committee
From: Christopher Sullivan-Robinson
Date: May 21, 2020
Subject: Requested Handicap Parking Spaces

Jefferson / 4th Ave: Nicolet National Bank is requesting that a handicap parking space replace one of the on-street parking spaces located adjacent to their building at the corner of Jefferson St / 4th Ave. This property has its own handicap parking stalls off-street, however they are distant from the main entrance. And, they have received complaints from their members. There are three spaces between the street intersection and the west driveway. Either the first or last space would be ideal, since they are closer to the driveway ramp and sidewalk ramp (See Map).

Martin Park: Ald. Reeth's requested that the committee look at adding a handicap space closer to Martin Park (See Map). There are several events that occur at Martin park that involve closing down Pennsylvania Street and part of 3rd Avenue. Taking this into consideration, an appropriate location would be on the east side of 3rd avenue at the corner of 3rd Ave and Pennsylvania St. If it is located in front of Healthy Way Inc, there shouldn't be any issues. However, if it is to be located in front of Lola's Bakery, then we should get their input.

These modifications are inexpensive and installed by the Municipal Services Department. The City Engineer has no concerns with either request.

Sullivan-Robinson, Christopher

From: Lydia Bessert <lbessert@NicoletBank.com>
Sent: Friday, January 24, 2020 2:33 PM
To: Sullivan-Robinson, Christopher
Cc: Jamie Alberts
Subject: Parking spot question

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Chris,
Currently at 236 N. 4th Ave. there are 2 parking spaces between our driveway and the stop sign. The area between the stop sign and 1 parking space appears to be large enough to make another space. Can you please see if it would be possible to reconfigure that area to create 3 spots: 1 handicap spot and 2 regular spots? Thank you for all your help.

Lydia Bessert FMP
Nicolet National Bank
Buildings and Facilities Manager
Direct 920.617.8240
Email lbessert@nicoletbank.com

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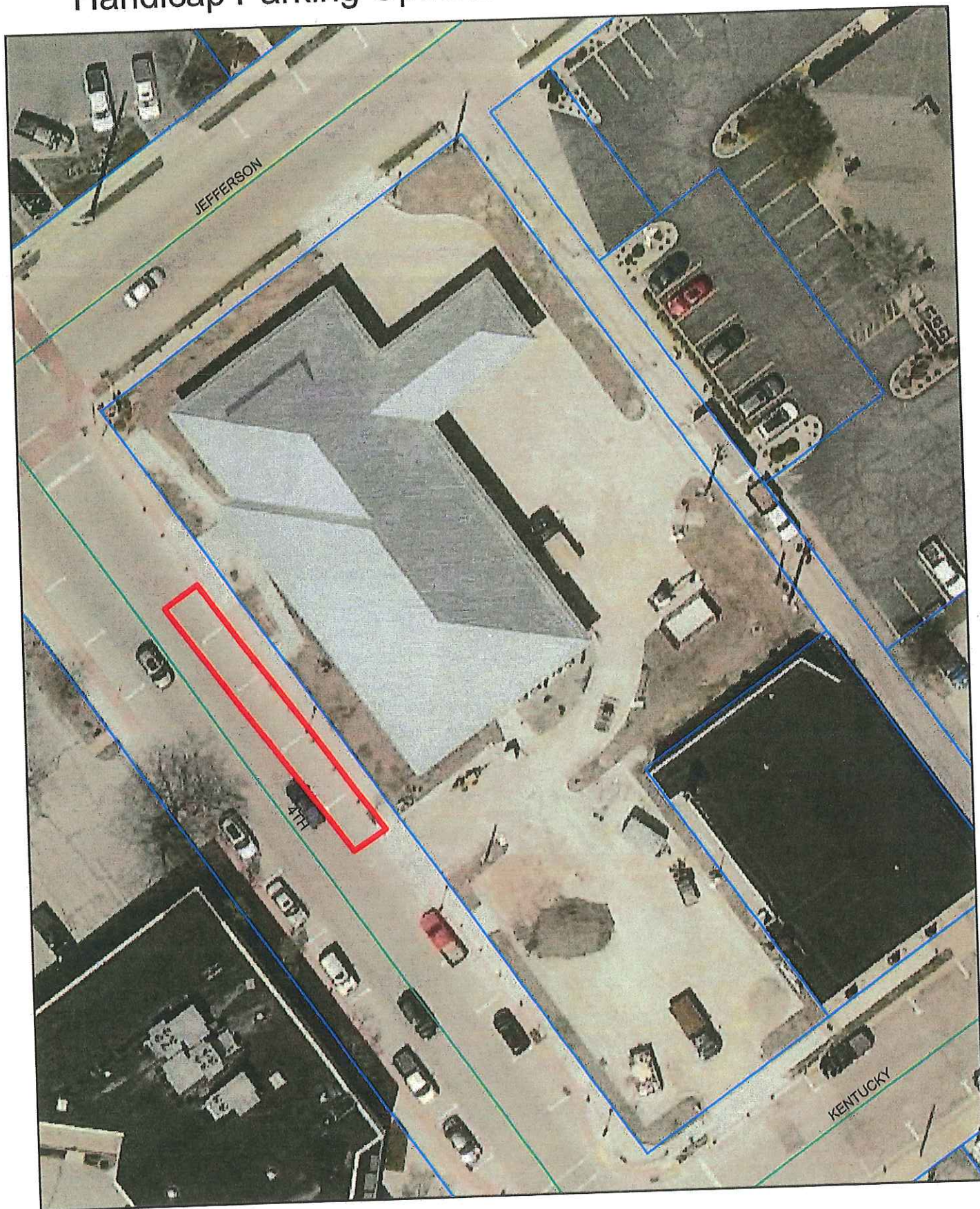
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Handicap Parking Options - Nicolet National Bank



Handicap Parking Options - Martin Park

