



Meeting Minutes - Approved STREET USE STAFF COMMISSION

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Wednesday, September 18, 2024

10:00 AM

Virtual

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, September 18, 2024. Chairperson Post called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelly Post, Jeremy Nash, Meghan Blake-Horst, Scott Busse, Mark Kiesow, Amy O'Rourke, Tim Sobota, John Fahrney, Lt. Jen Hannah

Members Excused: Scott Strassburg, Eric Veum, Katelynn Updike

Additional City Staff Present: Julia Austin, Jen Blair

APPROVAL OF MINUTES

There were no minutes prepared to approve at this meeting.

1. [85194](#) PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the commission for any item on the agenda.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [85059](#) SHRED & SHOP
Saturday, Sept. 21, 2024 / 12pm-6pm
Street Closure: portion of 500 State Street
Sidewalk Sale / Market
Freedom Skate Shop / Skylar Palm & Geoffrey Kopski
Discussed location, set up and schedule. Referred to a future SUSC meeting once planning is complete.
3. [85188](#) WEST HIGH SCHOOL HOMECOMING PARADE
Friday, October 2, 2024 / 2:20pm-3pm
Parade Staging: Road Closure/No Parking: 1600-1700 Chadbourne

(Spooner to Breese), 0-100 Lathrop (Hoyt to Regent)
Parade Route: No Parking: Chadbourne to Ash to VanHise
Annual High School Homecoming Parade
Katie Medema / West High School

Registered speaker Katie Medema registered in support, not to speak, but available for questions.

A motion was made by O'Rourke, seconded by Blake-Horst to approve pending receipt of required documents & with the following conditions:

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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

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 information, location, date, schedule, activities, etc. Regina Vidaver - dsitric5@cityofmadison.com

Notification: Organizer must notify residents on the affected roads of the parade, including date, schedule, and day of contact information.

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

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

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

EVENT DAY(S)

No objects may be thrown from vehicles. Any items to be distributed must be handed to attendees.

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

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

ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

4. [85189](#)

ROCK OUT AT BOULDERS
Saturday, October 19, 2024 / 7pm-10:30pm
Street Closure: 100 S Carroll
Closed for food cart parking and attendees safety
Event indoors at Boulders
Boulders Inc / Max Beavan

Registered speaker Max Beavens registered in support, not to speak, but available for questions.

A motion was made by Nash, seconded by Blake-Horst to approve for voting and discussion.

The event was discussed in particular around maintaining the 20' emergency access lane and vending in the Mall Concourse.

A second motion was made to approve the event with the special conditions around vending in the Mall Concourse, if specific conditions are met, then vending is allowed. the second motion was made by Blake-Horst and seconded by O'Rourke.

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

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 information, location, date, schedule, activities, etc. Michael Verveer - district4@cityofmadison.com

Notify the Madison Central Business Improvement District's Executive Director at director@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.

Notify area businesses and residents that are on the closed street. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

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

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

EVENT DAY(S)

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

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

ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

5. [85190](#)

DOWNTOWN MADISON FAMILY HALLOWEEN
Wednesday, October 30, 2024 / 3pm-8:30pm

Street Closure: 100-600 State Street
500-600 State closed 2pm-6pm
100 State closed 2pm-8:30pm
Movie at 100 State @ 6pm
Annual family trick or treating night on State
Madison's Central Business Improvement District / Kris Gabert

Registered speaker Tim Jenquin registered in support, not to speak, but available for questions.

Registered speaker Kris Gabert registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Blair for voting and approval. Event was discussed with the additional request to close all of State Street. Staff discussed impact to Metro service on the 200 & 300 block of State. Event organizer agreed to only closing the 100 block of State street as was done in previous years.

A second motion was made by Sobota and seconded by O'Rourke for approval of closing the 100 block of State Street:

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

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

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 information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com
Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

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

DURING EVENT

Traffic Engineering will deliver/pick-up barricades.

Maintain access to Metro stops.

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

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

ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

6. [85191](#)

MADISON MARATHON

Sunday, November 10, 2024 / 6am-2pm

Start/Finish: Capitol Square

Street Closures: Capitol Square, 100 & 200 MLK, 100 E Washington Ave

See attached for route details

Madison Festivals Inc. / Bonnie Oleson

Registered speaker Ryan Richards registered in support and wishes to speak.
Registered speaker Sara Klemme registered in support, not to speak, but available for questions.

A motion was made by Blair, seconded by Sobota to approve pending receipt of required documents & with the following conditions:

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BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." (If beer will be sold, this certificate must include liquor liability.)

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 information, location, date, schedule, activities, etc.

Notify the Madison Central Business Improvement District's Executive Director at director@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Notify area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

Special Event MPD staffing is required. Please contact Lt. Jen Hannah and Officer Michael Ott at mpdevents@cityofmadison.com to arrange for MPD staffing. There are charges for these services.

Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD. Parking Enforcement will post signage and hood meters. Organizer agrees to pay all MPD costs associated with these tasks.

EVENT DAY(S)

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors and performers. Vendors relocated outside the designated perimeter of the event.(licensed sidewalk cafes exempted).

Note: Saturday market vendors may set up as usual - must be off the Square by 3p.

Signage and staffing at event perimeter: "No Alcohol Beyond This Point".

Provide and maintain access to the AC Hotel during event.

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.

Provide and maintain access to Park Hotel during the event.

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

20' emergency access lane must be maintained throughout event area.
 ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

7. [85192](#)

RUN SANTA RUN

Saturday, December 21, 2024 / 3pm-4:30pm

Start: 800 State Street / Finish: 10 Langdon

See attached for route details

Race Day Events / Brad Rogstad

Registered speaker Brad Rogstad registered in support and wishes to speak. A motion was made by Blake-Horst, seconded by O'Rourke to approve pending receipt of required documents & with the following conditions:

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

Notify area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

Special Event MPD staffing is required. Please contact Lt. Jen Hannah and Officer Michael Ott at mpdevents@cityofmadison.com to arrange for MPD staffing. There are charges for these services.

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

Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD.

EVENT DAY(S)

Maintain access to Metro stops.

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

Event cannot displace licensed city vendors.

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

20' emergency access lane must be maintained throughout event area.
ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

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Motion passed by voice vote/other.

9. ADJOURNMENT

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