



Board of Public Works

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Agenda

Monday, September 12, 2022

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Public Works** of the City of De Pere will be held on **September 12, 2022 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.com/>.

I. Call to Order

1. Roll Call

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Public Works. Section 6-3(f) DPMC

III. Items

- 1. Approval of the August 8, 2022 Board of Public Works Meeting Minutes**
- 2. Discussion regarding a request from Mr. Devin Gillman to financially assist the City of De Pere with purchasing and/or leasing one or more electric vehicle charging station(s)**
- 3. Consider and Possible Action Regarding Clock Tower Replacement***
- 4. Consideration and possible action on timing and frequency for overflow collections**
- 5. Consideration and possible action on City Engineer Parking and Traffic Recommendations***
- 6. Discuss City Engineer Recommendations for No-Action Parking and Traffic Discussion Items**
- 7. Consider and Possible Action Regarding Intergovernmental Cooperative Agreement for the Wisconsin Recycling Consolidation Grant***
- 8. Consideration and possible action on Policy for Second Driveways***

IV. Future Agenda Items

V. Adjournment

***Items with an asterisk require City Council approval.**

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, Monday, September 12, 2022 so that arrangements can be made.

Agenda Sent To:

MAYOR

ALDERPERSONS

DEPARTMENT HEADS

DEFINITELY DE PERE

DE PERE CHAMBER OF COMMERCE

TV, NEWSPAPERS & RADIO

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City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: September 12, 2022

DEPARTMENT: Board of Public Works

FROM: Betty Sellenheim

SUBJECT: Approval of the August 8, 2022 Board of Public Works Meeting Minutes

ATTACHMENTS:

- 2022 0808 CE_BOPW_Draft Minutes (PDF)



Board of Public Works

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Draft Minutes

Monday, August 8, 2022

7:30 PM

Council Chambers and Virtual

I. Call to Order

The meeting was called to order at 7:32 PM by Alderperson Dean Raasch

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Excused	
Dan Carpenter	Alderperson	Present	
Jonathon Hansen	Alderperson	Present	
Shana Defnet Ledvina	Alderperson	Present	
Dean Raasch	Alderperson	Present	

Others Present:

Scott Thoresen, Public Works Director

Tony Fietzer, Street Superintendent

Chase Kuffel, Assistant City Engineer

Betty Sellenheim, Recording Secretary

Tina Quigley, Definitely De Pere

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Public Works. §6-3(f) DPMC

None

III. Items

1. Approval of the July 11, 2022 Board of Public Works Meeting Minutes

Alderperson Carpenter moved to approve the July 11, 2022 Board of Public Works Meeting Minutes, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

2. Consideration and possible action on the deferral of the sidewalk installation at 3018 Scarlet Oak Road until June 30, 2023*

Alderperson Carpenter moved to approve the deferral of the sidewalk installation at 3018 Scarlet Oak Road until June 30, 2023, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

3. Consideration and Possible Action Regarding Definitely De Pere's Request to Install Art Sculptures*

Scott Thoresen, Public Works Director, explained the locations for the sculptures and that one sculpture location is planned for park property and will need to be approved by the Board of Park Commissioners.

Alderperson Carpenter moved to approve Definitely De Pere's Request to install Art Sculptures with New Dawn sculpture being approved by the Board of Park Commissioners, seconded by Alderperson Raasch.

Alderperson Hansen asked if there were concerns about vision obstruction with the installation on Fourth Street. Mr. Thoresen stated the size of the sculpture should not impact the vision triangle. Alderperson Hansen asked about the location in relation to The Transformation of Daphne sculpture.

Alderperson Raasch moved to open the meeting at 7:36 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Tina Quigley, Definitely De Pere, responded that the location was considered and it was felt the pieces would be complimentary. Alderperson Hansen asked if the sculpture would need to be moved in the future. Mr. Thoresen stated that both sculptures (The Transformation of Daphne and New Dawn) could need to be moved if the Parks Department moved forward with developing the space.

Alderperson Raasch moved to return to regular session at 7:38 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

4. Consideration and possible action on implementing post-holiday overflow collection bag limit

Tony Fietzer, Street Superintendent, outlined the request from staff to review post-holiday overflow collection and discuss possible institution of limits. Alderperson Raasch asked if surrounding communities offered similar opportunities for their residents. Mr. Fietzer explained the communities that offer overflow and the frequency. Alderperson Raasch asked staff's full intention. Mr. Fietzer further outlined his requests. Alderperson Carpenter requested additional information regarding the number of households placing

overflow at the curb, that is seen to be excessive according to staff during these designated collection times. Alderperson Ledvina asked how staff would handle locations with extra bags, if a limit was imposed. Mr. Fietzer outlined the process staff would recommend using. Alderperson Hansen spoke in favor of establishing a limit and limiting the number of overflow occurrences throughout the year. Alderperson Raasch spoke in favor of eliminating the free overflow collection following holidays. Alderperson Ledvina spoke in favor of establishing a limit. Mr. Fietzer expressed gratitude for the discussion and explained that establishing a limit would assist in the office when staff receives calls and potentially keep drivers safer during the collections. Scott Thoresen, Public Works Director, supported bringing this agenda item back to the Board with additional information following the Labor Day collections. Alderperson Ledvina suggested offering the ability to purchase overflow collection tags online. Alderperson Raasch suggested accepting overflow collections 4 times a year, around major holidays, but not necessarily in conjunction with them. Alderperson Carpenter asked if staff runs into any issues with the collections directly following holidays. Mr. Fietzer outlined some issues staff deals with during these times.

Alderperson Raasch moved to refer back to staff for action during the October 2022 meeting to establish limits on the number of boxes of recycling and/or bags of garbage, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
	Next: 10/10/2022 7:30 PM
MOVER:	Dean Raasch, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

5. Consideration and possible action on holiday designations for overflow collection

Alderperson Raasch moved to refer back to staff for action during the September 2022 meeting to establish timing/intervals of offered overflow collections, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
	Next: 9/12/2022 7:30 PM
MOVER:	Dean Raasch, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

6. Consideration and Possible Action Regarding Public Parking on City Owned Lot at 360 Main Avenue*

Scott Thoresen, Public Works Director, outlined the request to approve opening the city owned parking lot at 360 Main Ave for public parking during non-winter months. Alderperson Carpenter asked how the parking would be restricted during winter months. Mr. Thoresen explained the staff process of closing the lot.

Alderson Carpenter moved to approve public parking on City owned lot at 360 Main Avenue, except during winter months, until such time as the lot is sold or developed, seconded by Alderson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderson
SECONDER:	Shana Defnet Ledvina, Alderson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

7. Consideration and possible action on Intergovernmental Agreement Between the City and Town of Ledgeview for Lone Oak & Ledgeview Road Construction*

Scott Thoresen, Public Works Director, outlined the cost-sharing agreement for construction on Lone Oak Road and Ledgeview Road in 2022.

Alderson Hansen moved to approve the intergovernmental agreement between the City of De Pere and Town of Ledgeview for Lone Oak and Ledgeview Road Construction, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderson
SECONDER:	Dean Raasch, Alderson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

8. Consideration and possible action on approval for Amendment #1 of the State/Municipal Agreement with WisDOT for STP-Urban Grant Project-Lawrence Drive*

Chase Kuffel, Assistant City Engineer, outlined the request to approve Amendment #1 to include a 106 report at the cost of approximately \$400 to the City.

Alderson Ledvina moved to approve Amendment #1 of the State/Municipal Agreement with Wisconsin DOT for STP-Urban Grant Project-Lawrence Drive, seconded by Alderson Carpenter. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderson
SECONDER:	Dan Carpenter, Alderson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

9. Consideration and possible action on DOT – Revised Municipal Agreement for STH 32*

Scott Thoresen, Public Works Director, outlined the revisions to the Municipal Agreement for STH 32/Main Ave. Alderson Hansen asked how the City would be impacted by the changes. Mr. Thoresen explained it would increase the City's share of the cost for the project. Alderson Hansen asked if the City had received invoices for the work to date. Mr. Thoresen stated there have not been any charges to date and added the project has been moved up to 2028.

Alderson Carpenter moved to approve Wisconsin DOT-revised Municipal Agreement for State Highway 32, seconded by Alderson Raasch. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderson
SECONDER:	Dean Raasch, Alderson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

10. Consideration and Possible Action Regarding Engineering Technical Services Regarding Installation of T-Mobile's Wireless Antennae Facilities on 9th Street Water Tower*

Scott Thoresen, Public Works Director, explained the request to approve the agreement with Dixon Engineering for technical review services of wireless project for T-Mobile on the Ninth Street water tower. Mr. Thoresen explained the funds have been received from T-Mobile to reimburse Dixon Engineering for their services. Alderson Carpenter expressed his concerns regarding the placement of antennae on the towers. Mr. Thoresen explained that T-Mobile will only be upgrading their current facilities.

Alderson Raasch moved to approve engineering technical services regarding installation of t-mobile's wireless antennae facilities on 9th Street water tower, seconded by Alderson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderson
SECONDER:	Shana Defnet Ledvina, Alderson
AYES:	Dan Carpenter, Jonathon Hansen, Shana Defnet Ledvina, Dean Raasch
EXCUSED:	James Boyd

IV. Future Agenda Items

None

V. Adjournment

Alderson Ledvina moved to adjourn the meeting at 8:13 PM, seconded by Alderson Hansen. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: September 12, 2022

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Discussion regarding a request from Mr. Devin Gillman to financially assist the City of De Pere with purchasing and/or leasing one or more electric vehicle charging station(s)

ATTACHMENTS:

- Memo - EV Charging Station Request (PDF)
- ChargePoint Overview (PDF)
- CT4000 - Spec Sheet (PDF)
- CT4000 Brochure (PDF)
- Document1 (PDF)

Memo Re: Electric Vehicle Charging Station Request

To: Board of Public Works

From: Ald. Jonathon Hansen

Meeting Date: September 12, 2022



De Pere resident Mr. Devin Gillman is interested in financially assisting the City with installation of one or more electric vehicle (EV) charging stations in the downtown area. He has reached out to ChargePoint, which manufactured the EV charging stations that are installed in the Titledown District by Lambeau Field. Information from ChargePoint is included in the agenda packet. ChargePoint offers the option of purchasing the charging station upfront or leasing it for 5 years at a time.

Mr. Gillman plans to attend the meeting and will provide more information at that time.

###

ChargePoint as a service

Description and Ordering Information

A solution for every business model

ChargePoint's subscription solution, ChargePoint as a service, is an easy way for businesses to offer ChargePoint's Electric Vehicle (EV) charging solutions. You're probably familiar with other "as a service" models, such as Software as a Service (SaaS), which offer access to smart solutions at a reduced cost through subscription pricing. Choosing to implement your ChargePoint solution as a service brings all the benefits of this popular model to charging solutions.

The control you want, with less overhead

Just as when you purchase ChargePoint, with ChargePoint as a service, you have all the control over how you set up your solution, control access, and how much you charge for charging. We implement the right configurations for you. And because we retain ownership, we are able to provide everything you need for a low annual fee once your site is prepared.

Comprehensive ongoing support

Hardware, software, installation, and setup are included to get you up and running as quickly as possible. Ongoing support for businesses, drivers and stations means low overhead and high uptime.

- + Easiest way to add EV Charging
- + Lowest cost of entry
- + Future-proof against technical obsolescence
- + Predictable operation and maintenance costs
- + Conserve CapEx funds and use annual OpEx funds to pay for your charging infrastructure
- + Highest quality, most comprehensive solutions available



Highlights

Feature		Description
Flexible terms of service		1, 3 and 5 year options to fit any business model.
Pre Installation	Site plan and evaluation	We provide site plan and evaluation for you at no additional charge, ensuring that your site setup will support your business objectives.
	Site qualification survey	Ensures a properly designed installation.

During	Delivery, installation and setup included	Once the site is ready, your work is done. ChargePoint takes care of delivery, installation and setup to get you up and running as quickly as possible.
	Station installation and validation services	Ensures that your charging solutions are properly installed and validated.
	Activation and configuration	Ensures you can meet your charging goals with help setting up smart features, including pricing, access controls, administration rights, advertisements and much more.
	Access control	Empowers station managers to specify who can plug into their stations and when.
Ongoing	Unlimited station configuration and policy changes	Our team makes unlimited station configuration and policy changes for you, meaning that our solution can easily adapt to support any changes to your business model over time.
	Software upgrades	All software upgrades are managed for you, ensuring the latest features are always available.
	Proactive 24x7 hardware monitoring and service dispatch	Ensures minimal downtime. Coverage includes parts and labor for repairs (including vandalism, abuse and accidents), so there are no unanticipated costs to worry about.
	Ongoing operator and driver support	24/7 Driver Support: Assists EV drivers with questions about charging. Station Manager Support: Supports station managers over the phone (5 AM – 6 PM PT) or via email.
	Charging data and analytics	Reports on key station metrics, including status, power and energy use, charging session details and more.
	Always on supported hardware	Confidence against technical obsolescence. We will ensure you are always on supported hardware, replacing if necessary.
Features	Flex Billing	Gives station managers the option to set prices that drivers pay to use their stations. Funds collected from drivers are automatically transferred to a designated bank account once a month.
	Waitlist	Lets drivers get in line to use ChargePoint stations.
	Power Management	Manages available power at a circuit, panel or site level so more charging stations can be installed without upgrading existing electrical facilities; also reduces electricity costs by managing the load.
	Valet services	Maximizes the number of vehicles you can charge in a day without increasing your number of ports. Optimized map proactively alerts valets to swap out fully charged vehicles for cars that need charging.
	Automatic station software updates	Downloads software upgrades over the air so the latest features and performance enhancements are always available.

	98% annual uptime guarantee	Ensures your stations stay up and running so drivers can charge at your site.
	One-business-day response time	Proactively responds to fix the stations, should there be any issues.
	Labor cost coverage for repairs	Covers the cost of labor and repairs so you don't have to worry about them.
	Dual-Port CT4000 charging station	Delivers 25 miles of range per hour and can charge most electric vehicles in under four hours.
	Two 18-foot charging cables	Allows one station to service up to four parking spaces, regardless of parking style or car size.

Sample Ordering Information

Description	Order Code
ChargePoint as a service, Dual-Port Station, 5 years	CPAAS-DUAL-5
ChargePoint as a service, Dual-Port Station, 3 years	CPAAS-DUAL-3
ChargePoint as a service, Dual-Port Station, 1 year	CPAAS-DUAL-1



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CT4000 Level 2 Commercial Charging Stations

Specifications and Ordering Information

Ordering Information

Specify model number followed by the applicable code(s).
The order code sequence is: **Model-Options. Software, Services**
and **Misc** are ordered as separate line items.

Hardware

Description		Order Code
Model	1830 mm (6') Single Port Bollard Mount	CT4011
	1830 mm (6') Dual Port Bollard Mount	CT4021
	1830 mm (6') Single Port Wall Mount	CT4013
	1830 mm (6') Dual Port Wall Mount	CT4023
	2440 mm (8') Dual Port Bollard Mount	CT4025
	2440 mm (8') Dual Port Wall Mount	CT4027
Options	Integral Gateway Modem - USA	-GW1
	Integral Gateway Modem - Canada	-GW2
Misc	Power Management Kit	CT4000-PMGMT
	Bollard Concrete Mounting Kit	CT4001-CCM

Software & Services

Description	Order Code
ChargePoint Commercial Service Plan	CTSW-SAS-COMM- <i>n</i> ¹
ChargePoint Service Provider Plan	CTSW-SAS-SP- <i>n</i> ¹
ChargePoint Assure	CT4000-ASSURE ⁿ ²
Station Activation and Configuration	CPSUPPORT-ACTIVE
ChargePoint Station Installation and Validation	CT4000-INSTALLVALID

Note: All CT4000 stations come with 1 year of ChargePoint Assure coverage at no charge for qualified installations. Other conditions apply. All CT4000 stations require a network service plan.

¹ Substitute *n* for desired years of service (1, 2, 3, 4, or 5 years).

² Substitute *n* for the duration of the additional coverage (1, 2, 3, or 4 years).

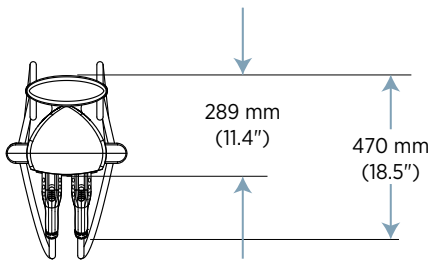
Order Code Examples

If ordering this	the order code is
1830 mm (6') Dual Port Bollard USA Gateway Station with Concrete Mounting Kit	CT4021-GW1 CT4001-CCM
ChargePoint Commercial Service Plan, 3 Year Subscription	CTSW-SAS-COMM-3
ChargePoint Station Installation and Validation	CT4000-INSTALLVALID
2 Additional Years of Assure Coverage	CT4000-ASSURE2
1830 mm (6') Single Port Wall Mount Station	CT4013
ChargePoint Commercial Service Plan, 5 Year Subscription	CTSW-SAS-COMM-5
4 Additional Years of Assure Coverage	CT4000-ASSURE4
Station Activation and Configuration	CPSUPPORT-ACTIVE

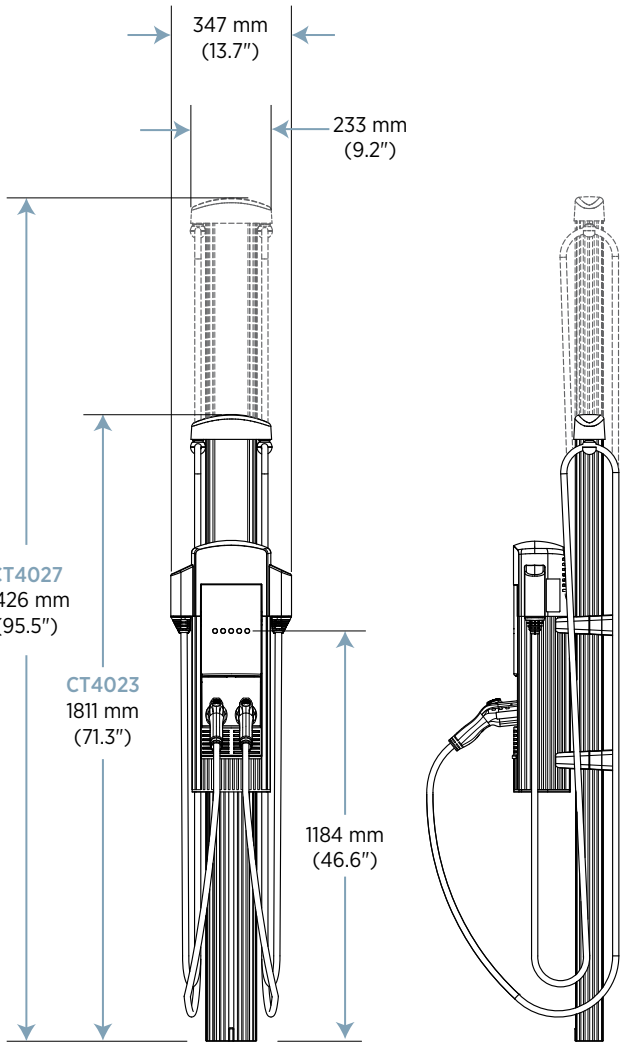
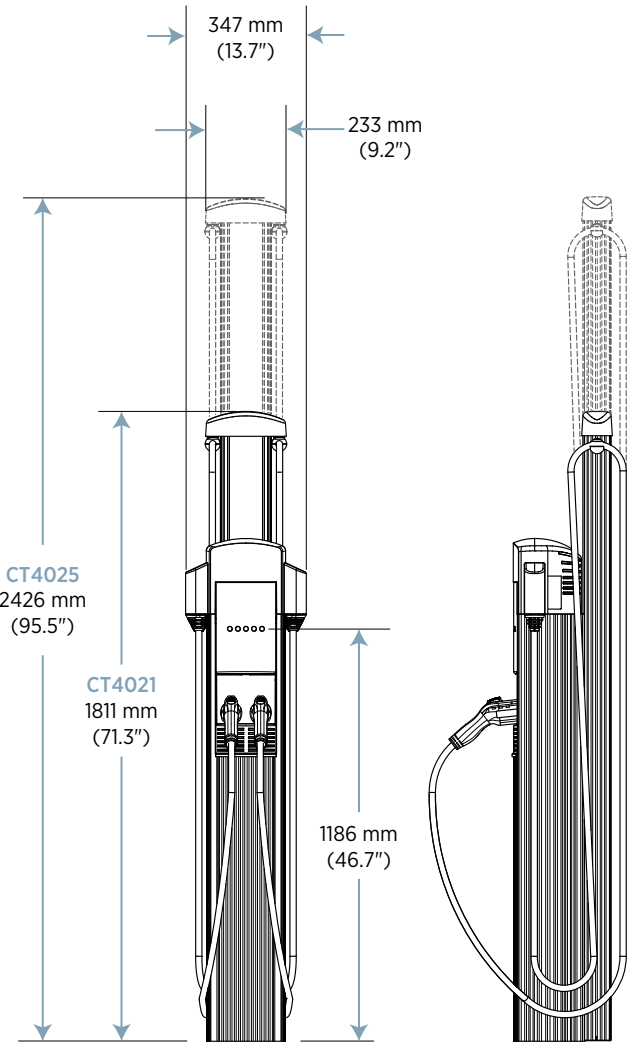
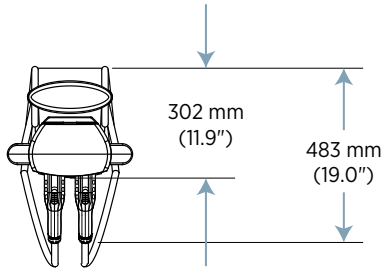


CT4021

CT4021 1830 mm (6')
CT4025 2440 mm (8')
Bollard



CT4023 1830 mm (6')
CT4027 2440 mm (8')
Wall Mount



CT4000 Family Specifications

Electrical Input	Single Port (AC Voltage 208/240V AC)			Dual Port (AC Voltage 208/240V AC)		
	Input Current	Input Power Connection	Required Service Panel Breaker	input Current	Input Power Connection	Required Service Panel Breaker
Standard	30A	One 40A branch circuit	40A dual pole (non-GFCI type)	30A x 2	Two independent 40A branch circuits	40A dual pole (non-GFCI type) x 2
Standard Power Share	n/a	n/a	n/a	32A	One 40A branch circuit	40A dual pole (non-GFCI type)
Power Select 24A	24A	One 30A branch circuit	30A dual pole (non-GFCI type)	24A x 2	Two independent 30A branch circuits	30A dual pole (non-GFCI type) x 2
Power Select 24A Power Share	n/a	n/a	n/a	24A	One 30A branch circuit	30A dual pole (non-GFCI type)
Power Select 16A	16A	One 20A branch circuit	20A dual pole (non-GFCI type)	16A x 2	Two independent 20A branch circuits	20A dual pole (non-GFCI type) x 2
Power Select 16A Power Share	n/a	n/a	n/a	16A	One 20A branch circuit	20A dual pole (non-GFCI type)
Service Panel GFCI	Do not provide external GFCI as it may conflict with internal GFCI (CCID)					
Wiring - Standard	3-wire (L1, L2, Earth)			5-wire (L1, L1, L2, L2, Earth)		
Wiring - Power Share	n/a			3-wire (L1, L2, Earth)		
Station Power	8W typical (standby), 15W maximum (operation)					

Electrical Output

Standard	7.2kW (240V AC @ 30A)	7.2kW (240V AC@30A) x 2
Standard Power Share	n/a	7.2kW (240V AC@30A) x 1 or 3.8kW (240V AC@16A) x 2
Power Select 24A	5.8kW (240V AC@24A)	5.8kW (240V AC@24A) x 2
Power Select 24A Power Share	n/a	5.8kW (240V AC@24A) x 1 or 2.9kW (240V AC@12A) x 2
Power Select 16A	3.8kW (240V AC@16A)	3.8kW (240V AC@16A) x 2
Power Select 24A Power Share	n/a	3.8kW (240V AC@16A) x 1 or 1.9kW (240V AC@8A) x 2

Functional Interfaces

Connector(s) Type	SAE J1772™	SAE J1772™ x 2
Cable Length - 1830 mm (6') Cable Management	5.5 m (18')	5.5 m (18') x 2
Cable Length - 2440 mm (8') Cable Management	n/a	7 m (23')
Overhead Cable Management System	Yes	
LCD Display	145 mm (5.7") full color, 640x480, 30fps full motion video, active matrix, UV protected	
Card Reader	ISO 15693, ISO 14443, NFC	
Locking Holster	Yes	Yes x 2

Safety and Connectivity Features

Ground Fault Detection	20mA CCID with auto retry
Open Safety Ground Detection	Continuously monitors presence of safety (green wire) ground connection
Plug-Out Detection	Power terminated per SAE J1772™ specifications
Power Measurement Accuracy	+/- 2% from 2% to full scale (30A)
Power Report/Store Interval	15 minute, aligned to hour
Local Area Network	2.4 GHz Wi-Fi (802.11 b/g/n)
Wide Area Network	3G GSM, 3G CDMA

Safety and Operational Ratings

Enclosure Rating	Type 3R per UL 50E
Safety Compliance	UL listed for USA and cUL certified for Canada; complies with UL 2594, UL 2231-1, UL 2231-2, and NEC Article 625
Surge Protection	6kV @ 3000A. In geographic areas subject to frequent thunder storms, supplemental surge protection at the service panel is recommended.
EMC Compliance	FCC Part 15 Class A
Operating Temperature	-30°C to +50°C (-22°F to 122°F)
Storage Temperature	-30°C to +60°C (-22°F to 140°F)
Non-Operating Temperature	-40°C to +60°C (-40°F to 140°F)
Operating Humidity	Up to 85% @ +50°C (122°F) non-condensing
Non-Operating Humidity	Up to 95% @ +50°C (122°F) non-condensing
Terminal Block Temperature Rating	105°C (221°F)
Charging Stations per 802.11 Radio Group	Maximum of 10. Each station must be located within 45m (150') "line of sight" of a gateway station.

ChargePoint, Inc. reserves the right to alter product offerings and specifications at any time without notice, and is not responsible for typographical or graphical errors that may appear in this document.

Contact Us

To order your CT4000 charging station:

-  Visit chargepoint.com/sales
-  Call +1.408.705.1992
-  Email sales@chargepoint.com



ChargePoint, Inc.
254 East Hacienda Avenue | Campbell, CA | 95008-6617 USA
+1.408.841.4500 or toll free +1.877.370.3802
chargepoint.com

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Printed on paper made with 100% post-consumer fiber and 100% certified renewable energy, and processed chlorine free.



Listed by Underwriters
Laboratories Inc. 

CT4000 Family

ChargePoint® Level 2 Commercial Charging Stations

The CT4000 family is the latest generation of ChargePoint commercial charging stations. Refined yet rugged, these stations set the industry standard for functionality and aesthetics.

The CT4000 full motion color LCD display instructs drivers and supports dynamic updates of custom branded videos and advertisements.

Intelligent power management options double the number of parking spaces served by allowing two charging ports to share a single circuit. Sites with single port EV stations can upgrade to dual port stations without requiring additional electrical services.

The CT4000 is the first ENERGY STAR® certified EV charger because it charges efficiently and conserves power when not charging. As an ENERGY STAR certified EV charger, the CT4000 uses significantly less energy than a standard EV charger when in standby mode to help you save money on your utility bill.

All CT4000 models offer one or two standard SAE J1772™ Level 2 charging ports with locking holsters, each port supplying up to 7.2kW. With this standard connector, ChargePoint level 2 stations can charge any EV.

Stations are available in bollard and wall mount configurations for easy installation anywhere. All stations are fully software upgradeable remotely over the air.

Stations come in both 6' and 8' tall models with 18' and 23' cords, respectively. With multiple options for size and cord reach, your station can service up to four parking spaces, reach all car models regardless of parking style or car sizes and increase the usability of your EV spots.

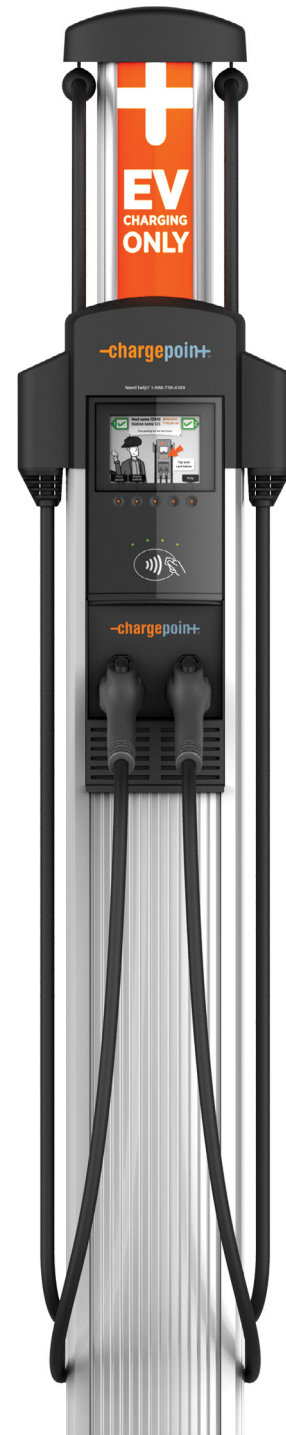
Driver Friendly User Interface

- + Instructional video shows how to use the station
- + Multi-language: English, French, Spanish
- + Touch button interface; works in rain, ice and with gloves
- + Backed by ChargePoint's world class 24/7 driver phone support

Easily Communicate with Your Drivers

Whether you're a retail establishment wanting to advertise your latest product, a workplace looking to communicate with employees or a municipality wanting to welcome visitors, ChargePoint's prominent LCD screen makes it easy to reach EV drivers:

- + Daylight readable, with auto brightness control
- + 640 X 480 resolution active matrix
- + Full motion 30fps video support
- + Upload up to 60 seconds of high quality video on a color LCD screen to individual stations as often as desired
- + Brand your charging stations to communicate with drivers
- + Instructional video in English, Spanish or French



The First
ENERGY STAR®
Certified EV Charger

Service Products and Support

ChargePoint offers world-class service products and support that help ensure quality of work, save time and money, protect your investment and enhance the productivity of your charging stations. From site planning to installation and setup, to ongoing care and management, when you choose ChargePoint, you're covered.

- + **ChargePoint Configuration and Activation:** customized setup and activation of your stations
- + **ChargePoint Assure:** the most comprehensive EV Station maintenance and management in the industry

Energy Measurement and Management

- + Real-time energy measurement
- + 15 minute interval recording
- + Time of Day (TOD) pricing
- + Load shed by percentage of running average or to fixed power output

Minimize Costs with Flexible Power Management Options

In the vast majority of applications, a full power configuration is the best choice for both station owners and drivers. However, when drivers are parked for a longer time, an intelligent, lower power output can save station owners considerable installation cost while still providing drivers a great charging experience. With flexible power options, station owners can meet the needs of drivers while lowering costs:

Power Select (Patent Pending)

- + Allows for a lower capacity (less than 40A) circuit to power each port
- + Cuts installation costs by reducing the cost or even avoiding the need to upgrade panels or transformers

Power Sharing

- + Dynamically share one 40A, 30A or 20A circuit between two parking spaces
- + Doubles the number of parking spots served while reducing installation and operating costs
- + Allows station owners to upgrade a single port station to dual port to serve more drivers with no electrical upgrade

Clean Cord Technology

- + Keep charging cords off the ground
- + Standard on all models
- + Ultra-reliable second-generation gravity operated mechanism
- + Flexible over entire -40°F to +122°F product temperature range

Safe, Reliable, Energy Efficient Hardware

- + UL listed, meeting the stringent requirements of the nation's leading safety standards organization
- + Stations are rugged, built to withstand the elements
- + Safe, Reliable and Energy Efficient
- + ENERGY STAR certified, charges efficiently and conserves power when not charging

When Charging is Mission Critical, Protect Your Investment with ChargePoint Assure

- + **Minimize downtime:** ChargePoint Assure provides the most comprehensive EV Station maintenance and management in the industry
- + **Get up and running quickly and flawlessly:** Professional guidance for station configuration saves you time, and unlimited changes to station policies flexibly supports your business
- + **Eliminate unexpected future expenses:** Cost for parts and on-site labor to install is covered for all Assure eligible repairs
- + **One less thing to worry about:** Proactive station monitoring provides you with regular reporting
- + **Reduced risk of downtime:** We guarantee 98% annual uptime and one business day response to requests
- + **Support when you need it:** We're there for you *and* your drivers. Phone support available for station owners Monday to Friday from 5 AM to 6 PM Pacific. Phone support for drivers is 24/7/365, so you never need to field a driver call

Ultra-reliable second-generation gravity operated mechanism.

18' and 23' cords to reach all car models and serve more parking spaces.

World-class 24/7 driver phone support.

Instructional video shows how to use the station. Multi-language charging instructions, giving drivers the choice of English, French or Spanish.

Driver interaction is supported in any weather by five rugged, back-lit buttons with audio feedback.

Strong and rugged design materials built to withstand the elements.

CT4000 stations come with 18' or 23' cords to increase the usability of your charging spots, on 6' and 8' tall models respectively.

CT4021

Dual-port bollard charging station with 18' charging cables. Standard *EV Charging Only* sign without optional custom branding.



Promote Your Brand and Business

Having your stations installed in a visible location makes a bold statement about your business' commitment to sustainability and shows that you care about your customers. ChargePoint CT4000 stations are built for customization so you can conveniently promote your brand as well. With custom signage and video you can:

- + Increase brand recognition
- + Attract EV drivers by making sure your stations are highly visible
- + Ensure EV charging installations are consistent with the look and feel of your brand
- + Differentiate your stations from standard ChargePoint stations to make them easily identifiable by your driver base



Branded CT4021
Shown with optional
branding on bollard.
18' cords on 6' model.

Easily customizable branding area.
All stations come with *EV Charging Only* sign, which can be replaced with your custom signage.

5.7" color LCD display for customizable video content.

Upload up to 60 seconds of high quality video to individual stations as often as desired.

Daylight readable with auto brightness control.

OPTIONAL:
Additional customizable branding areas.

All stations have standard extrusions to hold your custom signage.

Artwork templates and material specifications are conveniently downloadable from chargepoint.com



Branded CT4025
Shown with optional
branding on back.
23' cords on 8' model.

Bollard Charging Stations

CT4011



CT4021



CT4025



Wall Mount Charging Stations

CT4013



CT4023



CT4027



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Listed by Underwriters
Laboratories Inc.







City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: September 12, 2022

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action Regarding Clock Tower Replacement*

The BOPW approved replacing the clock tower at the May 9, 2022 BOPW meeting. The clock tower is located in the raised island at the intersection of 3rd Street and Main Avenue. Since this meeting, Definitely De Pere expressed interest in not replacing the clock tower and possibly installing some form of streetscape art at this location. In addition, there has also been discussion of concerns the raised island and clock tower impacts those making a left turn onto Main Avenue from 3rd Street with being able to see traffic coming from the east. The intent of the discussion is to reconsider whether the clock tower should be replaced and possibly removed.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: September 12, 2022

DEPARTMENT: Public Works

FROM: Tony Fietzer

SUBJECT: Consideration and possible action on timing and frequency for overflow collections

ATTACHMENTS:

- Review Quarterly overflow collection (DOCX)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Tony Fietzer, Street Superintendent

Date: September 12, 2022

RE: **Consideration and possible action on timing and frequency for overflow collections**

As a follow up from the August 8, 2022 Board of Public Works meeting, staff is recommending overflow household waste be allowed quarterly in the City. Staff recommends collection occurs in January, April, July, and October. The recommended collection dates wouldn't fall on a holiday shortened week. Staff recommends the collections occur the second full week of those months for garbage and the second and third weeks for recycling. The second full week is consistent with brush and rubbish collection weeks.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: September 12, 2022

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on City Engineer Parking and Traffic Recommendations*

ATTACHMENTS:

- 2022 0912-CI-BOPW-PTTeam-Recommendations (PDF)

CITY OF DE PERE

Public Works Department

925 S. Sixth Street, De Pere, WI 54115 | 920-339-4060 | www.de-pere.org



City Engineer Parking and Traffic Recommendations August 17, 2022, Meeting

Parking and Parking Lot Items:

- Consider parking restrictions on City lot at 360 Main Avenue
 - Council just approved parking at this location.

Recommendation: Amend the Section 150-23. Schedule G of the Ordinance as follows:
Under table for Long Term Parking, insert the following:

Parking Lot	No. Stalls	Parking ROW/From Dir.	Located No. of Stalls/ From Dir.
360 Main Avenue	All Stalls		

- Safety concerns on Main Avenue and Fifth Street.
 - The new development has increased the number of parked cars on Main Avenue which may be impacting accidents.
 - There were nine accidents from 2012 to 2021. There have been nine accidents since October 10, 2021.

2/16/2012 8:44:29 AM	Main AV/N 5th ST;DPPD
7/2/2014 8:17:31 AM	Main AV/N 5th ST;DPPD
6/23/2015 5:07:55 PM	Main AV/N 5th ST;DPPD
5/8/2017 10:57:50 AM	Main AV/N 5th ST
10/25/2020 8:58:43 AM	Main AV/N 5th ST
10/31/2020 8:08:41 AM	Main AV/N 5th ST
12/17/2020 8:03:44 AM	MAIN AV & N FIFTH ST
1/21/2021 11:38:46 AM	500 MAIN AV
8/31/2021 6:09:41 PM	MAIN AV & S FIFTH ST
10/15/2021 10:15:25 AM	N FIFTH ST & MAIN AV
11/25/2021 9:19:20 AM	108 S FIFTH ST; CAPITAL CREDIT UNION
1/12/2022 6:32:14 PM	486 MAIN AV; TOPPERS PIZZA
1/20/2022 2:11:32 PM	N FIFTH ST & MAIN AV
1/30/2022 1:01:25 PM	486 MAIN AV; TOPPERS PIZZA
3/9/2022 4:02:52 PM	MAIN AV & N FIFTH ST
7/8/2022 7:20:17 AM	441 MAIN AV; CHASE BANK
7/8/2022 12:33:20 PM	MAIN AV & S FIFTH ST
7/18/2022 12:22:20 PM	MAIN AV & S FIFTH ST

Recommendation: Eliminate one parking stall on Main Avenue. Amend the Section 150-23. Schedule G of the Ordinance as follows:

Under the table for No Parking, delete:

Street	Side of Street	From Curbline or Feet/Dir. Of Curbline	To Curbline or Feet/Dir. of Start
Main	S	Fifth	68/E

And insert:

Street	Side of Street	From Curbline or Feet/Dir. Of Curbline	To Curbline or Feet/Dir. of Start
Main	S	Fifth	80/E

Additionally, staff will contact WisDOT regarding potential solutions with the upcoming Main Avenue project.

Signs – Other

3. Update the Heavy Traffic Route to include Rockland Road from STH 32/57 to CTH PP.
 - The change is being made due to the extension of Commerce Drive.
 - Rockland Road is part of the Southern Bridge Corridor.

Recommendation: Update Section 150-15 (b) Designated truck route, to include Rockland Road from STH 32/57 to CTH PP.



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: September 12, 2022

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Discuss City Engineer Recommendations for No-Action Parking and Traffic Discussion Items

ATTACHMENTS:

- 2022 0912-CI-BOPW-PTTeam-Discussion (PDF)
- CI-Pine Street Photo Summary(PDF)
- CI-Honey Court Photo Summary (PDF)

CITY OF DE PERE

Public Works Department

925 S. Sixth Street, De Pere, WI 54115 | 920-339-4060 | www.de-pere.org



Discuss City Engineer Recommendations on No Action Parking and Traffic Discussion Items August 17, 2022, Meeting

Parking and Parking Lot Items:

1. Consider parking restrictions on Pine Street near Ninth Street
 - Street width is 32 feet
 - Staff reviewed several times and parking was minimal (see attached).

No Action.

2. Consider restricting parking on one side of Honey Court due to trucks.
 - Street width is 36 feet.
 - Staff reviewed many times. Attached are photos of the parking along with the trucks at the adjacent buildings. There is parking on Honey Court whether the restaurant is open or not.
 - No vehicle accidents since 2013.
 - There are several large driveways in the cul de sac which naturally restrict parking already.
 - If the concern is for pedestrian safety, sidewalks should be considered.

No Action.

Pedestrian and Bicycle Items

3. Request for rapid rectangular flashing beacon (RRFB) at Broadway and Cass
 - Staff completed three pedestrian counts at this location with the following results:
 - June 28th – 7:00 to 8:30 – 3 east/west crossings
 - June 28th – 11:00 to 12:30 – 5 east/west crossings
 - July 12th – 3:30 to 5:00 – 5 east/west crossings
 - This location does not meet the City policy for RRFB's. While it meets the traffic volume criteria, it does not meet the requirement of 20 people crossing in the peak hour.

No Action

CITY OF DE PERE MEMO



Pine Street Parking Review



June 3, 2022 – 8:40 AM



June 6, 2022 – 10:25 AM



June 8, 2022 – 7:37 AM

CITY OF DE PERE MEMO



Honey Court Parking Review



Thursday, July 21, 2022 – 8:32 AM



Monday, August 15, 2022 – 8:42 AM



Tuesday, August 16, 2022 – 11:40 AM



Wednesday, August 17, 2022 – 7:43 AM

Truck Review



1116 Honey Court



1110 Honey Court



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: September 12, 2022

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider and Possible Action Regarding Intergovernmental Cooperative Agreement for the Wisconsin Recycling Consolidation Grant*

Brown County Port & Resource Recovery has notified the City that the Wisconsin Department of Natural Resources (DNR) has changed their requirements for establishing eligibility for the Wisconsin Recycling Consolidation Grant which will require a different type of agreement for 2023. The agreement will be between other Brown County municipalities that are a Responsible Unit (RU). A cooperative agreement will need to be entered with the other RU's within Brown County that have an effective recycling program. The Brown County Port & Resource Recovery department will facilitate working with all the municipalities in Brown County in getting the cooperative agreement completed. The City's requirement is going to be to sign the attached agreement and submit to the County prior to October 1, 2022.

Staff recommends approving this agreement and forwarding to Council for final approval.

ATTACHMENTS:

- Cooperative Agreement Consolidation Grant_23 Waste Recycling Guide (PDF)

Intergovernmental Cooperative Agreement to Satisfy Eligibility for the Wisconsin Recycling Consolidation Grant for Calendar Year 2023

This agreement is made by and between the Cities of De Pere and Green Bay, the Villages of Allouez, Ashwaubenon, Bellevue, Denmark, Hobart, Howard, Pulaski, Suamico, Wrightstown, and Towns of Eaton, Glenmore, Green Bay, Holland, Humboldt, Lawrence, Ledgeview, Morrison, New Denmark, Pittsfield, Rockland, Scott and Wrightstown, and the Oneida Nation, each of which is a municipal corporation, and each of which is a Responsible Unit as defined in Section 287.01(9) of the Wisconsin Statutes (collectively referred to as the “Responsible Units” or “RUs”) for purposes of implementing efficiencies related to operating an effective recycling program in accordance with ss. 287.11 and 287.24, Wis. Stats., and ch. NR 542, Wis. Admin. Code. This agreement is intended to qualify for the 2023 Wisconsin Recycling Consolidation Grant.

WHEREAS the RUs believe that, by working together in this cooperative agreement, they can more effectively and efficiently provide for the recycling education needs of their citizens; and

WHEREAS the RUs desire to collaborate in an effort to educate about recycling; and

WHEREAS the RUs recognize the importance of educating residents about recycling and their RU responsibility to do so; and

WHEREAS Brown County partnered with Outagamie and Winnebago Counties, collectively known as Tri-County Recycling, to fund, host, and promote a new smartphone recycling app developed by Betterbin; and

WHEREAS Tri-County Recycling will continue to fund, host, and promote the Waste Wizard Material Search Engine tool; and

WHEREAS the Betterbin smartphone app, and the Waste Wizard Material Search Engine provide comprehensive information on single-stream recycling guidelines, recycling plastic bags, proper medical sharps disposal, electronics recycling, universal waste recycling, household hazardous waste programs, pharmaceutical drop boxes and waste reduction tips; and

WHEREAS Section 66.0301(2) of the Wisconsin Statutes authorizes cooperation between municipalities and allows municipalities to contract with each other for the receipt or furnishing of services or the joint exercise of any power or duty required or authorized by law; and

WHEREAS each participating RU will maintain a copy of the other above listed RUs' cooperative agreements on file, given that not all cooperating RUs will be able to sign a single document;

NOW THEREFORE IT IS AGREED THAT the above listed RUs have and will make available to its residents the Tri-County Recycling Betterbin smartphone app and Waste Wizard Material Search Engine (<https://recyclemoretricity.org/waste-wizard/>), recognizing additional and consistent education will reduce contamination and improve recycling, thereby enabling the processing and marketing of these recyclables in the most efficient and cost-effective manner possible.

SIGNATURE

TITLE

MUNICIPALITY

DATE



City of De Pere, Wisconsin

Request For Board of Public Works Action

MEETING DATE: September 12, 2022

DEPARTMENT: Engineering

FROM: Eric Rakers

SUBJECT: Consideration and possible action on Policy for Second Driveways*

ATTACHMENTS:

- CI-Second Driveways (PDF)
- De Pere Code 14-55 (PDF)
- Second Driveway Information (PDF)
- Second Driveway Exhibit Full Set (PDF)

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric Rakers, P.E., City Engineer
Date: September 12, 2022

RE: Consideration and possible action on Policy for Second Driveways*

Over the last several years, the Board of Public Works has received requests to construct second driveways. Under our current Municipal Code, second driveways are not permitted. The Board has indicated the desire to create a standard policy under which second driveways may be permitted.

Background

Driveways are covered under Section 14-55 Off-Street Parking in the City's Code. A copy has been attached. There are several restrictions placed on driveways in single family residential zones.

The width of driveways is covered under Section (8) (a) 1) *Width restrictions*. The maximum driveway width is 25 feet at the right of way with up to two five foot flares for a maximum total width of 35 feet at the curb.

The location of driveways on the lot is covered under Section (8) (a) 3) *Separation of location*. Restrictions under this section include:

- Driveways measured at the curb line shall not be less than 25 feet from the intersection with the street right-of-way line
- Driveway flares shall not extend beyond the lot line.

The number of curb cuts permitted is covered under Section (8) (a) 4) *Number of curb cuts permitted*. For residential zones, R-1 District, a single family residence is allowed one two-way or two one-way drives for each lot of record.

Discussion

Staff has received several requests for second driveways. A summary of each is shown in the table included with this memo. 1964 Lost Dauphin Road and 1002 Meadow View Lane were taken to the Board and directed back to staff to evaluate an updated policy. 1809 Edgar Street has been waiting on the outcome of this discussion prior to submitting to the Board.

Location	Comments
1964 Lost Dauphin Road	Corner lot. Current drive is located on Lost Dauphin. Property has a detached garage that will be accessed off Stevens Street
1809 Edgar Street	Property is two lots combined into one. There are two curb openings to the property because of this. The second curb opening is only grass but would be used to access the fenced back yard.
1002 Meadow View Lane	Corner lot. Both driveways would be off Meadow View Lane. The second drive will provide access to a detached garage.

Staff performed a detailed review of the second driveways in the City. We were surprised at the number of second driveways that have been installed (see attached summary). The vast majority of second driveways are located off of alleys, followed by 18 properties on corner lots, and finally 10 with driveways on the same street.

The addition of a second driveway will provide property owners more opportunity to fully utilize their property for additional storage. In the recent era of three stall garages for new houses, the addition of another driveway for older properties will provide more appeal for property owners. The disadvantage from a City perspective is additional driveways can detract from curb appeal for the City, create additional storm water runoff, and create traffic issues with additional drives, depending on the amount of traffic on the street and the proximity to other driveways and streets.

Staff is not opposed to the addition of second two-way driveway with restrictions on the width of the second driveway, location in the right of way and on the lot, and amount of lot frontage. Below is a policy for consideration by the Board listing various restrictions that will prohibit a second driveway. The restrictions are numbered and examples included at various locations around the City on how the restrictions of the policy apply. On the exhibits, the comment “No Drive” means no second driveway at this location on the lot.

Recommendation

Staff recommends a policy of allowing consideration for a second driveway for single family residential development conforming to the following below. If approved, the upcoming ordinance update will be written for the inclusion of second drives.

General Information

1. Distance from Intersecting Streets - Driveways measured at the curb line (driveway flare) shall not be less than 25 feet from the right of way line extended for the intersecting street.

2. Width – The second driveway shall be no wider than 12 feet at the right-of-way with a maximum of five foot flares for a maximum width of 22 feet at the street. The minimum width at the right of way shall be 8 feet.
3. Street Type – A second drive shall be permitted on local streets with approval from the Board of Public Works. A second driveway on collector streets shall be reviewed by the Board of Public Works on a case by case basis. Second driveways will not be permitted on arterial streets. The designation of street type is based on the Brown County Planning Departments *Green Bay Urbanized Area Functional Classification* map.

Location on Lot Information

4. Second driveways shall be a minimum of three feet from the property line. The edge of the apron at the street shall not go beyond the property line extended.
5. A lot that fronts only one street or a corner lot where the property owner requests a second driveway on the same street as the existing driveway can have two driveway approaches if it meets the following requirements:
 - The combined width of the primary driveway approach at the curb line and secondary driveway approach at the curb line shall be no greater than 45% of the lot width.
 - The minimum separation of the primary and the secondary driveway at the right of way shall be 10 feet.
 - Second driveways shall be located to align on the side of the house/attached garage (if applicable). Second driveways shall not be located in the front of the house/garage unless the second driveway extends into a garage being added to the house with a garage door opening.
6. Corner lots where the driveway is being placed on the side street shall align the driveway to behind the house/garage. The driveway shall not extend toward the house/garage unless a garage addition with garage door opening is constructed. Second driveways shall not be permitted between the front of the house and the right of way.
7. Lots with frontage on the front and back will be allowed to have a second driveway conforming to the existing requirements of the Municipal Code and this policy. If a second driveway is requested from the street front of the house, the driveway shall not be located in the front of the house/garage unless the second driveway extends into a garage being added to the house with a garage door opening. This requirement does not apply to alley driveways.

14-55. - Off-street parking.

- (1) *Location.* All parking spaces required to serve buildings or uses erected or established after the effective date of this [the] ordinance [from which this appendix is derived] shall be located on the same zoning lot as the building or use served, except that parking spaces to serve business or industrial buildings or uses may be located within 300 feet, if such spaces are permitted in such zone.
- (2) *Size.*
 - (a) Eighty percent (80%) of the required parking spaces shall be at least eight and one-half feet (8.5') wide, eighteen and one-half feet (18.5') long, and seven feet (7') high, exclusive of access drives or aisles, ramps, or columns.
 - (b) Parking spaces, in addition to those specified in (2)(a), shall be clearly marked for the use of small cars only and be at least eight feet (8') wide, sixteen feet (16') long, and seven feet (7') high, exclusive of access drives or aisles, ramps, or columns.
 - (c) Parking spaces for the use of the physically handicapped shall be at least thirteen feet (13') wide and twenty feet (20') long for cars and sixteen feet (16') wide and twenty feet (20') long for vans, exclusive of access drives or aisles, ramps, or columns, and meet all other applicable requirements of the Americans with Disabilities Act (ADA).
 - (d) Aisles shall be at least:

Twenty-four feet (24') wide for ninety (90) degree parking;

Eighteen feet (18') wide for sixty (60) degree parking; and

Fifteen feet (15') wide for forty-five (45) degree parking.

Angle shall be measured between center line of parking space and center line of aisle.
 - (e) Parallel parking spaces shall be at least twenty-three feet (23') long and twelve feet (12') wide.
- (3) *Access.* All off-street parking facilities shall be designed in accordance with the requirements contained in Section 14-55(8), Driveways, and in a manner that will provide the least interference with traffic movement. All lots developed shall have a minimum of one (1) driveway unless waived by the Plan Commission.
- (4) *Collective provision.* Off-street parking facilities for separate uses may be provided collectively if the total number of spaces so provided is not less than the sum of the separate requirements. No parking spaces or portion thereof shall serve as a required space for more than one use unless otherwise authorized by the Plan Commission.
- (5) *Computation.* When determination of the number of off-street parking spaces required by this ordinance results in a requirement of a fractional space, any fraction of one-half or less may be disregarded, while a fraction in excess of one-half shall be counted as one parking space. Parking spaces required on an employee basis shall be based on the average number of employees on

duty or residing, or both, on the premises at any one time. It is recognized that multiple uses within close proximity to each other may be served by the same parking spaces. Such joint usage of required parking spaces may be approved by the Plan Commission, subject to the following conditions:

The applicant clearly show:

- (a) The different uses have nonconcurrent peak parking demands;
 - (b) The parking spaces are located within an acceptable walking distance less than 500 feet from the uses generating the parking demand; and
 - (c) They have a right to utilize the parking spaces either through a deed or long-term lease, and they meet or will meet all requirements of Section 14-55(12).
- (6) *Utilization.* Required accessory off-street parking facilities provided for uses listed in Part B of this Article [this Section, Section 14-56, and Section 14-57] shall be solely for the parking of passenger automobiles of patrons, occupants, or employees of such uses, except as may otherwise be provided for the parking of trucks in the granting of conditional uses.
- (7) *Design and maintenance.*
- (a) *Plan.* Except for uses designated by this ordinance and residential uses, the design of parking lots or areas shall be subject to the approval of the Director in accordance with the standards approved by the Plan Commission.
 - (b) *Drainage and grade.* All parking areas shall have adequate drainage and shall be provided with bumper guards where required by grade.
 - (c) *Surfacing.* Parking areas and drives providing access thereto for single family and two-family dwellings and all other off-street parking areas and drives providing access thereto shall be hard surfaced with concrete, asphalt, or brick.
 - (d) *Screening and landscaping.* All open automobile parking areas containing more than three (3) parking spaces shall be effectively screened on each side adjoining or fronting any property situated in a residence district or any institutional premises by a wall or fence.
 - (e) *Lighting.* Any lighting used to illuminate off-street parking areas shall be directed away from residential properties and public streets in such a way as not to create a nuisance.
 - (f) *Signs.* Accessory signs shall be permitted on parking areas in accordance with the provisions specified under the sign ordinance.
 - (g) *Sales, repair, and service.* No sale, storage, repair work, or servicing of any kind shall be permitted in any parking facility, except by permission of the Common Council.
 - (h) All parking stalls shall be marked with painted lines not less than four (4) inches wide.
- (8) *Driveways.*
- (a) Before a driveway or curb cut for a driveway is made, a permit shall be obtained from the Director of Public Works after first obtaining approval of the parking plan and upon

compliance with the provisions of Chapter 22, of the Municipal Code. All driveways shall meet the following requirements:

1) *Width restrictions.*

Zone	Maximum Width at Property Line	Maximum Flare	Maximum Opening
Residential Zones	25'	5'	35'
Residential Zones (Single Driveway Duplex) (Driveway width shall not exceed 50% of lot width)	40'	2.5'	45'
Business (One-way)	15'	10'	35'
Business (Two-way)	25'	10'	45'
Industrial (Curb & Gutter)			
One-way	20'	20'	45'
Two-way	35'	20'	75'
Industrial (No curb & gutter)			
One-way	20'	45'	85'
Two-way	35'	45'	100'
Semi-trailer Delivery Drives (in any zone where permitted)	(See Industrial)		

- 2) Width restrictions may be exceeded behind the front yard right-of-way line/front lot line and into the front yard setback provided:
- (i) That the use is not a single or two-family residence with a center driveway; and
 - (ii) The increased width encroaches only the front yard setback which is adjacent to the nearest interior side-yard setback; and
 - (iii) The outer edge of the widened surface as so closer than two feet from the adjoining lot line; and
 - (iv) The widened portion is tapered into the original maximum width at the property line over a distance of 36 inches or more; and
 - (v) Such width increase is approved by the Building Inspector or his/her designee. Denial of any such request is appealable to the Zoning Board of Appeals within 14 days of the denial.
- 3) *Separation of location.*
- a) Except in the case of center drive duplexes complying with the provisions of this Section, curb cut openings, including alley curb cuts and driveways on the bulbs of cul-de-sacs shall not be less than 15' apart at the curb line.
 - b) Corner lots. Driveways measured at the curb line shall not be less than the following

distance from the intersection with the street right-of-way line:

Use	Street Type	Distance
Residential	All	25'
Business	Local	25'
Business	Arterial or Collector	100'
Industrial	All	100'

Interior lot lines. Driveway flares at the curb line shall not extend beyond the lot line.

4) *Number of curb cuts permitted.*

a) *Residential zones.*

- i. R-1 District. In the case of a single family residence, one two-way or two one-way drives for each lot of record, and all other uses permitted in R-1 Districts shall be subject to those provisions that apply to commercial districts.
- ii. R-2, R-3, and R-4 Districts. In the case of a single family residence, the rule as applies in R-1 District. In the case of all other uses permitted in R-2, R-3, and R-4 Districts, except as provided in cc., below, the rule applicable to commercial districts shall apply.
- iii. Duplexes. One standard residential driveway (25' maximum at property line) per dwelling unit, or one center driveway of a 40-foot maximum width from the garage to the property line per duplex. If a center driveway in excess of 25 feet at the property line is utilized, the following conditions must be met:
 - aa. A divider island of a width of not less than one (1) foot at the curb line and not less than three (3) feet at the exterior sidewalk line shall be constructed on the driveway apron. Said divider island shall be curbed and raised to an elevation not less than 6 inches at the curb and shall taper at a constant slope from the curb to the sidewalk grade at the exterior sidewalk line.
 - bb. A landscaped median of not less than 3 feet in width commencing at the interior sidewalk line and running to the garage shall be constructed. For purposes of this paragraph, landscaped means planted in grass, or a combination of decorative stone and plants or grass.
 - cc. Upon complying with the above two conditions, a driveway so constructed shall be considered and constitute one curb cut for purposes of Section 14-51(8)(b)(1).
- iv. Commercial. One two-way or two one-way drives for each 100 feet of total lot frontage.
- v. Industrial. One two-way or two one-way drives for each 200 feet of total lot

frontage unless otherwise approved by the Plan Commission in site development plan review.

- 5) *Waiver requests.* Notwithstanding the provisions of Section 62.23(7), Wis. Stats. [Wis. Stats. § 62.23(7)], appeals of this provision shall be through the Board of Public Works in the manner provided at Chapter 22 of this Code.
- (9) *Increased size.* When the intensity of use of any building, structure, or premises shall be increased through the addition of dwelling units, gross floor area, seating capacity, or other units of measurement specified herein for required parking or loading facilities, parking and loading facilities as required herein shall be provided for such increase in intensity of use and for at least 50% of any exiting deficiency in parking or loading facilities.
- (10) *Changed use.* Whenever the existing use of a building or structure shall hereafter be changed to a new use, parking or loading facilities shall be required for such new use.
- (11) *Damage or destruction.* For any conforming or legally nonconforming building or use in existence on the effective date of this [the] ordinance [from which this appendix is derived], which subsequently is damaged or destroyed by fire, collapse, explosion, or other cause, and which is reconstructed, reestablished, or repaired, off-street parking or loading facilities shall be provided as required by this ordinance.
- (12) *Control of off-site parking facilities.* In cases where parking facilities are permitted on land other than the zoning lot on which the building or use served is located, such facilities shall be in the same possession as the zoning lot occupied by the building or use to which the parking facilities are accessory. Such possession may be either by deed or long-term lease, the term of such lease to be determined by the Plan Commission, and such deed or lease shall be filed with the Register of Deeds for Brown County. The deed or lease shall require such owner or his/her heirs and assigns to maintain the required number of parking facilities for the duration of the use served or of the deed or lease, whichever shall terminate sooner.
- (13) *Submission of plot plan.* Any application for a building permit or for an occupancy certificate where no building permit is required shall include therewith a plot plan, drawn to scale and fully dimensioned, showing any off-street parking or loading facilities to be provided in compliance with this ordinance.

(Ord. No. 03-21, § 1, 9-2-2003; Ord. No. 17-17, § 13, 9-5-2017)

City of De Pere
Second Driveway Location Review
September 7, 2022

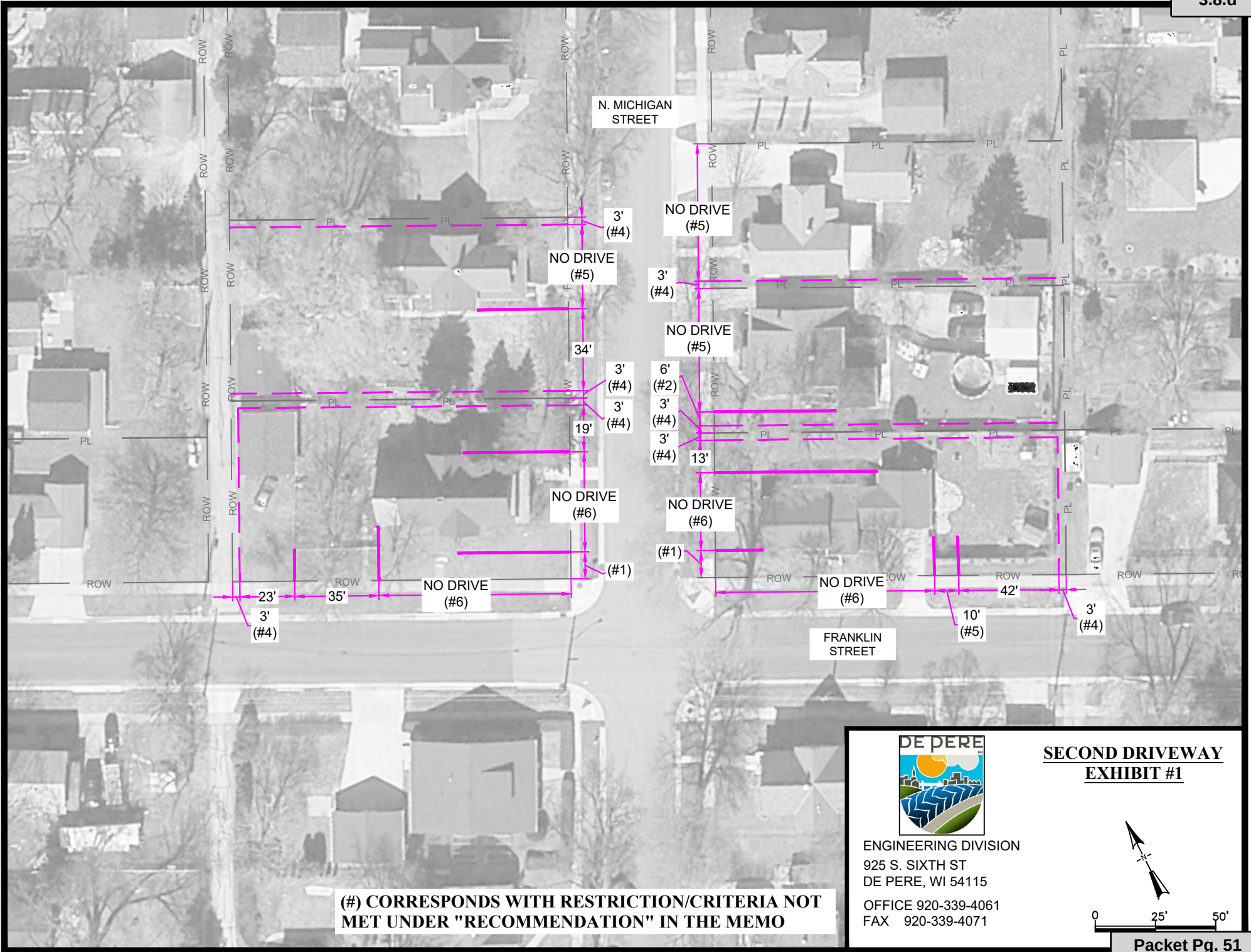
#	Street Name	Lot location	Driveway 1 street	Driveway 2 street	Comments/Notes	Reason (See below)
622	FAIRVIEW AVE	Mid block	Fairview	Fairview	Mid-block location with two driveways off Fairview. Second driveway to access detached garage	5
803	MORNING GLORY LN	Corner	Morning Glory	Morning Glory	Corner lot. Both driveways off Morning Glory. Second driveway to access detached garage	5
813	N BROADWAY ST	Mid block	N Broadway	N Broadway	Mid-block location with two driveways off N. Broadway	5
823	N BROADWAY ST	Mid block	N Broadway	N Broadway	Mid-block location with a one-way driveway and second access to lower garage	5
903	N BROADWAY ST	Mid block	N Broadway	N Broadway	Mid-block location with a one-way driveway and second access to lower garage	5
915	N BROADWAY ST	Mid block	N Broadway	N Broadway	Mid-block location with a one-way driveway and second access to lower garage	5
324	N SIXTH ST	Mid block	N. Sixth	N. Sixth	Mid-block location. Two driveways off N. Sixth St accessing detached garages	5
1293	OUTWARD AVE	Corner	Azalea Trl	Azalea Trl	Corner lot. Two driveways from Azalea Trl. Second driveway to access detached garage	5
746	PINE STREET	Corner	N. Eighth St	N. Eighth St	Corner lot. Two driveways from N. Eighth St. One driveway shared with 738 Pine St	5
723	REID STREET	Corner	Allard St	Allard St	Corner lot. Both driveways off Allard Street. Second driveway to access detached garage	5
218	ALLARD ST	Corner	Park St	Allard St	Corner lot. Second driveway accessing detached garage	6
902	AMHART	Corner	Lee Ave	Amhart Dr	Corner Lot. Second driveway behind home	6
235	AUTUMN	Mid block	Rainbow	Rainbow	Corner lot with three curb cuts. One one-way driveway off Rainbow and one two-way driveway at the corner of Autumn and Rainbow	6
847	CEDAR ST	Corner	N. Ninth St	Cedar St	Corner lot. Second driveway accessing detached garage	6
804	ELM ST	Corner	N. Eighth St	Elm St	Corner lot. Second driveway for parking and accessing detached garage	6
1410	FORT HOWARD AVE	Corner	Fort Howard	Fairview	Corner lot. Three driveways-two off Fort Howard and one off Fairview. Third driveway to access detached garage	6
1166	GRANT ST	Corner	S. Ninth	Grant	Corner lot. Driveway access from Grant and S. Ninth	6
802	HELENA	Corner	Estes Dr	Helena St	Corner lot with second curb cut behind home but not paved	6
701	MAIN AVE	Corner	Main	Seventh	Corner lot. One driveway on east side from S. Seventh Street with second access from Alley	6
301	N EIGHTH ST	Corner	N. Eighth St	Pine St	Corner lot. Second driveway accessing detached garage	6
610	N NINTH ST	Corner	N. Ninth St	Spruce St	Corner lot. Second driveway accessing detached garage	6
603	N WISCONSIN ST	Corner	N Wisconsin	Fulton St	Corner lot. One driveway off Fulton Street and second driveway off N. Wisconsin accessing behind home	6
844	PINE STREET	Corner	N. Ninth St	Pine St	Corner lot. Second driveway accessing detached garage	6
1106	RIDGEWAY BLVD	Corner	N Winnebago	Ridgeway Blvd	Corner lot. One one-way driveway accessing from Ridgeway Blvd and N. Winnebago and second driveway access from N. Winnebago	6
1517	SUBURBAN DR	Corner	Suburban	Countryside	Corner lot. Second driveway accessing detached garage	6
2072	W VISTA CIR	Corner	W Vista Cir	Aero Dr	Corner lot. One driveway off W. Vista Cir and another off Aero Dr	6
133	S WASHINGTON ST	Corner	S Washington	Charles	Mid-block location. One driveway in front off S. Washington and second access from Charles	6
134	S WASHINGTON ST	Corner	S Washington	Charles	Corner lot. One driveway in front off S. Washington s second access off of Charles, and a third access from Alley	6
817	CHICAGO ST	Corner	Chicago	Alley	Corner lot. One driveway in front off Chicago and second driveway on west side off Alley	7
508	N BROADWAY ST	Mid block	N. Broadway	Alley	Mid-block location. One driveway from N. Broadway with second access from Alley	7
620	N BROADWAY ST	Mid block	N. Broadway	N. Wisconsin St	Mid-block location. One driveway from N. Broadway with second access from N. Wisconsin St	7
806	N BROADWAY ST	Corner	N Broadway	Alley	Corner lot. One driveway off N. Broadway and second access from Alley	7
121	N ERIE ST	Mid block	N Erie	Alley	Mid-block location. One driveway in front off N. Erie and second access from Alley	7

#	Street Name	Lot location	Driveway 1 street	Driveway 2 street	Comments/Notes	Reason (See below)
124	N ERIE ST	Mid block	N. Erie St	Alley	Mid-block location. One driveway in front off N. Erie and second access from Alley	7
430	N ERIE ST	Mid block	N. Erie St	Alley	Mid-block location. One driveway in front off N. Erie and second access from Alley	7
121	N HURON ST	Mid block	N Huron	Alley	Mid-block location. One driveway in front off N. Huron and second access from Alley	7
127	N HURON ST	Mid block	N Huron	Alley	Mid-block location. One driveway in front off N. Huron and second access from Alley	7
509	N HURON ST	Mid block	N Huron	Alley	Mid-block location. One driveway in front off N. Huron and second access from Alley	7
430	N MICHIGAN ST	Mid block	N Michigan	Alley	Mid-block location. One driveway in front off N. Michigan and second access from Alley	7
436	N MICHIGAN ST	Mid block	N Michigan	Alley	Mid-block location. One driveway in front off N. Michigan and second access from Alley	7
442	N MICHIGAN ST	Mid block	N Michigan	Alley	Mid-block location. One driveway in front off N. Michigan and second access from Alley	7
632	N MICHIGAN ST	Mid block	N Michigan	Alley	Mid-block location. One driveway in front off N. Michigan and second access from Alley	7
109	N ONTARIO ST	Mid block	N Ontario	Alley	Mid-block location. One driveway in front off N. Ontario and second access from Alley	7
114	N ONTARIO ST	Mid block	N Ontario	Alley	Mid-block location. One driveway in front off N. Ontario and second access from Alley	7
214	N SUPERIOR ST	Mid block	N. Superior	Alley	Mid-block location. One driveway in front off N. Superior and second access from Alley	7
437	N SUPERIOR ST	Mid block	N Superior	Alley	Mid-block location. One driveway in front off N. Superior and second access from Alley	7
602	N SUPERIOR ST	Corner	N. Superior	Alley	Corner lot. One driveway in front off N. Superior and second access from Alley	7
620	N SUPERIOR ST	Mid block	N. Superior	Alley	Mid-block location. One driveway in front off N. Superior and second access from Alley	7
626	N SUPERIOR ST	Mid block	N. Superior	Alley	Mid-block location. One driveway in front off N. Superior and second access from Alley	7
639	N SUPERIOR ST	Corner	N Superior	Alley	Corner lot. One driveway in front off N. Superior and second access off Alley	7
711	N WISCONSIN ST	Mid block	Alley	N. Wisconsin St	Mid-block location. One driveway in front off N. Wisconsin and second access from Alley	7
237	NICOLET AVE	Mid block	Nicolet Ave	Alley	Mid-block location. One driveway from Nicolet with second access from Alley	7
120	S ERIE ST	Mid block	S Erie	Alley	Mid-block location. One driveway in front off S. Erie and second access from Alley	7
215	S ERIE ST	Mid block	S Erie St	Alley	Mid-block location. One driveway in front off S. Erie and second access from Alley	7
408	S ERIE ST	Mid block	S Erie	Alley	Mid-block location. One driveway in front off S. Erie and second access from Alley	7
333	S HURON ST	Mid block	S Huron	Alley	Mid-block location. One driveway in front off S. Huron and second access from Alley	7
415	S HURON ST	Mid block	S Huron	Alley	Mid-block location. One driveway in front off S. Huron and second access from Alley	7
427	S HURON ST	Mid block	S Huron	Alley	Mid-block location. One driveway in front off S. Huron and second access from Alley	7
631	S HURON ST	Mid block	S Huron	Alley	Mid-block location. One driveway in front off S. Huron and second access from Alley	7
332	S MICHIGAN ST	Mid block	S Michigan	Alley	Mid-block location. One driveway in front off S. Michigan and second access from Alley	7
633	S MICHIGAN ST	Mid block	S Michigan	Alley	Mid-block location. One driveway in front off S. Michigan and second access from Alley	7
118	S ONTARIO ST	Mid block	S. Ontario	Alley	Mid-block location. One driveway in front off S. Ontario and second access from Alley	7
126	S ONTARIO ST	Mid block	S. Ontario	Alley	Mid-block location. One driveway in front off S. Ontario and second access from Alley	7
314	S SUPERIOR ST	Mid block	S Superior	Alley	Mid-block location. One driveway in front off S. Superior and second access from Alley	7
408	S SUPERIOR ST	Mid block	S Superior	Alley	Mid-block location. One driveway in front off S. Superior and second access from Alley	7

#	Street Name	Lot location	Driveway 1 street	Driveway 2 street	Comments/Notes	Reason (See below)
615	S SUPERIOR ST	Mid block	S Superior	Alley	Mid-block location. One driveway in front off S. Superior and second access from Alley	7
620	S SUPERIOR ST	Mid block	S Superior	Alley	Mid-block location. One driveway in front off S. Superior and second access from Alley	7
108	S WASHINGTON ST	Mid block	S Washington	Alley	Mid-block location. One driveway in front off S. Washington and second access from Alley	7
115	S WASHINGTON ST	Mid block	S Washington	Alley	Mid-block location. One driveway in front off S. Washington and second access from Alley	7
133	S WINNEBAGO ST	Corner	S Winnebago	Alley	Corner lot. One driveway in front off S. Winnebago and second access off Alley	7
134	S WINNEBAGO ST	Corner	S Winnebago	Alley	Mid-block location. One driveway in front off S. Winnebago and second access from Alley	7
1012	THIRD ST	Mid block	Third St	Fourth St	Mid-block location with one driveway in front of house and one in back	7

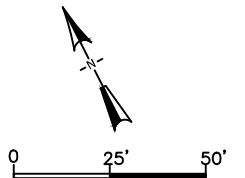
Below is a summary of how the second driveway fits the recommended policy. The numbers correspond to the memo.

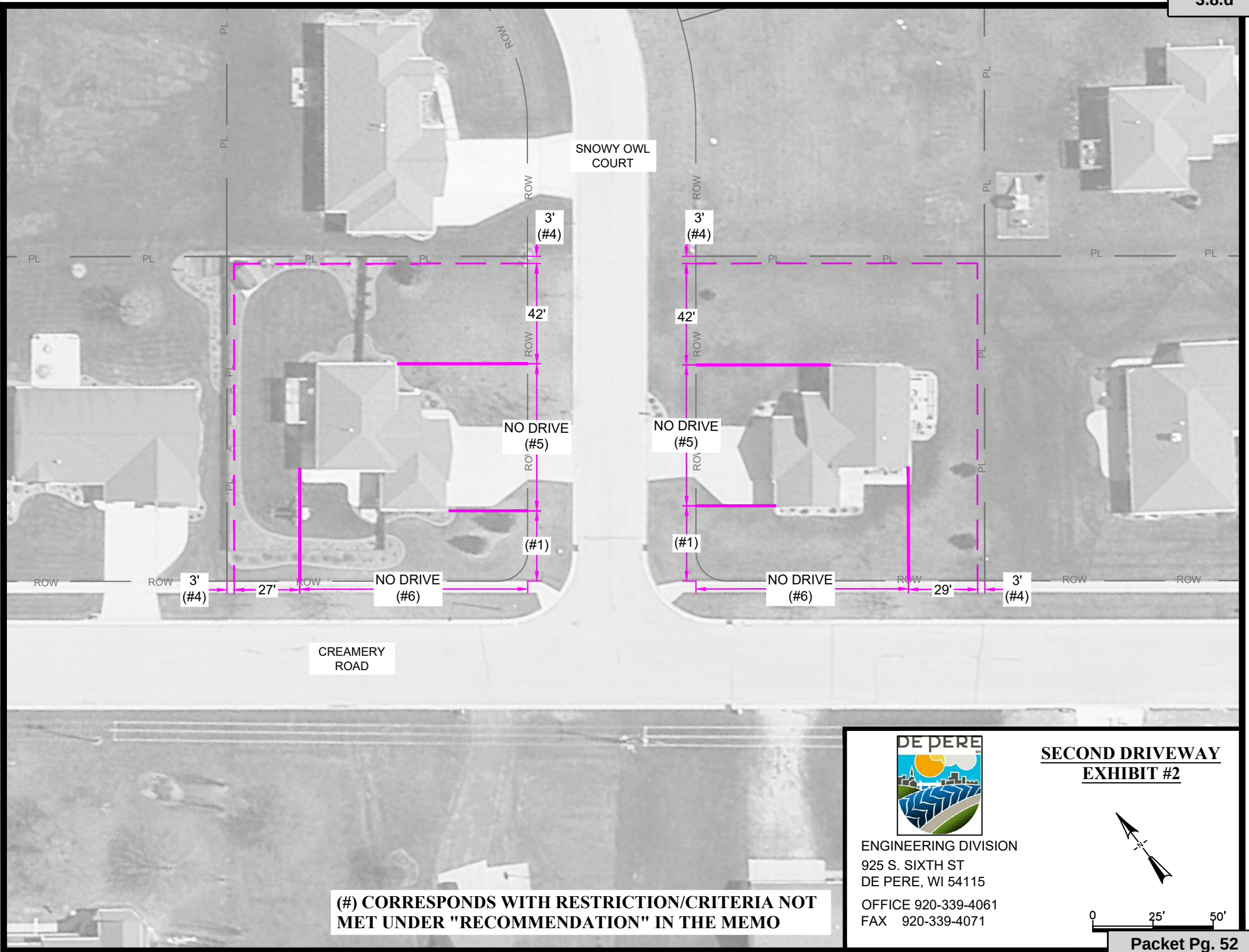
- #5 A lot that fronts only one street or a corner lot where the property owner requests a second driveway on the same street as the existing driveway can have two driveway approaches if it meets the following requirements:
- The combined width of the primary driveway approach and secondary driveway approach shall be no greater than 45% of the lot width.
 - The minimum separation of the primary and the secondary driveway at the right of way shall be 10 feet.
 - Second driveways shall be located to align on the side of the house/attached garage (if applicable). Second driveways shall not be located in the front of the house/garage unless the second driveway extends into a garage being added to the house with a garage door opening.
- #6 Corner lots where the driveway is being placed on the side street shall align the driveway to back of the house/garage. The driveway shall not extend toward the house/garage unless a garage addition with garage door opening is constructed. Second driveways shall not be permitted between the front of the house and the right of way.
- #7 Lots with frontage on the front and back will be allowed to have a second driveway conforming to the existing requirements of the Municipal Code and this policy. If a second driveway is requested from the street front of the house, the driveway shall not be located in the front of the house/garage unless the second driveway extends into a garage being added to the house with a garage door opening.



ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115
OFFICE 920-339-4061
FAX 920-339-4071

SECOND DRIVEWAY
EXHIBIT #1





(#) CORRESPONDS WITH RESTRICTION/CRITERIA NOT MET UNDER "RECOMMENDATION" IN THE MEMO



ENGINEERING DIVISION
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**SECOND DRIVEWAY
EXHIBIT #2**



0 25' 50'

