



## **PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA**

**THURSDAY, NOVEMBER 02, 2023 AT 7:00 PM**

**MUNICIPAL BUILDING COUNCIL CHAMBERS- 106 JONES ST, WATERTOWN WI 53094**

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Please join my meeting from your computer, tablet or smartphone. <https://meet.goto.com/WatertownPD/publicsafety2023> You can also dial in using your phone. Access Code: 547-527-765 United States (Toll Free): 1 877 309 2073 United States: +1 (646) 749-3129

All public participants' phones will be muted during the meeting except during the public comment period.

### **1. CALL TO ORDER**

### **2. RECIEVE COMMENTS FROM THE PUBLIC**

*Each individual who would like to address the Committee will be permitted up to three minutes for their comments*

### **3. APPROVAL OF MINUTES**

A. Public Safety and Welfare meeting minutes from October 4, 2023

### **4. BUSINESS**

A. Review and take possible action: Address speeding on Carriage Hill Drive

B. Review and take possible action: No parking during school hours - 800 block of S. Fifth Street

C. Review and take possible action: Approve installation of traffic gates on S. Water Street between Main and Emmet Streets

D. Review and take possible action: Parking removal on west side of S. First Street between Wisconsin Street and Spring Street

E. Review and take possible action: Special Event Permit Ordinance Draft

### **5. ADJOURN**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@watertownwi.gov](mailto:mdunneisen@watertownwi.gov), phone 920-262-4006*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*

**PUBLIC SAFETY & WELFARE COMMITTEE**

October 4, 2023

5:00 p.m.

**1. CALL TO ORDER**

Members Present	Also in Attendance	Citizens Present
<ul style="list-style-type: none"> <li>• Dana Davis, Chair</li> <li>• Brad Blanke - virtual</li> <li>• Steve Board</li> <li>• Eric Schmid</li> </ul>	<ul style="list-style-type: none"> <li>• Police Chief Robert Kaminski</li> <li>• Assistant Chief Benjamin Olsen</li> <li>• Assistant City Engineer Andrew Beyer</li> <li>• Stacy Winkelman</li> </ul>	<ul style="list-style-type: none"> <li>• Annette Bliefernicht</li> <li>• Roger Bliefernicht</li> <li>• Jessica Matz (virtual)</li> <li>• Doug Clemmons</li> <li>• Steve Simpson</li> <li>• Christine Wishart</li> </ul>

**2. RECEIVE COMMENTS FROM THE PUBLIC**

Mr. Bliefernicht spoke about the excessive speeding on Carriage Hill Rd. He said there is a high volume of traffic from both the park and the school at different times of day. He has several questions:

1. In the last meeting, a Traffic Study was mentioned. He wanted to know more about the process the interns use. Do they study traffic at different times of day (morning, afternoon, evening) and on different days of the week – including weekends?
2. At the last meeting, it was mentioned that if the traffic study comes back showing 85% percentage of drivers are driving above the speed limit, that the City may then have to raise the speed limit. Mr. Bliefernicht would like to know where he can find that information and if that was true in a residential and school zone.
3. At the last meeting, he said it was mentioned that speed humps are challenging for snow plows. He would like to know if we have consulted with other communities that have speed humps? He would like to know the source of this information because other communities in Wisconsin have these speed humps to slow down traffic.

He says that they are looking for a permanent fix, not a temporary fix. His study has found that speed humps are the only permanent fix that will address the speed issue.

**3. REVIEW OF MINUTES**

Board made a motion to approve the meeting notes from September 6, 2023. The motion was seconded by Davis and passed unanimously.

**4. BUSINESS****A. Review and take possible action: Remove and relocate “Children at Play” sign from Kiewert Street.**

Assistant City Engineer Andrew Beyer explained that the sign is not a “Children at Play” sign. It is actually a “Playground” sign. According to Beyer, “Children at Play” signs are not MUTCD-standard and are not recommended. Studies show that these signs do not reduce the speed of traffic or make drivers more observant. The City of Watertown does not use “Children at Play” signs anywhere in the City. Mr. Simpson owns a home in the Highland Avenue alley. He says that there is an issue of cars speeding through the alley and he wanted a sign to help remind

motorists to slow down and watch for children. After some discussion, Mr. Simpson withdrew his request for the sign to be moved.

**MOTION:** Board made a motion to deny the request to remove and relocate the Playground sign from Kiewert St. to the alley. Motion was seconded by Blanke and passed unanimously.

**B. Review and take possible action: Removing parking on a portion of the 500 block of Carl Schurz Drive.**

Davis presented the concern of a resident regarding the parking of vehicles on both sides of Carl Schurz Drive. He says that it is difficult driving between vehicles that are parked on both sides of the street. The resident is suggesting a No Parking sign on the west side of Carl Schurz drive.

Blanke asked if there have been any accidents. Assistant Chief Olsen said that there has only been one accident there on Carl Schurz in the past 5 years. It was a single car property damage accident and the driver was over 65 years old.

**MOTION:** Blanke made a motion to deny the request to remove parking on a portion of the 500 block of Carl Schurz Drive. Board seconded the motion and it was approved unanimously.

**C. Review and take possible action: Request for streetlight on east/west alleyway between Labaree Street and Highland Avenue.**

This request came before Public Safety & Welfare in late 2021. The direction taken at that time was to add a LED light to the existing pole and to trim the branches around the tree. Mr. Simpson is a homeowner on the Highland Avenue alley. He is again requesting a streetlight to be added to the alley. The request is to add a lamp to an existing pole. He says that it is very dark and there is sometimes concern about people going through the alley at night – especially during Riverfest. The committee worked through “New Street Light Criteria” rubric. In the area of concern, the resident has not added additional lighting to their property. Assistant Chief Olsen says there have been 3 police reports in the area in the last 8 years.

**MOTION:** Schmid made a motion to direct the City staff to contact WE Energies to find out the cost for replacing the bulbs with LEDs and then trim the trees to better light the area. Board seconded the motion and it passed unanimously. Staff should bring the results of their research regarding the cost of the bulbs back to the committee for final approval.

**D. Review and take possible action: Ordinance to Amend 500-10 (D) (1) Left Turn Prohibited.**

Chapter 500-10 Section D of the municipal ordinance code covers “Left Turns Prohibited”. Item (1) is for no left turn for westbound traffic on Main at S. Third Street during the hours of 2:30 p.m. and 5:30 p.m. There is an overhead pole with an electric sign stating this. The sign has not been functional for many years. The Street Division has had to remove this overhead pole to allow the Water Division to replace a hydrant at the northeast corner of this intersection. Of the 14 accidents that have occurred in this area in the last 5 years, only 5 have been between the hours of 2:30 and 5:30 p.m.

**MOTION:** Blanke made a motion to amend Ordinance 500-10 to remove the left turn prohibition for westbound traffic on Main at S. Third during the hours of 2:30 p.m. and 5:30 p.m. and on all days except Sundays and holidays. Davis seconded the motion. Motion passed unanimously.

**E. Review and take possible action: Add No Parking to the north side of E. Spaulding Street between Valview Court and Prospect Street.**

Ms. Matz explained that she is very concerned about the safety of the intersection at E. Spaulding Street. She is requesting a no parking sign between Valview Court and Prospect Street to help with visibility and safety. According to Assistant Chief Olsen, there have been no documented accidents in the area.

**MOTION:** Board made a motion to deny the request to add no parking to the north side of E. Spaulding Street. Motion was seconded by Davis and passed unanimously.

**F. Review and take possible action: Request for streetlight on 1200 Block of Mary Street.**

Mr. Clemmons is requesting that a streetlight be added to the 1200 block of Mary Street between Twelfth Street and Theresa Street because the area is very dark. There is currently a major construction project going on in the area for a large new building. That building will likely be very well lit and brighten up the area at night.

**MOTION:** Board made a motion to table the issue until the completion of the building. Blanke seconded the motion and it passed unanimously.

**G. Review and Discuss Options: Pedestrian Signage on Boughton Street near Labaree Street.**

This item was tabled from last month's meeting. Stacy found some solar powered blinking pedestrian signs. There is money available in the Streets Division Signs and Marketing account to purchase the signs.

**MOTION:** Board made a motion to approve the signs as proposed. Schmid seconded and motion passed unanimously.

**5. ADJOURNMENT:** There being no additional business to come before the Committee, a motion was made by Board to adjourn. The motion carried unanimously.

Respectfully Submitted - Dana Davis, Chairperson

Jaynellen J. Holloway, P.E.  
920.262.4050

Andrew Beyer, P.E.  
920.262.4052

Maureen McBroom, ENV SP  
920-206-4264

Ritchie M. Piltz  
920.262.4034

Secretary, Wanda Fredrick  
920.262.4368

## MEMO

TO: Chairperson Dana Davis and Committee Members

FROM: Andrew Beyer, P.E.

DATE: October 25, 2023

RE: Public Safety and Welfare Committee Wednesday, November 1, 2023 at 5:00 p.m.

Review and take possible action: Address Speeding on Carriage Hill Drive

### BACKGROUND:

At the September 6, 2023 Public Safety & Welfare Committee Meeting, City staff were directed to explore the cost of a speed control display sign and whether there is available funding to purchase one. In addition, staff was directed to investigate putting a 3-way stop at Carriage Hill Drive and Country Lane.

#### Speed Control Display Sign

The rough cost to purchase a solar powered radar speed sign is \$4,500. Earmark funding for the sign(s) is not included in next year's budget. Street Division has indicated that there may be available funding in the 2023 budget from savings to other projects.

#### 3-way stop at Carriage Hill Drive and Country Lane

Per the Manual on Uniform Traffic Control Devices (MUTCD) an engineering study needs to be performed to warrant the placement of a stop sign. The stop sign study considers existing crash data, roadway characteristics, and traffic counts on each street – to warrant an all-way stop, traffic counts at each intersecting street needs to be similar. The MUTCD is clear that a roadway with less traffic should stop for a road with greater traffic, which appears to be the existing condition at the intersection of Country Lane with Carriage Hill Drive. Additionally, the MUTCD is clear that a stop sign should not be placed to control speed.

If the Public Safety & Welfare Committee wants an engineering study to be performed to assess the need for additional stop signs at the intersection of Country Lane with Carriage Hill Drive, it could be performed during the summer of 2024 when the Engineering Division is staffed with interns.

The installation of speed humps/speed tables was brought up during the citizen comment portion of the September Public Safety and Welfare Committee meeting. An email exchange with the requesting property owner is attached which contains background and some of the suggested placement criteria of speed humps/speed tables. In short, a speed hump/speed table should not be placed on an arterial street (Carriage Hill Drive is classified as a minor arterial roadway by the State and Federal Departments of Transportation) and should take into account roadway drainage.

### ATTACHMENTS:

- Site Map
- Email message of October 6, 2023





Parcels



City Limits



THE CITY OF  
**WATERTOWN**  
*Opportunity runs through it.*

City of Watertown Geographic Information System

Scale: 1 inch = 500 feet

SCALE BAR = 1"

Printed on: August 30, 2024

Author: Private User

DISCLAIMER: This map is not a substitute for an actual field survey or on-site investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.

**Andrew Beyer**

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**From:** Andrew Beyer  
**Sent:** Friday, October 6, 2023 2:00 PM  
**To:** blief1@gmail.com  
**Cc:** Dana Davis; Jaynellen Holloway  
**Subject:** Public Safety & Welfare Follow-up - Carriage Hill Drive

Mr. Bliefernicht,

Chairperson Davis forwarded me your comments and questions made at the October 4<sup>th</sup> Public Safety & Welfare Committee Meeting, see comments in black and responses in red below.

1. In the last meeting, a Traffic Study was mentioned. He wanted to know more about the process the interns use. Do they study traffic at different times of day (morning, afternoon, evening) and on different days of the week – including weekends?

Traffic studies, a speed study in this case, are performed per Wisconsin Department of Transportation standards ([Statewide Speed Management Guidelines \(dot.gov\)](#)). Current guidelines recommend that data be collected during non-peak traffic conditions on a typical weekday during daylight hours and favorable weather conditions to reflect typical driving behavior.

2. At the last meeting, it was mentioned that if the traffic study comes back showing 85% percentage of drivers are driving above the speed limit, that the City may then have to raise the speed limit. Mr. Bliefernicht would like to know where he can find that information and if that was true in a residential and school zone.

Per the above linked guidance document: *The 85<sup>th</sup> percentile speed is the speed at or below which 85 percent of the observed traffic travels. The 85<sup>th</sup> percentile speed has been found to best represent the “reasonable” and “proper” speed perceived by motorists and is a key characteristic of traffic conforming to a “safe” and “reasonable” speed limit. Please refer to bullet point number two of Setting the Speed Limit on page 17 of the above guidance document as it pertains to the 85<sup>th</sup> percentile and how it correlates to a speed limit recommendation.*

3. At the last meeting, he said it was mentioned that speed humps are challenging for snow plows. He would like to know if we have consulted with other communities that have speed humps? He would like to know the source of this information because other communities in Wisconsin have these speed humps to slow down traffic.

Rubber speed humps were used on Labaree Street in Watertown in 2013 (they can be seen on Google Earth Street View). As I understand, they were removed and never reinstalled due to snow plowing difficulties. A speed hump that is 20 feet in length and flat in the middle is referred to as a “speed table”, which I believe more closely reflects your description of the speed humps you had seen in the Madison area. Per the Institute of Traffic Engineers (ITE), speed tables are typically used on roadways with posted speeds of 30 mph or less and need to be designed to account for roadway drainage.



Roadways are classified largely based on the amount of traffic they carry. The lowest class roadway is a local street, and the highest classification of roadway is principal/major arterial. Speed tables are recommended for roadways classified as local streets or collector streets. Carriage Hill Drive is categorized as a minor arterial roadway due to the amount of traffic it carries, and a speed table may not be appropriate. A fact sheet on speed tables can be found here: [Traffic Calming Fact Sheets - Speed Table/Raised Crosswalks \(ite.org\)](#).

Traffic concerns on Carriage Hill Drive will be brought back to the Committee in November for further discussion. Let me know if you have any additional questions.

Thanks,

Andrew

**Andrew M. Beyer, P.E.**

Assistant City Engineer  
City of Watertown  
106 Jones Street  
Watertown, WI 53094  
Office: (920) 262-4052





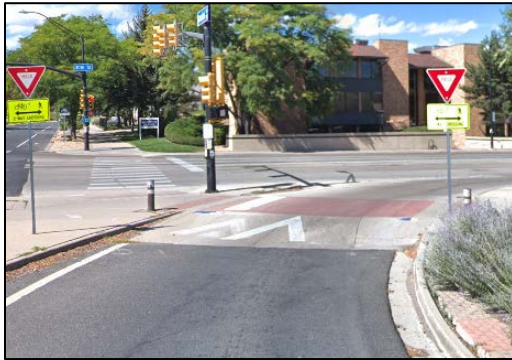
## Speed Table/Raised Crosswalks

### Description:

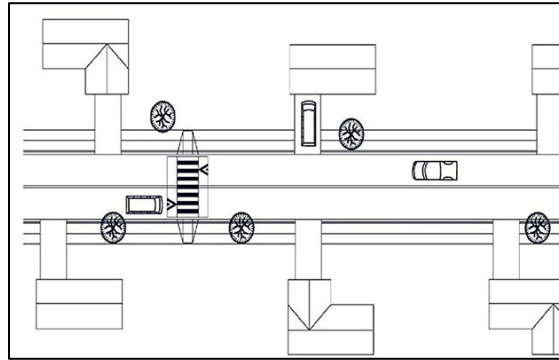
- Long, raised speed humps with a flat section in the middle and ramps on the ends; sometimes constructed with brick or other textured materials on the flat section
- If placed at a pedestrian crossing, it is referred to as a raised crosswalk
- If placed only in one direction on a road, it is called an offset speed table

### Applications:

- Appropriate for local and collector streets; mid-block or at intersections, with/without crosswalks
- Can be used on a one-lane one-way or two-lane two-way street
- Not appropriate for roads with 85<sup>th</sup> percentile speeds of 45 mph or more
- Typically long enough for the entire wheelbase of a passenger car to rest on top or within limits of ramps
- Work well in combination with textured crosswalks, curb extensions, and curb radius reductions
- Can be applied both with and without sidewalks or dedicated bicycle facilities
- Typically installed along closed-section roads (i.e. curb and gutter) but feasible on open section



(Source: Google Maps, Boulder, Colorado)



(Source: Delaware Department of Transportation)

**ITE/FHWA Traffic Calming EPrimer:** [https://safety.fhwa.dot.gov/speedmgt/traffic\\_calm.cfm](https://safety.fhwa.dot.gov/speedmgt/traffic_calm.cfm)

### Design/Installation Issues:

- ITE recommended practice – “Guidelines for the Design and Application of Speed Humps”
- Most common height is between 3 and 4 inches (reported as high as 6 inches)
- Ramps are typically 6 feet long (reported up to 10 feet long) and are either parabolic or linear
- Careful design is needed for drainage
- Posted speed typically 30 mph or less

### Potential Impacts:

- No impact on non-emergency access
- Speeds reductions typically less than for speed humps (typical traversing speeds between 25 and 27 miles per hour)
- Speeds typically decline approximately 0.5 to 1 mph midway between tables for each 100 feet beyond the 200-foot approach and exit points of consecutive speed tables
- Average traffic volumes diversions of 20 percent when a series of speed tables are implemented
- Average crash rate reduction of 45 percent on treated streets
- Increase pedestrian visibility and likelihood of driver yield compliance
- Generally not appropriate for BRT bus routes

### Emergency Response Issues:

- Typically preferred by fire departments over speed humps, but not appropriate for primary emergency vehicle routes; typically less than 3 seconds of delay per table for fire trucks

### Typical Cost (2017 dollars):

- Cost ranges between \$2,500 and \$8,000 for asphalt tables; higher for brickwork, stamped asphalt, concrete ramps, and other enhancements sometimes used at pedestrian crossings

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Secretary, Wanda Fredrick  
920.262.4368

## MEMO

TO: Chairperson Dana Davis and Committee Members  
FROM: Andrew Beyer, P.E.  
DATE: October 25, 2023  
RE: Public Safety and Welfare Committee Wednesday, November 1, 2023 at 5:00 p.m.

Review and take possible action: No Parking During School Hours – 800 Block of S. Fifth Street

### BACKGROUND:

The Principal of Trinity St. Luke's Lutheran School contacted the Engineering Division with the request to investigate temporary restricted parking on the east side of the 800 block of S. Fifth Street adjacent to Trinity Lutheran School. Signage exists which currently restricts parking during school hours. The signs appear to date back to 1975 when the Public Safety and Welfare Committee implemented safety improvements in the vicinity of the school (minutes attached). An ordinance could not be found that supports the signage installed.

Per the City's subdivision ordinance, a minimum pavement width of 30' is required to allow parking on both sides of the street and two travel lanes on a typical residential street. The pavement width on the 800 block of S. Fifth Street is roughly 26'. Whereas there are streets throughout Watertown with substandard widths allowing parking on both sides of the street and two travel lanes, traffic during school pickup and drop-off should be considered in removing the existing signage.

### ATTACHMENTS:

- Email Message
- Site Map
- Meeting Minutes

## Andrew Beyer

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**From:** Phil Gustafson <pgustafson@tslwels.org>  
**Sent:** Monday, October 23, 2023 8:01 AM  
**To:** Andrew Beyer  
**Subject:** Re: 5th St Parking

Hi Andrew,

Thanks for looking into this. I would like to have it brought up for further discussion if possible.

We do not have any drop off or pick up on that road. The doors on 5th St are only for teachers or visitors.

As far as parking on both sides...I do not know what makes that determination. There is some overlap where parking is allowed on both sides, by the Bailey St/5th St intersection that always occurs. Also, during summer months, we park on both sides.

I very much appreciate you digging into this for me. Let me know if there is anything else I can do.

Phil

On Fri, Oct 20, 2023 at 9:05 AM Andrew Beyer <[ABeyer@watertownwi.gov](mailto:ABeyer@watertownwi.gov)> wrote:

Hi Phil,

It looks like this one goes back to a decision made in 1975 by the Public Safety & Welfare Committee. The last sentence of Item 4 of the attached minutes speak briefly to a sign on the east side of S. Fifth Street south of Western Avenue.

If you'd like, I can add to the next Public Safety & Welfare Committee Meeting for further review and direction however, after a cursory review, it appears that the existing street width doesn't meet current standards for parking on both sides of the street.

Let me know. Thanks,

Andrew

**Andrew M. Beyer, P.E.**

Assistant City Engineer

City of Watertown

106 Jones Street

Watertown, WI 53094

Office: (920) 262-4052



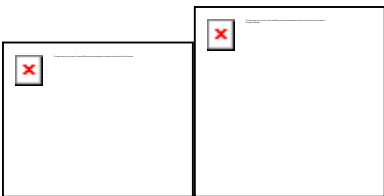
**From:** Phil Gustafson <[pgustafson@tslwels.org](mailto:pgustafson@tslwels.org)>  
**Sent:** Tuesday, October 17, 2023 10:41 AM  
**To:** Andrew Beyer <[ABeyer@watertownwi.gov](mailto:ABeyer@watertownwi.gov)>  
**Subject:** 5th St Parking

I am not sure if you are the right person to ask about this, but do you have any idea why there is no parking on 5th st right by the school during school hours? Is it possible for our teachers to park along there, or visitors? Just curious why those signs are posted. If it is up to us, I'd have them removed.

If you are not the right person, let me know!

Phil

--  
**Phil Gustafson**  
**Principal**  
**Trinity-St. Luke's Lutheran School**  
<https://www.tslwels.org/>



*My StrengthsFinder Top 5*  
*Futuristic, Context, Learner, Achiever, Competition*





Parcels



City Limits



THE CITY OF  
**WATERTOWN**  
*Opportunity runs through it.*

City of Watertown Geographic Information System

Scale: 1 inch = 50 feet  
SCALE BAR = 1"

Printed on: October 2  
Author: Private Use

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.



PUBLIC SAFETY COMMITTEE MEETING  
June 10, 1975

*Accepted 6/17/75*  
*Accepted*  
Section 4, Item B.

The Public Safety Committee met on the above date. Members of the Building and Grounds Committee met with the Safety Committee for further discussion on the most appropriate location on the much discussed ramp. All members of the Safety Committee were present with the exception of Alderman Guetzlaff. Mr. Reno Suko was also in attendance.

1. A letter from Mayor Kolata directed to Chairman Day was read to the joint Committee members. THE MUNICIPAL BUILDING RAMP  
The gist of his letter was a conversation he had with Mrs. Adams, who works very closely with the handicapped. Her feeling was, "Where are the handicapped going to go after they get into the building?". Although our decision to delay action on the ramp at this time was not unanimous of all members of both committees, it was in the Safety Committee to suggest that the Mayor appoint the Building and Grounds Committee to conduct a feasibility study on the possibility of installing an elevator in the Municipal Building. This would serve ALL the people of Watertown.
2. Requested by Alderman Theder. A site inspection resulted in our recommendation that the present dilapidated signs warning of children playing be replaced with the new pictorial sign with 15 MPH posted below. The one sign on Monroe Street approaching Lafayette from the north is to be replaced and new signs, one midway on the park side on Lafayette Street approaching from the west, and the third midway of block approaching Monroe from the east. It was felt by the Committee that Stop signs at this intersection are not in order since both streets are dead ends. STOP SIGNS AT MONROE AND LAFAYETTE STS.
3. It was the consensus of opinion that this resolution on the rumble strips should not be brought back in until the Township of Emmet and Dodge County be contacted to determine if they would stand or share the cost of the rumble strips outside the City Limits, referring to those desired on County Trunk M, North Second, and North Water. It is suggested that the Engineering Department initiate such correspondence so the work can be done all at one time. RESOLUTION #2627 - RUMBLE STRIPS
4. The Committee made a site inspection and recommends that a cement island large enough to hold six students at a time be constructed in the center of Western Avenue at Fifth Street with post and sign at each end marked with the current pictorial sign. The temporary "School Crossing" signs on Western, east and west approaches, are to be replaced with the new SCHOOL SIGNING & SAFETY ISLAND TRINITY SCHOOL

Public Safety Committee  
 Page #2  
 June 10, 1975

pictorial signs and 15 MPH signs below mounted on their own posts. A single sign is to be installed in the center of each curb line around the school--(east side of Fifth) (south side of Western) and (west side of Sixth) and marked "No Parking during School Hours". Ordinances will follow at the next meeting.

5. Increase of traffic on Church Street is now causing considerable congestion and piling up of cars due to parking along the east curb line of the 100 block on South Church Street. The Committee contacted the people residing there and the resident at 105 objected, while the resident at 103 did not. The Committee recommends extending the present yellow lining on curb and moving sign "No Parking to Center" south approximately 75 feet. An ordinance will be presented at the next meeting.
 

EXTENDED NO  
PARKING ON  
S. CHURCH ST.  
FROM MAIN ST.
6. The Safety Committee recommends installation of a sign mounted below the present Stop sign on the south side of Madison at N. Fourth reading "No Left Turn". There is no warning at this point that the block between Main and Madison is one way.
 

NO LEFT TURN  
SIGN AT MADISON  
& FOURTH STREETS
7. Alderman Krueger brought to the attention of the Safety Committee that one way traffic north from Main on N. Second are not warned of two way traffic ahead. The Committee is calling for a sign of this nature on each side of Second at junction with Madison.
 

TWO WAY TRAFFIC  
SIGN ON 2ND  
AT MADISON

Respectfully submitted,

George L. Day  
 Chairman

GLD/nkd

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Maureen McBroom, ENV SP  
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## MEMO

TO: Chairperson Dana Davis and Committee Members

FROM: Andrew Beyer, P.E.

DATE: October 25, 2023

RE: Public Safety and Welfare Committee Wednesday, November 1, 2023 at 5:00 p.m.

Review and take possible action: Parking removal on west side of S. First Street between Wisconsin Street and Spring Street

### BACKGROUND:

City staff are requesting that parking be removed on the west side of S. First Street between Wisconsin Street and Spring Street, near the northern parking area at the Watertown Senior Center, due to close calls with S. First Street traffic when exiting the lot. Removing parking would improve sight distance. A site map is attached showing the requested removal area.

### ATTACHMENTS:

- Site Map



## Parcels

— City Limits





## § 428-7 Special events.

**Purpose.** The City of Watertown recognizes that special events organized by individuals, private organizations and nonprofits serve an important role in enhancing the City's quality of life and can provide benefits to the community. To treat all persons and groups uniformly, to facilitate the successful staging of these special events and to be mindful of the efficient use of available facilities and resources, the City will commit staff time and facilities to ensure that special events have an overall positive effect upon the community and its resources. The purpose of this section is to provide reasonable restrictions for special events, in order to protect the public health, safety and welfare from the potential adverse effects which may arise from such special events, or the large number of persons attracted to such events upon premises not regularly used for or developed to regularly accommodate such events or gatherings. Such regulations are intended to protect against traffic congestion, the overcrowding of lands, the potential for fires, explosion, riot or disorder or other dangers to persons or property, the diversion of public health, safety and emergency services from regular necessary duties, and the additional cost to the community of providing public services necessary to protect the public health, safety and welfare arising from such temporary special events; and to promote the preservation of public peace and order, the furtherance of sanitation and the safeguarding of the public health.

### A. Definitions

1. **Applicant** – The person or authorized representative of the event organizer who signs an application for a special event and who will be responsible under the permit, if issued, for ensuring that the event will be conducted in accordance with the provisions of this Chapter. Where a purported application is not a legal entity or organization, the applicant will be the individual signing the permit application.
2. **City Property** – All municipal buildings, parks, athletic fields and complexes, streets, and other rights-of-way, parking lots, boating and docking facilities and any other property owned, leased or controlled by the City of Watertown.
3. **Extraordinary Services** – Reasonable and necessary services provided by the City which specifically result from the special event. Extraordinary services result in measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. Extraordinary services will normally be those services requiring City employees to be specifically assigned to tasks in support of the special event and/or those services resulting in overtime pay or similar costs which result from the event. Examples of extraordinary services may include police protection, traffic control, fire monitoring, dedicated paramedic service, parks services, and other services necessary to ensure the protection of participants and citizens, the proper functioning of City services, and the proper administration of this ordinance and policy.
4. **Special Event** - A temporary planned occurrence on public or private property and involves at least one of the circumstances listed below:
  - (a) Produced or sponsored by a person or organization for which the event is extraordinary in that it is not ordinarily conducted on a daily or regular normal average use basis as a lawful use of the premises upon which such event is to occur;



- (b) Exclusive use of all or part of City-owned facilities, within the City boundaries, such as buildings, parks, open spaces, streets, parking lots, athletic fields, etc., but does not include normal park shelter rentals;
- (c) Cannot be held completely within the confines of an existing building, park;
- (d) Will involve the temporary closing of a public street, alley, parking lot or public right-of-way;
- (e) Will have over 300 people attending the event (or multiple events as part of a series) on private property, except those situations explained in section C of this chapter;
- (f) Will require extraordinary services by any City Department;

**B. Permit required.** No person or entity acting as an event organizer shall set up for, hold or conduct a special event as defined in Subsection A within the municipal boundaries of the City of Watertown without first obtaining a special event permit.

### **C. Exemptions**

1. The requirement under Section 428-7 shall not apply to any regularly established place of worship, stadium, athletic field, arena, auditorium, coliseum or other permanently established place of assembly for special events for which it is reasonably anticipated that the number of persons attending will not exceed the maximum seating capacity of the structure where the assembly is held.
2. Funeral processions.
3. Special events for which the sole purpose is to celebrate a federally recognized holiday must comply with the requirements under Section 428-7 however all fees will be waived and insurance for the event will be provided by the City of Watertown's General Liability Policy.
4. Events organized solely by the City must apply, but all fees are waived.

### **D. Extraordinary services.**

1. In addition to permit and license fees, applicant shall be responsible for reimbursement of extraordinary services including, but not limited to, personnel services, equipment and facilities provided for the event when municipal services were increased or disrupted because of the event. The Common Council shall approve by resolution each year a list of standard fees and charges by department which will be used to determine the amount of charges attributed to extraordinary services provided to special events by the City. The resolution may provide for standard hourly charges of flat-fee charges for services provided and may specify tasks that may or may not be subject to extraordinary services charges.
2. Applicants shall be liable for and shall pay to the City Clerk the actual cost of all extraordinary services provided by the City. If the special event has more than one person or entity organizer, then each of the organizers are liable to the City for the total amount due, regardless of how the multiple organizers may separately agree to divide these expenses. If the City is a co-organizer of

a Special Event, the cost of the extraordinary services the City is responsible for will be based upon the level of City involvement, and that amount shall be deducted from the total cost for the extraordinary services provided by the City. The costs for extraordinary services charged to event organizers shall not exceed the actual costs of providing these services.

3. Prior to any approval of a special event permit, the Police and Fire Departments, along with all other departments potentially affected by the proposed special event, shall review the application and report to the City Clerk their respective findings as to an estimate of the costs reasonably expected to be incurred by the City for providing extraordinary services at or for the special event. The City will make reasonable efforts to adjust the schedules of employees to minimize the requirement for overtime pay or other costs for extraordinary services where sufficient advanced notice of the event is provided, a minimum of 60 days. The Special Event application shall be required to provide enough detail to allow the City departments and to determine the level of extraordinary services required and their associated costs for the special event. The estimates provided by City departments shall provide enough detail to allow the event organizer to reasonably understand the extraordinary services that are expected to be necessary.
4. The applicant shall pay the full balance of the estimated extraordinary fees on or before 10 days prior to the Special Event. Failure to pay the estimated extraordinary fees on time may void the Applicant's Special Event permit.
5. If the actual costs for extraordinary services exceed the prepaid amount by the Applicant, then the difference shall be billed to and paid by the event organizer(s). If the actual costs for extraordinary services provided is less than the amount of prepaid funds, then any unused amounts must be returned to the event organizer(s) within a reasonable time after the event concludes.

#### **E. Regulations.**

1. Duration and hours of operation. The duration of any special event shall not exceed four consecutive days and any permit issued under this section shall specify the days upon which the event shall occur. No special event shall be open to the public except between the hours of 5:00 a.m. and 11:00 p.m. on any day of the week, occurring within the duration of the special event. Such permit shall also specify the hours during which pre-event setup and post-event takedown operations may occur and no such operations may be conducted other than as so specified.
2. Maximum attendance. A special event permit shall specify the maximum peak number of people to attend the special event. The permit holder shall not sell tickets to nor allow the attendance of more people at the special event at any time than as specified in the permit. Any tickets sold or advertisement made prior to the grant of a permit under this section and the satisfaction of all conditions of such permit shall include therein in like medium, a statement that "the occurrence of the [special event] remains subject to the approval of the City of Watertown."
3. Parking on park property. Any special event that requires parking on park property, other than a public roadway or parking area, shall apply to the Parks and Recreation Director as provided in Watertown Municipal Code § **398-5B**.
4. Sanitary facilities and potable water. All sanitary facilities and potable water facilities shall be provided for the special event by the event organizer.

5. Solid waste. The event organizer shall be responsible for the holding, collection and disposing of solid waste material.

6. Illumination. If the special event is to continue during hours of darkness, illumination shall be sufficient to light the entire area of the event at the rate of at least five lumens, without the spillage of such illumination unreasonably beyond the boundaries of the special event premises.

7. Noise. No permit holder shall permit any sound created by the special event activity to carry unreasonably beyond the boundaries of the special event premises. Applicants shall obtain necessary amplified sound permits the Parks and Recreation Department.

8. Fire protection. A permit holder shall provide all fire protection applicable to the special event activities and premises as required by the municipal Fire Prevention Code (Chapter **303**) and the Wisconsin Administrative Code (DSPA 314), including alarms, extinguishing devices, fire lanes and fire escapes.

9. Compliance with other Code provisions. No special event shall occur unless all other necessary municipal permits, licenses and approvals applicable to the special event activities have been granted and any permit granted under this subsection shall be conditioned upon the applicant obtaining all such other licenses, permits and approvals.

10. Application submission. Submission of an application for a Special Event permit is not a guarantee of approval for either the date or location, nor is it automatic approval for the event.

#### F. Permitting Procedures

##### 1. Filing

a. Event organizers shall complete a special event permit and file the application and associated nonrefundable fee as set forth in the Watertown Fee Schedule with the office of the City Clerk. The permit application fee is separate from other fees, licenses and from any requirement to reimburse the City for the actual cost of extraordinary services required for the permitted event or for damage or destruction resulting from the event.

b. The application shall be filed with the City Clerk, on forms provided, no less than 45 days prior to the proposed event including application for all other necessary permits and/or licenses related to the event. If a complete application is not received before the deadline, the application fee will double and the City may deny the permit. Applicants are encouraged to submit applications as far in advance of an event as possible, but no application shall be accepted more than one year prior to the proposed date of the event.

c. Applications will be filed in order of their receipt. Special events must comply with all applicable City ordinances and requirements and event organizers shall use all reasonable efforts to ensure compliance of participants/attendees with all applicable City ordinances.

d. Application Contents and Disclosures: The applicant shall submit the Special Event application form which shall set forth the following information:

(1) The full name, address, telephone number and email address of the applicant; or if the applicant is an organization, group, or association, the name, address,

home and business telephone numbers, and email addresses of the authorized representatives of the organization who will be responsible for the event.

(2) The full name, address, telephone number and email address of the event coordinator, if different from the applicant.

(3) The nature of the event.

(4) The date(s), hours of operation, and hours of set-up and clean-up for the event.

(5) The location of the proposed event, including proposed parking locations, and streets to be used, if applicable.

(6) **Mapped routes.** All permit applications for special events, including road closures, runs, rides, walks, or parades, shall include a detailed map of the proposed route. Routes for annual events must be submitted with the application regardless of whether previously submitted. Alteration of proposed routes may be made by the City prior to approval of the permit. In the event that the organizers or sponsors of any special event deviate from the route submitted without approval from the City, the organizers or sponsors of such special events may be denied a permit for the following calendar year.

(7) Any plans for fencing the location of the special event and the gates contained in such fence. Include a diagram, subject to change by recommendation of the Police Department and Streets Department; applicant must make arrangements with the appropriate departments for services needed.

(8) The maximum number of persons which the applicant shall permit to attend at any time, not to exceed the maximum number which can reasonably assemble at the location of the special event in consideration of the nature of the special event.

(9) If sale of food or beverages is planned, the applicant must contact the Health Department for permits. If the event is taking place in a City park, applicant must also obtain a concession permit (Watertown Municipal Code § 398-20).

(10) If alcoholic beverages will be sold or served at the event, the event comply with the requirements laid out in Wisconsin Statutes Chapter 125 and Section 428—8 and Chapter 220 of the Watertown Municipal Code.

(11) **Personal Data.** Each officer and/or member of said entity or organization must provide personal data information and are subject to a criminal background check.

(12) **Food Vendors.** A list of all food vendors must be included along with applicable information.

(13) **Merchandise Vendors.** A list of all merchandise vendors must be included along with applicable information.

(12) **Health, Safety and Security.** Applicants shall answer all relevant questions on the application to verify an approved plan is in place for contacting emergency services, for crowd control and for pedestrian safety.

(13) **Child Protection Plan.** If children are likely to be present at the event, the applicant must answer all relevant questions on the application verifying that an approved child protection plan is in place. All performers who have direct contact with children will be subject to a criminal background check.

(14) If the event involves any show or exhibition of animals, a special use permit may be required under § 550-52J of the Watertown Municipal Code.

(15) If applying for a space rental at any City Park, including the Bentzin Family Town Square, the designated process and application form for that venue must be filled out by the applicant through the Parks, Recreation, and Forestry Department.

e. No application shall be accepted as filed until the City Clerk's Office determines that the information in the application is complete and sufficient for filing purposes as required under this Subsection F. Upon filing, the City Clerk's Office shall distribute copies of the application to the Police, Fire, Health, Street and Recreation Departments.

f. Review: The City's review of any permit application and/or its subsequent issuance of a permit shall not be construed as acceptance by the City or its representatives of any liability or responsibility for any injury or damage relating to the special event. Special event permits are temporary in nature and do not vest any permanent rights.

2. Approval or denial of application. Applications for Special Event permits shall be processed in the order of their receipt.

a. Upon receiving an application for a Special Events permit, the City Clerk will forward the application to the City Departments for review. The City Departments may schedule a meeting or meetings involving the applicant and any of the other affected City departments. The purpose of the meeting will be to discuss the Special Event and its potential impacts, the City services requested, and the City services which may be required. Such a meeting will be held as soon as practical after the application has been submitted.

b. As soon as practical after the Special Event permit application is submitted, the City Clerk shall present the Special Event Application, estimated Extraordinary Fees and supporting documents to the Public Safety and Welfare Committee for review. After reviewing, the Public Safety and Welfare Committee will move to approve, conditionally approve or deny the application.

c. Public Safety and Welfare Committee may consult with City departments as necessary and consider any other such information obtained by or provided prior to acting on the application.

d. The Public Safety and Welfare Committee shall approve all special event applications submitted to them, unless by a 2/3 vote the members vote to deny the permit.

e. To the extent permitted by law, the Public Safety and Welfare Committee may deny an application for a permit if the applicant has on prior occasions made material misrepresentations regarding the nature or scope of any event or activity previously permitted, has held prior special events without proper permitting or licensing, or has violated the terms of a prior permit issued to or on behalf the applicant. A permit may be denied, or conditions placed thereon, based upon considerations of the health, safety, and welfare of the community, and of the anticipated costs of holding such an event. Additionally, the Public Safety and Welfare Committee may base their decision on one or more of the following grounds:

(1) The application is not fully completed and/or fails to include necessary attachments;

(2) The applicant asserts that they cannot or will not pay the application fee.



- (3) The applicant asserts that they cannot or will not pay the cost for Extraordinary Services.
- (4) The application for permit contains misleading statements, material falsehoods, or misrepresentations;
- (5) The applicant is not legally competent to sign a contract, or to be held responsible for its actions;
- (6) The applicant has, on prior occasions, been required to pay for extraordinary expenses or damages to City property and has not paid in full for such expenses or damages;
- (7) A special event permit application for the same time and place, or utilizing extraordinary City resources, has previously been received, and a permit for such previous application has been or will be granted which will authorize uses or activities which does not reasonably permit the multiple occupancy of City facilities or would result in a utilization of City resources which would adversely affect the health, safety, and welfare of the community;
- (8) The special event use or activities intended by the applicant would conflict with previously planned events and programs which have been organized by others either through the use of City facilities or the unavailability of sufficient City resources for the proposed event;
- (9) The conduct of the proposed special event will likely substantially interrupt normal flow of vehicular and/or pedestrian traffic in the proposed location and cannot be reasonably accommodated by the City;
- (10) The proposed special event is of such a size or nature requiring the diversion of so great a number of police officers or other emergency services as to deny reasonable emergency services to the City as a whole;
- (11) The intended Special Event use or activity would present a grave or unreasonable danger to the health or safety of the persons expected to participate in the event, the neighborhood in which the event will occur, the community as a whole, or City property and resources required to be involved with the proposed event;
- (12) The number of persons expected to participate in the Special Event would result in a concentration of persons, vehicles, or things which cannot be supported at the requested time or location due to a lack of sufficient open area, streets, offsite parking, or traffic controls;
- (13) Activities reasonably expected to occur at the intended Special Event are prohibited by law;
- (14) Based on a background check performed by the Police Department if any applicant is deemed to pose a risk to the public.

3. Issuance. The Public Safety and Welfare Committee shall approve or deny special event permit applications, place conditions upon any permit, require that the permit fee be paid or waived, and require that the costs incurred by the City for providing extraordinary services be reimbursed or that such costs will be waived.

**G. Indemnity.** The special event permit application shall contain a statement that: "The applicant agrees to indemnify and hold harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a permit for a special event." No

permit may be issued unless the applicant has agreed to the terms of this statement on the written application.

**H. Insurance.** Each applicant for a special event permit that includes at least one of the following: alcohol, more than 200 people per day or involves a road closure shall furnish to the City, no later than 10 days prior to the special event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate shall provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance shall be written in comprehensive form and shall protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance shall provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate. **[Amended 7-6-2021 by Ord. No. 21-26]**

I. Event cancellation. The Common Council may by 2/3 vote of the members present cancel a special event, regardless of whether or not a permit has been issued, without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, or for any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

J. Appeal of application denial or modification. Any applicant who has been denied a special event permit or has been granted a permit which has been modified may seek judicial review of the denial in the form of certiorari review to the Jefferson or Dodge County Circuit Court within 30 days of the Public Safety and Welfare Committee's decision.

K. **Enforcement.** Any person who violates any provision of this section or who violates any condition upon which a special event permit is granted shall be subject to a forfeiture of not less than \$1,000 nor more than \$10,000. Each day of violation shall be considered a separate offense. In addition, the City may enforce this section by way of injunctive relief and all other remedies available at law and in equity.

**The following section should be a whole new chapter.**  
**City Sponsored Parades.**

1. **Definition.** In this Subsection City Sponsored Parades shall mean:
  - a. Fourth of July Parade
  - b. Watertown Parade of Lights
  - c. Watertown Unified School District (WUSD) Homecoming Parade
2. **Application.** An applicant for a parade that is organized solely for the purpose of celebrating a federally recognized holiday may apply to become a City Sponsored Parade subject to Section 428-7(M).
3. **Waiver of Fees.** All fees for a special event permit for a City Sponsored Parade will be waived.

4. **Insurance Coverage.** The City will provide insurance coverage for all City Sponsored Parades, provided the parade organizers comply with all requirements from City Departments.
5. **City Department Services.** At least 90 days prior to the date of a City Sponsored Parade the parade organizers must meet with any City Department they would like to request to provide services for the City Sponsored Parade. City Departments will confirm what services are available at least 45 days prior to the date of the Parade. No City Department will charge City Sponsored Parades for services provided.



**To:** Leadership Team  
**CC:** Mayor McFarland, Ald. Davis  
**From:** Mason Becker, Strategic Initiatives and Development Coordinator  
**Date:** October 18, 2023  
**Re:** Special Event Permit Ordinance DRAFT changes

Leadership Team members,

Please review the attached revised draft of the Special Event Permit Ordinance, which is the result of extensive collaborative efforts involving Mayor McFarland, Atty. Chesebro, and myself, as well as Ald. Davis (chair of the Public Safety and Welfare Committee).

We have done our best to incorporate the large amount of feedback from members of the Common Council, City of Watertown residents, and City staff. These changes aim to ensure the continued success of special events in our community, while also promoting efficient use of City resources and prioritizing the health and safety of the public.

**Key Changes to the Special Event Permit Ordinance:**

1. **Define and Address the Cost of Extraordinary Services:** We have taken into consideration the desire of the Common Council to address the financial implications of the Special Events process. The previously used system of tiered charges has been removed in this proposed draft.
2. **Enhanced Safety Measures:** The updated ordinance includes stronger safety requirements for events, including a clearer background check process.
3. **Child Protection:** The drafted ordinance incorporates a Child Protection Plan and addresses performers directly interacting with minors.
4. **Public and Elected Official Input:** Throughout this process, we have attempted to incorporate as much of the feedback received from members of the public and elected officials as possible.

These updates reflect our City's commitment to fostering successful special events while maintaining an efficient use of resources and prioritizing public safety and well-being. We believe that these changes represent the best balance of requests that will still allow us to support events that enhance quality-of-life and showcase the vitality and livelihood of the City of Watertown.

Please review the revised Special Event Permit Ordinance draft attached. Any questions or comments can be brought to the Public Safety and Welfare Committee meeting on November 1, 2023.

Sincerely,

Mason T. Becker  
Strategic Initiatives and Development Coordinator