



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Wednesday, May 18, 2022

10:00 AM

VIRTUAL

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, May 18, 2022. Chairperson Post called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelly Post, Kristin Brodowsky, Erica Schwarz, Jeremy Nash, Meghan Blake-Horst, Sean Hedgpeth, Matthew Scamardo, Mark Kiesow, Lt. Scott Kleinfeldt, John Fahrney

Members Excused: Eric Veum

Additional City Staff Present: Mary Lloyd

1. [71406](#) PUBLIC COMMENT

No one has registered to speak regarding items not on the agenda.

APPROVAL OF MINUTES

There were no minutes from previous meetings to approve.

DISCLOSURES AND RECUSALS

There are no disclosures or recusals.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [71468](#) DRAG BRUNCH / LUCILLE'S 6TH BIRTHDAY
Sat. May 28, 2022 / 9am-6pm
No Street Closure: S. Pinckney Sidewalk request
Drag Show/Brunch: 12pm-2pm & 3pm-5pm
Ticketed, amplified show with proceeds going to GSAFE
Discuss location, setup, schedule
Lucille Restaurant / Joshua Berkson

Tiffany Kenney has registered in support does not wish to speak but is available to answer questions.

The application for this permit was withdrawn.

3. [71400](#)

ISTHMUS PADDLE & PORTAGE

Saturday, June 18, 2022 / 9am-2pm

Street Closure: 1300-1500 Sherman Avenue

see attached for route details

Annual canoe race

Discuss NEW route, schedule and route

Red Card Media / Ryan Richards

Ryan Richards has registered in support, does not wish to speak but is available to answer questions.

Lloyd made a motion, Blake-Horst seconded the motion to approve the permit. THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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. BEFORE EVENT

X COVID-19: If an event meets the criteria to occur under Public Health Madison and Dane County's current order, organizers must review PHMDC requirements for physical distancing, hygiene and cleaning policies at the event. If these orders, or any future order restricting gatherings of people, are in place on the date of an event, the orders in place at the time supersede and may invalidate any approved Street Use permit, if the order includes restrictions that prohibit the size or nature of an event.

X Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Brian Benford - district6@cityofmadison.com, Syed Abbas - district12@cityofmadison.com, Grant Foster - district15@cityofmadison.com

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X Approved contractor will barricade and cone the race route.

EVENT DAY(S)

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

X 1 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route).

X Must maintain access to the boat launch and boat launch parking lot.

X Event organizers must maintain access to the bike path during event.

X Event organizers must allow vehicles through Thornton Ave to access the parking lot that goes to the Tenney Park John Wall Pavilion. It is ok to stop vehicles when participants cross Thornton, but vehicles must be allowed through when possible.

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

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 inflatables on City right-of-way.

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

AFTER EVENT

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion to approve passes unanimously.

4. [71401](#)

ART FAIR ON THE SQUARE (64th annual)

Sat., July 9, 9am-6pm & Sun., July 10, 2022, 10am-5pm

Setup: Friday, July 8, 3pm

Street Closure: Capitol Square, 100 blocks of E & W Washington, MLK Jr Blvd, N & S Hamilton, State St., King St., N & S Pinckney, E & W Main St, N & S Carroll, & Wisconsin Ave

Annual art fair, street festival, fundraiser for Madison Museum of Contemporary Art

Discuss closures, setup, schedule

Madison Museum of Contemporary Art / Annik Dupaty

Annik Dupaty has registered in support, does not wish to speak but is available to answer questions. Tiffany Kenney has registered in support, does not wish to speak but is available to answer questions.

Lloyd made a motion, Blake-Horst seconded the motion to approve the permit.

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.

BEFORE EVENT

X COVID-19: If Public Health Madison and Dane County issues any emergency orders spanning the date of this event, organizers must review and adhere to the orders and any recommendations and guidelines that would affect the size or setup of the event. If these orders, or any future order have restrictions on gatherings of people, the orders in place at the time supersede and may invalidate any approved park event permit.

X Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." (If beer will be sold, this certificate must include liquor liability.) – on file.

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Patrick W. Heck - district2@cityofmadison.com & Michael Verveer - district4@cityofmadison.com

X Notify the Madison Central Business Improvement District's Executive Director at director@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

X Coordinate with the Streets Division, Mathew Scamardo,

mscamardo@cityofmadison.com, and Parking Division, Kristin Brodowsky, kbrodowsky@cityofmadison.com on locations and when to bag the meters for dumpsters.

X Call Parking at 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

DURING EVENT

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

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$600)

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

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

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

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

X No inflatables on City right-of-way.

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

AFTER EVENT

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion to approve passes unanimously.

5. [71402](#)

MAXWELL STREET DAYS

Thu, July 14, 6am - Su, July 17, 2022, 7pm

Event hours: Thu, Fri & Sat - 9am-6pm, Sun - 10am-5pm

100-600 State Street, 200 Block N. Henry

Annual Sidewalk/Street Sale

Discuss locations, schedule, dates, setup

Greater State Street Business Association / Elizabeth Ganser

Elizabeth Ganser has registered in support, does not wish to speak but is available to answer questions. Tiffany Kenney has registered in support, does not wish to speak but is available to answer questions.

Blake-Horst made a motion, Nash seconded the motion to approve the permit.

X CITY AND ITS OFFICERS, OFFICIALS, 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.

BEFORE EVENT

X COVID-19: If Public Health Madison and Dane County issues any emergency

orders spanning the date of this event, organizers must review and adhere to the orders and any recommendations and guidelines that would affect the size or setup of the event. If these orders, or any future order have restrictions on gatherings of people, the orders in place at the time supersede and may invalidate any approved park event permit.

X Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insured's."-ON FILE

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Mike Verveer - district4@cityofmadison.com and Julianna Bennet - district8@cityofmadison.com

X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

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

X Notify participating businesses not to use city amenities or trees for posting marketing information.

EVENT DAY(S)

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

X Traffic Engineering will deliver/pick-up barricades.

X 4 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route).

X City vendor licenses are invalidated for this event.

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 inflatables on City right-of-way.

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

AFTER EVENT

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion to approve passes unanimously.

6. [71403](#)

ALL-CITY SWIM MEET

Thu, July 28 - Sat, July 30, 2022, 7am-6pm daily

Street Closure: portion of 1600 Lewon St - Fri., July 22 - Sun., July 31, 2022,

Lane Closure (request one way traffic): 5100 Barton Rd for handicap parking & 5100 Flad St for drop off/pick up, Wed, July 27 - Sat, July 30, 2022

Annual youth outdoor swim meet

Discuss setup, location, activities, schedule

Ridgewood Pool / Karen McCartney

Karen McCartney has registered in support and does wish to speak.

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**ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.
BEFORE EVENT**

X COVID-19: If Public Health Madison and Dane County issues any emergency orders spanning the date of this event, organizers must review and adhere to the orders and any recommendations and guidelines that would affect the size or setup of the event. If these orders, or any future order have restrictions on gatherings of people, the orders in place at the time supersede and may invalidate any approved park event permit.

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Zachary Henak - district10@cityofmadison.com & Keith Furman - district19@cityofmadison.com

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.

X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

DURING EVENT

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

X Traffic management plan as approved by TE and MPD-on file.

X Maintain access to Metro stops.

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

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 inflatables on City right-of-way.

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

AFTER EVENT

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

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Lloyd made a motion, Blake-Horst seconded the motion to approve the permit.

CONSENT AGENDA

A motion was made by Lloyd, seconded by Blake- Horst to approve the remaining agenda items with the recommended action.

The motion to approve the consent agenda items with the conditions as outlined on the permit passed unanimously.

7. [71569](#)

Grand Lodge Annual Communication

Thu. June 2 - Sat. June 3, 2022 / 6am-10pm

No Street Closure - parking request for 300 block of Wisconsin Ave on east side of the road

Annual event, spaces used for loading /unloading

Wisconsin Masonic Center / John Prindle

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ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.**BEFORE EVENT**

X Call Parking Utility at 608-267-8756 to arrange for meter signs and/or "No Parking" signs. Remove meter signs and signs when event has ended. There are charges for this equipment.

X No street closure, request for parking space only.

DURING EVENT

X Maintain access to Metro stops.

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

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

X No inflatables on City right-of-way.

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

AFTER EVENT

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.

8. [71570](#)**COWS ON THE CONCOURSE**

Sat. June 4, 2022 / 5am-2pm

Street Closure: 100 & 200 blocks of MLK Jr Blvd, 10 blocks of E & W Main Street

Annual festival celebrating the start of Dairy Month (June)

discuss location, schedule, activities

Dane County Dairy Promotion Co. / Cassi Miller

X THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

BEFORE EVENT

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X Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Michael Verveer - district4@cityofmadison.com

X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

X Notify the Madison Central Business Improvement District's Executive Director at director@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

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

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

X Call Parking Utility at 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended. There are charges for this equipment.

X Maintain Madison Metro through lane on 200 Martin Luther King, Jr. Blvd.
X Electrical cords must be ramped or signed for ADA accessibility if crossing the sidewalks.

EVENT DAY(S)

X Barricade placement as per plan on file with Traffic Engineering (TE).
X Portable restrooms must not be placed in front of any open businesses.
X Noise must be kept to a reasonable level at all times.
X No animal exhibits within 100' of licensed city food carts or in front of sidewalk cafes.
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 inflatables on City right-of-way.
X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

8. [71404](#)**RUN WILD**

Sun. Sept. 25, 2022 / 6:00am - 1:00pm
Street Closure: Vilas Park Dr., Woodrow
Parking Lane Closure: Edgewood Ave, Monroe St, Wingra St, Erin, Orchard
See attached for route
Annual run/walk fundraiser for Henry Vilas Zoo
Discuss route, schedule, setup
Henry Vilas Zoo / Kristin Moala

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BEFORE EVENT

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X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Yannette Figueroa Cole - district10@cityofmadison.com, Tag Evers - district13@cityofmadison.com, Sheri Carter - district14@cityofmadison.com

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X MPD Parking Enforcement will post "No Parking" signage. Organizer agrees to pay all MPD costs associated with these tasks.

DURING EVENT

X Maintain access to Metro stops.

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

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 inflatables on City right-of-way.

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

AFTER EVENT

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

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

9. [71405](#)

CO-OP CONNECTION

Sat, Oct. 1, 2022, 5:00am - 2:00pm (event hours: 8:30am-12pm)

Street Closure: 100 Block of MLK Jr. Blvd.

Annual exhibitor fair

Discuss schedule, setup, location and activities.

Summit Credit Union / Jody Stollendorf

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

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com

X Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

X Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.

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

DURING EVENT

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

X City vendor licenses are invalidated for this event.

X Licensed city vendors on 100 MLK & Main relocated outside of event area.

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

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 inflatables on City right-of-way.

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

AFTER EVENT

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

11. ADJOURNMENT

A motion was made by Lloyd, seconded by Blake-Horst to adjourn.