



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, June 26, 2019

10:00 AM

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

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A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, June 26, 2019 at the City-County Building, 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, Paul Ripp, Mark Kiesow, Lt. Dave McCaw, Susan Barica, Katie Sellner, Tom Mohr, John Fahrney, Meghan Blake-Horst, Matthew Scamardo

**Members Excused:** Eric Veum, Bill Putnam

**Additional City Staff Present:** Kristin Brodowsky, Mary Lloyd

### APPROVAL OF MINUTES

Motion made by Barrica, seconded by Sellner to Approve the Minutes. Motion passed by voice vote/other.

### STREET USE PERMITS FOR SPECIAL EVENTS

- 56409** STOP THE VIOLENCE! SAVE OUR CHILDREN! PARADE  
Saturday, July 06, 2019 / 11am-12pm  
Parade: 5701 Raymond Road (Good Shepherd Lutheran) to 1701 McKenna Blvd (Our Redeemer)  
Parade: Discuss location, schedule, set-up and activities.  
Sheray Wallace / Meadowood NA, Neighborhood Connectors, Meadowood Health Partnership, Good Shepard Church

**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.**  
**BEFORE EVENT**  
**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:**

Barbara Harrington-McKinney - district1@cityofmadison.com

X The event organizer is responsible for arranging 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 Street Use Permits 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 Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

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

X 2 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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

X 20' emergency access lane must be maintained 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.

## 2. [56410](#)

HER MADISON HALF MARATHON & 5K

Sunday, July 21, 2019 / 7:00am - 11:00am

Start/Finish: Hilldale Shopping Mall

See attached maps for requested routes/parking

Discuss location, schedule, setup

Jerry Kempfer / Run Strong Madison

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

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#### BEFORE 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 - on file.

X Notification: Organizer must notify area alder(s) and residents 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:

Shiva Bidar-Sielaff - district5@cityofmadison.com

Avra Reddy - district8@cityofmadison.com

Arvina Martin - district11@cityofmadison.com

Keith Furman - district19@cityofmadison.com

X 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.

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. Organizer agrees to pay all MPD costs associated with these tasks.

#### DURING EVENT

X Maintain access to Metro stops.

X 20' emergency access lane must be maintained 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.

3. [56411](#)

#### SCHENK'S CORNERS BLOCK PARTY

Fri., Aug 16, 4pm-10pm / Sat., Aug 17, 2pm-10pm / Sun., Aug 18, 10am-4pm

Street Closure - 1900 Atwood Ave, Fri, Aug 16, 7am- Sun, Aug 18, 7pm

Music/concert/block party.

Discuss location, schedule, set-up and activities.

Schenk's Corners Arts Society Inc. / Michael Randall & Dan Plourde

**Discussed location, set up and schedule. Referred to a future SUSC meeting once planning is complete.**

4. [56143](#)

#### RUN SANTA RUN

Sat, 12/8/2019 / 11am - 6:30pm

Start and Finish: Capitol Square

Route: 100-500 block of E. Mifflin - rolling closure starting at 2:50pm

Discuss location/route, schedule, set-up and activities.

Race Day Events, LLC. / Lucas Molloy

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#### BEFORE EVENT

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

Michael Verveer - district4@cityofmadison.com

- X Notify the Madison Central Business Improvement District’s Executive Director at [tkenney@visitdowntownmadison.com](mailto: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](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.
- X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.
- 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.
- X Parking Enforcement will post “No Parking” signs on E. Mifflin Street. Race Day Events, LLC will pay all costs of Parking Enforcement staff assigned to the event.

**DURING EVENT**

- X The Capitol Square will be closed by an approved private contractor.
- X Barricade placement as per plan on file with Traffic Engineering (TE).
- X Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)
- X Event cannot displace licensed city vendors.
- X Noise must be kept to a reasonable level at all times.
- X Provide and maintain access to the AC Hotel during 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.

**STREET USE APPLICATIONS FOR ROUTINE REQUESTS**

- 5. [56413](#) VERA COURT BLOCK PARTY  
600 block of Vera Court (cul-de-sac)  
Neighborhood Center block party  
Discuss location, schedule, set up  
David Presser / Vera Court Neighborhood Center

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

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**BEFORE EVENT**

- 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:

Rebecca Kemble - district18@cityofmadison.com

X The event organizer is responsible for arranging 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 Street Use Permits 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. There are charges for this equipment.

#### DURING EVENT

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

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

X 20' emergency access lane must be maintained 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. [56414](#)

#### MONROE STREET SUMMER SIDEWALK SALE

Sat., July 27, 2019 / 10am-5pm

Parking Only: 1600-1900 & 2500-2700 Monroe St.

Annual sidewalk sale

Laura Strickland / Monroe St. Merchants Association

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

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#### BEFORE EVENT

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

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:

Tag Evers - district13@cityofmadison.com

#### DURING EVENT

X Maintain access to Metro stops.

X Maintain accessible pedestrian pathway 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.

7. [56415](#)

**YWCA ANNUAL COOKOUT**

Thu., Aug 15, 2019 / 3pm-8pm

Street Closure: 100 East Mifflin (In front of the YWCA).

YWCA Annual Cookout.

Discuss location, schedule, set-up, closure, and activities.

Danielle Dieringer / YWCA Madison

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**BEFORE EVENT**

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:

Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

X Notification: Notify businesses and residents within the event area. Notification must include event information, including: location, date, and schedule. Also include day of contact info for the event organizer.

X 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.

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

X Maintain access to the bike boulevard.

X No barricades in front of alley entrance/exit.

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

X 20' emergency access lane must be maintained 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.

8. [56416](#)

**ICON STREET PARTY**

Sat., Aug. 24, 2019 / 6:15pm-11:59pm

100 block of W. Main St.  
 Mini-bike performances  
 Discuss location, activities, setup, schedule  
 Amanda Sundvor / Icon Motosports

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**BEFORE EVENT**

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**Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)**

**X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto: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](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.**

**X 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.**

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

**X Event cannot displace licensed city vendors.**

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

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

**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.**

9. [56417](#)

UW-MADISON HOUSING MOVE-IN

Street Closure - Lake Street between Johnson and Dayton

Tue., Aug. 27, 2019 6am-6pm & Sat., Aug. 31, 6am - Sun., Sept. 1, 6pm

Street Closure - Dayton St between Park and Frances & Frances St.  
between Dayton and Kohl center  
Tue., Aug. 27, Sat., Aug. 31, & Sun., Sept. 1, 2019 / 6am-6pm  
UW Madison Housing  
Discuss location, schedule  
Lindsay Gustin / UW Madison Housing

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**BEFORE EVENT**

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**Michael Verveer - district4@cityofmadison.com**

**Avra Reddy - district8@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 Barricade placement as per plan on file with Traffic Engineering (TE).**

**X 1 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)**

**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.**

10. [56418](#)

**DRIVE ELECTRIC CELEBRATION - MADISON 2019**

Sat., Sept. 21, 2019 / 6:00am - 2:00pm

100 Block of Martin Luther King, Jr. Blvd.

Car show of electric vehicles

Discuss location, setup, schedule

Eric Powers / Powers Productions, LLC

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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 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:

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.

X Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.

X 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.

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

X Event cannot displace licensed city vendors.

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

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.

**ADJOURNMENT**

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