



City of Madison

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

Meeting Minutes - Draft STREET USE STAFF COMMISSION

Wednesday, October 1, 2014

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: 9 - Kelli Lamberty; Carl Strasburg; Susan Barica; Katie Sellner; Ron Schwenn;
Tom Mohr; Bill Putnam; Roger Kleist and Lisa Laschinger

Excused: 2 - John Fahrney and Eric Veum

II. APPROVAL OF MINUTES

Motion for Approval

First: Carl Strasburg

Second: Ron Schwenn

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

- [35390](#) 44TH ANNUAL GREAT MIDWEST MARIJUANA HARVEST FESTIVAL
Location TBD
Alternate locations for review: 100 King St., 100 S. Pinckney
Podium (700-800 State St)
Alternate: Langdon St, from Lake St to Memorial Union driveways
Parade: State St to Capitol Square
Sa, Oct 4-Su, Oct 5, 7am-3pm, Parade: Su
Festival including First Amendment sales, music and demonstration of hemp products. Discuss location, schedule, set-up, route and activities.
Greg Kinsley, Madison/WI NORML Groups

ACTION: Approved with 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.

Notify businesses on 100 S. Pinckney – provide access as requested.

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

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

Event cannot displace licensed city vendors

20' emergency access lane must be maintained on streets throughout event area. Madison Fire must approve stage location.

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

No inflatables.

Temporary structures must be stabilized with weight, no staking into streets or sidewalks.

Noise must be kept to a reasonable level at all times

Event organizers must staff adequate parade marshals to ensure that traffic laws are obeyed and have a plan to stop participants from interfering with traffic flow coming from side streets as these vehicles will have the right of way.

Event organizer/sponsor is responsible for clean-up of event areas, including City receptacles within these areas. Organizers must remove trash and recycling from the event sites at the end of the events. Charges will be assessed for any City staff time or resources required for clean-up.

VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1. [35559](#) GSAFE WALK/RUN/EAT FOR SAFE SCHOOLS
 Start/Finish: Goodman Community Center (please see attached map for route)
 Sa, Oct 11, 7am-2pm
 Annual walk/run/eat to benefit GSAFE. Discuss location, schedule, set-up, route and activities.
 Timothy Michael, GSAFE

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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.
 No street closure, request for parking/sidewalk space only.
 Maintain access to Metro stops.
 No permanent marking, including spray chalk, 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. [35545](#)

MU KAPPA TAU GENERAL MEMBER MEETING
300 N. Brooks St. - 6 metered spaces / no closure
W, October 15, 6-9pm

Updated request for parking for member meeting at Grainger Hall.
Kelsey Schmitz, Mu Kappa Tau with Ford Motor Company

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

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

Maintain access to Metro stops.

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. [35633](#)

SARIS GALA - **APPLICATION PENDING**

N Pinckney St (10 meters on the east side of the street between E Dayton and N Hamilton)

F, Oct 10

Request to remove parking only. Discuss location, schedule, set-up and activities.

Zachary Barnes, Wisconsin Bike Fed

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

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

Maintain access to Metro stops.

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.

4. [35634](#)

WEST HIGH HOMECOMING PARADE - **APPLICATION PENDING**

Staging: Closure/No Parking: 1600-1700 Chadbourne (Spooner to Breese),
0-100 Lathrop (Hoyt to Regent)

F, Oct 10, 12pm-3:45pm

Annual homecoming parade. Discuss location, schedule, set-up, route and activities.

Mitch McGrath, Madison West High School

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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 "No Parking" signs. Remove signs when event has ended.

No throwing items from vehicles in the parade. Items must be handed to viewers

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

No inflatables.

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.

5. [35635](#)

RALLY FOR WAGES

1300 W Johnson St

W, Oct 29, 3pm-5pm

Permit for amplification during rally. Discuss location, schedule, set-up and activities.

Barb Peters, Local 171 & TAA's

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

Maintain access to Metro stops.

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

No inflatables.

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.

6. [35632](#)

REPEAL DAY 5K RUN/WALK

133 E Lakeside St to Gilson to Beld to Bram St to Expo Way through Quann Park to Sayle St

Sa, Dec 6, 11am-1pm

Annual run/walk to benefit the Veterans of Foreign War. Discuss location, schedule, set-up, route and activities.

James Alvarado, VFW Post 1318

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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.

Maintain access to Metro stops.

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

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

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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.

VII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - Park(ing) Day-ZDA, Live on King, Park(ing) Day-SAA, Food For Thought, BandSwap, 10FEST, Fall Frenzy 5k, Zoo Run Run
2. Preview upcoming events - see below and 2014 events calendar
3. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
4. Next Street Use Meeting - Wednesday, October 15, 2014

VIII. ADJOURNMENT

UPCOMING EVENTS