



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, March 9, 2016

10:00 am

Goodman Maintenance Facility  
1402 Wingra Creek Pkwy.  
1st Floor Conference Room

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### II. APPROVAL OF MINUTES

This was Approve the Minutes

### I. CALL TO ORDER / ROLL CALL

Also present were city employees Mark Kiesow, Kay Bentley, Jennifer Krueger Favour, and Mary Lloyd

### 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. [41967](#) ENGINEERING EXPO 2016  
Friday, April 15th 8:30am - 3:00pm  
N. Breese Terrace from University Ave. to Regent (Block 0 to 300)  
Parking request  
University of WI-Madison

Approved 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.

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

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

X Maintain access to Metro stops.

X Organizer will have event staff monitoring bus check in, drop off, and pick

up to insure that metro busses are not detoured and school busses do not disrupt traffic lanes.

X Charter busses must not block metro stops. Organizer is responsible for notifying drivers.

X Pick up and drop off must be on the east side of the street.

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

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.

2. [41744](#)

BRAT FEST RUN/WALK

Saturday, May 28th (5:30am - 11:30am) & Sunday, May 29th (6:30am - 11:30am)

See attached map, etc. for route/closures

Run/Walk

Starting Line Events, LLC

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

X Special duty officer(s) required for event. Call 608-267-8676 to arrange.

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

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

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

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

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

X 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:  
Sheri Carter - district14@cityofmadison.com

3. [41970](#)

PURPLESTRIDE MADISON 2016

Saturday, May 7th 8:00am - 11:00am

Warner Park Neighborhood - see attached map  
Run/Walk  
Pancreatic Cancer Action Network

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  - X Certificate of insurance listing the City of Madison as additional insured is required - on file.
  - X Special duty officer(s) required for event. Call 608-267-8676 to arrange.
  - X Maintain access to Metro stops.
  - X 20' emergency access lane must be maintained throughout event area.
  - X No permanent markings (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.

4. [41952](#)

MOTHER'S DAY 5K  
Sunday, May 8th, 2016 6:00am - 2:00pm  
See attached maps for closures  
Run/Walk  
All Community Events

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  - X Certificate of insurance listing the City of Madison as additional insured is required - on file.
  - X Special duty officer(s) required for event. Call 608-267-8676 to arrange.
  - X 20' emergency access lane must be maintained throughout event area.
  - X No permanent markings (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.

5. [41953](#)

MADISON TURKEY TROT 5K  
Thursday, November 24th 6:00am - 2:00pm  
See attached maps for closures

Run/Walk  
All Community Events

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  - X Certificate of insurance listing the City of Madison as additional insured is required - on file.
  - X Special duty officer(s) required for event. Call 608-267-8676 to arrange.
  - X No permanent markings (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 Noise must be kept to a reasonable level at all times.

6. [41963](#)

GIRLS ON THE RUN - SPRING 5K  
Saturday, June 4th 5:00am - 10:15am  
See attached maps for closures  
Run/Walk  
Girls on the Run of South Central WI

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  - X Certificate of insurance listing the City of Madison as additional insured is required - on file.
  - X Special duty officer(s) required for event. Call 608-267-8676 to arrange.
  - 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.
  - X No permanent markings (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 Notify Alder and residents about the event.

1. [41968](#)

DOORS OPEN MADISON

Sunday, April 24th 10:00am - 4:00pm  
Peace Park - see attached maps  
Music/Concert  
Madison's Central BID in partnership with DMI

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

**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 Piano must be attended at all times.**

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

2. [41907](#)

CO-OP CONNECTION  
Saturday, October 1st 5:00am - 3:00pm  
100 Block of MLK Jr. Blvd.  
Festival/Celebration  
Summit Credit Union

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

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

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

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

**X Licensed city vendors on 100 MLK & Main relocated outside of event area.**

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

X Provide and maintain access for BMO Harris drive thru customers during hours of operation. Staff barricades @ Doty St. during hours of drive-thru operation.

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 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.

3. [41989](#)

MADISON PRACTICE CRITERIUMS & GDVC CRITERIUMS

See attached schedule for dates/times

See attached map for locations

Bicycle Races

Trek Midwest Team

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

X Maintain access to Metro stops.

X Provide and maintain access to Research Park Agencies

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

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 University Research Park Approval – on file

**IX. ADJOURNMENT**

This was Adjourn