



# City of Madison

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

## Meeting Minutes STREET USE STAFF COMMISSION

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Wednesday, September 2, 2015

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

Additional city staff present: Jerry McMullen.

### 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

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

### V. STREET USE APPLICATIONS FOR SCPEIAL EVENTS

1. VOYAGEUR CANOE RACES  
Sa, October 10, 2015, 6a-10p  
Law Park parking lot/Blair St.  
Canoe parade and races in Lake Monona. Discuss schedule, set-up, location and activities.  
Amy Workman, WI Assoc. for Environmental Education

Approved with the following conditions:

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

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

X No inflatables.

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup.

X No street closure, request for parking lot space only.

- 2. 45TH GREAT MIDWEST MARIJUANA HARVEST FESTIVAL  
 State Street Mall, Parade: State St to Capitol Square  
 Sa, Oct 3, 9:00am-6:00pm  
 Su, Oct 4, 10:00am-7:00pm  
 Parade: Su, Oct 4, 4:20pm  
 Annual festival. Discuss location, schedule, set-up, route, and activities.  
 Ruth Reifeis, Great Midwest Marijuana Harvest Festival Collective (GMMHFC)

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

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

X Licensed city vendors relocated outside of event area. Street use commission approves sale of non-homemade/handcrafted merchandise.

X Coordinate activities and schedule with the Fire Chief's Parade.

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

X No inflatables.

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup. Including city trash/recycling receptacles.

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

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

X Parade must start by 3:15pm and be completely off State St. by 4pm when Metro busses return to the street.

**VI. INFORMATIONAL PRESENTATIONS / EVENT PROPOSALS**

- 1. EAST HIGH SCHOOL HOMECOMING PARADE  
 Wednesday, October 7, 5-6:30p  
 Proposal for East High School Homecoming parade. Discuss location, route, schedule, staging and activities.  
 Bridget Maniaci  
 No action necessary at this time.

**VII. STREET USE APPLICATION FOR ROUTINE REQUESTS**

- 1. PARK(ING) DAY 2015  
 Corner of Main St & MLK Jr. Blvd.  
 F, Sept 18, 8am-4:30pm  
 Transformation of a metered parking stall into a temporary public park.  
 Discuss location, schedule, set-up and activities.  
 Steve Ziegler, ZDA, Inc

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- 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 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 Event cannot displace licensed city vendors.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
- X No inflatables.
- X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.
- X No street closure, request for parking/sidewalk space only.

2.

#### MADISON MASONIC CENTER

Sa, September 19, 8a-12a

300 block Wisconsin Ave. (east side) - parking only/no closure

Liz Oldenburg, Madison Masonic Center

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- X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
- X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.
- X No street closure, request for parking/sidewalk space only.

3.

#### MONROE STREET FESTIVAL

Harrison Street lane closure at Monroe Street (south side only), Parking: Odd (south side) 1700-1900 Monroe Street, first two meters on Even (north) 1900 Monroe Street, Odd (north) 2600 Monroe Street

Sa, Oct. 10, 10am-7pm

Annual street sale/festival. Discuss location, schedule, set-up and activities.

Carol "Orange" Schroeder

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4. NIGHTMARE ON KING ST. (Parking Request)

113 King Street.

F, October 23, 5-10pm

El Grito/Context promotion. Discuss location, schedule, set-up, route and activities.

Josh Barraza, El Grito Taqueria LLC

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X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

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

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

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

X Food cart must serve towards sidewalk

5. 900 WABAN HILL

Su, September 6, 8a - sunset

Neighborhood block party

Liz King

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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.
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6. 2700 GREGORY ST.  
M, September 7, 12-8p  
Neighborhood block party  
Shannon Kunstman

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7. 1200 ELIZABETH ST.  
SA, September 12, 8a-sunset  
Neighborhood block party  
Michael Park

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8. 3000 FAIRVIEW ST  
 Saturday, September 12th 2:00pm - 8:00pm  
 Neighborhood Block Party  
 Kia Conrad

Approved with the following conditions:

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9. 600 KNICKERBOCKER  
 Saturday, August 12th 9:00am - sunset  
 Neighborhood Block Party  
 Jon Dahl

Approved with the following conditions:

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10.

2300 WILLARD AVE.

Sat., Sep. 12th 3:00pm - sunset

Neighborhood Block Party

James P. Good

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

- 11. 400-500 SHEARWATER  
Sat., Sep. 12th 12:00pm - 7:00pm  
Neighborhood Block Party  
Liz Kennebeck

Approved with the following conditions:

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- 12. 6, 9, 10 CALUMET CIR  
Sunday, August 13th 3:00pm - Sunset  
Neighborhood Block Party  
Dana Kemp

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13. 2500 CHAMBERLAIN AVE  
 Sun., Sep. 20th 3:00pm - sunset  
 Neighborhood Block Party  
 Harry Browne

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14. 3000 FAIRVIEW ST  
 Saturday, September 12th 2:00pm - 8:00pm  
 Neighborhood Block Party  
 Kia Conrad

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**IX. ADJOURNMENT**