



City of Madison

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

Meeting Minutes STREET USE STAFF COMMISSION

Wednesday, February 4, 2015

10:00 am

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

I. CALL TO ORDER / ROLL CALL

II. APPROVAL OF MINUTES

Motion for Approval
First: Katie Sellner
Second: Sue Barica

III. PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

IV. DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the Commission for any item on the agenda.

V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. RACE DAY EVENTS, LLC

A.

LAKE MONONA 20KM RUN/WALK
Start/Finish: Winnequah Park (please see attached maps for route)
Sat, May 2, 7am-12pm
Annual run/walk to benefit several local charities and school groups. Discuss location, schedule, set-up, route and activities.
Ryan Griessmeyer, Race Day Events LLC

APPROVED with the following conditions:

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.

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

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

"No Parking" signs will be posted by Parking Enforcement. Fees will be

determined by Parking Enforcement, and must be paid upon billing.
 No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
 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.

RUN SANTA RUN

Start/Finish: Capitoli Square (please see attached map for route)

Sa, Dec 5, 11am-5pm

Annual run/walk to benefit the River Food Pantry. Discuss location, schedule, set-up, route and activities

Ryan Griessmeyer, Race Day Events LLC

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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.

Metro rerouted to outer loop. Standard rerouting fee applies.

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

Event cannot displace licensed city vendors.

No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.

No inflatables.

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. MADISON FESTIVALS, INC

A.

MADISON MARATHON (SPRING)

Capitol Square, 200 MLK, 100 Wisconsin Ave (200 block for parking) 100 E Washington

Sa, May 23, 8pm-Su, May 24, 12:30pm, takedown: M, May 25

Annual run/walk to benefit various local nonprofit organizations. Discuss location, schedule, set-up, route and activities

Ryan Richards, Madison Festivals, Inc

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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 and "No Parking" signs. Remove meter bags and signs when event has ended.

7 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.

City Vendors licenses (except sidewalk cafes) are invalidated for this event.

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

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

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

Sign and staff event perimeter – NO ALCOHOL BEYOND THIS POINT.

Banners crossing the street must be 14' high within the 20' emergency access lane.

No permanent marking, including spray chalk and stickers, on streets, sidewalks, paths or city landscaping is allowed.

Event organizer/sponsor is responsible for clean up of event area, including removal of trash and recycling. Charges will be assessed for any City staff time or resources required for clean up.

B.

TASTE OF MADISON

Capitol Square surrounding 100 blocks, 200 blocks off Wisconsin Ave and MLK Jr Blvd

Set-up: Fri, Sept 4, 3pm

Event: Sat, Sept 5, 2pm-9pm; Sun, Sept 6, 11am-7pm

Take-down: Sun, Sept 6, 7pm-Mon, Sept 7, 9am

Annual food and music festival to benefit various local nonprofit organizations

Discuss location, schedule, set-up and activities.

Ryan Richards, Madison Festivals, Inc

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

Madison Festivals, Inc. will pay all costs of City of Madison Police Officers and parking enforcement assigned to the event, as determined by the Madison Police Department, at the overtime rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.

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

Metro rerouted to outer loop. Standard rerouting fee applies.

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

Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE).
 The Capitol Square will be closed by an approved private contractor.
 Parking Enforcement to bag meters and post "No Parking" signs as per plan on file.
 City vendor licenses are invalidated for this event, but allowed to set up on W Washington per plan approved by the Vending Coordinator.
 Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.
 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.
 No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
 No inflatables.
 Event organizer/sponsor is responsible for clean up of event area including City receptacles and removal of trash and recycling. Charges will be assessed for any City staff time or resources required for clean up.
 Walk-through after event to be arranged with Lisa Laschinger, Central Parks Supervisor, 266-9214

3.

2015 MADISON SHAMROCK SHUFFLE

Statie St Lake St Langdon, Park, Observatory (please see attached map for route)

Su, Mar 15, 6am-12pm

Annual run/walk to benefit Boy & Girls Club off Dane Co Discus location, schedule, set-up, route and activities

Stieve Donovan, Shamrock Shuffle, Inc

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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).

3 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.

Event cannot displace licensed city vendors.

No inflatables.

No permanent marking, including spray chalk and stickers, on streets, sidewalks, paths or city landscaping is allowed.

Event organizer/sponsor is responsible for clean up of event area, including removal of trash and recycling. Charges will be assessed for any City staff time or resources required for clean up.

Keep participants off upper State Street.

4. DANE COUNTY FARMERS' MARKET

- A. WEDNESDAY FARMERS' MARKET
 200 Block MLK
 W, Apr 22-Nov 4, 8am-3pm
 Annual weekly flfarmer'smarketi Discuss location, schedule, set-up and activities.
 Bill Lubing, Dane County Farmers' Marketi

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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).
 Metro route(s) 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.
 Event cannot displace licensed city vendors.
 Provide list of early vendors.
 No permanent marking, including spray chalk and stickers, on streets, sidewalks, paths or city landscaping is allowed.

- B. ART FAIR FARMERS' MARKET
 10 Block offl Easti and Westi Wilson
 Sa, Jul 11, 5am-2pm
 Annual Satiurday flfarmer'smarketi relocation fflor tihе Arti Fair On tihе Square
 Discuss location, schedule, set-up and activities.
 Bill Lubing, Dane County Farmers' Marketi

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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).
 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 to the Hilton and parking ramp.
 Coordinate activities with Art Fair Off the Square.
 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. ISTHMUS PADDLE & PORTAGE

Start: James Madison Park, Finish: Olin Park (please see attached maps for route)
 Sa, Jul 18, 7am-4pm
 Annual run/walk/paddle/portage. Discuss location, schedule, set-up, route and activities.
 Courtney Lovas, Istihmus Publishing Co Inc

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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).

Traffic management plan approved by TE and MPD to include the following: electric message board notification, staggered starts, event staff at critical intersections to stop participants and allow traffic to cross route.

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 and "No Parking" signs. Remove meter bags and signs when event has ended.

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

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

Event cannot displace licensed city vendors.

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

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

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.

HENRY VILAS ZOO RUN RUN

Start/Finish: Vilas Park (please see attached maps for route)

Su, Sept 27, 6am-12pm

Annual run/walk to benefit the Henry Vilas Park Zoological Society. Discuss location, schedule, set-up, route and activities.

Kelly Winckler, Henry Vilas Park Zoological Society

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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 "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.
 Maintain access to Metro stops.
 Noise must be kept to a reasonable level at all times.
 No permanent marking, including spray chalk and stickers, on streets, sidewalks, paths or city landscaping is allowed.
 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

1.

ST PATRICK'S DAY PARADE
 Capitol Square and the first block off East Washington Ave
 Sun, Mar 15, 11am-3pm
 Annual parade to benefit the UW Carbone Cancer Center Coaches vs Cancer, GiGi's Playhouse-Madison. Discuss location, schedule, set-up, route and activities
 Scoti H Mueller, St. Patrick's Day Parade Committee, Inc

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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 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.
 Metro rerouted to outer loop. Standard rerouting fee applies.
 The Capitol Square will be closed by Traffic Engineering (TE).
 Provide and maintain access to Inn on the Park during the event.
 Provide and maintain access to the parking ramp on East Main 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.
 Do not throw candy or objects from vehicles in the parade.
 No permanent marking, including spray chalk and stickers, of streets, sidewalks, paths or city landscaping is allowed.
 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. UW-HOUSING

A.

MOVE OUT 2015/UW HOUSING
 300 Block Lake Street (from Johnson to Dayton)

Sa, May 16, 6am-6pm
 Restrict parking for annual UW Housing move out. Discuss location, schedule, set-up and activities.
 Mike Kinderman, UW-Housing

ACTION: Approved with Conditions
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 Barricade placement as per plan on file with Traffic Engineering (TE).
 Call 608-267-8756 to arrange for meter bags and “No Parking” signs. Remove meter bags and signs when event has ended.
 Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.
 1 Metro route detoured by event. Fee/route detoured applies.
 No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
 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. PEOPLE PROGRAM CONFERENCE MOVE-IN
 300 Block Lake Street (from Johnson to Dayton)
 Su, Jun 21, 7am-6pm

Restrict parking for annual People Program Conference move. Discuss location, schedule, set-up and activities.
 Mike Kinderman, UW-Housing

ACTION: Approved with Conditions
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 Barricade placement as per plan on file with Traffic Engineering (TE).
 Call 608-267-8756 to arrange for meter bags and “No Parking” signs. Remove meter bags and signs when event has ended.
 Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.
 1 Metro route detoured by event. Fee/route detoured applies.
 No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
 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. CARS ON STATE
 100-600 State St
 Sa, Jun 6, 8am-4pm

Annual car show. Discuss location, schedule, set-up and activities.
 Cas Salas, Greater State Street Business Association

REFER to 2/18/15 Street-Use Meeting

- 4. CAPITAL CITY 5K FOR ORGAN, TISSUE & EYE DONATION
 Start: Capitol Square, King St, Finish: Goodman Park (please see attached map for route)
 Sa, Jul 25, 12pm-9pm
 Annual run/walk to benefit the National Kidney Foundation. Discuss location, schedule, set-up, route and activities.
 Krista Flanagan, National Kidney Foundation of Wisconsin

REFER to 2/18/15 Street Use Meeting

- 5. 900 WHITTIER STREET
 Neighborhood Block Party
 Sa, Jun 13, 9am-9pm
 Jeff S. Porter

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.

No inflatables on streets or sidewalks.

No permanent marking, including spray chalk, on streets, sidewalks, paths or city landscaping is allowed.

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

VII. ONGOING BUSINESS / ANNOUNCEMENTS

- A. Recap recent street use events
- B. Preview upcoming events - see below and 2015 events calendar
- C. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
- D. Next Street Use Meeting - Wednesday, February, 18, 2015

VIII. ADJOURNMENT

UPCOMING EVENTS