



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, January 16, 2019

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

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, January 16, 2019 at the City County Building, CCB Rm. 108. Chairperson Lamberty called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelli Lamberty, Lt. Dave McCaw, Katie Sellner, Tom Mohr, John Fahrney, Meghan Blake-Horst, Mark Kiesow, Matthew Scamardo

Members Excused: Susan Barica, Chad Hughes, Paul Ripp, Eric Veum, Bill Putnam

Additional City Staff Present: Kristin Brodowsky, Mary Lloyd, Kelly Post, Stephanie Niesen

### II. APPROVAL OF MINUTES

Motion made by Lloyd, seconded by Sellner to Approve the Minutes. Motion passed by voice vote/other.

### 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 PERMITS FOR SPECIAL EVENTS

1. [54350](#) CRAZYLEGS CLASSIC  
Sa, April 27, 2019, 6:00am - 1:00pm  
Start: Confluence at Library Mall (700-800 State Street)  
Finish: Camp Randall Stadium  
Run/Walk  
See map/application for closures  
Discuss route, schedule, and setup  
Shane Burgess, UW Athletic Department

Approved pending receipt of required documents & with the following conditions:

**X 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.**

**BEFORE EVENT**

**X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, and day-of-contact information, etc. The alder(s) to notify for this event are:**

**Ledell Zellers - district2@cityofmadison.com**

**Michael Verveer - district4@cityofmadison.com**

**Shiva Bidar-Sielaff - district5@cityofmadison.com**

**Zach Wood - district8@cityofmadison.com**

**X Notification: Organizer will notify all businesses and residents on the affected streets at least 2 weeks prior to the event. Provide the businesses with day-of contact information and event information, including: location, date, schedule, activities, etc.**

**X Notify the Madison Central Business Improvement District's Executive Director, 608-512-1340. Provide them with event information.**

**X Market and promote parking for event away from start/finish area.**

**X This is a District event. Contact Lt. Dave McCaw, dmccaw@cityofmadison.com, to arrange for staffing. There are charges for these services. Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event. Per MGO 10.056(7)(c), applicant agrees to pay such actual costs for services within 20 days of billing.**

**X Parking Enforcement will post signage and bag meters on the entire route. There are charges for these services.**

**X City of Madison, Traffic Engineering division will notify Intercity Buses that Langdon Street will be closed.**

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

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

**DURING EVENT**

**X Traffic management plan as approved by TE and MPD-on file.**

**X Lake Street parking ramp entrance to be kept open as long as traffic allows.**

**X 4 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)**

**X Street Use Staff Commission invalidates licenses of city vendors in 700-800 State Street on 4/27/19 from 6am to 1pm.**

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

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

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

**X No inflatables on City right-of-way.**

**X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.**

**AFTER EVENT**

**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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

2. [54353](#)

MADISON MINI-MARATHON HALF MARATHON 5K  
 Start/Finish: 5K-Confluence at Library Mall (State Street mall),  
 Mini-Marathon-Lake & Langdon  
 Setup: Fri, August 16, 6am  
 Race: Sat, August 17, 7:00am - 12:30pm  
 See attached for street closures  
 Run/Walk  
 Nita Brooks, Vision Event Management

Approved pending receipt of required documents & with the following conditions:

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**BEFORE EVENT**

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

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day-of-contact info, location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Ledell Zellers - [district2@cityofmadison.com](mailto:district2@cityofmadison.com)  
 Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)  
 Shiva Bidar-Sielaff - [district5@cityofmadison.com](mailto:district5@cityofmadison.com)  
 Zach Wood - [district8@cityofmadison.com](mailto:district8@cityofmadison.com)  
 Allen A. Arntsen - [district13@cityofmadison.com](mailto:district13@cityofmadison.com)  
 Sheri Carter - [district14@cityofmadison.com](mailto:district14@cityofmadison.com)

X Notify the Madison Central Business Improvement District's Executive Director, 608-512-1340 of event information.

X This is a District event. Contact Lt. Dave McCaw, [dmccaw@cityofmadison.com](mailto:dmccaw@cityofmadison.com), to make arrangements for staffing. There are charges for these services. Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event. Per MGO 10.056(7)(c), applicant agrees to pay such actual costs for services within 20 days of billing.

X The Dane County EOD will be utilized for the Madison Mini Marathon. The organizer is responsible for all charges associated with this service.

X MPD Parking Enforcement will post signage and hood meters. Organizer agrees to pay all MPD costs associated with these tasks.

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

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

**DURING EVENT**

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

X 8 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Event cannot displace licensed city vendors.

X Noise must be kept to a reasonable level at all times.  
 X 20' emergency access lane must be maintained throughout event area.  
 X No inflatables on City right-of-way.  
 X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

3. [54371](#)**DOXA FALL CONCERT**

Thu, Sept. 5, 2019 / 12pm-11pm / event 8pm-10pm  
 Confluence at Library Mall  
 concert/student outreach  
 Discuss location, setup, schedule  
 DOXA, Ronnie Goble

**Approved pending receipt of required documents & with the following conditions:**

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**BEFORE EVENT**

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

X Organizer must submit a State Street Mall Signature Petition.

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Zach Wood - district8@cityofmadison.com

X Notify the Madison Central Business Improvement District's Executive Director at 608-512-1340.

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

**DURING EVENT**

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

X Event cannot displace licensed city vendors.

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

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

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

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

1. [54354](#) TAKE OUR CHILDREN TO WORK  
Thu, April 25, 2019 - 2:00pm-4:00pm  
100 & 200 block of W. Mifflin Street (Central Library)  
Display of City vehicles/equipment from various Departments  
Discuss location, schedule, and activities  
Women's Initiatives Committee, City of Madison / Brittany O'Donnell  
  
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**BEFORE EVENT**  
**X Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.**  
**DURING EVENT**  
**X Traffic Engineering (TE) will deliver and pick up barricades for event. Barricade placement as per plan on file with Traffic Engineering (TE).**  
**X Event cannot displace licensed city vendors.**  
**X 20' emergency access lane must be maintained throughout event area.**  
**X No inflatables on City right-of-way.**  
**X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.**  
**AFTER EVENT**  
**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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.**
  
2. [54355](#) PURPLESTRIDE MADISON 2019  
Saturday, May 4, 5:30am - 1:00pm  
Start/Finish: Warner Park  
Route: see attached map/application  
Annual Run/Walk. Discuss route, schedule and activities.  
Pancreatic Cancer Action Network / Jennifer Rebollo  
  
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**BEFORE EVENT**

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

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

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Larry Palm - district12@cityofmadison.com

(Alder may change before your event, but the district and email will be the same.)

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X Post "No Parking" signs on Freemont. Signs must be approved by Parking Enforcement.

**DURING EVENT**

X Maintain access to Metro stops.

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

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

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

3. [54356](#)**SAFETY SATURDAY**

Sat, June 8, 2019 / 7:15am - 1:30pm

100 block of E. Washington Ave, 10 blocks of N. and S. Pinkney

Safety demonstration day (various displays)

Discuss location, site map, and schedule

City of Madison Fire Department / Bernadette Galvez

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**BEFORE EVENT**

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Michael Verveer - district4@cityofmadison.com

X Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are

charges for this equipment.

X Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

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

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

#### DURING EVENT

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

X City vendor licenses are invalidated for this event.

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

X Provide and maintain access for parking lot on East Washington and Webster during the event.

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

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

#### AFTER EVENT

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

#### 4. [54372](#)

##### WOOF'S (KING STREET) PRIDE

Sa, Aug 17, 2019, 10am - Su, Aug 18, 2019, 1am

100 King St

Annual block party to benefit Outreach, Inc.

Discuss location, schedule, set-up and activities.

Dino Maniaci

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#### BEFORE EVENT

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

X Notification: Organizer must notify area alder(s), business, and residents on 100 King Street at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto:tkenney@visitdowntownmadison.com) or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.

X Call Parking Utility at 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

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

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

#### DURING EVENT

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

X 3 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X City vendor licenses are invalidated for this event.

X Staffing and signage at perimeter – NO ALCOHOL BEYOND THIS POINT

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

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

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

#### AFTER EVENT

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

#### 5. [54373](#)

##### OCTO-BEAR-FEST

Sat, Sept. 21, 2019 10am - Sun, Sept.22, 2019 1am

100 block of King Street

Community Event celebrating LBGTQ Diversity/Octoberfest

Discuss location, schedule, site map.

Dino Maniaci

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#### BEFORE EVENT

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

X Notification: Organizer must notify area alder(s), business, and residents on 100 King Street at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto:tkenney@visitdowntownmadison.com) or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.



X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.

X Call 608-267-8756 (Parking Utility) to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

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

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

X Notify the Madison Central Business Improvement District's Executive Director, 608-512-1340.

#### DURING EVENT

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

X 3 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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

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

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

#### AFTER EVENT

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

#### 6. [54357](#)

##### DANE COUNTY FIRE CHIEF'S PARADE

Sun, Oct 6, 2019 / 11:30am-3:30pm

Street Closures: Capitol Square - N. Hamilton to W. Washington Ave, State Street

Parking request: N Lake to Langdon

Annual parade of fire trucks. Discuss location, schedule, set-up, route and activities.

City of Madison Fire Department / Bernadette Galvez

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#### BEFORE EVENT

X Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Ledell Zellers - [district2@cityofmadison.com](mailto:district2@cityofmadison.com)

Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

Zach Wood - [district8@cityofmadison.com](mailto:district8@cityofmadison.com)

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make

arrangements to pick up and return barricades required for event. There are charges for this equipment.

X Call 608-267-8756 to arrange for meter bags and “No Parking” signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

X Contact the Rector at Grace Episcopal Church, 608-255-5147, to advise them of Carroll St. closure

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

X Notify the Madison Central Business Improvement District’s Executive Director, 608-512-1340.

**DURING EVENT**

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

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)

X 5 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Allow traffic to cross parade route / obey traffic signals on State St.

X Event cannot displace licensed city vendors.

X 20’ emergency access lane must be maintained throughout event area.

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

**IX. ADJOURNMENT**

A motion was made by Sellner, seconded by Lloyd, to Adjourn. The motion passed by voice vote/other.