



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes - Draft STREET USE STAFF COMMISSION

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Wednesday, May 24, 2017

10:00 am

City County Building, Rm. 103A  
210 Martin Luther King, Jr. Blvd.

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### I CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, March 29, 2017 at the Parks Conference Room, CCB Rm. 108. Chairperson Lamberty called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

**Additional City Staff Present:** Meghan Blake-Horst

**Present:** 9 - Kelli Lamberty; Trevor Knight; Susan Barica; Katie Sellner; Paul Ripp; Tom Mohr; Bill Putnam; Eric Veum and Mark Kiesow

**Excused:** 2 - John Fahrney and Roger Kleist

### II APPROVAL OF MINUTES

Motion made by Sellner, seconded by Barica to Approve the Minutes. Motion passed by voice vote/other.

### III PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

### IV DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the commission for any item on the agenda.

### V STREET USE PERMITS FOR SPECIAL EVENTS

1. [47399](#) SAFETY SATURDAY  
Saturday, June 10 7:15am - 2:15pm  
10 blocks of E. & W. Mifflin and 100 Block of Wisconsin Ave  
Final Review of location due to Square Construction. Discuss coordination with Farmers' Market and city vendors.  
Safety demonstration day (various displays)  
City of Madison Fire Department

Approved pending receipt of required documents & with the following conditions:

X THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY,

DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

X 20' emergency access lane must be maintained throughout event area.

X Barricade placement as per plan on file with Traffic Engineering (TE).

X Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.

X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

X Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.

X Maintain access to condo parking ramp on 100 block of Wisconsin.

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.

X No inflatables on city right-of-way.

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

2. [47368](#)

ART FAIR ON THE SQUARE

Friday, July 7 setup begins at 3:00pm. Saturday, July 8 (9am - 6pm) -

Sunday, July 9 (10am - 5pm)

Clean-up & Take-down, Sunday, July 9, 5:00pm-9:30pm (streets reopen at 9:30pm)

Streets Closed: Capitol Square, 100 Blocks of State Street, E & W Washington, MLK Jr. Blvd, N & S Hamilton, E & W Mifflin, King Street, N & S Pinckney, N & S Carroll, and Wisconsin Ave

Annual Art Fair - Discuss location, schedule, setup

Madison Museum of Contemporary Art, Annik Dupaty

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X Certificate of insurance listing the City of Madison as additional insured is required.

X Special duty officers required for event. Call 608-266-4022 to arrange.

X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.

X The Capitol Square will be closed by Traffic Engineering (TE).

X Coordinate 100 MLK activities and schedule with Art Fair Off the Square, Cathy Lybarger, aardbarkartglass@gmail.com

X Provide and maintain access for BMO Harris drive thru customers during hours of operation.

X Provide and maintain access to Inn on the Park during the event.

X Provide and maintain access to the parking ramp on East Main and Webster.

X Provide and maintain access to the parking lot on East Washington and Webster.

X Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace, 608-255-5147.

X City vendor licenses are invalidated for this event, except sidewalk cafés.

X Metro rerouted to outer loop. Standard rerouting fee applies. (Dependent on construction schedule)

X 20' emergency access lane must be maintained throughout event area.

X Signage and staffing at event perimeter: 'NO ALCOHOL BEYOND THIS POINT'.

X Event volunteers/staffing at MLK and Doty St. to assist with pedestrian crossing/safety.

X Noise must be kept at a reasonable level at all times.

X No permanent marking, including spray chalk or stickers, of streets, sidewalks, paths or city landscaping.

X No inflatables on City right-of-way.

X Event organizer/sponsor is responsible for clean up of event area. Charges will be assessed for any City staff time or resources required for clean up.

3. [47400](#)

IRONMAN 70.3 WISCONSIN (SPRING)

Sunday, June 9-11, 2017

Olin Turville Court - one way going north June 9 & 10, closed June 11  
5:00am-4:30pm

Triathlon

Race Day Events, LLC, USA Triathlon

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X Certificate of insurance listing the City of Madison as additional insured is required - on file.

X This is a South District event. MPD contact is Lt. June Groehler, 608-266-5938. Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event. Per MGO 10.056(7)(c), applicant agrees to pay such actual costs for services within 20 days of billing.

X Parking Enforcement will post "No Parking" signs and bag meters on routes. Sponsor required to pay for services .

X Olin gates will be opened Saturday and Sunday. Olin-Turvill Ct. will be posted "ONE WAY" by the organizer as directed and approved by Traffic Engineering.

X Noise must be kept to a reasonable level at all times. Specific time, decibel and direction details are detailed on the Park Events permit.

X Metro route(s) detoured by event. Fee/route detoured applies.

X 20' emergency access lane must be maintained throughout event area.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

X No inflatables on City right-of-way.

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

4. [47181](#)

TASTE OF MADISON

Saturday, September 2nd through Sunday, September 3rd

Capitol Square & surrounding 100 blocks, 200 block Wisconsin Ave, 200 block MLK Jr. Blvd

Fri, Sept. 1, meter bagging begins on Square 3:00pm

Closure: Capitol Square, Fri, Sept. 1, 6:00pm, barricades removed Su, Sept. 3, 11:00pm

Takedown is Su, 9/3 from 7:00pm to Mon, 9/4 at 2:00am

Festival

Madison Festivals, Inc.

Erin Dougherty, Ryan Richards

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X Certificate of insurance listing the City of Madison as additional insured is required - on file.

X This is a Central District event. Madison Festivals, Inc. MPD contact is Lt. Brian Chaney Austin, bchaneyaustin@cityofmadison.com.

Event sponsor will pay all costs of City of Madison Police Officers and parking enforcement assigned to the event, as determined by the Madison Police Department, at the overtime rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.

X Parking Enforcement to bag meters and post "No Parking" signs as per plan on file. Sponsor required to pay for services.

X Walk-through with Mall Maintenance before and after event will be arranged with Mark Kiesow, Mall Maintenance Lead Worker, 266-6031.

X Generators may not displace City Vendors or block Metro bus stops.

X Do Not place porta-potties in front of open businesses.

X Metro rerouted to outer loop. Standard rerouting fee applies.

X 13 Metro routes detoured by event. Fee/route detoured applies.

X The Capitol Square will be closed by an approved private contractor.

X Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE).

X City vendor licenses are invalidated for this event, but allowed to set up on W Washington per plan approved by the Vending Coordinator.

X Coordinate activities and schedule with Street Vending Coordinator and the Dane County Farmers' Market manager, 608-455-1999.

X Staff must be placed at event perimeter with signage stating "NO ALCOHOL BEYOND THIS POINT"

X Provide and maintain access to Inn on the Park during the event.

X Provide and maintain access to the parking ramp on East Main and Webster.

X Noise must be kept at reasonable levels at all times.

X Provide and maintain access to the parking lot on East Washington and Webster.

X Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace, 608-255-5147.

X 20' emergency access lane must be maintained throughout event area.  
X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.  
X No inflatables.  
X Event organizer/sponsor is responsible for clean up of event area including City receptacles and removal of trash and recycling. Charges will be assessed for any City staff time or resources required for clean up.

5. [47371](#)

RUN FOR LITERACY

Sunday, September 24, 7:00am - 2:00pm

Start/Finish - Literacy Network, 701 S. Dane Street

Annual, Run/Walk, Discuss location, activities and new start and routes for event

Literacy Network

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X Certificate of insurance listing the City of Madison as additional insured is required - on file.

X Special duty officers required for event. Call 608-267-8676 to arrange.

X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

X Metro route(s) detoured by event. Fee/route detoured applies.

X Noise must be kept to a reasonable level at all times.

X 20' emergency access lane must be maintained throughout event area.

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.

X No inflatables on City right-of-way.

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

6. [46072](#)

Review of first event Thursday, May 11

MADISON NIGHT MARKET

May 11, June 8, July 13, 2017; 2-11pm

200-400 blocks W. Gilman St.

Madison's Central Business Improvement District to host Night Markets with vending, performers and activities. Discuss location, schedule, set up and activities.

Tiffany Kenney, Jenny Slight - Madison's Central Business Improvement District

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THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

X Certificate of insurance listing the City of Madison as additional insured is required.

X Special duty officer(s) required for event. Call 608-267-8676 to arrange.

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

X Call 608-267-8756 to arrange, pay and receive instructions for meter bags and/or No Parking signage. Remove bags and/or signs at the end of each event.

X Maintain access to Metro stops.

X NO ALCOHOL MAY BE CONSUMED, SERVED, OR SOLD ON CITY STREETS OR RIGHT OF WAY.

X Staff/signage/barricades at parking lot perimeter – must indicate “no alcohol beyond this point.”

X 20' emergency access lane must be maintained throughout event area.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping

X No inflatables on City right-of-way.

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

X Notify residents/businesses of street closure and provide day of contact information.

X Public meeting for event.

## VI STREET USE APPLICATIONS FOR ROUTINE REQUESTS

### 1. [47367](#)

WISCONSIN BIKE WEEK CELEBRATION

100 block of S. Pinckney

Friday, 6/9/17 2:00pm - 8:00pm

Celebration of Bike Week, Social Gathering

Sarah Gaskell, Wisconsin Bike Fed

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X Certificate of insurance listing the City of Madison as additional insured is required - on file.

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

X Barricade placement as per plan on file with Traffic Engineering (TE).

X Call 608-267-8756 to arrange for meter bags. Organizer is responsible for bagging meters as directed by Parking Utility for the event.

X Event cannot displace licensed city vendors.

X Food and beverage will not be sold in event perimeter without a special event vending permit.

X No beer/alcohol may be served, sold, or consumed on streets or sidewalks in

event perimeter unless it is at city licensed sidewalk cafes.  
X Sound must be kept to a reasonable level at all times.  
X 20' emergency access lane must be maintained throughout event area.  
X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping is allowed.  
X No inflatables on city right-of-way.  
X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

2. [47370](#)

PARTY IN THE PARK

Sunday, June 11, 2pm-8pm

Street Closure: 800 block of E. Dayton Street

Reynolds Park

Tenney Lapham Neighborhood Association, Cheryl Balazs

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X Certificate of insurance listing the City of Madison as additional insured is required.

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

X Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.

X 20' emergency access lane must be maintained throughout event area.

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.

X No inflatables on City right-of-way.

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

X No amplification.

3. [47369](#)

REGENT NEIGHBORHOOD ANNUAL 4TH OF JULY PARADE

Tuesday, July 4th, 2017 - 11:45am - 12:30pm

10 block of Highland Ave, north to 2500 block of Van Hise, west to 10 block of Grand, south to West High practice field

Annual Parade

Regent Neighborhood Association, David Hughes

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X The event organizer is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street. Please contact the Sayle Street Garage, 608-266-4767, 1120 Sayle St., Monday-Friday, 8:30am-3:00pm. The organizer will need a vehicle that can accommodate 12' barricades. Approved Neighborhood Block Parties are given up to 8 barricades at no cost (\$5 rental fee per barricade for each additional). For weekend events, equipment pick up will only be on Fridays, 8:30am-3:00pm and must be returned the following Monday, 8:30am-3:00pm.

X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

X 20' emergency access lane must be maintained throughout event area.

X Event organizer/sponsor is responsible for clean up of event area.

## IX ADJOURNMENT

A motion was made by Barica, seconded by Sellner, to Adjourn. The motion passed by voice vote/other.