



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, May 16, 2018

10:00 am

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

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### I. CALL TO ORDER / ROLL CALL

#### 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.

Members Present: Kelli Lamberty, Lt. Trevor Knight, Katie Sellner, Paul Ripp, Tom Mohr, John Fahrney, Eric Veum, Cheryl Erickson, Meghan Blake-Horst

Members Excused: Mark Kiesow, Susan Barica, Bill Putnam

Additional City Staff Present: June Groehler, Katie Crawley, Kelly Post, Chad Hughes, Kristin Brodowsky

### II. APPROVAL OF MINUTES

There were no Minutes to approve.

### III. PUBLIC COMMENT

Registered Speakers Anite Krasno and Renee Lauber spoke regarding Ironman 70.3 WI and parking near the Yahara Waterfront Festival.

Registered Speaker Tiffany Kenney spoke regarding the Madison Night Market.

### 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. [51592](#) IRONMAN 70.3 WISCONSIN (SPRING)  
Sun, June 10, 2018, 3:30am - 6pm  
See attached for street closures and no parking  
See attached pages 12-14 for routes  
Triathlon  
Discuss locations, schedule, and any street setup  
Ironman, Ryan Richards

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 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. There are charges for this equipment.

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 Coordinate activities and schedule with the Marquette Waterfront Festival Coordinator, 608-520-2291 or [beatrice@wil-mar.org](mailto:beatrice@wil-mar.org).

**DURING EVENT**

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

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 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.

2. [51594](#)

SPECIAL OLYMPICS WISCONSIN USA GAMES PARADE OF ATHLETES

Fri., June 29, 2018, 6pm-6:30pm

100 block W. Mifflin to Fairchild to 100 block State Street

Parade of Special Olympics Athletes

Discuss location, route, schedule

Special Olympics Wisconsin, Jennifer Wagner

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

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

**DURING EVENT**

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

X Event cannot displace licensed city vendors.

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.

**3. [51593](#)****MINDFUL MORNING WITH LULULEMON**

Sat, Aug. 4, 2018, 7am-10am

100 block of MLK Jr. Blvd

Yoga

Discuss location, schedule, and set up

Lululemon, Jorie Rae Weirich

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**BEFORE EVENT**

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 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.

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.

**DURING EVENT**

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

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 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. [51596](#)

HUB MADISON MOVE IN DAY - 2018

Fri, August 17 - Sat., August 18, 2018 / 12:01am-8:00pm

Street Closure and Parking Meters: 400 block N. Frances

Discuss set-up schedule, location, and activities.

Core Campus Madison, LLC, Brandon Blackmer

**Referred to a future SUSC meeting.**

5. [51589](#)

TASTE OF MADISON

Sa, Sept. 1 - Su, Sept. 2, 2018

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

Fri, Aug. 30, meter bagging begins on Square 3:00pm

Closure: Capitol Square, Fri, Aug 30, 6:00pm, barricades removed Su, Sept. 2, 11:00pm

Takedown is Su, Sept. 2 from 7:00pm to Mon, Sept. 3 at 2:00am

Festival

Madison Festivals, Inc.

Lucas Molloy

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**BEFORE EVENT**

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 prior to 6:00pm on Friday, 9/1.

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

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.

#### DURING EVENT

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 Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)

X 18 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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

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

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

X Provide and maintain access to Park Hotel 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 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.

## VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

### 1. [51647](#)

CAPITOL VIEW FARMERS' MARKET

Wednesdays from 5/30/2018 - 10/10/2018, 2:00pm - 7:30pm

Sharpsburg Dr. - block between Northstar and Gemini

Farmers' Market  
Capitol View Farmers' Market Board, Krista Massian

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**BEFORE EVENT**

**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 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 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.**

2. [51591](#)

**COWS ON THE CONCOURSE**

Sa, June 2, 2018, 8am-2pm

10 Blocks E & W Main, 100 & 200 Blocks MLK

Dairy farming festival with live cows and calves.

Discuss location, schedule, set-up and activities.

Karen Lee, Dane County Dairy Promotion Committee

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**BEFORE EVENT**

**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 pick up and return barricades required for event. There are charges for this equipment.

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

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.

#### **DURING EVENT**

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

X Maintain Madison Metro through lane on 200 Martin Luther King, Jr. Blvd.

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

X Licensed city vendors relocated outside of event area.

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

X No animal exhibits in front of outdoor 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 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.

### **3. [51590](#)**

#### **JACKSON STREET PLAZA FOOD CART COMMUNITY DINNERS**

200 block Jackson St.

Wed., June 7 - August 9, 4-8:30p

Discuss location, event schedule, setup and activities.

Gregg Potter

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

4. [51441](#)

**BRIDAL BRUNCH**

Mon, July 2, 2018 / 8:30am-12:30pm

Closure: 100 E. Mifflin

Bridal brunch in front of and catered by Gotham Bagels

Helen Pesis

**Referred to a future SUSC meeting.**

5. [51595](#)

**SHREKFEST**

Sun, Sept. 2, 2018, 1pm - 10pm

200 S. Ingersoll St

A festival for Shrek

Discuss schedule and setup

3gi Industries, Grant Duffrin

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**BEFORE EVENT**

- 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 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 Signage/staffing at event perimeter; No Alcohol Beyond This Point.
- X Signage/staffing at Metro lots. No event parking.
- 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.

**6. CITY OF MADISON FIRE DEPARTMENT****A. [51619](#)****CAMPUS FIRE SAFETY**

Thursday, September 13, 8:30am - 3:30pm

State Street Mall/800 State Street

Educational presentation on campus fire safety.

Discuss location, activities and schedule.

City of Madison Fire Department

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**BEFORE EVENT**

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

**DURING EVENT**

X Event cannot displace licensed city vendors.

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.

**B. [51620](#)****CAMPUS FIRE SAFETY**

Thursday, September 27, 8:30am - 3:30pm

State Street Mall/800 State Street

Educational presentation on campus fire safety.

Discuss location, activities and schedule.

City of Madison Fire Department

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**BEFORE EVENT**

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

**DURING EVENT**

X Event cannot displace licensed city vendors.

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.

**IX. ADJOURNMENT**

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