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**DEPARTMENT OF PUBLIC WORKS
Engineering Division
100 North Appleton Street
Appleton, WI 54911
Phone (920) 832-6474**

March 5, 2020

COURTESY NOTICE

Dear Property Owner/Resident:

The concrete paving of **Prospect Avenue**, from Seminole Road to Haskell Street, is scheduled to start March 30th and be completed by August 28th.

For information regarding road closure details and changes in construction scheduling, please check the Road Report link on the front page of the City of Appleton website (www.appleton.org).

The contractor will notify each property owner with a written notice 3 to 5 days before the street will be closed.

Please be aware that there will be days when no work is done on your street. This is a result of the contractor sequencing his crews among other streets, which are also being reconstructed and does not mean the contractor is not working.

Please note the following information and suggestions that will help expedite the work and ease the inconvenience caused by this construction. Your patience will be appreciated.

1. **Prospect Avenue** will be closed to thru traffic for the duration of the project. A detour route will be established as part of the Prospect Avenue reconstruction. The detour route for Prospect Avenue will consist of Mason Street, Spencer Street, and Bluemound Drive.

Prospect Avenue will be constructed in two (2) phases, detailed as follows:

Phase 1: (March 30th to June 8th)

Phase 1 construction is broken into 2 separate segments of Prospect Avenue.

The first segment of phase 1 consists of Prospect Avenue being closed to thru traffic and being reconstructed from Seminole Road to just west of Bartell Drive.

The second segment of phase 1 construction consists of Prospect Avenue being closed to thru traffic and being reconstructed from just north of Oakcrest Drive to approximately 250' north of Haskell Street.

During phase 1 construction, access to residential driveways within the phase 1 project limits will be restricted. Exceptions to this are described below. Residents who live within the limits of phase 1 construction may use the enclosed parking permits to park on the nearest side street.

Access to the existing driveways along the south side of Prospect Avenue, between Sunny Slope Court and Seminole Road, located in the Town of Grand Chute, will remain available, when feasible, for the duration of phase 1 construction. Access will also remain available to Sunny Slope Court for the duration of the project.

Phase 2: (June 8th to August 28th)

Prospect Avenue will be closed to thru traffic and be reconstructed from just west of Bartell Drive to just north of Oakcrest Drive.

During phase 2 construction, all access to residential driveways within the phase 2 project limits will be restricted. Residents who live within the limits of phase 2 construction may use the enclosed parking permits to park on the nearest side street.

Enclosed with this letter are two (2) maps detailing the phases of the Prospect Avenue reconstruction.

During construction operations that restrict access to your property, please park your car beyond the barricades on adjoining streets. Please have your cars, boats, campers, etc. out of your driveway before construction starts. If you have a disability that does not allow you to walk long distances, please contact me at (920) 832-6484 to coordinate accessibility.

2. Since City Ordinance does not allow parking of vehicles on city streets overnight without a permit, the enclosed permit(s) is for your use when you can't get to your driveway. Add the required vehicle information and display the permit (print side out) on the driver's side window. These permits expire on the date shown or upon completion of construction, whichever occurs sooner. **This permit does not allow you to park in a restricted area and is only valid within a three block radius of the project.** If you need additional permits, please contact the City inspector at the job site or call our office (832-5592). Corner lots who aren't blocked out of their driveways are not issued permits.
3. To allow proper curing of concrete, do not drive cars over the pavement until the contractor has removed barricades. Curb edges, particularly, may break readily unless concrete has had time to cure. **BARRICADES ARE NOT TO BE MOVED BY ANYONE OTHER THAN THE CONTRACTOR.** Unauthorized movement of a barricade is a violation against Section 16.5 of the Municipal Code (City Ordinance) and may be subject to prosecution. Unauthorized persons moving the barricades or persons with vehicles within the barricades will be subject to a **\$120.00 citation.**
4. Be advised the concrete pavement must be saw cut the day the pavement is installed. This may occur **late in the day/night** and cause some dust.
5. Terrace areas will be restored with topsoil, seed, and erosion mat. The property owner shall deposit no debris in the terrace or roadway area. The contractor will be responsible for the initial watering of the newly planted grass seed. **After the contractor has completed the restoration work and performed the initial watering, it is the responsibility of the property owner to maintain and water the newly planted grass.**

NOTE: It is inevitable that newly restored areas will contain some weeds. Continue to mow and water the newly planted grass to help control the weed population.

It should be also noted that the new erosion matting to be installed will be anchored to the ground and is not intended to be removed. The material is biodegradable and will eventually degrade into the soil.

If you choose to do your own seeding, or wish to install sod, please notify me at (920) 832-6484 or Jason.Brown@appleton.org, as to what your intentions are before May 1, 2020.

If private watering systems or electric pet fencing is buried within the terrace area between the roadway and sidewalk, or within 2' of the back of walk, please mark these areas so the contractor can try to avoid damaging them.

6. GARBAGE AND RECYCLABLE COLLECTION:

For residential garbage and recycling, on the days your street is scheduled for garbage and recycling collection, please roll your automated garbage and recycling carts to the nearest adjoining street, or end of your block, and place the carts just outside the barricades, making sure the carts are placed a sufficient distance away from the barricades so that they can be emptied. Please mark your carts so you can identify your cart when retrieving. When the concrete pavement has been placed and vehicles are able to travel on the street once again, the city crews will resume the garbage and recycling collection as normal.

For City of Appleton residents, if you have any questions regarding your garbage collection during the construction, please call Todd Nett, Sanitation Foreman, at 832-6051.

For Town of Grand Chute residents, if you have any questions regarding your garbage collection during construction, please call 832-1581.

7. MAIL DELIVERY:

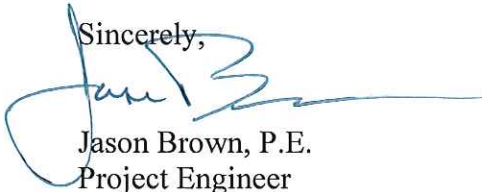
If you have curbside delivery of mail to a mailbox, the Post Office will send notifications approximately one to two weeks prior to your street construction starting, detailing what arrangements will be made for service during construction.

Prior to the start of the construction, the property owner is responsible for removing the existing mailbox to avoid conflict with the paving operations. If the mailbox has not been removed prior to the construction work starting, the contractor will remove the mailbox and lay it on the front lawn. After the project has been completed, the property owner is responsible for re-installing the mailbox.

8. If you have tenants at this property, please advise them of the above information.

Your cooperation and patience in these matters will aid in a quicker, cleaner, and more efficient job.

If you have any questions, please call me at (920) 832-6484, or email at jason.brown@appleton.org. Town of Grand Chute residents may also call Katie Schwartz, P.E. at (920) 932-1581, or email at katie.schwartz@grandchute.net.

Sincerely,

Jason Brown, P.E.
Project Engineer

Enclosures
c: Alderpersons