



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, May 15, 2013

10:00 am

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

I. CALL TO ORDER / ROLL CALL

Additional Staff Present: Kay Bentley

Present: 10 -

Kelli Lamberty; Carl Strasburg; Susan Barica; Katie Sellner; Jeremy McMullen; Tom Mohr; Bill Putnam; John Fahrney; Mike O'Brien and Laura Bauer

Excused: 1 -

Eric Veum

II. APPROVAL OF MINUTES

III. PUBLIC COMMENT

Ronald F. Marczak registered to speak in opposition to the WORT Block Party.

IV. DISCLOSURES AND RECUSALS

V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. [30099](#)

CONCERTS ON THE SQUARE

Capitol Square, 10 blocks N & S Pinckney, E & W Main, 100 block E Washington & MLK

W, June 26, July 3, 10, 17, 24, and 31

Rain Dates: R, June 27, July 4, 11, 18, 25, and Aug 1

Set-up: 3pm, (10am State)

Event: 5pm Vending, 7-9pm Concert

Take-down: 9pm-12am

A 6 week outdoor concert series on the Capitol Square presented by the Wisconsin Chamber Orchestra. Discuss location, schedule, set-up, and activities.

Jeff Richard, Wisconsin Chamber Orchestra

ACTION: Approved with Conditions

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

The Capitol Square will be closed by an approved private contractor.

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

Licensed city vendors relocated outside of event area.

27 Metro routes detoured by event. Fee/route detoured applies.

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 BMO Harris drive thru customers during hours of operation.

Provide and maintain access to the parking lot on East Washington and Webster.

Signage and staffing at barricades: '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.

2. [30100](#)

USA CYCLING NATIONAL CHAMPIONSHIPS CAPITOL SQUARE CRITERIUM

Capitol Square (please see attached map for route)

Su, Jul 7, 5am-10pm

Annual bicycle race around the Capitol Square. Discuss location, schedule, set-up, route, and activities.

Tom Schuler, USA Cycling / Team Sports Events LLC

ACTION: Approved with Conditions

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

The Capitol Square will be closed by Traffic Engineering.

Metro rerouted to outer loop. Standard rerouting fee applies.

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

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

Event cannot displace licensed city vendors.

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

Provide and maintain access to the parking lot on East Washington and

Webster.

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.

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. [29946](#)**WOOF PRIDE**

100 King St

Sa, Aug 17, 12pm-12am

Annual festival to benefit Mad City Sisters. Discuss location, schedule, set-up and activities.

Dino Maniaci, WOOF'S

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

Call the Sayle Street 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 rerouted to outer loop. Standard rerouting fee applies.

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

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

City vendor licenses are invalidated for this event.

Provide signage and staff 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.

4. [30104](#)**IRON KIDS FUN RUN MADISON**

Capitol Square (please see attached map for route)

Sa, Sept 7, 9am-12pm

Annual run around the Capitol Square in celebration of a healthy and active lifestyle. Discuss location, schedule, set-up, route, and activities.

Brandon Holstein, Madison Area Sports Commission / World Triathlon Corporation

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FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

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

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

The Capitol Square will be closed by an approved private contractor.

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

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

Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

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

Provide and maintain access for BMO Harris drive thru customers during hours of operation.

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. [29949](#)**EQUINOX MOVE IN**

400 W Gorham, 300 Broom St

F, Aug 16, 10:30am-3:30pm

Lane closure for move-in. Discuss location, schedule, set-up and activities.

Rich Marvin, Madison Property Management

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

Provide staffing for the bagged meters on Gorham.

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

Maintain access to Metro stops.

No street closure, request for parking and lane closure only.

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.

VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS / NEIGHBORHOOD BLOCK PARTIES1. [30105](#)**WEDNESDAY WATER WAGON**

Monona Terrace Sidewalk at Wilson St

W, May 8-Oct 16, 10:30am-2:15pm

Proposal to hook up water wagon to the water supply outside the Monona Terrace and a Water Utility employee or volunteer will greet Farmers' Market customers and instruct them on the use of the water wagon.

Discuss location, schedule, set-up, and activities.
Amy Barrilleaux, Madison Water Utility

ACTION: Approved with Conditions

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

8' pedestrian pathway must be maintained on sidewalks 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.

2. [30106](#)

SATURDAY WATER WAGON

Monona Terrace Sidewalk at Wilson St

Sa, May 11-Oct 19, 6am-2:30pm

Proposal to hook up water wagon to the water supply outside the Monona Terrace and a Water Utility employee or volunteer will greet Farmers' Market customers and instruct them on the use of the water wagon.

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

Amy Barrilleaux, Madison Water Utility

ACTION: Approved with Conditions

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

8' pedestrian pathway must be maintained on sidewalks 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.

3. [30110](#)

CAPITOL VIEW FARMERS' MARKET

Sharpsburg Dr and portion of Northstar Dr

W, May 29-Oct 2

Weekly farmers' market. Discuss location, schedule, set-up, and activities.

Lauren Cnare, Capitol View Farmers' Market Board

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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 Street 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.

Maintain access to Metro stops.

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

8' pedestrian pathway must be maintained on sidewalks 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.

4. [30111](#)

ZION INSIDE OUT

2100 Block Linden Ave

Su, June 2, 7:30am-3:00pm

Church service and picnic. Discuss location, schedule, set-up, and activities.

Patrick Siegler, Zion Lutheran Church

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

Call 608-267-8756 to arrange for "No Parking" signs. Remove signs 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.

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

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. [30112](#)

JUNETEENTH DAY CELEBRATION

2100-2200 Fisher, Center, Taft, Dane, Baird and Buick

F, June 14 & Sa, June 15, 10am-8pm

Juneteenth is a cultural celebration of freedom and the history of African Americans in America. Discuss location, schedule, set-up, route, and activities.

Annie Weatherby-Flowers, Kujichaguha Madison Center for Self Determination

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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). TE will deliver and Parks staff will distribute barricades.
Call 608-267-8756 to arrange for "No Parking" signs. Remove signs 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.
One Metro route detoured by event. Fee/route detoured applies.
Noise must be kept to a reasonable level at all times.
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.

6. [30313](#)

SUMMER SOLSTICE
Lakeland in Olbrich Park, 3200 Block Oakridge Ave
Sa, June 22, 1pm-10pm
Annual festival. Discuss location, schedule, set-up, and activities.
Betty Chewning, Friends of Starkweather Creek

ACTION: Refer to 5/22/2013 Meeting

7. [30114](#)

OPERA IN THE PARK
200 & 300 Blocks Rosa Rd, 5700 Block S Hill Dr & Driftwood Ave, and S Hill Dr from S Rosa Rd to Carillion Dr
Sa, July 13, 8-10pm (set-up begins 7/11/2013)
Annual concert in the Garner Park. Discuss location, schedule, set-up, and activities.
Karra Beach, Madison Opera

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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.
Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
Barricade placement as per plan on file with Traffic Engineering (TE).
Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make

arrangements to pickup and return barricades required for event.

Maintain access to Metro stops.

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

8' pedestrian pathway must be maintained on sidewalks 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.

7. [30115](#)

TRIANGLE ETHNIC FEST

700 Block Braxton Place

Su, Aug 18, 11am-6pm

Annual festival to benefit the Baview Foundation, Inc. Discuss location, schedule, set-up, and activities.

David M. Haas, Baview Foundation, Inc.

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

Call the Sayle Street 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.

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

8' pedestrian pathway must be maintained on sidewalks 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.

8. [30116](#)

DANE COUNTY FIRE CHIEFS ANNUAL FIRE TRUCK PARADE

Staging: Langdon from Lake to N Henry and Lake St from University to Mendota Ct

Parade: State St

Display: Capitol Square from Wisconsin Ave to State St to W Washington

Su, Oct 6, 11:30am-3:30pm

Annual parade and fire truck display. Discuss location, schedule, set-up, route and activities.

Ed Ruckriegel, City of Madison Fire Department

ACTION: Approved with Conditions

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FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

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

Call the Sayle Street 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.

Six Metro routes detoured by event. Fee/route detoured applies.

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

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

Coordinate activities with Harvest Fest.

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.

9. [30117](#)

1300 JENIFER ST

Neighborhood Block Party

M, May 27, 8am-7pm

Bert Zipperer & Laurie Frank

ACTION: Approved with Conditions

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

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

Items may not be staked in the street.

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

10. [30118](#)

180 OHIO AVENUE

Neighborhood Block Party

Sa, June 15, 4pm-12am

Lora Schmid-Dolan

ACTION: Approved with Conditions

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ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

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

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

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

VII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - Dane County Farmers' Market, Revelry Music & Arts Festival, Lake Monona 20K, SCMG Film Festival, Ribbons for Leukemia & Lymphoma Society, WI Law Enforcement Memorial Parade, Isthmus A La Carts, SERRV World Fair Trade Day
2. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
3. Preview upcoming events - see below and 2013 events calendar
4. Next Street Use Meeting - Wednesday, May 29, 2013

VIII. ADJOURNMENT

UPCOMING EVENTS