



# 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, 2011

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

#### Other Staff Present: Drew Beck

**Present:** 8 -  
Kelli Lamberty; Cindy Mierow; Susan Barica; Jeremy McMullen; Tom  
Mohr; Bill Putnam; John Fahrney and Melvin W. Lamb

**Excused:** 1 -  
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

### V. NEW BUSINESS

#### A. STREET USE APPLICATIONS FOR SPECIAL EVENTS

##### [23093](#)

KIDS TO KIDS GARAGE SALE  
100 MLK Jr. Blvd. Sa, August 6, 7:30a-2p  
Kids and families rent booth space and sell items. Discuss location,  
schedule, set-up and activities.  
Anne Whisner, Madison Parks

**Attachments:** [8.6KidstoKids.pdf](#)

**ACTION: Approved w/ Conditions**  
Barricade placement as per plan on file with Traffic Engineering (TE).  
Call 608-267-8756 to arrange for meter bags. Remove meter bags when event  
has ended.  
Provide and maintain access for M&I drive thru customers during hours of

operation.

Event cannot displace licensed city vendors.

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

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.

23097

TASTE OF MADISON

Capitol Square, surrounding 100 blocks and 200 MLK

Set up: F, Sept 2, 6-11pm

Sa, Sept 3, 8am-2pm

Event: Sa, Sept 3, 2-8:30pm

Su, Sept 4, 11am-7pm

Tear Down: Su, Sept 4, 7-11pm

Annual festival held each year over Labor Day weekend, Taste of Madison showcases more than 75 local restaurants, 20 beverage stands and three entertainment stages. Discuss location, schedule, set up and activities.

Keith Peterson, Madison Festivals, Inc.

Attachments: [9.3-9.4Taste.pdf](#)

**ACTION: Approved w/ Conditions**

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 and traffic management plan by approved private contractor. Plan approved by TE, MPD and Metro.

Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.

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

Fire inspector required.

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

Provide and maintain access for M&I drive thru customers during hours of operation.

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

Notify Grace Church of parking street closure times.

Licensed city vendors relocated outside of event area.

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

Signage and staffing at event perimeter – 'No Alcohol Beyond This Point'.

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.

[23295](#) FOOD FOR THOUGHT FESTIVAL  
100 Block MLK Sa, Sept 17, 5:30am-3pm  
Annual food festival. Discuss location, schedule, set-up and activities.  
Ken Baun, REAP

**Attachments:** [9.17FoodForThought.pdf](#)

**ACTION:** Referred to 8/3/2011 Meeting

[23281](#) BRITTANY ZIMMERMAN 5K RUN/WALK  
800 Block Langdon Street, North Park from Langdon to the Lake  
Sa, Sept 17, 7am-11:30am  
Annual run/walk to raise funds for the Madison Area Crime Stoppers  
Program. Discuss route, schedule, set-up and activities.  
Erik Pearce, Madison Area Crime Stoppers Program, Inc.

**Attachments:** [9.17BrittanyZimmerman5K.pdf](#)

**ACTION:** Approved w/ Conditions  
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).  
Call the Sayle St. 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.  
Maintain access to Metro stops.  
20' emergency access lane must be maintained throughout event area.  
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.

## B. INFORMATIONAL PRESENTATIONS AND EVENT PROPOSALS

[23284](#) UW HOME FOOTBALL GAMES  
August 14, 2011 - August 13, 2012 (See Addendum for location and dates)  
Discuss location, schedule, set-up and activities.  
Todd Nelson, University of Wisconsin Athletics

**Attachments:** [UWHomeFootballGames.pdf](#)

**ACTION:** Discussion Only

[23285](#) KOHL CENTER EVENTS  
September 1, 2011 - October 31, 2012 (See Addendum for location and dates)  
Discuss location, schedule, set-up and activities.  
Todd Nelson, UW Athletic Department

Attachments: [KohlCenterEvents.pdf](#)

**ACTION: Discussion Only**

## C. STREET USE APPLICATIONS FOR BLOCK PARTIES AND ROUTINE REQUESTS

### 23286

#### NATIONAL NIGHT OUT

200 Block MLK Tu, Aug 2, 5:15pm-9:45pm

An evening to bring neighbors together to bring awareness about crime in neighborhoods. Discuss location, schedule, set-up and activities.

Officer Frank Chandler, Madison Police Department

Attachments: [8.2NationalNightOut.pdf](#)

**ACTION: Approved w/ Conditions**

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

Call the Sayle St. 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.

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

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

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.

### 23326

#### GREAT TASTE OF THE MIDWEST

Lakeshore Ct and 300 E Lakeside St

Set-up: F, Aug 12

Event: Sa, Aug 13, 12-6pm

Take-down: Su, Aug 14

Annual beer festival at Olin-Turville Park. Discuss location, schedule, set-up and activities.

Thomas Jones, Madison Homebrewers and Tasters Guild, Ltd.

Attachments: [8.13GreatTaste.pdf](#)

**ACTION: Approved w/ Conditions**

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.

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

Call the Sayle St. 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 "No Parking" signs. Remove signs when event has ended.

Street use petition on file.

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

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.

[23289](#)

INDIA DAY 2011

100 Block MLK Sa, Aug 20, 7am-2pm

Celebration of Indian culture - displays/exhibits, dance, music and food .

Discuss location, schedule, set-up and activities.

Badri Lankella, Association of Indians in America (AIA)

**Attachments:** [8.20IndiaDay.pdf](#)

**ACTION: Approved w/ Conditions**

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).

Call the Sayle St. 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 with the Street Vending Coordinator, 608-261-9171.

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

Event cannot displace licensed city vendors.

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

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.

[23290](#)

WISCONSIN SCIENCE FESTIVAL

300 Block Orchard St

No Closure, 1 Parking Stall: Sa, Sept 24, 8am-11pm

Closure: Su, Sept 25, 8am-6pm

Science festival, set-up includes tables and parking for broadcasting truck. Discuss location, schedule, set-up and activities.

Ann Feist, Wisconsin Alumni Research Foundation

**Attachments:** [9.23-9.25WIScienceFestival.pdf](#)

**ACTION: Referred to 8/3/2011 Meeting**

[23291](#)

4225-4202 WANETAH TRAIL

Neighborhood Block Party Sa, July 30, 4-10pm

Michael Becker

**Attachments:** [7.30Wanetah.pdf](#)

**ACTION: Approved w/ Conditions**

Resident petition - on file.

The Event Organizer is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street.

The Sayle St. Garage, 266-4767, 1120 Sayle St., is open Monday - Friday, 8:30 a.m. - 3:30 p.m. 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/per barricade after the initial eight). 20' emergency access lane must be maintained throughout event area. Event organizer/sponsor is responsible for clean up of event area. Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

**23293**

2000 WESTBROOK LANE & WESTBROOK CIRCLE  
Neighborhood Block Party                      Su, Aug 14, 12-6pm  
Tania Banak

**Attachments:**      [8.14Westbrook.pdf](#)

**ACTION: Approved w/ Conditions**

Resident petition - on file.

The Event Organizer is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street. The Sayle St. Garage, 266-4767, 1120 Sayle St., is open Monday - Friday, 8:30 a.m. - 3:30 p.m. 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/per barricade after the initial eight). 20' emergency access lane must be maintained throughout event area. Event organizer/sponsor is responsible for clean up of event area. Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

**23292**

600-700 CHAPMAN ST, 3000-3100 CROSS ST  
Neighborhood Block Party                      Su, Aug 14, 3-9pm  
Billy Larimore

**Attachments:**      [8.14ChapmanCross.pdf](#)

**ACTION: Approved w/ Conditions**

Resident petition - on file.

The Event Organizer is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street. The Sayle St. Garage, 266-4767, 1120 Sayle St., is open Monday - Friday, 8:30 a.m. - 3:30 p.m. 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/per barricade after the initial eight). 20' emergency access lane must be maintained throughout event area. Event organizer/sponsor is responsible for clean up of event area. Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

**23327**

4800 MAHER AVENUE  
Neighborhood Block Party                      SA, Aug 20, 11am-9pm (Rain Date: Sa,  
Aug 27)  
Colleen M. Freitag

Attachments: [8.20Maher.pdf](#)

**ACTION: Approved w/ Conditions**

Resident petition - on file.

The Event Organizer is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street.

The Sayle St. Garage, 266-4767, 1120 Sayle St., is open Monday - Friday, 8:30 a.m. - 3:30 p.m. 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/per barricade after the initial eight).

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

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

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

[23294](#)

3800-3900 CLAIR STREET

Neighborhood Block Party

Su, Aug 21, 3pm-Dusk (Rain Date: Sa,

Aug 27)

Laurie Nagus

Attachments: [8.21StClair.pdf](#)

**ACTION: Approved w/ Conditions**

Resident petition - on file.

The Event Organizer is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street.

The Sayle St. Garage, 266-4767, 1120 Sayle St., is open Monday - Friday, 8:30 a.m. - 3:30 p.m. 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/per barricade after the initial eight).

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

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

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

VI. ONGOING BUSINESS / ANNOUNCEMENTS

- A. Recap recent street use events
- B. Preview upcoming events - see below and 2011 events calendar
- C. Next Street Use Meeting - W, August 3, 2011

VII. ADJOURNMENT

**UPCOMING EVENTS**