



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, January 25, 2023

10:00 AM

Virtual

CALL TO ORDER / ROLL CALL

Additional staff present: Mary Lloyd, Amy O'Rourke, Taylor Dietzman, Emma Boicken

Present: 9 - Kelly Post; Jennifer Hannah; Erica Schwarz; Noah Meter Brooks; Jen Blair; Jeremy Nash; Kristin Brodowsky; Caitlin Stokes and Mark Kiesow

Excused: 3 - John Fahrney; Eric Veum and Meghan Blake-Horst

APPROVAL OF MINUTES

There were no minutes prepared for approval today.

1. [75694](#) PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

Post disclosed she has volunteered for the Tri4Schools organization in past years and her daughter participated in this event in 2022.
Blair disclosed that Madison Fire will be participating in the St. Patrick's Day Parade.

INTRODUCTION OF NEW BUSINESS FOR REFERRAL WITHOUT DEBATE

2. [75497](#) Amending Section 10.056(5)(b)5. of the Madison General Ordinances to allow administrative approval of a street use permit application to close on-street parking meter space(s) as permitted by sec. 12.1425, MGO.

This Ordinance was RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER

Motion made by Lloyd, seconded by Blair to refer to Common Council with the recommendation to adopt.

Motion passed by voice vote/other.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

3. [75665](#) MADISON SHAMROCK SHUFFLE
Sat., March 11, 2023 / 4:30am-12:00pm

Start/Finish - 600 State St. & Frances St.
See attached map for routes & site map
Annual Run/Walk.
Discuss location, route, set-up, schedule and activities.
Race Day Events, LLC / Brian Hamilton

Registered speaker Brian Hamilton registered in support, not to speak, but available for questions.

Registered speaker Genna Sticha registered in support, not to speak, but available for questions.

A motion was made by Meter Brooks, seconded by Brodowsky to approve pending receipt of required documents & with the following conditions:
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

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." - ON FILE

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. Patrick Heck - district2@cityofmadison.com, Michael Verveer - district4@cityofmadison.com, Regina Vidaver - district5@cityofmadison.com, Julianna Bennett - disitri8@cityofmadison.com

This is a District event. Please contact Lt. Jen Hannah at jhannah@cityofmadison.com to arrange for MPD staffing. 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.

Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.. Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

MPD Parking Enforcement will post signage and hood meters. Organizer agrees to pay all MPD costs associated with these tasks.

EVENT DAY(S)

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

Approved contractor will barricade and cone the race route.

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

Portable restrooms must not be placed in front of any open businesses.

Event cannot displace City Licensed vendors.

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 inflatables on City right-of-way.

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

AFTER EVENT

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.

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 passed by voice vote/other

4. [75636](#)**ST. PATRICK'S DAY PARADE**

Sun., March 12, 2023 / 11am-4pm

Street Closure: Capitol Square, 100 E Washington Ave, 100 N Hamilton, 100 E Main, 100 N Pinckney

Annual St. Patrick's Day Parade

discuss schedule, location, activities

St. Patrick's Day Parade Committee / Scot Mueller

Registered speaker Scott Mueller registered in support, not to speak, but available for questions.

A motion was made by Lloyd, seconded by Brodowsky to approve pending receipt of required documents & with the following conditions:

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BEFORE EVENT

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."

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. Michael

Verveerdistrict4@cityofmadison.com

Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event

information, including: day-of-contact, location, date, schedule, activities, etc..

Coordinate activities and schedule with the Street Vending Coordinator,

mblake-horst@cityofmadison.com or 608-261-9171.

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

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.

EVENT DAY(S)

The Capitol Square will be closed by Traffic Engineering (TE). There are fees for this service.

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

Provide and maintain access to Park Hotel during the event.

No objects may be thrown from floats or vehicles in the parade.

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

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

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets,

sidewalks, paths or city landscaping.

AFTER EVENT

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.

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 passed by voice vote/other

5. [75669](#)

CAPITOL VIEW FARMERS' MARKET

Wednesdays, May 31, 2023 - October 11, 2023 / 2:00pm - 8:00pm

Street Closure: Sharpsburg Dr. - block between Northstar Dr. and Gemini Dr.

Annual Farmers' Market

Discuss location, setup, schedule

North Star Neighborhood Association / Kathryn Mingione

Registered speaker Kathryn Premo Mingione registered in support and wishes to speak.

A motion was made by Blair, seconded by Brodowsky to approve pending receipt of required documents & with the following conditions:

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BEFORE EVENT

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."

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 Erik

Paulson-district3@cityofmadison.com.

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

EVENT DAY(S)

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

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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 passed by voice vote/other

6. [75670](#)

TRI 4 SCHOOLS MADISON KIDS BIKE + RUN

Saturday, June 10, 2023 / 5:30am - 11:30am

Start/Finish: Warner Park

Street/Lane Closure: see attached map

Kids Bike/Run event

Discuss route, traffic management plan, location, schedule.

Tri 4 Schools / Katie Brasel

Registered speaker Katie Brasel registered in support, not to speak, but available for questions.

Registered speaker Amanda Marek registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Lloyd to approve pending receipt of required documents & with the following conditions:

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BEFORE EVENT

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."

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. Barbara Vedder - district12@cityofmadison.com, Charles Myadze - district18@cityofmadison.com
Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD. Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

EVENT DAY(S)

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

Maintain access to Metro stops.

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 inflatables on City right-of-way.

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

AFTER EVENT

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.

Motion passed by voice vote/other

CONSENT AGENDA

Lloyd made a motion, Meter Brooks seconded the motion to approve the permits on the consent agenda with the recommended action, pending receipt of required documents and with the conditions as outlined for each event.

Motion passed by voice vote/other.

7. [75635](#)

DANE COUNTY FARMERS' MARKET - WEDNESDAY MARKET

April 19 - November 1, 2023

Wednesday Markets: 8:00am - 1:45pm

200 Block of MLK, Jr. Blvd.

Discuss location, schedule and activities.

Dane County Farmers' Market / Jamie Bugel

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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."

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

Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

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.

EVENT DAY(S)

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

1 Metro route(s) detoured by event.

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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. [75634](#)

ENGINEERING EXPO

Fri, April 21, 2023, 7:30am - 4:30pm

N. Breese Terrace from University Ave. to Regent (Blocks 0 to 300)

No Street Closure / Parking request.

Discuss location and schedule.

UW-Madison Engineering Expo / Jenna Krause

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BEFORE EVENT

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

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

EVENT DAY(S)

Organizer will have event staff monitoring bus check in, drop off, and pick up to insure that metro busses are not detoured and school busses do not disrupt traffic lanes.

Charter busses must not block metro stops. Organizer is responsible for notifying drivers.

Pick up and drop off must be on the east side of the street.

Maintain access to Metro stops.

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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. [75668](#)

PANCAN PURPLESTRIDE

Saturday, April 29, 2023 / 5:30am - 12:00pm

Start/Finish: Warner Park

Route: see attached map/application

Annual Run/Walk.

Discuss route, schedule and activities.

Pancreatic Cancer Action Network / Dawn Pratt

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

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

Notification: Organizer must notify area alder(s) at least two weeks 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: Barbara Vedder – district12@cityofmadison.com, Charles Myadze –

district18@cityofmadison.com

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

DURING EVENT

Maintain access to Metro stops.

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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 Brodowsky to Adjourn. The motion passed by voice vote/other.