



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, April 19, 2023

10:00 AM

Virtual

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, April 19, 2023. Chairperson Post called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelly Post, Kristin Brodowsky, Jeremy Nash, Meghan Blake-Horst, Noah Meter Brooks, Caitlin Stokes, Jen Blair, Lt. Jen Hannah

Members Excused: Mark Kiesow, Eric Veum, John Fahrney

Additional City Staff Present: Mary Lloyd, Taylor Dietzman, Michael Ott

APPROVAL OF MINUTES

Motion made by Blake-Horst, seconded by Meter Brooks to Approve the Minutes. Motion passed by voice vote/other.

1. [77302](#) PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

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

STREET USE PERMITS FOR CONSIDERATION, DISCUSSION AND VOTE

2. [77303](#) MADISON GOSPEL 5K, 10K RUN/WALK & HEALTH FAIR
Sat. July 8, 2023/ 6am-1pm
Street Closure: Dane Street (along Penn Park)
Start/Finish: Penn Park
Route: see attached
Annual run/walk
Discuss: street closure, route, schedule
Madison Gospel 5k Foundation / Uchenna Jones

Registered speaker Uchenna Jones registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Nash 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."

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.-

district13@cityofmadison.com & district14@cityofmadison.com

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

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.

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.

3. [77310](#)

ART FAIR OFF THE SQUARE

Sat. July 8, 9am-6pm - Sun. July 9, 2023, 10am-5pm

Street Closure: 200 block of MLK Jr. Blvd / Fri. July 7, 6pm - Sun. July 9, 8pm

Annual Art Fair

Discuss schedule, new setup, activities

Wisconsin Alliance of Artists AND Craftspeople, Inc. / Lezlie Blanton

Registered speaker Danielle Brown registered in support and wishes to speak.

Registered speaker Michelle Morrison registered in support and does not wish to speak.

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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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 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

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

Coordinate activities and schedule with Art Fair ON the Square, artfair@mmoca.org .

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. Traffic Engineering will deliver/pick-up barricades.

This is a District event. Please contact Lt. Jen Hannah and Officer Michael Ott at mpdevents@cityofmadison.com to arrange for MPD staffing. There are charges for these services. Organizer will pay all costs of the City of Madison Police. Per MGO 10.056(7)(c), applicant agrees to pay such actual costs for services within 20 days of billing.

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

No set up on City County Building porch before 5pm on Friday, 7/7/23.

DURING EVENT

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

Must maintain access to Metro stops on Wilson St. & Doty St.

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors and performers. Vendors relocated outside the designated perimeter of the event. (licensed sidewalk & roadway cafes are exempt.)

Provide and maintain access to the Hilton Hotel and Madison Club during the event.

Provide and maintain access to the parking ramp entrance on E. Wilson at all times.

Event volunteers/staffing at MLK and Doty St. to assist with pedestrian crossing/safety.

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. [77311](#)

MAD LIT: WHERE ARTS AND CULTURE SHINE

Fridays, July 14, July 28, Aug.11, Aug. 18, Sept. 8, Sept. 22, Sept. 29, 2023

Series Schedule: Setup, 2:01pm / Event, 8pm-11pm / Amplification, 8pm-11pm / Cleanup Done & Road Open, 1am
Street Closure: 100 block of State Street
Pop up event series; featuring art, music, and local vendors
Discuss location, schedule, setup, dates
Urban Community Arts Network, Ltd / Karen Reece

Registered speaker Karen Reece registered in support and wishes to speak.
Registered speaker Tyler Brunsell registered in support, not to speak, but available for questions.

Registered speaker Michelle Morrison registered in support does not wish to speak.

A motion was made by Blake-Horst, seconded by Meter Brooks 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 listing the City of Madison as additional insured is required.

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: Michael Verveer - district4@cityofmadison.com

Organizer will contact Lt. Jen Hannah and Officer Michael Ott at mpdevents@cityofmadison.com if the anticipated attendance is expected to be larger on any dates in the series.

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

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.

Traffic Engineering will drop off/pick up barricades for the street closure. There may be charges for this service.

Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food at your event.

DURING EVENT

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

4 Metro routes detoured for this event. \$100 rerouting fee applies/route for each date.

Special Event Resolution - Suspend vending restrictions and authorize sponsor to select event vendors, performers. City licensed vendors may be relocated within the event area if requested by the sponsor. (Licensed sidewalk cafes are exempted).

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.

5. [76308](#)

BREESE STEVENS FIELD EVENT SERIES 2023

April 15, 2023 - October 29, 2023

Amending Street Use permit to include additional date

Additional date: August 17, 2023 / Concert

Streets adjacent to Breese Stevens Field: 900 E Washington Ave., 900 E

Mifflin, 10 N block Patterson, 10 N block Brearly

No Parking and/or Street Closure on a per event basis

See attached SUP schedules for specific dates, times and details of parking removal and street closure

Discuss dates, schedule and event details.

Big Top Events LLC / Tristan Straub

Registered speaker Tristan Straub has registered in support, not to speak, but available for questions.

A motion was made by Blair, seconded by Blake-Horst 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. Marsha Rummel - district6@cityofmadison.com

MPD Staffing: Based on event details, some events may require special duty officer(s) for event. Call Emily Hardiman, 608-267-8676 to arrange. There are charges for these services.

MPD Staffing: Based on event details, some events may require District event staffing. Please contact Lt. Jen Hannah and Office Michael Ott at mpdevents@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.

City of Madison Traffic Engineering will drop off the necessary barricades for the street closure. There are charges for these services.

Contact Madison Traffic Engineering to arrange for message boards to direct attendees to park at the S Livingston parking garage for concerts and large events.

Contact Ann O'rourke at aorourke@cityofmadison.com or 608-266-4623 to discuss "No Parking" signs and enforcement requirements. Organizer must abide by all commendations/stipulations provided by Parking. Organizer is

responsible for all costs associated with enforcement.

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.

Provide detailed parking plan prior to each concert at this web site:

<http://breesestevensfield.com/parking>. Include warnings about blocking driveways (vehicles must leave 4' of clearance on either side of a driveway) as a citable/towable offense.

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.

Parking removed for events may only be used for event staging and performance vehicles or for patron pick up/drop off. No "VIP parking" areas are allowed on public streets.

Provide and maintain access for Mifflin St residents.

Provide and maintain access to the Mifflin St. Bike Boulevard at all times.

Provide and maintain access to the Lyric parking garage on N. Brearly St.

Loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other parking violations do not occur.

No alcohol may be served, sold or consumed on City streets or right-of-way.

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.

Per MGO 10.056(7) (c), applicant agrees to pay such actual costs for City services within 20 days of billing.

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. [77312](#)

WOOF'S PRIDE

Sat, Aug 12, 2023 / setup 10am, event 4pm-11pm, clean up 11pm-1am

Street Closure: 100 King St

Annual block party to benefit GSAFE

Discuss location, schedule, set-up and activities.

GSAFE / Brian Juchems

Registered speaker Dino Maniaci registered in support, not to speak, but available for questions.

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

Registered speaker Michelle Morrison registered in support and does not wish to speak.

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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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." (If beer will be sold, this certificate must include liquor liability.)

Notification: Organizer must notify area alder(s), business, and residents on 100 King Street 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
Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

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

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

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.

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

DURING EVENT

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

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors, performers. City licensed vendors may be relocated within the event area if requested by the sponsor. (licensed sidewalk & roadway cafes are exempt.)

All Roadway and sidewalk cafes, outdoor cafe and Alcohol licenses, policies and rules remain in effect during the event. Roadway and sidewalk cafes around the event perimeter must be notified they are responsible for not allowing any alcoholic beverages or glass to be carried out of their cafes into the event.

Staffing and signage at perimeter – NO ALCOHOL BEYOND THIS POINT

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.

7. [77313](#)

WOOF'S OCTOBEARFEST

Sat, Sept. 16, 2023 / setup 10am, event 4pm-11pm, clean up 11pm-1am
Street Closure: 100 block of King Street
Community Event celebrating LGBTQ Diversity/Octoberfest - benefit for GSAFE
Discuss location, schedule, site map.
GSAFE / Brian Juchems

Registered speaker Dino Maniaci registered in support, not to speak, but available for questions.

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

Registered speaker Michelle Morrison registered in support and does not wish to speak.

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

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 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." (If beer will be sold, this certificate must include liquor liability.)

Notification: Organizer must notify area alder(s), business, and residents on 100 King Street 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

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

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

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

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.

Call Parking, 608-267-8756, to determine if there are any meters that will need to be posted prior to the event date. If meter signs are required and placed, please remove meter signs when event has ended. There are charges for this equipment.

DURING EVENT

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

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors, performers. City licensed vendors may be relocated within the event area if requested by the sponsor. (licensed sidewalk and roadway cafes are exempt)

All Roadway and sidewalk cafes, outdoor cafe and Alcohol licenses, policies and rules remain in effect during the event. Roadway and sidewalk cafes around the event perimeter must be notified they are responsible for not

allowing any alcoholic beverages or glass to be carried out of their cafes into the event.

Staffing and signage at perimeter – NO ALCOHOL BEYOND THIS POINT

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.

9. ADJOURNMENT

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