



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, June 26, 2013

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

**Additional Staff Present: Tony Barlow, Kay Bentley and Lt. Dave McCaw**

**Present:** 8 -

Kelli Lamberty; Carl Strasburg; Susan Barica; Katie Sellner; Jeremy McMullen; Tom Mohr; Bill Putnam and Laura Bauer

**Excused:** 3 -

John Fahrney; Mike O'Brien and Eric Veum

### II. APPROVAL OF MINUTES

### III. PUBLIC COMMENT

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

### IV. DISCLOSURES AND RECUSALS

### V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

#### 1. [30489](#)

43RD GREAT MIDWEST MARIJUANA HARVEST FESTIVAL

Podium/700-800 State St, Parade: State St to Capitol Square

Sa, Oct 5, 9:00am-6:00pm

Su, Oct 6, 10:00am-7:00pm

Parade: Su, Oct 6, 4:20pm

Annual festival. Discuss location, schedule, set-up, route, and activities.

Ruth Reifeis, Great Midwest Marijuana Harvest Festival Collective (GMMHFC)

**ACTION: Approved with Conditions**

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Certificate of insurance listing the City of Madison as additional insured is

required - on file.

Street Use Staff Commission approves sales of non-homemade/hand-crafted merchandise within event perimeter.

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

Licensed city vendors relocated outside of event area.

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

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

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

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

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.

2. [30643](#)

JAZZ AT FIVE

30 on the Square and 100 Block State St

W, Aug 7, 14, 21, 28, Sept 4, 2-9pm

Annual concert series. Discuss location, schedule, set-up, and activities.

Ken Johnson, Jazz at Five, Inc

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

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

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

Licensed city vendors on 100 State Street allowed.

Food carts must relocate outside of event area.

Signage and staff event perimeter – NO ALCOHOL BEYOND THIS POINT.

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

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

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

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

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. [30644](#)

INDIA DAY 2013

Capitol Square and 100 Block MLK

Sa, Aug 17, 7am-2pm

Indian cultural event. Discuss location, schedule, set-up, and activities.

Badri Lankella, Association of Indians in America (AIA)

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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.

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

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

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

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

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

Event cannot displace licensed city vendors.

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

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

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

Noise must be kept to a reasonable level at all times. Face speakers away from Farmers' Market.

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.

4. [30645](#)

**MADISON HEART WALK**

Start/Finish at Warner Park (please see attached map for route)

Sa, Oct 5, 9:30am-12:00pm

Annual run/walk to benefit the American Heart Association. Discuss location, schedule, set-up, route, and activities.

Tom Luedtke, American Heart Association

**ACTION: Approved with Conditions**

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

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

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

Maintain access to Metro stops.

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

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

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.

5. [29829](#)

**COOP CONNECTION**

100 MLK Sa, Oct 5, 6:30am-3pm

Inaugural cooperatives festival. Review application with changes from May 1 street use meeting. Discuss location, schedule, set-up and

activities  
Peri Beal, Summit Credit Union

**ACTION: Approved with Conditions**

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

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

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

Staff barricade at Doty Street during hours of drive-thru operation.

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

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

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

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

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

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

Aim speakers/amplification away from the Dane County Farmers' Market.

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

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

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.

**VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS / NEIGHBORHOOD BLOCK PARTIES**

1. [30646](#) LA FETE DE MARQUETTE  
1400 Block East Main Street  
Th, Jul 11 - Su, Jul 14, 9am-12pm  
Annual festival to benefit the Wil-Mar Neighborhood Center. Discuss location, schedule, set-up, and activities.  
Gary Kallas, Wil-Mar Neighborhood Center

**ACTION: Approved with Conditions**

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

Insurance from ferris wheel contractor.

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make

arrangements to pickup and return barricades required for event.  
Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

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

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

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

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.

2. [28809](#)

HENRY VILAS ZOO RUN RUN

Start and Finish at Henry Vilas Zoo (Please see attached map for route).

Su, Sept 29, 6am-12pm

Annual run/walk to benefit the Henry Vilas Zoo. Discuss request to add East bound lane on Monroe St. Discuss location, schedule, set-up, route and activities.

Autumn Hayes, Henry Vilas Zoo

**ACTION: Approved with Conditions**

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

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

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

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

Call 608-267-8756 to arrange for "No Parking" signs. Organizer must post signs as directed. No enforcement/towing can occur if no parking signs are not posted properly. Call Parking Enforcement once signs have been posted and remove signs when event has ended.

Emergency plan required - on file.

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

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

Maintain access to Metro stops.

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. [30662](#)

4300 RIGNEY LANE

Neighborhood Block Party

Wed, Jul 3, 3pm-11pm

Zoe Schuler

**ACTION: Approved with Conditions**

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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.

Resident petition - on file.

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

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

Fireworks are not permitted.

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

4. [30648](#)

700 GREYSTONE LANE

Neighborhood Block Party

Th, July 4, 8am-10pm

Colleen Hathaway

**ACTION: Approved with Conditions**

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Resident petition - on file.

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

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

Fireworks are not permitted.

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

5. [30671](#)

1200 ELIZABETH STREET

Neighborhood Block Party

Th, July 4, 8am-10pm

Chris Oddo

**ACTION: Approved with Conditions**

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Resident petition - on file.

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

Fireworks are not permitted.

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

6. [30651](#) 600 SPRAGUE STREET  
Neighborhood Block Party  
Th, July 4, 9am-9pm  
Sheryl Lilke

**ACTION: Approved with Conditions**

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Resident petition - on file.

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

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

Fireworks are not permitted.

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

## VII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - Juneteenth Day Celebration, Youth Summer Activities, Science Exploration, Tandem Press Fundraising Acution, Weenie Run, Make Music Madison, Fruit Fest, Summer Solstice, Concerts on the Square

2. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
3. Preview upcoming events - see below and 2013 events calendar
4. Next Street Use Meeting - Wednesday, July 10, 2013

**VIII. ADJOURNMENT**

UPCOMING EVENTS