



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, July 20, 2016

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

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, July 20, 2016 at the Parks Conference Room, 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, Lt. Trevor Knight, Susan Barica, Katie Sellner, Tom Mohr, Bill Putnam, Kay Bentley, Mark Kiesow

Members Excused: Paul Ripp, John Farney, Roger Kleist

Additional City Staff Present: Lt. Jennifer Krueger Favour, Chad Hughes

### 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

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

### V. STREET USE PERMITS FOR SPECIAL EVENTS

#### 1. [43723](#)

UNCOMMON MADISON MOVE IN DAY  
Friday, August 12 through Saturday, August 13 9:00am - 8:00pm  
600 Block of W Mifflin & 100 Block of N Bedford  
Parking Request  
Uncommon Madison  
Kelly Williams

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.**

- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
- X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.
- X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
- X Maintain access to Metro stops.
- X 20' emergency access lane must be maintained throughout event area.
- X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.
- X Loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests.
- 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.

**2. [43600](#)****MENDOTA ELEMENTARY WELCOME BACK EVENT**

4000 School Dr.

Sa, Aug 27, 9am-5pm

Back to School event. Discuss location, schedule, set-up, closure, and activities.

Stacy Brocch, Mendota Elementary

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

X Notify residents on blocks to be closed of event and provide "day of" contact information.

X 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.

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

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

X No inflatables on streets or sidewalks.

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

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

**3. [43721](#)****TASTE OF MADISON**

Saturday, September 3rd through Sunday, September 4th - 9/3 = 2:00pm-8:30pm, 9/4 = 11:00am - 7:00pm

Takedown is 9/4 from 7:00pm to 9/5 at 2:00am  
Capitol Square & surrounding 100 blocks; 200 blocks of Wisconsin Ave &  
MLK Jr. Blvd.  
Festival  
Madison Festivals, Inc.  
Ryan Richards

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

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

X This is a District event. Madison Festivals, Inc. will pay all costs of City of Madison Police Officers and parking enforcement assigned to the event, as determined by the Madison Police Department, at the overtime rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.

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

X Metro rerouted to outer loop. Standard rerouting fee applies.

X 8 Metro routes detoured by event. Fee/route detoured applies.

X Staff must be placed at event perimeter with signage stating "NO ALCOHOL BEYOND THIS POINT"

X Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE).

X Call 267-8756 to arrange for meter bags.

X The Capitol Square will be closed by an approved private contractor.

X Parking Enforcement to bag meters and post "No Parking" signs as per plan on file.

X City vendor licenses are invalidated for this event, but allowed to set up on W Washington per plan approved by the Vending Coordinator.

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

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

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

X Noise must be kept at reasonable levels at all times.

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

X 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.

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

X No inflatables.

X Event organizer/sponsor is responsible for clean up of event area including City receptacles and removal of trash and recycling. Charges will be assessed for any City staff time or resources required for clean up.

X Do Not place Porta Potties in front of open businesses.

X Generators may not displace City Vendors or block Metro bus stops.

X Notify BID Alder

X Walk-through after event to be arranged with Lisa Laschinger, Central Parks

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Supervisor, 266-6031

## VI. STREET USE PERMITS FOR ROUTINE REQUESTS

1. [43724](#) 1400 VONDRON RD  
Saturday, August 27th 10:00am - 7:00pm  
Neighborhood Block Party  
Becky Schroder

Items VII. 1.-4. were Approved with the following conditions:

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X Resident petition - on file. X 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.

X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. X 20' emergency access lane must be maintained throughout event area. X No inflatables on streets or sidewalks.

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

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

2. [43673](#) 1900 WEST LAWN AVE  
Saturday, August 27th 2:00pm - 8:00pm  
Neighborhood Block Party  
Sarah Benish
3. [43739](#) 4600-4800 STEINHAUER TRL  
Saturday, August 13th 11:00am - 7:00pm  
Neighborhood Block Party  
Ramona Rolff
4. [43759](#) 900 LAWRENCE ST  
Saturday, September 17, 1:00pm - 12:00am  
Neighborhood Block Party  
Wayne Plant

## IX. ADJOURNMENT

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