



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, May 28, 2014

10:00 am

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

I. CALL TO ORDER / ROLL CALL

Additional Staff Present: Lt. Dave McCaw and Ron Schwenn

Present: 9 - Kelli Lamberty; Carl Strasburg; Susan Barica; Katie Sellner; Tom Mohr; Bill Putnam; Roger Kleist; Eric Veum and Laura Bauer

Excused: 2 - Jeremy McMullen and John Fahrney

II. APPROVAL OF MINUTES

Motion for Approval
First: Katie Sellner
Second: Carl Strasburg

III. PUBLIC COMMENT

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

IV. DISCLOSURES AND RECUSALS

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

V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. [34224](#) MADISON FIRE DEPARTMENT LOCAL 311 FILL THE BOOT
Various Locations (please see attached maps)
W, June 18, 2pm-5pm, Rain Date: 6/25/2014
Fill the Boot campaign at intersections and on medians and sidewalks.
Discuss locations, schedule, set-up and activities.
Elizabeth Wagler, Muscular Dystrophy Association (MDA/Madison L311)

ACTION: Approved with Conditions
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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.

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

All participants must wear reflective safety vests.

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

Participants must not walk into street/roadway or between vehicles stopped in traffic.

Solicitations made/collected only when traffic signals are red.

Fire vehicles must be located off streets/roadways with lights off.

Maintain access to Metro stops.

No permanent marking, including spray chalk or stickers, 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. [34225](#)

ART FAIR ON THE SQUARE

Capitol Square, 30 on the Square and 100 blocks: E & W Washington, MLK, N & S Hamilton, E& W Mifflin, State St, King St, N & S Pinckney, E & W Main, N & S Carroll, Wisconsin Ave (please see attached maps)

Set-Up: F, July 11, 3pm

Event: Sa, July 12, 9am-6pm & Su, July 13, 10am-5pm

Take-Down: Su, July 13, 5pm-9:30pm

Art fair with entertainment and food vendors. Discuss location, schedule, set-up and activities.

Annik Dupaty, Madison Museum of Contemporary Art

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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 meter bags. Remove meter bags when event has ended.

The Capitol Square will be closed by Traffic Engineering (TE).

Metro rerouted to outer loop. Standard rerouting fee applies.

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

City vendor licenses are invalidated for this event.

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

Provide and maintain access to Inn on the Park during the event.

Provide and maintain access to the parking ramp on East Main and Webster.

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

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.

Signage and staffing at barricades: 'No Alcohol Beyond This Point'.

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

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

No inflatables.

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. [34226](#)

OPERATION WISCONSIN DAWN

1400 Block Monroe St (please see attached map)

Th, July 17, 5am-5pm

Disaster response exercise. Discuss location, schedule, set-up, route and activities.

Lt. Tamara Kowalski, UW-Madison Police Department

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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 meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.

Notify businesses on street.

No permanent marking, including spray chalk or stickers, 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.

4. [34069](#)

ICON STREET PARTY

West Main St, between South Fairchild St and South Hamilton St

Sa, Aug 23, 3pm-10pm

Motorcycle display, skills and maneuvering exhibition. Discuss location, schedule, set-up and activities.

Justin Knauer, LeMans Corporation

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

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

has ended.

Event cannot displace licensed city vendors.

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

No alcohol may be served, sold or consumed within the event perimeter, except for sidewalk cafes.

Notify area businesses.

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

No inflatables.

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. [34072](#)

10FEST

100 & 200 Blocks State St, 200 Block Mifflin

Set-Up: Th, Sept 25 & F, Sept 26

Event: Sa, Sept 27, 10am-10pm; Su, Sept 28, 10am-4pm

Anniversary celebration and festival with circus wagons in the street. Discuss location, schedule, set-up and activities.

Ray Garganu, Overture Center for the Arts

ACTION: Refer to Future Street Use Meeting

VI. **INFORMATIONAL PRESENTATIONS / EVENT PROPOSALS**

1. [34238](#)

Discuss proposal for programming and place making at 30 on the Square and Philosopher's Stone areas at the top of State Street.

Michael Fenchel, 100 State

VII. **STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS**

1. [34227](#)

WISCONSIN GRAND LODGE F&AM ANNUAL COMMUNICATION

300 Block Wisconsin Ave (Parking-East Side Only)

W, June 4-Sa, June 7, 8am-8pm

Request for parking. Discuss location, schedule, set-up and activities.

Robert Canfield, Madison Masonic Center Foundation

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

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

2. [34070](#)

FRUIT FEST & FRUIT LOOP

900 Block Williamson St (please see attached map for route)

Sa, June 14, 7am-10pm

Music/concert, festival and run/walk. Discuss location, schedule, set-up, route and activities.

Corey Gresen, Plan B

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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. Remove signs when event has ended.

Maintain access to Metro stops.

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

13'6" height on any banners, start/finish staging across the street.

Notify area businesses.

Staff/signage at event perimeter – 'No Alcohol Beyond This Point.'

No alcohol may be served, sold or consumed on City streets or property.

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

No inflatables.

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

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. [34234](#)

REGENT NEIGHBORHOOD 4TH OF JULY PARADE

2600 Block Park Pl, 10 Block Farley, 2600 Block Mason St (please see attached map)

F, July 4, 11:45am-12:30pm

4th of July Parade. Discuss location, schedule, set-up, route and activities.

Dave Hughes, Regent Neighborhood Association

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

4. [34235](#)

CAPITAL CITY 5K FOR ORGAN, TISSUE AND EYE DONATION

Start: Capitol Square, Finish: Goodman Pool (please see attached map for route)

Sa, July 26, 4pm-9pm

Run/walk to benefit the National Kidney Foundation of Wisconsin. Discuss location, schedule, set-up, route and activities.

Krista Flanagan, National Kidney Foundation of Wisconsin

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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).

Metro rerouted to outer loop. Standard rerouting fee applies.

Event cannot displace licensed city vendors.

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

No permanent marking, including spray chalk or stickers, on 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. [33720](#)

GREEK FEST

First block of N Seventh St

Sa, July 26 & Su, July 27, 9am-7pm

Annual festival to benefit the Assumption Greek Orthodox Church. Discuss location, schedule, set-up and activities.

Georgiana Wilton, Assumption Greek Orthodox Church/Hellenic Orthodox Community

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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. Remove signs when event has ended.
 Resident petition on file.
 20' emergency access lane must be maintained throughout event area.
 Maintain access to Metro stops.
 Noise must be kept to a reasonable level at all times.
 No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
 No inflatables.
 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.

6. [34236](#)

FOOD FOR THOUGHT FESTIVAL
 100 Block MLK (please see attached map)
 Parking: 200 Block MLK
 Sa, Sept 20, 5am-3pm
 Festival with exhibitors, demo/speaker tent, kids tent/activities and concessions. Discuss location, schedule, set-up and activities.
 Miriam Grunes, REAP Food Group

ACTION: Approved with Conditions

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

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.

20' emergency access lane must be maintained throughout event area.
 8' pedestrian pathway must be maintained on sidewalks throughout event area.

Maintain access to Metro stops.

Licensed city vendors relocated outside of 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.

No inflatables.

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.

7. [34240](#)

200 POTTER STREET
 Neighborhood Block Party
 Sa, June 7, 3pm-8:30pm
 Rain Date: Su, June 8
 Steven Elmore

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.

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

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

No inflatables on streets or sidewalks.

8. [34237](#)

2300 KEYES AVENUE

Neighborhood Block Party

Su, June 8, 9am-9pm

Sherry Gotzler

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.

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

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

No inflatables on streets or sidewalks.

VIII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - Syttende Mai Run/Walk, UW Housing Move-Out, Persona Madison, Wheels on Willy (canceled), 17th Annual WORT Block Party, Madison Fire Sprinkler Demo, Brat Fest Run, Madison Marathon 10K, Midwest Morris Ale
2. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
3. Preview upcoming events - see below and 2014 events calendar
4. Next Street Use Meeting - Wednesday, June 11, 2014

IX. ADJOURNMENT

UPCOMING EVENTS