



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, September 4, 2019

10:00 AM

Parks Conference Room
210 Martin Luther King, Jr. Blvd.
Room 108 (City-County Building)

CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, September 4, 2019 at the City-County Building, CCB Rm. 108. Chairperson Lamberty called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelli Lamberty, Paul Ripp, Mark Kiesow, Lt. Dave McCaw, Susan Barica, Katie Sellner, Tom Mohr, Meghan Blake-Horst, John Fahrney, Matthew Scamardo

Members Excused: Eric Veum, Bill Putnam

Additional City Staff Present: Kristin Brodowsky, Mary Lloyd, Kelly Post, Katie Crowley

APPROVAL OF MINUTES

Motion made by Barrica, seconded by Lloyd to Approve the Minutes. Motion passed by voice vote/other.

PUBLIC COMMENT

Tiffany Kenney registered to wish to speak as neither support or opposing recent street use events recap (Item 10). In particular, regarding Taste of Madison.

DISCLOSURES AND RECUSALS

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

STREET USE PERMITS FOR SPECIAL EVENTS

1. [57214](#) GLOBAL CLIMATE STRIKE
Fri., Sept. 20, 2019 / 11am-4pm
Street closure: Railroad Street
Discuss location, setup, schedule
Max Presitgiacommo

Greg Murray registered as wish to speak in neither support or opposition of Global Climate Strike.

Tim Bliefernicht registered as wish to speak in neither support or opposition of Global Climate Strike.

Brian Lavendel registered as available to answer questions in support of Global Climate Strike.

Discussed location, set up and schedule. Referred to a future SUSC meeting once planning is complete.

2. [57251](#)

THE FUTURE OF TRANSPORTATION

Wed., Sept. 25, 2019 / 9:30am-2:30pm

Street Closure: 100 block of MLK Jr. Blvd

Discuss schedule, location, setup

Alternative Fuel Vehicles Displayed

RENEW WI, WI Clean Cities, City of Madison / Jane McCurry

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

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

X Notification: Organizer must notify area alder(s) and businesses on the 100 block of MLK Jr. Blvd prior to the event. Provide them 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 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. Remove meter bags 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 2 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Event cannot displace licensed city vendors.

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

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

X Provide and maintain access to loading dock across from the BMO Harris drive thru.

X 20' emergency access lane must be maintained 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.

3. [57219](#)

FESTIVAL FOODS TURKEY TROT MADISON

Thu., Nov. 28, 2019 / 5:30am-11am

Start/Finish: Warner Park Community Center Parking Lot

Route: See attached maps

Run/Walk

Discuss location, route, schedule

Road Runners Club of America / Liz Kerns

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BEFORE EVENT

X Certificate of insurance listing the City of Madison as additional insured is required - 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: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Syed Abbas - district12@cityofmadison.com

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

DURING EVENT

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

X 2 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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.

4. [57221](#)

MADISON MARATHON

Sun., Nov. 10, 2019 / 7am-2pm

Street Closure:

100 E. Washington Ave, 200 MLK Jr. Blvd, 100 Wisconsin Ave. / Sat. Nov. 9, 2019, 8am

Capitol Square from MLK to W. Wash (10 blocks of E. Main, N. & S.

Pinckney, E. & W. Mifflin, & S. Carroll / Sat. Nov. 9, 2019, 3pm

All roads open Sun. Nov 10, 2019, 7pm

Discuss route, setup, schedule

Race Day Events, LLC / Abbey Vanvalkenburg

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

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BEFORE EVENT

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

X Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: location, date, schedule, activities, and alternate travel information for the day of the event.. The alder(s) to notify for this event is:

Patrick W. Heck - district2@cityofmadison.com

Michael Verveer - district4@cityofmadison.com

Shiva Bidar-Sielaff - district5@cityofmadison.com

Marsha A. Rummel - district6@cityofmadison.com

Zachary Henak - district10@cityofmadison.com

Syed Abbas - district12@cityofmadison.com

Tag Evers - district13@cityofmadison.com

Sheri Carter - district14@cityofmadison.com

Rebecca Kemble - district18@cityofmadison.com

X Traffic Management Plan approved by TE and MPD, and implemented by Race Day Events, LLC, an approved private contractor.

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 Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.

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

X This is a District event. There are charges for these services. 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 The Dane County EOD will be utilized for the Madison Marathon. The organizer is responsible for all charges associated with this service.

X Parking Enforcement will post "No Parking" signs and bag meters on race routes. There are charges for these services.

DURING EVENT

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

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

Webster.

X Provide and maintain access to the AC Hotel during event.

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

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

X Metro rerouted to outer loop. Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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

X Banners crossing the street must be 14' high within the 20' emergency access lane.

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.

STREET USE APPLICATIONS FOR ROUTINE REQUESTS

5. [57280](#) MINI-COOPER RACE TEAM ACTIVATION
 Tu 9.17 - W 9.18.19
 200 E. Washington - 3 parking spaces/sidewalk space - No street closure
 Discuss location, setup, schedule
 Craig Spaulding, AC Hotel
- 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.
- BEFORE EVENT
- X No street closure, request for parking/sidewalk space only.
 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 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.
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.

6. [57072](#)

MADISON EAST HIGH HOMECOMING PARADE 2019
Friday, September 20, 2019 / 4:30pm - 7:00pm
Staging: 100 block N Dickenson
Parade: 1300 - 900 blocks of E Mifflin
Parking: 900 block of E. Washington Ave. (north side)
Homecoming Parade
MMSD / Alyssa Paolucci

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

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BEFORE EVENT

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Patrick W. Heck - district2@cityofmadison.com

X Special duty officer(s) required for event. Work with East High School Resource Officer Zulma Franco.

X Traffic Engineering (TE) will place traffic barricades and signage. There are charges for this service/equipment.

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

X Implement plan to get students from rally to staging area. – (On file)

DURING EVENT

X Dickinson and Paterson must remain open for traffic.

X No items may be thrown from vehicles in parade.

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

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

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

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.
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7. [57215](#)

PARK(ING) DAY

Fri., Sept. 20, 2019 / 6:00am- 5:00pm
 100 MLK Jr. Blvd - SW side nearest Capitol
 No Closure / Parking Request / Art Installation
 Discuss set up, location, and schedule
 WI Chapter of the American Society of Landscape Architects (WIASLA) /
 Jared Vincent

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BEFORE EVENT

X No street closure, request for parking/sidewalk space only.

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

X Notification: Organizer must notify area alder(s) 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:

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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.

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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 Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

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

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8. [57216](#)

RESPIRE CENTER 40TH ANNIVERSARY CELEBRATION

Sunday, Sept. 29, 2019 / 9:30am-3pm

Street Closure: McGuire Street (between Fordem and Sherman)

Discuss location, schedule, and setup

Rise Wisconsin / Maggie Waid

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BEFORE EVENT

X Notification: Organizer must notify area alder(s) 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:

Syed Abbas - district12@cityofmadison.com

X Notify area businesses and residents on McGuire Street. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

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).

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9. [56551](#)

LL BEAN FLANNEL 5K

Sun., October 20, 2019 / 6:30am-10am

Start/Finish: Vilas Park (beach)

Route: see attached route map

Discuss location, route, schedule

Loco Sports, LLC / Mike St. Laurent

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Sheri Carter - district14@cityofmadison.com

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DURING EVENT

X Maintain access to Metro stops.

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ADJOURNMENT

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