



City of Madison

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

Meeting Minutes STREET USE STAFF COMMISSION

Wednesday, April 15, 2015

10:00 am

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

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Team was held at 10:00 AM on Wednesday, April 1, 2015 at the City-County Building, 210 Martin Luther King, Jr. Blvd, Room 108. The meeting was called to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelli Lamberty, Trevor Knight, Susan Barica, Katie Sellner, Ron Schwenn, Tom Mohr, Bill Putnam, John, Fahrney, Roger Kleist, Eric Veum.

Members Excused: Lisa Laschinger

Additional Staff: Kay Bentley, Tony Rosen, Cpt. Carl Gloede

II. APPROVAL OF MINUTES

III. PUBLIC COMMENT

IV. DISCLOSURES AND RECUSALS

V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. BADGERS' NIGHT OUT
State St. Mall (800 State St.)
Set-Up: Th, April 30, 10:30am-12:00pm
Event: T, April 30, 12pm-8pm
Take-Down: F, May 1, 8pm-9pm
WI Alumni Student Board event including food, vendors, art displays and music stage. Discuss location, schedule, set-up and activities.
Ali Khaleel, Wisconsin Alumni Association

Approved 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 8' pedestrian pathway must be maintained on sidewalks throughout event area.
X Event cannot displace licensed city vendors.

- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
- X No inflatables.
- X No amplification before 12:30pm.
- X State Street Mall agencies petition on file.
- X Event organizer/sponsor is responsible for clean up of event area, including city trash/recycling receptacles. Charges will be assessed for any City staff time or resources required for clean up.

2.

LAKE STREET BASH

Lake from Langdon to Mendota Ct. / Medota Ct.

Set-Up: F, May 1, 12pm-5pm

Event: F, May 1, 5pm-8pm

Take-Down: F, May 1, 8pm-9pm

WI Alumni Student Board block party including food vendors and music stage.

Discuss location, schedule, set-up and activities.

Ben Agatston Okas, Wisconsin Alumni Association

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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 meter bags. Remove meter bags when event has ended.

X Barricades must be staffed at all times to allow access to streets and sidewalks w/in event.

X Langdon St. parking and traffic lanes to remain open and unobstructed 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 Resident petition on file.

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

X No inflatables.

X 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.

LETS EAT OUT! NEIGHBORHOOD DINNERS

May 4 - August 27, 2015 / parking only, no closure

5-8pm

Mondays: 1400 Wheeler Rd.

Mondays: 4100 Donald Dr.

Tuesdays: 40 S. Midvale Blvd.

Tuesdays: 1200 Tompkins Dr.

Wednesdays: 7200 East Pass

Request for parking for food carts at neighborhood dinner events. Discuss

location, schedule, set-up and activity.

Christine Ameigh, Let's Eat Out!

Denied - Request exceeded number of dates allowed at a single location per MGO 10.056(5)(b)4.

4.

RIDE THE DRIVE - DOWNTOWN

John Nolen Dr, E Washington and Capitol Square

Su, June 7, 2015, 8am-3pm

Annual community event that turns a five-mile loop of Madison's signature streets into a public promenade that is closed to cars and opened to bikers, walkers, rollerbladers. Discuss location, schedule, set-up, route and activities.

Tracey Hartley, Madison Parks

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X Special duty officers required for event. District Event, coordinate police requirements with central district.

X Notify area Alders, businesses and residents along the route.

X Traffic Engineering (TE) will provide traffic management plan and equipment.

X Parking Utility/Enforcement will bag meters and post "No Parking" signs.

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

X Suspend vending restrictions and invalidate vending licenses for City licensed vendors on 10 N. and S. Pinckney, 100 E. Washington and 10 E. and W. Main St. (licensed sidewalk cafes exempted).

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

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

X 6 Metro routes detoured by event.

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

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 and stickers, on streets, sidewalks, paths or city landscaping.

X No Inflatables.

X 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.

OLYMPIC DAY

Sa, June 27, 2015 / 8am-3pm

100 E. Washington

Celebration commemorating the birth of modern Olympic Games and promoting fitness and Olympic ideals. Discuss location, schedule, set-up and activities.

Yuriy Gusev, Central Cross Country Ski Assoc.

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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 meter bags. Remove meter bags when event has ended.

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

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

X Barricades at East Washington and Webster must be staffed at all times.

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

X Event cannot displace licensed city vendors.

X Noise must be kept to a reasonable level at all times. Face speakers away from Farmers' Market.

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. Charges will be assessed for any City staff time or resources required for clean up.

VII. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1.

WATER WAGON

0 E. Wilson - sidewalk only

Wednesdays, April 22 - November 4, 2015 /11am-2pm

Weekly water wagon display during the Wednesday Farmers' Market.

Discuss location, schedule, set-up and activities.

Amy Barilleaux, Madison Water Utility

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

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

X Event cannot displace licensed city vendors.

X 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.

300-400 CLEMONS AVE.

Sa, April 25, 2-6pm

Neighborhood block party.

Jay Garvey Shah

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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.

IX. ADJOURNMENT