



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, March 6, 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, March 6, 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, Mark Kiesow, Lt. Dave McCaw, Susan Barica, Katie Sellner, Tom Mohr, Meghan Blake-Horst, Matthew Scamardo, John Fahrney,

Members Excused: Paul Ripp, Eric Veum, Bill Putnam

Additional City Staff Present: Kristin Brodowsky, Mary Lloyd, Kelly Post, Lara Mainella, Ann Shea

APPROVAL OF MINUTES

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

PUBLIC COMMENT

Tiffany Kenney registered to answer questions regarding Cars on State and the Downtown Zone.

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. [54519](#) ANNUAL WI LAW ENFORCEMENT MEMORIAL CEREMONY
Friday, May 11, 2019, 9:30am - 1:00pm
Capitol Square
Discuss parade route, schedule, and activities
Brian Willison / WI Law Enforcement Memorial, Inc.

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 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

Allen A. Arntsen - district13@cityofmadison.com

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 Traffic Engineering (TE) will deliver and pick up the barricades. There are charges for these services.

X 6 Metro rerouted to outer loop. Standard rerouting fee applies. (\$600)

X Event cannot displace licensed city vendors.

X Provide and maintain access to the parking lot on E. Washington and Webster.

X Provide and maintain access to Park Hotel 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.

2. [54665](#)

CARS ON STATE

Sa, June 1, 2019- 8:00am - 4:00pm

100 - 600 blocks of State Street

Annual Classic Car Show.

Discuss location, schedule, set up and activities.

Cas Salas / Greater State Street Business Association

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) 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, 608-261-9171.

DURING EVENT

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

X 5 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X City vendor licenses are invalidated for this event.

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.

3. [54861](#)

LIVE ON KING STREET

100 Block of King St

Fridays, Jun 14, June 28, Jul 19, Aug 2, Aug 9, & Sept 13

Set-up: 8:00am-5:00pm

Concert: 6:00pm-11:00pm

Tear-down: 11:00pm-2:00am

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

Reanna Roberts / FPC Live LLC

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

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BEFORE EVENT

X Addendum and/or contract providing additional event details and conditions. Capacity for the King St. concerts is 3,645 persons with additional safety conditions as per Addendum.

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

X Special Duty Police Officers will be coordinated with Central District staff 10 days prior to the scheduled event and will range from 2-6 or more depending on venue, talent on stage, projected crowd capacity, and surrounding events. There are charges for these services.

X Notification: Organizer must notify area alder(s), businesses, and residents on

100 King Street at least 30 days prior to the event. Provide with event information, including: location, date, schedule, activities, etc. Provide Madison Parks Division a copy of the notice.

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 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.

DURING EVENT

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

X 3 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X City vendor licenses are invalidated for this event. Outdoor cafes & other City licensed vendors must vacate the event perimeter area by 6:00pm, per special event resolution, legislative ID# 46998.

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

X Event requires staffing and signage indicating: NO ALCOHOL BEYOND THIS POINT

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

X Detail of fencing on sidewalk, staffing to keep sidewalks clear. Must maintain 8' pedestrian pathway on sidewalks throughout the event area and provide public access and exit to open businesses on the 100 block of King St.

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.

ORDINANCE

4. [53818](#) SECOND SUBSTITUTE - Creating Sections 10.056(2)(f), (5)(i) & (j) and (6)(r) and amending Sections 10.056(1), (6)(a), (b), (d), (i), (o), 10.056(11), and 10.056(12)(a) of the Madison General Ordinances creating and modifying the standards of issuance for Street Use Permits, creating the Downtown Zone and standards for street closures in that zone with exceptions for Legacy and Premier events, allowing a permit to be cancelled in case of emergency, adding language to preserve City control over the highways for transportation, and updating the findings and purpose section.

A motion was made by Veum, seconded by Blake-Horst, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

5. [54940](#) DRAFT 2nd Substitute Ordinance for Legislative File # 53818: changes recommended by the Downtown Coordinating Committee (DCC) on Thursday, February 21, 2019.

Discussion with a recommendation to include changes in final version of Legislative File #53818.

STREET USE APPLICATIONS FOR ROUTINE REQUESTS

6. [54860](#) SYTTENDE MAI RUN/WALK
 Sa, May 18, 2019 5:00am - 8:00am
 Annual run from the Capitol to Stoughton.
 Discuss location, route, setup, schedule
 Abbey Vanvalkenburg
- 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 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
 Allen A. Arntsen - district13@cityofmadison.com
 Sheri Carter - district14@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 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 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 Event cannot displace licensed city vendors.**
- X Noise must be kept to a reasonable level at all times.**
- 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.

7. [54863](#)

SUMMERPALOOZA

Sa, June 8, 2019, 10:00am-2:30pm

Closure: North end of 100 block of N. Pinckney 8am-3pm

Closure: 100 block N. Hamilton 8am-3pm, reopens to Metro buses at 3pm

Rotary Plaza public amplification 10am-1pm

Parade: see attached for route

Family-friendly performances, outdoor activities, games, and arts & crafts.

Discuss location, schedule, set-up and activities.

Kia Karlen, Madison Children's Museum, Madison Rotary

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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:

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 Special duty officer(s) required for the parade portion of SummerPalooza. 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 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 No objects may be thrown from floats or vehicles in the parade, including candy.

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.

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. [54864](#)

MADISON GOSPEL HEALTH FAIR 5K

Start/Finish: Mt. Zion Baptist Church

See attached for route information

Sa, July 20, 2019 / 8am-11am

Run/Walk and Health Fair at Penn Park

Discuss route, schedule, setup

Uchenna Jones / Madison Gospel Foundation

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

9. [54865](#)

THE COLOR RUN

Sat, Aug 24, 2019 / 8am-12pm

Start/Finish: Willow Island (Alliant Energy Center)

Route: See attached

Discuss route, schedule, setup

Kylee Hutchinson / The Color Run

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

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BEFORE EVENT

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

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:

Sheri Carter - district14@cityofmadison.com

DURING EVENT

- 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.

ADJOURNMENT

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