



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, August 3, 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: Laura Bauer, Anthony Bitterman and Katie Sellner.

Present: 8 -

Kelli Lamberty; Susan Barica; Jeremy McMullen; Tom Mohr; Bill Putnam;  
John Fahrney; Melvin W. Lamb and 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

1. [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: 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.

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

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

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

Turn speakers away from the Farmers' Market.

Licensed city vendors relocated outside of 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.

2. [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 8/17/2011 Meeting**

3. [23455](#)

WILLY STREET FAIR

800-1000 Blocks Williamson

Sa, Sept 17, 2-9pm

Su, Sept, 18, 11am-7pm

Annual street fair. Discuss location, schedule, set-up and activities.

Gary Kallas, Wil-Mar Neighborhood Center

**Attachments:** [9.17-18Willy.pdf](#)

**ACTION: Referred to 8/17/2011 Meeting**

4. [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: Approved w/ Conditions**

**Addendum on file with Community Event Coordinator**

5. [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: Approved w/ Conditions**  
Addendum on file with Community Event Coordinator

6. [23449](#)

11TH ANNUAL STREETBALL & BLOCK PARTY  
600 Buick, 2100 Fisher, 500 Dane & 2000 Baird Streets  
Sa, Aug 13, 6am-2pm, Rain Date: Su, Aug 14  
Basketball tournament and block party. Discuss location, schedule, set-up and activities.  
Boyce Hodge, USAISO, Inc.

**Attachments:** [8.13Streetball.pdf](#)

**ACTION: Approved w/ Conditions**  
Certificate of insurance listing the City of Madison as additional insured is required -on file  
Call 608-267-8756 to arrange for "No Parking" signs. Signs must be posted 48 hours in advance and Parking Enforcement notified. Remove signs when event has ended.  
Provide alder and neighborhood notice of event.  
Barricade placement as per plan on file with Traffic Engineering (TE).  
TE delivers barricade to Penn Park. Parks staff to distribute as indicated on plan.  
Barricades at Fisher & Dane and Buick & Taft must be attended by event staff or volunteers throughout the event to allow vendor access and access to disability parking.  
20' emergency access lane must be maintained throughout event area.  
1 Metro route detoured by event. Fee/route detoured applies.  
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.

7. [23447](#)

PARK(ING) DAY 2011  
2 parking spaces on 100 MLK F, Sept 16, 9am-3pm  
Converting a metered parking space into a "parklet" for a brief moment in time. Discuss location, schedule, set-up and activities.  
Aaron Williams, SAA Design Group

**Attachments:** [9.16Park\(ing\)Day.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.  
20' emergency access lane must be maintained throughout event area.  
Event cannot displace licensed city vendors.  
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.

8. [23450](#) EQUINOX MOVE-IN  
400 Block W Gorham St Tu, Aug 16, 11am-5pm  
Move in for 115 unit high rise with limited parking. Discuss location, schedule, set-up and activities.  
Myles Tourtillott, Madison Property Management

**Attachments:** [8.16Equinox.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.

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

Traffic board required.

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.

9. [23482](#) ROLL OVER AMERICA (ROAM)  
100-200 MLK M, Aug 15, afternoon-evening  
Downtown stop for cross-country cyclists. Discuss location, schedule, set-up and activities.  
Darryl Jordan, ROAM

**Attachments:** [8.15ROAM.pdf](#)

**ACTION: Approved w/ Conditions**

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

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.

Event cannot displace licensed city vendors.

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 for M&I drive thru customers during hours of operation.

Provide security volunteers.

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.

- [23492](#) SOLIDARITY BRAT FRY  
100 King St. - end of street across from GEF buildings W, Aug. 10, 9a-3p  
Brat fry for members of AFSCME, AFT and WEAC. No selling or donations. Discuss schedule, set-up and activities.  
Sean Heiser, AFSCME Council 24

Attachments: [8.10bratfry.pdf](#)

**ACTION: Approved w/ Conditions**

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

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

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

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. STREET USE ORDINANCE CHANGES**

1. [23034](#) Amending Sec. 38.05(9)(e), Secs. 10.056(4)(a)7., (4)(b)3., (5)(d), (5)(f), creating Secs. 10.056(4)(b)4. and (6)(p), and amending Sec. 38.07(7) of the Madison General Ordinances to require Common Council approval of temporary Class B alcohol licenses issued in conjunction with Street Use Permits and modifying the procedures for approving such licenses and Street Use Permits accordingly.

Attachments: [Street Use Staff Team changes Version 1](#)  
[Registration forms - Common Council 9-6-11.pdf](#)

**This Ordinance was Return to Lead with the Following Recommendation(s)**

1. add language to new 38.05(9)(e)2. requesting that the city clerk notify the street use staff commission administrator when the council approves or denies a temporary class B license for a street use event and what the conditions are (if any.)

2. clean-up items needed to the street use ordinance:  
 10.056(o)(6) - Increase the fire lane width requirement from 16' to 20' (request of fire dept.)

10.056(8)(a), (b), (c) - changes to the maximum limit for certificates of insurance when required for events from \$1 million to "as determined by risk manager."  
 · make the indemnification requirement for street use applicants apply to all events.

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

1. [23485](#) Radio broadcast  
 Near fountain at 1 N Pinckney St., 2 parking meters on 100 block E Washington  
 M, Aug 8, 11am - T, Aug 9, 11pm  
 Ed Schultz show broadcasts - platform set-up. Discuss location, schedule, set-up and activities.

Greg Vreeland, NBC News

**Attachments:** [8.8-9NBC.pdf](#)

**ACTION: Approved w/ Conditions**

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

Event cannot displace licensed city vendors.

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

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

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

Any cables, cords or wires that cross the sidewalk, curb cuts or go into the street must be ramped to avoid obstructing or impeding pedestrian or vehicular traffic in the right of way.

No equipment or cables may be set up on or crossing the grass bed areas.

The stage may not be set up on the fountain.

Maintain minimum 8' pedestrian pathway. Do not block or obstruct curb cuts.

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. [23448](#)

HISTORY ON THE SQUARE

Sa, Oct 1, 7am-8pm

7am-3pm PARKING ONLY: 30 N. Carroll St. & Bus Stop #1324 SB 98  
Carroll St. at Mifflin St.

3pm-8pm PARKING ONLY, NO CLOSURE: 2 Parking Spaces on 10  
Block N Carroll

Horse and carriage promoting a celebration in appreciation of Society supporters - past, present and future. Event will feature intriguing museum exhibits, captivating demonstrations, colorful costumed characters, children's activities, door prizes, and much more. Discuss location, schedule, set-up and activities.

Ellen Hassel, Wisconsin Historical Foundation, Inc.

**Attachments:** [10.1HistoryOnTheSquare.pdf](#)

**ACTION: Referred to 8/17/2011 Meeting**

3. [23452](#)

DANE COUNTY FIRE CHIEF'S PARADE

10 Block N Carroll St & 10 Block W Mifflin St, State St & N Lake St,  
Langdon St from N Park to N Henry

Su, Oct 9, 11:30am-3:30pm

Fire Prevention Week Kick Off Parade. Discuss route, location, schedule, set-up and activities.

Ed Ruckriegel, City of Madison Fire Department

**Attachments:** [10.9FireChiefParade.pdf](#)

**ACTION: Approved w/ Conditions**  
 Special duty officers required for event. Call 608-266-4022 to arrange.  
 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.  
 20' emergency access lane must be maintained throughout event area.  
 Event cannot displace licensed city vendors.  
 Metro route(s) detoured by event. Fee/route detoured applies.  
 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. [23453](#) ONE BLOCK WIRTH COURT  
 Neighborhood Block Party Sa, Aug 13, 2:30-9pm  
 Becky Oglum

**Attachments:** [8.13Wirth.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.

5. [23479](#) 1200 RUTLEDGE STREET & ORTON COURT  
 Neighborhood Block Party Su, Aug 21, 3:30-9:30pm  
 Martinique M. Barthel

**Attachments:** [8.21RutledgeOrton.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.

6. [23454](#) 400 ORCHARD DRIVE

Neighborhood Block Party Sa, Aug 27, 3-9pm, Rain Date: Su, Aug  
28  
Amy Rogers

**Attachments:** [8.27Orchard.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.

7. [23491](#) Laurel Court Sa, Aug. 6, 4-9p  
Neighborhood block party  
John Stranger

**Attachments:** [8.6Laurel.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 17, 2011

VII. ADJOURNMENT

**UPCOMING EVENTS**



