



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, February 19, 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: Kay Bentley, Lt. David McCaw, Wally Meyer and Ron Schwenn

Present: 7 - Kelli Lamberty
Carl Strasburg
Katie Sellner
Tom Mohr
Bill Putnam
John Fahrney
Laura Bauer

Excused: 4 - Susan Barica
Jeremy McMullen
Mike O'Brien
Eric Veum

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 PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. [32083](#) MADISON MINI MARATHON + 5K
Start/Finish at UW Memorial Union (please see attached map for route)
Set Up: F, Aug 15, 8am-6pm, Sa, Aug 16, 2am-7am
Event: Sa, Aug 16, 7am-11am
Take Down: Sa, Aug 16, 11am-12pm
Annual mini-marathon and 5k to benefit UW OBGYN Healthy Women, Healthy Babies. Discuss event date, location, schedule, set-up, route and

activities.
Chad Antcliff, Vision Event Management

ACTION: Approved with 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.

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).

Traffic management plan approved by TE and MPD. Private contractor to provide and set-up equipment for traffic management.
Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.

Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

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

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

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

7 Metro routes detoured by event. Fee/route detoured applies.

Notify area Alders and Neighborhood Associations of event/provide contact information.

Event cannot displace licensed city vendors.

No permanent marking, including spray chalk and 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.

2014 event conditions/fees will apply.

2. [33115](#)

ST PATRICK'S DAY PARADE

Capitol Square (please see attached map for all closures)

Su, Mar 16, 11am-3pm

Annual parade to benefit the UW Carbone Cancer Center, Coaches Vs. Cancer. Discuss location, schedule, set-up, route and activities.

Scott Mueller, St. Patrick's Day Parade Committee

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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.

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

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

Metro rerouted to outer loop. Standard rerouting fee applies.

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

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 alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace, 608-255-5147.

Do not throw candy or objects from vehicles in the parade.

No permanent marking, including spray chalk and 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.

3. [33092](#)**MADISON HALF MARATHON & TWILIGHT 10K**

Capitol Square: 200 MLK, 100 & 200 Wisconsin Ave, 100 E Washington

Set-up: Sa, May 24, 2:00pm-10:00pm

Event: Sa, May 24, 8:00pm, Su, May 25, 7:00am

Take-down: Su, May 25, 4:00pm

Annual half marathon and twilight 10k to benefit various local non-profit organizations. Discuss location, schedule, set-up and activities.

Ryan Richards, Madison Festivals, Inc.

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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).

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

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

7 Metro routes detoured by event. Fee/route detoured applies.
 20' emergency access lane must be maintained throughout event area.
 8' pedestrian pathway must be maintained on sidewalks throughout event area.
 City Vendors licenses (except sidewalk cafes) are invalidated for this event.
 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
 Sign and staff event perimeter – NO ALCOHOL BEYOND THIS POINT.
 Banners crossing the street must be 14' high within the 20' emergency access lane.
 No permanent marking, including spray chalk and stickers, on streets, sidewalks, paths or city landscaping is allowed.
 Event organizer/sponsor is responsible for clean up of event area, including removal of trash and recycling. Charges will be assessed for any City staff time or resources required for clean up.

VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

- 1. [33100](#) WEDNESDAY FARMERS' MARKET
 200 MLK
 W, Apr 23-Nov 5, 8am-2pm
 Annual weekly farmers' market. Discuss location, schedule, set-up and activities.
 Larry Johnson, Dane County Farmers' Market

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 Certificate of insurance listing the City of Madison as additional insured is required - on file.
 Barricade placement as per plan on file with Traffic Engineering (TE).
 Metro route(s) detoured by event. Fee/route detoured applies.
 20' emergency access lane must be maintained throughout event area.
 8' pedestrian pathway must be maintained on sidewalks throughout event area.
 Event cannot displace licensed city vendors.
 Provide list of early vendors.
 No permanent marking, including spray chalk and stickers, on streets, sidewalks, paths or city landscaping is allowed.

- 2. [33102](#) ART FAIR FARMERS' MARKET
 10 Block East and West Wilson
 Sa, July 12, 5am-2pm
 Relocation of weekly Saturday farmers' market for Art Fair on the Square.

Discuss location, schedule, set-up and activities.
Larry Johnson, Dane County Farmers' Market

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

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.

Provide and maintain access to the Hilton and parking ramp.

Coordinate activities with Art Fair Off the Square.

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. [33119](#)

BUSKING FOR BOOKS

Each corner of State Street (no closure)

Sa, Apr 26, 12:30-3:30pm

Annual acoustic street performance to benefit the Literacy Network. Discuss location, schedule, set-up and activities.

Shawn Steen, Literacy Network

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

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

Maintain access to Metro stops.

Event cannot displace licensed city vendors.

Do not leave any items on City property after event.

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. [33091](#)

THE COLOR RUN

Start/Finish: Alliant Energy Center

Closure: Bram Street from Koster Street to Expo Way

Su, May 4, 8:00am-9:15am

Annual color run to benefit Camp Kesem, Madison Sports Comm. Discuss location, schedule, set-up and activities.

Kari Dawson, The Color Run LLC

ACTION: Street Use Permit not needed.

5. [32808](#)

SAFETY SATURDAY

100 MLK, 10 E & W Main, **10 S Pinckney St**

Sa, June 14, 7:15am-1:30pm

Annual safety awareness event including displays and demonstrations.

Discuss location, schedule, set-up and activities.

Bernadette Galvez, City of Madison Fire Department

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Special duty officers required for event. Call 608-266-4022 to arrange.

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.

Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

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

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

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

Licensed city vendors relocated outside of event area.

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

Noise must be kept to a reasonable level at all times. Direct speaker amplification away from DCFM.

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

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

6. [32809](#)

DANE COUNTY FIRE CHIEFS ANNUAL FIRE TRUCK PARADE

Staging: Langdon from Lake to N Henry, and Lake from University to Mendota Ct

Parade: State St

Display: Capitol Square from Wisconsin Ave to State St to W Washington
Su, Oct 5, 11:30am-3:30pm

Annual parade of fire trucks. Discuss location, schedule, set-up, route and activities.

Ed Ruckriegel, City of Madison Fire 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. Remove meter bags when event has ended.

Event cannot displace licensed city vendors.

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

Metro route(s) detoured by event. Fee/route detoured applies.

Coordinate activities with Harvest Fest.

Allow traffic to cross parade route / obey traffic signals.

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.

VII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - Overture School Show, Madison Winter Festival
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 - March 5, 2014

VIII. ADJOURNMENT

UPCOMING EVENTS