



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

---

Wednesday, August 17, 2011

10:00 am

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

---

### I. CALL TO ORDER / ROLL CALL

**Other Staff Present: Drew Beck, Bill Knobeloch and Wally Meyer**

**Present:** 6 -

Kelli Lamberty; Anthony Bitterman; Katie Sellner; Jeremy McMullen; Tom  
Mohr and Laura Bauer

**Excused:** 5 -

Susan Barica; Bill Putnam; John Fahrney; Melvin W. Lamb and Eric Veum

### II. APPROVAL OF MINUTES

### III. PUBLIC COMMENT

Mary Carbine registered to speak in opposition of Park(ing) Day.

### IV. DISCLOSURES AND RECUSALS

### V. NEW BUSINESS

#### A. STREET USE APPLICATIONS FOR SPECIAL EVENTS

1. [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: Approved w/ Conditions**

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.

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.

2. [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: Approved w/ Conditions**

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

Post/staff barricades 'No Alcohol Beyond This Point'.

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.

Resident notification required.

Move construction barrels and return after event.

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. [23597](#)

RIDE THE DRIVE

5 mile course (see attached map) Su, Sept 25, 8:30am-3pm

5 mile course open to bicycles, pedestrians, skaters and other forms of non-motorized transportation. Discuss location, route, schedule, set-up and activities.

Anne Whisner, City of Madison Parks Division

Attachments: [9.25RideTheDrive.pdf](#)

**ACTION: Approved w/ Conditions**

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

Traffic management plan approved by TE and MPD.

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.  
 Event cannot displace licensed city vendors.  
 Metro route(s) detoured by event. Fee/route detoured applies.  
 Provide and maintain access to Inn on the Park during the event.  
 Contact Grace Episcopal Church with street closures/parking.  
 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. [23599](#)

## FORD IRONMAN WISCONSIN

Expo: 200 MLK W, Sept 7-M, Sept 12

Event: Isthmus Sa, Sept 10-Su, Sept 11

Annual expo and competition. Discuss location, route, schedule, set-up and activities.

Ryan Richards, Lakeshore Athletics

Attachments: [9.7-12Ironman.pdf](#)

**ACTION: Approved w/ Conditions****EXPO**

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.

Traffic management plan done by approved private contractor and approved by TE, Metro and MPD.

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

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

Metro route(s) detoured by event. Fee/route detoured applies.

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

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.

**RACE**

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.

Traffic management plan done by approved private contractor and approved by TE, Metro and MPD.

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

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

Metro route(s) detoured by event. Fee/route detoured applies.

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

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.

5. [23605](#)

## SOLIDARITY LUNCH

800 State St. Th, August 25, 9:30a-1:30p

Brat give away for AFSCME Local 171 & 2412. Activities include music and membership sign-up. Discuss location, set-up schedule and activities.

Barb Peters, AFSCME

**Attachments:** [8.25bratSolidarity.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.**

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

**Petition of Library Mall agencies for amplification – on file. No amplification 12-12:30pm**

**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. INFORMATIONAL/DISCUSSION ITEMS**

1. UW Homecoming Kickoff event move to 600 Lake St., Friday, October 7.
2. Bid Day street closure / Parking request: Su, Sept 11, Langdon St, 12-2pm (IRONMAN)
3. Request to extend PARK(ING) Day permit: September 16, 9am-7pm. 100 MLK, Leg. ID #23447

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

1. [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: Approved w/ Conditions**

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

**Maintain access to Metro stops.**

**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. [23570](#)

**DOWNTOWN TRICK OR TREAT HAYRIDES**

4 parking spaces on 8 S Carroll (in front of Capitol Kids)

F, Oct 28, 1-5:30pm

Hayrides around the Capitol Square - as part of Downtown Family Halloween Event.

Laura Whitmore, City of Madison Parks Division

**Attachments:** [10.28DowntownTorTHayrides.pdf](#)

**ACTION: Approved w/ Conditions**

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.

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. [23571](#)

**500 BOWMAN AVENUE**

Neighborhood Block Party

Sa, Aug 20, 1:30-10pm, Rain Date: 8/21

Barb Lanser

**Attachments:** [8.20Bowman.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.

4. [23572](#)

**900 WABAN HILL**

Neighborhood Block Party

Sun, Sept 4, 9am-9pm

Liz King

**Attachments:** [9.4Waban.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. [23601](#) 1500 RUTLEDGE STREET  
Neighborhood Block Party M, Sept 5, 2-9pm  
Jim Murphy

Attachments: [9.5Rutledge.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. [23602](#) 1800 JENIFER STREET  
Neighborhood Block Party Sa, Sept 10, 4-9pm  
Cheryl Robinson

Attachments: [9.10Jenifer.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. [23573](#) 2000 CAREY COURT  
Neighborhood Block Party Sun, Sept 11, 4-9pm, Rain Date: 9/18  
David LeClair

Attachments: [9.11Carey.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 31, 2011

**VII. ADJOURNMENT****UPCOMING EVENTS**