



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, February 20, 2019

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, March 6, 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, Paul Ripp, Lt. Dave McCaw, Susan Barica, Katie Sellner, Tom Mohr, Meghan Blake-Horst, John Fahrney

Members Excused: Eric Veum, Bill Putnam, Mark Kiesow, Matthew Scamardo

Additional City Staff Present: Kristin Brodowsky, Mary Lloyd, Kelly Post, Katie Crawley

II. APPROVAL OF MINUTES

Motion made by Blake-Horst, seconded by Barica 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. [54662](#)

LAKE STREET BASH
600 N Block of Lake St and Mendota Ct
Friday, 4/19/19 10:00am - 10:00pm
Annual Event with All Campus Party.
Discuss location, activities, set-up, and schedule.
Mia Ogorchock, Wisconsin Alumni Student Board (WASB)

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 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:

Zach Wood - 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.

DURING EVENT

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

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.

2. [54714](#)

WISCONSIN CHINESE CULTURE DAY

Sa, August 24, 2019, 8:30am-3pm

MLK Jr. Blvd - Capitol Square to Doty Street

Event celebrating Chinese culture

Discuss location, setup, schedule

Jing (Connie) Li, Shu-Cai (David) Huang / Madison Area Chinese Community Org.

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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 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 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.

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3. [54663](#)

TASTE OF MADISON

Sa, Aug. 31 - Su, Sept. 1, 2019

Capitol Square & surrounding 100 blocks, 200 block Wisconsin Ave, 200 block MLK Jr. Blvd

Fri, Aug. 30, meter bagging begins on Square 3:00pm

Closure: Capitol Square, Fri, Aug 30, 6:00pm, barricades removed Mon, Sept. 2, 11:00pm

Takedown is Su, Sept. 1 from 7:00pm to Mon, Sept. 2 at 2:00am

Festival

Madison Festivals, Inc./ Lucas Molloy

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- 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 This is a District event. 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 to bag meters and post "No Parking" signs as per plan on file. Sponsor required to pay for services.
- X Walk-through with Mall Maintenance before and after event will be arranged with Mark Kiesow, Mall Maintenance Lead Worker, 266-6031.
- X Generators may not displace City Vendors or block Metro bus stops prior to 6:00pm on Friday, 9/1.
- X Do Not place porta-potties in front of open businesses.

DURING EVENT

- X The Capitol Square will be closed by an approved private contractor.
- X Barricade placement as per plan on file with Traffic Engineering (TE).
- X Traffic management plan as approved by TE and MPD-on file.
- X Friday, Aug. 30, Metro rerouted to outer loop. Standard rerouting fee applies. (\$600)
- X Friday, Aug. 30, 3 additional Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)
- X Sat., Aug.31 & Sun., Sept. 1, 6 additional Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)
- X City vendor licenses are invalidated for this event, but allowed to set up on W Washington per plan approved by the Vending Coordinator.
- X Noise must be kept to a reasonable level at all times.
- X Staff must be placed at event perimeter with signage stating "NO ALCOHOL BEYOND THIS POINT"
- X Provide and maintain access for BMO Harris drive thru customers during hours of operation.
- X Provide and maintain access to Park Hotel during the event.
- X Provide and maintain access to the parking ramp on East Main and Webster.
- X Provide and maintain access to the parking lot on East Washington and Webster.
- X Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace, 608-255-5147.
- 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.

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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.

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VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

1. [54664](#)

BADGERS CHALK THE BLOCK

State Street Mall (800 State Street)

Wednesday, April 17, 2019, 8:00am- 3:00pm

Discuss location, schedule and activities.

Alex Isabel Ramirez / Wisconsin Alumni Student Board

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2. [54665](#)

CARS ON STATE

Sa, June 1, 2019- 8:00am - 4:00pm

100 - 600 blocks of State Street

Annual Classic Car Show.
Discuss location, schedule, set up and activities.
Cas Salas / Greater State Street Business Association

Discussed location, set up and schedule. Referred to a future SUSC meeting to discuss details with organizer.

3. [54666](#)

CAMPUS FIRE SAFETY
Thursday, September 12, 2019 8:30am - 3:30pm
State Street Mall/800 State Street
Educational presentation on campus fire safety.
Discuss location, activities and schedule.
Bernadette Galvez / City of Madison Fire Department

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4. [54713](#)

CAMPUS FIRE SAFETY
Thursday, September 26, 2019 8:30am - 3:30pm
State Street Mall/800 State Street
Educational presentation on campus fire safety.
Discuss location, activities and schedule.
Bernadette Galvez / City of Madison Fire Department

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IX. ADJOURNMENT

A motion was made by Blake-Horst, seconded by Barica, to Adjourn. The motion passed by voice vote/other.