Curbside Pickup for Downtown Stoughton

Plan for the City of Stoughton Public Safety Committee

Summary

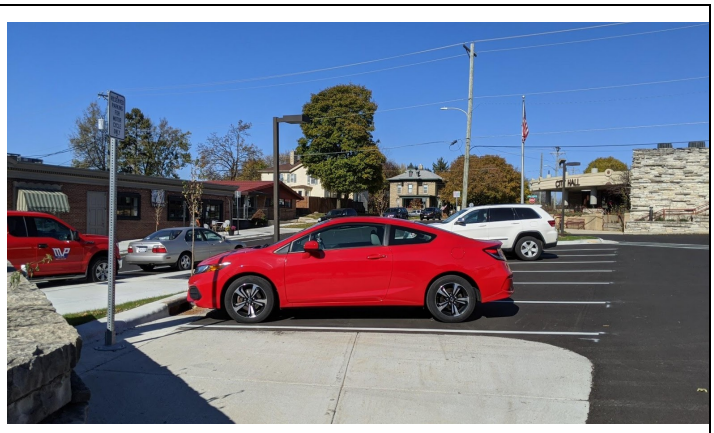
The extension of time limits for holiday parking downtown was discussed and recommended forward to the City Council on October 28, 2020, by the Public Safety Committee. Council approval followed November 10, 2020 (R-171-2020).

Downtown businesses and customers would benefit from a reserved curbside pickup space similar to those at other business areas in Stoughton. Curbside pickup is free, fast, and convenient, and reduces the risk of close contact between business employees and customers during the pandemic.

This plan introduces logistics for a reserved curbside pickup space downtown, beginning with a single marked space as a pilot project to gauge interest. The priority step is feedback from downtown businesses and customers.

Location options

Convenient curbside pickup spots for a pilot project are located just off Highway 51/Main Street for downtown businesses near Forrest and Main.

	
West side of Forrest Street, just south of Main	**Southwest corner of the City Hall parking lot** Pedestrian crossing to the south protects access.

Project plan

Point person, for monitoring the project and schedule: Please advise. Small team project? Staff? Individuals?
Interviews with downtown businesses and customers: Please advise. Alders? Stoughton Chamber of Commerce? I would be willing to help.
Schedule: Pilot project during the holiday season, 2020.
Track usage: Check whether practical methods are available.
Related projects

- ❏ Simple signage: "Reserved for curbside pickup."

- ❏ Street marking, if needed
- ❏ Enforcement approach
- ❏ Maintenance

Cost: To be defined.
Fees: None
Related to: Public Works Committee and City of Stoughton departments
City of Stoughton promotion:

- ❏ City of Stoughton Facebook page
- ❏ *Tower Times*
- ❏ *Stoughton Courier Hub* press release
- ❏ Stoughton Chamber of Commerce website
- ❏ Other: _____

Oversight: City Council, Public Safety Committee, Plan Commission, city staff: _____
Pilot project start date, following City Council approval: Friday, December 11

- Note: November 26 is Thanksgiving.
- November 28 is "Shop Small Saturday," sponsored by the Stoughton Chamber of Commerce.

Pilot project tentative end date: January 12
Review for continuation after the holidays: City Council, Public Safety Committee, city staff, downtown businesses, customer feedback
Continuation begins: January 13 or as soon as practical
Continuation review: After six months and one year

Next steps

Task	By	Target deadline	Done?
Send the draft plan to Alder Greg Jenson, Chair of the Public Safety Committee for review.	Joyce Tikalsky	ASAP	DONE
Review the draft plan to check for clarity, completeness, and suitability for the Public Safety Committee meeting agenda for Nov. 25.	Greg Jenson	November 24, 2020	
Engineering/technical and other city staff review for implementation, lead times for materials, and schedule.	[Names]	November 24, 2020	
Vote to recommend the project to the City Council for the agenda, further discussion, and possible action at the Dec. 8 City Council meeting.	Public Safety Committee	November 25, 2020	
Update the plan and schedule if needed.	Joyce Tikalsky	November 25, 2020	
Submit to the City Clerk for the City Council agenda for Dec. 8.			
City Council vote		Tuesday, December 8	
Implement the plan.		Friday, December 11	
Review the plan for additional input, plan changes, and continuation of the pilot program.		Tuesday, January 12, City Council Meeting	

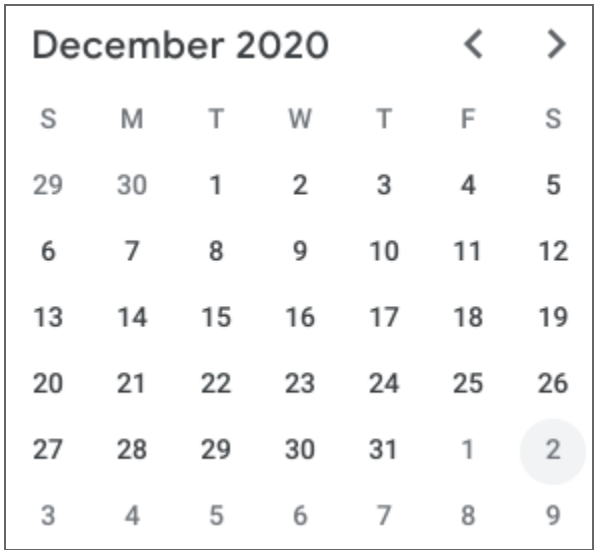
Draft document last revised November 12, 2020, by Joyce Tikalsky. Created October 30, 2020.
Contact information: jtikalsky@ci.stoughton.wi.us, 608-205-8158 (Google Voice volunteer phone number)

Related

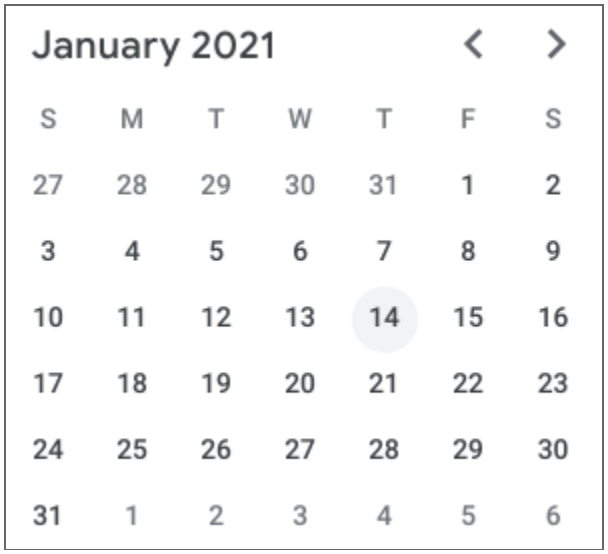
Holiday parking action, Public Safety Committee, October 29, 2020, and City Council, November 10, 2020.

Downtown Parking,
https://static1.squarespace.com/static/54ac5e65e4b0b6dc3e27cc0c/t/59943ba1914e6bd7aeaad40c/1502886819408/Parking+PPT.pdf

Reference



December 2020						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9



January 2021						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6