



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, March 5, 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 and Ron Schwenn

Present: 7 - Kelli Lamberty
Carl Strasburg
Susan Barica
Katie Sellner
Tom Mohr
Bill Putnam
John Fahrney

Excused: 4 - Jeremy McMullen
Mike O'Brien
Eric Veum
Laura Bauer

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 PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. [33264](#) SYTTENDE MAI RUN/WALK
Capitol Square (please see attached map for route)
Sa, May 17, 5am-8am
Annual run/walk from Madison to Stoughton. Discuss location, schedule, set-up, route and activities.
Jim McNulty, Stoughton Chamber of Commerce

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.

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.

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

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.

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

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

Event cannot displace licensed city vendors.

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.

2. [33267](#)**CARS ON STATE**

100-600 State St

Sa, June 14, 8am-3pm

Annual car show. Discuss location, schedule, set-up and activities.

Cas Salas, Greater State Street Business Association

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

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

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

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

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

Event cannot displace licensed city vendors.

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

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. [33271](#) PIE A PI PHI
Podium (700-800 State St)
W, Apr 9, 12:00pm-4:30pm
Fundraiser to benefit First Book and Pi Beta Phi Foundation. Members will be getting "pied" in the face with whipped cream pies. Discuss location, schedule, set-up and activities.
Catherine Ruekert, Pi Beta Phi Wisconsin Alpha

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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.

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.

No amplification before 12:30pm.

4. [33272](#) PI PHI PHUESTA
Podium (700-800 State St)
F, Apr 11, 10:30pm - Sa, Apr 12, 1:30am
Fundraiser to grow awareness and benefit First Book and Pi Beta Phi Foundation. Discuss location, schedule, set-up and activities.
Catherine Ruekert, Pi Beta Phi Wisconsin Alpha

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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.

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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.

Advise UW Police of event.

5. [33279](#) LANGDON STREET BLOCK PARTY

200 Langdon (from Frances to Henry)
Sa, Apr 5, 12:00pm-5:15pm
Annual block party to benefit the Dane County Rape Crisis Center. Discuss event date, location, schedule, set-up and activities.
Lucas Fass, UW-Madison Interfraternity Council and Panhellenic Association

ACTION: Refer to Future Street Use Meeting

6. [33289](#) REVELRY MUSIC AND ARTS FESTIVAL
Langdon Street between Park and Lake
Set-up: F, May 2, 8:00pm
Event: Sa, May 3, 12:00pm-10:00pm
Take-down: Su, May 4, 2:00am
Annual music and arts festival. Discuss event date, location, schedule, set-up and activities.
Josh Levin, UW-Madison Wisconsin Union

ACTION: Refer to Future Street Use Meeting

VI. **STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS**

1. [33288](#) JAMNESTY FOR EARTH DAY 2014
Podium (700-800 State St)
M, Apr 21, 11:30am-3:00pm
Kick-off music/concert for Earth Day. Discuss event date, location, schedule, set-up and activities.
Sarah Hulbert, UW-Madison Amnesty International

ACTION: Refer to Future Street Use Meeting

2. [33250](#) WI LAW ENFORCEMENT MEMORIAL CEREMONY
Capitol Square (please see attached map for route)
Parking on Carroll, Main, Pinckney and Mifflin
F, May 9, 9:30am-1:00pm
Annual memorial ceremony. Discuss event date, location, schedule, set-up, route and activities.
Craig Kolbeck, WI Law Enforcement Memorial

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Approved parking/traffic plan for event:

- Inside parking lane (Capitol) – parking for legislators
- Inside travel lane – open for access

- Outside travel lane – parking for squads
- Outside parking lane – parking for squads
- Keep intersections clear of squads

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

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.

Metro rerouted to outer loop. Standard rerouting fee applies.

Event cannot displace licensed city vendors.

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

Provide and maintain access to Inn on the Park during the 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. [33266](#)

RAGNAR RELAY CHICAGO

Closure: Edgewater Court (please see attached map for route)

F, June 6, 6am-7pm

Annual relay from Madison to Chicago to benefit CARA. Discuss location, schedule, set-up, route and activities.

Katie Seeley, Ragnar Events

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

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

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.

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

No amplification before 8:00am.

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. [32835](#)

ZOO RUN RUN

Vilas Park (please see attached map for route)

Su, Sept 28, 6am-12pm

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

Autumn Hayes, Henry Vilas Park Zoological Society

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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.

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Maintain access to Metro stops.

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

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VII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - Overture School Shows
2. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
3. Preview upcoming events - see below and 2014 events calendar
4. Next Street Use Meeting - March 19, 2014

VIII. ADJOURNMENT

UPCOMING EVENTS