



# DOWNTOWN PARKING ASSESSMENT | 2018

**City of Kaukauna**

Planning and Community Development Department  
[www.cityofkaukauna.com](http://www.cityofkaukauna.com)



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# SUMMARY

## Downtown Overnight Parking in City of Kaukauna

The City of Kaukauna's current parking ordinance permits overnight parking by permit, which are administered through the City Clerk's office. As the City of Kaukauna seeks continued redevelopment in the downtown area (including increased residential density), the time is right to revisit the overnight parking permit process. The design of both the parking permit program and the guiding municipal ordinance involve multiple municipal departments. Efforts have been made to include these different perspectives and to design a program update that meets municipal needs and provides a positive customer experience for residents of the downtown area.

# CURRENT ORDINANCES

The following municipal ordinances relate to leased parking, overnight parking and removal of illegally parked vehicles in the City of Kaukauna. Maps of all numbered municipal lots and their restrictions can be seen in Exhibit 1.

## Section 7.12, 2(j)

*Leased downtown parking.* A limited number of designated parking spaces may be leased to residential or business tenants for the purpose of overnight parking, subject to the terms, rules, regulations, and limitations set forth within a downtown parking space lease agreement, as adopted hereby and as amended from time to time. Downtown parking space lease agreement applications and permits shall be available from the City Clerk/Treasurer's office.

## Section 7.12, 3(a) and 3(b)

*All-night parking prohibited.*

(a) No vehicle shall be left parked or standing unattended between the hours of 2:00 a.m. and 6:00 a.m. on any street in the business district.

(b) Subject to other parking restrictions, no vehicle shall be left parked or standing unattended between the hours of 2:00 a.m. and 6:00 a.m. on any street outside of the business district, except for the following vehicles as defined in Wis. Stats. § 340.01: automobile, commercial motor vehicle, moped, motor bus, motorcycle, motor truck, school bus, tow truck, truck tractor, and road tractor. No trailer, as defined in Wis. Stats. § 340.01(71), shall become a permitted exception to this prohibition by reason of it being attached to a permitted vehicle so as to form a combination or articulated vehicle. Further, a permitted parked vehicle must be currently licensed, fully legally road operable, and on a street permitted for its weight and in a spot otherwise legal to park.

## Section 7.12, 11 (11)

*Removing illegally parked vehicles.* The Police Department or the Street Department shall remove, or cause to be removed, any vehicle found parked or unattended, contrary to the provisions of this chapter, to the city garage or other suitable place, and the cost of such removal and storage shall be added to the cost of prosecution and shall be paid by the owner or operator before such vehicle is returned.

## Section 7.12, 2 (1-12)

*Restrictions on city parking lots .*

1. Lot 1: East Wisconsin Avenue, east of 103 East Wisconsin Avenue. No parking between the hours of 3:00 a.m. and 6:00 a.m.
2. Lot 2: 141 West Wisconsin Avenue. No parking between the hours of 3:00 a.m. and 6:00 a.m. Four-hour parking limit between 6:00 a.m. and 6:00 p.m.
3. Lot 3: Reaume Avenue and Third Street in the southwest corner. No parking shall be permitted in this lot at any time, except by members of the City Fire Department.
4. Lot 4: Reaume Avenue and Third Street in the northwest corner. No parking between the hours of 3:00 a.m. and 6:00 a.m. Four-hour parking limit between the hours of 6:00 a.m. and 6:00 p.m.
5. Lot 5: Reaume Avenue and Second Street in the northeast corner. No parking between the hours of 2:00 a.m. and 6:00 a.m. Four-hour parking limit without a city permit between

the hours of 6:00 a.m. and 6:00 p.m., Monday through Friday. Municipal employees' vehicles must display a city permit for all-day parking.

6. Lot 6: Main Avenue and First Street Alley. No parking between the hours of 3:00 a.m. and 6:00 a.m. Four-hour parking limit between the hours of 6:00 a.m. and 6:00 p.m., except for vehicles displaying a city permit for overnight parking in this lot.

7. Lot 7: Main Avenue and Third Street. No parking between the hours of 3:00 a.m. and 6:00 a.m. Four-hour parking limit between the hours of 6:00 a.m. and 6:00 p.m.

8. Lot 8: West of 151/153 East Third Street. No parking between the hours of 3:00 a.m. and 6:00 a.m., except for vehicles displaying a city permit for overnight parking in this lot. No parking in the third stall south from East Third Street, next to the building east of the lot, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, 12 months of the year.

9. Lot 9: Doty Street and Lawe Street. No parking between the hours of 3:00 a.m. and 6:00 a.m., except for vehicles displaying a city permit for overnight parking in this lot.

10. Lot 10: Diamond #1 Parking Lot on Dodge Street. No parking between the hours of 3:00 a.m. and 6:00 a.m.

11. Lot 11: Grignon Home. No parking between the hours of 3:00 a.m. and 6:00 a.m.

12. On all parking lots and driveways located on city-owned property not limited by other sections of this Code, there shall be no parking between the hours of 11:00 p.m. and 6:00 a.m.

# CURRENT PERMIT STRUCTURE

Permits to park overnight in the City of Kaukauna are available for purchase through the City Clerk/Treasurer's office. A copy of the current permit is included in Exhibit 2.

Applicants must provide vehicle-specific information and permits may be issued monthly, quarterly or annually. Generally speaking, permits are issued on a monthly basis (although the permit application indicates that quarterly or annual permits may be purchased). Paper hang tag permits are issued to residents, which reflects an expiration date one month from the date of purchase. The hang tags are white and black in color and are to be displayed on the rear view mirror of a vehicle.

There is some discrepancy in how the City has priced permits - the second page of the current permit application indicates that the cost of parking monthly is \$30 per month. This number (nor the permit) are directly referred to in the City of Kaukauna Municipal Code. The Clerk's office was under the impression that permits were granted at a price of \$20/month.

Permits must be purchased during business hours (8:00 AM - 4:30 PM, Monday through Friday). It is worth noting that if a resident wanted to find information about overnight parking permits online, they are presently not able to do so. The overnight parking permit is not listed on the Clerk/Treasurer "Forms/Documents" section of the City website. Additionally, the following searches were conducted on the City of Kaukauna search bar and no information results were returned: "overnight parking permit", "parking permit", "resident parking", "overnight parking".

Upon purchase of a permit, permittees also receive at the time of purchase a map of permit parking lots which reflect even and odd day parking locations. The intent of even/odd day parking is two-fold:

1. To prevent inoperable vehicles from becoming permanently housed in a downtown municipal lot.
2. To allow for City maintenance on the lot, such as street cleaning, snow removal, etc.

While the maps reflect even/odd parking locations, it is worth noting that the municipal lots themselves are not signed to reflect this.

# POLICE ENFORCEMENT

## Enforcement

Discussions were had with representatives of the City of Kaukauna Police Department regarding overnight parking in the downtown area and conditions / issues surrounding all municipal parking lots in the near downtown area. Police department representatives shared the following information:

- The hang tag overnight permit, while very easy to see, is not legal to keep up while operating a motor vehicle. The necessity to take off and replace the hang tag permit increases the likelihood that a resident may forget to replace their permit and be ticketed.
- The hang tag overnight permit increases the likelihood of permit transfer, even though the permits are intended to be non-transferrable.
- Enforcement is easier for the police department if overnight permit parking is limited to a small number of lots (as it is now) and parking is limited to a specific area within that lot.
- The Police Department suggested that an affixed permit (semi-permanent or permanent) would reduce the issue of transferability of permits and would not require permit holders to take down and replace their permits as the hang tags do.
- The Police Department was in agreement with the Planning and Community Development Department that any permit structure should aim to be customer-friendly, easy and clear to utilize.

# BEST PRACTICES

Overnight parking permits and regulations in ten other Wisconsin municipalities were considered. Their best practices, structures and fee tables varied widely. Some themes and findings from this assessment are included below.

- Some municipalities that have high daytime traffic counts (and necessitate greater enforcement) have transitioned away from paper or decal permits and have moved toward electronic systems that scan license plates (City of Neenah, Village of Shorewood). These systems are costly and likely not necessary for a community with parking volumes like the City of Kaukauna.
- All municipalities examined have seasonal parking restrictions to facilitate snow removal, except for municipalities that grant overnight parking permits for surface parking structures.
- Municipalities examined offer permits in a wide range of time lengths, from as short as 3-day permits (City of Waukesha) to timeframes that are as long as 12 months. Annual permits in some municipalities offer a price break. Only one municipality we examined offers a refund for permit holders who return their annual permit before its expiration (City of Whitewater).
- A majority of municipalities examined limit permit purchase to business hours at City Hall or the City Police Department. One community (City of Waukesha) allows for permit purchase from several downtown gas stations to improve accessibility. One community (City of Neenah) allows for permits to be purchased online.
- One municipality examined offers free overnight parking permits to disabled veterans and those with a physical disability (City of Waukesha).
- One municipality examined (City of Oconomowoc) has a tavern overnight parking program where those who are unable to take their vehicle home can receive a 'grace permit' for their vehicle to remain parked in a City lot overnight (without buying a regular overnight parking permit). This is intended to encourage safe practices in the City.

Additionally, the City of Kaukauna's parking permit price point has been charted in comparison to other Wisconsin municipalities. These comparisons can be seen in Exhibit 3.

# RECOMMENDATIONS

In addition to reviewing functionality of the Downtown Parking Permit program with the Kaukauna Police Department, the Kaukauna Streets Department was also engaged on the subject of snow and garbage removal. Knowing that downtown residential development is likely to continue, Kaukauna Utilities was also engaged to estimate potential residential needs in one of the three lots that currently allows overnight parking by permit. These numbers are, of course, subject to change with changes in property ownership or in building use, but offer an initial estimate into what future parking needs might look like in one area of the downtown. An outline of those residential needs can be viewed in Exhibit 4.

Based on a holistic view of all municipal parking lots in and around the downtown and conversations with the respective departments named above, the Planning and Community Development makes the following recommendations:

1. Update the overnight parking permit program to clearly establish a permit price. Staff recommends a price of \$20 monthly (\$240 annually).
2. Update the overnight parking permit program so that is easy for residents to utilize and is flexible. Such a permit program would ideally be:
  - a. Purchased online with a credit card or in-person with check, cash or credit card
  - b. Purchased once yearly, with the ability to request a refund if the permit is no longer needed
  - c. Priced in line with the rates of other similar municipalities (\$240 annually)
  - d. Accompanied by signage in each of the three lots that allow overnight permit parking that clearly state where permittees may park
3. Update the overnight parking permit program so that is easy for the Kaukauna Police Department to enforce. Such a permit program would ideally:
  - a. Restrict overnight permit parking to one section of each of the three lots that allow overnight permit parking
  - b. Feature an affixed (permanent or semi-permanent) decal, rather than a removable hang-tag
4. Update the overnight parking permit program so that it facilitates garbage and snow removal in municipal lots by the Kaukauna Streets Department. Such a permit program would ideally:
  - a. Restrict overnight permit parking to one section of each of the three lots that allow overnight permit parking
  - b. Be accompanied by signage in each of the three lots that allow overnight permit parking that clearly state where permittees may park
5. Consider separately the creation of a Tavern Overnight Grace Permit program that allows patrons to leave their car in a municipal lot with the permit displayed, to encourage safe driving and alcohol consumption behaviors.

A draft of an updated Overnight Parking Permit Application and draft design of a new Overnight Parking Permit is viewable in Exhibit 5. A draft design of a new Tavern Overnight Grace Permit is viewable in Exhibit 6.

In reviewing all numbered municipal lots in the City of Kaukauna, the following proposed changes are suggested for three existing lots and two not-yet named lots that are not addressed in the municipal ordinance.

- **City Lot #5 (Municipal Services Building):** Ordinance currently makes mention of the requirement for municipal employees to display a permit for all-day parking. As employee parking permits are not utilized at City Hall, it is recommended that the ordinance language be changed to reflect an exception to the 4-hour parking requirement for municipal employees (without need of a permit). Signage should reflect this, as well.
- **City Lot #7 (Main and E. Third Street):** By ordinance this lot does not allow for overnight permit parking, but permits have been historically granted to second story residents as a closer parking location than City Lot #8 on the South side of E. Third Street. City should determine if this should be formally changed in the ordinance to reflect past practice.
- **City Lot #10 (Doty Bayorgeon Fields):** Ordinance only includes the parking lot by Diamond #1 on Dodge Street, despite the fact that other parking lots in the vicinity serve an equal recreational purpose/ parking demand. Treating all municipal lots surrounding Doty Bayorgeon Fields, 1000 Islands Environmental Center and the municipal pool as park parking lots seems to be a more consistent practice.
- **Hydro Park Lot:** Staff recommend establishing this lot as City Lot #12 in the municipal ordinance and signing the lot as “no parking 3:00 AM - 6:00 AM”, 4-hour parking 6:00 AM - 6:00 PM, in accordance with other downtown lots.
- **Konkapot Trailhead Parking Lot:** Staff recommend treating this lot as other municipal park lots, which would not restrict hours of parking other than to state no parking after 11:00 PM.

# EXHIBITS

## Summary of Exhibits

EXHIBIT 1: Maps of City-Owned Lots in the City of Kaukauna

- 1A. City Lot #1
- 1B. City Lot #2
- 1C. City Lot #3
- 1D. City Lot #4
- 1E. City Lot #5
- 1F. City Lot #6
- 1G. City Lot #7
- 1H. City Lot #8
- 1I. City Lot #9
- 1J. City Lot #10
- 1K. City Lot #11
- 1L. Hydro Park Lot
- 1M. Konkapot Trail Park lot

EXHIBIT 2: Current Overnight Parking Permit Application

EXHIBIT 3: Municipal Parking Permit Comparison

EXHIBIT 4: Utility Hookups and Estimated Future Parking Needs

EXHIBIT 5: Proposed Update to Overnight Parking Permit Application

EXHIBIT 6: Proposed Tavern Overnight Grace Permit

LAVE ST.

WISCONSIN AVE.

ADJACENT TO HOV  
CHAMBER  
13 SPACES  
1 HC SPACE

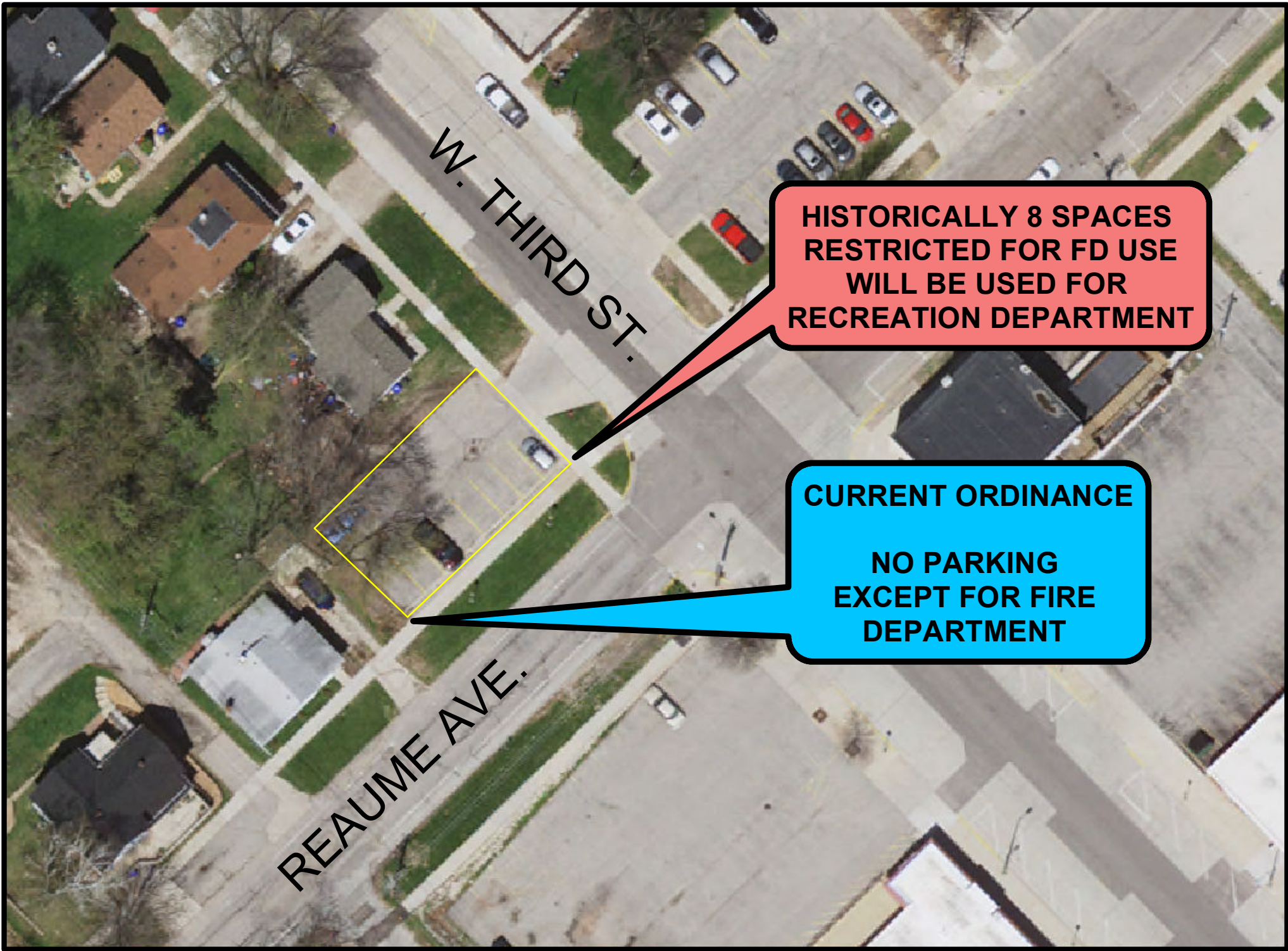
CURRENT ORDINANCE  
NO PARKING  
3:00-6:00 AM



WISCONSIN AVE.

**ADJACENT TO SCULPTURE GARDEN  
4 SPACES  
1 HC SPACE**

**CURRENT ORDINANCE  
NO PARKING  
3:00-6:00 AM  
4-HOUR PARKING  
6:00 AM - 6:00 PM**



W. THIRD ST.

REAUME AVE.

**HISTORICALLY 8 SPACES  
RESTRICTED FOR FD USE  
WILL BE USED FOR  
RECREATION DEPARTMENT**

**CURRENT ORDINANCE  
NO PARKING  
EXCEPT FOR FIRE  
DEPARTMENT**




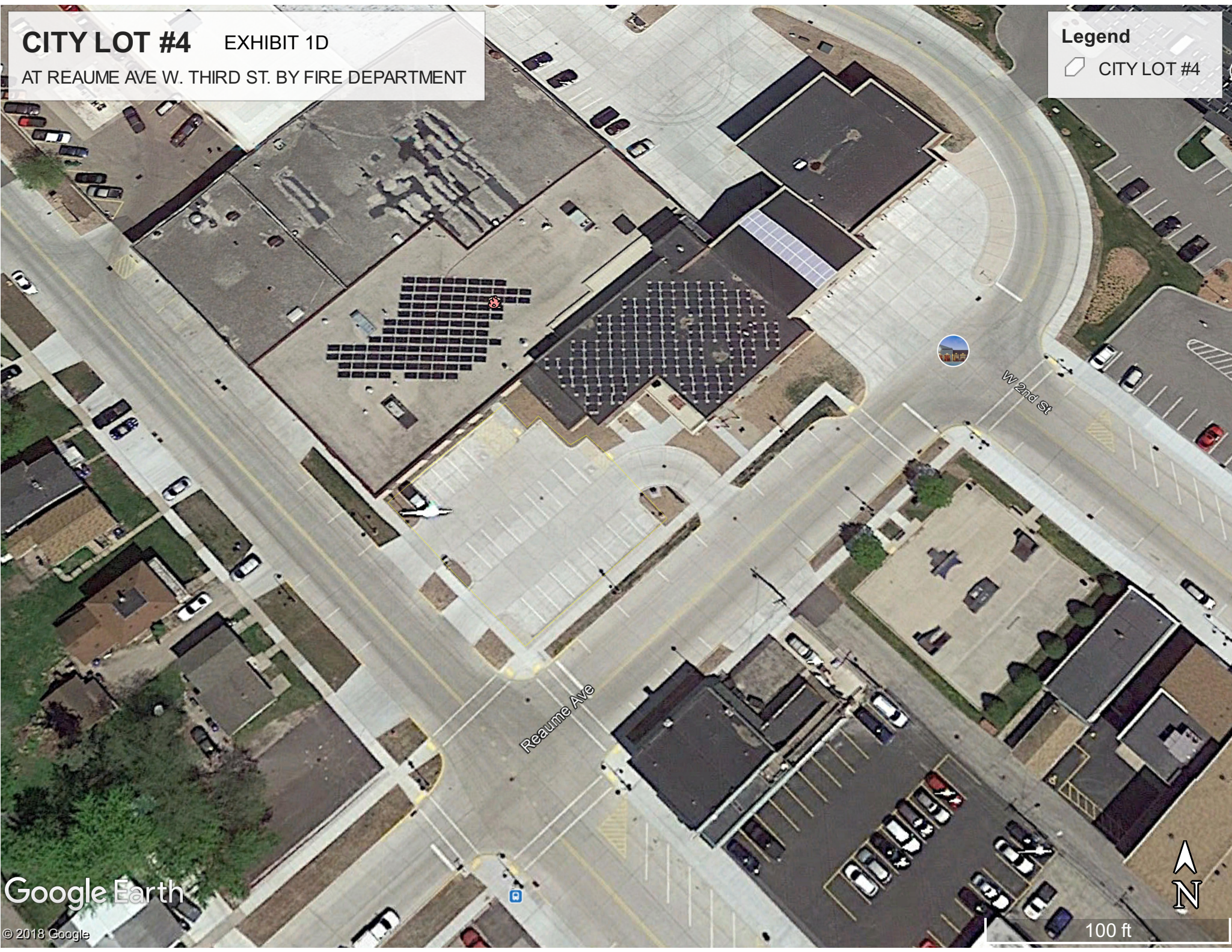
# CITY LOT #4

EXHIBIT 1D

AT REAUME AVE W. THIRD ST. BY FIRE DEPARTMENT

## Legend

 CITY LOT #4



Google Earth

© 2018 Google



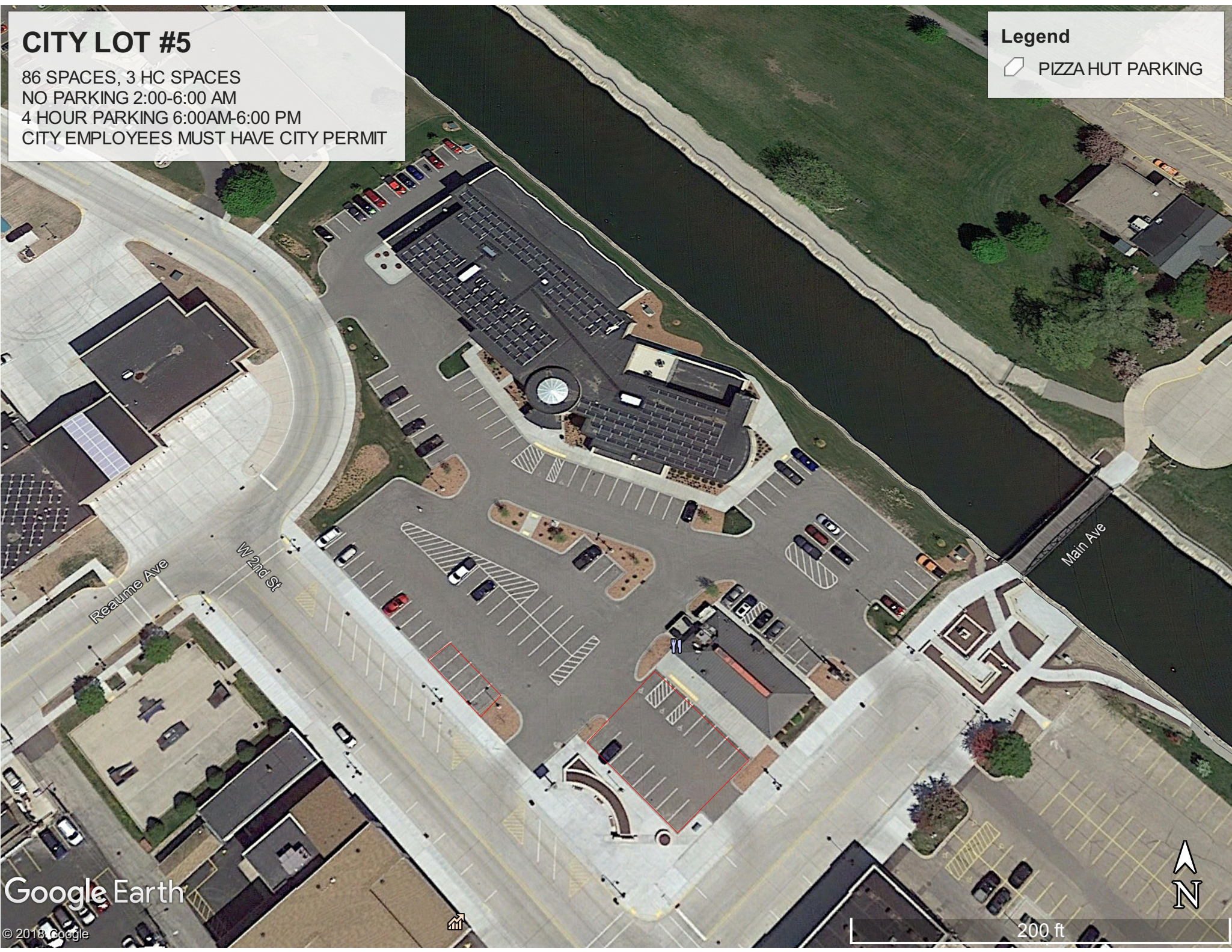
100 ft

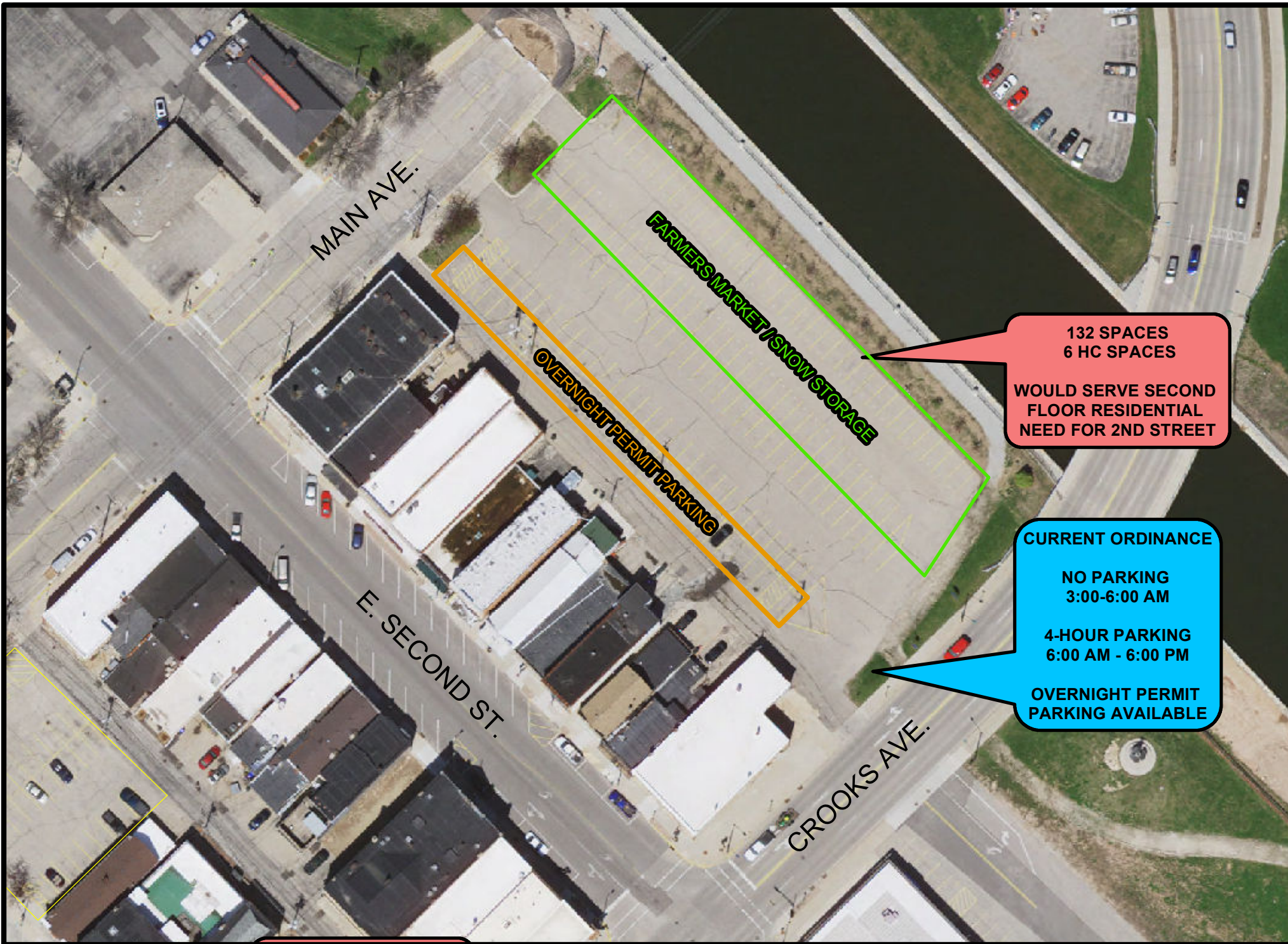
# CITY LOT #5

86 SPACES, 3 HC SPACES  
NO PARKING 2:00-6:00 AM  
4 HOUR PARKING 6:00AM-6:00 PM  
CITY EMPLOYEES MUST HAVE CITY PERMIT

**Legend**

 PIZZA HUT PARKING





MAIN AVE.

FARMERS MARKET / SNOW STORAGE

OVERNIGHT PERMIT PARKING

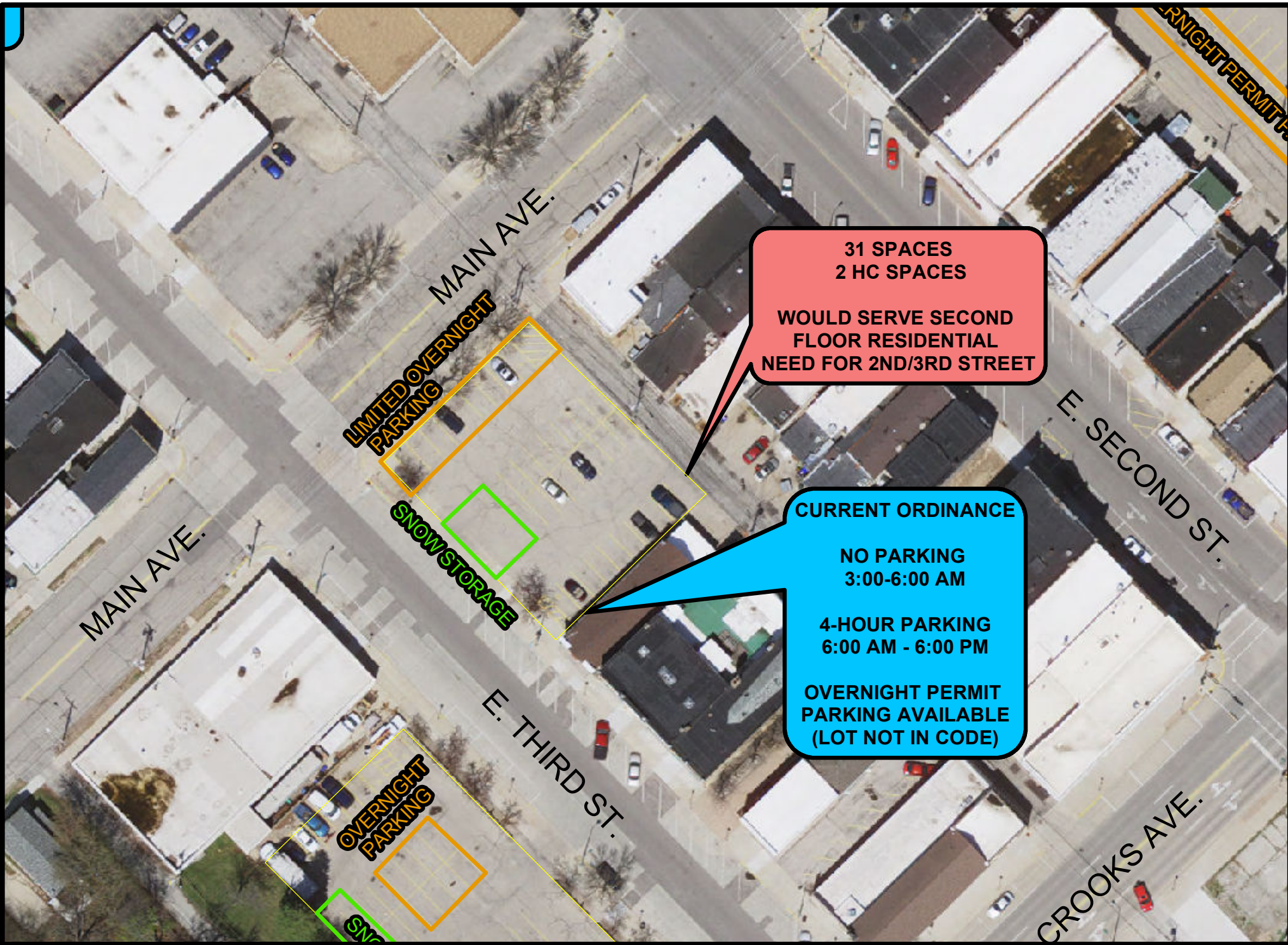
E. SECOND ST.

CROOKS AVE.

132 SPACES  
6 HC SPACES  
WOULD SERVE SECOND FLOOR RESIDENTIAL NEED FOR 2ND STREET

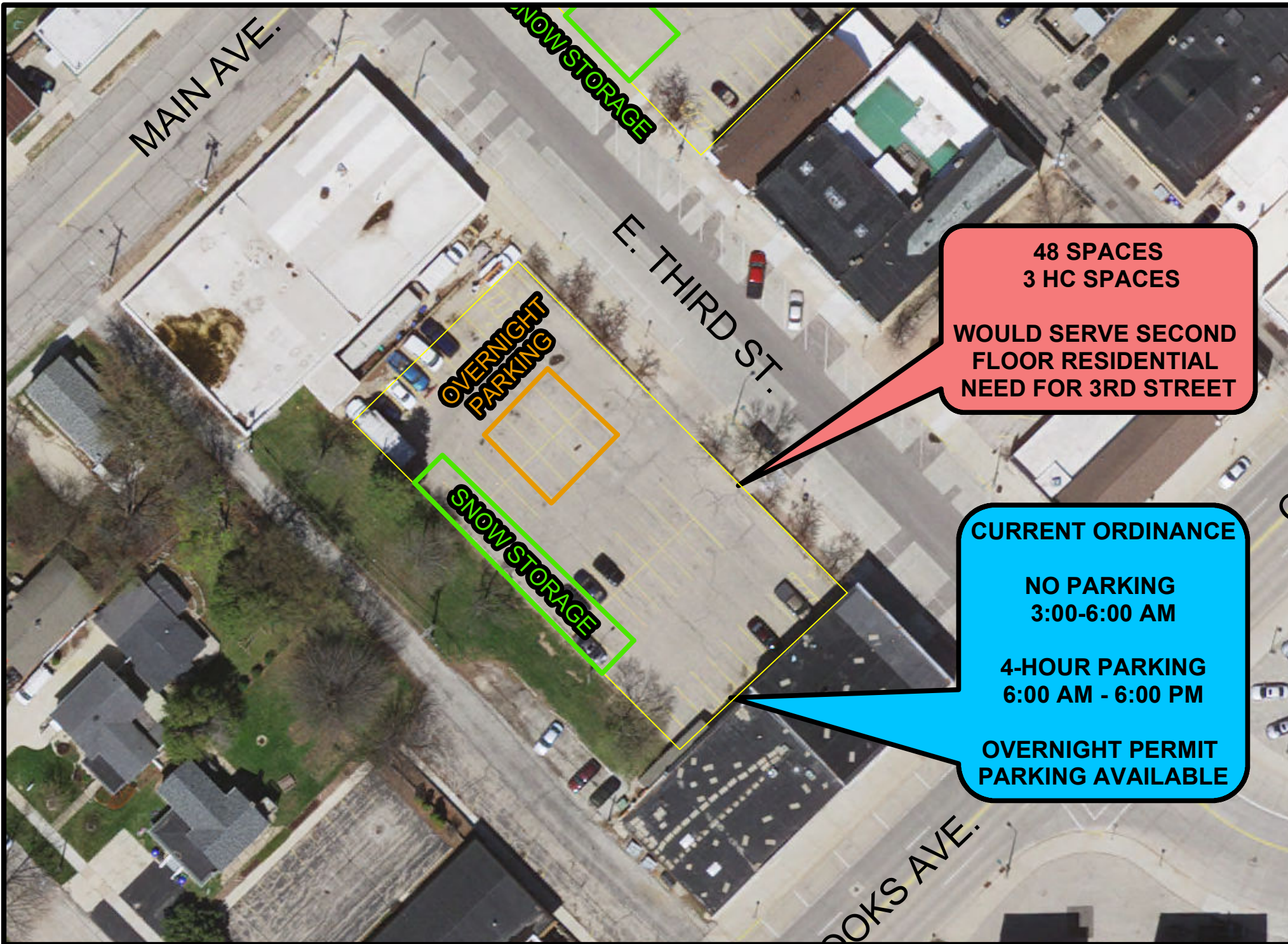
CURRENT ORDINANCE  
NO PARKING  
3:00-6:00 AM  
4-HOUR PARKING  
6:00 AM - 6:00 PM  
OVERNIGHT PERMIT PARKING AVAILABLE





**31 SPACES  
2 HC SPACES**  
**WOULD SERVE SECOND  
FLOOR RESIDENTIAL  
NEED FOR 2ND/3RD STREET**

**CURRENT ORDINANCE**  
**NO PARKING  
3:00-6:00 AM**  
**4-HOUR PARKING  
6:00 AM - 6:00 PM**  
**OVERNIGHT PERMIT  
PARKING AVAILABLE  
(LOT NOT IN CODE)**



MAIN AVE.

SNOW STORAGE

E. THIRD ST.

OVERNIGHT  
PARKING

SNOW STORAGE

BROOKS AVE.

**48 SPACES**  
**3 HC SPACES**

**WOULD SERVE SECOND  
FLOOR RESIDENTIAL  
NEED FOR 3RD STREET**

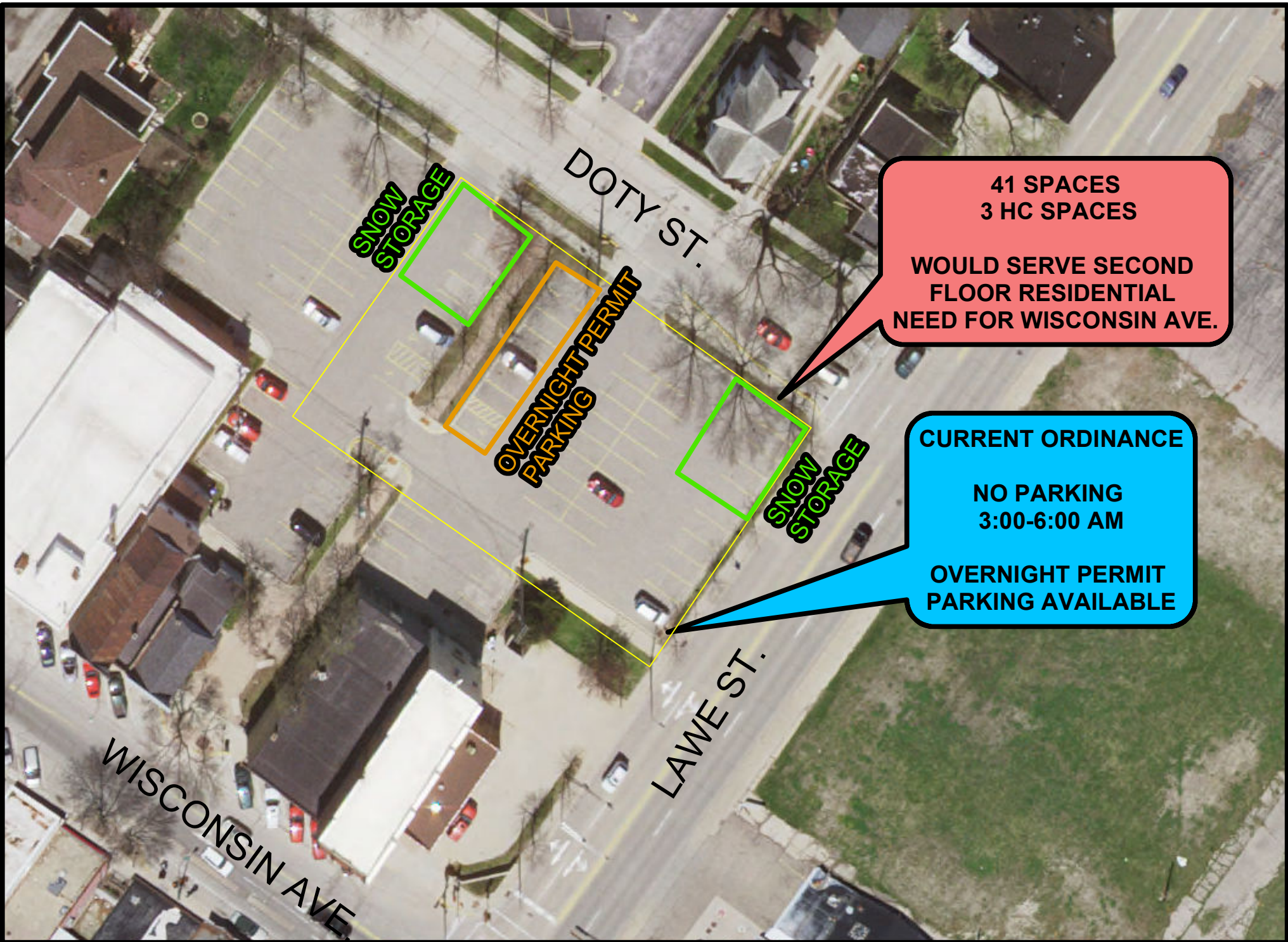
**CURRENT ORDINANCE**

**NO PARKING**  
**3:00-6:00 AM**

**4-HOUR PARKING**  
**6:00 AM - 6:00 PM**

**OVERNIGHT PERMIT  
PARKING AVAILABLE**





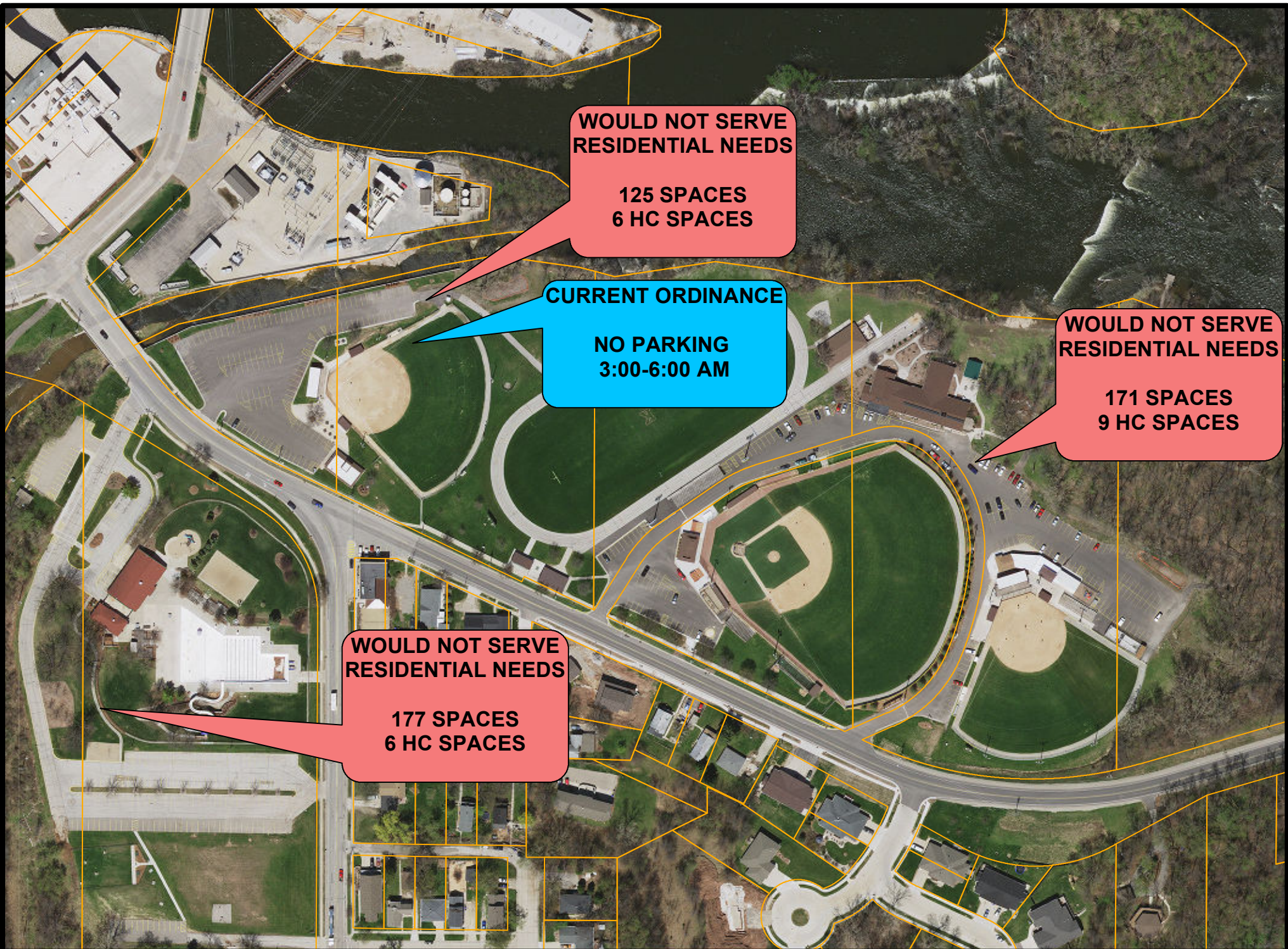
**41 SPACES  
3 HC SPACES**

**WOULD SERVE SECOND FLOOR RESIDENTIAL NEED FOR WISCONSIN AVE.**

**CURRENT ORDINANCE**

**NO PARKING  
3:00-6:00 AM**

**OVERNIGHT PERMIT  
PARKING AVAILABLE**



**WOULD NOT SERVE  
RESIDENTIAL NEEDS**

**125 SPACES  
6 HC SPACES**

**CURRENT ORDINANCE**

**NO PARKING  
3:00-6:00 AM**

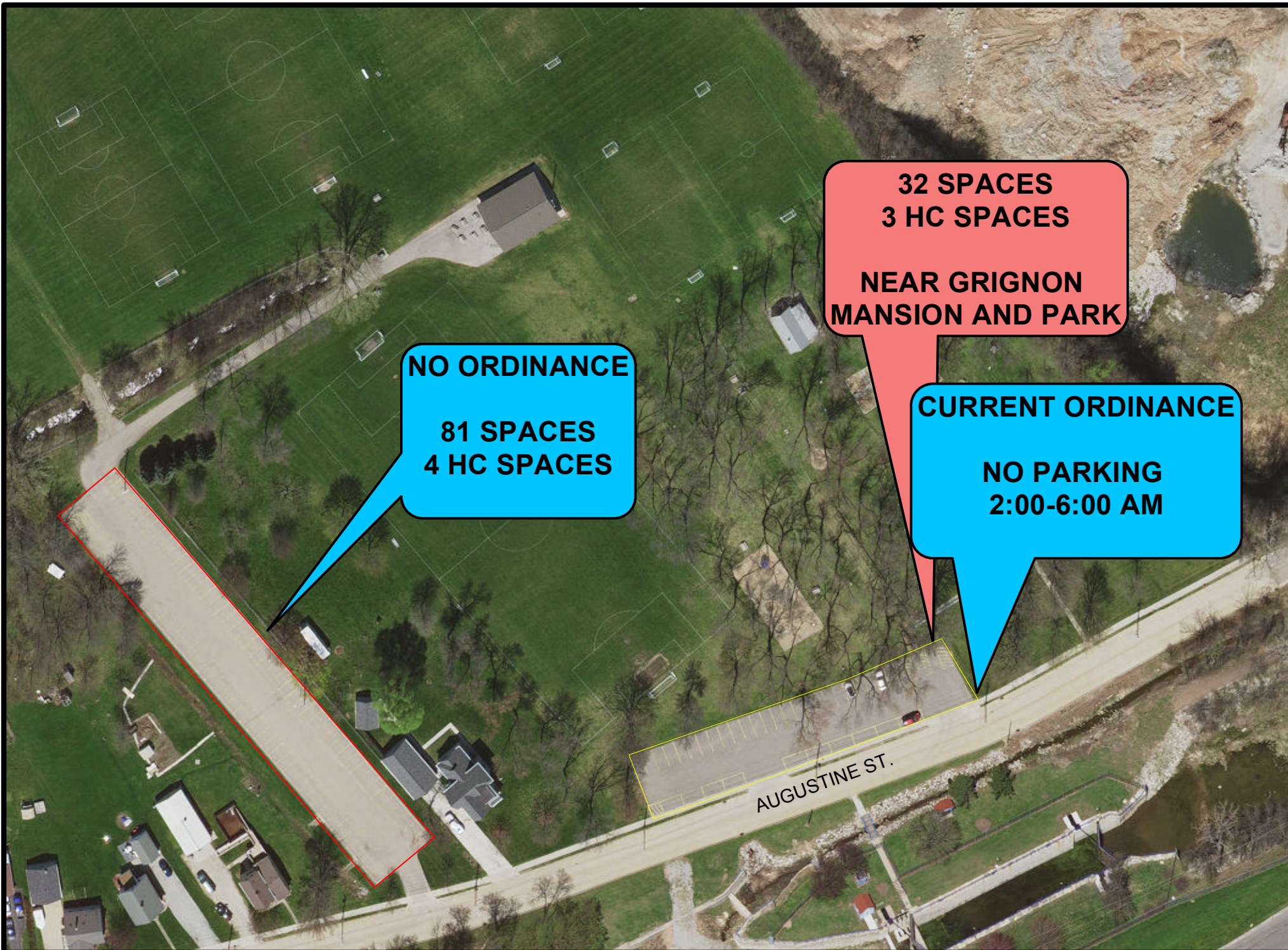
**WOULD NOT SERVE  
RESIDENTIAL NEEDS**

**171 SPACES  
9 HC SPACES**

**WOULD NOT SERVE  
RESIDENTIAL NEEDS**

**177 SPACES  
6 HC SPACES**





**NO ORDINANCE**  
**81 SPACES**  
**4 HC SPACES**

**32 SPACES**  
**3 HC SPACES**  
**NEAR GRIGNON**  
**MANSION AND PARK**

**CURRENT ORDINANCE**  
**NO PARKING**  
**2:00-6:00 AM**

AUGUSTINE ST.




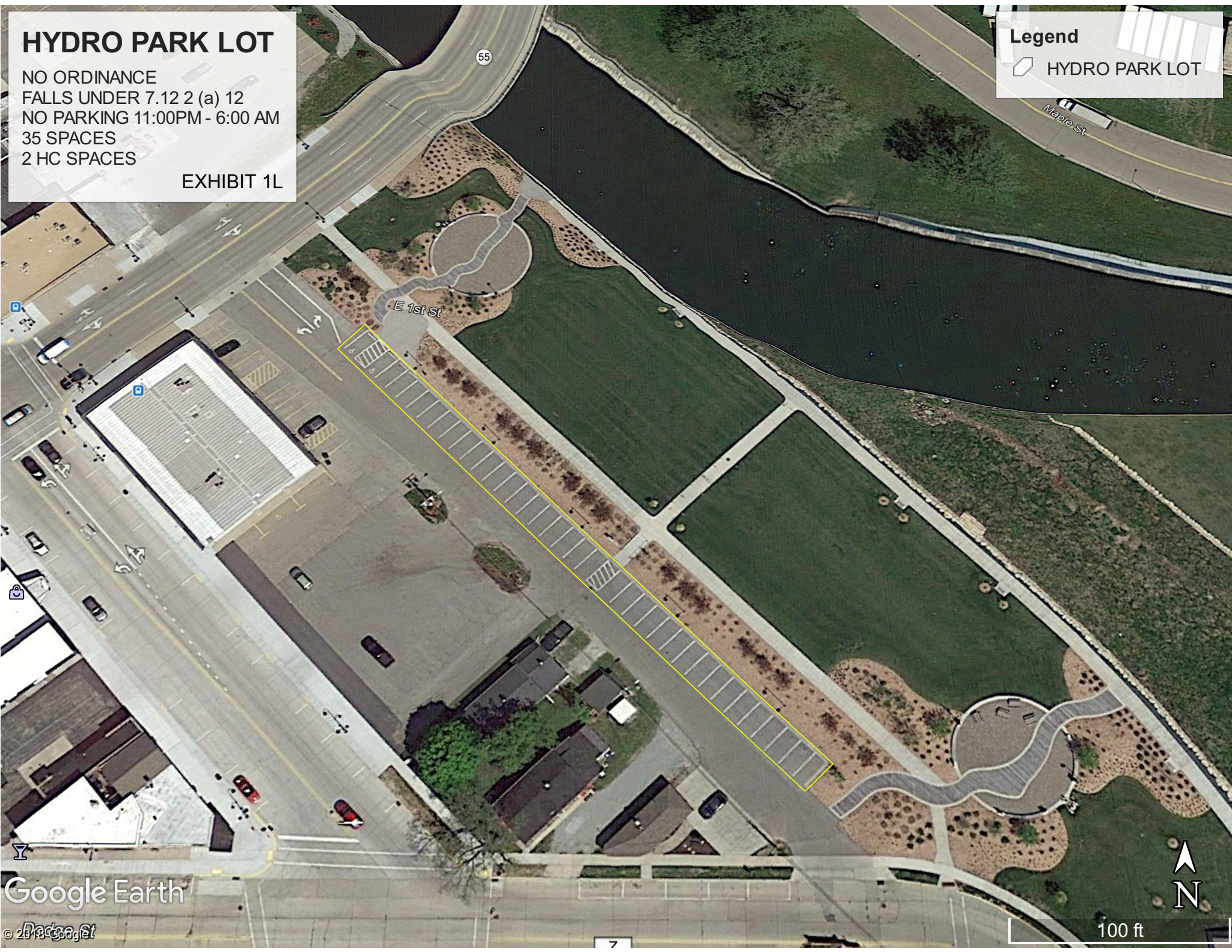
# HYDRO PARK LOT

NO ORDINANCE  
FALLS UNDER 7.12 2 (a) 12  
NO PARKING 11:00PM - 6:00 AM  
35 SPACES  
2 HC SPACES

EXHIBIT 1L

## Legend

 HYDRO PARK LOT



Google Earth

© 2018 Google

100 ft



# KONKAPOT TRAIL PARK LOT

NO ORDINANCE  
FALLS UNDER 7.12 2 (a) 12  
NO PARKING 11:00PM - 6:00 AM  
NOT YET STRIPED

EXHIBIT 1M

## Legend

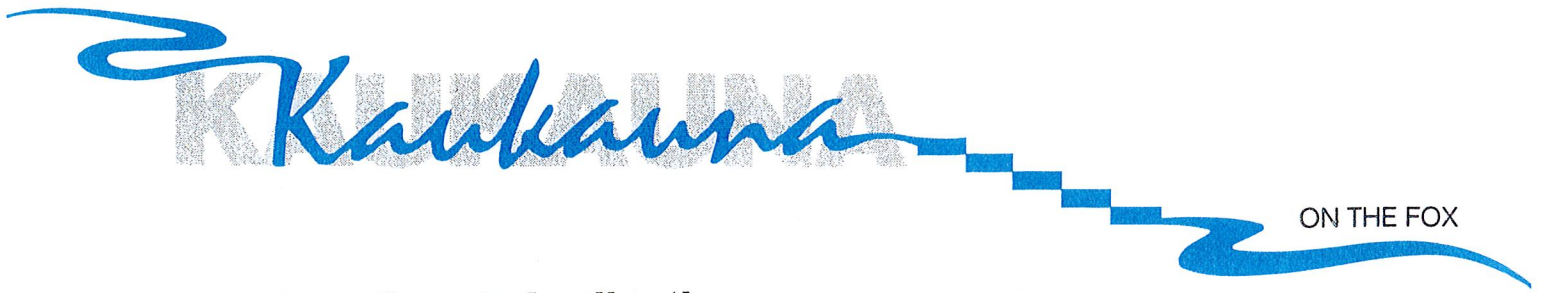
 KONKAPOT TRAIL LOT

Google Earth

© 2018 Google

100 ft





## Parking Permit Application

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### Applicant Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Employer Name: \_\_\_\_\_

### Vehicle Information:

License Plate #: \_\_\_\_\_

Registered Owner Name: \_\_\_\_\_

Registered Owner Address: \_\_\_\_\_

Registered Owner Phone: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

### For Office Use Only:

Permit #: \_\_\_\_\_ Lot Name: \_\_\_\_\_

Permit Type Requested:  Monthly  Quarterly  Annually

Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Receipt # and Date: \_\_\_\_\_



**PARKING SPACE LEASE**

This Agreement is made and entered on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, between the City of Kaukauna, hereinafter referred to as "Landlord" and \_\_\_\_\_, of \_\_\_\_\_, hereinafter referred to as "Tenant".

WHEREAS, Landlord desires to lease to Tenant and Tenant desires to lease from Landlord the premises generally described as one parking space in the City of Kaukauna monthly rental parking lots, it is herein agreed as follows:

Landlord hereby leases to Tenant one parking space located at the premises described above for a term of \_\_\_\_\_ beginning \_\_\_\_\_ and ending \_\_\_\_\_.

1. Tenant agrees to pay the stipulated rent (\$30 monthly) in advance on the first day of each month, or annually to Landlord or his agent by mail or in person to Landlord or his agent at their respective addresses as noted above.
2. Upon receiving any payment of parking space rent in cash, Landlord agrees to issue a receipt stating the name of Tenant, the amount of rent paid, and the period for which said rent is paid.
3. Tenant affirms his understanding that Landlord does not furnish attendants for the parking of automobiles, and if any employee of Landlord shall, at the request of the Tenant, handle, move, park or drive any vehicle placed in the parking area, then, and in every case, such employee shall be deemed the agent of Tenant, and Tenant, not the Landlord, shall be liable for any loss, damage, injury or expense that may be suffered or sustained in connection therewith or arising from the acts of Tenant or any employee who may be acting as agent of Tenant.
4. Tenant agrees to move the vehicle by 8:00 a.m. each day to the designated side of the lot as specified on the lot map. Odd days are the west ends even days are the east ends of the lots. Failure to move the vehicle in a timely manner will result in termination of lease.
5. Tenant agrees to keep vehicle in working order free from leaking fluids and other signs of neglect.
6. Tenant agrees no camper, boat, trailer of any kind, or unlicensed vehicle will be allowed.
7. Landlord reserves the right to terminate the lease at any time and return the unused portion of rent.
8. Landlord is not responsible for items left in any vehicle parked in the designated lots.

**REMINDER: SECURE YOUR VEHICLE AND DO NOT LEAVE VALUABLES INSIDE.**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

\_\_\_\_\_  
\_\_\_\_\_

Figure 1. Municipal Parking Permit Structures by Population (Smallest-Largest)

Municipality	Approximate Population	Daily Rate (8 hrs)	Monthly Rate	Yearly Rate	Yearly Ramp	Yearly Lot	Yearly On-Street
C. Hudson	12,000	\$ 4.00	\$ 10.00	\$ 100.00		\$ 100.00	
C. Whitewater	14,500	Free		\$ 200.00		\$ 200.00	
C. Kaukauna	15,000	Free	\$ 20.00	\$ 240.00		\$ 240.00	
C. Oconomowoc	15,000	Free	\$ 25.00	\$ 300.00		\$ 300.00	
V. Shorewood	15,000	\$ 2.00		\$ 730.00			\$ 730.00
C. Menasha	18,000	Free	\$ 30.00	\$ 360.00		\$ 360.00	
C. Neenah	25,000	Depending on location \$2 or \$4	\$ 22.00	\$ 264.00	\$ 264.00	\$ 264.00	
C. La Crosse	52,000	\$1/hour after first 3 hours	\$42		\$ 504.00		\$ 50.00
C. Burlington	53,000	Free	\$ 10.00	\$ 120.00	\$ 120.00	\$ 120.00	
C. Waukesha	72,000	\$ 3.00		\$ 360.00	\$ 360.00		\$ 120.00
C. Appleton	75,000	\$ 5.00	\$ 30.00	\$ 360.00	\$ 360.00		

Figure 2. Municipal Parking Structures by Monthly/Yearly Parking Fees (Lowest to Highest)

Municipality	Approximate Population	Daily Rate (8 hrs)	Monthly Rate	Yearly Rate	Yearly Ramp	Yearly Lot	Yearly On-Street
C. Hudson	12,000	\$ 4.00	\$ 10.00	\$ 100.00		\$ 100.00	
C. Burlington	53,000	Free	\$ 10.00	\$ 120.00	\$ 120.00	\$ 120.00	
C. Whitewater	14,500	Free	\$16.66	\$ 200.00		\$ 200.00	
C. Kaukauna	15,000	Free	\$ 20.00	\$ 240.00		\$ 240.00	
C. Neenah	25,000	Depending on location \$2 or \$4	\$ 22.00	\$ 264.00	\$ 264.00	\$ 264.00	
C. Oconomowoc	15,000	Free	\$ 25.00	\$ 300.00		\$ 300.00	
C. Menasha	18,000	Free	\$ 30.00	\$ 360.00		\$ 360.00	
C. Waukesha	72,000	\$ 3.00	\$ 30.00	\$ 360.00	\$ 360.00		\$ 120.00
C. Appleton	75,000	\$ 5.00	\$ 30.00	\$ 360.00	\$ 360.00		
C. La Crosse	52,000	\$1/hour after first 3 hours	\$ 42.00		\$ 504.00		\$ 50.00
V. Shorewood	15,000	\$ 2.00	\$ 60.00	\$ 730.00			\$ 730.00

Figure 3. Municipal Parking by Yearly Rate for Municipal Surface Lots ONLY

Municipality	Approximate Population	Daily Rate (8 hrs)	Monthly Rate	Yearly Rate	Yearly Ramp	Yearly Lot	Yearly On-Street
C. Hudson	12,000	\$ 4.00	\$ 10.00	\$ 100.00		\$ 100.00	
C. Burlington	53,000	Free	\$ 10.00	\$ 120.00	\$ 120.00	\$ 120.00	
C. Whitewater	14,500	Free	\$16.66	\$ 200.00		\$ 200.00	
C. Kaukauna	15,000	Free	\$ 20.00	\$ 240.00		\$ 240.00	
C. Neenah	25,000	Depending on location \$2 or \$4	\$ 22.00	\$ 264.00	\$ 264.00	\$ 264.00	
C. Oconomowoc	15,000	Free	\$ 25.00	\$ 300.00		\$ 300.00	
C. Menasha	18,000	Free	\$ 30.00	\$ 360.00		\$ 360.00	

Figure 4. Municipal Parking by Yearly Rate for Communities with Free Daily Parking ONLY

Municipality	Approximate Population	Daily Rate (8 hrs)	Monthly Rate	Yearly Rate	Yearly Ramp	Yearly Lot	Yearly On-Street
C. Burlington	53,000	Free	\$ 10.00	\$ 120.00	\$ 120.00	\$ 120.00	
C. Whitewater	14,500	Free	\$16.66	\$ 200.00		\$ 200.00	
C. Kaukauna	15,000	Free	\$ 20.00	\$ 240.00		\$ 240.00	
C. Oconomowoc	15,000	Free	\$ 25.00	\$ 300.00		\$ 300.00	
C. Kaukauna	15,000	Free	\$ 30.00	\$ 360.00		\$ 360.00	
C. Menasha	18,000	Free	\$ 30.00	\$ 360.00		\$ 360.00	

Potential Resident Parking Needs Based on Utility Hookups, 100 Block of E. 2<sup>nd</sup> Street, North-side parking lot.  
 Data provided from Kaukauna Utilities

North Side of 100 Block E 2nd Street, Potential Tenant Information								
Utility Account no	Name	Street no	Street mod	Serv street	Serv unit	Notes:	Space for tenant?	Active tenant?
311640	LOOK BACK IN TIME	112	E	2ND ST		Based on water use, no upstairs tenant	Unknown	No
311621	EXCLUSIVE INVESTMENTS LLC	120	E	2ND ST		Based on water use, no upstairs tenant	Unknown	No
311610	CARPET MART OF KAUKAUNA LLC	124	E	2ND ST		Business uses space upstairs	No	No
311595	SARA J WEBER	128 & 130	E	2ND ST			1	Yes
311575	DAVID J ERDMAN	136	E	2ND ST	1/2	Used to be 2 upper apartments	2	No
312510	RICHARD P GONNERING	140	E	2ND ST	B		1	Yes
311526	CLAY J EITING	144	E	2ND ST	1/2		1	No
311542	150-152 E 2ND ST LLC	150	E	2ND ST	1		1	No
311544	150-152 E 2ND ST LLC	150	E	2ND ST	2		1	No
311546	150-152 E 2ND ST LLC	150	E	2ND ST	3		1	No
311548	150-152 E 2ND ST LLC	150	E	2ND ST	4		1	No
						Totals:	9	2



## Parking Permit Application

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### Applicant Information:

Name: \_\_\_\_\_

Address (where you live): \_\_\_\_\_

Mailing Address (if different from above, this is where a renewal invoice may be sent to you): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Best Phone Number to Reach You: \_\_\_\_\_ (You will only be contacted in the event of an issue where your vehicle may need to be moved, such as a snow emergency or special use of the parking lot where your vehicle is parked)

Best Email Address to Reach You: \_\_\_\_\_

### Vehicle Information:

License Plate #: \_\_\_\_\_

Registered Owner Name: \_\_\_\_\_

Registered Owner Address: \_\_\_\_\_

Registered Owner Phone Number: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_ Color: \_\_\_\_\_

### FOR OFFICE USE ONLY:

Permit # Issued: \_\_\_\_\_ Lot Permit Issued to: \_\_\_\_\_

Permit Issued on (Date): \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Receipt # and Date: \_\_\_\_\_

Permit Returned on (Date): \_\_\_\_\_

Permit Returned (Circle one): In-Person      By Mail      In After Hours Dropbox

Permit Refund Issued: \$ \_\_\_\_\_ Receipt # and Date: \_\_\_\_\_

Refund Issued by (circle one): In-Person      By Mail

**PARKING SPACE LEASE**

This Agreement is made and entered on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, between the City of Kaukauna, hereinafter referred to as "Landlord" and (name) \_\_\_\_\_, of (address) \_\_\_\_\_, hereinafter referred to as "Tenant".

WHEREAS, Landlord desires to lease to Tenant and Tenant desires to lease from Landlord the promises generally described as one parking space in the City of Kaukauna monthly rental parking lots, it is herein agreed as follows:

Landlord hereby leases to Tenant one parking space located at the premises described above for a term of \_\_\_\_\_ months beginning \_\_\_\_\_ and ending \_\_\_\_\_.

1. Tenant agrees to pay the stipulated rent annually to Landlord by mail, in person or electronically.
2. Upon receiving any payment of parking space rent by cash, check or by electronic payment, Landlord agrees to issue a receipt stating the name of Tenant, the amount of rent paid, and the period for which said rent is paid.
3. Tenant affirms his understanding that Landlord does not furnish attendants for the parking of automobiles, and if any employee of Landlord shall, at the request of the Tenant, handle, move, park or drive any vehicle placed in the parking area, then, and in every case, such employee shall be deemed the agent of Tenant, and Tenant, not the Landlord, shall be liable for any loss, damage, injury or expense that may be suffered or sustained in connection therewith or arising from the acts of Tenant or any employee who may be acting as agent of Tenant.
4. Tenant agrees to move the vehicle by 8:00 a.m. each day to the designated side of the lot as specified on the lot map. Odd days are the west ends, even days are the east ends of the lots. Failure to move the vehicle in a timely manner will result in termination of lease.
5. Tenant agrees to move to keep vehicle in working order free from leaking fluids and other signs of neglect.
6. Tenant agrees no camper, boat, trailer of any kind, or unlicensed vehicle will be allowed.
7. Landlord reserves the right to terminate the lease at any time and return the unused portion of rent.
8. Landlord is not responsible for items left in any vehicle parked in the designated lot.

**REMINDER: SECURE YOUR VEHICLE AND DO NOT LEAVE VALUABLES INSIDE.**

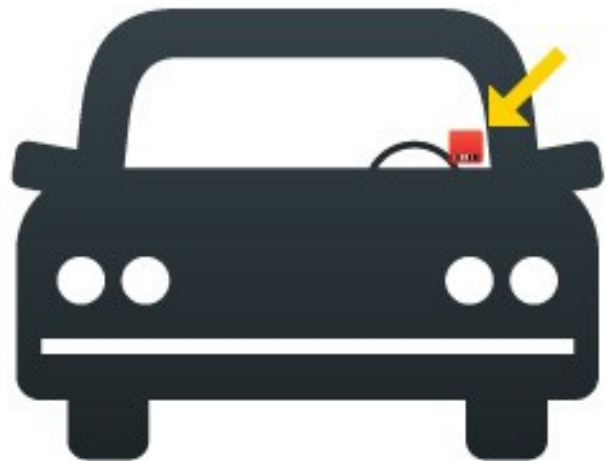
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

\_\_\_\_\_  
(Tenant signature) (Tenant name - printed)

\_\_\_\_\_  
(Landlord / City representative) (Landlord / City name - printed)

Enclosed is your Downtown Resident Parking Permit decal for 2018. This permit must be affixed to your front windshield on the drivers side as pictured below to be valid. Overnight parking with this permit is restricted to the lot your permit was issued for. Your permit must be visible to an officer, non-visible permits (displayed in the wrong location, not affixed to your windshield) will result in a parking fine.

Permits are valid for a full calendar year. A schedule of fees is on the attached page.



# DOWNTOWN RESIDENT PARKING PERMIT FEE SCHEDULE (\$20/MONTH)

Permits are only issued for the current calendar year. Prices are prorated accordingly, based on the 1st day of the month in which you purchase. All permits must be purchased through the end of the year. Should you move out of the downtown area or no longer have a need for your downtown resident parking permit, you may receive a refund for full, unused months remaining in the calendar year. Portions of unused months will not be refunded. Please see the prorated fee schedule for permit purchase and returns below. Permits may be purchased in-person, by mail or online.

## DOWNTOWN RESIDENT PARKING PERMIT PURCHASE PRICES

<b>PURCHASE DATE</b>	<b>PRICE</b>	<b>PURCHASE DATE</b>	<b>PRICE</b>	<b>PURCHASE DATE</b>	<b>PRICE</b>
JANUARY 1-31	\$240	JUNE 1-30	\$140	NOVEMBER 1-30	\$40
FEBRUARY 1-28/29	\$220	JULY 1-31	\$120	DECEMBER 1-31	\$20
MARCH 1-31	\$200	AUGUST 1-31	\$100	There is no pro-rated rate for buying a permit mid-month. If you only need a permit for a portion of the year, you may return your permit and request a refund.	
APRIL 1-30	\$180	SEPTEMBER 1-30	\$80		
MAY 1-31	\$160	OCTOBER 1-31	\$60		

## DOWNTOWN RESIDENT PARKING PERMIT REFUND PRICES

<b>RETURN DATE</b>	<b>REFUND</b>	<b>RETURN DATE</b>	<b>REFUND</b>	<b>RETURN DATE</b>	<b>REFUND</b>
JANUARY 1-31	\$220	JUNE 1-30	\$120	NOVEMBER 1-30	\$20
FEBRUARY 1-28/29	\$200	JULY 1-31	\$100	DECEMBER 1-31	\$0
MARCH 1-31	\$180	AUGUST 1-31	\$80	Residents who no longer need their parking permit may return their decal for a refund of full, unused months. You may not receive a refund for a portion of a used month.	
APRIL 1-30	\$160	SEPTEMBER 1-30	\$60		
MAY 1-31	\$140	OCTOBER 1-31	\$40		

**CITY OF KAUKAUNA  
OVERNIGHT GRACE PARKING PERMIT**

**ISSUED ON (DATE): \_\_\_\_\_**

**PERMIT MUST BE DATED TO BE VALID. PLACE THIS PERMIT (THIS SIDE UP) ON YOUR DASHBOARD AND ENSURE VEHICLE IS PARKED IN A MUNICIPAL PARKING LOT. VEHICLES MAY NOT BE LEFT OVERNIGHT ON CITY STREETS WITH THIS PERMIT.**

**APPROVED BY THE CITY OF KAUKAUNA POLICE DEPARTMENT**

**STAY ALIVE, DON'T DRINK AND DRIVE. THANKS  
FOR LEAVING YOUR CAR HERE TONIGHT!**

**LEAVE THIS DATED PERMIT ON YOUR DASHBOARD (DATED SIDE FACING UP) IN ANY CITY OF KAUKAUNA MUNICIPAL PARKING LOT AND YOUR VEHICLE WILL NOT BE TICKETED. PERMITS ARE ONLY VALID FOR THE DATE WRITTEN. NON-DATED PERMITS ARE NOT VALID. VEHICLES MAY NOT BE LEFT OVERNIGHT ON CITY STREETS WITH THIS PERMIT.**

**CITY OF KAUKAUNA 2018 SAFE RIDE OVERNIGHT PARKING PERMIT. IF YOU HAVE BLANK PERMITS AT THE END OF 2018, PLEASE DISPOSE OF THEM AND CONTACT THE CITY OF KAUKAUNA PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT FOR 2019 PERMITS: 920-766-6315 Ext. 1165**