



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, June 12, 2019

10:00 AM

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

CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, June 12, 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, Katie Sellner, Meghan Blake-Horst, Matthew Scamardo, Eric Veum

Members Excused: Tom Mohr, Mark Kiesow, John Fahrney, Bill Putnam, Susan Barica

Additional City Staff Present: Kristin Brodowsky, Kelly Post, Jeremy Nash

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.

APPROVAL OF MINUTES

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

STREET USE PERMITS FOR SPECIAL EVENTS

1. [56147](#) MADISON BCYCLE - ELECTRIC BIKE LAUNCH
Tue., June 18, 2019 / 9am-2pm
Closure: 200 block of MLK Jr. Blvd
See attached for route
Press conference / bike ride
Discuss location, shedule, setup, route
Bcycle / Laura Andrews

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 - on file.

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 Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

X This is a District event. There may be charges for these services. Organizer will pay all costs of any 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 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.

X Call 608-267-8756 to arrange for meter signage. Remove meter signage when event has ended. There are charges for this equipment.

DURING EVENT

X 5 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 The bike route will have a MPD vehicle leading the riders and following the riders. The route will use the traffic lane around the Capitol Square, leaving the bus and bike lane open.

X Bike participants must follow all traffic signals during the parade portion of the event.

X Provide and maintain access to BMO Harris drive through 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.

2. [56141](#)

JAZZ AT FIVE

Wednesdays, 8/7, 8/14, 8/21, 8/28, 9/4/2019 / 12pm-9pm

Street Closure: 100 State St. / "Y" Closure - WI Ave. to W. Washington

Parking Request: 12 meters, 100 W. Mifflin(7) & 100 N. Carroll(5)

Annual Jazz concert series.
Discuss location, schedule, set-up and activities.
Jazz at Five, Inc / Stuart Benjamin

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

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BEFORE EVENT

X Addendum and/or contract providing additional event details and conditions.
X Certificate of insurance listing the City of Madison as additional insured is required - on file.

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 Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

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 Metro rerouted to outer loop. Standard rerouting fee applies. (\$600)

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

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

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.

3. [56014](#)

INDIA DAY

Sat. 8/17/19, 7:00am - 3:00pm

100 block of MLK Jr. Blvd

Cultural Event

Discuss location, schedule, setup
Association of Indians in America (AIA) / Vijay Sharma & Kamlesh Saini

Discussed location, set up and schedule. Referred to a future SUSC meeting once planning is complete.

4. [56145](#)

.1K RESISTANCE RACE

Sun., August, 18, 2019 / event: 12pm-1pm

closure: 700 block of E. Main St / 8:30am-1:30pm

closure: Intersection of E. Main & S. Livingston St. / 12pm-1pm

Discuss location, setup, schedule

FPC Live / Lauren Toler

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 - on file.

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:

Marsha A. Rummel - district6@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 Noise must be kept to a reasonable level at all times.

X No sales, serving, or consumption of alcohol allowed on the street.

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.

5. [56140](#)

THE GREAT MIDWEST MARIJUANA HARVEST FESTIVAL (GMMHF)

Sat. & Sun., Oct. 5 & 6, 2019 / 9:00am - 10pm (both days)
State Street, Library Mall (see attached)
Festival & Parade(Sunday)
Discuss setup, schedule, parade
GMMHF Collective / Shelley Kennedy & Decker Slowey

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 - on file.

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 E. Verveer – district4@cityofmadison.com

Avra Reddy – district8@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, mblake-horst@cityofmadison.com or 608-261-9171.

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

X Organizer will have a plan, approved by Madison Police and posted on sponsor website/event promotion, to address illegal activity occurring at the event and notify the participants. The Street Use Permit does not exempt events/organizers from any federal, state or local laws. If illegal activity occurs at the event, it is grounds to deny a street use permit for the event in the future.

DURING EVENT

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

X Street Use Staff Commission approves sales of non-homemade/hand crafted merchandise within event perimeter.

X City vendor licenses are invalidated for this event.

X Parade route: Parade must obey traffic signals along the route when crossing W. Gorham, W. Johnson, W. Dayton, and W. Mifflin.

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.

STREET USE APPLICATIONS FOR ROUTINE REQUESTS

6. [56216](#) RALLY FOR THE PEOPLE
Fri., 6/21/19 - 12pm-2:30pm
Confluence on Library Mall (State Street Mall)
Discuss setup, schedule
Rally - with speakers
Emily Faeth
- Approved pending receipt of required documents & with the following conditions:
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- BEFORE EVENT
X No street closure, request for parking/sidewalk space only.
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:
Avra Reddy - district8@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, mblake-horst@cityofmadison.com or 608-261-9171.
- DURING EVENT
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.
7. [56146](#) INSTALLATION OF BISHOP HYING
Mon. June 24, 7am - Tue. June 25, 2019, 7pm
Parking Request: 5400 block of Flad Ave (south side)
Street Closure: 10 block of Maria Place (Tuesday only)
Installation of the new Bishop of Madison Diocese

Discuss schedule, location, setup
St. Maria Goretti Parish / Mary Therese Kysely

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

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BEFORE EVENT

X Notification: Notify area alder(s), businesses, and residents prior to the event. Provide with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Zachary Henak - district10@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 may be charges for this equipment.

X Call 608-267-8756 to arrange for "No Parking" signs. Remove 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 Maintain access to residents on Maria Place at all times.

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 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.

8. [56208](#)

CREATIVE LEARNING PRESCHOOL - FAMILY FUN NIGHT

Thu. June 27, 2019 / 2pm-8:30pm

Parking Request for meters

Parking for Family Fun Night at Creative Learning Preschool

Creative Learning Preschool / Dan Eckhardt

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

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BEFORE EVENT

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

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 Maintain access to Metro stops.

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.

9. [56156](#)

REGENT NEIGHBORHOOD ANNUAL 4TH OF JULY PARADE

Thu., July 4, 2019 / 11:45am - 12:30pm

10 block of Highland Ave, north to 2500 block of Van Hise, west to 10 block of Grand, south to West High practice field

Annual Parade

Regent Neighborhood Association / Betsy Repaske

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

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BEFORE EVENT

X Notification: Organizer must notify area alder(s) at least two weeks 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:

Shiva Bidar-Sielaff - district5@cityofmadison.com

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. There are charges for this equipment.

DURING EVENT

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.

10. [56142](#)

OPERA IN THE PARK

Sat, July 20, 2019, 8p-10p

Parking: Thu, 7/18 - Sun, 7/21

5400-5900 S. Hill Dr.

5700-5900 Driftwood Ave.

200-300 Rosa Rd.

Closure: Sat, 7/20 8p-11p

200-300 Rosa Rd.

Opera in the Park, Annual concert

Discuss location, schedule, set up

Madison Opera / Jill Krynicki

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 - on file.

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:

Arvina Martin - district11@cityofmadison.com

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 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 Traffic Engineering will deliver the barricades.

DURING EVENT

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

X Maintain access to Metro stops.

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.

11. [56153](#)

GREAT TASTE OF THE MIDWEST

Sat., August 10, 2019, 8a-6p

Closure: 300 E Lakeside and Lakeshore Ct

No Parking: Olin-Turville Ct., Edgewater Ct., Sayle St., 10 block Van Deusen St

Cab parking for annual beer tasting event at Olin Park

Discuss location, set-up, schedule and activities.

Madison Homebrewers & Tasters Guild / Thomas Jones

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

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BEFORE EVENT

X Resident petition on file.

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

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:

Tag Evers - district13@cityofmadison.com

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 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 "No Parking" signs. Remove 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 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.

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12. [56155](#) EQUINOX & 420 WEST Move Ins
Thu., August 15, 2019 / 8:00am- 5:00pm
Lane Closure: 400 block of W Gorham (10am-4:30pm)
Parking Request: 300 block of N. Broom & 400 block of W. Gorham
Discuss location, schedule, and setup
Madison Property Management / Lindsey Kramer
- Approved pending receipt of required documents & with the following conditions:**
- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
 - 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 Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.
 - X Call 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.
- DURING EVENT**
- X Facility staff to monitor meters for move in.
 - X Loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests.
 - 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.
13. [56139](#) GSAFE TRICK OR TROT 5K WALK/RUN
Su, October 13, 2019 / 9am-4pm
Start/Finish: Potter Street (outside Franklin Elementary School parking lot)
Route: see attached
Run/Walk
Discuss location, route, schedule
GSAFE / Brian Juchems
- 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 - on file.
-

- X No street closure, request for parking/sidewalk space only.
 - 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:
Tag Evers - district13@cityofmadison.com
Sheri Carter - district14@cityofmadison.com
 - X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.
 - X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.
- 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 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.

ADJOURNMENT

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