



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, March 31, 2021

10:00 AM

Virtual Meeting

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, March 31, 2021. 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, Kristin Brodowsky, Sgt. Andrew Hyatt, Tom Mohr, Meghan Blake-Horst, Poorna Shivakumar, Mark Kiesow, Eric Veum, Liza Tatar, Capt. Brian Chaney-Austin

Members Excused: Matthew Scamardo, Bill Pullman, John Fahrney, Mark Kiesow, Lt. Scott Kleinfeldt

Additional City Staff Present: Mary Lloyd, Katie Crawley, Kelly Post

1. [64767](#) 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.

APPROVAL OF MINUTES

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

STREET USE PERMITS FOR SPECIAL EVENTS

2. [64758](#) LAKE MONONA 20K RUN/WALK
Sat, May 1, 2021 / 5:00am - 1:00pm
Start/Finish: Winnequah Park, Monona
See attached map/schedule
Annual Run/Walk.
Discuss routes, schedule and activities.
Race Day Events, LLC / Ken Ellingsen

Registered speaker Ken Ellingsen registered in support, not to speak, but available for questions.

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

X 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

X COVID-19: If an event meets the criteria to occur under Public Health Madison and Dane County's current order, organizers must review PHMDC requirements for physical distancing, hygiene and cleaning policies at the event and submit the City of Madison's COVID-19 Event Safety Plan and Checklist. If these orders, or any future order restricting gatherings of people, are in place on the date of an event, the orders in place at the time supersede and may invalidate any approved street use permit, if the order includes restrictions that prohibit the size or nature of an event.

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

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

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

Marsha A Rummel – district6@cityofmadison.com

Tag Evers – distrct13@cityofmadison.com

Sheri Carter – district14@cityofmadison.com

Grant Foster – district15@cityofmadison.com

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

X MPD Parking Enforcement will post signage and hood meters. Organizer agrees to pay all MPD costs associated with these tasks.

DURING EVENT

X Maintain access to Metro stops.

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. [64757](#)

BREESE STEVENS CONCERT SERIES

W, 5/5, 6am,- F, 5/7, 4am (concert - 5/6/21)

F, 5/21, 6am - Su, 5/23, 4am (concert - 5/22/21)

900 E Washington Ave., 900 E. Mifflin, 100 block Patterson, 100 block Brearly

See attached for parking and street closure details

Concert staging and parking areas.

Discuss location and schedule.

Big Top Events LLC / Trygve Chinander

Registered speaker Tryg Chinander registered in support, not to speak, but available for questions.

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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.

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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:

Patrick W. Heck – district2@cityofmadison.com

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

X City of Madison Traffic Engineering will drop off the necessary barricades for the street closure. There are charges for this equipment.

X Contact Stephanie Niesen (Parking Enforcement) at sniesen@cityofmadison.com or 608-266-4623 to discuss "No Parking" signs and enforcement requirements. Organizer must abide by all recommendations/stipulations provided by Parking Enforcement. Organizer is responsible for all costs associated with enforcement.

X 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.

DURING EVENT

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

X Maintain access to Metro stops.

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

X 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.

X Provide and maintain access for Mifflin St residents.

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

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

X Loading/unloading areas must be monitored by event staff wearing fluorescent traffic/safety vests.

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

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 The 10 block of N. Paterson will be closed at the end of the concert(s), approximately 9:45 to 10:45pm, to facilitate pedestrian movement.

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.

4. [64759](#)

ALLIED NEIGHBORHOOD BIKE RODEO

Sa, May 15, 2021 / 9am - 4:30pm

Street Closure: Gene Parks Place, Percy Julian Way, Revival Ridge

Neighborhood Bike Rodeo

MPD & Traffic Engineering / Officer Gracia Rodriguez

Registered speaker Officer G. Rodriguez registered in support and wishes to speak.

Registered speaker Pepe Barros registered in support, not to speak, but available for questions.

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X 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:

Zachary Henak - district10@cityofmadison.com

X Notify area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

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

X Traffic Engineering will deliver/pick-up barricades.

X MPD Parking Enforcement will post signage and hood meters.

DURING EVENT

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

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.

STREET USE APPLICATIONS FOR ROUTINE REQUESTS

5. [64756](#)

ANNUAL WI LAW ENFORCEMENT MEMORIAL CEREMONY

Fri. May 7, 2021 / 9:30am - 1:00pm

Street Closure: Capitol Square

Parking: Capitol Square, 100 N. Hamilton

Route: see attached

Discuss parade route, schedule, and activities

WI Law Enforcement Memorial, Inc. / Brian Willison

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Michael Verveer - district4@cityofmadison.com

Tag Evers – 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 Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)

X Event cannot displace licensed city vendors.

X Approved parking/traffic plan for event:

- Inside parking lane (Capitol) – parking for legislators
- Inside travel lane – open for access
- Outside travel lane – parking for squads
- Outside parking lane – parking for squads

Keep intersections clear of squads

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.

6. [64760](#)**BANDWAGON**

Sa, June 19, 2021 / 2pm-7:30pm

No Street Closure

The Forum

Pop-up concert

Bach Dancing & Dynamite Society / Samantha Crownover

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

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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, mblake-horst@cityofmadison.com or 608-261-9171.

DURING EVENT

X Event cannot displace licensed city vendors.

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 Hyatt to Adjourn. The motion passed by voice vote/other.