



PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA

WEDNESDAY, MARCH 06, 2024 AT 5:00 PM

ROOM 0041, LOWER LEVEL, MUNICIPAL BUILDING, 106 JONES STREET, WATERTOWN, WI

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

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 Minutes from February 7, 2024

4. BUSINESS

A. Review and take possible action: restrict parking at intersection of N. Church Street and W. Cady Street

B. Review and take possible action: Traffic concerns in Riverside Middle School area

C. Review and take possible action: Amend Ordinance Section 428-8 to update references to Section 428-7 in Outdoor Open Container Entertainment Event Permit

D. Review and take action: Special Event application and guide

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, 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

February 7, 2024

5:00 p.m.

1. CALL TO ORDER

| Members Present | Also in Attendance | Citizens Present |
|--|---|------------------------------|
| <ul style="list-style-type: none"> Dana Davis, Chair Brad Blanke Steve Board Eric Schmid | <ul style="list-style-type: none"> Chief Brower City Engineer Andrew Beyer Stacy Winkelman | Annette & Roger Bliefernicht |

1. CALL TO ORDER

2. RECIEVE COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

3. APPROVAL OF MINUTES

A. Public Safety Minutes from January 10, 2024

- [1.10.24 Public safety minutes.pdf](#) (0.67 MB)
- Motion to approve by Blanke. Seconded by Board. Motion passed unanimously.

4. BUSINESS

A. Review and take possible action: Amend Ord. Section 428-8 to permit use of cups without event logos for Outdoor Open Container Entertainment events

- At the request of the city administration, NO ACTION TAKEN.

B. Review and take possible action: S. Water Street & S. Washington Street area traffic study.

- At the December 6, 2023 PS&W meeting, the following motion was made:
MOTION: Board made a motion to ask Engineering to do a traffic study at S. Water St and S Washington beginning at Main St and going south 2 blocks and the intersection of Emmet and Church Street. Motion was seconded by Blanke and passed unanimously.
- [2024.0131 S Water Street Traffic Study Update.pdf](#)
- Because of the construction of the Bridge, this traffic study will need to be delayed until 2025.
 - In addition, the scope of this traffic study is beyond the capabilities of the city engineering dept. As a result, they will need to contract with another company, get a quote and then try to get this speed study included in the 2025 budget. The study could potentially be \$20,000+
 - After Andrew receives a quote, he will bring the information back to the PS&W committee for guidance as to how to proceed.
- NO ACTION TAKEN.

C. Review and take possible action: Carriage Hill Drive Speed Study preliminary results

- [2024.0131 Carriage Hill Drive Speed Study.pdf](#)
- Andrew Beyer presented the preliminary speed study findings from December 2023.
- Additional data will be gathered when the interns return this summer. The information gathered will be presented to the PS&W committee when it becomes available this summer.

- NO ACTION TAKEN

D. Review and take possible action: Additional "Do Not Block Driveway" signage on the north side of Milwaukee Street, east of S. Church Street (Driveway entrance to Shell Gas Station)

- [Feb 7 Meeting - Item 1.pdf](#)
- MOTION: Board made a motion to add an additional "Do Not Block Driveway" sign on the north side of Milwaukee Street, east of S. Church Street and West of the Shell Gas Station driveway entrance and to explore options to brighten the sign Do Not Block Driveway sign poles. Motion was seconded by Blanke and passed unanimously.

E. Review and take possible action: "No Parking from Nov 15 - March 21" on the east side of Harvey Avenue between Western Avenue and Livsey Place 5. ADJOURN

- [Feb 7 Meeting Item 2.pdf](#)
- MOTION: Board made a motion for the Street Dept. to work cooperatively with the residents to solve the parking issue and to ask the Public Works Commission to examine the current Snow Emergency policies to determine if updates can be made to improve the policy.

5.ADJOURN

ADJOURNMENT: There being no additional business to come before the Committee, a motion was made by Blanke to adjourn and seconded by Schmid. The motion carried unanimously.

Respectfully Submitted - Dana Davis, Chairperson

MEMO

TO: Chairperson Davis and Committee Members
FROM: Andrew Beyer, P.E.
DATE: February 29, 2024
RE: Public Safety & Welfare Committee Meeting of March 6, 2024

Review and take possible action: restrict parking at intersection of N. Church Street and W. Cady Street

Background:

Alder Blanke received a request to potentially limit parking at the north corner of N. Church Street and W. Cady Street due to increased traffic flow associated with the Main Street Bridge closure. A site map is attached as a reference. Parking is prohibited surrounding the intersection as follows:

| Street | Side of Street | Location |
|------------------|----------------|---|
| W. Cady Street | North | From the east curbline of N. Church Street to a point 180 feet east |
| W. Cady Street | North | For a distance of 50 feet east and west of the intersection with N. Water Street |
| W. Cady Street | South | From the east curbline of N. Church Street to a point 121 feet east |
| N. Church Street | East | From the south curbline of W. Cady Street to a point 170 feet south |
| N. Church Street | West | From the north curbline of W. Main Street to a point 190 feet north of the north curbline of W. Cady Street |

Enclosed:

- Email message
- Site map

Andrew Beyer

From: Dana Davis
Sent: Thursday, February 22, 2024 4:01 PM
To: Andrew Beyer; Stacy Winkelman
Subject: Parking - Church and Cady

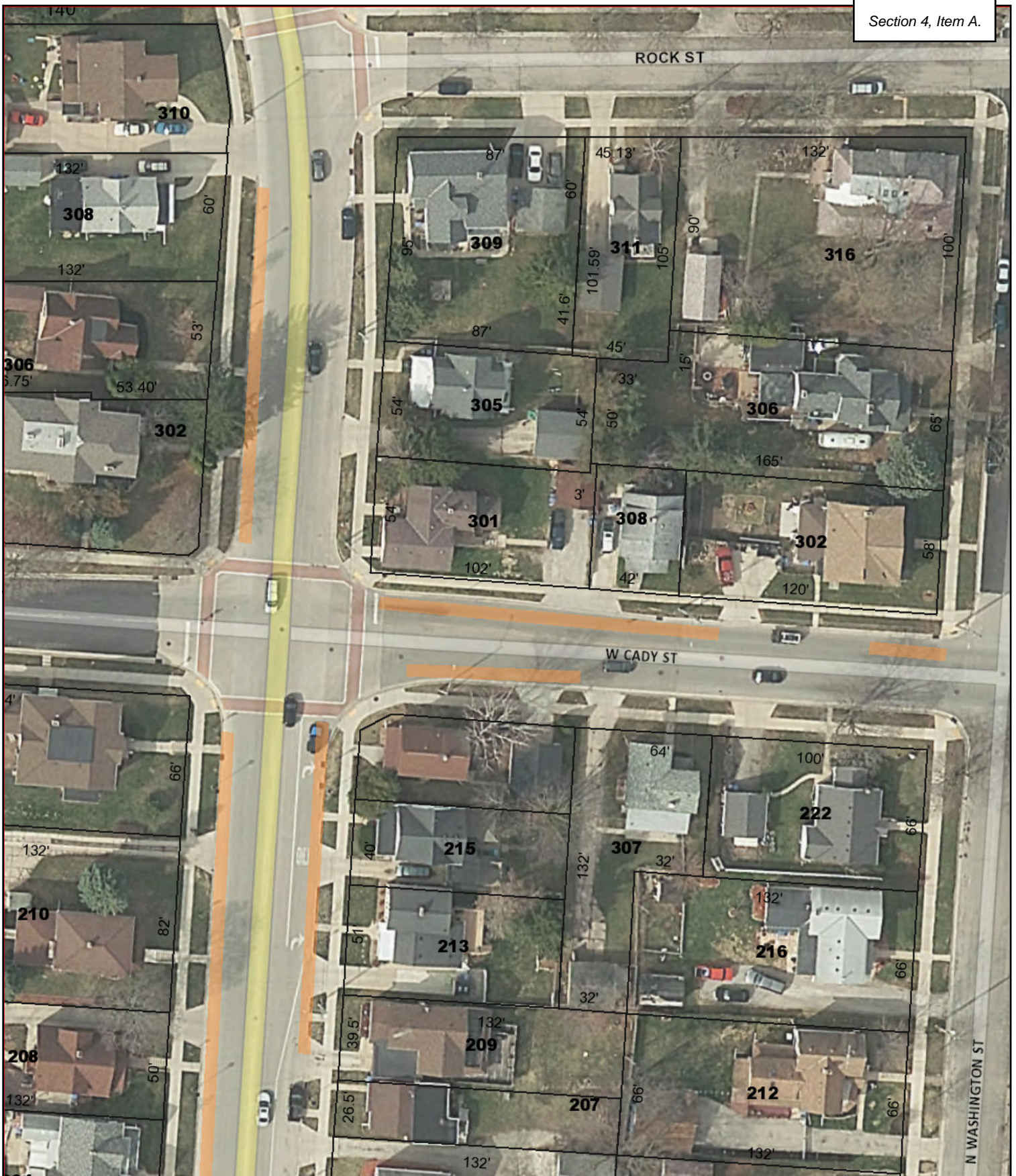
Andrew -

Would you please add this item from Mr. Blanke to the next PS&W meeting?

Good afternoon,
I've been asked about the possibility of limiting the parking at the North corner of Church and Cady Streets.

There is an increased flow of traffic in the area due to the Main Street Bridge being closed.
Are we able to restrict parking in some areas during the duration of the bridge reconstruction?

Thank you,
Brad Blanke



Lines

— City Limits

— No Parking (Approximate)

Parcels



THE CITY OF
WATERTOWN
Opportunity runs through it.

City of Watertown Geographic Information System

Scale: 1 inch = 60 feet
SCALE BAR = 1"

Printed on: February 29
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.

MEMO

TO: Chairperson Davis and Committee Members
FROM: Andrew Beyer, P.E.
DATE: February 29, 2024
RE: Public Safety & Welfare Committee Meeting of March 6, 2024

Review and take possible action: Traffic concerns in Riverside Middle School area

Background:

Alder Board received comments from a resident of Fairview Street regarding safety around Riverside Middle School, specifically during school pick-up. An email message describing the concerns is attached as a reference.

The Watertown Unified School District and City underwent a joint endeavor in 2016 to study RMS pedestrian and traffic safety. Ayres Associates of Waukesha completed the study which identified improvements that could be made to school property and surrounding City streets to improve safety. A copy of the report is attached.

A detailed listing of short-range and long-range improvements can be found in Section 6 of the report beginning on page 30. Each recommendation was assessed in detail following completion of the report. Recommendation updates are as follows:

Short Range Improvements

1. Sidewalk was installed on north side of E. Main Street between school entrance and Oakridge Court as part of the 2022 resurfacing improvements project. Sidewalk installation on E. Main Street between Summit Avenue and Fairview Street prohibitive due to utility conflicts, driveway grades, and cost.
2. Continental style crosswalks marked at existing crosswalks detailed in report.
3. Mid-block crosswalk improvements at Boughton Street and Hidde Drive not installed to-date – no receiving sidewalk on Hidde Drive.
4. Existing signage to be revisited.
5. Rectangular rapid flashing beacon signage not installed.
6. Speed board not installed.
7. Stop sign installation not installed due to traffic flow concerns outside of school drop-off and pick-up hours.
8. Lane marking recommendation not installed – inadequate pavement width for proposed improvements.
9. 'Do Not Block Driveway' signage and pavement marking not installed.

Andrew Beyer, P.E.
920.262.4050

Maureen McBroom, ENV SP
920.206-4264

Ritchie

Section 4, Item B.

920.262.4034

Christopher Newberry
920-390-

Administrative Assistant
Wanda Fredrick 920.262.4060

Long Range Improvements

1-3: Realignment of driveway intersections and roundabout installation have not been studied in further detail.

Enclosed:

- Email message
- 2016 Study

Andrew Beyer

From: Dana Davis
Sent: Thursday, February 22, 2024 11:20 AM
To: Andrew Beyer; Stacy Winkelman
Subject: Fw: Traffic issues around Riverside MS

Would you please add this item to the Agenda for the next PS&W meeting?

Thank you very much.

Dana Davis

From: Dana Davis <DDavis@watertownwi.gov>
Sent: Saturday, February 10, 2024 5:55 PM
To: Steven Board <steven.board@mbu.edu>
Subject: Re: Traffic issues around Riverside MS

Yes - Sorry for the late response. I will get this added to the next meeting.

DD

From: Steven Board <steven.board@mbu.edu>
Sent: Thursday, February 8, 2024 9:22 AM
To: Dana Davis <DDavis@watertownwi.gov>
Subject: FW: Traffic issues around Riverside MS

Alder Davis;

May we add this to our next agenda please?

Go. Serve. Lead.

Steve

Steve Board | Professor
Maranatha Baptist University | School of Business
745 West Main Street, Watertown, WI 53094
920-206-2325 | www.mbu.edu
Steven.board@mbu.edu
920-206-2426 direct
920-285-7858 mobile

From: Megan Dunneisen <MDunneisen@watertownwi.gov>
Sent: Friday, January 5, 2024 3:36 PM
To: Steven Board <steven.board@mbu.edu>
Subject: FW: Traffic issues around Riverside MS

Hi Ald. Board,

The gentleman below has been trying to reach out to you. I know we are having some issues with your city email. You are welcome to respond with your personal email to Mr. Rollins if you are comfortable with that or maybe you would like to call him to discuss further.

I hope we get your email back up and running soon!

Thank you,
Megan

From: Glenn Rollins <wileyrunner@hotmail.com>
Sent: Friday, January 5, 2024 3:29 PM
To: Megan Dunneisen <MDunneisen@watertownwi.gov>
Subject: Fw: Traffic issues around Riverside MS

Thank you for getting this to Mr. Board.

GRollins

From: Glenn Rollins <wileyrunner@hotmail.com>
Sent: Thursday, January 4, 2024 3:12 PM
To: sboard@watertownwi.gov <sboard@watertownwi.gov>
Subject: Traffic issues around Riverside MS

Mr. Board:

My name is Glenn Rollins and my wife and I live at 109 Fairview St. a bit south of Riverside MS. We moved into this home in October 2022 after escaping from Wisconsin. I had been a Lutheran school principal for almost 30 years and in Lutheran education for 41 years when I moved into a different position within our church body (the Lutheran Church-Missouri Synod). I saw that you are in education as well.

We got to move up here to Wisconsin as my position is a deployed position and while the church is headquartered in St. Louis, we were blessed to move up here close to our only grandchild (and his parents too!). When we moved in during October 2022, we didn't know that everyday from 3:00ish to 3:20ish our street would become a very challenging place—actually not so much for us, but for the numerous children whose parents require them to walk down our street with no sidewalks to their cars parked all along the street for pickup.

It has been made worse since the school has changed their traffic flow lines this school year because of bus considerations they had to make to insure that the buses got to the HS as soon as possible. However, more students are coming down the street....which means that they are crossing Main Street after making their way down a pretty narrow street with no sidewalks out the southwest part of the Riverside school property (barriers force all parents/guardians into one lane which I think is why so many have forced their students to come up to our side street.

I had cordial discussions with both the principal Mr. Widiker and the school resource officer Officer Karnatz....but they both kind of said they can't do anything since its off of school property.

While I realize that maybe not much can be done this week, I was wondering if you could either give me a phone call or come over after the new year to discuss the challenges for parents/guardians, students and for those of us in this neighborhood. My biggest issue is not that they clog my street for about 10-15 minutes each day....I am so very concerned that an unsuspecting and sometimes less than focused middle school student and a car will meet by accident. I want to at least try to look at all of the possibilities.

Let me know your thoughts.

Thank you,
Glenn Rollins
109 Fairview St.
Watertown

Riverside Middle School

Traffic & Pedestrian Safety Study



Prepared for
City of Watertown & Watertown Unified School District

August 2016



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1 Executive Summary

The purpose of this study is to identify traffic and pedestrian safety improvements at the Riverside Middle School (RMS) campus in Watertown, WI, as well as along the adjacent city streets. This report contains background information, traffic crash data, traffic and pedestrian field observations, a parent traffic safety survey summary, staff, local business and stakeholder comments and concerns, and safety recommendations.

A total of 26 crashes were reported between January 2011 and April 2016 on the city streets adjacent to Riverside Middle School. Of the 26 crashes, 15 (58%) occurred during school arrival (7:00 AM – 8:00 AM) and dismissal (3:00 PM – 4:00 PM) periods. The remaining 11 crashes occurred during off-peak or weekend hours. Of the 15 crashes reported during school arrival and dismissal periods, 10 (67%) involved vehicles striking a fixed object or were sideswipe crashes. The fixed object crashes all involved vehicles colliding with a parked car in the parallel or angle parking on Hall Street, or a parked car on E Main Street. The sideswipe crashes occurred on the one-way driveway or on Hall Street. There was also one crash involving a pedestrian. In this crash, a vehicle had stopped on E Main Street to allow a group of students to cross E Main Street at the one-way school driveway and cemetery entrances. The group of students had finished crossing, but one student turned around to walk back towards the school when the driver began moving forward, striking the student. This is the only reported injury crash within the study area.

Parent survey, staff, and local stakeholder comments focused primarily on traffic flow and pedestrian safety concerns within the student drop-off/pick-up area and the surrounding streets. Problems identified from the study include inadequate pedestrian facilities, insufficient signage and pavement markings, and uncontrolled traffic flow and operation.

Based on the analysis of existing conditions, a set of recommendations was developed to improve Riverside Middle School traffic and pedestrian safety. The recommendations are divided into short-range low cost improvements and intermediate range improvements that require greater budget and design considerations.

1.1 Short Range Recommendations

Riverside Middle School Campus

1. Construct a sidewalk along the south side of the one-way school driveway from the main school entrance to its intersection with E Main Street.
2. Construct a raised pedestrian crosswalk on the one-way driveway to the new sidewalk identified in Improvement 1 above.
3. Convert the angle parking on Hall Street to 'back-in' only angle parking.

City Streets

1. Add sidewalks and pedestrian crosswalks to surrounding area streets and intersections.
2. School area crosswalks should be upgraded to the 'continental-style' pavement marking to increase driver awareness of pedestrian crossing locations.
3. Install additional school crossing signs at selected intersections.
4. Install a stop sign on the southwestbound approach of E Main Street at its intersection with Hall Street, along with 'Do Not Block Intersection' signing.

5. Install a solar powered school zone speed feedback sign on westbound E Main Street east of its intersection approach to Oak Hill Court.
6. Install a mid-block crosswalk on Boughton Street near Hidde Drive with pedestrian refuge islands for students crossing Boughton Street from the RMS Athletic Field.
7. Install Rectangular Rapid Flashing Beacons (RRFB) at the crosswalks: a) on E Main Street at its intersection with the one-way school driveway entrance; b) at the new mid-block pedestrian crossing on Boughton Street; and c) on the Hall Street crosswalks near the west parking lot driveway and the one-way driveway exit.
8. Install pavement markings to include roadway center lines and left-turn lanes with directional arrows to the southbound approach of Hall Street at E Main Street and the southwest approach of E Main Street to Summit Avenue. This requires the use of appropriate advance warning signage.
9. Install 'Do Not Block Intersection' pavements markings and signage on Hall Street at the west parking lot entrances, and remove on-street parallel parking in these zones.

1.2 Long Range Recommendations

Riverside Middle School Campus

1. Construct a new parking lot and drop-off area on the north side of the RMS property, with access on Boughton Street at the Hidde Street intersection.

City Streets

1. Redesign the E Main Street intersection with the one-way driveway school entrance and cemetery roadways. It is recommended that the Roundabout Option (Design Concept 3) be implemented as a long-term safety improvement. Roundabouts have been proven to provide the safest intersection control, as well as safely accommodate pedestrians and calm traffic speeds. Additional detailed engineering will need to be conducted for a roundabout design to ensure it does not disrupt any cemetery graves, minimizes adjacent property right-of-way needs, and is acceptable to the Oak Hill Cemetery Association to cul-de-sac one of the roadways that currently intersect E Main Street.

If the detail design indicates that it is not feasible to construct a roundabout at this intersection, then it is recommended to implement Option 2, which involves realigning the school driveway entrance and the north curb of E Main Street to the south, removing the uncontrolled open space near the cemetery entrances. This option includes installation of a crosswalk and pedestrian refuge island on the E Main Street west leg of the intersection, along with the installation of rectangular rapid flashing pedestrian actuated beacons.

2 Riverside Middle School Background

Riverside Middle School (RMS) is a public school serving grade levels six to eight, in Watertown, WI. It is located on Hall Street between Doctors Court and Boughton Street. The Oak Hill Cemetery is located directly east of the school property, separated by a fence. The Rock River is located immediately to the west of Hall Street.

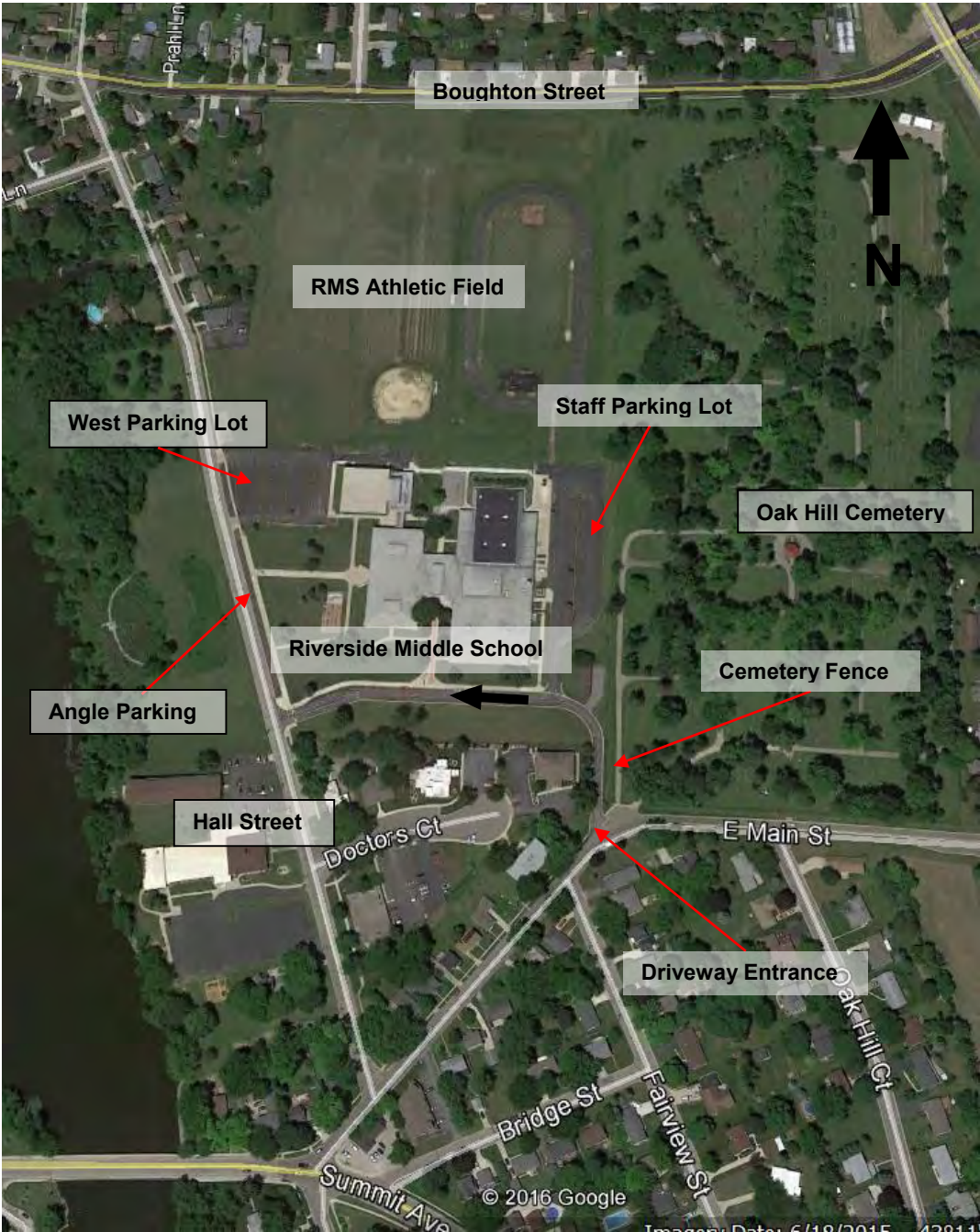
The main entrance road to the school operates as a one-way, westbound driveway, running along the south side of the school building. The driveway entrance is on E Main Street, which

runs parallel to Doctors Court. Traffic turns from E Main Street into the driveway, heading north along the cemetery, and then turns west to run along the south side of the school. The driveway exits onto Hall Street, north of Doctors Court. The driveway also provides access to the staff parking lot, which is located along the east side of the building, adjacent to the cemetery property. A second school parking lot is located on the west side of the building, with two driveways on Hall Street, north of the one-way driveway exit. This parking lot serves as a shared playground and school bus staging area. Angle parking is permitted on the east side of Hall Street, between the one-way driveway exit and the northern driveway of the west parking lot. On-street parallel parking is permitted on the west side of Hall Street. Along the north side of the school is an athletic field, with a track and baseball diamond. Boughton Street runs along the north side of the field.

Refer to Figure 1 for an aerial photograph of the RMS Campus.

RMS classes currently begin at 7:57 AM and dismiss at 3:16 PM. There are approximately 800 students enrolled at the school. Students arrive at and leave campus by three primary transportation modes: 1) bus, 2) walk/bike, or 3) private automobile. The RMS Campus also serves as the hub for the school bus company; buses pick up students from other Watertown schools and meet at RMS, where the students transfer to different buses based on where they live.

Figure 1: Riverside Middle School Campus



3 Existing Conditions

There are three directions from which the school can be accessed: 1) the driveway entrance on E Main Street; 2) Hall Street from the south at the intersection with E Main Street; and 3) Hall Street from the north at the intersection with Boughton Street. This school traffic/pedestrian safety study evaluated all three streets, as well as several selected intersections within the

study area, and the one-way driveway, for geometrics, operation, safety, and signing and markings.

3.1 One-Way Driveway

The one-way driveway begins as two lanes at E Main Street, while heading north along the cemetery property. When it turns west to approach RMS, it widens to accommodate two travel lanes and a student drop-off/pick-up parking lane. The right lane, adjacent to the school, is designated as the parking lane and serves as the drop-off and loading area during student arrival and dismissal time periods. At the west end of the driveway, the parking lane merges back into a traffic lane, with the two lanes separating into a left-turn lane and a right-turn lane. A sidewalk runs along the north side of the driveway from Hall Street to the entrance of the staff parking lot. No sidewalks are constructed on the south side of the driveway, or along the northbound segment of the driveway by the cemetery. Figure 2 shows the geometrics and configuration of the one-way driveway.

Most motorists will use the right lane upon entering the driveway, and wait their turn to pull up to the sidewalk to drop off or pick up their child. Some drivers will use the left lane and stop in the travel lanes to drop off or pick up their child. This double parking results in drivers being required to weave in and out of the travel and parking lanes, and students weaving between cars to reach the school property. The parking spaces on the western end of the driveway are less utilized than those on the east end, as drivers do not have adequate space to weave across traffic to access the left-turn lane to Hall Street. During arrival and dismissal periods, traffic back-ups can build up at the driveway stop signs, as drivers wait for gaps in traffic to enter Hall Street.



3.2 E Main Street

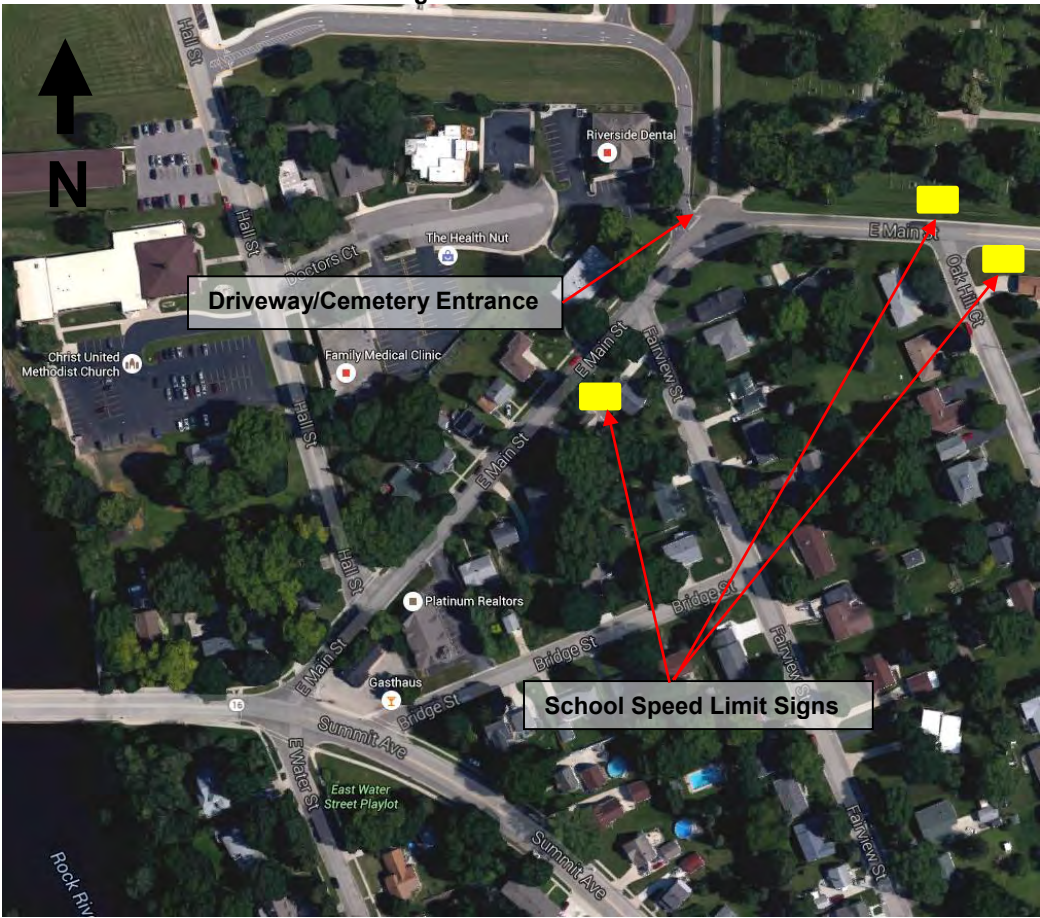
E Main Street is a two-lane street south of Riverside Middle School that runs primarily east-west. However, the street has several bends, and the segment directly south of the school, from the Summit Avenue intersection to the Oak Hill Court intersection, runs northeast-southwest. Intersections with Hall Street and with Fairview Street are both located within the segment, and the RMS one-way driveway entrance and the two Oak Hill Cemetery entrances

are located east of the Fairview Street intersection, at the start of another bend on the street. The section of E Main Street between Hall Street and the school/cemetery entrances is also on a vertical curve; the driveway entrances have poor driver sight distance due to the combination of the horizontal and vertical curvatures of the roadway.

Parking is allowed on the north side of E Main Street. The south side of the street is residential. The north side of the street is also residential on the west end, but one of the Doctor's Court businesses is provided direct building access to E Main Street. Sidewalk is constructed on the north side of E Main Street, but not the south side. The posted speed limit is 25 mph but two "School Speed Limit 15 MPH When Children Are Present" signs are located on the south side of the street for eastbound drivers and one is located on the north side for westbound drivers. Figure 3 shows the E Main Street segment with sign locations.

During school arrival and dismissal periods, parents use E Main Street to access the one-way driveway, as well as Hall Street. Additionally, some parents drop off and pick up their students along E Main Street or Fairview Street, rather than wait in the school driveway queue. Students walk along E Main Street and the driveway to access the school. Because there are no crosswalks and very few sidewalks, many students walk through the street and between parked cars.

Figure 3: E Main Street



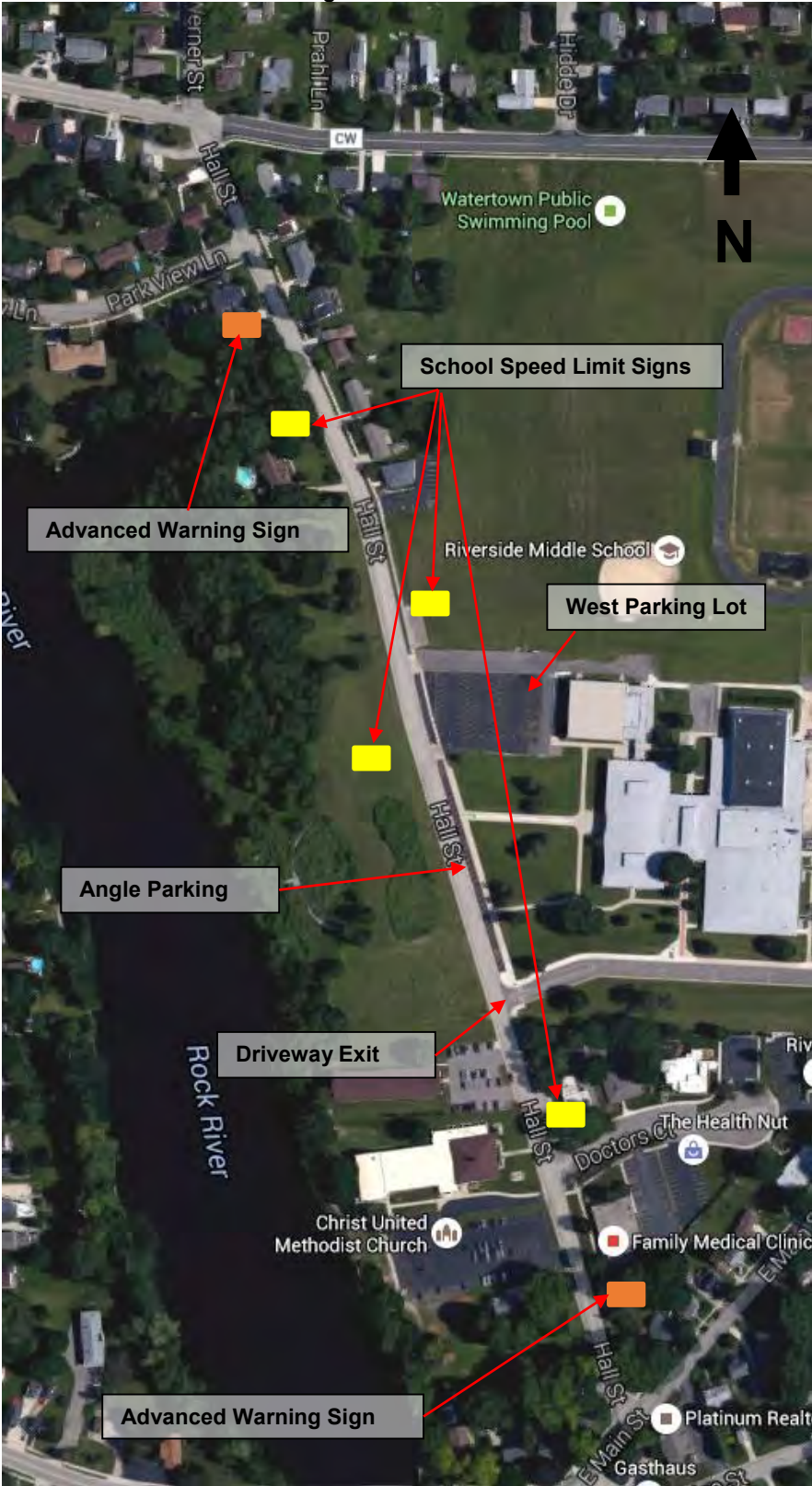
3.3 Hall Street

Hall Street is a two-way street that runs north-south along the west side of Riverside Middle School. Within the study area, there are four intersections on Hall Street, as well as several driveways and parking lot entrances. The intersections include Boughton Street, Parkview Lane, Doctors Court, and E Main Street. All of the intersections are three-leg intersections, with the exception of the Boughton Street intersection. The north end, near Boughton Street and Parkview Lane, has multiple driveways to private residences. The west parking lot for RMS has two driveways on the east side of Hall Street. The one-way driveway exits to Hall Street south of the parking lot entrances. Two driveway entrances to a church and an apartment building are located on the west side of Hall Street, across from the Doctors Court intersection. Additional private residence driveways are located on Hall Street between Doctors Court and E Main Street.

Angle parking is provided along the east side of Hall Street from Doctors Court to the northern entrance of the RMS west parking lot. Parallel parking is permitted along the rest of the east side of the street and along the entire west side of the street, with the exception of directly across from the one-way driveway exit. A sidewalk is constructed along the east side of Hall Street from Boughton Street to E Main Street. No sidewalk is available on the west side of the street. The speed limit on Hall Street is 25 mph except during school. Four “School Speed Limit 15 MPH When Children Are Present” signs are located on Hall Street near the school, two for each direction of travel. Additionally, school advanced warning signs are located on the east side of the street, near Doctors Court, and the west side of the street, near Parkview Lane. Figure 4 shows the Hall Street geometrics and various sign locations.

All traffic leaving the RMS campus must use Hall Street, as the one-way driveway exit and both entrances to the west parking lot are on Hall Street. During school arrival and dismissal periods, parents use Hall Street to drop off and pick up their students in the angle parking on the east side of the street. Some parents also park in the southbound parallel parking along the west side of the street. Anyone dropping off or picking up on the one-way driveway also uses Hall Street when leaving the school driveway. Buses dropping off and picking up students use the west parking lot, which they access via Hall Street. During the afternoon dismissal period, RMS is the school bus hub for the city. All buses leave the campus together, creating a convoy out of the parking lot and onto Hall Street.

Figure 4: Hall Street



3.4 Boughton Street

Boughton Street is a two-lane street that runs east-west along the north side of Riverside Middle School. The primary intersection within the study area is at Hall Street. The other intersection is with Hidde Drive, which provides access to the neighborhood north of the school. Driveways to private residences are located along the north side of Boughton Street, and on the south side of the street near the intersection with Hall Street. A driveway to the Oak Hill Cemetery is also located at the east end of Boughton Street, on the south side.

Parking is allowed on both sides of the street. Sidewalk is constructed on the south side of the street, but not the north side. The speed limit for the street is 25 mph. No school speed limits signs are installed along the street, but an advanced warning school sign is located at the east end of the street on the north side and two school zone crossing signs are located at the Hall Street intersection. Additionally, an in-street “State Law Yield to Pedestrians” regulatory sign and a pedestrian warning sign are located on Boughton Street outside of the study area, just west of the intersection with Parkview Lane. Figure 5 shows the Boughton Street geometrics and various sign locations.

During school arrival and dismissal periods, parents use Boughton Street to access Hall Street and HWY 16 to the east. Parents do not typically drop students off on Boughton Street. However, some students who walk and/or bike to school will use the field on the north side of the school to get to Boughton Street, crossing Boughton Street mid-block to access the adjacent residential neighborhood.

Figure 5: Boughton Street

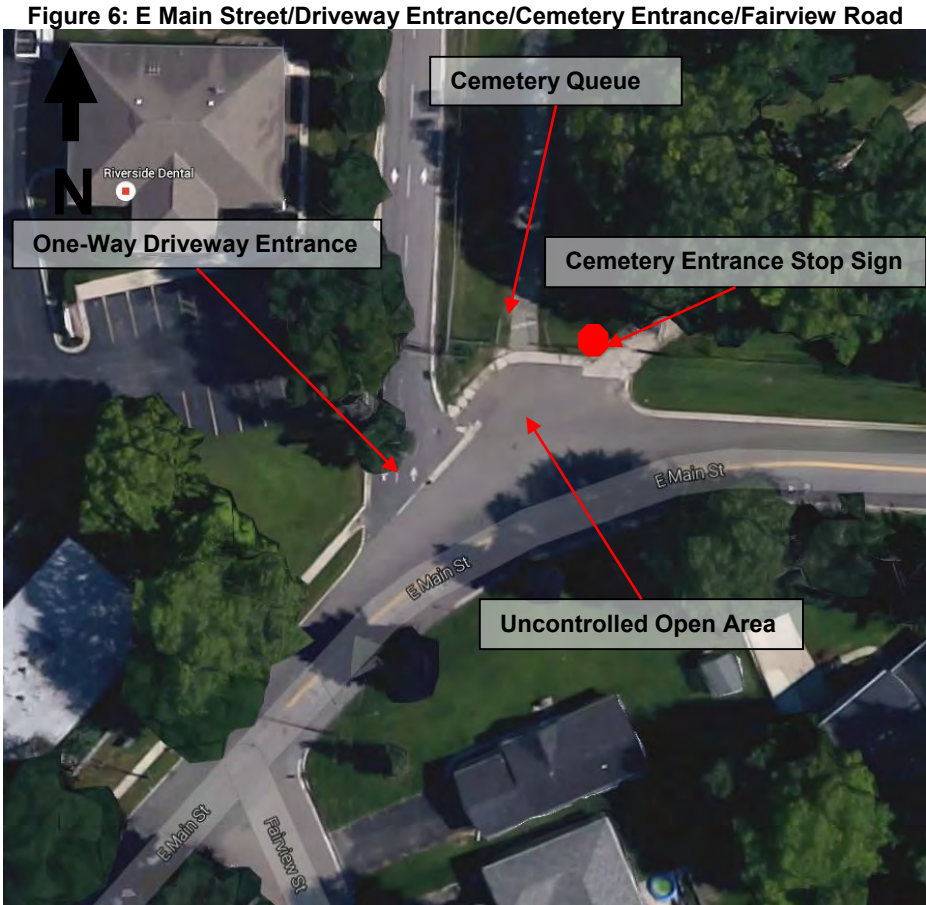


3.5 Intersection: E Main Street/Driveway Entrance/Cemetery Entrance/Fairview Road

The one-way RMS driveway entrance on E Main Street is directly adjacent to the Oak Hill Cemetery access point. The cemetery access points accommodate both entering and exiting traffic. The school and cemetery driveways are located on the combination horizontal and

vertical curve on E Main Street. The E Main Street cross section widens at the intersection, creating an uncontrolled open area. Because these access points are driveways, rather than a traditional intersection, traffic operation through the intersection is not well controlled, efficient, or safe, particularly during school day arrival and dismissal periods. A stop sign to control traffic is located on the north cemetery entrance, but no other traffic control is present at the intersection. Fairview Street also connects with E Main Street on the south side immediately west of the school and cemetery entrances. Traffic movements often conflict with the movements in and out of the school and cemetery access points. No crosswalks are marked at the intersection, as the sidewalk on the west side of E Main Street ends at the intersection, rather than extending east beyond the cemetery entrances. Figure 6 shows the intersection geometrics and traffic control.

Before and during school arrival and dismissal periods, parents will turn from E Main Street into the one-way driveway. Due to the roadway curve, driver visibility can be poor for those making turning movements. Additionally, many parents will use the uncontrolled open area adjacent to the cemetery entrances to drop off and pick up their students, as well as turn around. Parent vehicles will also queue up on the cemetery drive, adjacent to the fence separating the school and cemetery properties, and exit the cemetery into the uncontrolled open space to turn onto E Main Street, or make a U-turn into the school driveway. Fairview Street is also used as a staging area for parents to wait for students. Students who walk to and from school along E Main Street from the east and students who are dropped off or picked up on E Main Street, Fairview Street, or in the cemetery will walk through the intersection, frequently cutting in front of vehicles.

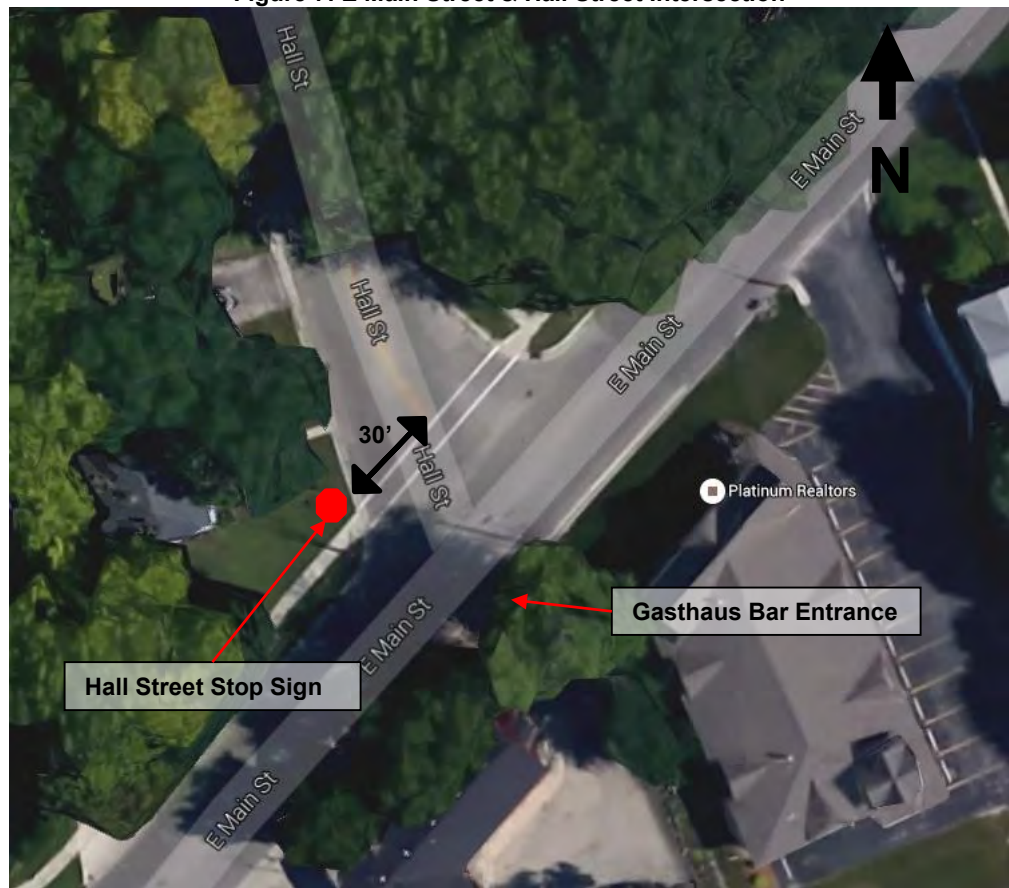


3.6 Intersection: E Main Street & Hall Street

The intersection of Hall Street and E Main Street is a partial stop-sign controlled, three-legged intersection, with a stop sign on Hall Street. A private driveway to the Gasthaus Bar is located directly across from the Hall Street approach to E Main Street. Because the segment of E Main Street intersected by Hall Street runs northeast-southwest, the Hall Street approach is skewed from E Main Street. The Hall Street approach cross-section widens at the intersection to accommodate the roadway skew, providing approximately 50 feet of pavement width; the roadway center line pavement marking is offset so that the approach is approximately 30 feet wide, while the receiving lane for vehicles turning onto Hall Street from E Main Street is approximately 20 feet wide. A crosswalk is marked on the Hall Street approach for pedestrians walking along the northwest side of E Main Street. No crosswalks are available for crossing E Main Street at this intersection. Figure 7 shows the intersection configuration and traffic control.

The Hall Street and E Main Street intersection is the primary intersection on the route to leave Riverside Middle School to the south. During school arrival and dismissal periods, a queue can extend on Hall Street back to the west parking lot entrances. Although the Hall Street approach is not marked as two lanes, because of the wide cross-section, space is available for a left-turn lane and a right-turn lane. Many drivers will move to the left or right of the approach lane to allow other vehicles to pull up to the intersection, thus alleviating some of the congestion. However, because it is not marked specifically as two lanes, some drivers will stop in the center of the lane, allowing for only one vehicle to arrive at the intersection at a time, which creates increased driver delay and vehicle queueing.

Figure 7: E Main Street & Hall Street Intersection



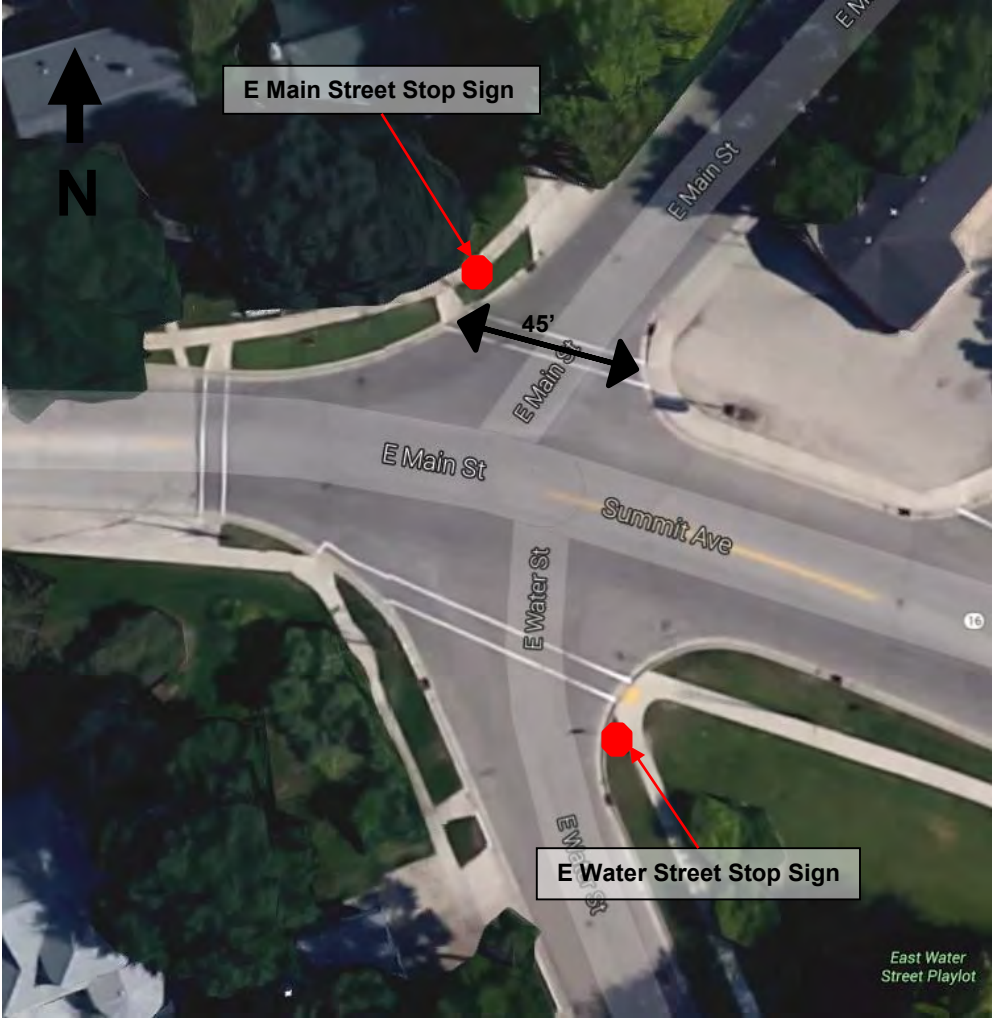
3.7 Intersection: E Main Street and Summit Avenue

The intersection of E Main Street, Summit Avenue, and E Water Street is a partial stop sign controlled, four-legged intersection. Due to the proximity of the Rock River and the bend in the E Main Street alignment, the geometry at the intersection is unique. Summit Avenue is located on the east approach. The west approach and the north approach are both E Main Street. Because E Main Street turns northeast, the north approach is skewed toward the east. Similarly, because the Rock River curves east, the south approach, E Water Street, is skewed to the east. Stop signs are located on the E Water Street southeast approach and the E Main Street northeast approach. The west E Main Street and east Summit Avenue approaches are not stop sign controlled.

The cross-section of the northeast leg of E Main Street at the intersection is approximately 45 feet wide to accommodate the roadway skew. There is no center line pavement marking delineating the intersection approach lane from the receiving lane. The cross section of the southeast leg of E Water Street at the intersection is approximately 60 feet wide to accommodate the roadway skew. As with the northeast leg, there is no center line pavement marking delineating the intersection approach lane from the receiving lane. Crosswalks are marked on all intersection approaches except for the west Summit Avenue approach. Figure 8 shows the intersection geometrics and traffic control.

The E Main Street and Summit Avenue intersection is heavily used by drivers leaving Riverside Middle School to the west and southeast. During school arrival and dismissal periods, a queue can extend northeast on E Main Street, impacting operation at the E Main Street and Hall Street intersection. Although the approach is not marked as two lanes, because of the wide cross-section, space is available for a shared through/left-turn lane and a separate right-turn lane. Many drivers will move to the left or right of the approach lane to allow other vehicles to pull up to the intersection, thus alleviating some of the congestion and queuing. However, because it is not marked specifically as two lanes, some drivers will stop in the center of the lane, allowing for only one vehicle to arrive at the intersection at a time which creates increased driver delay and vehicle queueing.

Figure 8: E Main Street, Summit Avenue, & E Water Street

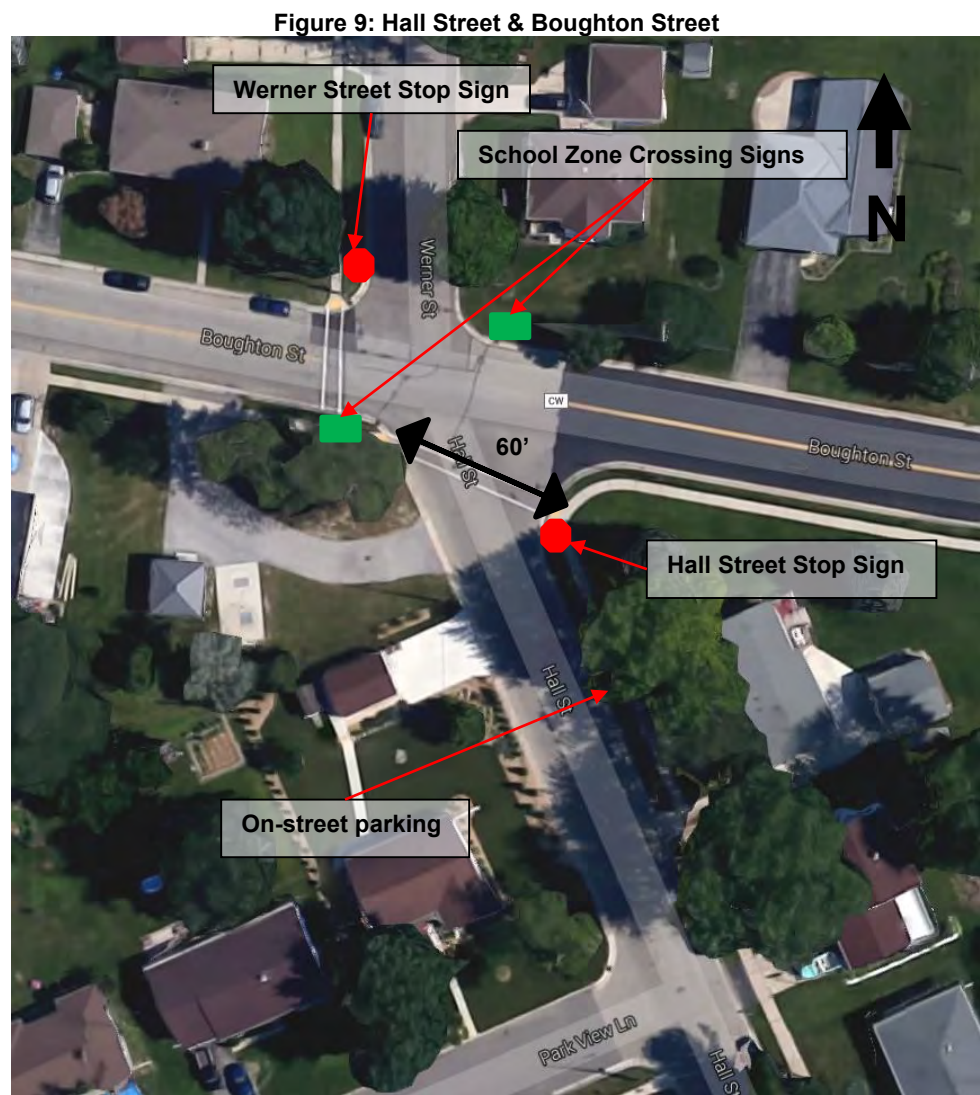


3.8 Intersection: Hall Street and Boughton Street

The intersection of Hall Street and Boughton Street is a partial stop sign controlled, four-legged intersection. The east and west legs are Boughton Street. Hall Street ends at the south approach of the intersection, and the north leg is Werner Street. Stop signs are located on the Hall Street and Werner Street approaches. Because Hall Street runs on a slight north-south angle, the south leg is skewed slightly to the east. Additionally, there is a small vertical curve on Boughton Street. The combination of the skew and the curve can reduce driver visibility, particularly for the northbound approach.

The cross-section of Hall Street at the intersection is approximately 60 feet wide to accommodate for the roadway skew. There is no center line pavement marking delineating the intersection approach lane from the receiving lane. Crosswalks are marked on the Hall Street approach and the west Boughton Street approach. School crossing zone signs are also located on both Boughton Street approaches. These signs should be located on both sides of the crosswalk, for both directions of travel, for a total of four sign faces. Figure 9 shows the intersection geometry, various sign location, and traffic control.

The Hall Street and Boughton Street intersection is the primary intersection on the route to leave Riverside Middle School to the north. During the school arrival and dismissal periods, a queue can extend south on Hall Street reaching back to the west parking lot entrances. Although the Hall Street approach is not marked as two lanes, because of the wide cross-section, space is available for a left-turn lane and a separate right-turn lane. However, because parking is allowed on the east side of Hall Street in front of the private residences, vehicles must stay in a single lane until arriving at the intersection. This has the effect of increasing intersection queuing. Additionally, many students who walk to and from school along Boughton Street will cross Hall Street at the Parkview Lane intersection to avoid the Boughton Street intersection. Because there is no crosswalk at the Parkview Lane intersection, drivers have to navigate around students crossing the street at random locations.

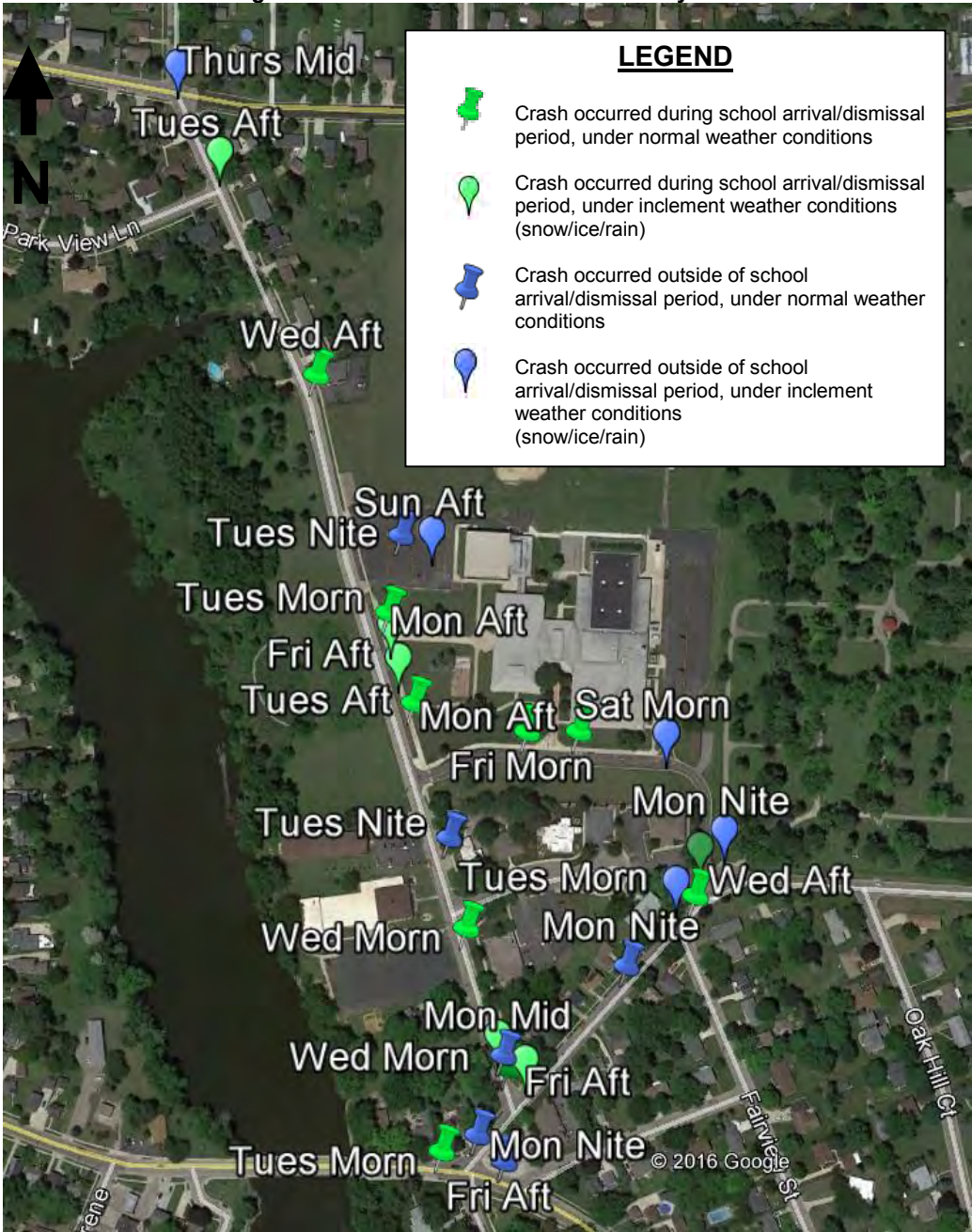


3.9 Traffic Crash History

A traffic safety analysis of the study street segments and intersections indicates that a total of 26 traffic crashes were reported between January 2011 and April 2016. Figure 10 shows the locations of the crashes. As shown on Figure 10, green-colored crashes occurred during school

arrival and dismissal periods, on weekdays between 7:00 and 8:00 AM and between 3:00 and 4:00 PM. Blue-colored crashes occurred during the non-school arrival and dismissal periods, or on weekends. Pin symbols represent crashes that occurred under normal weather/roadway conditions, and balloon symbols represent crashes that occurred under inclement weather/roadway conditions, including snow, ice, and rain. A review of the crash locations shown on Figure 10 indicates the crashes are distributed throughout the study area street network without evidence of a particular hot spot that would require special safety mitigation improvements.

Figure 10: 2011-2016 Crashes within Study Area



Of the 26 crashes, 15 (58%) occurred during school arrival (7:00 AM – 8:00 AM) and dismissal (3:00 PM – 4:00 PM) periods, as shown in Figure 11. The remaining 11 crashes occurred during off-peak or weekend hours. Of the 15 crashes reported during school arrival and dismissal periods, 10 (67%) involved vehicles striking a fixed object or were sideswipe crashes. The fixed object crashes all involved vehicles colliding with a parked car in the parallel or angle parking on Hall Street, or a parked car on E Main Street. The sideswipe crashes occurred on the one-way driveway or Hall Street. There was also one crash involving a pedestrian. In this crash, a vehicle had stopped on E Main Street to allow a group of students to cross E Main Street at the one-way school driveway and cemetery entrances. The group of students had finished crossing, but one student turned around to walk back towards the school when the driver began moving forward, striking the student. This is the only reported injury crash in the entire study area. Table 1 and Table 2 summarize crash data for the study area.



Table 1: Collision Patterns for Crashes during School Arrival and Dismissal Periods

| Year | Collision Pattern | | | | | Total |
|--------------|-------------------|--------------|-----------|-------------------------|------------|-----------|
| | Rear-End | Fixed Object | Sideswipe | Right Angle / Left Turn | Bike / Ped | |
| 2011 | 0 | 0 | 1 | 0 | 0 | 1 |
| 2012 | 0 | 3 | 2 | 2 | 0 | 7 |
| 2013 | 0 | 1 | 0 | 0 | 0 | 1 |
| 2014 | 2 | 1 | 1 | 0 | 0 | 4 |
| 2015 | 0 | 0 | 0 | 0 | 1 | 1 |
| 2016 | 0 | 1 | 0 | 0 | 0 | 1 |
| Total | 2 | 6 | 4 | 2 | 1 | 15 |

Of the 11 crashes that did not occur during school arrival or dismissal periods, four were rear-ends at the intersections, and four were collisions with fixed objects/parked cars.

Table 2: Collision Patterns for Crashes outside of School Arrival and Dismissal Periods

| Year | Collision Pattern | | | | | Total |
|--------------|-------------------|--------------|-----------|-------------------------|------------|-----------|
| | Rear-End | Fixed Object | Sideswipe | Right Angle / Left Turn | Bike / Ped | |
| 2011 | 0 | 0 | 0 | 1 | 0 | 1 |
| 2012 | 1 | 0 | 0 | 0 | 0 | 1 |
| 2013 | 0 | 1 | 0 | 0 | 0 | 1 |
| 2014 | 1 | 1 | 1 | 0 | 0 | 3 |
| 2015 | 0 | 0 | 0 | 1 | 0 | 1 |
| 2016 | 2 | 2 | 0 | 0 | 0 | 4 |
| Total | 4 | 4 | 1 | 2 | 0 | 11 |

4 Traffic Circulation and Pedestrian Field Observations

Ayres Associates engineering staff conducted several field observation studies during school arrival and dismissal time periods. Ayres Associates staff, along with City staff, participated in a school bus ride-along on February 23, 2016 during the afternoon route. Additionally, staff observed the afternoon dismissal period on Wednesday, March 16, 2016, and the morning arrival and afternoon dismissal periods on May 12, 2016. Weather conditions for all three observation days were clear. The temperature during the February bus ride-along observation was approximately 35 degrees Fahrenheit. The temperature for the March field observation was approximately 50 degrees Fahrenheit, with heavy winds. The temperature for the May field observations was approximately 70 degrees Fahrenheit, overcast during the morning and sunny in the afternoon.

4.1 School Bus Ride-Along Field Observations

Because the school bus system operates as a shuttle service for the afternoon routes, with RMS as the bus 'hub' for all school buses, stops are made at several schools along the afternoon route. On the ride-along, the first stop after leaving the bus company was at Schurz Elementary School. After picking up several students from Schurz, the bus travelled to Webster Elementary School to pick up more students. From Webster, the route continued to the Boughton Street Apartment Complex east of HWY 16. Several students were dropped off at the complex, where parents were waiting to pick them up. The next stop on the route after the

apartment complex was RMS. Many of the other school buses make similar stops at multiple schools before arriving at RMS. All of the buses meet at the middle school in the west parking lot after making their earlier route stops. RMS students waiting to board the buses also wait inside of the circle of buses under school staff supervision until their particular bus arrives. Once all of the students board the appropriate buses, all buses exit the parking lot in convoy onto Hall Street to take students home.

When approaching the RMS west parking lot on Hall Street, buses have to turn onto Hall Street from Boughton Street or E Main Street. The Boughton Street intersection can have reduced driver sight vision of oncoming traffic due to the skew of the approaches combined with the curvature of the roadway. Additionally, due to parallel parking on Hall Street, buses also experience difficulty navigating the roadway, particularly when attempting to turn into the school parking lot. There are several cases of collisions between buses and parked vehicles in the safety analysis. The first bus to leave the parking lot to head north on Hall Street typically exits from the southern driveway, and stops at the northern driveway to block traffic, allowing the rest of the buses to convoy out of the parking lot. This practice is fairly common at other school system and provides a safe traffic condition. Because the Hall Street intersections with E Main Street and Boughton Street are both partial-stop sign controlled, with stop signs on Hall Street, and traffic is heavy due to buses and parents picking up students, traffic back-ups on Hall Street from both directions can extend back to the west parking lot. Figure 12 and Figure 13 show the traffic congestion conditions on Hall Street as a bus approaches the west parking lot. Figure 14 shows the convoy of buses leaving the parking lot, navigating around vehicles waiting in the queue on Hall Street, as well as parked vehicles and pedestrians.

Figure 12: Northbound Hall St Queue Viewed from Southbound Bus



Figure 13: Bus Movements Impeded by Traffic Queue & Parked Vehicles



Figure 14: Bus Caravan Exiting RMS West Parking Lot



4.2 School Arrival Field Observations

Students begin arriving at school around 7:00 AM. Only a side building entrance located on the one-way driveway is open for students to use before 7:30 AM. Students who walk to school access the school from all directions; some come from Boughton Avenue and Parkview Lane, walking down Hall Street, or cutting across the RMS Athletic field. Others come from the west end of E Main Street, accessing the school from Hall Street. Sidewalks are available for these routes. Other students come from the east on E Main Street or through the cemetery, accessing the school from the one-way driveway. No sidewalk is available for students coming from these directions. Students walk on the grass or in the street. There are no crosswalk markings across the driveway for students to get from one side to the other. Figure 15 shows various students as they walk or bike to school from E Main Street, Fairview Street, and the

cemetery. They walk on grass, in the street, and around vehicles, creating unnecessary safety conflicts.

Figure 15: Students Walking/Biking on E Main St/One-Way Driveway during School Arrival Period



Similarly, parents dropping their children off do so primarily on the one-way driveway in front of school or on Hall Street near the angle parking. When dropping off in the one-way driveway, parents queue up in the right lane waiting their turn to pull up to the sidewalk in front of the main school building entrance. The queue can extend back to the driveway entrance intersection with E Main Street. Some drivers will use the travel lanes to pull into the spots on the west end of the driveway and other drivers will stop in the travel lanes to drop off their children. Additionally, some students exit their vehicles on the left side, directly into the travel lanes, rather than on the right, onto the sidewalk. The combination of all of these practices creates safety conflicts, congestion, and driver/pedestrian confusion, as vehicles have to navigate around each other, as well as students, to exit the driveway. Additionally, drivers will sometimes park and talk to their children or allow their children to sit in the car during cold weather conditions before entering the school building. This adds to driver delay and vehicle queueing.

Drivers also drop students off on Hall Street in the angle parking area. Pulling into and backing up out of the angle parking spaces can create queuing and safety problems. In general, Hall Street can become quite chaotic as it serves several purposes: some drivers use it as a drop off and turn around location, while others use it as a street to arrive at and leave the school grounds. This operation is exacerbated during inclement weather, such as cold temperatures, snow, or rain. Fewer students walk to school under these conditions, and the number of vehicles navigating the roadways increases. Additionally, if snow banks are located along the curbs, buses and vehicles have less room to maneuver around parked vehicles. Figure 16 shows parents dropping students off from the driveway center lane, students exiting vehicles

Figure 16: Vehicles and Students Navigating One-Way Driveway during School Arrival Period



into traffic while focused on cell phones, and multiple vehicles navigating the one-way driveway to avoid other vehicles and students.

4.3 School Dismissal Field Observations

The school dismissal bell rings at 3:16 PM each day, with all students released from school at that time. Parents who pick up their children each day typically arrive at school between 3:00 and 3:30 PM, with some arriving even before 3:00 PM. Parents will queue up on the one-way driveway and in the cemetery driveway along the fence, and park on E Main Street, on Fairview Drive, and on Hall Street.

Students exit the building from several different doorways, depending on how they get home from school. Students who get picked up on the one-way driveway, E Main Street, in the cemetery, or on Fairview Street typically exit from the main front entrance. Students continuing to the driveway entrance to access the cemetery, E Main Street and Fairview Street cross the one-way driveway and walk through the grass on the far side of the school, around the fence separating school property from businesses on Doctors Court and through the Doctors Court properties. Some students will also walk through the open space at the school and cemetery driveway entrances, across E Main Street through yards and driveways on Fairview Street, and up E Main Street to the east. There are no crosswalk markings or sidewalks in this area, which results in students cutting in front of cars and crossing mid-block, frequently while distracted with cell phones or headphones.

The driveway and cemetery entrances are uncontrolled, so drivers use it for several purposes. Some enter the school driveway, while others enter or exit the cemetery. This space is also used by drivers turning around, or waiting to pick up students. Vehicle paths frequently conflict as drivers make a variety of untraditional turning movements in the space, navigating around each other and pedestrians. Figure 17 shows snapshots of the afternoon dismissal period: students crossing the driveway, students crossing the street in front of vehicles, students walking through yards and on streets, parents navigating the driveway entrances, parents queued on the one-way driveway and the cemetery driveway, and parents parked in front of the cemetery entrance, on E Main Street, and on Fairview Street.

Leaving the one-way driveway onto Hall Street can be similarly chaotic and uncontrolled. As with the morning arrival periods, drivers have to navigate around other vehicles and students to get to Hall Street. A queue can build up on the driveway due to the traffic queue on Hall Street. Parents also use Hall Street to pick up students, so the traffic on Hall Street is congested with drivers waiting in queue to turn onto E Main Street or Boughton Street, as well as drivers waiting for students in the angle parking area and turning around. The southbound queue on Hall Street depends on the queue on E Main Street as southwestbound vehicles wait to turn at the intersection with Summit Avenue and E Water Street. The queue on E Main Street can extend back towards Fairview Street, which then impacts the queues on Hall Street and the one-way driveway. Additionally, drivers have to wait for students walking home who use the crosswalks at these intersections, or that cross Hall Street mid-block. The school buses also exit the west parking lot onto Hall Street shortly after 3:30 PM, adding to the congestion. As with the morning arrival period, the queues and delay are more significant with inclement weather as fewer students walk and the number of vehicles increases. During the winter months, the available roadway widths for turning movements and lane changes can be reduced if snow banks are located along the curbs. Figure 18 shows queues on each of the streets surrounding the school during the dismissal periods.

Figure 17: Students Walking on One-Way Driveway/E Main Street/Fairview Street during School Dismissal Period



Figure 18: Queues on E Main Street, One-Way Driveway, and Hall Street during School Dismissal Period



5 Local Stakeholder Concerns

In addition to the field observations, Ayres Associates engineers met with local businesses adjacent to the school and conducted an electronic survey of RMS parents.

5.1 Oak Hill Cemetery Association

Ayres Associates engineers met with Oak Hill Cemetery board members and groundskeepers on May 12, 2016. RMS is built on property that previously belonged to the cemetery. The cemetery has maintained its relationship with the school by allowing parents to wait on the cemetery drive adjacent to the fence separating the cemetery from the school property. “No Parking” signs are posted along the drives throughout the cemetery, but staff is lenient about enforcing it during the school dismissal periods. Although it is a private drive, parents will also drive through the cemetery to avoid Hall Street, using the E Main Street driveway and the north end driveway on Boughton Street.

At times, driving behavior through the cemetery can be aggressive. The paved drive where parents queue is very narrow and does not provide space for two-way traffic. When two vehicles approach each other from opposite directions on the roadway, one frequently “gets pushed off” the drive, driving over grass and grave sites. Similarly, vehicles do not provide space for cemetery maintenance vehicles to pass. Cemetery staff have reported instances of verbal altercations with motorists who want to get through, as well as instances where motorists will drive across graves to pass a blocked off drive. Drivers frequently speed on the drives, which are not designed for high speeds, but rather as private drives to access graves. During winter, some vehicles have slid into the fence if they are travelling too fast down the cemetery hills while approaching the queue where parents are waiting to pick up students. Figure 19 shows the parked vehicle queues on the cemetery drive, from E Main Street and from inside the cemetery. The “No Parking” sign is rarely enforced.

Figure 19: Queues on Cemetery Drive Adjacent to School and “No Parking” Sign



The cemetery would like to continue cooperating with the school, providing parents and students with access to the cemetery, but they hope to find a solution that allows the cemetery staff to work safely and also maintains the respect and dignity of those buried in the cemetery.

5.2 Facilitated Healing Clinic – Doctors Court

Facilitated Healing Clinic is located in the southeast corner of the Doctors Court cul-de-sac. It is the only business on the street to have direct building access on both Doctors Court and E Main Street. The Riverside Dental facility is located adjacent to the one-way driveway, with the remaining businesses located on the north side of Doctors Court, with a fence separating their

properties from RMS. The Facilitated Healing Clinic does not have a parking lot; they have several angle parking spots in the Doctors Court cul-de-sac. However, the entrance to the clinic is located up a flight of stairs, and there is no ADA accessible entrance near the parking spaces. The ADA accessible entrance is located on E Main Street, so clients will park in the on-street parking on E Main Street.

During the school dismissal periods, Facilitated Healing Clinic clients are frequently unable to find parking due to all of the parents waiting for their children on E Main Street and Fairview Street. Additionally, students will walk through the Riverside Dental and Facilitated Healing lawns to avoid walking in the street, and sometimes sit on the stone planter wall that is part of the clinic landscaping while waiting to be picked up. The clinic would like to maintain parking near the ADA accessible entrance at all times, and also maintain a professional appearance outside of the facility without students loitering around the property. Figure 20 shows the ADA accessible entrance on E Main Street, along with the stone wall where students will sit and the RMS driveway entrance.

Figure 20: Facilitated Healing Clinic ADA Accessible Entrance on E Main Street



5.3 Watertown Police Department – RMS Liaison

The Watertown Police Department appoints an officer to serve as a liaison with Riverside Middle School. One of the officer liaison’s duties is to patrol the school during student arrival and dismissal periods. The liaison also provides parents with a letter outlining school arrival drop-off and dismissal pick-up procedures. The letter explains that double parking in the one-way driveway is prohibited. Parking is allowed along the curb, as long as buses are not parked in front of the school. It states that the west parking lot is not available for parking during the school dismissal period. The “No Parking” zones on the city streets, as well as several private parking lots where public parking is prohibited, are called out as well. The letter also discusses the agreement with the cemetery allowing parking along the fence, but asks that parents not block passage of any cemetery traffic. Finally, it suggests that parents use Hall Street, Parkview Lane, and Boughton Street for drop-off and pick-up, due to the lack of crosswalks on E Main Street near the driveway entrance.

During field observations, the officer liaison expressed concern over a lack of compliance with the procedures outlined in the letter to parents. Double parking is a common occurrence, as is parking in the open space between the cemetery driveways, which is mentioned as a “No Parking” zone in the letter. Additionally, there are safety concerns with the lack of sidewalks and crosswalks on and surrounding the one-way driveway. Finally, a significant amount of driver and pedestrian distraction is common. Drivers are focused on their own children, or weaving around other vehicles, rather than looking for students who might walk into the middle of the road. Similarly, students are frequently focused on cell phones or music and headphones, rather than on safely crossing the street.

5.4 Parent Survey

Ayres Associates engineers developed an online electronic survey that was emailed to all Riverside Middle School parents in May 2016 asking them to provide information regarding how their child arrives at and departs from school on a usual day. In addition to arrival and dismissal routines, parents were asked to identify traffic and pedestrian safety issues and offer any safety improvement recommendations. Approximately 290 survey responses were received.

5.4.1 School Arrival Routines

Parents were asked to identify how children typically arrive at school.

- 84% of students get dropped off in a private vehicle (parent or carpool)
- 6% of students walk or bike to school
- 10% of students ride the bus

Of the students who walk or bike, 58% come from the north along Boughton Street, 16% come from E Main Street from the west, and 26% come from E Main Street from the east, using the one-way driveway.

Of the students who arrive by vehicle, 76% get dropped off on the one-way driveway, 21% get dropped off on Hall Street, and 3% get dropped off in the cemetery or Fairview Street. This suggests that 97% of parents dropping students off each day use Hall Street. 89% of the parents dropping students off in vehicles arrive between 7:20 and 8:00 AM and 57% of parents dropping students off do not feel that available parking is sufficient during the school arrival period.

The following problems were identified as presenting unsafe conditions during the school arrival period by at least 30% of respondents.

- The E Main Street and Hall Street Intersection
- The E Main Street intersection with the school driveway entrance
- Dropping off on the one-way driveway
- Exiting the one-way driveway
- Lack of sidewalks and crosswalks
- Other parents

Other unsafe conditions that were identified include the Hall Street intersection with Boughton Street, the school bus parking lot, and the lack of bike lanes.

5.4.2 School Dismissal Routines

Parents were asked to identify how children typically leave school.

- 70% of students get picked up in a private vehicle (parent or carpool)
- 16% of students walk or bike home
- 14% of students ride the bus

Of the students who walk or bike, 33% leave to the north along Boughton Street, 39% leave on E Main Street heading west, and 28% leave on E Main Street heading east, using the one-way driveway.

Of the students who leave by vehicle, 27% get picked up on the one-way driveway, 37% get picked up on Hall Street, and 36% get picked up on E Main Street, Fairview Street, or the cemetery entrances. This suggests that 64% of parents picking students up each day use Hall Street. 76% of the parents arrive at the school between 3:00 and 3:30 to pick up students and 76% also feel there is not sufficient parking during the school dismissal period.

The following problems were identified as presenting unsafe conditions during the school arrival period by at least 40% of respondents.

- The E Main Street and Hall Street Intersection
- The E Main Street intersection with the school driveway entrance
- Picking up/waiting on the one-way driveway
- Exiting the one-way driveway
- Lack of sidewalks and crosswalks

Other unsafe conditions that were identified include the Hall Street intersection with Boughton Street, the school bus parking lot, vehicles waiting on E Main Street and Fairview Street, vehicles waiting on Hall Street, and the lack of bike lanes.

5.4.3 Parent Concerns and Recommendations

The final two questions were free responses asking parents to identify any general safety concerns and offer any recommendations. The two questions, along with a summary of the responses, follow:

1. Of any of the previously mentioned problems, or one not yet mentioned, what do you feel is the biggest traffic safety problem at Riverside Middle School?
 - Congestion
 - Lack of organization/control/flow
 - o Left-turn lanes
 - Lack of crosswalks/crossing guards
 - Double-parking/Lack of parking
 - Speeding on one-way driveway
 - Dropping students off on the wrong side of one-way driveway
 - Not pulling up to the front spaces on the one-way driveway (no room to cross to make left turn)
 - Students not following rules (bike/ped)
 - o Jay-walking at Parkview Lane, Boughton Street, Fairview Street/Cemetery

- Darting in front of cars
 - Walking in road against traffic flow
 - Not paying attention – cell phones, ear buds, etc.
 - Bus Hub/Buses leaving parking lot/blocking traffic on Hall Street
 - No visibility leaving west parking lot due to angle parking on Hall Street
 - General law-breaking/impatience/road rage of other drivers
 - Cell Phones/Other distractions
 - Not enough law-enforcement presence
2. Please describe any solutions you feel would improve traffic safety at Riverside Middle School.
- Change traffic control at Hall Street and E Main Street intersection
 - Roundabout
 - Traffic Signal
 - Channelize left turn lanes (pavement markings) at Hall Street and E Main Street intersection, E Main Street and Summit Avenue intersection, and Hall St and Boughton Street intersection
 - Prohibit left turns at Hall Street and E Main Street intersection and E Main Street and Summit Avenue intersection
 - Crosswalks at all intersections/crossing guards
 - Increased signage for pedestrian awareness/rapid flashing beacons
 - School speed zone flashing feedback signs
 - Add speed bumps on E Main Street and Hall Street
 - Reduce one-way driveway to one lane for channelization
 - No parking in one-way driveway in front of school
 - Sidewalks along school one-way driveway
 - Pedestrian bridge over one-way driveway
 - Prevent drivers from entering one-way driveway
 - Make driveway a two-way road
 - Add a driveway completely circling school
 - Add a driveway on north side of school
 - Add a path/sidewalk through north field along the cemetery for students crossing at Boughton mid-block
 - Create more parking
 - Widen Hall Street
 - Buy the houses on Hall Street and E Main Street to create more space for vehicles
 - Add bike lanes
 - Increased police presence to improve compliance and increase citations
 - A traffic safety program for students – one-time video/speech/program to increase student awareness/education
 - Staggered release times for each grade level
 - Staggered release exits for each grade level
 - Staggered release by travel type – bus students get released before others
 - Prohibit cell phones
 - Relocating bus hub to a different school
 - Increase bus service coverage so fewer students need to be driven to school
 - Swap bus and pick-up locations (buses on driveway, pick up in west parking lot)

Overall, the parents were primarily concerned with improving pedestrian safety, traffic flow, and parking. Responses were similar regardless of how students arrive at and leave school each day. Several of the solutions mentioned by parents have been incorporated into the

recommendation improvements. Others are cost prohibitive or could create new challenges. For example, purchasing homes and increasing police presence have high costs associated with them. Staggering student release times or school exits locations based on grade level could be challenging for parents with multiple children in different grades. Still others are worth considering at a later time. Creating a traffic safety program for students as a school assembly or workshop could be beneficial.

6 Recommendations & Improvements

There are a series of actions that could be implemented to enhance traffic and pedestrian safety in the vicinity of Riverside Middle School. The actions are separated into low cost short-term and longer term improvements. Some improvements focus on the Riverside Middle School property, while others target the city streets surrounding the school. Cost estimates are included with each improvement, and detailed cost estimates for all improvements are included at the end of the report.

6.1 Short Range Improvements

6.1.1 Riverside Middle School Property

1. The first improvement action focusing on the school property involves construction of a sidewalk along the south side of the one-way student drop-off/pick-up driveway between the E Main School entrance and the E Main Street intersection. In addition, the sidewalk on the north side of the driveway should be extended from the staff parking lot entrance to the E Main Street intersection. All sidewalks should be constructed with a minimum 5 foot width and separate curb lawn area. If a curb lawn area between the sidewalk and street is not provided the sidewalk should be a minimum of 7 feet wide. Cost estimates for the sidewalk are expected to be approximately \$17,500.
2. In order to access the new sidewalk constructed along the south side of the one-way driveway, a raised pedestrian crosswalk should be added to the driveway. Figure 21 illustrates a typical raised crosswalk design. From field observations, it was determined that most students cross the driveway near the north side of the school building, by the staff parking lot. Students walking south to Hall Street followed the sidewalk on the north side of the driveway and crossed the driveway exit at the existing crosswalk. As a result, adding a crosswalk just north of the main entrance can be expected to create a safer student crossing by increasing driver awareness of the student crossing location, as well as calm traffic entering the student drop-off/pick up area. Cost estimates for a single raised crosswalk are approximately \$1,500.

Figure 21: Raised Crosswalk Design

Source: SRTS Guide, saferoutesinfo.org

3. The final low-cost improvement action on RMS property involves changing the existing angle parking on Hall Street to back-in angle parking. Back-in angle parking creates a safer traffic condition as the vision of parked car drivers as they attempt to back into a traffic lane is not obscured by UV darkened windows and/or large parked pick-up trucks in adjacent spaces. The back-in parking maneuver is easy and very similar to a parallel parking maneuver. Back-in angle parking should make it safer and easier for drivers to see northbound traffic on Hall Street to exit their parking space. Costs estimates for this improvement involve new signing, which is expected to cost \$100-\$200.

6.1.2 City Streets

1. Sidewalks and crosswalks should also be constructed on the streets and intersections surrounding the Riverside Middle School property. E Main Street should have sidewalk constructed on both sides of the street east of the school and cemetery driveway entrances. The sidewalk on the north side of E Main Street will require construction of a retaining wall due to the steep slope of the cemetery property down to the roadway. The cost estimate for this segment of sidewalk, including the retaining wall, is approximately \$27,500. The west side of Hall Street should also have sidewalk added, which is expected to cost approximately \$61,600, due to the length of Hall Street. Finally, in order to maintain connectivity with E Main Street east of the driveway entrance, sidewalk on the south side of E Main Street between Fairview Street and Summit Avenue could be added. The cost estimate for this segment of sidewalk is approximately \$20,000.
2. Crosswalks should be marked with 'Continental' style pavement markings, as shown on Figure 22. Studies have shown that 'Continental' style crosswalk markings are the most visible to motorists and sight-impaired pedestrians. All existing school area crosswalks should be updated with the 'Continental' pavement marking design. In addition, the following intersection approaches are recommended for new crosswalks:
 - West leg of E Main Street/School Driveway Entrance intersection*
 - South leg of Fairview Street/E Main Street intersection
 - East leg of E Main Street/Hall Street intersection**
 - West leg of Summit Avenue/E Main Street intersection
 - North leg of Hall Street/School Driveway Exit intersection**
 - North leg of Hall Street/West Parking Lot Entrance**
 - North leg of Hall Street/Boughton Street intersection

- East leg of Hall Street/Boughton Street intersection

*Requires installation of rectangular rapid flashing beacons.

**Requires installation of a new stop sign on westbound E. Main Street at its intersection with Hall Street.

*Requires installation of a raised crosswalk similar to the crosswalk on the one-way driveway.

The total cost estimate to update and add all of the recommended 'Continental' style crosswalks is approximately \$3,500.

Figure 22: 'Continental-Style' Crosswalk Pavement Marking



Source: Federal Highway Administration

3. Consideration should be given to installing a mid-block crosswalk on Boughton Street near Hidde Street, as numerous students were observed to walk through the RMS athletic field to cross Boughton Street. This new crossing should be designed with a median pedestrian refuge island and rectangular rapid flashing beacons to create a safe crossing for students and increase driver awareness of the existing pedestrian activity. The 'Continental' Style crosswalk is estimated to cost approximately \$350. The median refuge island cost estimate is approximately \$5,000, and the rectangular rapid flashing beacon cost estimate is approximately \$7,750.
4. In addition to the above sidewalk and crosswalk pedestrian safety enhancement actions, it is also recommended to update the existing school zone signage in compliance with the standards set forth in the *Manual of Uniform Traffic Control Devices*. As shown on Figure 23, there are currently two School Zone Warning signs on Hall Street, one on Boughton Street and one on Summit Avenue. In addition, there are four 15 MPH School Zone Speed Limit signs on Hall Street, and four 15 MPH School Zone Speed Limit signs on E Main Street. There are also two school zone crossing signs at the Boughton Street and Hall Street intersection. School Zone Warning signs should be added to E Main Street, particularly near the intersections with Hall Street and with the school driveway entrance. With the addition of crosswalks at the intersections, school zone crossing signs should be added to each side of the crosswalks, for both directions of travel, for a total of four sign faces per crosswalk, and Yield to Pedestrians signs (MUTCD R1-6) should be added to the approaches of the crosswalks to improve compliance. An example of these signs are shown in Figure 24. One of these signs is already located on Boughton Street on the eastbound approach to Parkview Lane. The total cost estimate to add all recommended crosswalk and school zone warning signing is approximately \$4,000.

Figure 23: Existing School Zone Signage



Figure 24: School Crossing In-Street and Yield to Pedestrians Crosswalk Signs



Source: MUTCD 2009 Edition Chapter 2B

5. Rectangular Rapid Flashing Beacons (RRFB) provide additional pedestrian crosswalk safety by alerting motorists of pedestrian crossing activity. The beacons are placed on both sides of the street, and the LEDs flash in a wig-wag pattern when activated by a pedestrian, alerting drivers to yield to any pedestrians in the crosswalk. Rectangular rapid flashing beacons should be installed at: 1) the new crosswalk on E Main Street at the RMS one-way driveway intersection; 2) the proposed mid-block pedestrian crossing on Boughton Street at the Hidde Street intersection; and 3) the two proposed pedestrian crosswalks on Hall Street in the vicinity of the school angle parking area. As previously mentioned, the cost estimate for a single rectangular rapid flashing beacon is \$7,750. To install four of the beacons, the total cost estimate is \$31,000.

Figure 25: Rectangular Rapid Flashing Beacon (IA-11) with W11-2 sign and W16-7p plaque

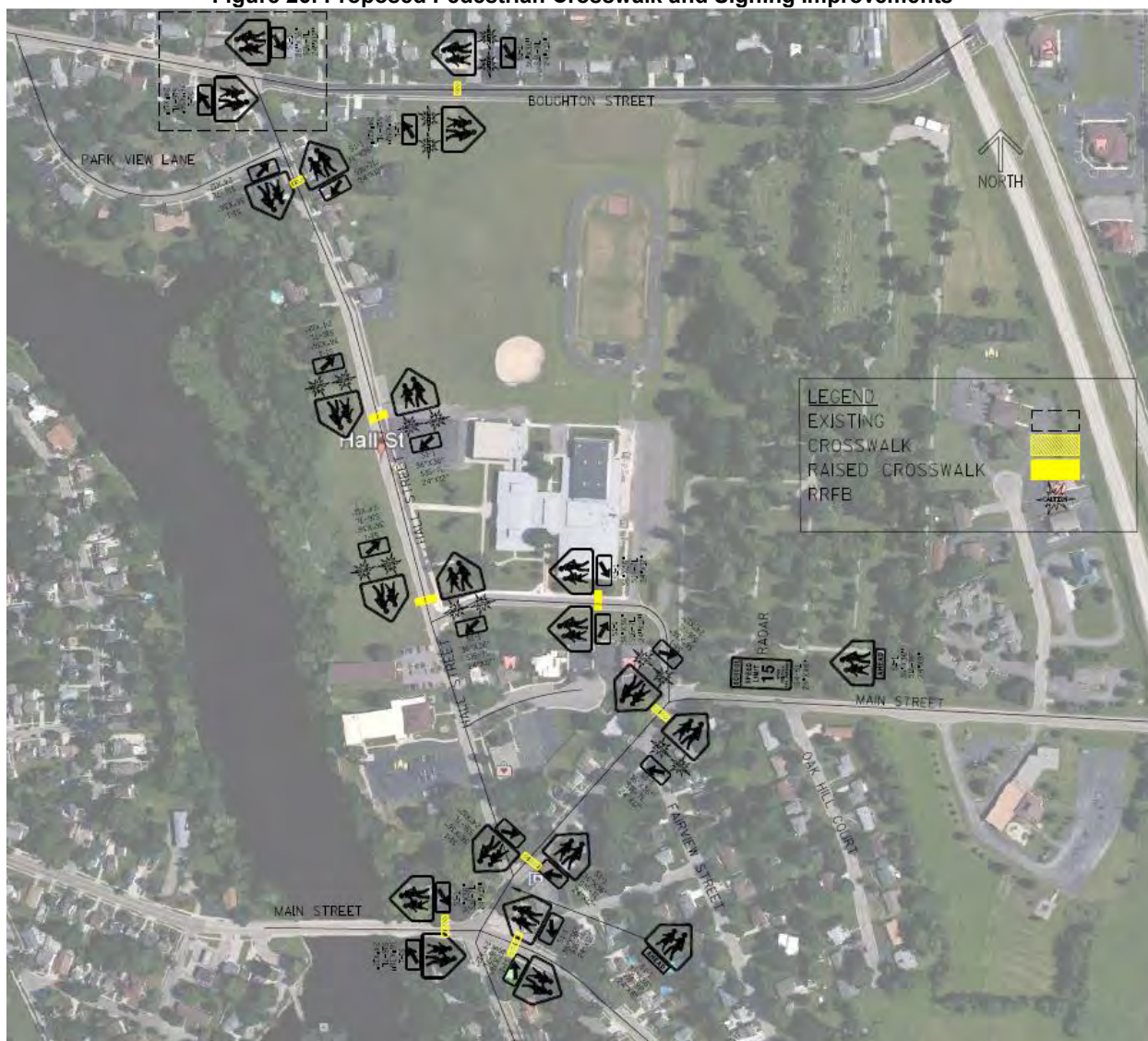


Source: MUTCD IA-11 Interim Approval Memo

6. It is also recommended that a solar powered school zone speed feedback sign be installed on westbound E Main Street east of its intersection approach to Oak Hill Court. A school zone speed feedback sign is expected to cost approximately \$6,000.

Figure 26 shows the proposed locations of the recommended crosswalks, raised crosswalks, school zone ahead signs, school zone crossing signs, RRFB locations, and radar speed feedback signs. It should be noted that each of the school zone crossing signs should be double-sided to alert drivers in both directions of travel.

Figure 26: Proposed Pedestrian Crosswalk and Signing Improvements



7. It is recommended that a stop sign be installed on the westbound approach of E Main Street at the intersection with Hall Street. Westbound traffic on E Main Street currently blocks southbound traffic on Hall Street due to the queuing that occurs at the intersection with Summit Avenue during school dismissal time. Installation of a stop sign should allow westbound traffic on E Main Street and southbound traffic on Hall Street to follow the 'Rules of the Road' by allowing Hall Street traffic to enter the E Main Street traffic stream. This recommendation includes installation of 'Do Not Block Intersection' signs on the E Main Street westbound approach to the intersection. The cost estimate for the stop sign and related 'Do Not Block Intersection' signs is \$50-\$100.
8. Another low-cost, short-term improvement involves enhancing existing intersection pavement markings. In addition to the previously recommended crosswalk markings, it is also recommended to install a yellow center line, solid white lane lines, and directional arrows on the intersection approaches of E Main Street with Hall Street and with Summit Avenue. This improvement requires the installation of appropriate advance lane use

signing. At both intersections, the street cross-section width allows for two traffic lanes on the southbound approach, due to the skewed alignment of the approaches. Currently with no lanes, some drivers tend to wait in the middle of the intersection approach, preventing other vehicles from passing them. Adding a left turn lane and a shared through/right turn lane on the Hall Street southbound approach at the intersection with E Main Street and the E Main Street westbound approach at the intersection with Summit Avenue should improve peak traffic operation by allowing through and right turn vehicles to avoid delays created by vehicles waiting to turn left. The left turn lane on E Main Street at the Summit Avenue intersection can be expected to reduce the queuing on E Main Street. The impact of reducing queuing on the E Main Street approach to Summit Avenue can reduce the queue on Hall Street at the intersection with E Main. Likewise, a shorter queue on Hall Street can have impacts on reducing the queuing on the RMS one-way exit driveway queue, as well as at the angle parking area along Hall Street and the western school bus staging area parking lot access point. The cost estimate for all necessary pavement markings, including stop bars, lane arrows, and lane lines, is approximately \$1,300 if paint is used, and \$1,700 if epoxy is used.

- 9. It is recommended to add pavement markings to Hall Street at the entrances to the west parking lot prohibiting drivers from blocking the entrances while queued up from the intersection. This recommendation includes installation of 'Do Not Block Driveway' signs on the Hall Street approaches to each driveway entrance. This will provide buses with gaps to enter and exit the parking lot. On-street parallel parking should also be prohibited on the west side of Hall Street within the pavement marking area. Figure 27 shows an example of the proposed markings and signage. The cost estimate for appropriate pavement markings and signage is approximately \$200 if paint is used and \$400 if epoxy is used.

Figure 27: Example of 'Do Not Block Intersection' Pavement Marking/Signage



Source: 'Roads Bike Newton' – Newtown, MA, bikenewtown.org

6.2 Long Range Improvements

There are several long-range improvements that can be implemented. These are expected to be more costly since they involve development of design plans and construction.

6.2.1 RMS Property

A recommended long-range improvement involves constructing a new parking lot or student drop-off/pick-up turn around location using the RMS athletic field, with access on Boughton Street at the intersection with Hidde Street, as shown on Figure 28. This improvement would provide parents with an additional location to drop-off or pick-up students, reducing the traffic congestion and conflicts on Hall and E Main Streets. The parking lot could be designed to include a drop-off/pick-up driveway, as well as parking spaces for anyone requiring more time. Pavement markings delineating circulation patterns, designated parking areas, and crosswalks should be included in the new entrance to provide controlled and efficient traffic flow and improved safety. Although this action increases traffic conflicts on Boughton Street it should reduce traffic conflicts at all other study intersections surrounding the Riverside Middle School. Estimated construction costs for this alternative are approximately \$191,500.

Figure 28: Proposed Drop-Off/Pick-Up Location with Boughton Street Access Point

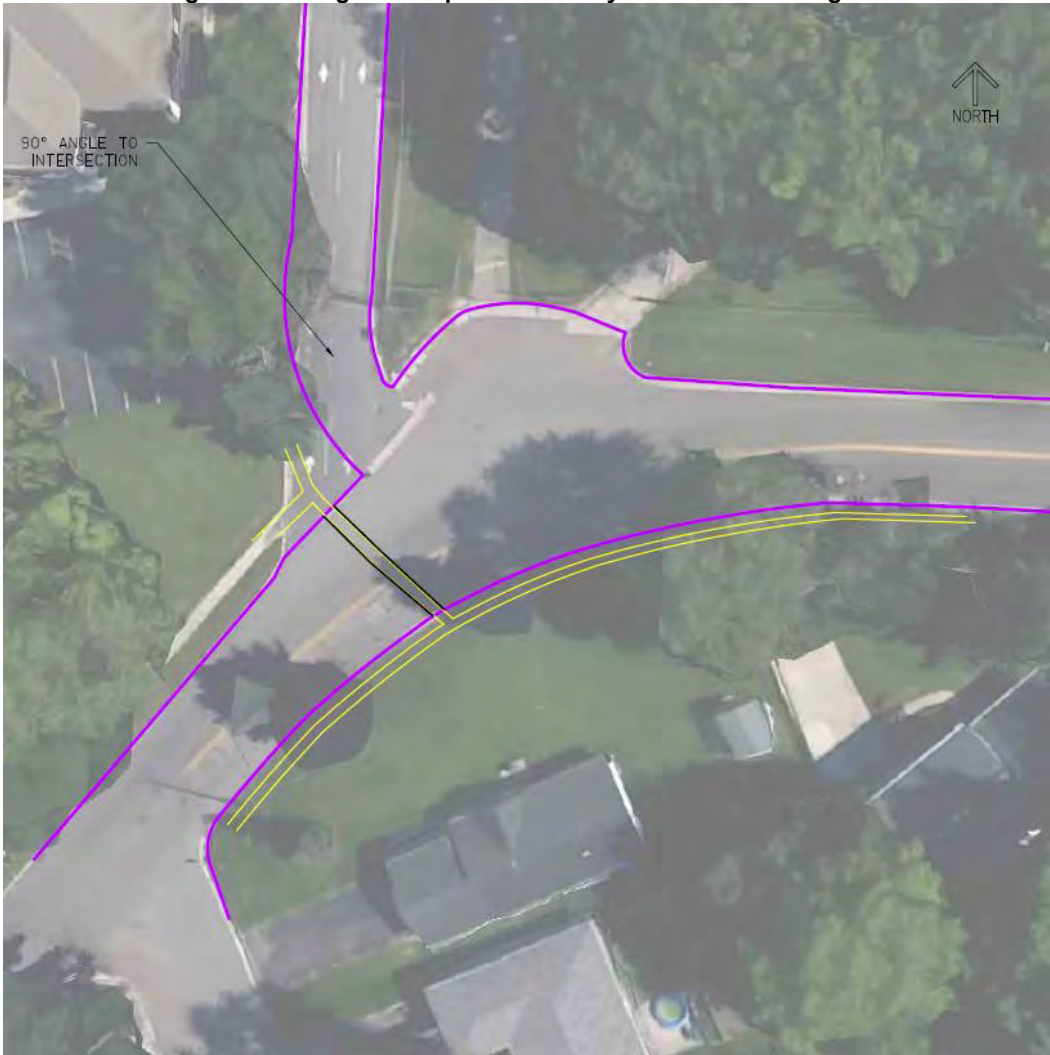


6.2.2 City Streets

A long-range city street improvement involves redesigning the E Main Street intersection with the school driveway and the cemetery driveways. Existing traffic operation at this intersection is uncontrolled, which creates many conflicting vehicle paths and maneuvers. Adding sidewalks and crosswalks to the existing intersection should improve pedestrian safety, but redesigning the entire intersection to create a more controlled flow should provide a greater impact on improving safety as well as traffic operation. Three intersection improvement options have been developed for this intersection.

1. Design Concept One involves realigning the RMS one-way driveway entrance to intersect E Main Street at an angle closer to 90 degrees, as shown in Figure 29. This option can be expected to reduce the intersection traffic conflict area, reduce speeds of vehicles entering the school driveway and create an enhanced pedestrian crossing location. As previously mentioned, the crosswalk should have appropriate signage, Rectangular Rapid Flashing Beacons, and have 'continental' style markings. Estimated construction costs for this alternative are approximately \$209,600. The RRFB and crosswalk costs are not included here, as they have been discussed previously.

Figure 29: Design Concept 1 – Driveway Entrance at 90 Degrees



2. Design Concept Two involves realigning the north side of the E Main Street roadway to eliminate the paved open roadway space near the cemetery driveway, as shown on Figure 30. This option has a benefit of channelizing traffic flow/reducing traffic conflicts and prohibiting drivers from turning around in the open area. Under this option, median pedestrian refuge crosswalk islands should be constructed on E Main Street to increase student pedestrian safety and calm traffic speeds on E Main Street. As with Design Concept One, the crosswalk should have appropriate signage, Rectangular Rapid Flashing Beacons, and have 'continental' style markings. Estimated construction costs for this alternative are approximately \$213,700 and do not include RRFBs or crosswalks.

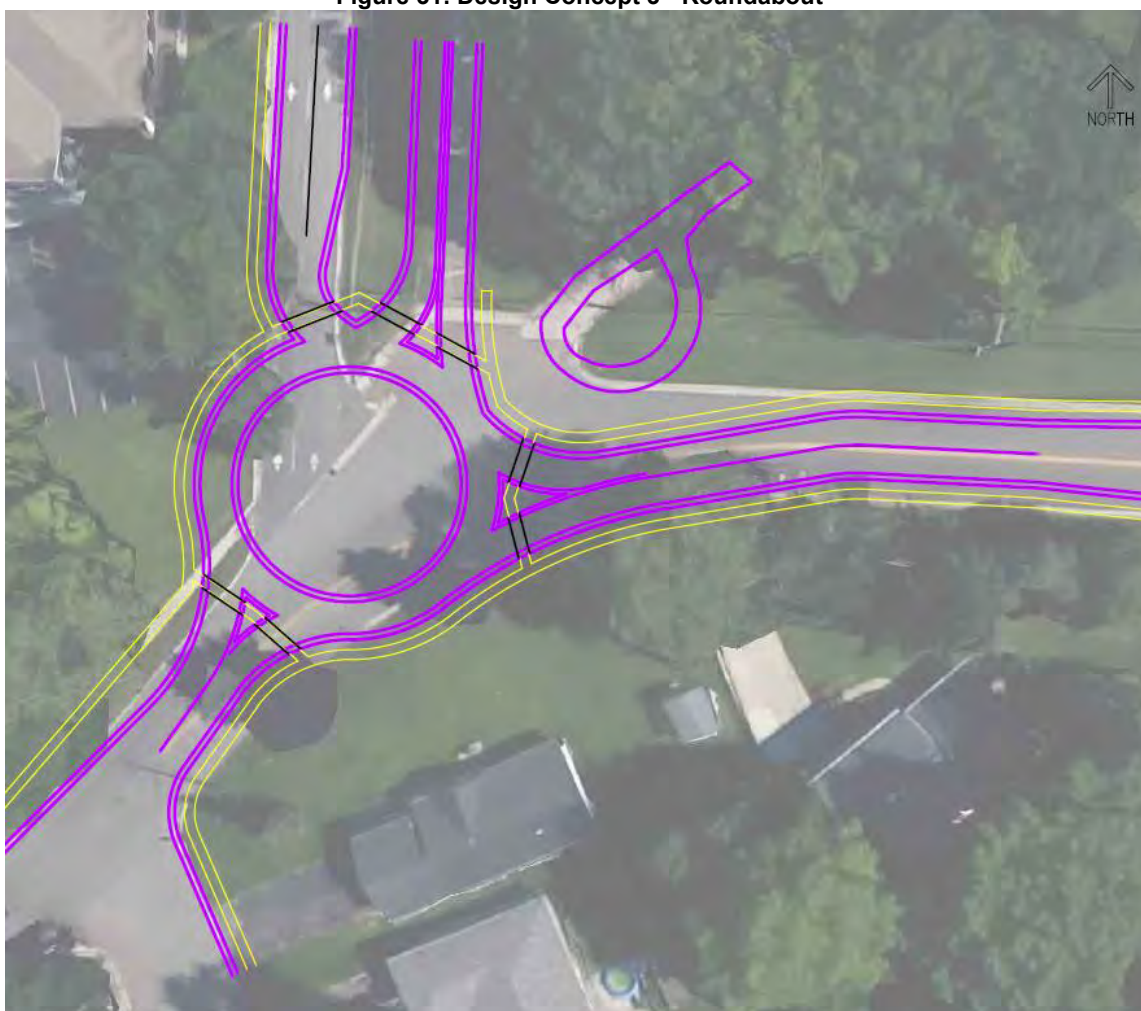
Figure 30: Design Concept 2 – Curb Realignment



3. Design Concept Three involves constructing a roundabout at the intersection, as shown in Figure 31. Roundabouts slow traffic speeds and channelize turning movements to reduce the number of intersection conflict points and have been shown to provide safe pedestrian crosswalk conditions. Roundabouts have been proven to provide the safest intersection control as well as safely accommodate pedestrians and calm traffic speeds. Additional detailed engineering will need to be conducted for a roundabout design to ensure it does not disrupt any cemetery graves, minimizes adjacent property right-of-way needs, and that it is acceptable to the Oak Hill Cemetery Association to cul-de-sac

one of the roadways that intersection with E Main Street. Estimated construction costs for this alternative are approximately \$482,800.

Figure 31: Design Concept 3 - Roundabout



Based on the safety impacts of the three intersection construction improvements, it is recommended to construct Option 3. If the detailed design indicates that it is not feasible to construct a roundabout at this intersection, then it is recommended to implement Option 2.

7 Conclusions

The City of Watertown and the Watertown Unified School District requested that a traffic and pedestrian safety study be conducted at the Riverside Middle School Campus. School traffic and pedestrian operating conditions during student arrival and dismissal time periods, along with the surrounding streets and intersections, were evaluated. This included an inventory of the existing signage and pavements markings. A safety analysis reviewing the study area's crash history was also completed. Ayres Associates staff conducted several field observation studies, met with local stakeholders, and conducted an electronic survey for parents to complete regarding their children's travel routines and their traffic safety concerns. From the field observations and input from stakeholders, it was determined that the primary issues are a lack of controlled traffic flow and inadequate pedestrian facilities. A range of improvement actions

were recommended, including short-range, low cost improvements and longer-term more expensive improvements, for both the Riverside Middle School property and the surrounding city streets.

Short Range Safety Improvement Recommendations

1. Construct a sidewalk along the south side of the one-way school driveway from the main school entrance to its intersection with E Main Street.
2. Construct a raised pedestrian crosswalk on the one-way driveway to the new sidewalk identified in Improvement 1 above.
3. Convert the existing angle parking on Hall Street to 'back-in' only angle parking.
4. Add sidewalks and pedestrian crosswalks to surrounding area streets and intersections.
5. School area crosswalks should be upgraded to the 'continental-style' pavement marking to increase driver awareness of pedestrian crossing locations.
6. Install additional school zone crossing signing at selected intersections.
7. Install a stop sign on the southwestbound approach of E Main Street at its intersection with Hall Street, along with 'Do Not Block Intersection' signing.
8. Install a solar powered school zone speed feedback sign on westbound E Main Street east of its intersection approach to Oak Hill Court.
9. Install a mid-block crosswalk with pedestrian refuge islands on Boughton Street near Hidde Drive for students crossing Boughton Street from the RMS Athletic Field.
10. Install Rectangular Rapid Flashing Beacons (RRFB) at the crosswalks: 1) on E Main Street at its intersection with the one-way school driveway entrance; 2) at the new mid-block crossing on Boughton Street; and 3) on the Hall Street crosswalks near the west parking lot driveway and the one-way driveway exit.
11. Install pavement markings to include roadway center lines and left-turn lanes with directional arrows to the south approach of Hall Street at E Main Street and the southwest approach of E Main Street to Summit Avenue. This requires the use of appropriate advance warning signage.
12. Install 'Do Not Block Intersection' pavements markings and signage on Hall Street at the west parking lot entrances, and remove on-street parallel parking in these zones.

Long Range Safety Improvement Recommendations

1. Construct a new parking lot and drop-off area on the north side of the RMS property, with access on Boughton Street at Hidde Street.
2. Redesign the E Main Street intersection with the one-way driveway school entrance and cemetery roadways. It is recommended that the Roundabout (Option #3) be implemented as a long-term safety improvement. If the detail design indicates it is not feasible to construct a roundabout at this intersection it is then recommended to implement Option 2 which involves realigning the school driveway entrance and the north curb of E Main Street to the south.

Appendix A: Cost Estimates

RIVERSIDE MIDDLE SCHOOL ESTIMATE

8/8/2016

| | COST |
|---------------------------------|-----------|
| PARKING LOT | \$191,500 |
| SIDEWALK | \$139,150 |
| DRIVEWAY ENTRANCE AT 90 DEGREES | \$209,600 |
| CURB REALIGNMENT | \$213,700 |
| ROUNDBOUT | \$482,800 |
| SIGNING | \$41,000 |
| PAVEMENT MARKINGS | \$15,150 |

SIDEWALK

| LOCATION | SIDEWALK SF | WALL SF | EXCAV CY | BASE COURSE TONS | TOTAL COST |
|--|----------------|------------|-------------|---------------------|------------------|
| The south side of the one-way driveway | 3000 | | 83 | 74 | \$17,204 |
| E Main Street East of the driveway entrances, both sides | 3100 | 300 | 86 | 77 | \$27,377 |
| E Main Street between driveway entrance and Summit Avenue, south side | 3500 | | 97 | 86 | \$20,071 |
| West side of Hall Street between E Main Street and Boughton Street | 10750 | | 299 | 265 | \$61,647 |
| ITEM TOTAL | 20350 | 300 | 565 | 502 | |
| UNIT PRICE | \$5.00 | \$32.00 | \$14.00 | \$14.00 | |
| COST | \$101,800 | \$9,600 | \$8,000 | \$7,100 | \$126,500 |
| MISC ITEMS | | | | 10% | \$12,650 |
| | | | | TOTAL | \$139,150 |

PAVEMENT MARKINGS

| LOCATION | Quantity | Units | Unit Price | Total Price |
|---|----------|-------|------------|-------------|
| Lane Lines (Lane Separation and Do Not Block Intersection Markings) - Paint | 500 | LF | \$0.75 | \$375.00 |
| Lane Lines (Lane Separation and Do Not Block Intersection Markings) - Epoxy | 500 | LF | \$2.00 | \$1,000.00 |
| Lane Arrows - Left turn at Hall St, Left turn at E Main Street | 2 | EACH | \$200.00 | \$400.00 |
| Stop Bars - E Main Street and Hall Street, E Main Street and Summit Avenue | 75 | LF | \$10.00 | \$750.00 |
| Contentinental Crosswalks - 10 new/updated crosswalks | 500 | LF | \$7.00 | \$3,500.00 |
| Median Refuge Islands - Boughton Street | 1 | EACH | \$5,000.00 | \$5,000.00 |
| Raised Crosswalk - 1 on driveway, 2 on Hall Street | 3 | EACH | \$1,500.00 | \$4,500.00 |
| TOTAL COST, with Epoxy Lane Lines | | | | \$15,150.00 |

SIGNING

| SIGN | Quantity | Units | Unit Price | Total Price |
|-------------------------------------|----------|-------|------------|-------------|
| School Crossing and Arrow Assembly | 36 | EACH | \$100.00 | \$3,600.00 |
| School Zone and Ahead Sign Assembly | 2 | EACH | \$100.00 | \$200.00 |
| Stop Sign | 1 | EACH | \$50.00 | \$50.00 |
| Back-In Only Signs - Hall Street | 3 | EACH | \$50.00 | \$150.00 |
| Speed Feedback Radar Sign | 1 | EACH | \$6,000.00 | \$6,000.00 |
| Rectangular Rapid Flashing Beacon | 4 | EACH | \$7,750.00 | \$31,000.00 |
| Total Cost | | | | \$41,000.00 |

PARKING LOT

| ITEM | QTY | UNIT | UNIT PRICE | TOTAL |
|--------------------|------|------|------------|-----------|
| HMA PAVEMENT | 794 | TONS | \$68.00 | \$54,000 |
| 1 1/4" BASE COURSE | 1553 | TONS | \$14.00 | \$21,800 |
| CURB AND GUTTER | 2080 | LF | \$15.00 | \$31,200 |
| EXCAVATION | 3105 | CY | \$14.00 | \$43,500 |
| SUBTOTAL | | | | \$150,500 |
| | | | | |
| STORM SEWER | 10% | | | \$15,100 |
| RESTORATION/E.C. | 5% | | | \$7,600 |
| MARKING/SIGNING | 2% | | | \$3,100 |
| MOBILIZATION | 5% | | | \$7,600 |
| MISC ITEMS | 5% | | | \$7,600 |
| TOTAL | | | | \$191,500 |

DRIVEWAY ENTRANCE

| ITEM | QTY | UNIT | UNIT PRICE | TOTAL |
|--------------------|------|------|------------|------------------|
| HMA PAVEMENT | 805 | TONS | \$68.00 | \$54,800 |
| 1 1/4" BASE COURSE | 2350 | TONS | \$14.00 | \$32,900 |
| CURB AND GUTTER | 1009 | LF | \$15.00 | \$15,200 |
| 5" SIDEWALK | 913 | SF | \$5.00 | \$4,600 |
| EXCAVATION | 2663 | CY | \$15.00 | \$40,000 |
| SOD | 416 | SY | \$5.00 | \$2,100 |
| SUBTOTAL | | | | \$149,600 |
| REMOVALS | 5% | | | \$7,500 |
| STORM SEWER | 10% | | | \$15,000 |
| RESTORATION/E.C. | 5% | | | \$7,500 |
| MARKING/SIGNING | 5% | | | \$7,500 |
| TRAFFIC CONTROL | 5% | | | \$7,500 |
| MOBILIZATION | 5% | | | \$7,500 |
| MISC ITEMS | 5% | | | \$7,500 |
| TOTAL | | | | \$209,600 |

CURB REALIGNMENT

| ITEM | QTY | UNIT | UNIT PRICE | TOTAL |
|--------------------|------|------|------------|------------------|
| HMA PAVEMENT | 746 | TONS | \$68.00 | \$50,800 |
| 1 1/4" BASE COURSE | 2302 | TONS | \$14.00 | \$32,300 |
| CURB AND GUTTER | 1255 | LF | \$15.00 | \$18,900 |
| 5" SIDEWALK | 1337 | SF | \$5.00 | \$6,700 |
| EXCAVATION | 2746 | CY | \$15.00 | \$41,200 |
| SOD | 443 | SY | \$5.00 | \$2,300 |
| SUBTOTAL | | | | \$152,200 |
| REMOVALS | 5% | | | \$7,700 |
| STORM SEWER | 10% | | | \$15,300 |
| RESTORATION/E.C. | 5% | | | \$7,700 |
| MARKING/SIGNING | 5% | | | \$7,700 |
| TRAFFIC CONTROL | 5% | | | \$7,700 |
| MOBILIZATION | 5% | | | \$7,700 |
| MISC ITEMS | 5% | | | \$7,700 |
| TOTAL | | | | \$213,700 |

ROUNDAABOUT

| ITEM | QTY | UNIT | UNIT PRICE | TOTAL |
|----------------------|------|------|------------|------------------|
| HMA PAVEMENT | 1164 | TONS | \$68.00 | \$79,200 |
| 1 1/4" BASE COURSE | 3563 | TONS | \$14.00 | \$49,900 |
| CURB AND GUTTER | 3263 | LF | \$15.00 | \$49,000 |
| CURB AND GUTTER RAB | 297 | LF | \$20.00 | \$6,000 |
| 5" SIDEWALK | 7282 | SF | \$5.00 | \$36,500 |
| CONCRETE TRUCK APRON | 302 | SY | \$50.00 | \$15,100 |
| EXCAVATION | 4101 | CY | \$15.00 | \$61,600 |
| SOD | 788 | SY | \$5.00 | \$4,000 |
| WALL MODULAR BLOCK | 1350 | SF | \$32.00 | \$43,200 |
| SUBTOTAL | | | | \$344,500 |
| REMOVALS | 5% | | | \$17,300 |
| STORM SEWER | 10% | | | \$34,500 |
| RESTORATION/E.C. | 5% | | | \$17,300 |
| MARKING/SIGNING | 5% | | | \$17,300 |
| TRAFFIC CONTROL | 5% | | | \$17,300 |
| MOBILIZATION | 5% | | | \$17,300 |
| MISC ITEMS | 5% | | | \$17,300 |
| TOTAL | | | | \$482,800 |

**ORDINANCE TO
AMEND CHAPTER 428 PUBLIC EVENTS, ARTICLE II SPECIAL
EVENTS LICENSE, SECTION S 428-8C.(1), 428-8C. (1)(e)[1], 428-8D. AND
428-8E., OUTDOOR OPEN CONTAINER ENTERTAINMENT EVENT
PERMIT OF THE CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ~~NAME SPONSOR HERE (MUST BE MAYOR OR
ALDER)~~ ALD. DANA DAVIS
FROM: PUBLIC SAFETY & WELFARE COMMITTEE**

THE COMMON COUNCIL OF THE CITY OF WATERTOWN DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 428-8C.(1) is hereby amended to read and include as follows:

C. Application.

- (1) Application for the outdoor open container entertainment event shall comply with the requirements of § ~~428-7E~~ 428-7F, and in addition the application shall contain and disclose:

SECTION 2. Section 428-8C.(1)(e)[1] is hereby amended to read and include as follows:

- (e) Public entertainment. A detailed description of all public entertainment associated with the event.

[1] Shall comply with ~~Chapter 428, Article I, Music in Public Places~~
Chapter 398, Article 1, Park Regulations, § 398-7C.

SECTION 3. Section 428-8D. is hereby amended to read and include as follows:

D. Certificate of Insurance. See § ~~428-7G~~ 428-7H of this chapter.

SECTION 4. Section 428-8E. is hereby amended to read and include as follows:

E. Indemnity. See § ~~428-7F~~ 428-7G of this chapter.

SECTION 5. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 6. This ordinance shall take effect and be in force the day after its passage and publication.

| | | |
|----------|---------------------------|----------------------------|
| DATE: | <i>First meeting date</i> | <i>Second meeting date</i> |
| READING: | 1ST | 2ND |

ADOPTED ~~Type second meeting date~~ April 1, 2024

(~~Type meeting date of the FIRST meeting the ordinance will be considered~~ March 19, 2024) Ord.
#24-XX

| | YES | NO | YES | NO |
|--------------------|-----|----|-----|----|
| DAVIS | | | | |
| LAMPE | | | | |
| BOARD | | | | |
| BARTZ | | | | |
| BLANKE | | | | |
| SMITH | | | | |
| SCHMID | | | | |
| WETZEL | | | | |
| MOLDENHAUER | | | | |
| MAYOR MCFARLAND | | | | |
| TOTAL | | | | |

CITY CLERK

APPROVED ~~Type second meeting date~~ April 1, 2024

MAYOR

DRAFT



SPECIAL EVENT PERMIT APPLICATION

New Event ☐ Repeat Event ☐ Date Received: _____ Date of Event: _____ Fee Amount: _____

APPLICANT – Information about the person, entity or organization holding the special event.

Legal/Real Name: First, Middle, Last (List any previous names)

Address: Street, City, State, Zip

Date of Birth:

Driver's License# (List State if not WI)

Phone:

Email:

Website:

☐ **Non-profit Group**

☐ **For Profit**

☐ **Other, please describe:**

Nonprofit Tax-Exempt Number

Name

501(c)3, if applicable (include photocopy)

Is this the applicant's 1st special event application for the calendar year?

☐ Yes ☐ No

Wisconsin Seller Permit Number:

Sales Tax, if applicable (include photocopy)

If the named applicant is not required to hold a Wisconsin Seller's Permit pursuant to s. 77.54 (7m), Wis. Stats., check this box ☐

EVENT INFORMATION

Event Name:

Event Location: MAP IS REQUIRED. DO YOU HAVE IT INCLUDED? Yes ☐ No ☐

Address:

Is the location: Park/Public Property _____ Do you have a park reservation? Yes ☐ No ☐

Closing of a Street/Alley/Right-of-Way/Parking Lot? Yes ☐ No ☐ Private Property Do you have permission? Yes ☐ No ☐

Is the event a city sponsored parade or celebrating a Federal Holiday? (fees are waived but applicant must still apply)

If yes, please explain:

Event Date(s):

(List each date of multi-day event)

Event Time:

Start Time

End Time

Set Up/Take Down:

Set Up Begins

Take Down Ends

Total Anticipated Attendance:

0-300 _____ 301-999 _____ 1000+ _____

Fencing needed:

Yes ☐ No ☐

Selling Food or Beverage:

Yes ☐ No ☐

Event Description (purpose, activity, who can participate, etc. Attach additional sheet if necessary.)

EVENT ORGANIZER – Information for person to contact before, during & after event, if necessary.

Contact Name: First, Middle, Last (List any previous names)

Address: Street, City, State, Zip

Date of Birth:

Phone:

Driver's License#: (List State if not WI)

Email:

OFFICE USE ONLY

PERMIT #

Indemnification and Hold Harmless

(Read carefully before signing!)

Section 4, Item D.

Indemnification: By signing below, I acknowledge that for good and valuable consideration, I (applicant), on behalf of myself and the organization, if applicable, agree to indemnify, defend and hold harmless the City of Watertown and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses and costs, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act of omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts may be liable, except where caused by the sole negligence or willful misconduct of the City.

Certification: By signing below, I certify that I am at least 18 years of age and that I have reviewed and understand the City's Insurance Requirements and Ordinance for Special Events. My signature further confirms: (i) I understand the filing of this application does not ensure the issuance of a Special Event Permit; (ii) The special event application fee is non-refundable (iii) I will be responsible for ensuring the event and event participants comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, alcohol licensing regulations, and any other applicable laws, rules and regulation; (iv) Fees for park facilities, food vendor permits, fireworks permit, any other applicable City of Watertown permits or licenses, other municipal services and equipment, etc., are in addition to the Special Event Permit application fee; (v) I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable). (vi) The information contained in this application is true and correct to the best of my knowledge. I understand that intentionally providing false or misleading information in this application will be the basis for denial/revocation of the permit and may lead to civil or criminal penalties.

If there are any changes to the Special Event after submittal of the application, I agree to notify the City of Watertown of these changes for review.

Signature of Applicant: _____ Date: _____

Printed Name of Applicant: _____

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

Application fee is due when the application is submitted and is nonrefundable if the event is cancelled. If the event is rescheduled for a date within 6-months, the application fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the application fee is nonrefundable.

\$50.00 - first application for the year of the applicant if submitted 45 days or more prior to event date.

\$35.00 - each subsequent application of the applicant if submitted 45 days or more prior to event date.

(The fee is doubled if submitted less than 45 days prior to event date)

Extraordinary Services - measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. See the special event fee schedule for more information. Extraordinary services do not include the provision of police protection against hostile individuals targeting the event's message or intentions.

The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable. By signing the applicant acknowledges that they have been made aware of this information.

Signature of Applicant: _____ Date: _____

Submit Special Event Application and fee (cash or check) in person or by mail to:

City Clerk 106 Jones Street

PO Box 477

Watertown, WI 53094

Questions: 920-262-4010 or email mdunneisen@watertownwi.gov

Personal Data Sheet

Section 4, Item D.

Event Organizers must complete all the information and must indicate if they have been convicted of any of the following within the last ten (10) years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none". This information is strictly confidential and is shared only with the Watertown Police Department for investigation checks. FALSIFICATION AND/OR MISREPRESENTATION IS GROUNDS FOR DENIAL OF APPLICATION.

| | | |
|---|---------------|--|
| EVENT ORGANIZER Please PRINT | | |
| Name: First, Full Middle, Last (List any previous names) | | 1st submittal of year? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Home Address: Street, City, State, Zip | | Driver's License #: (List State if not WI) |
| Phone Number: | Email: | Date of Birth: (mm/dd/yyyy) |
| Violations: | | |
| <p>I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.</p> <p>Event Organizer Signature _____ Date _____</p> <p>Police Chief _____ Approved Denied</p> | | |
| EVENT ORGANIZER Please PRINT | | |
| Name: First, Full Middle, Last (List any previous names) | | 1st submittal of year? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Home Address: Street, City, State, Zip | | Driver's License #: (List State if not WI) |
| Phone Number: | Email: | Date of Birth: (mm/dd/yyyy) |
| Violations: | | |
| <p>I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.</p> <p>Event Organizer Signature _____ Date _____</p> <p>Police Chief _____ Approved Denied</p> | | |
| EVENT ORGANIZER Please PRINT | | |
| Name: First, Full Middle, Last (List any previous names) | | 1st submittal of year? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Home Address: Street, City, State, Zip | | Driver's License #: (List State if not WI) |
| Phone Number: | Email: | Date of Birth: (mm/dd/yyyy) |
| Violations: | | |
| <p>I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.</p> <p>Event Organizer Signature _____ Date _____</p> <p>Police Chief _____ Approved Denied</p> | | |

EVENT ORGANIZER Please PRINT**Name:** First, Full Middle, Last (List any previous names)1st submittal of year?Yes ☐ No ☐**Home Address:** Street, City, State, Zip**Driver's License #:** (List State if not WI)**Phone Number:****Email:****Date of Birth:** (mm/dd/yyyy)**Violations:**

I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.

Event Organizer Signature _____ Date _____

Police Chief _____

Approved

Denied

EVENT ORGANIZER Please PRINT**Name:** First, Full Middle, Last (List any previous names)1st submittal of year?Yes ☐ No ☐**Home Address:** Street, City, State, Zip**Driver's License #:** (List State if not WI)**Phone Number:****Email:****Date of Birth:** (mm/dd/yyyy)**Violations:**

I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.

Event Organizer Signature _____ Date _____

Police Chief _____

Approved

Denied

EVENT ORGANIZER Please PRINT**Name:** First, Full Middle, Last (List any previous names)1st submittal of year?Yes ☐ No ☐**Home Address:** Street, City, State, Zip**Driver's License #:** (List State if not WI)**Phone Number:****Email:****Date of Birth:** (mm/dd/yyyy)**Violations:**

I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.

Event Organizer Signature _____ Date _____

Police Chief _____

Approved

Denied

The **APPLICANT** is responsible for assuring they have all necessary reservations, permits and licenses prior to hosting the special event. Failure to obtain any of the necessary permits/licenses are grounds to suspend the event. Section 4, Item D. be obtained online at <https://ecode360.com/WA3515> or in the City Clerk's Office. Incomplete application accepted.

EVENT PLANNING FOR APPLICANT

| Contact the City Clerk for the following additional licenses, permits and necessary information. 920-262-4000 | | |
|--|---|--|
| Will there be food served at the event? If yes, explain (i.e. food truck, food stand, catered, etc.): | <input type="checkbox"/> Yes <input type="checkbox"/> No | Food vendors are exempt from City permitting when part of a special event; however, a list of vendors is required ten (10) business days before the event. When serving food, you must also contact the Watertown Health Department: 920-262-8090 |
| Will there be vendors selling merchandise? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Transient Merchants are exempt from City permitting when participating in a special event; however, a list of vendors is required ten (10) business days before the event. |
| Will your event have employees, volunteers, and hired/volunteer entertainers who are responsible for the supervision or care of minors or whose duties will require close contact or alone time with minors? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, a verified list of names that have been checked against the online national sex offender public website is required ten (10) business days before the event. |
| Will alcohol beverages be sold/served/consumed? *Temp Class B License required *Open Container application may be required *Beer/wine must be purchased from a wholesaler. *Liquor Liability Insurance Required. | <input type="checkbox"/> Yes <input type="checkbox"/> No | A Temporary Class "B"/"Class B" License is required to sell, serve or consume beer or wine (no liquor). Eligibility requirements apply. If you have an establishment licensed for alcohol and wish to expand the licensed premises into adjacent property, an application requesting a temporary premises amendment is required. Applications can be obtained from the City Clerk. |
| Will your event have licensed bartenders? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If serving alcohol, you are required to have licensed bartenders serving. Applications to for an operator's license (bartender) or a temporary operator's license can be obtained from the City Clerk. Eligibility requirements apply. |
| Will your event include any of the following: Run _____ Walk _____ Bike Tour _____ Bike Race _____ Parade _____ Other Procession _____ *if multiple activities, please submit legible route for each. | <input type="checkbox"/> Yes <input type="checkbox"/> No | A legible route map and turn-by-turn list must be submitted; include assembly area, starting point and termination point, and barricade placement. Approval of route by Police and Public Works is required. |
| Will your event include a carnival, circus or amusement rides of any kind? | <input type="checkbox"/> Yes <input type="checkbox"/> No | A Carnival or Circus Permit is required. Applications can be obtained from the City Clerk. |
| Does the event involve any show or exhibition of animals? A special use permit (550-52J) and Health Department animal permit (228-10) may be required. | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, a special use permit (550-52J) and Health Department animal permit (228-10) may be required. |
| Will your event include horse drawn carriage rides? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Provide contact information on application. |
| Will fireworks or pyrotechnic special effects be used during event? | <input type="checkbox"/> Yes <input type="checkbox"/> No | A Firework Permit is required to be filed with the City Clerk subject to Mayor approval and subject to insurance requirements. |
| Contact the Inspection Department and/or the Fire Department for the information that may be required. 920-262-4060 | | |
| Will you be using temporary signs to advertise your event prior to the day of the event? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, reference Sec. §550-129 Signs & Projections of the Municipal Code or contact the Zoning Department. |

| | | |
|--|---|---|
| Do you intend to have Fire/EMS vehicle access lanes? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Emergency vehicle access lanes are required (minimum 20 feet). Contact Fire Department for details. Section 4, Item D. |
| Contact the Parks & Recreation Department for the requirements and necessary information. 920-262-8080 | | |
| Will the event be held in a city park or utilize any park facility? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Reservations need to be made with the Parks & Recreation Department. |
| Will the event be held on private property? | <input type="checkbox"/> Yes <input type="checkbox"/> No | A signed statement from the property owner that applicant has permission to use said property for the special event is required. |
| Will there be a live amplified sound? If Yes, explain: Band _____ DJ _____ Other _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | Amplified Sound Permit is required if the event is located in a city park. Amplified Sound Permits can be obtained from the Park and Rec Department. Noise is regulated in the City of Watertown; see Sec. §410.40E of the Municipal Code. |
| Will the event be selling concessions? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Concessions permit/Temporary Concessions permit can be obtained from the Park and Rec Department. |
| Will the event have parking on park property? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Apply to the Parks and Recreation Director as provided in Watertown Municipal Code § 398- 5B . |
| Contact the Police Department (non-emergency) for necessary information. 920-261-6660 | | |
| Do you have a security plan? | <input type="checkbox"/> Yes <input type="checkbox"/> No | A security plan is required. <i>Plans will be kept confidential.</i> |
| Do you have an Emergency Action Plan for accidents, injuries, fires, severe weather, lost child, etc. | <input type="checkbox"/> Yes <input type="checkbox"/> No | An Emergency Action Plan is required. <i>Plans will be kept confidential.</i> |
| Has a private security firm been retained? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, provide security firm contact information on the Emergency Action Plan. |
| Contact the Street Department and/or Police Department for necessary information. 920-262-4080 | | |
| Do you intend to use a street, alley or right-of- way? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Describe area in description of the event and mark area on required map. |
| Will your event include closure of a highway (state or county)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Permission must be granted by the State of WI Department of Transportation through the Police Department |
| Do you need barricades for your event? If yes, include placement in the event map. If no, provide a traffic control plan. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Barricades may be provided by the city. Cost can be found on the Event Fee Schedule. Estimated costs will be invoiced prior to the event with 50% due and a final bill sent at the conclusion of the event. |
| Will your event need temporary fencing? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Indicate where fencing will be placed on event map. |
| Do you have an established traffic control plan? If not using City traffic control equipment (i.e. cones and barricades) submit your proposed traffic control plan with application. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Upon request, the Police & Street Department can assist with developing a traffic plan i.e. barricades or signage placement and / or if Auxiliary Police would be needed. |
| Do you have a waste management plan? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Adequate waste receptacles are required and haul away fees may be applicable. |
| Do you have a parking plan? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| | | |
|--|---|--|
| Do you have handicap parking? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <div style="border: 1px solid black; padding: 5px; float: right;">Section 4, Item D.</div> |
| <p>Applicant understands that extraordinary service fees may be billed as a result of the event. Applicant will pay the actual costs for the use of equipment, resources, or services if the event requires more than the reasonable and necessary services provided by the city.</p> <p>Extraordinary services do not include the provision of police protection against hostile individuals targeting the event's message or intentions.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <p>The city will invoice the event organizer 10 business days prior to the event with an estimated cost with 50% due prior to the event.</p> <p>Failure to pay will void the application. After the conclusion of the event a final invoice will be sent for any remaining costs. Payment shall be made within thirty (30) days of the invoice.</p> <p>If any traffic control materials are missing or returned damaged, fee for replacement/repair will be invoiced</p> |

EVENT CHECKLIST FOR APPLICANT

All forms are to be turned into the City Clerk's Office unless otherwise noted.

Incomplete applications will be returned. Please call if you have questions.

- Special Event Application *(complete and signed)*.
- Special Event Application Fee *(cash or check payable to City of Watertown.)*
- Indemnification and Hold Harmless signed.
- Special Event Application Fee and Extraordinary Services acknowledgement signed.
- Security and Emergency Action Plan with Police and Fire Department approval.
- Certificate of Liability Insurance AND Additional Insured Endorsement.
- Photocopy of Tax-Exempt Number, if applicable. **Required to avoid sales tax if being billed for materials i.e. barricades.*
- Photocopy of Wisconsin Seller Permit, if applicable. **Required unless exempt pursuant to Wis. Stat. 77.54 (7m).*
- Map of Special Event area; include any street, alley or right-of-way closed for the special event and placement of barricades. Site plan must include, as applicable, alcohol sales location(s), stages, temporary structures, vendors, carnival, portable toilets, garbage/recycling receptacles and dumpsters, fencing, exit locations for fenced events, accessible paths, handicap parking, access for emergency vehicles and personnel.
- Turn by turn list of parade/procession; also include assembly area, starting point and termination point, and where any barricades will be placed.
- Merchandise/Food Vendor List. **Due no less than ten (10) business days before the event to the City Clerk.*
- List of the legal names of all employees, volunteers, and hired/volunteer entertainers who are responsible for the supervision or care of minors, or whose duties would require close contact and/or alone time with minors at the event. **Due no less than ten (10) business days before the event to the City Clerk.*
- Statement from property owner for private property event location, if applicable.
- all other applicable applications to City Departments – responsibility of applicant.

FOOD VENDOR INFORMATION

Section 4, Item D.

Event organizers **MUST** ensure food vendors are properly permitted with the Watertown Health Department. Not doing so may delay the permit or require a vendor to be removed.

When serving food, contact the Watertown Health Department. You are required to list all vendors and provide their County/State Food Permit I.D. Number and Wisconsin Seller Permit Number. If any vendor indicates they are exempt from paying sales tax, please note N/A.

For questions about Wisconsin Seller Permits, visit the Department of Revenue website: www.revenue.wi.gov and search "temporary events". Note: Event organizers are required to report certain information about vendors to the Department of Revenue within ten (10) days of the close of the event. See [DOR Temporary Events Page](#) for information.

| Vendor Name Legal & Business | Vendor Address & Telephone Number | County/State Food Permit I.D. # | Wisconsin Seller Permit (ex. 456-xxxxxxxxxx-01) |
|---------------------------------|--|------------------------------------|---|
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****DUE NO LESS THAN TEN (10) BUSINESS DAYS BEFORE THE EVENT.**

**UPON RECEIPT, THIS LIST OF FOOD VENDORS WILL BE ROUTED TO THE HEALTH DEPARTMENT.
ANYONE NOT PROPERLY PERMITTED WILL NOT BE ALLOWED TO PARTICIPATE IN THE EVENT.**

EMPLOYEES, VOLUNTEERS, AND HIRED/VOLUNTEER ENTERTAINERS INFORMATION

Section 4, Item D.

Applicants must submit a list of the legal names of all employees, volunteers, and hired/volunteer entertainers who are responsible for the supervision or care of minors, or whose duties would require close contact and/or alone time with minors at the event. The Applicant will verify that names on the list have been checked against the online national sex offender public website and disqualify anyone who is listed in the registry. The verified list must be submitted to the City Clerk no later than 10 days before the event. **The national website can be found at <https://www.nsopw.gov/>**

| Legal Name | Address & Telephone Number |
|------------|----------------------------|
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****DUE NO LESS THAN TEN (10) BUSINESS DAYS BEFORE THE EVENT.**

I _____ (name of Special Event Organizer) verify that, to my knowledge, no employee, volunteer or hired/volunteer entertainer who is responsible for the supervision or care of minors or whose duties would require close contact and/or alone time with minors at the event is a registered sex offenders. ". FALSIFICATION AND/OR MISREPRESENTATION IS GROUNDS FOR DENIAL OF PERMIT.

Signature

Date

MERCHANDISE VENDOR INFORMATION

Section 4, Item D.

Vendors selling goods (not food related) are exempt from a Transient Merchant Permit when participating in a permitted Special Event. You are required to list all vendors and provide their Wisconsin Seller Permit Number. If a vendor indicates they are exempt from paying sales tax, please note N/A.

For safety purposes, a list of vendors along with their contact information is requested to assist our Police, Fire and EMS in the event of an emergency situation.

A map of where the vendors will be located, by vendor, is also requested.

For questions about Wisconsin Seller Permits, visit the Department of Revenue website: www.revenue.wi.gov and search "temporary events". Note: Event organizers are required to report certain information about vendors to the Department of Revenue within ten (10) days of the close of the event. See [DOR Temporary Events Page](#) for information.

| Vendor Name Legal & Business | Vendor Address & Telephone Number | Wisconsin Seller Permit (ex. 456xxxxxxxxxx-01) | Goods Offered For Sale |
|---------------------------------|--------------------------------------|--|------------------------|
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****DUE NO LESS THAN TEN (10) BUSINESS DAYS BEFORE THE EVENT.**

SECURITY & EMERGENCY ACTION PLAN

Section 4, Item D.

Below is the standard Security and Emergency Action Plan required by the City of Watertown. Please complete the form with your event information or your own Security/EAP that includes all the required information. Plans must be approved by the Police and Fire Department and will be kept confidential.

I. GENERAL

_____ will be held on ____ at _____
DATE EVENT NAME
GENERAL LOCATION/ADDRESS/PARK NAME

II. PURPOSE

- III. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- IV. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

V. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

VI. BASIC PLAN

A. Emergency Action Plan (EAP) Event Representative

1. The EAP event representative will be identified as the point of contact for all communications regarding the events EAP. This person is identified as PRIMARY CONTACT.

B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

2. We ☐ will/ ☐ will not have on-site EMS. _____

CONTACT NAME/CELL NUMBER

3. We ☐ will/ ☐ will not have on-site Police or Security. _____

CONTACT NAME/CELL NUMBER

C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the [National Weather Service's Madison Weather Forecast website](#).
2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative will be responsible for monitoring the weather conditions before and during the event.
3. During the event - If severe weather occurs during the event, the EAP event representative will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the event of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.
6. The EAP representative is aware of the event location shelter areas. _____ (EAP Rep initials)

D. Fire

1. If a specific hazard has been identified as an increased risk of fire at this event, event organizer will work with the Fire Department to determine how to address the hazard.
2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
3. If cooking is intended, you must contact the fire department and -
 - a) Must have a valid fire extinguisher, 2A10BC
 - b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
 - c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
 - d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines
5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
2. Event organizer shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number
4. Will your event have a first aid station and where will it be located _____

F. Law Enforcement

1. The need for constant Law Enforcement presence at this event ☐ has / ☐ has not been identified. Event organizer shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
2. Have you contacted the Police Department to review this Security and Emergency Action Plan
 - a) Name of Police Officer _____
 - b) Date of Meeting: _____
 - c) Was the plan approved? Yes or No
3. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

G. Emergency Vehicle Access

1. Access for Emergency Vehicles will be maintained at all times.
2. 20' Fire Lanes are required to be kept open at events.
3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane
4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
5. Crowd control will be managed by _____
6. Parking for vendor and staff vehicles will be _____
7. Parking for attendee vehicles will be _____

H. Lost Child Protocol

1. Lost Child Check Points will be _____
2. Event staff will arrange for an announcement through the PA system (if available). The name and details of the child will NOT be broadcast.
3. If a child gets lost, they will be taken to the Lost Child Check Point. Follow this protocol:

- Make a public announcement stating that a lost child has been found and where they can be found.
- Do not give the child's name or description.
- When an adult comes to collect the child, make sure you are satisfied that they are who they say they are. You may ask for identification.

Section 4, Item D.

4. If the responsible adult fails to appear within 15 minutes of the first announcement, contact the police without delay.

I. Active Shooter Protocol

1. An active shooter situation is very hard to predict and even harder to prevent. Continually be on high alert for any signs of aggressive or odd behavior. Situational awareness is key in this endeavor.
2. RUN – getting away from the area gives you the best chance of survival. Don't let yourself be an easy target. Run in a random pattern like a zig zag. Run fast, run far. Make the target small by crouching. If you find other people that are not running encourage them to run as well but don't let them stop you from saving yourself.
3. HIDE – if you are in a position where running is not an option, hide yourself. Position behind or under something that can shield you from view and possibly bullets. Lock doors (Public bathroom) barricade yourself in.
4. FIGHT – when it is the best available option, you should fight to save your life. Use anything you can find as a weapon. Intend to incapacitate. If you are hiding in a group, everyone must help to stop the threat. Even if it is just your body weight to help hold them down. Again, you are all in this together.
5. When law enforcement arrives DO NOT run towards them. Stay calm and follow their orders. Keep your hands empty and within sight. They will not be able to help the wounded until after the danger is stopped.

VII. CONTACT INFORMATION

| | | |
|-------------------|-----------------------------|--------------|
| Primary Contact | | Cell: |
| Secondary Contact | | Cell: |
| Emergency | 911 Center | 911 |
| Non-Emergency | Watertown Fire Department | 920-261-3610 |
| Non-Emergency | Watertown Police Department | 920-261-6660 |

Police Chief: Approved

Denied

Signature

Date

Fire Chief: Approved

Denied

Signature

Date

Will Beer/Wine be sold at the event?

If Yes, please continue. If No, skip this form.

☐ Yes

Section 4, Item D.

****Temporary Class "B"/"Class B" License is required for the sale of Wine or Fermented malt beverages – Liquor is not permitted. (\$10.00 per event).**

- License authorizes the sale of wine in an original package, container, or bottle, or by glass if the wine is dispensed directly from an original package, container or bottle at a particular picnic or similar gathering.
- Issued only to: Bona fide clubs, State, county, or local fair associations, or agricultural societies, Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application, Posts of veteran's organizations, Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stat
- License may not be issued to individuals
- License may cover either a specified area or the entire picnic grounds
- Licensed operator(s) must be present at all times
- Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2- license limit.
- Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs
- Subject to Common Council approval

****Outdoor Open Container (fee included with Temporary Class B Application)**

- Special event located in any public area, including the streets, sidewalks and rights-of-way located within the City of Watertown, where the possession and consumption of "fermented malt beverages" and/or "wine" from an open container is permitted subject to an approved application
- Event must also have applied for a Temporary Class B license pursuant to Chapter 220 of the City of Watertown Municipal Code and Ch. 125, Wis Stats
- OPEN CONTAINER - A paper or plastic cup which does not exceed 16 fluid ounces in size, bearing the "outdoor open container entertainment event's" printed name and/or logo, located within the "outdoor open container entertainment event" boundaries
- Application shall comply with the requirements of § 428-7E, of the City of Watertown Municipal Code

Have you applied for the Temp B License (from the City Clerk's Office)?

☐ Yes ☐ No

Have you applied for an Outdoor Open Container (from the City Clerk's Office)?

☐ Yes ☐ No

Application for a temporary premises amendment to expand an alcohol beverage license – public or private property

☐ Yes ☐ No

Licensed Bartenders.

Will your event have licensed bartenders serving alcohol? Must have City of Watertown Beverage Operator's License

☐ Yes ☐ No

Temporary Operator's License (see section 220-3 I) \$15.00 Must apply and are Subject to background check

Only issued to operators employed by, or donating their services to, nonprofit corporations

No individual may hold more than one temporary operator's license in any single consecutive 12 month period

Valid for any period from one day to 14 days

Application for Temporary Class "B" / "Class B" Retailer's License

City of Watertown Dodge/Jefferson County

Section 4, Item D.

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE: \$10.00

Application Date: _____

The named organization applies for: (check appropriate box(es).)

- ☐ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats. A Temporary
☐ "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) ☐

- ☐ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name _____

(b) Address _____
(Street) ☐ Town ☐ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:
☐

(f) Names and addresses of all officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: _____

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number _____

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

(a) List name of the event _____

(b) Dates of event _____

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer _____
(Signature / Date)

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

May be Granted and Issued only to (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located: Class

"B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days. "Class

B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2- license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)

CITY OF WATERTOWN APPLICATION FOR TEMPORARY BEVERAGE OPERATOR LICENSE

Applicants MUST complete ALL sections of application

| | | |
|------------------------------------|--|-----------------|
| "DO NOT WRITE IN THIS AREA" | | |
| Type of License: TEMPORARY | Dates license is needed? (1 – 14 days) From: _____ To: _____ | |
| Date of Application: _____ | Fee: \$15.00, Date Paid: _____ | Receipt # _____ |

THIS IS A TEMPORARY LICENSE THAT CAN ONLY BE OBTAINED ONCE IN ANY SINGLE CONSECUTIVE TWELVE (12) MONTH PERIOD. APPLICATION FEE WILL NOT BE REFUNDED IF DENIED OR WITHDRAWN!!! A POLICE CHECK WILL BE COMPLETED. PLEASE READ CAREFULLY AND ANSWER HONESTLY. FALSIFICATION AND/OR MISREPRESENTATION MAY BE GROUNDS FOR DENIAL OF LICENSE/PERMIT.

PLEASE INITIAL HERE THAT YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENT: _____

FULL NAME _____ OTHER NAMES USED (i.e. maiden name) _____

PERMANENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

How long have you lived at your present address? _____ If less than 5 years, list previous address(s) and dates: _____

PHONE NUMBER _____

AGE _____ DATE OF BIRTH _____ BIRTH PLACE _____

MALE _____ FEMALE _____ HAIR _____ EYES _____ HEIGHT _____ WEIGHT _____ RACE _____

DRIVER'S LIC. NUMBER _____ STATE _____ SOC. SEC. # _____

(**IF ADDITIONAL SPACE IS NEEDED FOR THE BELOW QUESTIONS, PLEASE USE THE BACK OF THIS FORM OR ANOTHER SHEET OF PAPER**)

How long have you continuously resided in Wisconsin? _____ Place of employment as an Operator: _____

Do you currently hold, or have you ever previously held, within the last five years, an operators, premises or managers license issued by the City of Watertown or any other jurisdiction? (attach proof of any current license issued outside the City of Watertown) ☐ Yes ☐ NoHave you ever had an operators, premises or managers license, issued by ANY jurisdiction, suspended, revoked, cancelled or acted upon in any other manner limiting the privileges of the license? ☐ Yes ☐ No

If yes, identify location(s) allegation(s), approximate date(s) and disposition(s): _____

Have you ever been convicted of a FELONY? ☐ Yes ☐ No

If yes, identify location(s) charge(s), approximate date(s) and disposition(s): _____

Have you been convicted of a MISDEMEANOR in the past 10 years? ☐ Yes ☐ No

If yes, identify location(s) charge(s), approximate date(s) and disposition(s): _____

Are there any pending FELONY or MISDEMEANOR charges against you? ☐ Yes ☐ No

If yes, identify location(s) charge(s) and approximate date(s): _____

Are there any pending drug/alcohol related offenses* against you? ☐ Yes ☐ No

If yes, identify location(s) charge(s) and approximate date(s): _____

Have you ever, whether as a juvenile or an adult, been convicted of drug/alcohol related offenses* in the last 5 years? ☐ Yes ☐ No

If yes, identify location(s) charge(s), approximate date(s) and disposition(s): _____

Have you been denied a Beverage Operator License from any municipality in the last 5 years? ☐ Yes ☐ No

If yes, identify the municipality, approximate date(s), and disposition(s): _____

***DRUG/ALCOHOL RELATED OFFENSE* IS TO BE READ IN THE BROADEST POSSIBLE SENSE. IF YOU HAVE ANY DOUBT AS TO WHETHER AN OFFENSE IS CONSIDERED ALCOHOL/DRUG RELATED, YOU MUST DISCLOSE. * ANY FALSE OR MISSING INFORMATION, WHETHER THE OMISSION WAS INTENTIONAL OR UNINTENTIONAL, MAY RESULT IN DENIAL OF YOUR OPERATOR'S LICENSE.**

I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to a driver's license check, a local police records check, and a criminal history background check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.

Signature _____ Date _____

Police Chief _____

Approved ☐Denied ☐

OUTDOOR OEPN CONTAINER EVENT PERMIT APPLICATION

The following items **MUST** accompany this application:

- Event map including fencing plans and street closures
- Specific plan indicating where patrons will be permitted to carry alcoholic beverages
- Detailed description of all public entertainment associated with the event
- Detailed security plan for the event
- Proof of insurance must be provided no later than 10 days prior to the event

Section 1 – Applicant Information

Corporation/ Organization Name:

Responsible Party:

Driver's License # (list State if not WI):

Date of Birth:

Address:

City:

State:

Zip Code:

Telephone Number:

E-mail Address:

Section 2 – Event Information

Name of Event:

Purpose of Event:

Locations/Address of Event (must include event map including fencing plans, barricades, street closures, etc.):

Event Dates (limit 4 consecutive days):

Event Hours (must be between 6 a.m. & 11 p.m.):

Maximum Daily Attendance:

Have you applied for a temporary Class "B" malt or temporary "Class B" wine license for the event? ☐ Yes ☐ No

If no, contact Clerk's Office to obtain proper licenses/permits. No hard liquor may be sold/served/given away at events.

Have you applied for a special event permit for the event?

☐ Yes

☐ No

If no, contact Clerk's Office to obtain proper licenses/permits.

TEMP B PERMIT # (office use only)

Date Application Received:

Approved ☐

Denied ☐

INSURANCE

Each applicant shall furnish to the City, no later than 10 days prior to the 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. 101, Wis. Stats. The certificate shall provide that the company will furnish the City with a 10-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 \$1,000,000.00 per person/aggregate.

I hereby make an application for an Outdoor Open Container Entertainment Event Permit as detailed above. 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 an Outdoor Open Container Entertainment Event.

Signature: _____ Date Signed: _____



Request for a Temporary Beer/Liquor License Premise Amendment

Form only for those with a current Retail Class B License

\$10.00 Fee **Please attach a map of the proposed area to this form. **

Name of Applicant: _____

Name of Establishment: _____

Address of Premises: _____

Date(s) of Premises Amendment: _____

Hours requested: _____

Describe proposed amendment (include dimensions):

Proposed event (reason for amendment):

Signature of applicant

(For office use only)

| | | |
|----------------------------|--------------------------------------|---|
| Date Application Received: | Date of Licensing Board and Council: | Approved <input type="checkbox"/> Denied <input type="checkbox"/> |
| Amended License #: | Date issued: | Expires on: |

CITY OF WATERTOWN

Special Events Guide

Welcome to the City of Watertown Special Event Guide, your comprehensive resource for organizing a memorable and successful event within our community. Watertown is not just a city; it's a canvas for creativity and a stage for celebrations. Whether you're planning a festival, concert, parade, or any other special event, this guide is designed to streamline the process and ensure your event is a success.

Our city, with its historic downtown, beautiful parks, picturesque river views, and welcoming community, provides the perfect backdrop for a wide array of events. We understand the importance of each gathering, and we are committed to supporting event organizers like you in bringing your vision to life. From the initial concept to the final applause, the City of Watertown is here to guide you through every step of the special event planning process.

Inside this guide, you will find detailed information on obtaining necessary permits, navigating logistical considerations, accessing city resources, and engaging with local partners to make your event truly special. Our goal is to make the planning experience seamless and enjoyable, allowing you to focus on creating unforgettable moments for your attendees.

Thank you for choosing Watertown as the backdrop for your special event. We look forward to collaborating with you to make your vision a reality. Let the planning begin and let the City of Watertown be your partner in hosting an exceptional event.

City of Watertown Review Staff Contacts

A preliminary conversation with City staff may save valuable time and provide you with initial guidance in the development of your special event plan.

City Clerk/Finance Office – *filing information; beer/wine, carnival.*

General Office Number 920-262-4010

Parks, Recreation & Forestry Department – *City parks and facilities/reservations, amplified sound, concessions, parking at city parks*

General Office Number 920-262-8080

Police Department – *public safety, traffic control, highway/street closure, fencing, parking, emergency action planning*

General Office Number 920-261-6660

Fire Department – *fire prevention, fire and building codes, emergency action planning*

General Office Number 920-261-3610

Health Department – *food vendors*

General Office Number 920-262-8090

Street Department – *traffic control, street use/closures, barricades, waste management/recycling*

General Office Number 920-262-4080

Zoning/Engineering – *construction, building codes*

General Office Number 920-262-4060

City Attorney – *insurance requirements*

General Office Number 920-262-4033

What is a Special Event?

A special event is a temporary planned occurrence on public or private property that involves **at least one** of the circumstances listed below:

- 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;
- 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;
- Cannot be held completely within the confines of an existing building, park;
- Will involve the temporary closing of a public street, alley, parking lot or public right-of-way;
- Will have over 300 people attending the event (or multiple events as part of a series) on private property.
- Will require extraordinary services by any City Department

Examples of special events include,

- running/jogging/walking events,
- carnivals
- craft fairs
- concerts
- festivals

Things To Consider When Planning a Special Event

As you begin the preliminary plans for your event, think carefully about the impact you will have on the community. The following are some common impacts that thoughtful planning can help reduce:

- Street use, as determined by the police department, will incur traffic issues that may require rerouting.
- Does your street use block or impede access to police stations, fire stations, churches, schools, businesses, or residences?
- Are you planning to serve/sell alcohol at your event? If so, how will that use affect participant safety and enjoyment of the event as well as security and insurance costs?
- Will you have music? If so, what type of music will you have and how will the noise impact the surrounding neighborhood? What kind of audience behavior does this kind of music typically bring about?
- Are there other events planned in the City on the same day as yours or immediately before or after yours? If so, multiple events in a small timeframe may be denied due to limited resources available to assist with the events.

Who Should I Contact First?

The Special Event permit application process is coordinated through the City Clerk's office. This office is located in City Hall, 106 Jones St., Watertown, WI. The application may be obtained from the City Clerk's office or from the City's website at www.watertownwi.gov.

The application, including any applicable filing fees, may be mailed or dropped off during public service hours (M-F 8am–4:30pm). The City Clerk's address is 106 Jones Street, PO Box 477, Watertown WI 53094.

Application Process

1. Complete the special event permit and file the application and associated fees with the office of the City Clerk. The application fee is separate from other fees, licenses, park rentals, and any extraordinary services costs.
2. The application is due 45 days prior to the event. The application fee will double for applications received after the deadline. You are encouraged to submit applications well in advance of the event, but no application will be accepted more than one year prior to the event.
3. After your application is submitted and the City Clerk has determined that it is complete, the application will be forwarded to the City Departments for review. The City Departments will determine the potential impacts, the city services requested and the City services required.
4. As soon as possible, the City Clerk will present the application, estimate extraordinary services fees and supporting documents to the Public Safety and Welfare Committee for review. You are welcome to attend the meeting too! After reviewing, the Public Safety and Welfare Committee will move to approve, conditionally approve, or deny the application.
 - In addition to permit and license fees, you will 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 Extraordinary Services Fee Schedule is available to help you determine the approximate costs of the extra services your event may require.
5. You will be notified of the Public Safety and Welfare Committee's decision within 10 business days.
6. You will pay 50% of the estimated extraordinary services prior to the Special Event. An invoice will be sent to you and the amount will be due on or before 10 business days prior to the event. Failure to pay the amount voids your special event permit. After the event is over, you will receive a final bill for the extraordinary services, less the 50% you have already paid.

City Facilities/Parks

The City establishes rental rates for City facilities and parks. Event organizers intending to use a city park, or whose event precludes normal occupancy and use of a park, must reserve it separately. Contact the Parks, Recreation & Forestry Department at 920-262-8080.

The size of your event may dictate which of the City's parks are best suited for your event. Park Department staff will discuss your needs and find the best park to make your event successful.

Public Street/Right-of-Way

If your event requires use or closure of a public street or right-of-way, City staff will review your request to ensure that all safety measures are met, and the use/closure(s) will not adversely affect traffic flow or transit routes. There may be some limitations on the use of certain streets during peak traffic hours or construction season. We advise you contact the Engineering Department to ensure your route will not be affected by a construction project. If you are aware of a known conflict, plan ahead with an alternate route. A legible, detailed map of the event location, proposed street use/closure(s) and intended

route, if applicable, must be presented at the time of application. A turn-by-turn list is also helpful.

If your event includes multiple activities that include closure of street, alley or other public way i.e. two parades or a combination of parade and run/walk, a map for each event must be submitted with the special event application providing the necessary details for each.

The closure of any state highway requires the City to file a DOT permit; however, these closures are not recommended. Parades or other processions that pass through a state highway require police personnel to control the intersection and intersections must remain open to traffic. If requesting to close a highway, be sure to discuss it with the Police Department to file all necessary requirements.

Even if your event does not require street or sidewalk closings, it may generate unusual pedestrian and/or vehicular traffic. This not only affects the event's participants but also those who live, work and shop in the area surrounding the event location. Changes in traffic flow must be considered in the planning process. In the case of large events, consider establishing parking in other sites and shuttling participants to the event.

Alcohol: If you intend to sell or serve beer and/or wine, a Temporary Class B (picnic) Retail License is required and must be filed with the Special Event Application. There are eligibility requirements for a temporary alcohol license; individuals and businesses do not qualify. The fee is \$10.00 and additional liquor liability insurance is required. Your event may also require an Outdoor Open Container Permit.

Additional Information:

- Only beer (fermented malt beverage) and wine are allowed with a Temporary Class B license. Intoxicating liquors/distilled beverages are prohibited.
- Licensee must purchase alcohol from a wholesaler or fermented malt beverage from a permitted brewery or brewpub authorized to sell directly to retailers; and keep invoices for two years.
- Licensed beverage operators (bartenders) are required to be present at all times to oversee the sales and consumption of alcohol. Beverage operator licenses are issued by the City Clerk's Office; individuals must apply in person.

Tips to organize a safe and successful event:

- Sale of beer and/or wine must be under the control of your organization at all times. You are the responsible, legally liable party if problems arise because of the improper conduct of your beverage servers.
- The legal drinking age is 21. You should require identification from anyone who appears under the age of 30. Proper identification must be issued by a governmental agency with the name, date of birth, physical description and photograph of the person presenting the identification.
- Do not sell, furnish or give beer or wine to anyone who is intoxicated.
- Identify non-drinking designated drivers and offer them free non-alcoholic beverages.
- Limit sales/service of alcoholic beverages to two (2) drinks per person at any one time.
- Provide food at your event.
- Provide adequate security at your event, especially if it is open to the public.
- Drinking alcoholic beverages on City streets is prohibited; therefore, carrying open containers outside of the area should be monitored.
(See additional alcohol information sheet for more)

Food

If you intend to offer food at your event, food-related permits may be required from the Watertown Health Department. Contact them at 920-262-8090 for more information.

Food Vendors

Vendors are required to hold a food-related permit issued by the City of Watertown (or State of Wisconsin) and may be required to hold a Wisconsin Seller’s Permit. A complete list of all food vendors shall be filed with the City Clerk no less than ten (10) business days before the event including their food permit I.D. number and seller permit number.

Merchandise Vendors.

Vendors selling goods (not food related) are exempt from a Transient Merchant Permit when vending on the grounds of a permitted special event (other than parade routes) with permission from event organizers. Vendors may be required to have a Wisconsin Seller Permit. A complete list of all merchandise vendors shall be filed with the City Clerk no less than ten (10) business days before the event including their seller permit number.

Amplified Sound

An Amplified Sound Permit is required if the event is located in a city park. Amplified Sound Permits can be obtained from the Park and Rec Department. Noise is regulated in the City of Watertown; see Sec. **§410.40E** of the Municipal Code.

Organizers should notify nearby properties of the event so they are aware of the event and know what can be expected in regard to noise. If the City receives complaint regarding noise from your event, the Police Department has the right to require event organizer to reduce the sound volume. If the organizer fails, the organizers shall be subject to penalty as provided by the City noise ordinance. The event may also be shut down.

Animals

Does the event involve any show or exhibition of animals? A special use permit (550-52J) and Health Department animal permit (228-10) may be required.

Circus or Carnival

If your event will have a circus or carnival including amusement a carnival or circus permit is required and may be obtained in the City Clerk’s office.

Fireworks

If you intend to display fireworks or pyrotechnic special effects at your event, a Firework Permit is required to be filed with the City Clerk subject to Mayor approval and subject to insurance requirements.

Fire Prevention and Safety Procedures

Establishing fire prevention and safety procedures at your event is an essential component of the event planning process. Items of concern include: general fire and public safety, crowd capacity, access for emergency vehicles, configuration and identification of all vendors cooking with flammable and combustible liquids and/or gases or potentially hazardous cooking appliances.

Parking

Contact the Police Department at 920-261-6660 for information on parking availability and options.

Security and Emergency Action Plan

When planning a special event, you must consider a security plan. The security plan should include, but is not limited to: plans for crowd control, alcohol containment, and protecting event participants. The Watertown Police Department may make additional recommendations after review of the plan and/or require special duty police officer staffing at your event.

Duration and hours of operation

The duration of any special event must not exceed four consecutive days and any permit issued under this section must specify the days upon which the event shall occur. No special event is to be open to the public except between the hours of 7:00 a.m. and 11:00 p.m. on any day of the week, occurring within the duration of the special event. Such permit must 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.

Compliance with other code provisions

No special event is to 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 must be conditioned upon the applicant obtaining all such other licenses, permits and approvals.

Medical Services

When planning a special event, first aid needs should be considered.

- How many people will be attending? Medical demands vary depending on anticipated attendance. An event hosting 200 people will have different first aid needs than an event with 5,000 or more participants.
- Is your event being held during the daylight hours or will it run into the evening hours when it is dark? If it is held during nighttime hours, is there good lighting?
- What are the demographics of the anticipated crowd? Does your particular group have any potential health issues that should be taken into consideration?
- What time of the year is your event being held? Do you anticipate hot weather, cold weather, wet conditions?
- What is the length of event? A few hours, a full day or several days?
- Is there a single location for your event? Will there be multiple venues?
- Have you encountered any first aid related problems with the event in past?
- Is this an athletic or sporting event? How strenuous or dangerous is the activity?

Depending on the answers to the previous questions will determine the appropriate level of medical services for your event. However, it is recommended that every special event have a first aid kit easily accessible on the event site(s).

Health, Safety and Security

Ensuring that appropriate risk management practices are in place is a priority for the City of Watertown. Some areas of risk management that should be observed by special event organizers are:

- Develop volunteer management practices – identify who is in charge and communicate this to all volunteers. Monitor event volunteers to ensure work is being completed.

- A verified list of all employees, volunteers, and hired/volunteer entertainers who are responsible for the supervision or care of minors, or whose duties would require close contact and/or alone time with minors at the event that have been checked against the online national sex offender public website must be submitted to the City Clerk no later than 10 business days before the event.
- Be clear about the role of the Watertown Emergency Services (Police and Fire) at your event and enhance communication throughout the event. Consult with emergency personnel for input and advice while developing the emergency action plan.
- Be aware of safety standards and/or inspections related to buildings, vehicles, carnival rides and tents, ensuring safe egress from tents and fenced areas.
- Have emergency plans specific to the events activities, including communication and responsibilities, coordination with authorities, weather conditions, lightning and damage to a person or property.
- Coordinate fire safety/protection for all tents and commercial cooking functions, and the safe handling of propane gas.
- Do a “walk through” of the event looking out for tent stakes and ropes, electrical connections, compressed gas cylinders like helium, cables and hoses across walkways, absence of barriers to restricted areas.

Insurance

The special event requires insurance if the event includes at least one of the following:

- Alcohol - more than 200 people per day or - involves a road closure
- The applicant must 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 must provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance must be written in comprehensive form and must 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 must provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate.
- If the event sells alcoholic beverages, liquor liability insurance with coverage limits of no less than \$500,000 each occurrence and \$500,000 aggregate.
- Said insurance policies shall be in force and effect at the time such event is to take place, and shall, by the acceptance of the permit, be deemed to agree to indemnify, defend and hold the City of Watertown harmless for all damages of any variety.
- Said policy must be endorsed naming the City of Watertown, its elected and appointed officials, officers, employees or authorized representatives or volunteers as additional insured.
- If an event organizer is self-insured, it must provide evidence of alternative proof of coverage, in a form acceptable to the City Clerk. The City shall be named an additional insured.

Indemnity

In addition to insurance, organizers of special events shall be required to sign an agreement in which they agree to indemnify the City of Watertown, and its departments, and hold the City and its departments, employees and agents, harmless from any liability to a person resulting from any damage or injury to property or any person which occurs in connection with the permitted event proximately caused by any actions or inactions of the event's organizer, their officers, employees or agenda, or any person under their control insofar as permitted by law.

Sanitation

All sanitary facilities and potable water facilities will be provided for the special event by the event organizer.

Waste Management/Recycling

The City requires proper collection and disposal of solid waste and recyclables. Event organizers are responsible for managing all waste and recyclables generated at the event. Trash receptacles for each shall be placed at various locations and emptied during the event to prevent overflow. If food vendors are part of the event, waste management will require more effort and expense on the part of the organizer.

Event Clean Up

Cleanup of the event grounds is the responsibility of the organizer. All waste, recycling and other event materials must be removed within twelve (12) hours of the event; unless additional time is approved. All portable objects such as tents, fencing and portable toilets must be removed within twenty-four (24) hours of the event's conclusion; unless additional time is approved. If the event is held on City property and additional clean-up is required at the conclusion of the event, a clean-up fee will be invoiced to the event organizer.

Extraordinary Services

If a special event requires more than the reasonable and necessary services provided by the City that specifically result from the event, the applicant may be required to pay the actual costs for the use of equipment, resources or services. This may include, but is not limited to, police personnel and services, fire personnel and services, traffic control, parks services, street department personnel and 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 policies. Extraordinary services do include the provision of police protection against hostile individuals targeting the event's message or intentions. The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable.

If any traffic control materials are missing or returned damaged, applicable fees for replacement/repair will be invoiced.

Modification of a Permit Application

Any Special Event Permit granted by the City is based on information provided by the applicant in the permit application. Such information constitutes conditions and limits on the special event if the permit is granted.

The event coordinator shall notify the City immediately if any information in the permit application is no longer complete or accurate, and provide a revised Special Event application containing the updated information along with any adjustment of fees as necessary. No additions may be made to the application within fifteen (15) days of the event; unless there are unforeseen circumstances. The City will promptly review the revised application and notify the organizer if the permit will stand, be revoked, be modified or be subject to any additional conditions, limitations or changes.

Enforcement

The enforcement of special event permits shall be under the jurisdiction of the Police Department and Fire Department who shall have the power to inspect any event at any time to determine compliance.

Event Cancellation

The Mayor, or in their absence the Police Chief and Fire Chief jointly, may 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, such as Act of God, War or pandemic, or if applicant’s proposed activities would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

ATTACHMENTS:

- Special Event Insurance Requirement
- Insurance Endorsement Example
- Temporary Class B Licenses, Additional Information, Rules, etc.
- Fire Department – Fire Safety
- Extraordinary Service Fee Schedule
- Park, Recreation & Forestry Information and Fee Schedule
- Special Event Ordinance/Parade Ordinance/Outdoor Open Container Ordinance

City of Watertown

Special Event Insurance Requirements

Section 4, Item D.

The applicant shall provide primary coverage insurance for the event if **at least one of the following is taking place: alcohol, more than 200 people per day, or a road closure.** Any insurance or self-insurance maintained by the City of Watertown, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. The applicant shall, no later than ten (10) days prior to the start of the event, provide proof of insurance as follows:

1. General Liability Coverage. Coverage shall be occurrence coverage. Claims-made coverage is prohibited.
 - a. Commercial General Liability.
 - (i) \$1,000,000 general aggregate – per event;
 - (ii) \$1,000,000 products – completed operations aggregate;
 - (iii) \$1,000,000 personal injury and advertising injury;
 - (iv) \$1,000,000 each occurrence limit.
 - b. Insurance must include:
 - (i) Premises and operations liability;
 - (ii) Contractual liability, including coverage for the joint negligence of the City of Watertown, its officers, council members, agents, employees, authorized volunteers and the named insured;
 - (iii) Personal injury;
 - (iv) Explosion, collapse and underground coverage;
 - (v) Products and completed operations;
 - (vi) The general aggregate must apply separately to the event and location.
2. Business Automobile Coverage. Such coverage is required if motor vehicles are used in relation to and before, during or after the event. This requirement does not apply to cover personal vehicles used by attendees or event personnel to arrive or depart from the event. Coverage limits shall be no less than \$250,000 each person, \$500,000 each accident for bodily injury, \$100,000 for property damage or \$500,000 combined single limit for bodily injury and property damage each accident
3. Worker's Compensation and Employers Liability. Proof of such coverage shall be required consistent with Wis. Stats. Chap. 102 or any applicable Worker's Compensation Statutes of a different state. Coverage limits shall be no less than \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease per employee.
4. Liquor Liability. If the event holder sells alcoholic beverages, liquor liability insurance with coverage limits of no less than \$500,000 each occurrence and \$500,000 aggregate.
5. Fireworks Liability. If the event includes a firework display, then the event holder shall carry an additional \$50,000.00 in coverage.
 - ❖ All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event.
 - ❖ The City of Watertown, and its officers, council members, agents, employees, and authorized volunteers shall be additional insured on general liability, business automobile and liquor liability policies. The additional insured policy endorsement must accompany the certificate of insurance.
 - ❖ All policies shall require a 10 day written notice to the City of Watertown of cancellation, non-renewal or material change in the insurance coverage.
 - ❖ Insurance must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.
 - ❖ All insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of Watertown.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Temporary Class B Retail Licenses May be Granted and Issued Only To:

- (1) Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.
- (5) Chambers of commerce or similar civic or trade organizations.

Application: Filed with the City Clerk. Applications must be complete and legible.

Class "B" (Beer):

Allows sales, service and consumption of beer (fermented malt beverage)

"Class B" (Wine):

Allows sales, service and consumption of wine. Note: No more than two (2) wine licenses may be issued to an eligible entity within a 12-month period.

Wisconsin Sellers Permit: Wis. Stats. sec. 77.54 (7m) provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore not required to hold a seller's permit.

Fee: \$10.00 per license. No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to twenty (20) licenses to the same licensee for a single event, if each license is issued for the same date and time.

Special Event Permit: Events that sell or serve alcohol beverages qualify as a special event, and a Special Event Permit is required. See Chapter 30 of the La Crosse Municipal Code. All applications relative to the event, including the Temporary Class B, must be filed as a package no less than sixty (60) days before the event to avoid late fee.

Restrictions:

- (1) License may not be issued to businesses or individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering of the organization. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (125.26(6) and 125.51(10), Wis. Stats.).
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (125.33(7), Wis. Stats.) and 30 days for wine (125.69(4)(b), Wis. Stats.).
- (7) Licensed operator(s) must be present at all times (125.26(6), 125.32(2)-Beer; 125.51(10), 125.68(2)-Wine; 125.17).
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area (125.32(6), Wis. Stats.).
- (9) No more than two (2) wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12-month period. A municipality may issue up to twenty (20) wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.
- (10) Licensee must purchase alcohol from a wholesaler or fermented malt beverage from a permitted brewery or brewpub authorized to sell directly to retailers; and keep invoices for two years.

NOTE: Many coolers, seltzers, hard sodas presently on the market have a fermented malt beverage base allowing sale under a beer license.

RULES FOR TEMPORARY CLASS "B" BEER & TEMPORARY "CLASS B" WINE APPLICANTS

There must be at least one licensed beverage operator (bartender) at the event at all times.

A 14-Day Temporary Beverage Operator license is available for persons employed by or donating their services to nonprofit corporations (i.e. events licensed with a Temporary Class B). The application fee is \$20.00 and is issued by the City Clerk. We encourage application be made no less than ten (10) business days prior to an event to allow adequate time to process. **A person is allowed only two (2) 14- day temporary beverage operator licenses per year.*

Anyone selling or serving (bartending) without a valid beverage operator license must be within eyesight and earshot of a licensed beverage operator at all times.

A licensed operator must be capable of supervising and controlling the alcohol sales at the event/venue. The duties of a licensed server include, but are not limited to, ensuring that the alcohol beverages are securely maintained, that no underage persons are on the licensed premise without the appropriate adult parent/guardian/spouse, that no underage persons are served alcohol, that false IDs are confiscated and turned over to police and that no person is overserved.

Applicants issued a Temporary Class "B" Beer/"Class B" Wine license **must** buy the alcohol beverage products for their events from a licensed **wholesaler** or fermented malt beverage from a permitted brewery or brewpub authorized to sell directly to retailers.

If at any time you have any questions, please call the City Clerk's Office at 920-262-4006

FIRE SAFETY

City of Watertown, Wisconsin

This guide provides information regarding the fire and life safety regulations that are needed for a safe event. The Watertown Fire Department view these events as a team effort. The more awareness each member of the team has of the role and responsibilities of the group, the better the team will function. With willingness and effort on the part of all of the team members, a safe and enjoyable event is more likely to occur.

Definitions

For the purposes of this resource, the following definitions shall apply:

Cooking Booth - Booth where food is prepared by a heating or cooking process such as, but not limited to, grilling, frying, barbecuing, flambé, deep fat frying, baking, warming, or boiling.

Vendor Booth - Any booth other than a cooking booth.

Tent - A temporary structure, the covering of which is made of pliable material that achieves its support by mechanical means such as beams, columns, poles, or arches, or by rope or cables, or both.

Responsibilities

Event Organizer - The Event Organizer assumes overall responsibility for the set-up and running of the event and insures compliance with Fire and Life Safety guidelines.

- The Event Organizer shall know:
 - The location(s) of fire department access lanes (20 ft. minimum width).
 - The location of stages, non- food booth vendors, food vendors and display areas.
 - Location of emergency exits.
 - A list of food vendors with the type of food and cooking method.
 - The Event Sponsor shall distribute to each vendor a copy of this guidebook.

Event Vendors - Event vendors are responsible for the safe operation of their booth, display or attraction. Vendors shall coordinate the event setup and take down with the event sponsor to insure compliance with Fire and Life Safety regulations.

- The Event Vendors shall:
 - Keep fire lanes, fire department connections and building access clear and unobstructed.
 - Be prepared for a fire inspection starting 2-4 hours prior to opening for business.
 - Correct any violations prior to opening for business.
 - Maintain all fire and life safety requirements for the duration of the event.

General Fire Safety Requirements

Fire Hazards and/or Concerns

- Finished ground shall be maintained clear of all combustible materials and vegetation.
- No smoking within booth, tent, or any structure at all times.
- Remove trash accumulations regularly.
- No open flames devices (except for cooking purposes) of any kind shall be present within the booth or any structure.
- There shall be no storage of flammable or combustible liquids within 10' of any booth/tent/structure.
- Heaters – Electric or Fuel Fired

- Devices must be of approved type from an approved testing laboratory and labeled as such.
- A 3' clearance around all sides must be maintained at all times.
- Combustible materials shall be kept away from heat sources.

Electrical Power

- Generators shall be placed only in locations approved locations.
- When refueling generators, a 50' clearance shall be maintained from any part of the event to include all booths/tents/structure.
- Extra fuel shall be stored within a container that is correctly labeled
- Smoking and open flames shall be prohibited within 25 feet of refueling operations.
- Extension cords and power strips shall be of a grounded type, a minimum of 14 gauge, rated for the intended use, and approved for exterior use.
- Generators, if used, shall be kept at least 5' away from booth and shall be protected from contact with and properly vented to prevent the accumulation of CO.

Fire Extinguishers

- All booths must have a minimum of one 2A:10:BC fire extinguisher.
- Shall be stored in a manner to be quickly accessible and kept safe from contact with.
- The type of booth will dictate any further fire extinguisher requirements. For example, all cooking booths shall have a K Class fire extinguisher.
- Know where fire extinguishers are located and how to use them.
- All fire extinguishers located within any booth shall have current inspection/service tags affixed to them.

Special Amusements / Rides / Attractions

- The Watertown Building and Fire Department shall be contacted 2 weeks prior to the event to discuss the types of attractions to be used and the requirements for use.
- Plans shall detail materials used, exit locations, fire protection features, and any operating features along with the proper fees that cover the review and inspection

Access for Fire Department / Emergency Apparatus

During large events it is especially important to maintain access for Fire/Emergency apparatus. This not only includes Suppression (engines and trucks) vehicles, but Medical Units as well. To insure a safe event, all fire access code shall be enforced.

Access thru the event:

- A Fire Lane of not less than 20 feet in width and no overhead obstructions lower than
- 13.5 feet shall be maintained as designated by the Fire Department.
- Dead end fire lanes in excess of 150 feet shall have provisions for turning the apparatus. The radius for the turns shall be approved by the Fire Department.
- As required by the Fire Department, signs shall be provided designating Fire Access/No Parking.
- All existing Fire Lanes shall be enforced.

Access to Buildings:

- Access to building exits, openings, & walkways shall be provided. The width of the exits, openings, and walkways shall also be approved by the Watertown Fire Department. Please note: The access to buildings may vary depending on the building and the venue.
- Access to the following shall not be obstructed:

- All exterior doors and openings.
- Fire Control Rooms.
- Fire Pump Rooms.
- Parking structures.

Access to Water Supplies:

- All existing requirements for access to Fire Hydrants and other water supply connections shall be enforced. Vendors shall be required to maintain the same clearance as required for vehicles. [15 feet per side] Any vendors blocking access to water supplies shall be relocated immediately.
- The access to the following shall not be obstructed:
 - Fire Hydrants.
 - Fire Department Connections.
 - Post Indicator Valves.
 - Outside Screw and Yoke valves.
 - All Fire Code sections pertaining to blocking of hydrants and connections. shall be enforced.

Exiting Requirements

This section will address two types of events:

- First: Restricted access events located in Parks or other open areas
- Second: Events that block street access

Restricted Access Events

This type of event typically takes place in a Park or other large open area. The designated area for the event is confined by temporary fencing, natural barriers, or other structures. The number of exits, exit width, & exit spacing shall be determined and approved by the Watertown Fire Department. Below is the minimum standards, however, changes greater or less than, shall be at the discretion of the Watertown Fire Department.

- Number of exits:
 - A minimum of two exits shall be provided for the event.
 - Additional exits may be required per the Watertown Fire Department.
- Exit Spacing:
 - Exits spacing shall be approved by the Watertown Fire Department.
- Exit Width:
 - Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 6 feet clear width.
 - Aisle width in any tent shall be a minimum of 36 inches.
- Exit Staffing:
 - Each exit shall have a member of the security staff assigned to it. The Security provider shall provide a gate assignment roster upon request.
- Exit Sign / Marking:
 - Each Emergency Exit shall be designated as follows:
 - Exit signs shall have a white background with contrasting letters.
 - Exit signs shall measure no less than 18 x 24 inches.
 - Sign lettering shall measure 12 inches in height with a minimum of 1 ½ "thick letters.
 - Signs shall be placed at the top center of the exit panel.
- If a tent is being used at night with all side walls in place, illuminated exits signs with

emergency lighting will be required.

Blocked Streets

This type of event blocks off a main street and may block cross streets. In addition to providing access for fire apparatus, public egress shall also be accounted for.

- Exit Placement:
 - Exits shall be placed at both ends of the street closure. Cross streets shall also have Emergency Exit access.
- Exit Width:
 - Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Exit Staffing:
 - Each exit shall have a member of the security staff assigned to it. The Security provider shall provide a gate assignment roster upon request.
- Exit Sign / Marking:
 - Each Emergency Exit shall be designated as follows:
 - Exit signs shall have a white background with contrasting letters.
 - Exit signs shall measure no less than 18 x 24 inches.
 - Sign lettering shall measure 12 inches in height with minimum of 1 ½ "thick letters.

Cooking Booth Requirements

Construction and Location

- All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, 2004 Edition, or be labeled with a California State Fire Marshall seal.
- All cooking devices shall be isolated from the general public not less than 48 inches or must be protected by non-combustible barriers between the devices and the public.
- The cooking equipment shall be placed on noncombustible surface materials with a well stabilized cooking surface.
- The cooking equipment shall be kept a horizontal distance of not less than 24 inches from any combustible material.
- Flooring materials used within cooking booths and cooking equipment shall be noncombustible or fire retardant. (Exception: 3/8" plywood or similar material.)
- Each cooking booth shall have at least one exit-way, a minimum three (3) feet wide and 6'8" high. Booth frame shall not obstruct exit path.
- Cooking booths shall have a minimum clearance of ten (10) feet on at least two sides with clearance of at least ten (10) feet from any vendor booth.
- Cooking areas shall have a minimum 3 foot separation from the serving booth.

Propane Cylinders

- Propane cylinders shall be installed upright and shall be secured to prevent overturning and protected from any physical damage. The preferred method would be nested together and strapped or secured to a free-standing pole and strapped by one or more restraints. (Not a Tent Support).
- Propane tanks shall be located so that they are not accessible to the public. Propane tanks shall be located at least 15 feet from any cooking equipment.
- All propane gas hoses or tubing shall be in good condition and approved for the intended service.
- All propane gas hose including flexible connectors or tubing shall be installed as to be protected from physical damage. (such not to constitute a tripping hazard).
- Cylinders not connected shall be stored or nested away from areas of cooking location.
- Turn off tanks when not in use.
- A maximum of 3 -100 lb. cylinders shall be used at one time for each cooking booth.

Special Fire Extinguisher

- A listed and labeled Class K fire extinguisher must be provided for the protection of cooking appliances that use combustible cooking media (vegetable or animal oils and fats) that produce grease-laden vapors.
- Each cooking booth must also have a minimum of one dry 2A:10BC chemical fire extinguisher.
- Fire extinguishers shall be securely mounted adjacent to the exit of the booth and must be visible and accessible at all times.
- All fire extinguishers must be serviced within the last year, with a service tag attached.

Vendor Booth Requirements

Construction & Location

- All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, 2004 Edition, or be labeled with a California State Fire Marshall seal.
- Each vendor booth shall have at least one exit-way, a minimum of three (3) feet wide by 6'8" high. Booth frame shall not obstruct exit path.
- Vendor booths shall have a minimum clearance of twenty (20) feet on at least one side, with clearance of at least ten (10) feet from any cooking booth.
- Grouping of vendor booths shall be limited to cover no more than 1400 ft² with no dimension longer than 100 lineal feet.
- All vendor booth operators shall comply with all the general requirements stated within this guide.

Please contact the Fire Department if you have any questions regarding these requirements or any fire prevention questions for your event. Our goal is to assist you in having a successful event through fire safety preparedness and fire prevention information and education.

CITY OF WATERTOWN EXTRAORDINARY SERVICES FEE SCHEDULE (REV 2024)

Section 4, Item D.

| | | |
|--------------------------------------|---|--|
| Special Event Application Fee | \$50 -1st app for the year \$35 - each | ADMINISTRATIVE FEE There shall be an administrative fee of 15% of the total costs of the services for the processing, review and invoicing of the special event fees. FEE WAIVED FOR NONPROFIT ORGANIZATIONS |
| | subsequent app for the year | |

DEFINITION

Extraordinary Services - 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. Extraordinary services do not include the provision of police protection against hostile individuals targeting the event's message or intentions.

| DEPARTMENT | REGULAR COST - annual wages, legally-required benefits and city portion of health/dental premiums | OVERTIME COST - Regular Cost X 1.5 | COST (flat fee) | DESCRIPTION OF COST |
|-------------------------------|---|------------------------------------|-----------------|---|
| Per Hour Rates | | | | |
| POLICE | | | | **Police wages will increase in accordance to their union contract** |
| Police Chief/Deputy Chief | 74.52 | | | Police Services for Special Event for Extraordinary Services |
| Police Captain | 66.77 | | | Police Services for Special Event for Extraordinary Services |
| Police Sergeant | 57.51 | 86.26 | | Police Services for Special Event for Extraordinary Services |
| Police Officer | 56.90 | 85.35 | | Police Services for Special Event for Extraordinary Services |
| Auxillary Officer | 16.56 | | | Police Services for Special Event for Extraordinary Services |
| Special Equipment | | | At cost | Special equipment deemed necessary for provisions of services to a Special Event shall be charged to the Event Sponsor at the City's actual cost. |
| STREETS | | | | |
| Street Manager/Supervisor | 53.52 | | | Streets Department Services for Special Event for Extraordinary Services |
| Street General Labor | 39.45 | 59.18 | | Streets Department Services for Special Event for Extraordinary Services |
| Solid Waste General Labor | 36.21 | 54.31 | | Streets Department Services for Special Event for Extraordinary Services |
| Placement of temporary signs | | | \$2 per sign | "No Parking" signs |
| Traffic Cones | | | \$1 per cone | |
| Class I & II Barricades | | | \$5 each | Fencing in certain areas, smaller in size |
| Class III Baricades and Signs | | | \$12 each | Type 3 barricades are most often used for road closings because of their bigger size and visibility |
| Special Equipment | | | At cost | Special equipment deemed necessary for provisions of services to a Special Event shall be charged to the Event Sponsor at the City's actual cost. |

| DEPARTMENT | REGULAR COST - annual wages, legally-required benefits and city portion of health/dental premiums | OVERTIME COST - Regular Cost X 1.5 | COST (flat fee) | DESCRIPTION OF COST |
|---|---|------------------------------------|------------------|---|
| | Per Hour Rates | | | |
| PARK & REC | | | | |
| Recreation Managers | 44.45 | | | |
| Parks General Full Time | 37.77 | 56.66 | | |
| Parks General Part Time | 13.00 | | | |
| The below are charged by Park & Rec with a Park Reservation. See separate Park & Rec Policy. | | | | |
| Park Rental | | | Per fee schedule | |
| Picnic Tables | | | \$10 each | When requested for outside of a park or additional are needed |
| Banquet tables | | | \$10 each | When requested for outside of a park or additional are needed |
| Benches | | | \$4 each | When requested for outside of a park or additional are needed |
| Trash Cans | | | \$4 each | If additional are needed |
| Bleachers (portable) | | | \$60 per set | |
| Excessive Cleaning | 100.00 | | | 2 -hour minimum charge |
| FIRE DEPT | | | | |
| Fire Chief/Deputy Chief | 73.50 | | | Fire Department Services for Special Event for Extraordinary Services |
| Fire Battalion Chief | 43.68 | 65.52 | | Fire Department Services for Special Event for Extraordinary Services |
| Firefighter | 32.54 | 48.81 | | Fire Department Services for Special Event for Extraordinary Services |
| HEALTH DEPT | | | | |
| Health Department primary responsibility is food inspections/licensing. See separate Health Department Schedule. | | | | |
| Health General Labor | 48.51 | 72.76 | | |
| Health Environmental | 44.56 | 66.85 | | |
| Health Emergency Prep | 49.22 | 73.83 | | |
| FINANCE | | | | |
| Finance Staff | 15% Administrative Fee | | | administration of the ordinance |
| OTHER PERSONNEL | | | | |

Costs for personnel, not specifically identified, providing extraordinary services in support of a Special Event shall be identified and calculated by the Finance Director using the same methodology as used for other similar identified employees

**WATERTOWN PARKS & RECREATION DEPARTMENT FEES AND CHARGES
POLICY**

Section 4, Item D.

1. **Program Fees** - Are those fees charged to participants of recreational and educational programs, and are set by the department.
 - A. Participants of recreational and educational programs shall be charged a fee to cover all operational cost in addition to a 20% maintenance and administrative fee.
 - i. Operational costs are those costs necessary to effectively operate a program to include all personnel, supplies, and expenses are to be based on past program expenses and anticipated new expenses.
 - D. **Nonresident Program Fees** - Nonresident will pay 50% more than residents.
Resident Status - a person has resident status when that person's principal residence is located within the city limits of Watertown.
 - E. **Nonresident Player Fees** - For adult sport leagues where the team pays a team fee rather than an individual player fee, each nonresident will pay a nonresident player fee which will be determined by the commission. The present nonresident fee is \$5.00 per person.
 - F. **Senior Center Membership Fees** – Senior Center Membership Fees will be determined by the commission on an at-needed basis. The present membership fee is \$10.00 for residents and \$15.00 for nonresidents. New members will receive a 25% discount. All members will receive a 20% discount (from the resident rate) on senior-related program fees.
 - G. **Community Service Programs** - are those programs which are considered to be a community service and important to the total community recreation program, and because of their nature, it is impractical or undesirable to have a fee charged. Those programs designated as such by the commission are exempt from fees.
 - H. The commission reserves the right to assess additional fees to groups or activities which require exclusive use of facilities or excessive maintenance, supplies or expenses.
 - I. Refunds of Program Fees – A full refund will be given up to two weeks prior to program start. Within two weeks of the program start refunds will be given as credits depending on department ability to fill spots.
 - J. Facility Improvement Fee - A \$1.00 fee will be included in all individual program registration fees and a \$10.00 fee for all team registration fees. This fee will be used to update parks and facilities in our park system.
2. **Admission Fees** - Charges paid to enter a facility. Admission fees will be set by the commission based on demand, need, cost of maintenance and operation, public benefit, and the public's ability to pay.
 - A. **Daily Admission Fees** - Nonresidents will pay 50% more than residents. Refunds will not be granted for daily admission fees except at the Watertown Aquatic Center as follows: A free admittance coupon will be issued to patrons who have paid the daily admittance fee when it is necessary to close the Aquatic Center within (2) hours of its opening.

- B. Aquatic Passes - An additional nonresident fee will be charged for all seasonal passes. Nonresidents will pay 50% more than residents.

3. Rental Fees - are those fees which are paid to secure reservations for exclusive use of a facility. Rental fees will be set by the commission based on demand, need, cost of the operation and maintenance, public benefit, and public's ability to pay.

- A. All department-sponsored programs are exempt from rental fees.
- B. Rental Fee Payment - Payment is due upon reservation. No refunds will be granted for additional equipment and services which have been provided by department staff.
- C. Rental Fee Refunds - To receive a full refund for a rental cancellation of a facility, the refund request must be made at least 14 days prior to the reservation date. No refunds will be given within 14 days of the reservation date.
- D. Park Rentals – See the current reservation application.
- E. Senior & Community Center Room Rentals - See the Policies Governing Use of The Senior/Community Center and current rental application.
- F. Park Facility Use – See the General Facility Use Contract, Club Facility Use Contract, Condition of Facility Use Agreement, Concession Contract, etc.
- G. Bentzin Family Town Square – See Bentzin Family Town Square Reservation Packet.
- H. Fee Exempt Groups - The following groups have received endorsement by the commission for exemption of all rental fees:
- Watertown Public Schools

4. Special Events and Services

- A. BASIC SERVICES - The department provides a basic service for the general operation of all facilities. Each facility is equipped with a designated amount of equipment and has a basic maintenance schedule. Any activity requiring additional equipment or any additional service shall be considered as a special service.
- B. PLANNING ASSISTANCE - The department will assist in the layout, organization and inventory of available facilities and equipment. (All major celebrations, events and special services must be approved by the Park, Recreation and Forestry Commission).
- C. PARK DEPARTMENT PERSONNEL
The department regularly schedules 2 full-time employees for 2 hours every Saturday Sunday morning 7:00 a.m.to 9:00 a.m. One summer employee is scheduled for 8 hours, 7:00 a.m. to 3:30 p.m. Saturdays, Sundays and holidays.

Park personnel clean restrooms, pick up garbage, and make needed repairs in the entire park system. The department's ability to assist events and special services is limited. All special services required by department crews will be charged on a for-cost basis.

Adopted by Commission November 6, 1995

Revised by Commission December 6, 2004

Revised by Commission December 4, 2014 Revised by Commission October 2016 Revised by Commission
October 2017 Approved by Commission December 2018 Approved by Commission October 2023

FEE SCHEDULE FOR ADDITIONAL EQUIPMENT
(Revised 10/16/23 starting 2024)

Section 4, Item D.

1. **Snow Fencing** - \$10.00 per 50 foot roll of snow fence.
Includes delivery of fencing, wire ties and post pounder. Park staff is responsible for setup and removal.
2. **Concrete Snow Fence Standards** - Set in place by department crews.
\$20.00 per standard
3. **Bleachers - portable type**
\$60.00 per set
4. **Orange Boards** - Organizations renting the boards are responsible for setup of the orange boards.
\$6.00 per 10 ft. section; includes standards and risers.
5. **Extra Picnic Tables** - \$10.00 ea
6. **Extra Plastic Gray Folding Tables or Banquet tables** - \$10.00 ea, \$15.00 (with 8 chairs/table)
7. **Extra Park Benches** - \$4.00 ea
8. **Extra Trash Cans** - \$4.00 ea
9. **Screens, Upper Pavilion** - \$100.00
Note: Only reservable by federally-recognized holiday events and Riverfest. Overnight supervision is required and is to be provided by organizations making the reservation.
10. **Volleyball/Tennis Court Rentals**
\$10/court/day for city residents
\$15/court/day for non-city residents
11. **Ball Diamonds/**
\$150/diamond/day city based functions (\$50 rental – unprepped)
\$225/diamond/day non-city based functions (\$75 rental)
\$75/diamond/day for city based private schools (\$25 rental)
12. **Diamond Dry Compound** - based on market costs.
13. **Dry Line Marking Compound** in addition to initial prep - based on market costs.
14. **Football & Soccer Fields Rental & Prep/ Disc Golf Course**
\$100/field/game
15. **Concession Stand Rental or based on Concession Contract for long-term use**

| | | | | | | | | |
|-----------|----|-----------|------------|----|--------------|----------------|----|-------------|
| CR | BQ | \$150/day | NCR | BQ | \$225/day | Private | BQ | \$75/day |
| | RS | \$75/day | | RS | \$112.50/day | | RS | \$37.50/day |
| | WP | \$50/day | | WP | \$75/day | | WP | \$25/day |
16. **Labor Charges** - Additional charges for labor may apply for special requests, additional setup or additional maintenance (minimum \$100/hr/staff).
17. **Amplified Sound Permit** - \$30.00
18. **Tent Permit/Locate** - \$25.00
19. **Soccer Goals:** \$30.00/set
20. **Soccer Flags:** \$5/set of 4
21. **Portable Toilet Rental** – based on market costs.
22. **Paper & Cleaning Products** – based on market costs.

ORDINANCE TO REPEAL AND RECREATE SECTION 428-7 SPECIAL EVENTS OF THE CITY OF WATERTOWN GENERAL ORDINANCES

SPONSOR: ALD. DAVIS
FROM: PUBLIC SAFETY & WELFARE COMMITTEE

THE COMMON COUNCIL OF THE CITY OF WATERTOWN DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 428-7 Special Events of the City of Watertown Code of Ordinances is hereby repealed and recreated as follows:

§ 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 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. **Organizer** – The applicant and any other individual who assists in the planning arrangement or organization of any Special Event.
5. **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 is 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 by the event. The Common Council will 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 or flat-fee charges for services provided and may specify tasks that may or may not be subject to extraordinary services charges.

2. Applicant is liable for and must 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 will be deducted from the total cost for the extraordinary services provided by the City. The costs for extraordinary services charged to event organizers must 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, will 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. Department Estimates will be provided to the Clerk's office within 30 days of the Clerk providing notice of the event to the Department Heads. 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 is 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 will provide enough detail to allow the event organizer to reasonably understand the extraordinary services that are expected to be necessary.
4. The Applicant(s) is required to pay 50% of the estimated extraordinary services prior to the Special Event. An itemized invoice will be sent to the applicant(s) and such amount will be due to the City Clerk on or before 10 business days prior to the Special Event. Failure to pay 50% of the estimated extraordinary services voids the Applicant's Special Event Permit.
5. Final cost incurred for extraordinary services, less the amount of services already paid, will be itemized, invoiced, and mailed to the applicant(s) within 30 days of the conclusion of the Event with net 30-day terms. Failure to pay the final extraordinary services amount will result in future Special Event applications being denied.

E. Regulations.

1. Duration and hours of operation. The duration of any special event must not exceed four consecutive days and any permit issued under this section must specify the days upon which the event shall occur. No special event is to be open to the public except between the hours of 7:00 a.m. and 11:00 p.m. on any day of the week, occurring within the duration of the special event. Such permit must 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 will specify the maximum peak number of people to attend the special event. The permit holder must 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 advertisement made prior to the grant of a permit under this section and the satisfaction of all conditions of such permit will 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, must 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 will be provided for the special event by the event organizer.

5. Solid waste. The event organizer is 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 must 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 is to permit any sound created by the special event activity to carry unreasonably beyond the boundaries of the special event premises in accordance with Watertown Municipal Code § **410.40E**. Applicants must obtain necessary amplified sound permits from the Parks and Recreation Department.

8. Fire protection. A permit holder must 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 (DSPS 314), including alarms, extinguishing devices, fire lanes and fire escapes.

9. Compliance with other Code provisions. No special event is to 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 must 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 must 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 must 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 applicable City ordinances and requirements and event organizers must use a reasonable efforts to ensure compliance of participants/attendees with all applicable City ordinances.

Section 4, Item D.

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 will 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 selling or providing food or beverages at the event, the applicant and/or food or beverage vendor must contact the Health Department for food/beverage licensing.

(10) If alcoholic beverages will be sold or served at the event, the event must 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 organizer must provide personal data information. The Police Chief or designee will review to determine if the applicant(s) pose a risk to the public. Upon receipt of the results of such investigation, the City Clerk will report the findings to the Public Safety and Welfare Committee.

(12) Food Vendors. A list of all food vendors must be included along with vendor's contact information, Food Permit ID and Wisconsin Seller Permit number. A final list of food vendors must be submitted to the City Clerk 10 business days prior to the event.

(13) Transient Merchants. A list of all merchandise vendors must be included along with contact information, Wisconsin Seller Permit and type of goods for sale. A final list of transient merchants must be submitted to the City Clerk 10 business days prior to the event.

(14) Health, Safety and Security. - Applicants must submit an Emergency Action Plan. The plan will include response to Fire, Medical, Severe Weather, Lost Child, Crowd Control, Pedestrian Safety, and other emergency situations. Applicants must submit a list of the legal names of all employees, volunteers, and hired/volunteer entertainers who are responsible for the supervision or care of minors, or whose duties would require close contact and/or alone time with minors at the event. The Applicant will verify that names on the list have been checked against the online national sex offender public website and disqualify anyone who is listed in the registry. The verified list must be submitted to the City Clerk no later than 10 days before the event.

(15) If the event involves any show or exhibition of animals, a special use permit (550-52J) and Health Department animal permit (228-10) may be required.

(16) 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 will 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 will 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.

6. Approval or denial of application. Applications for Special Event permits will 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 will 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.

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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 will 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 streets, offsite parking, or traffic controls;

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(13) Activities reasonably expected to occur at the intended Special Event are prohibited by law;

(14) Upon receipt of the results of the investigation from the Police Chief deeming the applicant(s) a risk to the public.

3. Issuance. The Public Safety and Welfare Committee will approve or deny special event permit applications and place conditions upon any permit. Applicants will be notified of the decision within 10 business days.

G. Indemnity. The special event permit application will 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 must 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 must provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance must be written in comprehensive form and must 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 must 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 Mayor, or in their absence the Police Chief and Fire Chief jointly, may 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, such as Act of God, War or pandemic, or if applicant's proposed activities 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 review of the decision by the Common Council by filing a request for review of the denial with the City Clerk within 30 days of the Public Safety and Welfare Committee's decision. Any applicant can seek a judicial review of the denial in the form of certiorari review to the Jefferson or Dodge County Circuit Court within 30 days of the Common Council'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 will be subject to a forfeiture of not less than \$500 nor more than \$1,000. Each day of violation will 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.

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.

SECTION 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect and be in force the day after its passage and publication.

Adopted February 6, 2024

Signed – Megan Dunneisen – City Clerk Approved

February 6, 2024

Signed – Emily McFarland – Mayor Ord.

24-03

§ 428-8 Outdoor open container entertainment event permit. [Added 3-3-2020 by Ord. No. 20-8]

- A. Definitions. All terms or phrases for the purposes of this section shall have the meanings provided in Wis. Stats., § 125.02, except as described below:

EVENT LICENSED PREMISES or EVENT LICENSEE

A premises identified in the "outdoor open container entertainment event permit" application that has been issued a temporary Class "B"/temporary "Class B" license pursuant to Chapter **220** of the City of Watertown Municipal Code of Ordinances and Ch. **125**, Wis. Stats.

OPEN CONTAINER

A paper or plastic cup which does not exceed 16 fluid ounces in size, bearing the "outdoor open container entertainment event's" printed name and/or logo, located within the "outdoor open container entertainment event" boundaries.

OUTDOOR OPEN CONTAINER ENTERTAINMENT EVENT

A special event in a defined area of the City which, because of adjacent zoning, includes, but is not limited to, any combination of retail shops, galleries, bars, restaurants, entertainment venues and related businesses, located in any public area, including the streets, sidewalks and rights-of-way located within the City of Watertown, where the possession and consumption of "fermented malt beverages" and/or "wine" from an open container is permitted subject to an approved application, the regulations contained within this section and Chapter **125** of the Wisconsin State Statutes.

- (1) Outdoor open container entertainment events are excluded from § **220-3B(2)**, Picnic license.
- B. Outdoor open container entertainment event. During dates, times and locations within areas of the City designated for an outdoor open container entertainment event, the possession and consumption of fermented malt beverages and/or wine purchased from an event licensed premises in an open container are permitted, notwithstanding § **410-52** of the City of Watertown Municipal Code of Ordinances.
- C. Application.
- (1) Application for the outdoor open container entertainment event shall comply with the requirements of § **428-7E**, and in addition the application shall contain and disclose:
- (a) A detailed description of the location of the outdoor open container entertainment event, including a proposed map detailing the location.
- (b) A detailed event security plan.
- [1] The applicant may use a private security firm or the City of Watertown Police Department.
- (c) A specific plan indicating where patrons will be permitted to carry the fermented malt beverages and/or wine.
- (d) Street closure. Identify any proposed street closure, including proposed time and locations.
- (e) Public entertainment. A detailed description of all public entertainment associated with the event.
- [1] Shall comply with Chapter **428**, Article I, Music in Public Places.

- (f) Such other reasonable and pertinent information as the Common Council or the Licensing Board
- (2) Application fee. The fee for an outdoor open container entertainment event shall be paid to the City Clerk at the time of application submission. The fees shall be established by the Common Council and may from time to time be modified by resolution. A schedule of the fees established by the Common Council shall be available for review in City Hall. **[Amended 7-5-2022 by Ord. No. 22-63]**
- D. Certificate of Insurance. See § **428-7G** of this chapter.
- E. Indemnity. See § **428-7F** of this chapter.
- F. Applicant's responsibility.
 - (1) Boundaries/signs. The applicant(s) shall be responsible for providing open and notorious notice of the event boundaries to all participants throughout the event by use of signs, barricades or other approved means.
 - (2) Cleanup. The applicant shall maintain the event area in a clean, sanitary, neat and orderly appearance at all times during the event. Applicants shall ensure that any event refuse is removed from the event area no later than 24 hours after the conclusion of the event.
 - (3) Security. The applicant shall provide security as detailed in the application security plan. All security personnel for an event shall be clearly identified by approved uniform.
 - (4) Nonalcoholic beverages. Applicants shall be responsible for providing an equal number of premises dispensing nonalcoholic beverages to premises dispensing fermented malt beverages and/or wine (1:1 ratio).
 - (5) Other permits. The applicant shall secure any other permits required by the City of Watertown Municipal Code of Ordinances for associated event activities.
- G. Operational requirements. Outdoor open container entertainment events shall be subject to the following regulations:
 - (1) Sale for event consumption. An event licensed premises licensed to dispense fermented malt beverages and/or wine by the drink for consumption on the event licensed premises is authorized to dispense fermented malt beverages and/or wine in an open container to a person of legal drinking age for removal from an event licensed premises; provided, however, that no event licensee shall dispense to any person more than one such fermented malt beverage and/or wine at a time for removal from the event licensed premises, and no person shall remove at one time more than one such fermented malt beverage and/or wine from the event licensed premises.
 - (2) Source of fermented malt beverage and/or wine.
 - (a) The permit holder shall purchase its alcohol from a source authorized under Wis. Stats., Ch. **125**.
 - (b) Open containers of fermented malt beverages and/or wine within an outdoor open container entertainment event must be purchased/dispensed from an event licensee at an event licensed premises within the outdoor open container entertainment event boundaries. Alcohol in an open container within an outdoor open container entertainment event which has not been purchased from an event licensed premises is prohibited.
 - (3) Open container. No container in which a fermented malt beverage is dispensed and removed from the event licensed premises shall exceed 16 fluid ounces in size. No container in which wine is dispensed

and removed from an event licensed premises shall contain more than 6.5 fluid ounces of wine. shall bear the outdoor open container entertainment event's printed name and/or logo.

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- (a) Nonalcoholic beverage containers shall bear the outdoor open container entertainment event's printed name and/or logo. The nonalcoholic beverage container shall be a different hue (color) than the open container for fermented malt beverages and/or wine.
- (4) Event dates. Events shall be limited to the date(s) of the approved permits. An event may last no more than four days.
- (5) Hours of operation. Open containers of fermented malt beverages and/or wine shall not be permitted within an outdoor open container entertainment event between the hours of 11:00 p.m. and 6:00 a.m. An event licensee shall not allow the removal of alcohol in an open container for the consumption of alcohol off an event licensed premises between the hours of 11:00 p.m. and 6:00 a.m.
- (6) Possession or consumption of open containers of alcoholic beverages within or upon any parking lot, parking facility or motor vehicle within the outdoor open container entertainment event shall be prohibited unless otherwise permitted by Wisconsin State Statute.
- (7) Possession or consumption of alcoholic beverages by an underage person within an outdoor open container entertainment event is prohibited at all times except as otherwise permitted by law. All individuals wishing to possess or consume a fermented malt beverage and/or wine within an outdoor open container event must have a wristband with the outdoor open container entertainment event's printed name and/or logo issued by an authorized event licensee which sold the fermented malt beverage and/or wine to the individual.
- (8) This section shall not be construed to prohibit the sale of alcoholic beverages in the original, unopened containers for off-premises consumption. However, consumption of alcoholic beverages sold in original, unopened containers for off-premises consumption shall not be permitted during the outdoor open container entertainment event.
- (9) Consumption of alcohol within an outdoor open container entertainment event from a can, bottle or a container which is not authorized pursuant to this section is prohibited.
- (10) Event licensees shall not permit patrons to enter event licensed premises with fermented malt beverages and/or wine acquired from outside the outdoor open container entertainment event boundaries or a non- event licensed premises.
- (11) Any event licensee permitting patrons to remove a fermented malt beverage and/or wine from an event licensed premises for consumption during the outdoor open container entertainment event shall employ a person to monitor all exits of the event licensed premises to ensure that all beverages are removed in accordance with this section.
- (12) Neither event licensees nor patrons shall refill an open container with alcoholic beverages not purchased from an event licensed premises from which the open container originated.
- (13) No person shall exit a designated outdoor open container entertainment event boundary with fermented malt beverages and/or wine purchased in an open container for consumption within the outdoor open container entertainment event boundary.
- (14) Special events and areas temporarily licensed pursuant to Wisconsin Statutes Chapter **125** occurring within boundaries of the outdoor open container entertainment event shall be subject to the provisions of this section.

- (15) Event-specific operational requirements upon which approval of the application was conditional approved by the Common Council.
 - (16) Outdoor open container entertainment events are prohibited within residential zoning districts, nor shall the boundaries of an outdoor open container event abut a residential zoning district.
 - (17) Operators, including provisional or temporary operators, shall not imbibe alcoholic beverages while working or volunteering at an event licensed premises during the outdoor open container entertainment event.
- H. Approval or denial of application. Shall conform to Wis. Stats., § 125.12.
- I. Appeal of application denial or modification. Shall conform to Wis. Stats., § 125.12.
- J. Enforcement. Any person who shall violate any provision of this section shall be subject to a penalty as provided in § **1-4** of the City of Watertown General Code. Each violation and each day a violation continues or occurs shall constitute a separate offense. This action shall not preclude the City from maintaining any appropriate action to prevent or remove a violation of this section.