



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, June 8, 2016

10:00 am

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

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, June 8, 2016 at the Parks Conference Room, 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. Trevor Knight, Susan Barica, Katie Sellner, Paul Ripp, Tom Mohr, Bill Putnam, John Fahrney, Roger Kleist, Kay Bentley, Mark Kiesow

Additional City Staff Present: Lt. Jennifer Krueger Favour, Stefanie Niesen

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 PERMITS FOR SPECIAL EVENTS

1. [43261](#) JACKSON STREET PLAZA FOOD CART COMMUNITY DINNERS
200 block Jackson St.
Th, June 16 - August 18, 5-8p
Discuss location, event schedule, setup and activities.
Christine Ameigh

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.

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 Maintain access to bike path.

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.

X No inflatables on City right-of-way.

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. [43273](#)

JAZZ AT FIVE

30 on the Square / 100 State St. / "Y" Closure - WI Ave. to W. Washington W, 8/10, 8/17, 8/24, 8/31, 9/7

Set-up: 12pm, Event: 4pm-8pm

Annual Jazz concert series. Discuss location, schedule, set-up and activities.

Hannah Peschek, Jazz at Five, Inc.

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

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

X Call 267-8756 to arrange for meter bags.

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

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

X Staffing/signage at event perimeter – NO ALCOHOL BEYOND THIS POINT.

X Outdoor cafes and merchandise vendors on 100 State Street authorized to operate during event with approval of Jazz at Five Inc.

X Licensed city vendors (food carts only) relocated outside of event area.

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

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

X No inflatables on City right-of-way.

X Event organizer/sponsor is responsible for clean-up of event area including City receptacles.. Charges will be assessed for any City staff time or resources required for clean up.

3. [43285](#)

BREESE STEVENS FIELD CONCERTS

Parking/Closure - 900 Paterson, 1000 Brearly, 900 Miffilin

Th, 6/30 - F, 7/1/16

Th, 8/18 - F, 8/19/16

Th, 9/8 - F, 9/9/16

Discuss location, schedule and activities.

Lucas Molloy, Big Top Events, LLC

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

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. that can be distributed to local residents.

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

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

X Provide and maintain access for Mifflin St. residents.

X Maintain Mifflin St. Bike Boulevard

X Provide and maintain access to construction areas as agreed to with project contractors

**X Provide detailed parking plan prior to each concert at this web site:
<http://breesestevensfield.com/parking/>**

X No alcohol may be served, sold or consumed on City streets or right-of-way.

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.

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.

VI. STREET USE PERMITS FOR ROUTINE REQUESTS

1. [43265](#) JUNETEENTH DAY CELEBRATION
Closure/No Parking: 600-700 Buick St, 2000-2100 Fisher, 2100 Taft, 500 Dane, 500 Baird

No Parking Only: 2000 Taft St
 June 21, 11am-6pm
 Annual festival and parade. Discuss location, schedule, set-up, route and activities.
 Annie Weatherby Flowers, Kujichagulia-Madison Center for Self Determination

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

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

X This is a South District Police Event. Please work with Officer Mike Alvarez, 220-7876.

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

X See notes regarding barricade delivery/distribution/pick-up on attached barricade plan.

X Event volunteers/staff at barricades at Fisher and Dane, and Buick and Taft to allow vendor and disabled parking access.

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

X 1 Metro route detoured by event. Fee/route detoured applies.

X 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. [43269](#)

MAKE MUSIC MADISON

Sidewalk/performance areas only - no closure - see attached

Tu, June 21, 8am-9pm

Make Music Madison. Discuss location, schedule, set-up, and activities.

Katherine Davey, Make Music Madison

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

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

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

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

X 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.

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

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

X No amplification before 8:00am or after 9:00pm.

X FOR STREET CLOSURE REQUESTS:

The event organizer is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street. Please contact the Sayle Street Garage, 608-266-4767, 1120 Sayle St., Monday-Friday, 8:30am-3:00pm. 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 rental fee per barricade for each additional). For weekend events, equipment pick up will only be on Fridays, 8:30am-3:00pm and must be returned the following Monday, 8:30am-3:00pm. X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

3.* [43251](#)

1900 JEFFERSON ST
Saturday, June 11 3:00pm - 11:00pm
Neighborhood Block Party
Westley Spitznagle

Items VI. 3.-14 were Approved with the following conditions:

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X Resident petition - on file.

X The event organizer is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street. Please contact the Sayle Street Garage, 608-266-4767, 1120 Sayle St., Monday-Friday, 8:30am-3:00pm. 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 rental fee per barricade for each additional). For weekend events, equipment pick up will only be on Fridays, 8:30am-3:00pm and must be returned the following Monday, 8:30am-3:00pm. 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 inflatables on streets or sidewalks.

X No permanent marking, including spray chalk, on streets, sidewalks, paths or city landscaping is allowed.

X Event organizer/sponsor is responsible for clean up of event area.

4.* [43243](#)

1000 RUTLEDGE
Saturday, June 11 12:00pm - 4:30pm
Parking Request
John J. Mueller

5.* [43248](#)

100 OHIO AVE
Saturday, June 18 3:00pm - 11:00pm

- Ohio Ave between Lafollete Ave & Bashford
Neighborhood Block Party
Karen FASTER
- 6.* [43245](#) 2600 CHAMBERLAIN AVE
Saturday, June 18 & Saturday, September 17 3:00pm - 10:00pm
Neighborhood Block Parties (two)
Gordon Heingartner
- 8.* [43252](#) 809-887 TERRY PL
Saturday, June 25 3:30pm - Sunset
Neighborhood Block Party
Francie Wesley
- 7.* [43283](#) 800 SPAIGHT ST.
Sa, June 25, 3-11p
Neighborhood block party
Ross Wuennenberg
- 9.* [43250](#) 2200 WEST LAWN AVE
Saturday, June 25 3:00pm - 8:00pm
Neighborhood Block Party
Kathi Sieden-Thomas
- 11.* [43242](#) 2800 MASON ST
Monday, July 4th - 10:00am - 3:00pm
Neighborhood Block Party
Roger Lane
- 10.* [43259](#) 100-200 GARRISON
Sa, July 2, 2016, 8a-sunset
Neighborhood block party
Emily Kosmerl
- 13.* [43247](#) 2800 UNION ST
Saturday, July 16 - 9:00am - 8:00pm
Neighborhood Block Party
Mia Brodersen
- 12.* [43284](#) 1200 Elizabeth St.
M, July 4, 8:30a-9:00p
Neighborhood block party
Lois Braun Oddo
- 14.* [43065](#) 2100 WEST LAWN AVE
Saturday, August 27th 9:00am - 11:00pm
Neighborhood Block Party
Toby Campbell

IX. ADJOURNMENT

This was Adjourn